

Senate Standing Committee on Education and Employment

**QUESTIONS ON NOTICE
Budget Estimates 2014-2015**

Agency - Fair Work Building & Construction

Department of Employment Question No. EM0482_15

Senator Ludwig provided in writing.

Question

FWBC - Credit cards

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a) What action is taken if the corporate credit card is misused?
 - b) How is corporate credit card use monitored?
 - c) What happens if misuse of a corporate credit card is discovered?
 - d) Have any instances of corporate credit card misuse have been discovered since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken.
 - e) What action is taken to prevent corporate credit card misuse?

Answer

FWBC has currently issued 112 Diners Mastercards for travel and 11 Westpac mastercards.

All staff who are required to travel are issued with Diners Mastercard under the whole of government travel arrangements.

Only staff who are required to undertake general purchasing activities are issued with a Westpac Mastercard.

The FWBC has issued Finance Directions in relation to credit card use. All cardholders are required to sign a card holder agreement which also outlines responsibilities of the card holder upon issue. A monthly reconciliation of all card usage is undertaken with cardholder transactions approved by the relevant delegates.

Nil misuse discovered since Additional Estimates.