

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2011-2012

Prime Minister and Cabinet Portfolio

Department/Agency: Australian Public Service Commission
Outcome/Program: Cross Portfolio
Topic: Credit cards

Senator: Ryan

Question reference number: 155

Type of question: Written

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Question:

- 1. How many staff in each department and agency have a corporate credit card? What is their classification?**
- 2. What action is taken if the corporate credit card is misused?**
- 3. How is corporate credit card use monitored?**
- 4. What happens if misuse of a corporate credit card is discovered?**
- 5. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.**
- 6. What action is taken to prevent corporate credit card misuse?**

Answer:

1. Currently 102 employees hold a credit card in the Australian Public Service Commission (APSC). The information about classification of staff who hold a credit card is not recorded. In the APSC the staff who are eligible to have a credit card include Senior Executives, Executive Level 2 staff and staff who have a business need and have obtained approval from their Group Managers for a credit card.
2. Misuse of corporate credit card will be investigated through an internal fraud control process.
3. Every month the corporate credit card statements are distributed to the card holders who are responsible to acquit each spending item with matching receipts. The acquitted statement is then reviewed and approved by the card holders' managers.
4. If an instance of misuse is discovered, it will be investigated according to the internal fraud control process.
5. No.

6. Staff are educated prior to receiving a corporate credit card regarding the appropriate use of Australian Government Credit Card (AGCC). Staff need to acknowledge their understanding of the appropriate use of AGCC. All corporate credit card statements are prepared and reviewed by relevant managers to minimise misuse.