

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

Portfolio

**Department/Agency:** Office of the Australian Information Commissioner

**Outcome/Program:**

**Topic:** Credit cards

**Senator:** Senator Ryan

**Question reference number:** 155

**Type of question:** Written

**Date set by the committee for the return of answer:** 2 December 2011

**Number of pages:** 2

**Question:**

- a) How many staff in each department and agency have a corporate credit card?
- b) What is their classification?
- c) What action is taken if the corporate credit card is misused?
- d) How is corporate credit card use monitored?
- e) What happens if misuse of a corporate credit card is discovered?
- f) Have any instances of corporate credit card misuse have been discovered?
- g) List staff classification and what the misuse was, and the action taken.
- h) What action is taken to prevent corporate credit card misuse?

**Answer:**

- a) Six.
- b) Credit cards are generally limited to Statutory Office Holders, Executive staff and staff who are required to undertake corporate procurement.
- c) Detailed procedures for investigating misuse of Commonwealth resources are laid down in the OAIC's Chief Executive Instructions and Fraud Control Plan. The identified procedures specify potential penalties and action for any misuse.
- d) Monthly account reconciliation and review and approval by relevant delegates and internal and external audit.
- e) see (c)
- f) No
- g) N/A

h) All card holders are required to sign a Card Holder Responsibilities form acknowledging these responsibilities. Also refer to (d) above