

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 2016-17

Finance Portfolio
18 October 2016

Department/Agency: Department of Finance

Outcome/Program: General

Topic: Departmental credit cards

Senator: Gallacher

Question reference number: F53

Type of question: Written

Date set by the committee for the return of answer: Friday, 2 December 2016

Number of pages: 2

Question:

1. What types of credit and transaction cards (including Cabcharge, Fastcard and eTickets) does your department issue?
2. What was the total expenditure for each type of card over the last 3 financial years?
3. Can you break down the expenditure into categories?
4. What is the highest and lowest credit limit for each type of card?
5. How many times in the last 5 years has the credit limit been reviewed?
6. What are Credit Cards used for?
7. What are the Governance/probity rules for employees to follow?
8. Are cash advances allowed?
 - a) Can you list the total amount of cash advances from credit and other transaction cards over the last 3 years?
 - b) Can you provide details on the 10 largest cash advances in your department and provide particulars such as how much was accessed?
 - c) Who approves cash advances in your department in the event of paying suppliers
9. Who reviews transactions in regards to all cards?
10. Who provides assurance to the Minister in respect to probity governance and fraud control?

Answer:

1. Travel (ghostcard i.e. not a physical card) with Diners, Purchasing Card (with the Commonwealth Bank), Cabcharge cards, eTickets and Fuel Cards.

2. Total Expenditure for each type of card over the last 3 financial years:

Type of card	2013-14	2014-15	2015-16
Travel (Diners)	\$1,820,917.49	\$3,226,921.07	\$1,653,872.61
Purchasing Card	\$1,032,932.39	\$1,135,129.37	\$1,309,463.60
Cabcharge Card	\$45,951.25	\$46,949.14	\$18,941.54
eTickets	\$137,580.79	\$119,292.31	\$121,449.73
Fuel Card	\$82,396.00	\$58,606.08	\$35,271.61

3. Yes.

Type of Card	Category	2013-14	2014-15	2015-16
Travel (Diners)	Airfares and accommodation costs	\$1,820,917.49	\$3,226,921.07	\$1,653,872.61
Purchasing Card	Goods and services	\$1,032,932.39	\$1,135,129.37	\$1,309,463.60
Cabcharge Card	Travel	\$45,951.25	\$46,949.14	\$18,941.54
eTickets	Travel	\$137,580.79	\$119,292.31	\$121,449.73
Fuel Card	Fuel	\$82,396.00	\$58,606.08	\$35,271.61

4. Limit of each card:

	Highest	Lowest
Travel (Diners)	No limit	No limit
Credit Card	\$30,000	\$10,000
Cabcharge Card	No limit	No limit
eTickets	No limit	No limit
Fuel Card	No limit	No limit

5. In the last 5 years credit limits have been reviewed 5 times.

6. Credit cards are used to obtain goods and services.

7. Officials are required to follow the Accountable Authority Instructions issued by the Secretary.

8. No.

9. Supervisors or their delegates and Chief Financial Officer Branch (CFOB).

10. No formal assurance is provided to the Minister. The Secretary, as the accountable authority of the Department of Finance, is responsible for the department's governance and internal control in accordance with the general duties of accountable authorities under the *Public Governance, Performance and Accountability Act 2013*.