

**Senate Standing Committee on Environment and Communications
Legislation Committee**

Answers to questions on notice
Environment and Energy portfolio

Question No: 271
Hearing: Supplementary Budget Estimates
Outcome: Corporate
Program: Corporate Strategies Division (CSD)
Topic: Credit and Transaction Cards - Card Limits
Hansard Page: n/a
Question Date: 24 October 2016
Question Type: Written

Senator Gallacher, Alex asked:

What is the highest and lowest credit limit for each type of card?

Answer:

Department of the Environment and Energy

The Departments standard credit card limits are as follows:

Non-SES	\$2,000 per transaction	\$5,000 per month
SES	\$5,000 per transaction	\$10,000 per month

Exemptions to the standard limits to cater for exceptional circumstances may be sought, supported by a business case, for approval by the Chief Operating Officer or the Chief Finance Officer. Currently the highest credit card limit is \$30,000.

Cab charge, Fast card and Cab charge eTicket limits are unrestricted, however individuals must sign for each charge and their use is restricted to taxis for business requirements.