

**Senate Economics Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2016 - 2017

**Division/Agency:** Business Services Division  
**Question No:** 432  
**Topic:** Use of credit and transaction cards  
**Reference:** Written  
**Senator:** Gallacher, Alex

**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. Treasury issues the following types of credit and transaction cards
  - Diners Mastercards
  - Diners CTS virtual travel cards
  - Cabcharge FAST cards and eTickets
  - ANZ Visa (prior years use only)
2. Total Expenditure for each type of card over the last three financial years

	2013-14	2014-15	2015-16
ANZ Visa	\$ 905,773.66	\$ 234,159.06	\$ -
Diners Mastercard	\$ -	\$ 908,969.59	\$ 1,226,207.69
Diners CTS (travel)	\$ 3,114,717.55	\$ 3,816,382.49	\$ 3,131,082.66
Cabcharge	\$ 275,473.37	\$ 272,439.27	\$ 188,260.03

3.

Card Type	Usage categories
Diners Mastercards	General procurement
Diners CTS Virtual Travel Cards	Airfares, Accommodation, Car Hire and TMC fees
Cabcharge	Taxis

4.

Card Type	Credit limits
Diners Mastercards	\$500 - \$20,000 per transaction
Diners CTS Virtual Travel Cards	No individual limits set
Cabcharge	\$1,000 per transaction

5.

Annually and on an ad hoc basis depending on requirements.

6.

See answer to 3

7.

The governance and probity requirements are detailed in the information pack provided to and signed-off by each cardholder. More general governance and probity rules are provided in the Accountable Authority Instructions and detailed procedural guidance, both of which are ready available to cardholders and staff more generally.

8.

No

- a) not applicable
- b) not applicable
- c) not applicable

9.

All transactions are reviewed by line areas and then quality assurance is provided by the Finance Administration Support Team

10.

Assurance regarding the governance of credit cards is provided through the procedural guidance, ongoing quality assurance and internal and external audit scrutiny. Assurance regarding fraud is provided to the Minister as part of the annual returns to the Australian Institute of Criminology, the Compliance Certificate and the annual report to the Treasurer on fraud risk and control measures.