

Terrorist attack on Israel	
1. Did the Parliamentary Secretary for Multiculturalism advise you before signing the open statement issued by the Parliamentary Friends of Palestine that he was intending to do so Sub point?	
ANSWER: No	

Terrorist attack on Israel	
2. Given that statement includes the expression “We stand with Palestine”, do you have confidence in the Parliamentary Secretary for Multiculturalism to continue in this role?	
ANSWER: I have complete confidence in all of my Parliamentary Secretaries.	

Local Small Commitments Allocation	
3. How many community projects in the electorate of Kogarah did you nominate for funding under the Local Small Commitments Allocation?	
4. What were those projects, and for each project: (a) How much funding was promised? (b) How, and what date, you did you communicate the promise of funding to the recipient? (c) When, and how, did you publicly announce an election commitment to fund that project?	
5. Did you inform the nominated organisations that the funding was conditional in any way, and if so, how did you describe those conditions?	
6. How, and by whom, was the election commitment to fund those projects formally recorded?	

ANSWER:

\$400,000 was committed across the Kogarah electorate to various organisations in the lead up to the March 2023 NSW State Election. All commitments are now subject to assessment in accordance with grants administration guide.

I am advised that details of successful grants will be made publicly available on the NSW Grants and Funding website. (<https://www.nsw.gov.au/grants-and-funding/lasca>)

Election commitments were submitted to the Parliamentary Budget Office.

Local Small Commitments Allocation	
<p>7. Did you declare a conflict of interest in relation to any of these community projects?</p> <p>8. Were you aware of any process for declaring and managing any conflicts of interest in relation to the nomination of community projects as an election commitment?</p>	
<p>ANSWER:</p> <p>Like all candidates for the Legislative Assembly who are current Members of Parliament, I am subject to the Code of Conduct for Members of the Legislative Assembly.</p> <p>The Code outlines the ethical and legal obligations for Members of the Legislative Assembly and each member is expected to abide by these obligations.</p> <p>Further, I am advised that candidates for parliament who are not currently Members of Parliament are still subject to the robust ethical requirements set out in NSW integrity legislation.</p>	

Local Small Commitments Allocation	
<p>9. Were there any written criteria given to candidates in relation to:</p> <ul style="list-style-type: none"> (a) the kind of community projects that could be nominated as an election commitment? (b) the kind of organisations that could be nominated for a project? and (c) the split of funding between more than one project? <p>and, if so please provide the details of the criteria.</p>	

10. Did candidates need to seek authorisation from anyone before allocating their \$400,000 to specific community projects? If so, who?	
<p>ANSWER:</p> <p>Like all candidates do in every election, local candidates across NSW identified needs in their areas.</p> <p>ALP election commitments were submitted to the Parliamentary Budget Office.</p> <p>I am advised the commitments will be assessed against the criteria in the LSCA guidelines, including the community need that the project is seeking to address and whether the benefits to be delivered are reasonable compared to the costs.</p>	

Local Small Commitments Allocation	
<p>11. How did advisors in your office obtain the list of election commitments for each electorate which was then provide to the Premier's Department?</p> <p>12. Did your office take any steps to verify that each project had been publicly promised prior to the election?</p>	
<p>ANSWER:</p> <p>The Government is committed to delivering commitments made by candidates in the lead up to the election.</p> <p>The Local Small Commitments Allocation are now subject to assessment in accordance with grants administration guide.</p> <p>I am advised that the details of successful grants will be made publicly available on the NSW Grants and Funding website. (https://www.nsw.gov.au/grants-and-funding/lsc)</p>	

Local Small Commitments Allocation	
13. Were any community projects for which funding was not explicitly promised prior to 24 March 2023 included on the list given by advisors in your office to the Premier's Department?	
ANSWER:	

I am advised that all the nominated projects are being assessed in accordance with the Grants guide and successful projects will be published when a decision has been made by the responsible Minister.

Local Small Commitments Allocation	
14. Did the member for Newcastle declare any conflicts of interest in relation to the nine community projects which he promised would receive \$400,000 in funding under the Local Small Commitments Allocation before making those promises?	
<p>ANSWER:</p> <p>Like all members of the Legislative Assembly, the Member for Newcastle is subject to the Code of Conduct for Members of the Legislative Assembly.</p> <p>The Code outlines the ethical and legal obligations for Members of the Legislative Assembly and each member is expected to abide by these obligations.</p>	

Local Small Commitments Allocation	
15. What steps been taken to identify any possible undeclared conflicts of interest in relation to any of these nine projects?	
<p>ANSWER:</p> <p>Please refer to the Transcript of the Budget Estimates hearing for the Special Minister of State.</p>	

Minister for Finance	
16. Did the Minister for Finance request you to relieve her of the responsibility for insurance related Acts or was it your initiative to do so?	
<p>ANSWER:</p> <p>Please refer to pages 28 and 29 of the transcript for the Budget Estimates hearing of the Premier.</p>	

Minister for Finance	
17. When did the Minister for Finance provide to you a written disclosure of her husband's pecuniary interest as a senior employee of the Insurance Council of Australia as required under section 6 (1) (c) of the Schedule to the NSW Ministerial Code of Conduct?	
<p>ANSWER:</p> <p>I am advised;</p> <p>All Ministers are required to comply with their disclosure obligations under Part 2 of the Schedule to the NSW Ministerial Code of Conduct (Ministerial Code) and I expect them to do so.</p> <p>As soon as practicable upon appointment, clause 6(1)(c) of the Schedule to the Ministerial Code requires all Ministers to provide to the Premier a notice in writing of any pecuniary and other interests of their immediate family members, the disclosure of which would be required under the Constitution (Disclosures by Members) Regulation 1983 (Constitution Regulation).</p> <p>An immediate family member includes a Minister's spouse or de facto partner.</p> <p>Disclosures made by Ministers under clause 6 of the Schedule to the Ministerial Code are required to be kept on the confidential Ministerial Register of Interests kept by The Cabinet Office (TCO) on behalf of the Premier. Its contents are made available only to the Premier and the Cabinet for the sole purpose of enabling them to better avoid and manage potential conflicts of interest.</p> <p>Clause 11 of Schedule 1 to the Government Information (Public Access) Act 2009 (GIPA Act) provides that there is conclusively presumed to be an overriding public interest against the disclosure of information that would disclose information contained in the Ministerial Register of Interests.</p>	

Minister for Finance	
18. On how many occasions between 5 April 2023 and 28 September 2023 did the Minister for Finance give you a written notice under Section 10 of the Schedule to the NSW Ministerial Code of Conduct of a conflict of interest in relation to any matter?	
<p>ANSWER:</p> <p>I am advised;</p> <p>All Ministers are required to comply with their disclosure obligations under Part 3 of the Schedule to the Ministerial Code and I expect them to do so.</p>	

Clause 10 of the Schedule to the Ministerial Code requires Ministers to disclose conflicts of interest promptly to the Premier.

Disclosures made by Ministers under clause 10 of the Schedule to the Ministerial Code are required to be kept on the confidential Ministerial Register of Interests kept by TCO on behalf of the Premier. Its contents are made available only to the Premier and the Cabinet for the sole purpose of enabling them to better avoid and manage potential conflicts of interest.

Clause 11 of Schedule 1 to the GIPA Act provides that there is conclusively presumed to be an overriding public interest against the disclosure of information that would disclose information contained in the Ministerial Register of Interests.

<p>Minister for Finance</p>	
<p>19. On how many occasions in meetings of the Executive Council, the Cabinet or a Cabinet Committee held between 5 April 2023 and 28 September 2023 did the Minister for Finance, under Section 11 (2) of the Schedule to the NSW Ministerial Code of Conduct, make a disclosure, to those present of a conflict of interest in relation to a matter to be discussed?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>All Ministers are required to comply with their disclosure obligations under Part 3 of the Schedule to the Ministerial Code and I expect them to do so.</p> <p>If a conflict of interest arises during a meeting of the Executive Council, the Cabinet or a Cabinet Committee, clauses 11 and 12 of the Schedule to the Ministerial Code require a Minister to:</p> <ul style="list-style-type: none"> • disclose it to those present (even if notice has previously been given to the Premier) and the matter to which it relates • ensure that the making of the disclosure is recorded in the official record of the proceedings • abstain from participating in any discussion of the matter and from any decision-making in respect of it • except with the approval of the Premier or the Chair of the meeting, not be present during any discussion or decision-making on it • after the meeting also give written notice to the Premier (if not already given). <p>Disclosures made by Ministers under clause 11 of the Schedule to the Ministerial Code after a meeting are required to be kept on the confidential Ministerial Register of Interests</p>	

kept by TCO on behalf of the Premier. Its contents are made available only to the Premier and the Cabinet for the sole purpose of enabling them to better avoid and manage potential conflicts of interest.

Clause 11 of Schedule 1 to the Government Information (Public Access) Act 2009 (GIPA Act) provides that there is conclusively presumed to be an overriding public interest against the disclosure of information that would disclose information contained in the Ministerial Register of Interests.

Minister for Finance	
20. On how many occasions between 5 April 2023 and 28 September 2023 did you make a ruling under Section 12 of the Schedule to the NSW Ministerial Code of Conduct, authorising the Minister to continue to act on a matter because you were satisfied that “any potential conflict of interest [could] be appropriately managed”?	
<p>ANSWER:</p> <p>I am advised;</p> <p>In accordance with clause 12(2) of the Schedule to the Ministerial Code, the Premier may, if satisfied that no conflict of interest arises or that any potential conflict of interest can be appropriately managed, make a ruling authorising the Minister to continue to act.</p> <p>Clause 27(2) of the Schedule to the Ministerial Code requires a ruling to be in writing, dated and placed on the Register of Interests.</p> <p>Clause 11 of Schedule 1 to the GIPA Act provides that there is conclusively presumed to be an overriding public interest against the disclosure of information that would disclose information contained in the Ministerial Register of Interests.</p>	

Minister for Finance	
<p>21. During the period from 5 April 2023 to 28 September 2023, when eleven Acts related to insurance were allocated by you to the Minister for Finance:</p> <p>(a) What decisions relating to the Minister’s responsibilities under those Acts were taken by the Minister?</p> <p>(b) What progress was made in implementing the recommendations of the MacDougall Review relating to the State Insurance Regulatory Authority?</p> <p>(c) What, if anything, did the Minister for Finance achieve in relation to her responsibilities for insurance related matters?</p>	

ANSWER:

I am advised;

Questions regarding actions undertaken by the Minister for Finance should be referred to the Minister for Finance.

Minister for Finance	
<p>22. Given the Insurance Council of Australia’s pre-election policy proposals relate to several matters which remain the responsibility of the Minister for Finance or of the Minister for Domestic Manufacturing and Government Procurement, including duty on insurance and insurance requirements for government contracts (see https://insurancecouncil.com.au/wp-content/uploads/2023/02/20785_ICA_NSW-Election-Report_Final-DoublePageSpread.pdf), what is your plan for managing the Minister’s ongoing conflict of interest in relation to these insurance matters?</p>	
<p>Ministers have a duty to avoid, disclose and otherwise appropriately manage actual or perceived conflicts of interest to maintain Ministerial integrity.</p> <p>A conflict of interest arises where there is a conflict between the public duty and the private interest of the Minister, in which the Minister’s private interest could objectively have the potential to influence the performance of their public duty.</p> <p>All Ministers are required to comply with their disclosure and other obligations under Part 3 of the Schedule to the Ministerial Code and I expect them to do so.</p>	
Public Sector Wages Rises	
<p>23. Please provide evidence of any statement made before the election that public sector wage rises beyond the existing provisions in 2022-23 Budget would be covered by “budget savings” rather than entirely covered by productivity improvements as stated in Labor’s ALP Wages Policy Costing Request C1689 to the Parliamentary Budget Office.</p>	
<p>ANSWER:</p> <p>The NSW Budget included funding for the biggest wages increases for essential workers like nurses, teachers and police in over a decade and provisioned additional funds over the forward estimates for pay and conditions to recruit and retain essential workers. The budget also reduced debt by \$15 billion compared to what the Government inherited on taking office by cutting waste and improving the efficiency of the public service.</p>	

Broadmeadow Governance Review	
<p>24. The ABC reported (https://www.abc.net.au/news/2023-08-21/review-clears-newcastle-project-linked-to-resignation-of-mp/102756826) on 21 August 2023 that:</p> <p>The premier's office has released a statement on the review carried out by the cabinet office.</p> <p>"The review found undisclosed property holdings relating to the former minister did not impact on decision making processes or governance relating to the Broadmeadow project," the statement read.</p> <p>Please provide a copy of that full statement.</p>	
<p>ANSWER:</p> <p>I am advised a Media release regarding the Broadmeadow Precinct Review can be found at: https://www.nsw.gov.au/media-releases/broadmeadow-precinct-review</p>	

Broadmeadow Governance Review	
<p>25. Did the Broadmeadow Governance Review find that "undisclosed property holdings relating to the former minister did not impact on decision making processes or governance relating to the Broadmeadow project"?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>The Broadmeadow Review report, including its four findings, is available at https://www.nsw.gov.au/sites/default/files/2023-09/Broadmeadow-Governance-Review.pdf</p>	

Measures Statement	
<p>26. For each of these material measures listed in Budget paper No.1 Appendix A5 Measures Statement and assigned to the Cabinet Office please provide a breakdown by dollar value for each financial year from 2022-23 to 2026-27 by expense, revenue and capital for:</p> <p>(a) Funding to establish a Special Commission of Inquiry into health funding;</p>	

<ul style="list-style-type: none"> (b) Additional funding for the Special Commission of Inquiry into LGBTIQ hate crimes; (c) Additional funding for the delivery of the 2024 Local Government elections; (d) Phase 1 re-baseline of the NSW Electoral Commission funding model to ensure its financial sustainability over the long term; (e) Funding to modernise the NSW Electoral Commission’s election systems prior to the 2027 NSW State Election; (f) Additional funding to ensure key online statutory services are available to political parties, elected members, candidates, major donors and other participants ahead of future elections; and (g) Increased funding for the Independent Commission Against Corruption for the workforce, processes and technology required to manage an increasing volume and complexity of complaints and investigations. 	
<p>ANSWER: Please see the answer previously provided when asked as a Legislative Council Question on Notice (1263).</p>	

<p>Measures Statement</p>	
<p>27. How many senior executives are employed by the Cabinet Office?</p>	
<p>ANSWER: I am advised; Numbers of senior executives are publicly reported within Annual Reports as per standard practice. The first Annual Report for The Cabinet Office will be for FY2023-24.</p>	

<p>Measures Statement</p>	
<p>28. Since its establishment how much has been expended or committed to be expended by the Cabinet Office on:</p> <ul style="list-style-type: none"> (a) Labour hire; (b) Consultants; (c) Advertising; 	

(d) Legal; (e) Travel?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Labour hire, consultancy, advertising, legal and travel expenditure incurred from the inception of the agency will be available in the published annual report for the 2023-24 financial year of The Cabinet Office. The Annual Report will also include the audited financial statements.</p>	

Measures Statement	
<p>29. What contribution, if any, is the Cabinet Office required to make to whole of Government savings measures in relation to:</p> <p>(a) Labour hire; (b) Consultants; (c) Advertising; (d) Legal; (e) Travel?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>Information regarding the whole of government savings measure forms part of the relevant sections of the NSW Budget Papers.</p>	

**Ms KATE MEAGHER, Deputy Secretary, Community Engagement Group,
Premier's Department**

Local Small Commitments Allocation	
<p>30. In relation to your statement (page 49): "I understand there was a conflict of interest process when projects were nominated.", how, and from who, did you learn that there was "a conflict of interest process when projects were nominated", and can you provide any details of that process or advise who in the NSW Government can provide details of that process?</p>	
<p>ANSWER:</p> <p>The Premier's Department was advised by an adviser in the Premier's Office that there had been a conflict process undertaken when projects were nominated. I am unable to</p>	

answer questions that relate to the Labor Party election campaign process that occurred prior to the Department being involved.

Local Small Commitments Allocation	
31. What is the process for verifying that a nominated project meets the threshold eligibility criterion of having been nominated as an election commitment made before 25 March 2023?	
<p>ANSWER:</p> <p>The LSCA Program Office assesses this element of the eligibility requirements (Section 3.2 of the LSCA Guideline) by verifying that the organisation and its project is included in the Local Commitment Master List provided to the Department on 28 July 2023.</p>	

Local Small Commitments Allocation	
32. Does this criterion require that the election commitment was made publicly or does it apply also to secret commitments known only to the candidate, the Labor Party and the nominated organisation?	
<p>ANSWER:</p> <p>This question relates to the Labor Party election campaign process that occurred prior to the Department being involved.</p>	

Qantas	
<p>33. Are you a Member of the Qantas Chairmans Club?</p> <p>(a) Have you ever previously been a member? When did you cease to be a member?</p> <p>(b) When did you initially become a member?</p> <p>(c) When was this declared on the Ministerial gifts register?</p>	
<p>ANSWER:</p> <p>I am advised;</p>	

A copy of my most recent Ordinary return dated 29 September 2023 for the period 1 July 2022 to 30 June 2023 disclosing receipt of Qantas Chairman's Lounge membership is publicly available on the NSW Parliament's website.

A copy of my disclosure under Part 4 of the Schedule to the Ministerial Code dated 9 June 2023 disclosing receipt of Qantas Chairman's Lounge membership is publicly available on TCO's disclosure log on TCO's website.

Department/Agency Staffing	
34. How many senior executive service employees were employed by each Department/agency within your portfolio responsibilities on: (a) 28 March 2023? (b) 23 October 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Numbers of senior executives are publicly reported within Annual Reports as per standard practice. The Department of Premier and Cabinet Annual Report for FY2022-23 will be tabled towards the end of the year.</p>	

Department/Agency Staffing	
35. What is the expenditure on senior executive service employees employed by each Department/agency within your portfolio responsibilities since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Numbers and remuneration of senior executives are published in Annual Reports. Salaries and wages are included under employee related expenses in the Financial Statements of the Annual Report.</p>	

Department/Agency Staffing	
36. How many individuals were employed as internal legal counsel by each Department/agency within your portfolio responsibilities on: (a) 28 March 2023?	

(b) 23 October 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>The legal branch within the Cabinet Office provides legal support to the Cabinet Office and the Premier's Department.</p>	

Department/Agency Staffing	
37. What is the expenditure on internal legal counsel employees employed by each Department/agency within your portfolio responsibilities 28 March 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Salaries and wages are included in the Department's Annual Report.</p>	

Department/Agency Staffing	
38. How many redundancies were processed by each Department/agency within your portfolio responsibilities since 28 March 2023?	
<p>(a) Of these redundancies, how many were:</p> <p>i. Voluntary</p> <p>ii. Forced</p> <p>(b) What was the total cost of all redundancies in each Department/agency within your portfolio responsibilities?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>Redundancies are published in the annual report under employee related expenses.</p>	

Department/Agency Staffing	
39. Is any former employee from your ministerial office now employed by any Department/agency within your portfolio responsibilities?	

ANSWER:

I am advised:

The employment of former Ministerial office staff is not tracked.

Ministerial office staff must comply with their ethical obligations under the NSW Office Holder’s Staff Code of Conduct, including after the cessation of the employment.

Department/Agency Staffing	
40. How many staff were dismissed from each Department/agency under your portfolio responsibilities since 28 March 2023? (a) Without identifying individuals, what were the reason(s) for each dismissal?	
<p>ANSWER:</p> <p>I am advised;</p> <p>The termination of an employee is treated confidentially and is managed in accordance with the Government Sector Employment Act 2013 and relevant accompanying policies.</p>	

Department/Agency Staffing	
41. What was the total amount each of the Departments/agencies under your portfolio responsibilities spent on stationery since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Stationery costs are contained within the other expenses category in the Other Operating Expenses note of the audited financial statements within the Department / Agency’s Annual Report.</p> <p>The costs for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Department/Agency Staffing	
42. How many employees in each Department/agency within your portfolio responsibilities are working in an 'acting' capacity?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Internal mobility is encouraged and acting arrangements are supported as part of the department's Performance Development Framework.</p>	

Department/Agency Staffing	
43. What is the average number of days worked from home by employees in each Department/Agency within your portfolio responsibilities?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Flexible working arrangements are tailored on an individual basis and are discussed as part of ongoing conversations which are embedded in the departments' Performance Development Framework.</p>	

Department/Agency Staffing	
<p>44. Do any senior executive service employees in any of the Departments/agencies under your portfolio responsibilities have a driver that is paid for by the Department/agency?</p> <p>(a) If so, what is the number of senior executive service employees that have a driver, and which senior executive service employees have a driver?</p> <p>(b) How much was spent on these drivers since 28 March 2023?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>No senior executive employed by the Premier's Department, The Cabinet Office, or non-Integrity Agencies within the portfolio have a driver.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, the Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Department/Agency Staffing	
45. Since 28 March 2023, how much has been spent on charter air flights by your portfolio agencies, broken down by agency?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Charter air flights are contained within the travel costs category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report. This is in accordance with the Treasury Direction TD23-11 Annual reporting requirements.</p> <p>The travel costs for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Department/Agency Staffing	
46. Since 28 March 2023, how much has been spent on domestic flights by your portfolio agencies, broken down by agency? (a) Of these, how many flights were taken in business class? (b) Of these, how many flights were taken in first class?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Domestic travel is contained within the travel costs category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report. This is in accordance with the Treasury Direction TD23-11 Annual reporting requirements.</p> <p>The travel costs for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p>	

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Official travel is taken in accordance with the NSW government travel policy.

Department/Agency Staffing	
<p>47. Since 28 March 2023, how much has been spent on overseas flights by your portfolio agencies, broken down by agency?</p> <p>(a) Of these, how many flights were taken in business class?</p> <p>(b) Of these, how many flights were taken in first class?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>The travel costs for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Department/Agency Staffing	
<p>48. What was the total expenditure since 28 March 2023 by each Department/agency within your portfolio responsibilities on:</p> <p>(a) Taxi hire?</p> <p>(b) Ridesharing services?</p> <p>(c) Limousine/private car hire?</p> <p>(d) Hire car rental?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>The items are contained within the travel costs category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report. This is in accordance with the Treasury Direction TD23-11 Annual reporting requirements.</p>	

The travel costs for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.

Travel costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.

While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.

Hospitality	
49. How much has your ministerial office spent on hospitality, including catering and beverages, since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised the following:</p> <p>Catering provided for official purposes may be funded from the Ministerial office budget.</p> <p>As Members of Parliament, Ministers have credit facilities extended to them for dining and hospitality at Parliament House. The facilities may be used for business or private purposes.</p>	

Hospitality	
50. How much have Departments/agencies within your portfolio responsibilities spent on hospitality, including catering and beverages, since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Hospitality costs, including catering and beverages are contained within the other expenses category in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report.</p> <p>The costs for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Costs for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p>	

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Hospitality	
51. Have you been the recipient of any free hospitality? (a) What was the total value of the hospitality received?	
<p>ANSWER:</p> <p>Ministers are required to declare to the Secretary of TCO certain gifts and hospitality with a market value of more than \$500 under Part 4 of the Schedule to the Ministerial Code. This is a continuous obligation for which Ministers are personally responsible.</p> <p>I comply with my obligations under Part 4 of the Schedule to the Ministerial Code.</p>	

Hospitality	
52. Have any staff members in your office been the recipient of any free hospitality? (a) What was the total value of the hospitality received? (b) Are these gifts of hospitality declared publicly? (c) Do staff declare their gifts publicly?	
<p>ANSWER:</p> <p>All Ministerial staff are required to comply with their disclosure obligations under the Gifts, Hospitality and Benefits Policy for Office Holder Staff and I expect them to do so.</p> <p>I am advised;</p> <p>A breach of the Policy may be a breach of the Office Holder's Staff Code of Conduct.</p> <p>The Policy includes disclosure obligations for Ministerial staff in respect of gifts, hospitality and benefits over \$150. These disclosures are kept on the Office Holder's Register of Gifts and Benefits.</p> <p>If a Ministerial staff member is required by their role to accompany their Office Holder at an event that the Office Holder is attending as the State's representative, or where the Office Holder has asked the staff member to attend, then attendance at that event would not constitute a gift or benefit for the purposes of the Policy.</p>	

Agency Invoices	
53. How many invoices to suppliers or contactors from your portfolio agency were not paid on time since 28 March 2023, broken down by agency?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Details are contained in the Departments / Agency's Annual Report under the heading account payment performance.</p> <p>Details for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Details for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Agency Invoices	
54. How many invoices to suppliers or contactors from your portfolio agency were paid over 30 days late on time since 28 March 2023, broken down by agency?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Details are contained in the Departments / Agency's Annual Report under the heading account payment performance.</p> <p>Details for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Details for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Agency Invoices	
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<p>55. How many invoices to suppliers or contactors from your portfolio agency were paid over 60 days late on time since 28 March 2023, broken down by agency?</p> <p>(a) What was the penalty for paying suppliers or contactors late, broken down by agency?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>Details are contained in the Departments / Agency's Annual Report under the heading account payment performance.</p> <p>Details for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Details for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

<p>Car/Driver</p>	
<p>56. Has your Ministerial car been subject to any traffic or parking fines?</p> <p>(a) If so, please provide details of each fine?</p> <p>(b) Who was driving the car at the time of each incident?</p> <p>(c) Who paid any of the fines?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>This matter is the subject of a Government Information (Public Access) Act 2009 (GIPA) (Cross-14) release, reference number PD_A5881802 that can be found on the Premier's Department disclosure log.</p> <p>Where a fine is incurred the payment of the fine is the responsibility of the driver of the vehicle.</p>	

<p>Car/Driver</p>	
<p>57. Has your Ministerial Car been pulled over by the police?</p> <p>(a) If so, who was driving the car?</p>	

ANSWER:

I am advised:

The department does not record these types of events.

Complaints

58. Has the Minister been the subject of any workplace complaints, including bullying, harassment, and sexual harassment?

ANSWER:

I am advised;

Any complaint or disclosure made under the Respectful Workplace Policy is confidential. The Respectful Workplace Policy applies to all Ministerial Offices and staff and is published on the Cabinet Office's Website. As noted in the Goward review, a key aspect of effective workplace complaint policies is confidentiality in the complaint and investigation process. Confidentiality ensures that staff feel safe about raising concerns and confident that action will be taken in response.

Consultants

59. Since 28 March 2023, how many consultancy contracts have been signed in your portfolio agencies, broken down by agency?

- (a) What was the individual amount of each contract?
- (b) What is the purpose of each contract?
- (c) Who was the contract with?
- (d) Did the contract go to a competitive tender?

ANSWER:

I am advised;

Consultancy expenditure, including details of consulting engagements over \$50,000, are included in the annual reports of agencies and departments in accordance with the NSW Treasury Policy and Guidelines TPG23-10 - Annual Reporting Requirements.

Details for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.

Details for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.

While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.

Consultants	
60. How much did the Department/agencies within your portfolio responsibilities spend in legal costs since 28 March 2023? (a) For what specific purposes or matters was legal advice sought?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Legal costs are contained within the fees for services rendered category disclosed in the Other Operating Expenses note of the audited financial statements within the Department / Agency's Annual Report.</p> <p>Details for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Details for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Consultants	
61. Have any Department/agencies within your portfolio responsibilities engaged any consultants to provide the following services or advice since 28 March 2023: (a) Social media? i. What were the cost of these services? (b) Photography? ii. What were the cost of these services? (c) Videography? iii. What were the cost of these services? (d) Acting training? iv. What were the cost of these services? (e) Ergonomics?	

v. What were the cost of these services?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Photography, videography and ergonomics costs were incurred and are contained within the fees for services rendered category disclosed in the Other Operating Expenses note of the audited financial statements within the Department's Annual Report 2022-23, including for the period 28 March 2023 to 30 June 2023. These reports are due to be released shortly.</p> <p>The period 1 July 2023 to 30 June 2024 will form part of the Department Annual Report 2023-24.</p>	

Departmental Credit Cards	
<p>62. For each department, statutory agency and/or other body in the Minister's portfolio please report:</p> <ul style="list-style-type: none"> (a) How many credit cards are currently on issue for staff? <ul style="list-style-type: none"> i. Please provide a break-down of this information by grade. (b) What was the value of the largest reported purchase on a credit card for the last year? (c) What was each largest reported purchase for? (d) What was the largest amount outstanding on a single card at the end of a payment period and what was the card holder's employment grade? (e) How many credit cards have been reported lost or stolen? <ul style="list-style-type: none"> i. What was the cost to replace them? (f) How many credit card purchases were deemed to be illegitimate or contrary to agency policy? <ul style="list-style-type: none"> i. What was the total value of those purchases? ii. How many purchases were asked to be repaid on the basis that they were illegitimate or contrary to agency policy and what was the total value thereof? iii. Were all those amounts repaid? iv. If no, how many were not repaid, and what was the total value thereof? (g) What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid, and what was the cardholder's employment grade? 	

<p>(h) What amount was repaid, in full?</p> <p>i. What amount was left unpaid?</p> <p>(i) Are any credit cards currently on issue connected to rewards schemes?</p> <p>i. Do staff receive any personal benefit as a result of those reward schemes?</p> <p>(j) Can a copy of the staff credit card policy please be provided?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>The use and management of purchasing (credit) cards for official purposes is in accordance with standard procurement arrangements of the NSW Government. Further, each Department / Agency within the portfolio have a specified policy, these are attached.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, the Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

<p>Efficiency Dividends</p>	
<p>63. Was an efficiency dividend applied to any Department/agency within your portfolio responsibilities in the 2023-24 NSW Budget?</p> <p>(a) If so, what was the efficiency dividend applied to each Department/agency?</p> <p>(b) What measures are being considered to achieve this efficiency dividend?</p>	
<p>ANSWER:</p> <p>The budget papers include detailed information on budgeted expenses, revenue and capital expenditure. This includes detailed financial statements for individual agencies as well as for government as a whole. The budget papers also outline the financial impact of measures in the budget on individual portfolios as well as for government as a whole.</p>	

<p>GIPA Applications</p>	
<p>64. How many GIPA Applications have been received by your ministerial office since 28 March 2023?</p> <p>(a) How many of these Applications have been accepted?</p> <p>(b) How many of these Applications have been rejected?</p> <p>(c) If so, what were the reasons provided?</p>	

<p>(d) How many of these Applications were re-assigned?</p> <p>(e) How many of these Applications had fees waived/reduced?</p> <p>(f) Please provide in table form the following details of each Application received by your office:</p> <ul style="list-style-type: none"> i. Date received. ii. Date acknowledged. iii. Date responded. iv. The description provided for the information sought. 	
<p>ANSWER:</p> <p>I am advised;</p> <p>Information concerning the obligations of a Minister’s office as an agency under the Government Information (Public Access) Act 2009 (the Act) is required to be submitted to the Attorney General in accordance with section 125(2) of the Act.</p> <p>The information is included in the annual report of the Department of Communities and Justice in accordance with sections 125(3) and (5) of the Act.</p>	

<p>GIPA Applications</p>	
<p>65. How many GIPA Applications have been received by each Department/agency within your portfolio responsibilities since 28 March 2023?</p> <ul style="list-style-type: none"> (a) How many of these Applications have been accepted? (b) How many of these Applications have been rejected? <ul style="list-style-type: none"> i. If so, what were the reasons provided? (c) How many of these Applications were re-assigned? (d) How many of these Applications had fees waived/reduced? (e) Please provide in table form the following details of each Application received by your office: <ul style="list-style-type: none"> i. Date received. ii. Date acknowledged. iii. Date responded. iv. The description provided for the information sought. 	
<p>ANSWER:</p> <p>I am advised;</p>	

Information concerning an agency’s obligations under the Government Information (Public Access) Act 2009 (the Act) is included in the relevant agency annual report in accordance with section 125(1) of the Act.

Further information about applications received by The Cabinet Office and the Premier’s Department is available on the disclosure log for each Department on their respective websites.

<p>Labour Hire Firms</p>	
<p>66. Have any Departments/agencies within your portfolio responsibilities utilised the services of Labour Hire Firms since 28 March 2023? If yes, please advise in table form:</p> <ul style="list-style-type: none"> (a) The names of the firms utilised. (b) The total amount paid to each firm engaged. (c) The average tenure period for an employee provided by a labour hire company. (d) The longest tenure for an employee provided by a labour hire company. (e) The duties conducted by employees engaged through a labour hire company. (f) The office locations of employees engaged through a labour hire company. (g) (g) The highest hourly or daily rate paid to an employee provided by a labour hire company. 	
<p>ANSWER:</p> <p>I am advised;</p> <p>Portfolio agencies make use of the vendor management system (VMS) Contractor Central in accordance with the mandatory whole-of-government Contingent Workforce Scheme. Information on Contractor Central and the Scheme, including registered suppliers, can be found on the NSW Procurement <i>buy.nsw</i> website.</p> <p>Contractor costs are contained in either “agency contractors” within Employee Related Expenses for a standard labour hire contractor or “contractor – projects” category disclosed in the Other Operating Expenses for project related contractors. Both form part of the audited financial statements within the Department / Agency’s Annual Report.</p> <p>Details for the period 28 March 2023 to 30 June 2023 form part of the Department / Agency Annual Report 2022-23. These reports are due to be released shortly.</p> <p>Details for the period 1 July 2023 to 30 June 2024 will form part of the Department / Agency Annual Report 2023-24.</p>	

While Integrity Agencies form part of the overall budget papers for The Cabinet Office, The Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.

Media and Public Relations	
<p>67. How much has your ministerial office spent on advertising or sponsored posts since 28 March 2023 on the following social media platforms:</p> <ul style="list-style-type: none"> (a) Facebook (b) Instagram (c) LinkedIn (d) TikTok (e) YouTube (f) WhatsApp (g) X (formerly known as Twitter) 	
<p>ANSWER:</p> <p>I am advised:</p> <p>No money has been spent from the Ministerial office on advertising or sponsored posts on the social media platforms.</p>	

Media and Public Relations	
<p>68. How much has each Department/agency within your portfolio responsibilities spent on advertising or sponsored posts since 28 March 2023 on the following social media platforms:</p> <ul style="list-style-type: none"> (a) Facebook (b) Instagram (c) LinkedIn (d) TikTok (e) YouTube (f) WhatsApp (g) X (formerly known as Twitter) 	
<p>ANSWER:</p> <p>I am advised:</p>	

Department and agency expenditure is published in Annual Reports and on OpenGov NSW.
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Media and Public Relations	
69. Have you had media training or public speaking training? (a) If yes, who paid for it? (b) If paid by taxpayers, what was the amount paid since 28 March 2023?	
ANSWER: No	

Media and Public Relations	
70. How many media or public relations advisers are employed for each of your portfolio agencies and what is the total cost to employ these advisers?	
ANSWER: I am advised; Staff numbers are included in the Annual Report. The Premier's Department media advisors service the Premier's Department, Women's NSW, The Cabinet Office, and support Aboriginal Affairs as well as supporting whole-of-government emergency management communications. The Premier's Department media advisors service The Cabinet Office, under a service level agreement. No additional media staff were employed with the creation of The Cabinet Office. Staff salaries are set by the Crown Employees (Public Sector- Salaries) Award.	

Media and Public Relations	
71. What is the forecast for the current financial year for the number of media or public relations advisers to be employed in each Department/agency within your portfolio responsibilities and their total cost?	
ANSWER: Please refer to the answer to question 70.	

Media and Public Relations	
72. What is the total cost of media monitoring services used by each Department/agency within your portfolio responsibilities?	
<p>ANSWER:</p> <p>I am advised;</p> <ul style="list-style-type: none"> - Media monitoring services are procured under a whole-of-government contract. - A whole-of-Government contract reduces administration costs on individual Departments and Agencies, takes advantage of economies of scale, and avoids duplication in services (and costs) across NSW Government. - Isentia have recently secured the whole-of-government contract for the next three years, at a savings for more than \$2 million compared to the previous contract. - Details of the three-year contract are available at https://www.tenders.nsw.gov.au/?event=public.cn.view&CNUUID=E99BBB53-FC12-DC94-57E7E126B8321F73 	

Merchant fees	
73. Please provide a list of all transactions where customers need to pay a merchant fee on credit and/or debit card payments in each Department/agency within your portfolio responsibilities.	
<p>ANSWER:</p> <p>I am advised;</p> <p>The Cabinet Office and Premier’s Department do not offer customer invoices to be paid via credit card / debit card facilities.</p> <p>One agency allows customer invoices to be paid via credit and/or debit card facilities. This Agency operates in line with Treasury Circular “TC18-18 Agency recouping of merchant interchange fees”.</p> <p>Other Agencies within the portfolio do not allow this method of payment.</p> <p>While Integrity Agencies form part of the overall budget papers for The Cabinet Office, the Cabinet Office does not engage in any budget related or operational matters of Integrity Agencies.</p>	

Merchant fees	
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74. Please provide the percentage and/or amount of the merchant fees applied to all credit and/or debit card payments/transactions payments in each Department/agency within your portfolio responsibilities.	
<p>ANSWER:</p> <p>I am advised;</p> <p>Merchant fees are embedded in individual credit card payments. The Percentages will vary by supplier and the nature of the transaction.</p>	

Merchant fees	
75. What was the total amount paid in merchant fees on credit and/or debit card payments made by each Department/agency within your portfolio responsibilities since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Merchant fees are embedded in credit card payments and are not separately identified in the data captured by the accounting system. Where a merchant fee is incurred the fee will be allocated to the expense category, for example a merchant fee on a domestic air fare will be treated as a Travel expense.</p>	

Ministerial disclosures	
76. Did you make any updates to your Ministerial disclosure on or after 2 August 2023? (a) If yes, what prompted this update to your disclosure?	
<p>ANSWER:</p> <p>I am advised:</p> <p>Disclosure obligations for Ministers under Part 2 (Standing disclosure of interests), Part 3 (Conflicts of Interest) and Part 4 (Gifts and Hospitality) of the Schedule to the Ministerial Code are continuous. Ministers are required to:</p> <ul style="list-style-type: none"> • notify the Premier of a change to their pecuniary and other interests as soon as practicable after the change has occurred • notify the Premier of a change to pecuniary and other interests held by their immediate family members, as soon as practicable after the change has occurred • notify the Premier promptly of conflicts of interest 	

- disclose gifts and hospitality promptly to the TCO Secretary.
- I make continuous disclosures of the matters that are covered by the Ministerial Code.

Office Administration	
77. What brand of paper is used in your office? (a) Is it recycled paper? (b) Is it Australian made paper?	
ANSWER: I am advised office supplies are purchased in accordance with standard procurement arrangements.	

Office Administration	
78. How many staff members were employed in your ministerial office at the MS6 grade for the following months: (a) April (b) May (c) June (d) July (e) August (f) September (g) October	
ANSWER: I am advised that Ministerial staff numbers and grades are published on the NSW Government Website: https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/premier-and-ministers-staff-numbers	

Office Administration	
79. How many staff members were employed in your ministerial office at the MS5 grade for the following months: (a) April (b) May	

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(c) June (d) July (e) August (f) September (g) October	
ANSWER: Please see the answer to Question 78.	

Office Administration	
80. How many staff members were employed in your ministerial office at the MS4 grade for the following months: (a) April (b) May (c) June (d) July (e) August (f) September (g) October	
ANSWER: Please see the answer to Question 78.	

Office Administration	
81. How many staff members were employed in your ministerial office at the MS3 grade for the following months: (a) April (b) May (c) June (d) July (e) August (f) September (g) October	
ANSWER:	

Please see the answer to Question 78.

Office Administration	
<p>82. How many staff members were employed in your ministerial office at the MS2 grade for the following months:</p> <p>(a) April</p> <p>(b) May</p> <p>(c) June</p> <p>(d) July</p> <p>(e) August</p> <p>(f) September</p> <p>(g) October</p>	
<p>ANSWER:</p> <p>Please see the answer to Question 78.</p>	

Office Administration	
<p>83. How many staff members were employed in your ministerial office at the MS1 grade for the following months:</p> <p>(a) April</p> <p>(b) May</p> <p>(c) June</p> <p>(d) July</p> <p>(e) August</p> <p>(f) September</p> <p>(g) October</p>	
<p>ANSWER:</p> <p>Please see the answer to Question 78.</p>	

Office Administration	
<p>84. What is the average salary for staff members in your ministerial office since 28 March 2023?</p>	

ANSWER:

Please see the answer to Question 78.

Office Administration	
<p>85. How many DLOs were seconded to your ministerial office for the following months:</p> <ul style="list-style-type: none"> (a) April (b) May (c) June (d) July (e) August (f) September (g) October 	
ANSWER:	
<p>I am advised that information relating to Department Liaison Officers is available on the Disclosure Log: Government Information {Public Access} Act 2009 (the GIPA Act), Reference number PD_A5833715</p> <p>https://www.nsw.gov.au/sites/default/files/2023-09/PD%20A5833715%20-%20Disclosure%20log%20-%2020230913.pdf</p>	

Office Administration	
<p>86. How many staff in your office are employed as 'caucus liaison officers'?</p> <ul style="list-style-type: none"> (a) What are the responsibilities allocated to 'caucus liaison officers'? (b) Have 'caucus liaison officers' been directed to only work with Government MPs? (c) Do 'caucus liaison officers' contact members of the Australian Labor Party as part of their regular work duties? 	
ANSWER:	
<p>I am advised:</p> <p>All staff are employed to assist the Premier in accordance with the Members of Parliament Staff Act 2013 and staff are expected to comply with the NSW Office Holder's Staff Code of Conduct.</p>	

Office Administration	
87. How many staff members employed in your office under the Members of Parliament Staff Act 2013 have been seconded from a NSW Government Department/agency? (a) Please list each Department/agency staff members have been seconded from.	
<p>ANSWER:</p> <p>I am advised:</p> <p>NSW Government sector employees may be seconded from agencies to Ministers' offices in accordance with clause 35 of the Government Sector Employment Regulation 2014 (GSE Regulation).</p> <p>Ministerial staff numbers and grades are published on the NSW Government Website: https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/premier-and-ministers-staff-numbers</p>	

Office Administration	
88. What is your ministerial office budget for 2023-24? (a) How much of this budget is allocated to staff?	
<p>ANSWER:</p> <p>I am advised that Minister's office budgets are drawn from the Premier's Department annual financial allocation to cover employee related expenses, accommodation, and other operating expenses. Further information relating to Ministers' Office Budgets is available in the Ministers Office Handbook.</p>	

Office Administration	
89. How many iPhones/Smart Phones are assigned to staff in your ministerial office? (a) For each phone, how much was each bill in 2022-23? (b) How many phones have been lost or replaced due to damage in your office? i. What is the cost of replacing those phones?	
<p>ANSWER:</p>	

I am advised:

Ministers’ Staff Acceptable Use of Communication Devices Policy provides guidance on the use, loss, theft, and return of communication devices provided for business purposes.

Minister’s staff may use mobile telephones for business and (reasonable use) private purposes.

Under the current mobile plans all local and Australia-wide calls to land lines/mobiles and texts are included in the plan. Premium service calls, international calls and global roaming services are outside of the plan and may be still chargeable based on the principles below.

Ministers’ staff mobile phone charges are paid from the Ministers’ office budget except for the items listed below, which need to be paid as a private expense:

- Personal international calls from within Australia
- Personal travel related global roaming charges
- Personal premium number service calls

Any personal calls which are outside the plan need to be declared and paid for monthly. Declarations are not required otherwise.

The purchasing of technology items is in accordance with standard procurement arrangements.

The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet Annual Report 2022-23.

<p>Office Administration</p>	
<p>90. How many iPads or tablets are assigned to your ministerial office and to whom have they been issued?</p> <p>(a) What was the cost of providing iPads or tablets to your ministerial office in 2022-23?</p> <p>(b) How many iPads or tablets have been replaced due to lost or damage in 2022-23?</p> <p>i. What was the cost of replacing these devices?</p>	
<p>ANSWER:</p> <p>I am advised:</p> <p>Ministers’ Staff Acceptable Use of Communication Devices Policy provides guidance on the use, loss, theft, and return of communication devices provided for business purposes.</p> <p>The purchasing of technology items is in accordance with standard procurement arrangements.</p>	

The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet Annual Report 2022-23.

Office Administration	
<p>91. How many laptops has the Premier's Department or The Cabinet Office assigned to your ministerial office and to whom have they been issued?</p> <p>(a) What was the cost of providing laptops to your ministerial office in 2022-23?</p> <p>(b) How many laptops have been replaced due to lost or damage in 2022-23?</p> <p>i. What was the cost of replacing these devices?</p>	
<p>ANSWER:</p> <p>I am advised the following:</p> <p>Ministers' Staff Acceptable Use of Communication Devices Policy provides guidance on the use, loss, theft, and return of communication devices provided for business purposes.</p> <p>The purchasing of technology items is in accordance with standard procurement arrangements.</p> <p>The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet Annual Report 2022-23.</p>	

Office Administration	
<p>92. Has any artwork been purchased or leased for display in your ministerial office since 28 March 2023?</p> <p>(a) What is the cost of this?</p>	
<p>ANSWER:</p> <p>I am advised;</p> <p>Purchase or lease of artwork for official purposes is in accordance with standard procurement arrangements.</p> <p>The costs of purchasing or leasing artwork for official purposes are contained within the other expenses category in the Other Operating Expenses note of the audited financial statements within the Premier's Department Annual Report. The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet 2022-23.</p>	

Office Administration	
93. Have any floral displays or indoor plants been hired or leased for display in your ministerial office since 28 March 2023? (a) If so, what was the cost of these items?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Hire or lease of floral displays or indoor plants is in accordance with standard procurement arrangements.</p> <p>The costs of hiring or leasing floral displays or indoor plants are contained within the other expenses category in the Other Operating Expenses note of the audited financial statements within the Premier's Department Annual Report. The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet Annual Report 2022-23.</p>	

Office Administration	
94. What was the total amount your office spent on stationery since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised;</p> <p>Spending on office stationery is in accordance with standard procurement arrangements.</p> <p>The costs of stationery are contained within the other expenses category in the Other Operating Expenses note of the audited financial statements within the Premier's Department Annual Report. The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet Annual Report 2022-23.</p>	

Office Administration	
95. What was the total cost of all subscriptions by you and your staff to online news services, newspapers, magazines, journals, and periodicals since 28 March 2023? (a) What are these services / newspapers / magazines / journals / periodicals?	
<p>ANSWER:</p> <p>I am advised:</p>	

The total cost of all subscriptions is in accordance with standard procurement arrangements.

The costs of subscriptions are contained within the other expenses category in the Other Operating Expenses note of the audited financial statements within the Premier's Department Annual Report. The costs for the period 28 March 2023 to 30 June 2023 form part of the Department of Premier and Cabinet Annual Report 2022-23.

Office Administration	
<p>96. What was the total value of all gifts purchased for use by you and your office since 28 March 2023?</p> <p>(a) What were the gifts purchased?</p> <p>(b) Who were they gifted to?</p>	
<p>ANSWER:</p> <p>I am advised:</p> <p>The Ministers' Office Handbook outlines that the decision to present a gift is at the discretion of the Minister, having regard to both appropriateness and economy. Gifts may be appropriate, for example, where given as a memento of an official visit or as a small token of appreciation. However, gifts should not be given with the purpose, or in circumstances where they could be perceived as having the purpose, of inducing favourable treatment.</p> <p>In accordance with the Premier's Department and The Cabinet Office's Gifts and Hospitality Policy, a register of official gifts presented by the Premier will be reported by the Premier's Department at the end of each financial year as required under the provisions of Treasurer's Direction TD21-04 and TD22-27.</p>	

Office Administration	
<p>97. What non-standard features are fitted to your ministerial vehicle?</p> <p>(a) What is the cost of each non-standard feature?</p>	
<p>ANSWER:</p> <p>I am advised:</p> <p>Non-standard accessories fitted to Ministerial vehicles are for business, security, and safety related reasons, in accordance with the NSW Government Motor Vehicle Operational guidelines.</p>	

Office Administration	
<p>98. What is the total spend for your office since 28 March 2023 for:</p> <p>(a) Taxi hire?</p> <p>(b) Ridesharing services?</p> <p>(c) Hire car rental?</p> <p>(d) Limousine/private car hire?</p>	
<p>ANSWER:</p> <p>I am advised the following:</p> <p>The Ministers' Office Handbook outlines that taxis or ride share services are an option for business trips, including trips:</p> <ul style="list-style-type: none"> • Home after evening duty (e.g., when Parliament is sitting, when required to perform the duties of the job, etc.) where public transport is not reasonably available or where it may be unsafe to use public transport. Generally, use of taxis for these purposes would occur after 8:00pm. • To or from the airport in connection with early morning or late-night flights on official trips. • To meetings when it would be unsafe or uneconomical to use public transport. <p>Costs are managed within Ministerial office budgets.</p>	

Office Administration	
<p>99. Were any planes or helicopters chartered by you or your office and paid for with public money since 28 March 2023?</p> <p>(a) If yes, please provide details of the trip including the date of the trip, purpose of the trip, the method of transport and the cost?</p>	
<p>ANSWER:</p> <p>I am advised the following:</p> <p>All domestic and international travel bookings for official business must be made through the NSW Government's approved travel management supplier, this is currently FCM Travel Solutions.</p> <p>Travel covered by the NSW Government contract includes:</p> <ul style="list-style-type: none"> • commercial and charter air travel, 	

- accommodation,
- ground transport (car hire, rail, coach, and ferry).

Financial commitments for travel expenditure from the Ministers’ office budget need to be made within office arrangements approved by the Chief of Staff as an authorised financial delegate.

Where a Minister, or employee of the Minister’s office undertakes travel, travel is taken in accordance with the NSW government travel policy and the Ministers’ Office Handbook. The Premier’s Department website also details PD_A5842315, “Domestic and international travel of NSW Ministers and their offices” that has been released under the *Government Information (Public Access) Act 2009*.

Office Administration	
100. How many people are employed in your ministerial office as at 1 October 2023?	
<p>ANSWER:</p> <p>I am advised:</p> <p>The Ministerial staff numbers and grades are published on the NSW Government Website:</p> <p>https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/premier-and-ministers-staff-numbers</p>	

Office Administration	
<p>101. How many women are employed in your Ministerial office as at 1 October 2023?</p> <p>102. How many staff employed in your ministerial office identify as culturally and linguistically diverse (CALD) as at 1 October 2023?</p> <p>103. How many staff employed in your ministerial office identify as Aboriginal or Torres Strait Islander as at 1 October 2023?</p>	
<p>ANSWER:</p> <p>We aim for an inclusive and diverse workforce across Ministerial offices that reflects the communities that we serve.</p>	

Office Administration	
104. How many staff in your office are employed as media advisers or have responsibility for media/social media/communications?	
<p>ANSWER:</p> <p>I am advised:</p> <p>All staff are employed to assist the Premier in accordance with the Members of Parliament Staff Act 2013.</p> <p>I am advised that Ministerial staff numbers and grades are published on the NSW Government Website:</p> <p>https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/premier-and-ministers-staff-numbers</p>	

Office Administration	
105. How many staff in your office are employed as policy advisers or have responsibility for policy work?	
<p>ANSWER:</p> <p>I am advised:</p> <p>All staff are employed to assist the Premier in accordance with the Members of Parliament Staff Act 2013.</p> <p>I am advised that Ministerial staff numbers and grades are published on the NSW Government Website:</p> <p>https://www.nsw.gov.au/departments-and-agencies/the-cabinet-office/access-to-information/premier-and-ministers-staff-numbers</p>	

Overseas Trips	
106. Have you had any overseas trips paid for using public funds since 28 March 2023? (a) If yes, did any of your relatives or friends accompany you on these trips?	
<p>ANSWER:</p> <p>I am advised:</p>	

In line with M2015-05-Publication of Ministerial Diaries and Release of Overseas Travel Information, Minister's overseas travel is published on the Premier's Department Website.

Overseas Trips	
107. Have you undertaken any official overseas travel that was privately funded since 28 March 2023? (a) If yes, what was the nature of these trips? (b) Who paid for these trips?	
<p>ANSWER:</p> <p>I am advised:</p> <p>In accordance with M2014-02 Ministerial Arrangements During Absences, Ministers who travel overseas are generally required to seek the Governor's authorisation for another Minister to act on their behalf. All acting arrangements approved by the Governor are published in the NSW Government Gazette.</p> <p>Gifts and Hospitality, including contributions to travel are managed in accordance with the NSW Ministerial Code of Conduct.</p>	

Parliamentary Secretary	
108. Does your Parliamentary Secretary have pass access to your ministerial office?	
<p>ANSWER:</p> <p>I am advised:</p> <p>Security passes for 52 Martin Place are required to be issued in accordance with the 52 Martin Place security procedures and the associated Privacy and Surveillance Statement.</p>	

Parliamentary Secretary	
109. Does your Parliamentary Secretary have a desk in your ministerial office?	
<p>ANSWER:</p> <p>No</p>	

Parliamentary Secretary	
110. Has your Parliamentary Secretary spoken on any pieces of legislation on your behalf? If so which legislation?	
ANSWER: Please refer to the NSW Parliament Hansard.	

Parliamentary Secretary	
111. What event/meetings has your Parliamentary Secretary attended on your behalf? (a) Please provide in table form the date and the purpose of the event/meeting.	
ANSWER: I am advised: A Parliamentary Secretary shall have and may perform such functions as the Premier may, from time to time, determine in respect of him or her, pursuant to section 38C of the Constitution Act 1902. The general duties of a Parliamentary Secretary are outlined in the Ministers' Office Handbook available on the Premier's Department website.	

Parliamentary Secretary	
112. How often do you meet with your Parliamentary Secretary?	
ANSWER: I regularly meet or speak with my Parliamentary Secretary.	

Parliamentary Secretary	
113. Has your Parliamentary Secretary travelled overseas since 28 March 2023? (a) If so, when, and where? (b) If so, what was the cost of: i. Airfares? ii. Accommodation? iii. Food and beverage?	

Supplementary Questions – November 2023

iv. Transportation? v. Entertainment?	
<p>ANSWER:</p> <p>I am advised that all Parliamentary Secretaries are subject to the same travel rules as Ministers when travelling on official business as a Parliamentary secretary. Further information is available in the NSW Minister’s Office Handbook.</p>	

<p>Parliamentary Secretary</p>	
<p>114. Has your Parliamentary Secretary travelled domestically since 28 March 2023?</p> <p>(a) If so, when, and where?</p> <p>(b) If so, what was the cost of:</p> <ul style="list-style-type: none"> i. Airfares? ii. Accommodation? iii. Food and beverage? iv. Transportation? v. Entertainment? 	
<p>ANSWER: I am advised that all Parliamentary Secretaries are subject to the same travel rules as Ministers when travelling on official business as a Parliamentary secretary. Further information is available in the NSW Minister’s Office Handbook.</p>	

<p>Parliamentary Secretary</p>	
<p>115. Has your Parliamentary Secretary received training?</p> <p>(a) If so, was it speech, voice, or media training?</p> <ul style="list-style-type: none"> i. If yes, who provided this training, on what date and at what cost? 	
<p>ANSWER:</p> <p>I am advised:</p> <p>No.</p>	

<p>Probity Auditor</p>	
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<p>116. Has your office or department used a Probity Auditor or Probity Advisors, or similar, since 28 March 2023?</p> <p>(a) If so please list the company and/or individual, the project, the engagement dates, and their total remuneration in tabular format.</p>	
<p>ANSWER:</p> <p>I am advised:</p> <p>Under the Government Information (Public Access) Act 2009 (GIPA Act), agencies are required to register government contracts valued at \$150,000 (including GST) or more on the NSW Government eTendering website.</p> <p>The Cabinet Office and the Premier’s Department also maintain a register of information relating to contracts with a value of \$30,000 (excluding GST) and above.</p> <p>Departments are also required to include in their annual report information in relation to consultants engaged by or on behalf of the agency, pursuant to Div. 7.3 of the Government Sector Financial Act 2018 and NSW Treasury Policy and Guidelines – Annual Reporting Requirements TPG23-10.</p>	

Training	
<p>117. Have you received any training since becoming a Minister?</p> <p>(a) If yes, please provide the details of what the training was.</p>	
<p>ANSWER:</p> <p>I am advised:</p> <p>All Cabinet Ministers have a undertaken a program of Ministerial induction training. Ministers will undertake Respectful Workplace Policy Training that will commence in December.</p> <p>Members of Parliament have a Skills Development Allowance that may be used in a manner consistent with the Parliamentary Renumeration Tribunal.</p>	

Training	
<p>118. Have you received any speech, vocal or performance training?</p> <p>(a) If so, what was the cost?</p> <p>(b) Was this cost covered by the taxpayer?</p>	
<p>ANSWER:</p>	

No

Website Usage	
119. What were the top 20 most utilised (by data sent and received) unique domain names accessed by your ministerial office since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised:</p> <p>All acceptable use of network services must be lawful, appropriate, and ethical.</p> <p>The Ministers' Staff Acceptable Use of Network Services Policy is available in the Ministers' Office Handbook.</p>	

Website Usage	
120. What were the top 20 most accessed (by number of times accessed) unique domain names accessed by your ministerial office since 28 March 2023?	
<p>ANSWER:</p> <p>I am advised:</p> <p>All acceptable use of Network Services must be lawful, appropriate, and ethical.</p> <p>The Ministers' Staff Acceptable Use of Network Services Policy is available in the Ministers' Office Handbook.</p>	

Questions from Ms Abigail Boyd MLC

Easy Read for all government information by 2025	
<p>121. What is the progress to date of having all government information relevant to people with intellectual disability available in Easy Read by 2025?</p> <p>(a) Is NSW on track to meet this target?</p> <p>(b) What mechanisms are in place to ensure this target is met?</p> <p>(c) How much money was spent on making Easy Read information available, in the financial year 2022-23?</p>	
<p>ANSWER:</p>	

The NSW Government is committed to ensuring that government information and services are accessible to everyone, including people with disability in our state.

I am advised;

Accessibility NSW, within the Department of Customer Service, is leading the way in ensuring the NSW Government designs and delivers products and services that meet the needs of all people and abilities.

As part of its 2022-23 election platform, the now NSW Government is committed to making all government documents that are relevant to people with intellectual disability available in Easy Read format by 2025. This will include developing an Easy Read Style Guide in partnership with people with intellectual disability.

Easy Read for all government information by 2025	
122. Which government information is currently available in Easy Read?	
<p>ANSWER:</p> <p>The NSW Government is committed to ensuring that government information and services are accessible to everyone, including people with disability in our state. This includes by implementing the election commitment to make all government documents that are relevant to people with intellectual disability available in Easy Read Format by 2025.</p> <p>I am advised;</p> <p>Currently, all NSW Government digital products and services aim to meet the accessibility standards of the Standards Australia Accessibility Requirements for ICT Products and Services (AS EN 301 549), while Government websites and web content must comply with the existing World Wide Web Consortium’s Web Content Accessibility Guidelines 2.1 Level AA standards.</p>	

Easy Read for all government information by 2025	
123. Which government information is currently not available in Easy Read?	
<p>ANSWER:</p> <p>The NSW Government is committed to ensuring that government information and services are accessible to everyone, including all people with disability in our state.</p> <p>I am advised;</p>	

This includes by implementing the election commitment to make all government documents that are relevant to people with intellectual disability available in Easy Read Format by 2025.

Currently, all NSW Government digital products and services aim to meet the accessibility standards of the Standards Australia Accessibility Requirements for ICT Products and Services (AS EN 301 549), while Government websites and web content must comply with the existing World Wide Web Consortium's Web Content Accessibility Guidelines 2.1 Level AA standards.

NSW Government response to The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability

124. When will the NSW Government provide a whole of government response to the The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability?

ANSWER:

The NSW Government is committed to strengthening the rights and inclusion of people with disability so they can live free from violence, abuse, neglect and exploitation.

I am advised;

The Department of Communities and Justice is leading a cross-agency taskforce that will help develop our formal response to the Royal Commission's recommendations. We are also working hand in hand with the Australian Government.

The NSW Government is carefully and methodically considering each of the 222 recommendations for change across a wide range of issues and systems.

NSW Government response to The Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability

125. Will the NSW Public Service Commission be adopting the recommendations from the Disability Royal Commission directed to state and territory public service commissions, in relation to inclusive employment?

(a) Will recommendations 7.18, 7.19, 7.22 and 7.23 be adopted?

ANSWER:

The NSW Government is committed to building an inclusive public sector, that reflects our diverse communities and helps improve government services. We need to increase the representation of people with disability working in the public sector.

The NSW Government is carefully considering all the recommendations of the Disability Royal Commission, including the recommendations that relate to inclusive employment.

NSW Electoral Commission	
126. In the financial year 2022-23: (a) How much money did the NSWEC receive in relation to supporting voters with disability? (b) How many FTE staff were employed to carry out this work?	
ANSWER: I am advised the NSW Electoral Commission will provide answers directly to the Committee.	

NSW Electoral Commission	
127. Has the NSWEC engaged in any coordination with other jurisdictions to advocate for a nationally consistent technology assisted voting policies and systems?	
ANSWER: I am advised the NSW Electoral Commission will provide answers directly to the Committee.	

NSW Electoral Commission	
128. What is being done to ensure that blind and low vision voters are absolutely without a doubt given several options to cast an independent, secret and verifiable vote by the 2027 state election and subsequent state and local government elections? (a) When will the Technology Assisted Voting Review be complete and made publicly available? Premier	

(b) If a technology assisted voting system equivalent to the options provided by iVote is not available or sufficiently tested in time for the 2027 state election, will it be deferred?	
<p>ANSWER:</p> <p>I am advised the NSW Electoral Commission will provide answers directly to the Committee.</p>	

NSW Electoral Commission	
<p>129. One of the issues identified by Vision Australia in their submission to the NSW Review of Technology Assisted Voting was that blind and low vision voters are not being adequately informed about the availability of voting options. What is being done to ensure that this information is accessible and available for people with disability?</p>	
<p>ANSWER:</p> <p>I am advised the NSW Electoral Commission will provide answers directly to the Committee.</p>	

Access at polling places for people with sensory issues	
<p>130. Anecdotal evidence indicates that polling places are largely inaccessible for people with sensory issues, especially people with autism and people with social anxiety. What measures and protocols are currently in place in relation to making polling places during NSW elections accessible?</p> <p>(a) Has the NSWEC consulted with any disability stakeholders about this issue?</p> <p>i. If yes, what form of consultation was undertaken and with which stakeholders?</p> <p>ii. If no, is there any intention to begin consultation with disability stakeholders?</p> <p>(b) What training and or information are NSWEC staff provided with about the nuances of people with disability in the community who are coming to vote?</p> <p>i. Is this training mandatory?</p>	
<p>ANSWER:</p> <p>I am advised the NSW Electoral Commission will provide answers directly to the Committee.</p>	

Establishment of a NSW Disability Inclusion Fund	
<p>131. Is there any intention to establish a NSW Disability Inclusion Fund?</p> <p>(a) If no, why not?</p> <p>(b) If yes, what is the timeline for this?</p> <p>i. Can you provide a breakdown of funding allocation?</p>	
<p>ANSWER:</p> <p>The NSW Government is committed to ensuring government services are accessible and inclusive for all people in our state, including all people with disability. The NSW Government does not currently have plans to establish a Disability Inclusion Fund.</p> <p>As part of the 2022-23 election platform, the NSW Government committed to launch a partnership with the Get Skilled Access Initiative and former Australian of the Year Dylan Alcott, to implement initiatives to improve inclusion for people with a disability.</p> <p>The NSW Government also invested \$14.8 million in 2023-24 for individual, representative and systemic advocacy services under the Disability Advocacy Futures Program.</p> <p>The NSW Government is committed to working and consulting with the disability community, their families and supporters in responding to both the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability as well as the Independent Review of the NDIS.</p>	

Get Skilled Access (GSA) initiative for disability inclusion	
<p>132. Can the Department provide a funding breakdown of the \$2.4 million partnership between the NSW Government and Get Skilled Access (GSA) for disability inclusion?</p> <p>(a) What is the timeline for this initiative to be implemented?</p> <p>(b) How much money has been spent on this initiative to date?</p>	
<p>ANSWER:</p> <p>As part of the 2022-23 election platform, the NSW Government committed to launch a partnership with the Get Skilled Access Initiative and former Australian of the Year Dylan Alcott, to implement initiatives to improve inclusion for people with a disability.</p> <p>I am advised;</p> <p>The \$2.4 million partnership will include the following initiatives:</p>	

- \$450,000 to enhance the accessibility and disability inclusion knowledge within the tourism sector, to make holiday planning easy and stress-free for people with a disability.
- \$680,000 to improve recruitment and retention of people with a disability within the NSW Government workforce.
- \$800,000 to improve Disability inclusive practices of health professionals and hospital staff, across 10 hospitals.
- \$465,000 for programs and resources to raise awareness and understanding of disability among students and staff at NSW schools.

Department of Premier and Cabinet



Purchasing Card Policy

November 2022

Document management

Publication details

Document Type(s) (Select all options that apply)	Yes/No
Policy	Yes
Procedures	No
Guidelines	No
Standard	No
Fact sheet	No

Responsible Branch	Document Owner	Document Reviewer
Finance, Strategy & Performance	Associate Director, Procurement	Director, Finance & Procurement

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Not for publication	No
Intranet	Yes
DPC website	Yes
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Approved by	Date of approval
DPC Executive	

Review record

Date	Action	Version
2011	Publication	1.0
April 2013	Publication	2.0
June 2017	Publication	3.0
November 2022	New template, updated links, references and incorporation of NSW Treasury policy TPP21-02 <i>Use and Management of NSW Government Purchasing Cards</i> requirements	4.0
November 2024	Scheduled review	

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1 Overview

1.1 Policy Statement

The Department of Premier and Cabinet (DPC) recognises that Purchasing Cards (PCards) are an efficient method for arranging the purchase of goods and services subject to certain conditions, and for tracking expenditure.

DPC is committed to ensuring that employees can perform their duties in an efficient and effective manner, while maintaining management control over the use of official resources.

As a result, a PCard may be provided to an employee, who is a government officer, where a legitimate ongoing business requirement can be demonstrated.

This extends to DPC's use of Virtual Cards (VCards).

1.2 Objective

The purpose of this policy is to clearly outline the conditions and processes to ensure effective management control over the use of official PCards.

Conforming with this policy will ensure that the following risks associated with the use and management of PCards are minimised and effective and efficient delivery of government programs is supported through a well-managed PCard program:

- Misuse of PCards
 - Inefficient use of Departmental resources
 - Fraudulent misappropriation of Departmental funds
 - Unauthorised or unapproved transactions.
-

1.3 PCard Program

A PCard is a commercial purchasing card issued at the request of DPC by the banking services provider engaged by the Treasurer. It is issued to officers to use exclusively for the purchase of goods and services on behalf of DPC.

1.4 VCard Program

A VCard is like a purchasing card but is not issued as a physical card, rather as a 16-digit number issued by the card issuer (Citibank). A VCard is typically issued as a 'whole-of-agency' card for the purchase of goods or services from a single supplier and it can have multiple 'Cardholders'. In this policy document, both the PCard and VCard are referred to in the singular term, PCard unless stated otherwise.

1.5 Relationship to Other Documents

The PCard program is governed by this policy document and all other relevant government and Departmental policies, instructions, and related memoranda. These policy documents can be accessed in the DPC intranet.

The policy should be read in conjunction with the:

- Procurement Policy
- Financial Delegations
- Code of Conduct
- Gifts and Benefits Policy
- NSW Treasury policy TPP21-02 *Use and Management of NSW Government purchasing Cards*

The Secretary, as the Accountable Authority for the DPC, is ultimately responsible for the proper management and administration of PCards within DPC. This policy, operating in conjunction with

other DPC and NSW Government policies, forms part of the internal control framework over financial transactions of DPC.

2 Who Does this Policy Apply to?

The policy and procedures apply to all Cardholders, who have been provided with a PCard; and line managers of Cardholders. All staff are responsible for implementing this policy.

2.1 Eligibility

Permanent and temporary officers of the Department may apply for a PCard.

Contractors and other non-officers of DPC are allowed to apply for PCards in exceptional circumstances.

To be eligible for a PCard, an officer **must** meet one or more of the following criteria:

- Frequently purchase goods and services in the course of their duties
- Travel frequently in the course of their duties
- Travel overseas on official business

Officers who are seconded to another Department, for the duration of their secondment, must return their PCard to DPC Finance, Strategy and Performance Branch (FSP).

3 Key Responsibilities

All staff who are issued with PCards have responsibilities under this policy. Managers, senior management and/or the head of the agency also have added responsibilities. DPC FSP have specific responsibilities.

3.1 Cardholder

The cardholder is personally responsible and accountable for:

- The responsible use of the PCard.
- The safekeeping of the PCard. Personal Identification Numbers (PINs) must not be disclosed to anyone and must not be carried with the PCard.
- Reconciling PCard expenditure within 30 days of each transaction. If transactions remain outstanding and no acceptable reason is submitted for non-compliance, a cardholder's PCard may be cancelled without warning
- Retaining and submitting all receipts with the reconciliation as supporting documentation. Cardholders must obtain a duplicate receipt from the supplier if an original receipt is lost. If it is not possible to obtain a duplicate receipt, the cardholder must provide a declaration detailing particulars and certifying that the expenditure was business related.
- Contacting Citibank to cancel lost or stolen cards immediately.
- Limiting cash withdrawals to incidental travel expenses, and are to be used only in exceptional circumstances.
- Immediately reporting any unauthorised transactions which appear on their PCard account to DPC FSP and Citibank.

3.2 Manager

The manager of the cardholder is responsible and accountable for:

- Ensuring that cardholders submit transactions within 30 days of occurrence.
- Reviewing PCard transactions for compliance with DPC policies
- Authorising or rejecting all submitted transactions within 30 days.

- Advising FSP if the cardholder leaves DPC, or the PCard is no longer required.
-

3.3 DPC Finance, Strategy & Performance Branch

DPC Finance, Strategy & Performance are responsible for:

- The PCard policy and administration of the PCard program in DPC
 - Reviewing credit card activity to ensure compliance with this policy.
 - Providing guidance to staff regarding PCard usage.
 - Acting as a point of contact between the Department and the Citibank.
 - Supporting cardholders in action where there is evidence of misuse of a PCard (including possible unauthorised or fraudulent transactions).
 - Following up with cardholders and managers to ensure acquittals are occurring on a timely basis.
 - Reporting on PCard usage.
 - Management of exclusions from authorised purchases.
 - Maintaining restrictions on use of PCards for supplier payment types.
 - Cardholder training requirements.
-

3.4 GovConnect NSW

GovConnect NSW is responsible for:

- Maintaining the Expense8 system, including user access and security.
- Reconciling the General Ledger Control Account.

4 PCard limits

PCard transactions are subject to financial delegation limits, individual transaction limits, and monthly card usage limits.

- PCard holders are provided with a default financial delegation of \$10,000.
- Cardholders with a higher financial delegation may request a higher transaction limit, subject to Deputy Secretary and Chief Financial Officer (CFO) support. This is expected to be subject to business requirements and in exceptional circumstances only.
- Default individual transaction limits are \$10,000 per transaction.
- Default monthly credit limits for PCards are \$10,000 per month.
- ATM and over the counter withdrawal limits are set to zero. Where staff are travelling overseas on official business, an ATM withdrawal limit of \$600 per day may be made available. Before travelling, staff must contact FSP to arrange for this limit to be adjusted.

5 Conditions of Use

A PCard must only be used for official business. PCards should be kept in a secure place.

5.1 What PCards can be used for

A PCard can be used for:

- The purchase of goods and services, subject to exclusions.
 - A list of items excluded from Purchasing Card use can be found in **Appendix A** of this document.

- Purchases must be made through NSW Government contracted suppliers where applicable. Details of contracted suppliers can be found in the buy.nsw central contracts library.
 - Payment of claimable travel expenses when overseas only. For example, meals and incidentals.
 - Withdrawal of cash via ATM or over the counter when travelling overseas.
-

5.2 What PCards cannot be used for

Further to the items listed in **Appendix A**, a PCard **must not** be used for:

- Payment of one day meal expenses or overtime meals where the cost exceeds the limit specified by NSW Industrial Relations (these expenses are taxable and must be claimed through the payroll system)
 - Regular or periodic payments. These items should be arranged through a standing purchase order or DPC Virtual Card.
 - The purchase of capital items or low value, portable and attractive assets. These items should be procured through NSW Government contracts where possible, and paid for via an official Departmental purchase order, so the assets can be recorded and managed appropriately.
 - The purchase of any goods or services where the Cardholder may/will gain private advantage (e.g. frequent flyer points, rewards programs, etc.)
 - The purchase of goods or services where existing whole-of-government contracts are in place, e.g. airline tickets which must be obtained through the Department's travel provider (FCM Travel Solutions).
 - Expenses for rideshare services.
-

5.3 PCard Purchases for Entertainment or Hospitality Expenses

Where the purchase of entertainment or hospitality items is a legitimate business requirement, these must be approved in accordance with *Administrative Delegations (Category B)*. The cardholder must provide full supporting documentation, including all receipts and explanatory notes, with the card reconciliation.

Explanatory notes should contain sufficient detail to enable staff approving the expenditure or reviewing the card reconciliation to be satisfied that the business requirements for the purchase were legitimate. For example, if a card is used for the payment of meals and/or alcohol, the cardholder must provide the purpose of the purchase and a list of persons involved.

Supporting documentation must clearly identify costs incurred on behalf of Public Servants and non-Public Servants to allow for the calculation of any Fringe Benefits Tax (FBT) liability.

Alcohol related purchases are governed by different rules. The majority of PCard holders do not have delegation to purchase alcohol. Refer to the Gifts and Hospitality Policy and the Code of Conduct for further information.

5.4 PCard Purchases for Motor Vehicle Expenses

The payment of expenses related to Departmental motor vehicles should be limited to emergency situations only. Fuel should be purchased using fuel cards provided with the vehicle, while repairs and servicing should be arranged through Transport Services.

If a PCard is used in relation to a Departmental motor vehicle, the cardholder must provide copies of all receipts to Transport Services.

6 Procedures

6.1 Applying for a PCard

The applicant must complete and sign a Purchasing Card Application form and a Purchasing Card Responsibilities form (available on the Hub).

PCard applications must be approved by a line manager, of Executive Director level or higher.

Both forms are to be forwarded to DPC Finance, Strategy & Performance for processing at DPC.Procurement@dpc.nsw.gov.au.

Applications are reviewed by FSP, prior to lodgement with the banking service provider.

Applicants must then apply for a card via the Citibank website as directed by DPC Procurement.

6.2 Changes to PCard Limits

Alternative transaction limits and monthly card limits may be requested based on business requirements. Details should be provided to FSP, with evidence of approval from the Cardholder's Executive Director or higher.

6.3 Issuing PCards

PCards are ordered by DPC Finance, Strategy & Performance through the contracted bank (Citibank). Approximately 7-10 working days should be allowed for the processing of the card by the bank.

The applicant can request the card to be sent to their personal address or to the office. If the card has not been received within 10 working days, applicants can contact FSP to arrange follow up at DPC.Procurement@dpc.nsw.gov.au.

A Personal Identification Number (PIN) will need to be arranged with the bank.

6.4 Reconciliations

Transaction details are accessible via the Citibank reporting portal (CCRS). Separate monthly card statements are provided. Cardholders must reconcile expenditure within 30 days of the transaction date. Managers must authorise or reject all submitted transactions within 30 days. Any transactions disputed by the cardholder must be reported to FSP, who will pursue these items with the bank.

Receipts held by the cardholder should be matched to transactions appearing in the Expense8 system. A cost centre or project code must also be assigned.

Additional approval requirements:

- Purchases related to entertainment or hospitality require prior approval from a line manager at Executive Director level or higher.
- Purchases of alcohol, unrelated to a meal, require prior approval from the Cardholders Deputy Secretary, in accordance with (or as varied by) the DPC Gifts, Benefits and Hospitality Policy.
- This can be evidenced by signing of the receipt by the authority (or similar electronic evidence of approval) before it is scanned and submitted through the Expense8 system.

In the case of lost receipts, the cardholder must provide a written statement detailing particulars of the expenditure, in the form of a Statutory Declaration within the Expense8 system.

Detailed procedures relating to the processing and approval of transactions in the Expense8 system are contained on the DPC intranet.

The Expense8 system will enable reporting on all outstanding card transactions at any point in time. Cardholders who have transactions outstanding for more than 30 days will be notified accordingly by FSP. If transactions remain outstanding, the card may be cancelled without further notice.

6.5 Lost or Stolen Cards

The cardholder must immediately report a lost or stolen card to Citibank via telephone on 13 24 84 (Australia) or 61 2 8225 0615 (overseas).

6.6 Damaged Cards

Damaged cards can be replaced by cutting the card through the card numbers and disposing the card. Cardholders should email DPC Finance, Strategy & Performance on dpc.procurement@dpc.nsw.gov.au with a replacement request, and confirm that the damaged card has been destroyed and disposed. A new card will then be issued.

Replacement cards may take up to 10 working days to arrive.

6.7 Renewal of Cards

Replacement PCards will be issued by Citibank prior to the card expiry date.

6.8 Termination of Employment

Cardholders leaving the Department must cut the card through the card numbers dispose the card. Before their last day of duty, the cardholder must reconcile all outstanding expenditure on their purchasing card and advise FSP at dpc.procurement@dpc.nsw.gov.au, who will then cancel the card with Citibank.

Details of outstanding transactions for purchasing cards can be obtained from the Expense8 system. It is the responsibility of the Cardholder's manager to ensure all reconciliations are completed prior to last day of duty.

7 Breaches and Remedies

A breach of this policy may be a breach of the DPC's Code of Conduct or Code of Conduct for Procurement.

Officers issued with a PCard are in a position of trust regarding the use of public funds and improper use is a breach of the DPC Code of Conduct. The cardholder may be liable to disciplinary/legal action and/or criminal prosecution.

Decisions must be made fairly and respectfully. Before a finding is made against a person, the person should be informed of the substance of the allegation against them and provided with an opportunity to be heard. Additional support mechanisms may be available for all parties, where the parties choose to use them.

8 Availability and Implementation

A copy of this policy can be found on the DPC intranet and the DPC internet site.

All staff are responsible for implementing this policy.

Other documents relevant to this policy available on the intranet.

- Purchasing Card Application Form
- Purchasing Cards Responsibilities Form

9 References

9.1 DPC Policies and Procedures

- Code of Conduct
 - Financial Delegations
 - Fraud Control policy
 - Gifts and Hospitality Policy
 - Gifts and Hospitality: G.I.F.T Guide
 - Gifts and Hospitality: H.O.S.T. Guide
 - Meal, Traveling and Other Allowances
 - Procurement Policy and Procedures
 - Procurement Governance and Information Guide
 - Code of Conduct for Procurement
 - Taxi and Rideshare Usage Policy
-

9.2 Other Policies or Guides

- NSW Treasury Policy TPP21-02 Use and Management of NSW Government Purchasing Cards
 - NSW Treasury Circular TC21-01 NSW Payments Digital Reform – Digital Payment Adoption
 - Public Service Commission Managing Gifts and Benefits
 - Public Service Commission Code of Ethics and Conduct for NSW Government Employers
 - Small Business Commissioner - Faster Payment Terms Policy
 - NSW Government Travel and Transport Policy
 - NSW Treasury Circular Review of Meal, Travelling and Other Allowances
 - Crown Employees Award
-

9.3 Legislation

- Government Sector Finance Act 2018
- Government Sector Employment Act 2013
- Government Sector Audit Act 1983
- Independent Commission Against Corruption Act 1988
- Public Interest Disclosures Act 2022
- Government Information (Public Access) Act 2009 (GIPA Act)
- Public Works and Procurement Act 1912
- Ombudsman Act 1974

10 Contacts

Procurement Team, Finance Strategy and Performance

DPC.Procurement@dpc.nsw.gov.au

Appendix A – Exclusions

Items excluded from Purchasing Card use:

Air travel

Airline tickets must be purchased through the NSW Government contracted provider FCM where possible.

Emergency purchases only permitted.

Assets

Assets, including ICT equipment, should be purchased using a purchase order and be recorded in the Department's Asset Register.

Fuel/lubricants

Fuel and lubricants for Departmental motor vehicles should be purchased using fuel cards provided. Details of any purchases made using a PCard must be reported to Transport Services.

Contract labour

Must be engaged through Contractor Central/SAP Fieldglass.

Consultants

Must be purchased using a purchase order. Refer to DPC's Procurement policy regarding procurement of consultants.

OFFICIAL

OFFICIAL

POLICY

Corporate Purchasing Card Policy

The Department of Customer Service's (DCS) Corporate Purchasing Card Policy sets out guidance for the use of the NSW Government Corporate Purchasing Card (PCard) and its associated agencies.

The DCS Corporate Purchasing Card policy encourages the use of purchasing cards to create greater efficiencies and creating savings by eliminating purchase order creation, reducing the number of invoices processed and taking advantage of prompt payment discounts and reducing transaction processing costs. A PCard is a credit card with features that facilitate expenditure control. It is a cost-effective way of purchasing low value/high volume transactions while maintaining appropriate management controls.

It complements rather than replaces other purchasing systems. It does not replace the Travel cards (Citi) or Fleet Card (fuel) arrangements or the Whole-of-Government Travel Contract.

Definitions

The following are key definitions relating to this policy.

- **Applicable Spend** - Government approved goods and services that can be purchased using a PCard
- **Senior Executive** - Employee with the appropriate level of authority to approve the issue of PCards as defined in the Delegations Manual
- **Delegated Financial Authority** - Delegation of Financial Authority is a document which identifies the approver, the level of approval in dollar values and the type of expenditure they are authorised to approve
- **Cardholder** - Employee assigned the authority to use a PCard
- **Card Approver** - Employee who has the authority to approve PCard expenses
- **Card Administrator** - Employee dealing with administrative matters between the Card Provider and Cardholder
- **Card Provider** - Bank or financial institution providing the PCard facility

Responsibilities

The administration of this policy applies to all employees of the DCS Cluster including statutory authorities. In particular, it applies to Cardholders, Card

Managers, Card Approvers, Card Reviewers and Card Administrators.

Secretary

As head of DCS, the Secretary will certify annually that the NSW Government Corporate Purchasing Card use in the Cluster has been in accordance with Premier's Memoranda for audit purposes.

Chief Financial Officer

The Chief Financial Officer (CFO) is responsible for ensuring that the policy is up to date, comprehensive and understood. The CFO is also responsible to the Chief Operating Officer and the Secretary for the governance and compliance of the purchasing card programme within DCS.

Senior Executives

All senior executives need to ensure policy and procedures are adhered to, approvals are completed on time and acquittals are undertaken monthly by all staff.

Executive Directors and Directors have the overall responsibility for the governance and compliance of the PCard policy within their business unit.

Cardholders

Only government officers as defined by s2.9 of the *Government Sector Finance Act 2018* (GSF Act) may be issued a PCard as a cardholder. This includes persons who are the head of, or are employed in or by, a GSF agency and statutory officers. Cardholders are expected to practise professional diligence in maintaining the integrity of the card such as not sharing password or card details as this is only privy to the authorised cardholder; and to only use the card for valid business expenses in the same authority as a normal purchase order process. This includes compliance with the delegative authority under the Delegation Manual and other relevant government obligative guidelines including employee relations policies on crown awards.

The application process will include personal identification which includes personal information such as *date of birth* as an identifying reference. All personal information is collected and kept in accordance with the *Privacy Act*. As the cardholder is not personally liable, a 100 points of identification is not required. Cardholders holding a PCard will not have their own personal credit rating affected in any way.

Cardholders must immediately notify the PCard Administrator in the following circumstances:

- cessation of employment with the Agency
- a change in the cardholder's substantive role
- a change in the nature of the cardholder's responsibilities that no longer require the cardholder to use a PCard (whether or not this includes a change in their substantive role)
- a change to the delegation limits that are associated with the cardholder's role
- the cardholder becomes aware that an unauthorised transaction has occurred
- the loss or theft of the PCard
- prolonged leave of absence (exceeding 8 weeks) from performing their role; or
- the PCard has been cancelled.

In addition, cardholders must immediately notify the Card Provider of any loss or theft of the PCard regardless of whether it is a working day or weekend.

Permitted expenditure / Applicable spend

All purchasing activities must be conducted in an ethical and transparent manner and comply with the values, principles and articles in the [DCS Code of Ethics and Conduct](#).

Comprehensive guidance on applicable spend categories for PCards is provided by the NSW Government Corporate Purchasing Card Guidelines and the DCS Applicable Spend Categories. These documents are kept up to date regularly. Current versions are available on the [DCS PCard intranet page](#).

In summary, PCards may be used for all business-related expenses, with the exception of items outlined under the Restricted expenses section of this document.

Related procurement directives

The following rules apply for cardholders:

- NSW Whole-of-Government contracted suppliers must be used whenever possible to ensure value for money and increased security of NSW

Government Corporate Purchasing Card details.

- Off-contract spend is monitored.

Cash withdrawals restriction

In exceptional circumstances, a Senior Executive can authorise, for particular cardholders, a cash withdrawal limit for a specified period of time. This is based on business justification and is usually for a non-standard work environment or emergency travel where vendors do not accept credit cards.

Cardholders shall be permitted to withdraw cash advances on credit card accounts provided the funds are solely for imminent business purposes. The total of such cash withdrawals must not exceed the estimated cost of the approved expenditure. Cash withdrawals, cash advances and cash equivalent transactions all attract interest charges from the date of the transaction. Interest charges should be minimised.

For petty cash purposes, the employee handling and responsible for the petty cash cannot use his/her PCard to withdraw cash. This must be performed by the manager to top up the petty cash float.

Restricted expenses

There are certain restrictions governing the use of the PCard. The PCard must **not** be used:

- to purchase alcohol
- for cash advances (except where the above applies)
- to split purchases in order to negate credit limits. 'Purchase splitting' occurs where cardholders split one transaction into several in order to avoid exceeding credit limits. This is also known as 'order-splitting' or 'stringing' arrangements. These types of arrangements are in breach of the terms of use of PCards and prohibited.
- for personal or non-work-related expenses - or expense subject to approval if to be considered work-related e.g. Study Benefits Assistance, Expenses for Salary sacrifice and capital purchases whether tangible or intangible, including software (even when the item is under \$5,000).
- for fines or penalties
- hazardous materials and special handling materials requiring assurance that certain specifications are being met
- technical, legal or complex services that require the formal input of technical staff
- to set up direct debits or automatic top-ups* (e.g. Opal cards).

** exception applies only to allow auto-debit to pay for work travel through the authorised NSW Government Travel supplier online portal (refer to Procurement Travel Policy, currently FCM)*

Card administrator

The Card Administrator currently sits within Corporate Finance and has the responsibility of liaising with the Card Provider and to implement any changes within DCS where necessary as our central contact point.

The Card Administrator, under the authority of the Secretary, must ensure that there is an accessible and up-to-date record of all authorised cardholders (the PCards Register) and the various administrative conditions that apply to each cardholder including, as a minimum:

- cardholder's full name
- confirmation that the cardholder has signed a Statement of Responsibility
- the last four digits of the cardholder's card number
- individual transaction limit and monthly limit
- administrative conditions attached to individual PCards/ cardholders, e.g. review dates, cash withdrawal allowances (where applicable), any restrictions on use
- cancellation dates (where a cardholder has changed roles or left the employ of the Agency or changed roles within the Agency).

There must also be an accessible record of the total limit for all the Pcards currently issued to employees, together with the Agency's total approved Pcard limit

The Card Administrator shall administer the relevant card limits applicable to the respective cards. Where there are any fraudulent transactions within DCS, the Card Administrator also has the responsibility to ensure that this is reported to the Independent Commission Against Corruption ("ICAC").

Card provider

They are responsible for the provision of cards and blocking and or replacing stolen cards. They will also provide monitoring and reporting functionality as defined by DCS.

Risk management

NSW Treasury's Internal Audit and Risk Management Policy for the General Government Sector (TPP20-08) requires that relevant agencies have an enterprise

risk management framework that is consistent with AS ISO 31000 Risk management - Principles and guidelines. Further guidance on developing a risk management framework is found in Risk Management Toolkit for the NSW Public Sector (TPP 12-03).

The PCard policy and associated procedures to manage risks specific to the use of PCards should be consistent with the agency's overall risk framework. There are, however, particular risks associated with the use and administration of PCards that need to be identified and managed. Examples include:

- the risk of inappropriate use and waste. For the purpose of this policy, waste is defined as “any uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in a loss of public funds or resources” as [defined by Ombudsman NSW](#)
- the potential for transactional and/ or accounting error (e.g. duplication of payments)
- the application of inappropriate purchase method (e.g. directly purchasing an item or service on PCard without assessment of any contract terms rather than seeking to negotiate appropriate contract terms and conditions).

Risk is defined as the impact of uncertainty on objectives. In the context of PCards, this risk will largely relate to those aspects of the use and management of PCards which could affect the Agency's overall financial position and ongoing financial management. However, risks arising from the use and administration of PCards can also affect other objectives including those associated with procurement, service delivery or reputation.

Transaction limits and deadlines

Person responsible	Action	Deadline
Cardholder	Submit all expenses for approval	on or before 21st of each month
Approver	Approve all expenses submitted by the cardholder	on or before 30th of each month
Responsibility		Limit
Maximum per transaction		\$10,000 (no split transactions allowed)
Per day		Not applicable
Maximum per month		\$20,000

Action	Consequence
Cardholder's late submission of expenses exceeding 90 days	Cancellation of PCard

The cardholder has a critical role to play in preventative controls. It is the responsibility of each cardholder to support the risk management process by:

- keeping card details up to date by notifying changes in their name or work circumstances to the Card Administrator;
- advising both the Card Provider and Card Administrator if a card is lost or stolen; and
- advising the Card Administrator if the card is declined or the cardholder becomes aware of, or suspects, unauthorised transaction(s) has occurred.

Online transactions

Cardholders should practise diligence when making online purchases, by only using on secure websites which are indicated by a "https" prefix. Due to the rampant occurrence of fraud caused by hackers and pop-ups, cardholders should be extra diligent on websites at first use.

Usually, the cardholder will have to register with the website prior to purchasing an item. As a matter of protocol, cardholders have to register their professional details and create a separate online profile for business use and link the profile to their work email. All invoices and correspondence should be performed through the work email. Failure to do this may result in a non-reimbursement of incurred expenses.

Cardholders should also ensure that a tax invoice is received with details of:

1. ABN number of the purchaser; and
2. invoice amount; and
3. GST amount; and
4. purchase item/service made

to enable Card Approvers to approve all online transactions.

Online transactions are to be made in line with Treasury Policy & Guidelines TPP 21-02 *Use and Management of NSW Government Purchasing Card*.

Record management

Record management is essential to the success of the NSW Government Corporate Purchasing Card. It is preferable that all transaction receipts are stored electronically. Where hardcopy documents are in use, they should be kept in a secure location.

Cardholder

It is the responsibility of cardholders to submit all expenses with their supporting invoice or receipt with each claim. It is recommended that expenses are submitted in the same calendar month they are incurred to enable proper accounting of monthly expenses. If expenses are not claimed within 90 days, access to the PCard may be cancelled at any time without further warning.

Manager

The manager approving the expenses will need to approve the claims by ensuring that a proper tax invoice/ receipt is included in the claims with the proper GST amounts and if the expense is properly incurred as a work expense in accordance with the relevant authority of delegations, employee relations policies on Crown Awards and other relevant government obligative guidelines.

Unauthorised purchases

Where unauthorised purchases have been made; these must be reported to the PCard Administrator and the Business Unit manager (a minimum of 2 levels above the indiscretion) for further investigation. If there are activities which are fraudulent in nature, these will be handled by People and Culture and reported to the ICAC. The conduct of fraudulent activities may result in termination of employment and criminal prosecution.

Further resources

There are relevant guidelines for PCard matters available on the [PCards intranet page](#).

Issuer	Reference	Document Name
Department of Customer Service	1 July 2020	DCS Code of Ethics and Conduct
Legislation		Government Sector Finance Act 2018
NSW Treasury	TPP 20-08	Internal Audit & Risk Management Policy for the General Government Sector
The Treasury	TPP 21-02	Use and Management of NSW Government Purchasing Card
The Treasury	TC 21-01	NSW Payments Digital Reform - Digital Payment Adoption
Department of Customer Service	May 2020	DCS Delegations Manual

Document control



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- [Responsibilities](#)
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- [Related procurement directives](#)
- [Cash withdrawals restriction](#)
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- [Card administrator](#)
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Key Contact



Lauren Moussa
Manager Governance

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Natural
Resources
Commission

Corporate Credit Card policy and procedure

November 2022

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1 Relevant legislation

Related governing legislation, policy and procedures:

- *Government Sector Finance Act 2018*
-
- Treasury Circular TC 21-01/Treasury Direction 19-01
- Treasury Policy TPP 21-02

2 Issuing of cards

Pcards fall under the definition of 'financial arrangement' in the *Government Sector Finance Act 2018 (GSF Act)* as a 'borrowing', which is further prescribed through the Treasurer's Direction Financial Services (TD19-01). Underpinning the Pcard program is a State financial service agreement. Combined, these instruments provide a whole-of-government Pcard structure, product and service for use by GSF agencies.

The Treasurer has authorised the Natural Resources Commission (the Commission) to have corporate credit cards with a combined credit limit of \$150,000. The Commissioner is the only person able to approve a credit card within the Commission. The Director Corporate Services has the delegation for arranging the issue of new and replacement cards with the bank, and for the return/cancellation of cards when cardholders are no longer employed by the Commission. With the exception of the card issued to the Director Corporate Services, this card is coordinated by Commissioner or delegate.

Purchasing card (Pcard) refers to a credit card issued by the NSW Government Sector bank, which is used by Cardholders (as government officers) to engage in transactions relating to the purchase of goods and services on behalf of the Commission. Pcards are also known as corporate cards, government cards and procurement cards.

Corporate cards used by the Commission are not linked with card-purchase rewards schemes, such as 'reward systems or buyer's advantage'.

The Commission's credit facility has advanced features that facilitate expenditure control (e.g. merchant restriction on cards). It is a cost effective way to purchase goods and services for low-value high-volume transactions while maintaining appropriate management controls.

2.1 Limits

The issue of Commission corporate credit cards is at the discretion of the Commission.

All card holder limits are managed by the Director Corporate Services and are set out in the corporate online portal. The card issued to the Director Corporate Services role is higher than all other card holders due to corporate procurement policy requirements.

The issue of credit cards is available to all other staff who participate in travel related activities and payment processing with limits across the Commission being adjusted accordingly to ensure the total is under the total facility limit of \$150,000.

Unless otherwise approved, the monthly credit limit for purchase card is up to \$2,000 (\$100 per transaction) for all other on-going public sector staff. There is \$5,000 per transaction limit for all public sector senior executive staff at the level of Director or above.

For all cards, ATM and over the counter withdrawal limits must be set to zero, except in the following circumstance. ATM withdrawal limits of \$600 per day are made available to officers travelling overseas. Before travelling, staff must contact Director Corporate Services to arrange for this limit to be implemented.

Requests for approval of higher limits must be made in writing to the Commissioner and submitted to the Director Corporate Services, including business reasons to justify the increased limit.

The monthly credit limit is reinstated on the third day of each month. Credit limits must not be exceeded.

2.2 Use of credit card

In using the corporate card, the cardholder is responsible for ensuring that the best value for money has been obtained, the expenditure is in the public interest and does not exceed the limit of the card.

For efficiency purposes, the Treasury Circular 21-01 permits payments of a low value, adhoc or irregular in nature and up to \$10,000, Pcards must be adopted as the preferred payment option, where viable. The typical suitable categories of cards include:

- accommodation and food services (food, beverage, venue rental)
- taxis
- education and training (e.g. conferences, training courses)
- repair and maintenance services (e.g. cleaning, pest control, equipment servicing)
- retail outlets (e.g. grocery, office sundries etc.)
- wholesale trade (e.g. hardware trade outlets)
- information media (e.g. online bookstores)
- printing services (e.g. brochures, signs)
- transport and logistics (e.g. train tickets, couriers)
- one time or infrequent vendors
- payment of claimable travel expenses for the cardholder (e.g. taxi fares, meals).

Virtual Cards are to be adopted as preferred card payment option for regular payments where payments are typically regular payments of low value, high volume to agreed suppliers.

Transactions over \$10,000 can be incurred, in accordance with this policy where appropriate controls, fraud and risk management frameworks are in place, as required under section 3.6 of the GSF Act.

A credit card **cannot be used** in the following circumstances:

- to make payment for other staff members under any circumstances- you are personally liable for the expenses on your card and they are limited to your work related expenses not others
- the payment of claimable travel expenses by the Commission employee, other than the **cardholder, this includes purchasing meals for contractors**
- the purchase of goods or services, where officer may gain private advantage (e.g. frequent flyer points/fly buys) where such action would result in failure to take

advantage of discount or special rates available through contracts arranged by the NSW Government or directly by the Commission

- when purchase of overseas airfares and pre-paid accommodation bookings (official overseas travel requires Ministerial approval, therefore related airfare and accommodation costs are centrally administered and monitored by the Director Corporate Services/GovConnect)

2.3 Use of corporate card over the Internet

The use of corporate cards to purchase goods or services over the internet is a purchasing option when the user is confident of the security provisions in place. Where the payment is regular (e.g. online news etc) a virtual card is to be used.

When using a corporate card for a purchase over the internet, the following needs to occur:

- Ensure sufficient documentation is kept, related to the transaction you make, to justify any expenditure claims, preferably showing the transaction or payment number as a reference, a **tax invoice and ABN number** if the provider of the goods or service is within Australia. Most reputable organisations will e-mail you a confirmation of your order. Keep details of the web address.
- Ensure you are confident to know who you are dealing with and that you are dealing with a **reputable company/organisation** with a proven track record. Contact the provider prior to the transaction to confirm. If any doubt exists, do not use that provider.
- Keep passwords and username completely confidential. Any legitimate payment provider will never request details in regard to your pin number or password. Do not e-mail your corporate card number to any provider.
- Look for a padlock site or a solid key in the status bar at the bottom of the window to indicate you are on a secure page. These symbols mean the information you are sending is encrypted and cannot be read by other internet users.
- Secure site address box should start with https:// and NOT http:// Sites that start with https:// have an added encrypted transaction layer.
- Do not click on popup windows when making payment or go to different links on the site.
- Read purchasing and return policies of the organisation. Ideally the website should cover delivery methods and costs, currency accepted, return and refund policies any taxes that are applied and contact telephone number or email address.
- It is the cardholder's responsibility to check the monthly statement ensuring correct amount has been debited as per receipt/s.

3 Responsibility of corporate cardholders

TPP 21-09 outlines two core requirements that are mandatory.

1. "The Agency Head, the Commissioner, is ultimately responsible for the proper management and administration of the cards within the agency
2. Cardholders understand and are accountable for the responsible use of the cards.

These core requirements recognise the shared responsibility, on the part of both the Agency and each cardholder, to ensure that cards are used properly and effectively in the public interest."

Whilst the Commissioner has been delegated by the Minister as the highest authority to incur the Commission expenditure, in terms of Section 12 of the *Public Finance and Audit Act 1983*, it is the Commission policy requirement for another officer to approve purchases/payments charged to their corporate cards.

The following defines who is responsible to sign-off each of the credit cards:

- **Commissioner's** credit card transactions are reviewed, documentation checked and approved by the Director Corporate Services for processing to nominated accounts in SAP.
- **Executive Director's** credit card transactions are reviewed, and documentation checked by the Director Corporate Services for processing from nominated accounts in SAP. The Commissioner is responsible for the final approval of the Executive Director's monthly reconciliation.
- **Director Corporate Services'** credit card transactions are reviewed, documentation checked and approved by the Commissioner for processing to nominated accounts in SAP.
- **All other staff** – credit card transactions are reviewed by the cardholder using Expense 8, receipts attached, all transactions are reviewed by the Director Corporate Services or delegate for nominated expense accounts in SAP. Documentation checked and approved by the Director for processing.

All cardholders are responsible for:

- ensuring the card is used only for official Commission business and in accordance with the Commission policies
- completing applications for new or replacement cards, and for supplying all relevant paperwork to support the application (e.g. identification, driver's licence)
- retaining all proof of purchases charged to the card (e.g. receipts or tax invoices) for attachment to Expense8 transaction
- processing the reconciliation monthly via the reconciliation process relevant (for example; via Expense8)
- documenting, on receipts or tax invoices, the purpose of the expenditure and if the expenditure is likely to be fringe benefits tax payable specifying the total people involved (e.g. attendees of the lunch/dinner) and the number of NSW government employees
- ensuring the card is kept in a secure location, in accordance with the 'terms and conditions' supplied by the bank
- reporting any loss, damage or theft of the card to the Director Corporate Services (contact Westpac bank on 1300 651 089 after hours)
- returning the card on termination of their employment or termination of their use of a credit/purchase card.

3.1 GovConnect finance vendor

GovConnect finance vendor will:

- monitor and manage the transactions through the expense 8 process
- process transactions to the ledger and reconcile the General Ledger Account.

3.2 Corporate services

Corporate Services will:

- supervise the monthly Expense8 transactions to cardholders for reconciliation and processing
- maintain a register of cardholders that contains each cardholder's name, card number and credit limit
- manage and approve the Commissions cards through the online portal including team members credit card limits between users
- review card activity to ensure compliance with this policy
- provide guidance to staff regarding corporate card usage
- act as a point of contact between the Commission and GovConnect
- maintain a list of authorised signatories under delegation.

4 Procedure details

4.1 Applying for a corporate card

The team member must make an email request for a card to be issued by the Director Corporate Services.

4.2 Issue of a corporate card

The card is issued by Citibank and will be posted to the card holder's postal address.

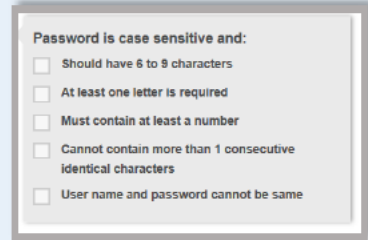
See the next page for the table on how to apply and complete the process for the card on the Citibank manager online portal. The link to this portal is provided to each new team member on commencement to complete the card request process.

4.3 Issue of a virtual corporate card

The Commission uses virtual corporate cards for specific transactions that are limited to one off items such as following:

- Group training and course attendance
- Multiple attendees at a conference or lunch attendance
- Defined corporate transactions such are the purchase of equipment etc.

The use of this type of payment method controls expense approvals and reduces the processing of invoices as noted in the procurement policy and guidelines.

Setting up in CitiManager	Ensure you can activate your card after it arrives in the mail by creating memorable and secure credentials including username, password and pin in the application process. It could be a few days before you use them for the first time.	
Setting up in CitiManager	Use your work email address as your User ID to create a unique identifier.	
Setting up in CitiManager	Follow the prompts in CitiManager to create a secure password – you won't be able to progress until this step is complete	
Setting up in CitiManager	Setting up in CitiManager	You will receive two emails letting you know that you can register in CitiManager . When you navigate to CitiManager to action this : <ul style="list-style-type: none"> - CLICK Apply for card - CLICK Prefilled application - ENTER the Registration ID (that's the long code) in the first box - ENTER the Passcode (that's the short one) in the second box.
Setting up in CitiManager	When selecting the delivery address for your card, if you choose 'home address' make sure you populate the address field.	
Receiving and activating your card	You will receive your Pcard 5-10 business days after you receive the 'Application processed' email in step 8.	
Receiving and activating your card	void fraudulent use of your Pcard by waiting until after you receive it to activate the card.	
Receiving and activating your card	If you haven't received your card in 10 business days after receipt of the 'Application processed' email contact your Program Administrator	
Always have an active card	Make sure you have an active card by submitting your Pcard request as soon as possible. It takes 5-10 business days for your card to arrive after you submit your application. This means if you apply just before your Westpac card is deactivated you may be without an active card for a few days	
Getting help	Need help with CitiManager? You will need to enter your card number whenever you call the Citi helpdesk for support (unless your card is lost or stolen). If you don't have your card yet, you will need to call or email your Program Administrator for help e.g. password resets.	
Getting help	Get your call prioritised when you call the Citi helpdesk by telling them you work for NSW Government and provide your agency name e.g. Natural Resources Commission	

4.4 Corporate card reconciliation procedure

- Cardholder transactions will be available a day after purchase has been made on credit cards on-line via Expense 8 SAP portal. Once the Cardholders receive their expense8 transactions the following steps need to be completed: The cardholder or delegate reconciles each transaction against tax invoices and completes the Expense8 process **including attaching the approval for expenditure transactions detailing:**
 - expense type (cost centre)
 - purpose/reason for each transaction, including where applicable the internal order number for a project
 - amount of each transaction
 - attach copy of electronic tax invoice. A tax invoice is required for all transactions irrespective of amount.
 - SAP account codes for each transaction
- For all entertainment **which is FBT claimable**, the expenses must be coded to Entertainment subject to FBT (SAP GL account: the number attending the dinner/lunch and the number of government employees must be noted on the reconciliation form). Food or drink consumed off the Commission premises by employees or their associates at a social function or business lunch can cause a fringe benefit to arise.
- FBT normally would not arise with the provision of food, drink, accommodation and travel that is reasonable in relation to a person's attendance at a seminar, conference, lecture, training session, course and so forth.
- Once all the transaction details are completed, the cardholder selects the submit button to initiate review and approval processes.
- The card approver checks the transaction in Expense8 for accuracy, including the tax receipts and approval for expenditure and selects the approved button
- These transactions will then be automatically sent to SAP journal posting for processing to our ledger.

4.5 Loss of a receipt of tax invoice

In the event that a tax invoice is lost or unable to be obtained, agreement and approval must be made in Expense8. Once the cardholder has coded the transaction, they must select 'none' for documentation and submit. This will prompt an agreement window to appear stating

"As per the Departments policy, it is the Cardholder's responsibility to retain all Tax Invoices and Receipts which support card transactions. Where such documentation has been lost, misplaced, or is otherwise unavailable, users must certify that all expenditure incurred was of valid business nature: I hereby certify that the transaction I am currently submitting was incurred purely for business reasons, and does conform to all Department business spend policies".

4.6 Late submission of reconciliations

Each week SAP Expense 8 automatically sends the cardholder users and the Director Corporate Services a notification regarding outstanding incomplete items. This report shows cardholders who have outstanding reconciliations.

Cardholders who have reconciliations outstanding for more than one month, will be forwarded a letter requesting to submit reconciliation.

If reconciliations remain outstanding, the card may be cancelled without further notice.

4.7 Lost or stolen cards

The cardholder must immediately report a lost or stolen card to Citibank, report it online via the Citibank portal, or download the mobile app for all details or call 1800 629 644. Details of the cancellation (including reference number, date, time) must also be reported to the Director Corporate Services.

4.8 Damaged cards

Damaged cards can be replaced by cutting the card through the card numbers contacting Citibank online via the Citibank portal, or download the mobile app for all details or call 1800 629 644 for a replacement request. Director Corporate Services will facilitate these requests. A new card will then be issued.

4.9 Renewal of cards

Citibank coordinates the Commission's card renewal before the card expiry dates.

4.10 Termination of employment

Cardholders leaving the Commission must cut the card diagonally in half and return it to the Director Corporate Services.

The cardholder must clear all expenditure on their corporate card prior to leaving and provide a full reconciliation of the card with the associated supporting documentation.

Director Corporate Services or delegate must close the card in the online banking portal.



5 Document control

Date approved	November 2022
Review period	Biannual
Next revision	November 2024
Responsible Officer	Director Corporate Services
Approving Officer	Commissioner

Appendix A: Guidelines for internet purchases

- Make sure you are confident you know who you are dealing with and that you are dealing with a **reputable company/organisation** with a proven track record. Contact the provider before the transaction to confirm. If any doubt exists, do not use that provider.
- To justify any expenditure claims, ensure sufficient documentation is kept relating to the transaction. Preferably, the documentation should show the transaction or payment number as a reference, and a tax invoice and ABN number if the provider of the goods or service is within Australia. Most reputable organisations will email you a confirmation of your order. Keep details of the web address.
- Keep passwords and usernames completely confidential. Any legitimate payment provider will never request details about your PIN number or password. Do not email your corporate card number to any provider.
- Look for a secure safe seal on a website or a locked padlock in the top or bottom bar of the browser.



- For Example:  or 
- These symbols indicate you are on a secure page and the information you are sending is encrypted and cannot be read by other internet users. Click on the locked padlock to check if the site has a 128-bit secure socket layer (SSL) certificate, and check the site's address, which should say **https://www** and **not** http://www. The **S** after http means **security** and the site has an added encrypted transaction layer.
- Look for possible **warning signs** such: as an unlocked padlock symbol in the tool bar of the browser; calling the site 'secure' but the name stays as 'http://www'; a poorly designed site; no 'real world' way such as a street address or a phone number to contact them; no security or privacy statement; and no statement on the site specifying a guaranteed delivery timeframe.
- Check whether the following is true about the website: the website's address is the **same name** as the organisation with whom you think you are dealing; the site is professionally designed; it has a privacy statement that is easy to find; it mentions an encryption system; and it openly promotes an easy way to contact them if a problem is encountered.
- Read the organisation's purchasing and returns policies. Ideally the website should cover delivery methods and costs, currency accepted, return and refund policies, any taxes that are applied and contact telephone number or email address.
- When making a payment, do not click on pop-up windows or browse to different links on the site.
- Check your expense 8 portal to ensure the correct amount has been debited as per your records.

Appendix B: Commission corporate cardholders' responsibilities

Cardholders must ensure the following:

- Corporate credit cards are maintained in a secure manner and guarded against improper use.
- In the event that a card is lost or stolen, cardholders must report the loss immediately to the card provider regardless of whether it is a working day or weekend. The cardholder should also advise the Director Corporate Services as soon as possible.
- PIN numbers are not made available to, or known by, other persons.
- Cards are used only for official business purposes.
- Cards are only used by the person whose name appears on the card.
- Adequate funds are available to cover expenditure, before it is incurred.
- Expenditure is **approved** by an officer with an authority to incur expenditure.
- Cardholders with a delegation should not approve their own expenditure.
- All documents (i.e. withdrawal slips, tax invoices, approvals, etc.) supporting transactions on the card are **retained**. If no supporting documentation is available, then the officer should provide a **declaration** detailing the nature of the expense and must sign on the statement that "All Expenditure is of a business nature".
- Validated statement and documents should be submitted promptly.
- Credit limits are **not exceeded** (purchases must not be split to negate credit limits).
- Cash advances are kept to a minimum amount necessary to cover necessary business.
- Expenses only. Cash should only be drawn when an expense is imminent. Wherever possible, the card should be used for payment of all expenses.
- Deposits are not made to the card account (by the cardholder).
- Cards are returned to the Director Corporate Services upon termination of employment.
- Corporate credit cards are used within the guidelines set out by the Commission and the card provider.
- Failure to comply with any of these requirements could result in the card being withdrawn from the officer. In the event of loss/theft through negligence or non-compliance with these requirements, any liability charged by the provider, against the Commission, may be passed onto the officer.

Acceptance of conditions:

I undertake to use the Commission corporate card in accordance with the Commission policy, Treasurers Directions and the requirements of the *Government Sector Finance Act 2018*.

I undertake to exercise due economy in authorising any expenditure, ensure that the expenditure is in the public interest and does not exceed the limit of the corporate card.

I acknowledge and accept the above conditions in the operation of my corporate card and have received the Commission corporate card number.

SignedDate.....

Name.....

Position.....

Parliamentary Counsel's Office

Procurement Policy

May 2023

Approved by Parliamentary Counsel, Annette O'Callaghan



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Policy Owner / Contact

Corporate Services

Review Record

Date	Action	Version
March 2022	Published	1.0
April 2023	Review	2.0

1. Overview

This Policy applies to all purchases of goods and services on behalf of the Parliamentary Counsel's Office (PCO). It sets out the principles and requirements for purchasing of goods and services, including through a PCO Purchasing Card (Pcard).

Purchasing activities at PCO are generally undertaken by a small number of staff who are authorised to place and receipt orders, either by purchase order or through use of a Pcard. The [PCO Financial Delegations](#), available on Gulburra, outline the roles with the delegation to commit to spending money on behalf of PCO, along with their expenditure limits. All purchasing must be conducted in accordance with the NSW Government Procurement Policy Framework.

2. Roles and responsibilities

Role	Responsibility
Authorised sub-delegate	Review quotations Approve or commit to expenditure including contract signing
Pcard holder	Safe storage of the Pcard Reconcile purchases within 30 days of the purchase
Contract manager	Ensure goods and services are delivered in accordance with the agreed contract
All employees involved in purchasing on behalf of PCO	Obtain quotations Maintain adequate records in accordance with <i>State Records Act 1998</i>
Corporate Services	Raise purchase orders Process invoices for payment

3. Policy

3.1 NSW Government Procurement Policy

PCO must comply with the NSW Government's Procurement Policy Framework in its purchasing of goods and services. Decision makers must select the most suitable purchasing option to effectively achieve the desired outcome. Appropriate records must be maintained throughout the purchasing process.

Decision makers must be prepared to demonstrate how and why procurement decisions have been taken, including the process for planning, sourcing and managing suppliers.

3.2 Sourcing and selecting a supplier

The requirements for purchasing at PCO can be complex for those not regularly involved in the process, as there are multiple mandatory and recommended requirements under the NSW Government Procurement Guidelines. Prior to approaching a supplier, PCO staff must discuss their purchasing requirements with the Director, Corporate Services.

The appropriate process to select a supplier depends on the total value of the goods or services to be purchased. Generally, there is a requirement to use whole-of-government contracts and prequalification schemes if they apply.

Primary minimum quotation requirements of relevance to PCO are:

Less than \$30,000	One written quote.
\$30,000 to \$150,000	One written quote if the supplier is a small and medium enterprise (SME), a regional business, an Aboriginal business or is part of a whole-of-government prequalified scheme (available on www.buy.nsw.gov.au).
\$30,000 to \$250,000	One written quote if the supplier is an Aboriginal business.
\$150,000 - \$680,000	Three written quotes (unless the supplier is an Aboriginal business as outlined above).
Greater than \$680,000	Competitive tender (note that, given PCO's limited procurement requirements, a competitive tender would likely require the assistance of another agency).

3.3 Committing to a purchase

All purchases must be undertaken in line with the [PCO Financial Sub-Delegations](#). Only officers listed in these sub-delegations have the authority to commit to the expenditure of PCO funds, within the limits specified for each sub-delegation.

All staff without a financial sub-delegation must obtain approval in writing from a financial sub-delegate prior to spending or committing to spend PCO funds. A record of any commitment to purchase goods or services must be kept by the authorising delegate and provided to the Corporate Services Team to allow a purchase order to be created.

3.4 Contracts and reporting

In general, a contract for services should be obtained for the delivery of goods or services. For low value, off-the shelf purchases, this may be in the form of a receipt if the purchaser has a relevant sub-delegation. The Corporate Services Team can assist with any specific requirements for each procurement. If a higher value procurement is being undertaken, PCO may seek external assistance to draft an appropriate contract.

The Corporate Services Team should be notified of all contracts entered into by PCO employees. All contracts that exceed \$10,000 will be registered on the Contracts Register (maintained by the Corporate Services Team). All contracts with private sector entities with a total value of more than \$150,000 must also have relevant details published in the Contract Notices section of the [NSW eTendering website](#) within 45 days after the contract comes into effect.

3.5 Purchasing cards and paying suppliers

Unless a purchase is made on a PCard by the relevant PCard holder (refer Section 3.5), the Corporate Services Team will process all payments to suppliers upon receipt of a tax invoice and confirmation that goods or services have been satisfactorily received. It is the responsibility of the person requesting payment be made to confirm that goods or services have been delivered in accordance with the terms of the contract.

3.5 Purchasing cards

PCards are issued to some PCO staff to facilitate the payment of goods and services purchased for official purposes. PCards should be used to make payments for low value transactions if possible as this is more administratively efficient than processing invoices through the SAP payment system. Cash withdrawals are not possible or permitted on PCards.

PCard applications are managed by the Corporate Services Team through the Department of Premier and Cabinet. Applications must demonstrate a business requirement for the user to hold a PCard. Final approval for the issue of a PCard is provided by the Parliamentary Counsel.

4. Further information

<https://buy.nsw.gov.au/>

[NSW Government Procurement Policy Framework](#)

Purchasing Card Policy

Enabling a world class
public service

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1. Policy

1.1 Purpose

The purpose of this policy is to outline conditions and processes that ensure effective management control over the use of official Purchasing Cards (PCards) within the Commission. PCards fall under the definition of 'financial arrangement' in the *Government Sector Finance Act 2018* (GSF Act) as a 'borrowing', which is further prescribed through the Treasurer's Direction Financial Services (TD19-01).

1.2 Scope

This policy applies to all PSC employees. It also applies to any volunteer or contractor to the PSC who is working with the PSC under the day-to-day general oversight of a PSC employee. References in this policy to a PSC employee are to be read as referring to these volunteers and contractors and references to the manager of a PSC employee are to be read as referring to the PSC employee who has general oversight of them. The volunteers and contractors are to be informed of the expectation that they comply with this policy and, where possible, the terms of a contractor's engagement are to require the contractor to comply.

1.3 Policy statement

The Public Service Commission (the Commission) recognises that purchasing cards (PCards) are an efficient method for arranging minor purchases under certain conditions.

Specifically, the Commission is committed to ensuring that staff are able to perform their duties in an efficient and effective manner, while maintaining appropriate control over the use of official resources.

Using PCards for low value dollar procurement is generally more efficient and cost effective. PCards provide opportunities to maximise savings by eliminating inefficient paper-based processes, and benefit suppliers and individuals through timelier payments. As a rule of thumb, a PCard should use it for procurement related expenditure up to \$10,000 unless there is a more cost-effective electronic alternative.

As a result, PCards may be provided to staff where a legitimate ongoing business requirement can be demonstrated.

The Policy is based on the following principles:

- PCards will be issued on a genuine business need basis;
- PCards must only be used for official business purposes;
- PCards must be used in accordance with PSC Procurement policies and guidelines and with the Code of Ethics and Conduct;
- all purchases must be supported by appropriate source documentation and approvals; and
- PCards must be reconciled monthly within the specified deadlines.

1.4 Key responsibilities

Employee responsibilities include:

- keeping safe custody of official PCards;
- using PCards only for official purposes in accordance with relevant PSC policies;
- reporting lost/stolen PCards or suspicious card transactions immediately;
- keeping all PCard receipts and other supporting documents that justify expenditure; and
- promptly reconciling monthly PCard statements.

Manager responsibilities include:

- monitoring of staff PCard activity;
- checking and approval of monthly PCard reconciliations; and
- ensuring staff provide prompt reconciliations.

Finance will:

- maintain a register of cardholders that contains each cardholder's name, PCard number and credit limit;
- review PCard activities to ensure compliance with this policy;
- routinely review issued PCards, to verify that PCards are issued to staff with an identified business requirement and to ensure that each cardholder is still the appropriate recipient of a card
- instigate action where there is evidence of misuse of a PCard;
- provide guidance to staff regarding PCard usage;
- issue this policy to officers applying for a PCard, which the officer must sign and return to finance before the card is used;
- act as a point of contact between the Commission and GovConnect.

It is the responsibility of the **policy owner** (as named in the Policy Authorisation section of this document) to develop and maintain any procedures and documentation necessary to ensure compliance with the policy is practicable as well as to provide reporting and assurance on the policy's implementation as detailed in the Commission's Assurance Register.

The policy owner is also responsible for providing advice on the interpretation and application of this policy as well as promoting training and awareness as per the dissemination requirements below.

1.5 Key considerations

1.5.1 Eligibility

- Permanent and temporary officers of the Commission may apply for a PCard.
- Officers who are seconded to another Agency (for the duration of their secondment) must return their PCard to Finance.
- PCards can only be issued to officers who have completed appropriate procurement training, as determined by the policy owner.
- To be eligible for a PCard an officer must have financial delegation and meet one or more of the following criteria:
 - travel frequently in the course of their duties;
 - travel overseas; or
 - frequently be required to purchase minor goods and/or services under \$10,000.

Limits

Default monthly credit limits for PCards are \$10,000 per month (\$10,000 per transaction). Alternative monthly card limits may be requested based on business requirements. Card holders with an alternative financial delegation may request a higher transaction limit subject to business requirements.

ATM and over the counter withdrawal limits must be set to zero except where staff are travelling overseas on official business, in which case an ATM withdrawal limit of \$600 per day may be made available. Before travelling, staff must contact Finance to arrange for this limit to be implemented.

Requests for card limits above the standard must be made in writing to the Chief Financial Officer

1.5.2 Conditions of use

- A PCard must only be used for official business and cannot be used for personal use
- It is the responsibility of the cardholder to ensure their PCard is kept in a secure place
- A PCard can only be used by the approved cardholder to whom it is issued
- Where a PCard is being used for a purchase belonging to a cost centre/WBS other than that of the card holder, prior approval to incur the expense must be obtained from an officer with appropriate delegation within the cost centre responsible for the purchase.

- A PCard can be used for:
 - payment of claimable travel expenses, (e.g. taxi travel where appropriate or purchase of accommodation and meals, other than the one day meal allowance);
 - education and training (e.g. conferences, training courses);
 - information media (e.g. on-line book stores);
 - printing services (e.g. brochures, signs); or
 - purchase of minor stores less than \$10,000.
- A PCard **must not** be used for:
 - the purchase of alcoholic beverages;
 - the payment of one day meal allowances or overtime meals (these allowances are taxable and must be claimed through the payroll system);
 - claiming and paying travel expenses for other Commission officers;
 - the purchase of any goods or services where the officer may/will gain private advantage (e.g. frequent flyer points, reward programs, etc);
 - the purchase of air fares for approved travel (these must be purchased through the Commission's travel provider);
 - personal expenses; or
 - cash withdrawals without specific approval.
 - a regular or periodic payment where the total cost exceeds \$3,000 (these should be arranged through a standing purchase order where practical).
- PCards should only be used to pay for taxis if no other means of payment is available to minimise the risk of theft of credit card details via manual transaction or skimming device.

Monthly statements

- Statements of cardholder activity are issued monthly by Citibank.
- Cardholders who have no activity during a month will not be issued with a statement.

Cardholders responsibilities

- Cardholders are responsible for knowing the administrative conditions of their card and account, including relevant limits, thresholds and restrictions.
- Cardholders are responsible for providing valid receipts for all expenditures. A valid invoice/receipt must have the supplier's name, supplier ABN, amount paid (including GST component), transaction date, and a description of the purchased goods or services. Descriptions with terms such as 'assorted goods' and 'various' will not be accepted. A receipt from an EFTPOS machine is not sufficient.
- Cardholders are responsible for obtaining a duplicate receipt from the supplier if an original receipt is lost. If it is not possible to obtain a duplicate receipt, the cardholder must provide a declaration detailing particulars and certifying that the expenditure was business related.
- Cardholders are responsible for ensuring that the credit limits are not exceeded (purchases must not be split to negate single transaction limits).

- The cardholder is personally responsible and accountable for the safe keeping of the card.
- PIN numbers must not be disclosed to anyone and must not be carried with the card.
- The use of a PCard is governed by this policy document and all other relevant government and Commission policies, instructions and related memoranda.
- PCard expenditure must be reconciled by the end of the month in which the statement has been received. Any transactions disputed must be reported to Finance. The cardholder should also dispute these items in CitiManager.
- If reconciliations remain outstanding and no acceptable reason is submitted for non-compliance, an officer's PCard may be cancelled without warning.
- All transaction slips must be retained and submitted with the cardholder's reconciliation in Expense8 as support documentation.
- Lost or stolen cards must be immediately reported to Citibank via telephone on 1800 629 644 and cancelled immediately.
- Meal allowances are taxable so they must be paid through the payroll system.
- Immediately report any unauthorised transactions which appear on the PCard account to the Chief Financial Officer.
- Officers who are seconded to another Agency (for the duration of their secondment) must return their PCard to Finance.
- Officers who no longer have the relevant financial delegation must return their PCard.
- When purchasing goods and services online, the cardholder should ensure the supplier has an ABN and that the site is secure. Secure sites have a padlock icon at the bottom of the browser. Secure sites are also identifiable by having the address <https://>. Websites that start with <http://> are not secure sites.

Officers issued with a PCard are in a position of trust in regard to the use of public funds and improper use may render the cardholder liable to disciplinary/legal action and/or criminal prosecution.

Circumstances when a cardholder may have their PCard cancelled

Upon the recommendation of the CFO, a PCard may be cancelled if the cardholder has not complied with the Cardholder Statement of Responsibility and/or this policy.

Examples of when a PCard might be cancelled include the cardholder:

- using the PCard for personal expenses.
- incurring expenses for which no approved budget exists.
- not acquitting their expenditure with appropriate receipts.
- not acquitting their expenditure in a timely manner.
- failing to promptly notify the bank of a lost or stolen card.
- Falsifying, destroying or damaging receipts and other records.

1.5.3 Termination of employment

- Cardholders leaving the Commission must cut the PCard through the Pcard numbers and return the cut PCard to Finance.
- Before their last day of duty, the cardholder must reconcile all outstanding expenditure on the PCard in Expense8.
- Details of outstanding reconciliations for PCards can be obtained from Finance.

1.6 Related policies

- Code of Ethics & Conduct for NSW Government Sector Employees
- TPP 21-02 Use and Management of NSW Government Purchasing Cards (NSW Treasury)
- Treasurer's Direction (TD) 19-01 Financial Services

1.7 Dissemination requirements

Updates to this policy must be announced to all staff via Insite upon endorsement.

1.8 Policy authorisation

Policy owner	Chief Financial Officer
This version endorsed by	PSC Executive
Date endorsed	13 Jul 2022
Date effective	13 Jul 2022
Due for review	13 Jul 2024

Version no.	Endorsed date	Description of change
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2.0	21 March 2017	Document reviewed and updated
3.0	25 May 2020	Document reviewed and updated
3.1	17 July 2020	Document reviewed and updated
4.0	July 2022	Document reviewed and updated