

Senate Finance and Public Administration Legislation Committee
Additional Estimates Hearing – February 2012
ANSWER TO QUESTIONS ON NOTICE

Prime Minister and Cabinet portfolio

Department/Agency: Office of the Official Secretary to the Governor-General

Program 1: Support for the Governor-General and Official Activities

Outcome 1: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

Topic: Credit Cards

Senator: Ryan

Question reference number: PM111

Type of Question: Written

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

Number of Pages: 3

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:

20 staff hold Office credit cards.

Commonwealth Officer Classification	Number of Credit Cards Held
GH01	1
GH02	1
GH04	1
GH04	1
GH06	1
GH06	1
GH06	1
GH06	1
GH07	1
GH07	1
GH07	1
GH07	1
GH07	1
GH07	1
GH08	1
GH08	1
GH08	1
GH08	1
Agency Head	1
SES 1	2
Total	21

Breach of Code of Conduct investigation carried out.

Monthly statements are reconciled and reconciling items are investigated and followed up.

Breach of Code of Conduct investigation would be carried out, and appropriate action determined.

No. During the term of the Governor-General, no breaches have occurred.

All staff receive appropriate training and are required to sign a declaration on the use of the credit card.