

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

Supplementary Budget Estimates 15-18 October 2012

Prime Minister and Cabinet Portfolio

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** 1.1.3 Support Services for Government Operations

**Topic:** Credit Cards

**Senator:** Senator Ryan

**Question reference number:** 132

**Type of Question:** Written

**Date set by the committee for the return of answer:** 30 November 2012

**Number of pages:** 2

**Question:**

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

Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):

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

**Answer:**

1. What action is taken if the corporate credit card is misused?

The Department has updated its Chief Executive Instructions (CEIs) using the Department of Finance and Deregulation's model CEIs as a guide. The CEI on credit cards was updated on 28 May 2012 and its supporting Operational Guideline was updated on 8 June 2012.

In accordance with the Department's CEI on credit cards and its Operational Guideline, the following actions are taken in relation to credit card misuse.

Any suspected misuse, loss or theft of a PM&C credit card must immediately be reported to the First Assistant Secretary of Corporate Services Division, the Credit Card Administrator and the issuing bank.

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Cardholders who have been found to misuse their card will be required to surrender their card to the credit card administrator and may be subject to action under the Financial Management and Accountability Act 1997 and the APS Values and Code of Conduct.

Following an internal investigation, cardholders who have been found to be using their card in a fraudulent manner may be referred to the Australian Federal Police.

2. How is corporate credit card use monitored?

There have not been any changes since Budget Estimates 2012-13 (May 2012).

3. What happens if misuse of a corporate credit card is discovered?

Refer to the above response to question 1.

4. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.

There have not been any changes since Budget Estimates 2012-13 (May 2012).

5. What action is taken to prevent corporate credit card misuse?

There have not been any changes since Budget Estimates 2012-13 (May 2012).