

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

Prime Minister and Cabinet Portfolio

Department/Agency: Office of the Inspector-General of Intelligence and Security
Outcome/Program: Outcome 1
Topic: Credit Cards

Senator: Ryan

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Type of question: Written

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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 in the last 12 months? List staff classification and what the misuse was, and the action taken.

What action is taken to prevent corporate credit card misuse?

Answer:

Three OIGIS staff currently have a corporate credit card. Their classifications are: Agency Head, APS5 and APS4.

If a credit card was found to be misused, a preliminary assessment would be made by the Inspector-General to determine whether further investigation is warranted and whether the investigation should be undertaken internally or referred to a law enforcement agency. In serious cases, this could result in the staff member facing prosecution, or alternatively they may face civil, administrative or disciplinary remedies available under the *Public Service Act 1999*. Staff may also face the potential loss of superannuation entitlements under the *Crimes (Superannuation Benefits) Act 1989* and there may be implications in regard to their continued suitability to hold a Top Secret Positive Vet security clearance.

The use of corporate credit cards is monitored through the monthly acquittal of statements.

If misuse of a corporate credit card was discovered it would be immediately reported to the Inspector-General of Intelligence and Security or the Principal Investigation and Review Officer – Corporate.

There have been no instances of corporate credit card misuse discovered at OIGIS in the last 12 months.

OIGIS maintains only a small number of corporate credit cards and statements are reconciled monthly. Up until recently, statements were reviewed and coded by the Accountant. Statements are now also reviewed by the Principal Investigation and Review Officer – Corporate before being forwarded to the Accountant.