Senate Community Affairs Legislation Committee

BUDGET ESTIMATES – 1 JUNE 2017
ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Credit Cards

Question reference number: HS 38 (SQ17-000119)

Senator: Bilyk
Type of question: Written
Date set by the committee for the return of answer: 21 July 2017
Number of pages: 9

Question:

a) 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.

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

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

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

e) 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?

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

g) 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?

h) 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?

i) 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?

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

Answer:

a) At 20 June 2017, 1,055 staff had a corporate credit card. The breakdown for each
    employment classification[1] is:

Classification	Cardholders
APS 1	2
APS 2	5
APS 3	19
APS 4	381
APS 5	123
APS 6	138
EL1	101
EL2	150
SES	136

b) The largest purchase on credit card in calendar year 2016 was for $22,045 to Hotel Realm,
    Barton ACT for a departmental event.

c) No interest was paid on amounts outstanding from credit cards in calendar year 2016.

d) No late fees were paid on amounts outstanding from credit cards in calendar year 2016.

e) There were no amounts outstanding on credit cards at the end of any payment period in
    calendar year 2016.

f) There were 8 credit cards reported as lost or stolen in calendar year 2016. There were no
    direct costs to the department for their replacement.

g) In the 2016 calendar year, the following credit card purchases were deemed to be
    illegitimate and recovery actions were taken:

Total # of illegitimate purchases	Total value of illegitimate purchases	Total # of illegitimate purchases recovered	Total value of illegitimate purchases recovered	Outstanding balance
20	$1243.39	20	$1243.39	$0

h) The largest purchase was to the value of $534.92 by a cardholder at the Executive Level 2
    classification. This cardholder accidentally paid staff donations to the Red Cross via his
    corporate credit card instead of his personal credit card. The cardholder immediately
    identified the oversight, and repaid the money back to the credit card which cleared the
    account within a fortnight.

i) Departmental policy prohibits an official from receiving any personal benefits when
    entering arrangements and this includes when entering arrangements via the credit card
    mechanism. No credit cards are currently linked to a rewards scheme, and no personal
    benefits have been received as a result of credit cards being linked to a rewards scheme.

j) Refer to **Attachment A**.

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[1] Classification is as shown in the organisation chart or relevant record in SAP. Card holders
are reported by substantive level.