

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2016 - 2017

Division/Agency: Australian Securities and Investment Commission

Question No: 216

Topic: Credit Cards

Reference: Written

Senator: Ketter, Chris

Question:

How many staff have departmental / agency credit cards? What are their classification levels? What rules exist for the issue and use of credit cards within the department / agency?

Answer:

As at 31 October 2016, 824 staff in ASIC have corporate credit cards. The staff range in classification from APS2 to SES and Commissioner level.

The ASIC Corporate Credit Card policy (Policy) is aimed at ensuring cardholders' use of their corporate credit cards complies with the following:

- Archives Act 1983;
- Public Governance, Performance and Accountability Act 2013 and PGPA Rules (including ASIC's Instrument of PGPA Delegations);
- Commonwealth Procurement Rules; and
- Resource Management Guide No. 416 Facilitating Supplier Payment Through Payment Card.

Corporate credit cards are issued on the condition that cardholders at all times comply with the Policy, and prior to activation new cardholders are required to complete online training on the Policy, including on their responsibilities. Ongoing compliance with the Policy is tested through the completion by cardholders of a quarterly compliance questionnaire. The credit card compliance team undertakes monthly checking and reporting on acquittals, maintain a register of identified non-compliance, and provide ongoing training to cardholders. Additionally ASIC's internal audit team conduct random audits of compliance with the Policy.