

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Prime Minister and Cabinet Portfolio

Department of Regional Australia, Regional Development and Local Government

Supplementary Budget Estimates 17-20 October 2011

Question: 187

Topic: Credit Cards

Asked By: Senator RYAN

Type of Question: Written

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

Number of pages: 2

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

Answer:

The following information is provided as at 18 October 2011:

- a) 224 staff have corporate credit cards. Staff range from APS 2 through to the Secretary.
- b) and d) Any apparent or suspected misuse, loss or theft of a Commonwealth credit card is reported and investigated in accordance with the Department's Fraud Control Plan.
- c) Credit card holders acquit transactions and have them approved by their supervisor within 28 days of the transaction. Monthly reports detailing credit card use and acquittal are reviewed centrally and outstanding items followed up with card holders

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and supervisors as appropriate. Monthly reports on credit card usage are provided to the Executive.

- e) There have been no reported instances of misuse of a corporate credit card.
- f) The Department has the following controls in place to prevent credit card misuse:
- Commonwealth credit cards are only issued, and card or transaction limits increased, where there is a proven business need and approved by an appropriate delegate.
 - Credit card holders are required to sign a declaration acknowledging their responsibilities as a holder of a Commonwealth credit card.
 - Cash withdrawals are not permitted - this facility has been disabled by the bank.
 - Amounts not acquitted within 28 days of the transaction date are actively monitored and followed up with the card holder and their supervisor.
 - Cardholders are required to safeguard credit cards and maintain supporting documentation for all transactions.
 - The Department's Commonwealth credit cards are periodically reviewed to ensure that they are still required and the limits appropriate.