

Senate Community Affairs Committee
ANSWERS TO ESTIMATES QUESTIONS ON NOTICE
SOCIAL SERVICES PORTFOLIO
2017-18 Budget Estimates Hearings

Outcome Number: Cross Outcome - Across Programs

Question No: SQ17-000483

Topic: Credit cards

Hansard page: Written

Senator Catryna Bilyk asked:

1. 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.
2. What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
3. How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
4. How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
5. 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?
6. How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
7. How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016?
8. What was the total value of those purchases?
9. How many purchases were asked to be repaid on that basis in calendar year 2016 and what was the total value thereof?
10. Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
11. 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?
12. Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes?
13. Do staff receive any personal benefit as a result of those reward schemes?
14. Can a copy of the Department's staff credit card policy please be provided?

Answer:

Department of Social Services

1. As at 31 March 2017, there were 984 active credit cards issued to the following staff within the Department:

Type of Credit Card	SES	Non-SES	Total
Purchasing Card	61	284	345
Travel Card	71	568	639
Total Cards Issued	132	852	984

2. The largest credit card transaction was \$11,461.23 for payment of 11 airfares.
3. No interest was paid.
4. No late fees were paid.
5. All payments to the credit card provider were made by the specified statement date.
6. In calendar year 2016, 28 credit cards were reported lost or stolen, these were replaced by the card provider at no cost to the Department.
7. & 8. There were nine instances of inadvertent personal use on Departmental credit cards to the total value of \$297.03.
9. & 10. In all instances, amounts were repaid in full by the cardholder.
11. The largest inadvertent personal use transaction was to the value of \$78.40 by an APS officer. The amount was repaid in full.
12. No.
13. No.
14. The Department's credit card policy is attached.

National Disability Insurance Agency

- 1) 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.
 - a. As at 31 March 2017, there were 309 cards on issue.
 - b. Break-down of information by APS/SES level:

APS/SES level	Number of credit cards
CEO	1
SES Band 3	3
SES Band 2	9
SES Band 1	37
EL2	77
EL1	77
APS6	33
APS5	36
APS4	35
APS3	1
TOTAL	309

- 2) What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
 - a. Temporary office accommodation for project team \$9,990 (GST inclusive).

- 3) How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
 - a. Nil.
- 4) How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
 - a. Nil.
- 5) 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?
 - a. Nil.
- 6) How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
 - a. In the calendar year 2016, eleven cards were reported and replaced at no cost to the NDIA.
- 7) How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016?
 - a. In the calendar year 2016, 26 purchases.
- 8) What was the total value of those purchases?
 - a. Total value was \$32,611.65 (including \$411.80 GST free) including \$32,178.39 of appropriate expenditure which was not compliant with section 3.8 of the NDIA Credit Card Policy.
- 9) How many purchases were asked to be repaid on the basis in calendar year 2016 and what was the total value thereof?
 - a. All non-compliant purchases were repaid.
- 10) Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
 - a. Yes.
- 11) 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?
 - a. The largest purchase asked to be repaid was \$113.00 (GST inclusive). The cardholder's level was SES1.
 - Was that amount actually repaid, in full?
 - a. Yes.
 - If no, what amount was left unpaid?
 - a. Not applicable.
- 12) Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes?
 - a. No.
- 13) Do staff receive any personal benefit as a result of those reward schemes?
 - a. No
- 14) Can a copy of the Department's staff credit card policy please be provided?
 - a. Attached.

Australian Institute of Family Studies

1. As at June 2017, there are 13 credit cards issued to the following staff in the department:

Type of credit card	SES	Non-SES	Total
Purchasing	2	11	13

2. The largest transaction was \$4900 including GST. It was User Experience training course.

3. No interest was paid

4. No late fees were paid

5. All payments to the credit card provider were made by the specified statement date.

6. No lost or stolen credit cards

7-11 No illegitimate purchases were made.

12-13 No credit cards were linked to reward programs.

14. AIFS credit card policy guidelines are attached.