

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Supplementary Budget Estimates 2016 - 2017**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet

**Outcome/Program:** Outcome 1: Prime Minister and Cabinet

**Topic:** Departmental Credit and Transaction Cards

**Senator:** Gallacher, Alex

**Question reference number:** 73

**Type of question:** Written

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

**Number of pages:** 3

**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. The Department of the Prime Minister and Cabinet (PM&C) administer two corporate credit cards, (ANZ Visa and Westpac Visa), Cabcharge and eTickets.
2. The total expenditure for credit cards over the last three financial years is in the table below. PM&C does not record Cabcharge data in a way that would readily allow such data to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

FY 2013-14	FY 2014-15	FY 2015-16
\$ 2,584,701	\$6,225,131	\$7,569,012

3. PM&C does not record data in a way that would readily allow such data to be identified. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
4. The transactional limit for all credit cards is \$9,999 (GST inclusive).
5. Credit Card limits are reviewed periodically; the limits were most recently reviewed in 2015.
6. Consistent with the Department of Finance guidance, PM&C's policy is that credit cards are the preferred method of payment for simple purchases under \$10,000. Credit cards are used for simple procurement and administrative purchases to enhance operational efficiency. This includes items like taxis and stationery.
7. PM&C staff are made aware of the role of the Accountable Authority and relevant Secretary Instructions and finance rules when issued with a corporate credit card. Fraud and awareness training is mandatory for all staff, the training outlines appropriate use of a corporate credit card.
8. Cash Advances are not allowed on any transactional or corporate credit card.
  - a) to c) Not applicable
9. All Westpac credit cards transactions are reviewed by a PM&C staff member who is senior to the card holder. ANZ credit cards are reviewed by our shared service provider, Department of Human Services (DHS).
10. PM&C provides assurance to the responsible Minister in the portfolio in respect to probity, governance and fraud control through the Department's Annual Report to the Minister. It is no longer a requirement of the Commonwealth Fraud Control Policy Guidelines for the Department to provide the Minister with an Annual Fraud Control Report. However, in accordance with *Section 19 of the Public Governance, Performance and Accountability Act 2013* (PGPA Act), PM&C provides the Minister with reasonable notice of the following:

- The activities of the Department and its Portfolio Bodies
- Any reports, documents and information in relation to those activities as that Minister requires
- Notifies the Minister as soon as practicable after the Department makes a significant decision
- Notifies the Minister if the Department becomes aware of any significant issue that may affect the Department or any of its Portfolio Bodies.