

**Senate Standing Committee on Education and Employment**

**QUESTIONS ON NOTICE  
Additional Estimates 013-2014**

**Agency - Fair Work Ombudsman**

**Department of Employment Question No. EM0379\_14**

**Senator Ludwig provided in writing.**

**Question**

**FWO - 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. Diners Club cards are the prescribed credit card for travel as per the Whole-of-Australian-Government (WoAG) travel arrangements.
2. The cost of fees and other charges is estimated at \$9000 per annum.
3. In accordance with the Fair Work Ombudsman's Credit Cards Policy (see attached), all staff are entitled to a credit card if they are required to travel for business purposes or for purchasing if they are an approved administration officer required to purchase items as part of their duties.
4. The following limits apply to Fair Work Ombudsman staff with Diners Club cards:

<b>Travel</b>		<b>Diners Club Card Limit</b>
	SES	\$25,000
	EL	\$10,000
	APS	\$5,000
<b>Purchasing (Diners Mastercard)</b>		\$50,000

5. No.