

Senate Finance and Public Administration Legislation Committee

Additional Estimates - May 2013

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: QoN 106

Type of Question: Written

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

Number of Pages: 2

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

Please update details of the following?

- 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:

There are 21 staff who hold Office credit cards. Note that one SES officer holds 2 credit cards hence there are 22 credit cards in total. Please see below table.

Commonwealth Officer Classification	Number of Credit Cards Held
GH01	1
GH02	3
GH03	0
GH04	3
GH05	1
GH06	4
GH07	4
GH08	3
GH09	0
Agency Head	1
SES 1	2
Total	22