

Senate Committee: Education and Employment

QUESTION ON NOTICE Budget Estimates 2017 - 2018

Outcome: Cross Portfolio

Department of Education and Training Question No. SQ17-000866

Senator Bilyk, Catryna provided in writing

Credit cards

Question

1. How many credit cards are currently on issue for staff in the Department and agencies within the portfolio? If possible, please provide a break-down of this information by APS/ SES level.
2. What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
3. How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
4. How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
5. What was the largest amount outstanding on a single card at the end of a payment period in calendar year 2016 and what was the card holder's APS/ SES level?
6. How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
7. How many credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016? What was the total value of those purchases? How many purchases were asked to be repaid on that basis in calendar year 2016 and what was the total value thereof? Were all those amounts actually repaid? If no, how many were not repaid, and what was the total value thereof?
8. What was the largest purchase that was deemed illegitimate or contrary to agency policy and asked to be repaid in calendar year 2016, and what was the cardholder's APS/ SES level? What that amount actually repaid, in full? If no, what amount was left unpaid?
9. Are any credit cards currently on issue in the Department or agencies within the portfolio connected to rewards schemes? Do staff receive any personal benefit as a result of those reward schemes?
10. Can a copy of the Department's staff credit card policy please be provided?

Answer

1. There are 1186 credit cards issued to the Department of Education and Training staff:

Level	Cards Issued
APS levels	577
Executive Levels 1 and 2	545
Senior Executive Service	63
Secretary	1
TOTAL	1,186

2. The largest reported purchase on a credit card statement in 2016 was \$50,110. The payment was for accommodation costs to host finalists and judges attending the Australian Training Awards, and the purchase was approved by an Executive Level 2 officer.

3. and 4. The department has paid \$4848 in interest charges during 2016. No late fees were paid during 2016.
5. The largest amount outstanding for a balance on a single credit card due to be paid at the end of a payment period in 2016 was \$69,866 by an APS6. This amount was paid on time.
6. Forty-one credit cards were reported as lost in 2016 and no credit cards were reported as stolen in 2016. There is no charge for the replacement of credit cards.
7. In 2016 there were 36 instances where credit cards were inadvertently used for personal purchases. The total value of those purchases was \$977. All of these amounts were either reversed at the point of sale or have been repaid.
8. The largest purchase was for the amount of \$90 by an APS6 officer. The full amount was reversed at the point of sale.
9. The department's credit cards are not connected to reward schemes and staff do not receive any personal benefits.
10. The Secretary Instructions "SI 3. Making Payments" are attached.