

**Senate Committee: Education and Employment**

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

**Outcome: Agency: TEQSA**

**Department of Education and Training Question No. SQ17-001028**

Senator Bilyk, Catryna provided in writing.

***TEQSA: 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 Tertiary Education Quality and Standards Agency (TEQSA) has provided the following response.*

- As at 15 June 2017, TEQSA has 28 corporate credit cards on issue to APS/SES level staff. The breakdown by staff classification is as follows:

Classification	Number of cardholders
Executive Level 2	5
Executive Level 1	11
APS Level 6	10
APS Level 5	1
APS Level 4	1
<b>TOTAL</b>	<b>28</b>

*Note: there are four credit cards issued to TEQSA Office Holders (that is the Chief Executive Officer, the Chief Commissioner and two Commissioners) and two credit cards issued to contractors.*

- In the 2016 calendar year:
  - the largest reported purchase on a credit card was \$10,110.12 (GST-exclusive) relating to travel expenses;
  - there were no amounts outstanding on any credit cards at the end of a payment period, therefore no interest or late fees were paid on amounts outstanding;
  - one credit card was reported as stolen and was replaced at no cost to TEQSA; and
  - two credit card purchases were deemed illegitimate or contrary to agency policy. These arose from accidental use of the corporate credit card for personal purchases totalling \$23.50. The largest purchase arising from accidental use was \$12.00 by an Executive Level 1 officer. The amounts for both accidental purchases have been reimbursed in full by the card holder.
- None of the credit cards currently on issue is connected to a rewards scheme.