

Senate Committee: Education and Employment

**QUESTION ON NOTICE
Budget Estimates 2017 - 2018**

Outcome: Agency: ASQA

Department of Education and Training Question No. SQ17-001019

Senator Bilyk, Catryna provided in writing

ASQA; 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

The Australian Skills Quality Authority (ASQA) has provided the following response.

1. ASQA has two types of credit cards, the Diners Card (DC) and MasterCard (MC).
There are 276 cards of which:
 - o Commissioners - 6 cards (3 DC and 3 MC)
 - o SES - 6 cards (3 DC and 3 MC)
 - o APS - 264 (132 DC and 132 MC)
2. \$9456.00 – William Angliss Institute, Catering for RTO Information sessions.

3. N/A
4. N/A
5. N/A
6. Nil.
7.
 - 5
 - \$1,107.80
 - 5 – \$1,107.80
 - Yes
 - N/A
8.
 - \$872.57 – APS 4
 - Yes
 - N/A
9. No.
10. ASQA's staff credit card policy is contained within its Procedure – ASQA Corporate Credit Cards (attached)