

Senate Community Affairs Committee

ANSWERS TO ESTIMATES QUESTIONS ON NOTICE

HEALTH PORTFOLIO

Supplementary Budget Estimates 2016 - 2017, 19 October 2016

Ref No: SQ16-000460

OUTCOME: 0 - Whole of Portfolio

Topic: Credit and Transaction Cards

Type of Question: Written Question on Notice

Senator: Gallacher, Alex

Question:

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

Answer:

- a) The Department of Health issues credit cards, Cabcharge Fastcards and eTickets.
- b) The total expenditure for each type of card over the last three financial years was as follows:

Financial Year	Credit Card expenditure	Cabcharge Fastcards and eTickets	Total
2013-2014	\$3,820,468.24	\$615,312.09	\$4,435,780.33
2014-2015	\$3,649,553.87	\$491,480.40	\$4,141,034.27
2015-2016	\$4,241,394.20	\$710,166.35	\$4,951,560.55
Total	\$11,711,416.31	\$1,816,958.84	\$13,528,375.15

- c) The Department does not currently record details of expenditure by merchant category.
- d) The lowest limit for the departmental credit card is \$2,000 and the highest is \$50,000. The Cabcharge eTickets are limited at \$250 each.
- e) The credit limits on the departmental credit card have been reviewed twice in the last five years.
- f) Departmental credit cards are used for the purchase of goods and services with a value less than \$9,999 (inclusive of GST and merchant service fees) that are not associated with a multiple payment contract (paying incremental or milestone payments), or standing offer arrangement.
- g) The governance and probity rules for the use of credit and transaction cards are included in the Department's financial management framework. The framework includes Accountable Authority Instructions, Finance Business Rules and the Department's financial delegations.
- h) No.
 - i. Not Applicable
 - ii. Not Applicable
 - iii. Not Applicable
- i) Supervisors of credit card holders are responsible for ensuring the appropriate use of credit cards by their staff. In addition, regular compliance checking is undertaken by the Department's Credit Card Administrator.
- j) The Audit and Risk Committee provides independent assurance to the Secretary on fraud control arrangements in the Department. This assurance is then provided to the Minister by the Secretary through the Annual Report.