

**Senate Standing Committee on Education and Employment**

**QUESTIONS ON NOTICE  
Additional Estimates 2013-2014**

**Agency - Comcare**

**Department of Employment Question No. EM0376\_14**

**Senator Ludwig provided in writing.**

**Question**

**Comcare - Diner's Club Cards**

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. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements?*

Comcare does not use diner's club cards.

*2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges?*

Not applicable.

*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?*

Comcare only issues credit cards to employees that:

- are required to travel for business purposes; and/or
- can demonstrate an ongoing and regular need to purchase goods or services on behalf of Comcare which are best facilitated through the use of a credit card.

The criterion does not vary between SES and other levels. Cardholders must obtain pre-approval from an appropriate financial delegate before using their credit card to pay for non-financial assets.

*4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers;*

The standard transaction and monthly limits of credit cards issued to Comcare staff are listed below:

Officer	Transaction limit (inclusive GST)	Monthly credit limit (inclusive GST)
Chief Executive Officer	\$5000	\$20 000
Senior Executive Officers	\$5000	\$10 000
Directors	\$5000	\$10 000
Executive Assistants and Executive Officers	\$2000	\$10 000
All other staff	\$2000	\$5000

The monthly credit card limits can vary with the approval of a General Manager and the Chief Financial Officer.

The type of card is MasterCard. The card issuer is the Commonwealth Bank of Australia.

*5. Have any credit cards been issued to ministers or ministers staff?*

No.