

Economics Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Industry Portfolio
Additional Budget Estimates Hearing 2013-14
27 February 2013

AGENCY/DEPARTMENT: DEPARTMENT OF INDUSTRY

TOPIC: Diners Club Cards

REFERENCE: Written

QUESTION No.: AI-79

1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements?
2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges?
3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre approval for certain classes of expenses?
4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers;
5. Have any credit cards been issued to ministers or ministers staff?

ANSWER

1. Diners club is the prescribed credit card supplier for travel related services under the Whole of Government travel arrangements. As part of these arrangements, payments for flights, domestic accommodation and car rentals are made through a virtual Diners Club credit card account. Other travel related expenses such as meals and incidentals are paid for using a Diners Club issued Mastercard.
2. The Department's credit cards are issued under a Whole of Government contract and all fees and charges are incurred centrally. As a result the Department does not incur fees and charges for the use of these credit cards
3. In accordance with the departmental policy, Heads of Division approve credit cards to be issued to their staff. These cards can be used for travel related expenses (ground transport, meals and incidentals) and for other purchases under \$10,000. All purchases must be consistent with the Department's procurement policy and processes. Prior to being issued with a credit card, staff are required to undertake an accreditation test and to sign an agreement which outlines their obligations when using their credit card.
4. The Department has only one type of credit card which is a Mastercard issued by Diners Club. The default credit limits for each cardholder is \$2,000 per transaction and \$5,000 per month. These limits can be varied if there is a demonstrated business case approved by the appropriate delegate.
5. No departmental credit cards have been issued to the Minister or the Minister's staff.