

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2011-2012**

**PM&C Portfolio**

**Department/Agency:** National Mental Health Commission  
**Outcome/Program:** National Mental Health Commission  
**Topic:** Credit Cards

**Senator:** Senator Ryan

**Question reference number:** 111

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 30 March 2012

**Number of pages:** 2

**Question:**

How many staff in each department and agency have a corporate credit card? What is their classification?

What action is taken if the corporate credit card is misused?

How is corporate credit card use monitored?

What happens if misuse of a corporate credit card is discovered?

Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.

What action is taken to prevent corporate credit card misuse?

**Answer:**

1. As at 31 January 2012 two staff have a Department of the Prime Minister & Cabinet (PM&C) corporate credit card. Their classifications are: SES3 and EL2.
2. Credit cards are acquitted on a monthly basis. The authorised delegates are responsible for reviewing and signing off the credit cardholders' statements and supporting documentation to verify all purchases are work related as required by the Chief Executive Instructions (CEI).
3. In accordance with the PM&C CEI's on credit cards, the following actions are taken in relation to credit card misuse:

“Any suspected misuse, loss or theft of a PM&C credit card must immediately be reported to the First Assistant Secretary of Corporate Services Division, the Credit Card Administrator and the issuing bank. Cardholders who have been found to misuse their card will be required to surrender their card to the credit card administrator and may be subject to action under the *Financial Management and Accountability Act 1997* and the *Public Service Act 1999*.

Following an internal investigation, cardholders who have been found to be using their card in a fraudulent manner may be referred to the Australian Federal Police.”

4. There was no identified misuse of credits cards in 2011-12.
5. In addition to the monthly review by authorised delegates, audits are also conducted as an assurance that cardholders are using their credit cards in accordance with the CEI.