

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Budget Estimates May 2017
Communications Portfolio
Bundanon Trust

Question No: 33(i)

Bundanon Trust

Hansard Ref: Written, 02/06/2017

Topic: Credit Cards

Senator Bilyk, Catryna asked:

How many credit cards are currently on issue for staff in the Department and agencies within the portfolio? If possible, please provide a break-down of this information by APS/ SES level.

- (a) What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
- (b) How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
- (c) How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
- (d) What was the largest amount outstanding on a single card at the end of a payment period in calendar year 2016 and what was the card holder's APS/ SES level?
- (e) How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
- (f) How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis in calendar year 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
- (g) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid in calendar year 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
- (h) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
- (i) Can a copy of the Department's staff credit card policy please be provided?

Answer:

Bundanon Trust currently has four (4) credit cards on issue to staff. The Trust does not employ staff using APS/SES levels and it is therefore not possible to provide this breakdown.

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- (a) In calendar year 2016 the largest purchase was \$5115.30 for the purchase of database software.
- (b) NIL interest was paid.
- (c) NIL late fees were paid.
- (d) The largest amount outstanding was \$13,487.92. Please see previous note on APS/SES levels.
- (e) NIL credit cards were reported lost or stolen.
- (f) NIL credit card purchases were deemed to be illegitimate or contrary to agency policy.
- (g) NIL purchases were deemed illegitimate or contrary to agency policy and asked to be repaid.
- (h) NIL credit cards are connected to rewards schemes.
- (i) Bundanon Trust does not have a separate staff credit card policy. Matters related to credit card issuance and usage are covered within our Delegations and Fraud policies. These place limits on which staff are able to hold credit cards, card and transaction limits, checking of expenditure on cards and approvals for payments.