

**Senate Committee: Education and Employment**

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

**Outcome: Agency: ARC**

**Department of Education and Training Question No. SQ17-001020**

Senator Bilyk, Catryna provided in writing.

***ARC: 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 Research Council (ARC) has provided the following response.*

1. As at May 2017, there were 47 credit cards issued. 41 cards issued to non-SES and six cards issued to SES.
2. The largest reported purchase for the 2016 calendar year was \$14,249 for the purchase of agency education and training.
3. No interest was paid in the 2016 calendar year.
4. No late fees were paid in the 2016 calendar year.
5. The ARC pays the total amount outstanding at the end of each statement period.
6. No credit cards were reported lost or stolen during the 2016 calendar year.

7. Four credit card purchases were contrary to agency policy during the 2016 calendar year. The total value of the four purchases was \$154. Three purchases totalling \$64 were asked to be repaid and all three were repaid immediately but the fourth transaction was found to be a legitimate business transaction.
8. The largest purchase which was asked to be repaid was for \$30 and was repaid in full immediately. The cardholder was non-SES.
9. ARC credit cards are not connected to any reward schemes.
10. A copy of the ARC's staff credit cards policy is attached.