

Senate Economics Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Treasury Portfolio

Supplementary Budget Estimates

2016 - 2017

Division/Agency: Australian Taxation Office

Question No: 260

Topic: Credit Cards

Reference: Written 19 October 2016)

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:

There are 423 ATO staff that have a departmental credit card.

The classifications of these staff range from APS1 to the Commissioner.

In line with the Chief Executive Instruction *Commonwealth Credit Cards and Credit Vouchers*, ATO staff must:

- ensure that their use of a credit card is consistent with the approval given, including any conditions of the approval
- assure that all expenditure on the card is efficient, effective, ethical and economical use of ATO money
- comply with any Commonwealth policies that relate to the use of credit cards
- ensure that any credit cards issued are stored safely and securely
- acquit all expenditure incurred using a credit card.