

Senate Committee: Education and Employment

QUESTION ON NOTICE Budget Estimates 2017 - 2018

Outcome: Agency: AIATSIS

Department of Education and Training Question No. SQ17-001031

Senator Bilyk, Catryna provided in writing

AIATSIS: 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 Institute of Aboriginal and Torres Strait Islander Studies (AIATSIS) has provided the following response.

- AIATSIS credit cards are issued to staff as follows:
 - Three SES, 12 EL2s, 14 EL1s, five APS6s, three APS5s, two APS4.
- \$17,422.25 for a QBT invoice to fly multiple participants to the Constitutional Reform Indigenous Consultations in Cairns in July 2016.
- Nil - no interest was paid on outstanding amounts and no late fees were paid.
- The highest statement balance on a card was \$110,527.79. This card is for whole of AIATSIS expenditure including all bookings through the travel provider QBT. The card is held in the name of an EL1 officer and expenditure is approved by appropriate delegates.

- No cards were reported lost or stolen, nil replacement cards.
- There were three incorrect uses, reported as accidental purchases, by AIATSIS card holders. These totalled \$380.07. All were identified and repaid immediately and staff counselled about proper use of credit cards.
- The largest incorrect use was for \$230, this was repaid in full. The cardholder is an EL2.
- All cards are linked to a rewards scheme in which points are accumulated to the benefit of AIATSIS. Points can be redeemed for deposits to an AIATSIS account. Points are not redeemable by staff for individual or personal use and staff receive no personal benefit.
- AIATSIS's Credit Card policy is under review and is being updated. A copy of the extant policy is attached for reference.