

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 2011-12**

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:** PM155

**Type of Question:** Written

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

**Number of Pages:** 3

**Question:**

1. How many staff in each department and agency has 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. There are 21 staff who hold Office credit cards.

| <b>Commonwealth Officer Classification</b> | <b>Number of Credit Cards Held</b> | <b>Financial Institution</b> |
|--|------------------------------------|------------------------------|
| GH01                                       | 1                                  | Westpac Banking Corporation  |
| GH02                                       | 1                                  | Westpac Banking Corporation  |
| GH04                                       | 1                                  | Westpac Banking Corporation  |

|              |           |  |
|--------------|-----------|--|
| GH04         | 1         | Commonwealth Bank of Australia                                 |
| GH06         | 1         | Westpac Banking Corporation                                    |
| GH06         | 1         | Westpac Banking Corporation                                    |
| GH06         | 1         | Westpac Banking Corporation                                    |
| GH06         | 1         | Westpac Banking Corporation                                    |
| Gh07         | 1         | Westpac Banking Corporation                                    |
| GH07         | 1         | Westpac Banking Corporation                                    |
| GH07         | 1         | Westpac Banking Corporation                                    |
| GH07         | 1         | Westpac Banking Corporation                                    |
| GH07         | 1         | Westpac Banking Corporation                                    |
| GH07         | 1         | Westpac Banking Corporation                                    |
| GH07         | 1         | Commonwealth Bank of Australia                                 |
| GH08         | 1         | Westpac Banking Corporation                                    |
| GH08         | 1         | Westpac Banking Corporation                                    |
| GH08         | 1         | Westpac Banking Corporation                                    |
| GH08         | 1         | Westpac Banking Corporation                                    |
| Agency Head  | 1         | Westpac Banking Corporation                                    |
| SES1         | 2         | Westpac Banking Corporation and Commonwealth Bank of Australia |
| <b>Total</b> | <b>22</b> |  |

2. Breach of Code of Conduct investigation carried out.
3. Monthly statements are reconciled and reconciling items are investigated and followed up.
4. Breach of Code of Conduct investigation would be carried out, and appropriate action determined.
5. No. During the term of the Governor-General, no breaches have occurred.

6. All staff receive appropriate training and are required to sign a declaration on the use of the credit card.