

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Budget Estimates 2017 - 2018

Agency - Fair Work Ombudsman

Department of Employment Question No. EMSQ17-004332

Senator Bilyk provided in writing.

Question

FWO - Credit cards

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. What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?

How much interest was paid on amounts outstanding from credit cards in calendar year 2016?

How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?

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?

How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?

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?

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?

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?

Can a copy of the Department's staff credit card policy please be provided?

Answer

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.

Diners cards are used for travel-related purchases. Mastercard branded cards are used for general purchasing.

Level	Diners (Travel)	Purchasing (Mastercard)
POH	1	-
SEB2	3	-
SEB1	8	-
EXEC2	32	3
EXEC1	94	10
APS6	142	13
APS5	240	11
APS4	98	15
APS3	30	5
APS2	4	3
Total	652	61

What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?

Annual Report production - \$9,900.00.

How much interest was paid on amounts outstanding from credit cards in calendar year 2016?

Nil.

How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?

Nil.

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?

Nil.

How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?

29 – there is no replacement cost.

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?

Nil.

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?

Nil.

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? Was that amount actually repaid, in full? If no, what amount was left unpaid?

Nil.

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?

No.

Can a copy of the Department's staff credit card policy please be provided?

Yes, a copy of the Fair Work Ombudsman's policy is attached.