

**Senate Finance and Public Administration Legislation Committee**  
**Additional Estimates Hearing – May 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:** PM107

**Type of Question:** Written

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

**Number of Pages:** 2

Provide a breakdown for each employment classification that has a corporate credit card.

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.
- What action is taken to prevent corporate credit card misuse?

**Answer:**

20 staff hold Office credit cards.

<b>Commonwealth Officer Classification</b>	<b>Number of Credit Cards Held</b>
GH01	1
GH02	1

GH04	1
GH04	1
GH06	1
GH06	1
GH06	1
GH06	1
GH06	1
GH07	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
<b>Total</b>	<b>21</b>

No change since Additional Estimates 2011-12 (February 2012)