

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
BUDGET ESTIMATES 2012-2013

Prime Minister and Cabinet Portfolio

Department/Agency: Australian National Audit Office

Outcome/Program:

Topic: Credit Cards

Senator: Ryan

Question reference number: 107

Type of question: Written

Date set by the committee for the return of answer: Friday, 6 July 2012

Number of pages: 1

Question:

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Additional Estimates 2011-12 (February 2012):
 - 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.
3. What action is taken to prevent corporate credit card misuse?

Answer:

- Q1. The ANAO provides a corporate 'travel card' to all staff who travel on official business. The ANAO also provides a 'purchasing card' to specific corporate support staff:

APS3	APS4	APS5	APS6	EL1	EL2	SES
14	23	29	54	41	70	26

- Q2. There have been no changes since Additional Estimates 2011-12.
- Q3. Misuse of any corporate credit cards (ie not in accordance with the ANAO Procedural Rules for the 'Use of Credit Card') would be reported to the AFP. Proceedings may be instigated against the staff member under the Public Service Act 1999 (Code of Conduct) and section 60 of the Financial Management and Accountability Act 1997.