

## **Senate Standing Committee on Education and Employment**

### **QUESTIONS ON NOTICE Budget Estimates 2017 - 2018**

#### **Cross Portfolio**

**Department of Employment Question No. EMSQ17-004246**

**Senator Bilyk asked on 13 June 2017 on proof Hansard page**

#### **Question**

##### **Credit cards**

1. 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.
2. What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
3. How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
4. How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
5. 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?
6. How many credit cards were reported as lost or stolen in calendar year 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 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?
8. 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?
9. 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?
10. Can a copy of the Department's staff credit card policy please be provided?

**Answer**

1. There are currently 1,160 credit cards on issue at 22 June 2017 for the Department. 61 SES have credit cards.
2. The highest transaction was \$9,460.00. This was a payment for corporate membership with ACON Health Limited which includes access to networks and training.

WoAG arrangements allow transactions for accommodation and travel to be booked through a virtual card and not the employee's physical card. There were a number of larger transactions relating to accommodation booked using a virtual card.

3. \$30.00.
4. Zero.
5. There were no amounts outstanding on personal issue departmental cards as they are all repaid in full as they fall due.
6. 33. There were no charges incurred for replacement cards.
7. There were 78 instances of purchases deemed contrary to agency policy totalling \$2454.12 in the 2016 calendar year. These instances related to accidental personal misuse and a misunderstanding of the Travel Policy. All instances have been repaid in full.
8. The largest instance of misuse was for a purchase of fuel for \$103.13. This has been repaid in full. The level of the Employee was EL2.
9. There are no reward schemes connected to the Department's credit cards.
10. The Department's requirements on credit card use are spread across a range of documents including the Secretary's Instructions, Domestic and International Travel Policy and in Department of Finance's Resource Management Guides. The Secretary's Instructions on credit card use is at **Attachment A**.