

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 24-28 February 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: 1.1 Prime Minister and Cabinet

Topic: Diner's Club cards

Senator: Senator the Hon Joe Ludwig

Question reference number: 207

Type of Question: Written

Date set by the committee for the return of answer: 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:

1. The Department of the Prime Minister and Cabinet (PM&C) has one virtual Diners Club number for all staff who are required to travel. The number is used for the payment of flights, accommodation and car rental. The department is in the process of implementing travel shared services with the Department of Human Services where the same Diners Club process has been implemented.
2. There are no agency fees applied to the virtual card.
3. Applicants for a PM&C credit card must be approved by the appropriate delegate and also demonstrate a legitimate business requirement for the card. The assessment criterion does not vary between SES and other levels. Officers of PM&C are bound by the department's Chief Executives Instruction (CEI) on credit card use when using departmental credit cards.

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4. Credit card limits are initially set by the department's CEI which looks at the applicants level and business requirements. Limits can be increased where there is a demonstrated business need. PM&C currently uses Westpac Visa cards.
5. As at 24 February 2014, no PM&C credit cards have been issued to ministers or minister's staff.