

Senate Standing Committee on Education and Employment

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

Agency - Safe Work Australia

Department of Employment Question No. EM0380_14

Senator Ludwig provided in writing.

Question

SWA - 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. Safe Work Australia operates under the Whole of Australian Government travel arrangements for the provision of Diners Club credit cards to relevant staff. The card in hand (that is the physical card) provided to staff is a MasterCard which is linked to the Diners Club Card record held on the system used to make travel arrangements.
2. Safe Work Australia does not pay fees and charges directly to Diners Club for the use of the card.
3. All Safe Work Australia personnel who need to obtain a travel or purchasing card follow the same process and complete the same forms/questionnaire with their relevant details. All expenditure incurred by Safe Work Australia credit card holders is pre-approved with the relevant delegate providing Regulation 9 approval prior to the use and or payment on a card.
4. There are no limits on credit cards issued to agency staff. However, all Safe Work Australia expenditure on credit cards is pre-approved by an appropriate Regulation 9 delegate and all credit card expenditure is closely monitored.
5. No.