

## Senate Standing Committee on Education and Employment

### QUESTIONS ON NOTICE Budget Estimates 2017 - 2018

#### Agency - Workplace Gender Equality Agency

Department of Employment Question No. EMSQ17-004335

Senator Bilyk provided in writing.

#### Question

##### WGEA - 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 six credit cards on issue to staff in the Workplace Gender Equality Agency. Credit Cards are only issued to the Agency Director and Executive Level 2 staff.

The largest credit card transaction is for \$4,015 for the Agency annual membership of Committee for Economic Development of Australia (CEDA). It can be generally advised that the credit card limit for the Agency Director and the Chief Financial Officer sit at \$30,000 and for other members of the Executive at \$9,000. The limit for individual transactions for the Chief Financial Officer is \$15,000 and for all other card holders is \$5,000. No purchases or balances have exceeded these limits.

Credit card statements are reconciled and paid in full on a monthly basis with no amounts outstanding.

No credit cards were reported lost or stolen in calendar year 2016.

No credit card purchases were deemed to be illegitimate or contrary to Agency policy in calendar year 2016.

No credit cards on issue to WGEA staff are connected to rewards schemes and no personal benefits are derived by staff as a result of their use.

The Workplace Gender Equality Agency Credit Card Policy is captured in the Accountable Authority instructions which align with [Model accountable authority instructions](#) issued by the Department of Finance.