

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
SOCIAL SERVICES PORTFOLIO
2016-17 Supplementary Estimates Hearings

Outcome Number: Cross Outcome - Across Programs

Question No: SQ16-000299

Topic: Credit Cards

Hansard page: Written

Senator Alex Gallacher asked:

1. What types of credit and transaction cards (including Cabcharge Fastcard and eTickets) does your department issue?
2. What was the total expenditure for each type of card over the last 3 financial years?
3. Can you break down the expenditure into categories?
4. What is the highest and lowest credit limit for each type of card?
5. How many times in the last 5 years has the credit limit been reviewed?
6. What are Credit Cards used for?
7. What are the Governance/probity rules for employees to follow?
8. Are cash advances allowed?
 - a) Can you list the total amount of cash advances from credit and other transaction cards over the last 3 years?
 - b) Can you provide details on the 10 largest cash advances in your department and provide particulars such as how much was accessed?
 - c) Who approves cash advances in your department in the event of paying suppliers
9. Who reviews transactions in regards to all cards?
10. Who provides assurance to the Minister in respect to probity governance and fraud control?

Answer:

1. The Department of Social Services has Travel and Purchasing Credit Cards and Cabcharge eTickets.
2. Departmental expenditure on Credit Cards and eTickets for the past three financial years was:

Category	2015-16 \$'m	2014-15 \$'m	2013-14 \$'m
Travel	\$5.7	\$5.7	\$7.8
Purchasing	\$3.8	\$3.7	\$3.8
eTickets	\$0.4	\$0.5	\$0.5
Total	\$9.9	\$9.9	\$12.1

3. Please refer to answer 2 above. It is not possible to provide a further breakdown of credit and transaction card expenditure by category without a significant diversion of departmental resources.

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4. The following credit limits are applied to departmental cards:

Purchasing Cards - The default transaction limit is \$9,999 per transaction with a monthly limit of \$20,000. A number of purchasing cards have higher monthly limits to accommodate local business requirements.

Travel Cards – the transaction limit for travel card holders is limited to travel expenses pre-approved by the delegate.

Cabcharge eTickets – up to \$200 per trip.

5. Individual card limits are reviewed as required to accommodate changes in business requirements.
6. Credit Cards are used to purchase and/or make payment for goods and/or services required for official purposes.
7. The *Public Governance, Performance and Accountability Act 2013*, *Public Service Act 1999*, Secretary's Instructions, Financial Instructions, credit card policy and procedures.
8. No.
9. Credit Card and eTicket transactions are reviewed monthly by the responsible card holder or eTicket account holder and the authorised verifying officer. In addition, the Department monitors Credit Card and eTicket transactions centrally by:
- Undertaking random spot checks of transactions;
 - Compliance reporting;
 - Reviews by Internal Audit; and
 - Monitoring, using the Department's Expense Management System.
10. In accordance with the *Public Governance, Performance and Accountability Act 2013* requirements, the Department provides assurance to the Minister in relation to credit card probity governance and fraud control.