

Senate Community Affairs Legislation Committee

ADDITIONAL ESTIMATES - 27 FEBRUARY 2014 ANSWER TO QUESTION ON NOTICE

Department of Human Services

Topic: Diners Club Cards

Question reference number: HS 180

Senator: Ludwig

Type of question: Written

Date set by the committee for the return of answer: 24 April 2014

Number of pages: 2

Question:

- a) What is the arrangement with Diners Club for provision of credit cards for the Whole of Government Travel arrangements?
- b) What is the cost of using Diners Club to the government, listed by government and agency in fees and other charges?
- c) What are the criteria for staff receiving credit cards? Do the criteria vary between SES and other levels; do they require pre approval for certain classes of expenses?
- d) Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers.
- e) Have any credit cards been issued to ministers or ministers' staff?

Answer:

- a) The department takes a consolidated approach with travel expenditure billed to one departmental Diners Card for each of our travel providers. The department does not issue individual Diners Cards to DHS staff.
- b) Under the Whole of Australian Government arrangement there are no annual membership fees, reporting fees or card administration fees.
- c)
 1. A corporate credit card can only be issued:
 - i. to an ongoing employee of the department;
 - ii. on the basis of a documented business requirement with endorsement by the supervising Senior Executive Service (SES); and
 - iii. after the prospective card holder signs the credit card agreement form and satisfactorily completes the corporate credit card training.
 2. The criteria outlined above is for all staff.
 3. The department policy outlines the acceptable use of a credit card. No pre-approval is required.

- d) Visa Cards are issued by ANZ and Westpac to ongoing employees of the department with limits set on the basis of a documented business requirement. The department takes a consolidated approach with travel expenditure billed to one departmental Diners Card for each of our travel providers. The department does not issue individual Diners Cards to DHS staff.
- e) No.