

**Senate Committee: Education and Employment**

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

**Outcome: Agency: ACARA**

**Department of Education and Training Question No. SQ17-001023**

Senator Bilyk, Catryna provided in writing.

***ACARA: credit cards***

**Question**

- 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.
- What was the value of the largest reported purchase on a credit card in calendar year 2016 and what was it for?
- How much interest was paid on amounts outstanding from credit cards in calendar year 2016?
- How much was paid in late fees on amounts outstanding from credit cards in calendar year 2016?
- 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?
  - How many credit cards were reported as lost or stolen in calendar year 2016 and what was the cost of their replacement?
- 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?
- 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?
- 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?
- Can a copy of the Department's staff credit card policy please be provided?

**Answer**

*The Australian Curriculum, Assessment and Reporting Authority (ACARA) has provided the following response.*

ACARA currently has 14 credit cards on issue for staff in the agency. ACARA employs staff under its own conditions and does not use APS classification. The breakdown of this information by non-SES and SES is provided below:

10	SES
4	Non-SES

The value of the largest reported purchase on a credit card in calendar year 2016 was for software, SharePoint records migration tool, at a cost of \$5,312.68 (GST inclusive).

Nil interest was paid on amounts outstanding from credit cards in calendar year 2016.  
Nil late fees were paid on amounts outstanding from credit cards in calendar year 2016.

With regard to the largest amount outstanding on a single card at the end of a payment period in calendar year 2016 and the card holder's APS/ SES level, there was no outstanding amount for any cardholder at the end of any month.

Nil credit cards were reported lost or stolen in calendar year 2016. One card was replaced for a name change at no cost.

Nil credit card purchases were deemed to be illegitimate or contrary to agency policy in calendar year 2016, the total value of those purchases therefore also being nil. Nil purchases were asked to be repaid on that basis in calendar year 2016.

No credit cards currently on issue in the agency are connected to rewards schemes.

A copy of the agency's staff credit card policy is attached.