

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Budget Estimates Hearing 27 May-6 June 2013

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** 1.1 Prime Minister and Cabinet

**Topic:** Credit Cards

**Senator:** Senator Ryan

**Question reference number:** 106

**Type of Question:** Written

**Date set by the committee for the return of answer:** 12 July 2013

**Number of pages:** 2

**Question:**

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
  - (a) What action is taken if the corporate credit card is misused?
  - (b) How is corporate credit card use monitored?
  - (c) What happens if misuse of a corporate credit card is discovered?
  - (d) Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
  - (e) What action is taken to prevent corporate credit card misuse?

**Answer:**

1. As at 1 June 2013 there were 251 active credit cards issued throughout the Department. These were held by eligible SES and non-SES staff in accordance with the Department's business requirements. Eligible staff include purchasing officers and those required to travel. A further breakdown by employment classification would be an unreasonable diversion of resources.
2. (a) In accordance with the Department's CEI on credit cards and operational guideline, 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

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action under the *Financial Management and Accountability Act 1997* and the APS Values and Code of Conduct.

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.

2. (b) 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 department's CEI.
2. (c) Refer to the above response to question 2(a).
2. (d) There has been no identified or reported misuse of credit cards in the 2012-13 financial year to date.
2. (e) 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.