

## Senate Economics Legislation Committee

### ANSWERS TO QUESTIONS ON NOTICE

#### Treasury Portfolio

#### Supplementary Budget Estimates

2016 - 2017

**Division/Agency:** Australian Bureau of Statistics

**Question No:** 53

**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, there were 2189 Australian Bureau of Statistics (ABS) staff that had been issued with a Commonwealth Credit Card.

The classification levels of staff holding Commonwealth Credit Card range from APS 2 to Senior Executive Service Band 3 and the Australian Statistician.

Consistent with Government policy, the following rules exist in relation to the issue and use of Commonwealth Credit Cards within the ABS:

#### Issue

- Each application must include a valid business case to justify the request for the use of a credit card.
- Applications must be approved by an appropriate delegate at or above Executive Level 2.
- Staff must complete a mandatory e-learning module covering credit card policy prior to the card being issued.
- Staff must sign the Credit Card Agreement form which acknowledges the card holders understanding of the ABS' policies and procedures in relation to the use of Commonwealth Credit Cards.
- Staff must immediately surrender their credit card(s) with all expenditure documented and approved upon resignation or termination of employment with the ABS or if they are on leave for a period in excess of twelve months.

#### Use

- Commonwealth Credit Cards must only be used to pay for goods and services that have been purchased on behalf of the ABS in compliance with the purchasing delegation attached to the cardholder's current position or with prior approval from a delegate with the relevant purchasing delegation.
- Cardholder's are required to reconcile, review and submit for approval their monthly transactions within 30 days of the transaction, or by the 20th of each month – whichever comes sooner.

- All cards are restricted to a monthly limit in line with the cardholder's classification, and no cards are cash enabled unless there is a demonstrated business need, approved by the delegate.
- All credit card transactions undergo a receipt and policy audit conducted by an independent party.
- All credit card misuse and related policy breaches are reported during the bi-annual review of compliance with the finance law.