

Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE Budget Estimates 2017 - 2018

Agency - Safe Work Australia

Department of Employment Question No. EMSQ17-004334

Senator Bilyk provided in writing.

Question

SWA - 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

There are 43 credit cards currently on issue to staff in Safe Work Australia. The table below provides a breakdown by classification level:

Classification	No. of Credit Cards
CEO, Chair and SES	5
EL 2	6
EL 1	22
APS 6	6
APS 5	2
APS 4	2
Total	43

The largest reported purchase on a Safe Work Australia credit card in calendar year 2016 was \$7,206.98, for international airfares for official travel.

No interest was paid by Safe Work Australia on amounts outstanding from credit cards in calendar year 2016.

There were no late fees paid by Safe Work Australia for amounts outstanding from credit cards in calendar year 2016.

There were no amounts outstanding on Safe Work Australia credit cards at the end of a payment period in calendar year 2016.

There were no Safe Work Australia credit cards reported as lost or stolen in calendar year 2016.

There were four credit card transactions deemed to be contrary to Safe Work Australia credit card policy in calendar year 2016. In each of these instances the credit card holder had inadvertently used their Safe Work Australia credit card instead of their personal credit card for personal transactions. The total value of these transactions was \$137.67. All amounts were repaid.

The largest transaction deemed to be contrary to Safe Work Australia credit card policy and asked to be repaid in calendar year 2016 was \$49.52. The cardholder was an EL 2. The amount was repaid in full.

Credit cards currently on issue in Safe Work Australia are not connected to rewards schemes and therefore staff do not receive any personal benefit from such rewards schemes.

Safe Work Australia's credit card policy is currently being reviewed. Cardholders may only enter into, vary or administer an arrangement that involves the commitment of relevant money if the commitment of that money has been approved by an authorised delegate. Any unauthorised credit card expenditure must be repaid by the cardholder. Unauthorised transactions are reported to the Chief Financial Officer and entered on the Agency's breach register, with appropriate action taken.