

QUESTION TAKEN ON NOTICE

SUPPLEMENTARY BUDGET ESTIMATES HEARING: 17 October 2011

IMMIGRATION AND CITIZENSHIP PORTFOLIO

(SE11/0058): Internal Product

Senator Humphries (L&CA written) asked:

How many staff in each Department and Agency have a corporate credit card? What is their classification?

Answer:

Department of Immigration and Citizenship

The Department currently uses two credit cards, Mastercard for general business expenditure and Diners for travel related expenditure.

- As at 31 October 2011, the department had 5654 cards issued to staff.

Name of Provider	Number of Cards
Diners	4 353
Mastercard - CBA	1 301
Total number of cards	5 654

- All DIAC APS staff are eligible to apply for a corporate credit card.
- Departmental contractors are not eligible to apply for a corporate credit card.
- Employees are required to undertake a course and attain 100% pass mark on a test relating to the policies and procedures in the use of the credit card.
- The cardholders are required to resit the test at the date of the card renewal, which is normally every three years.
- Staff who go on leave for more than three months, are required to surrender their card and resit the test on their return.
- To attempt to provide the classification of cardholders, would involve an unreasonable diversion of departmental resources.

Merit Review Tribunal and Refugee Review Tribunal

- As of 31 October 2011 MRT/RRT have 9 corporate credit cards

Classification	Number of cards
EL2	3

EL1	2
APS 6	4

Credit card statements are reconciled monthly by the cardholder and authorised by a delegate.