Senate Standing Committee on Education and Employment

QUESTIONS ON NOTICE
Additional Estimates 2013-2014

Agency - Workplace Gender Equality Agency

Department of Employment Question No. EM0381_14

Senator Ludwig provided in writing.

Question

WGEA - 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. The arrangement that the Workplace Gender Equality Agency (WGEA) has with Diners Club for the provision of credit cards is outlined in the Whole of Government Travel Arrangements which can be found on Austender.
2. There is no cost to WGEA for using Diners Club.
3. WGEA only issues credit cards to the Director, EL2 managers and the Finance Manager. The limit that each cardholder has depends upon their classification level and position in WGEA. There is no pre-approval as credit card limits are within the financial delegations established for each role.
4. The credit card limits are outlined in the table below.

Classification Level	Monthly Limit	Credit Card Type	Card Issuer
Director	$20,000	MasterCard linked to the Diners Club account	Diners Club
EL2	$5,000	MasterCard linked to the Diners Club account	Diners Club
Finance Manager	$15,000	MasterCard linked to the Diners Club account	Diners Club

SQ14-000623

WGEA also uses its Diners Club account for travel and does not have a physical card for this account. The monthly limit for travel on this account is $20 000.

5.   WGEA has not issued a credit card to the Minister or the Minister's staff.