

Senate Standing Committee on Environment and Communications
Legislation Committee
Answers to questions on notice
Environment portfolio

Question No: 141
Hearing: Additional Estimates
Outcome: Corporate
Programme: Corporate Strategies Division
Topic: Diner's club cards
Hansard Page: N/A
Question Date: 7 March 2014
Question Type: Written

Senator Ludwig asked:

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 Whole of Australian Government (WoAG) travel arrangements are managed by the Department of Finance (Finance). Any enquiries about how the travel card arrangement works should be directed to Finance.
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 1.5 per cent where this service is used by an Agency. There is also an embedded 1 per cent foreign exchange fee on the MasterCard; there is no foreign exchange fee on a Diners Club card.

Department of the Environment (the Department)

3. Not applicable; Diners credit cards have not been issued to staff.
4. Not Applicable.
5. No.

Director of National Parks (the Director)

3. Not applicable; Diners credit cards have not been issued to staff.
4. Not Applicable.
5. No.

Bureau of Meteorology (the Bureau)

- 3. Not applicable; Diners credit cards have not been issued to staff.
- 4. Not Applicable.
- 5. No.

Climate Change Authority (CCA)

- 3. All CCA staff are issued with a Diners credit card. Other than SES and corporate services staff, Diners credit cards are only used for travel and related expenses. Cardholders that do not have a financial delegation require approval from an appropriately delegated officer prior to committing expenditure or completing transactions on behalf of the CCA.
- 4. The standard limits (GST inclusive) are as follows which can be amended, by approval from an authorising officer, in line with specific operational requirements. The CCA has two Authorising officers able to issue Diners credit cards.

Staff category	Transaction \$	Statement (Monthly) \$
SES	10,000	10,000
EL	10,000	10,000
Corporate	10,000	10,000
Other Staff	2,000	2,000

The cards are issued by Diners Club Australia.

- 5. No.

Clean Energy Regulator (the Authority)

- 3. Corporate Diners credit cards are only issued to Authority employees who are required to travel regularly for business purposes, and/or can demonstrate an ongoing need to purchase goods or services on behalf of a section, branch or division, which are best facilitated through the use of a Diners card.

Employees must complete a Diners credit card application form and obtain authorisation from their General Manager. The Chief Executive has issued financial delegations which cover categories and value of expenditure by agency staff.

- 4. The standard limits (GST inclusive) are as follows. Limits outside these amounts are assessed on business requirements and approved on a case by case basis.

Staff category	Transaction \$	Statement (Monthly) \$
SES	9,999	20,000
EL	9,999	10,000
APS	5,000	5,000

The cards are issued by Diners Club Australia.

- 5. No.

Great Barrier Reef Marine Park Authority

- 3. Not applicable; Diners credit cards have not been issued to staff.
- 4. Not Applicable.
- 5. No.

Murray-Darling Basin Authority (the Authority)

- 3. The criteria for all Authority staff (including SES) receiving Diners credit cards are 'business need, cost effectiveness and efficiency'.
- 4. The standard limits (GST inclusive) are as follows.

Staff category	Transaction \$	Statement (Monthly) \$
Chief Executive	5,000	20,000
Other SES	5,000	10,000
Executive Assistants to SES	5,000	7,500
Other staff	5,000	5,000

Staff who, as a requirement of their role, have a frequent need to use a Diners credit card may have higher limits approved. These limits are determined on the basis of a recommendation by an SES officer and are subject to approval by the Chief Finance Officer.

The cards are issued by Diners Club Australia.

- 5. No.

National Water Commission

- 3. Not applicable; Diners credit cards have not been issued to staff.
- 4. Not Applicable.
- 5. No.

Sydney Harbour Federation Trust (the Trust)

- 3. Not applicable; Diners credit cards have not been issued to staff.
- 4. Not Applicable.
- 5. No.