

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**ADDITIONAL BUDGET ESTIMATES 2013-2014**

**Finance Portfolio**

**Question reference number:** F128

**Senator:** Ludwig

**Topic:** Diners Club

**Type of question:** Written

**Date set by the committee for the return of answer:** Friday, 11 April 2014

**Number of pages:** 2

**Question:**

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:**

<b>Department / Agency</b>	<b>Response</b>
Finance	<ol style="list-style-type: none"><li>1. Diners Club provide travel and related card services to the Australian Government. This is a Whole of Australian Government coordinated procurement arrangement that was put in place by the Department of Finance for Australian Government agencies to access following an open approach to market. The key aims of the coordinated procurements are to aggregate the purchasing power of the Australian Government, to reduce the cost of supply and deliver benefits to agencies and suppliers.</li><li>2. Under the Whole of Australian Government arrangement there are no annual membership fees, reporting fees or card administration fees. There is a cash advance fee of 1.75% where this service is used by an Agency.</li><li>3. This is a matter for each agency to administer in accordance with their Chief Executive Instructions. Finance does not issue Diners Club credit cards to its staff. When credit cards are issued to staff, a valid business justification must be provided and a valid delegation needs to exist under the FMA Act. This requirement does not vary between SES and other levels. Expenditure is approved in accordance with Regulation 9 of the FMA Act.</li><li>4. This is a matter for each agency to administer in accordance with their Chief Executive Instructions. For Finance, there is a default limit of \$2,000 per transaction and \$5,000 per billing cycle. Should a business requirement exist, higher transaction and period limits may be provided. A MasterCard credit card is issued to staff for official purposes only.</li><li>5. This is a matter for each agency to administer in accordance with their Chief</li></ol>

	Executive Instructions. For Finance, no Diners Club credit card has been issued to Ministers or Minister's staff.
AEC	<p>1.-2. Refer to the response provided to F128 by the Department of Finance.</p> <p>3. Staff members are issued with credit cards if they are frequent travellers for official purposes and/or their position requires them to make purchases of goods and services for official purposes. All purchases on credit cards require prior approval by a FMA Regulation 9 delegate.</p> <p>4. All credit cards in hand for AEC staff are Mastercard Cards issued through Diners Club International and Citi Bank. Limits for individuals cards are determined by business requirement but are generally, set at an individual transaction limit of \$10,000.00 and a monthly spend limit of either \$15,000 or \$22,000.00</p> <p>5. No.</p>
ComSuper	<p>1.-2. Refer to the response provided to F128 by the Department of Finance.</p> <p>3. ComSuper has not issued Diners cards to individual officers. ComSuper has a single Diners account and is used for airfares, accommodation and hire cars.</p> <p>4. N/A.</p> <p>5. No.</p>
Commonwealth Superannuation Corporation	<p>1.-2. As a Commonwealth Authorities and Companies Act 1997 (CAC Act) agency CSC is not subject to the Whole of Australian Government coordinated procurement arrangements.</p> <p>3. Staff receive credit cards only upon the request of their General Manager (or the CEO, in the case of General Managers). Credit cards will only be issued where the approver considers that a genuine business need exists. Unless the cardholder holds a delegation from the CEO to incur expenses, all expenses require pre-approval by a holder of such a delegation. Delegations are only issued to General Managers and senior managers, and have varying limits depending on seniority and business need.</p> <p>4. CSC's staff credit card limits range from \$5,000 to \$31,000. CSC staff members are issued with VISA credit cards issued by ANZ.</p> <p>5. CSC is unaware.</p>
Future Fund Management Agency	<p>1.-2. Refer to the response provided to F128 by the Department of Finance.</p> <p>3. All staff are eligible for corporate credit cards for use on official business. Diners Club credit cards have not been physically issued to FFMA staff. All travel is pre-approved in accordance with the FFMA Travel Expenditure policy.</p> <p>4. Diners Club credit cards have not been physically issued to FFMA staff. Staff are eligible to receive credit cards for other business costs with expenditure limits ranging from \$2,000 to \$15,000.</p> <p>5. No.</p>