

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry, Innovation and Science Portfolio
2017 - 2018 Budget Estimates
31 May – 1 June 2017

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY, INNOVATION AND SCIENCE

TOPIC: ONA credit cards

REFERENCE: Written Question – Senator Ketter

QUESTION No.: BI-183

1. How many credit cards are currently on issue for staff in the Office of Northern Australia and agencies within the portfolio?
 - a) Please provide a break-down of this information by APS/ SES level.
2. What was the value of the largest reported purchase on a credit card since 1 July 2016 and what was it for?
3. How much interest was paid on amounts outstanding from credit cards since 1 July 2016?
4. How much was paid in late fees on amounts outstanding from credit cards since 1 July 2016?
5. What was the largest amount outstanding on a single card at the end of a payment period since 1 July 2016 and what was the card holder's APS/ SES level?
6. How many credit cards were reported as lost or stolen since 1 July 2016 and what was the cost of their replacement?
7. How many credit card purchases were deemed to be illegitimate or contrary to agency policy since 1 July 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis since 1 July 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?
8. What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid since 1 July 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
9. Are any credit cards currently on issue in the Office of Northern Australia or connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
10. Can a copy of the Office of Northern Australia staff credit card policy please be provided?

ANSWER

Office of Northern Australia (a division of the Department of Industry, Innovation and Science)

1. The Office of Northern Australia (ONA) had 16 corporate credit cards as at 31 May 2017. The breakdown of staff with credit cards by classification is as follows:

Classification	Number of credit cards
Senior Executive Service	1
Australian Public Service Officers	15
Total	16

2. The value of the largest reported purchase on a credit card was \$4,545 (GST exclusive) on sponsorship for the Northern Australia Food Futures Regional Road Show hosted by the Regional Development Australia NT.
3. No interest was paid on amounts outstanding. All credit card balances are settled by the Department (on behalf of the ONA) on a monthly basis, as they fall due.
4. No late fees were incurred in 2016. All credit card balances are settled by the Department (on behalf of the ONA) on a monthly basis, as they fall due.
5. No credit cards had outstanding balances during the 2016 calendar year. All balances are settled as they fall due.
6. There were no lost or stolen credit cards for the calendar year 2016. Under the Whole of Australian Government Travel Arrangements, departments are not charged for their replacement.

7.

Number of purchases contrary to agency policy	4
Total value of purchases contrary to agency policy	\$83.50
Number of purchases asked to be repaid	4
Value of purchases to be repaid	\$83.50
Were all amounts repaid?	Yes
Total number of purchases not repaid	Not applicable
Total value of purchases not repaid	Not applicable

8.

Largest purchase total	\$24
Cardholders APS/SES level	Executive Level 2
Purchase repaid	Yes
If not, total left unpaid	Not applicable

9. There are no reward schemes connected to the ONA's credit cards.
10. The ONA cardholders observe the Department of Industry, Innovation and Science's credit card policy which is at Attachment A.