

**Senate Economics Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Treasury Portfolio**

Supplementary Budget Estimates

2016 - 2017

**Division/Agency:** Productivity Commission

**Question No:** 375

**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, 26 staff have an agency credit card.

Agency credit cards are issued where duties involve purchasing of minor supplies or making bookings (generally APS 1-6 staff); or to meet in country expenses associated with international travel (generally executive or senior executive level staff).

Accountable Authority Instructions and Accountable Authority Delegations govern the issue and use of credit cards within the agency.