

Senate Standing Committee on Education and Employment

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

Agency - Fair Work Commission

Department of Employment Question No. EM0483_15

Senator Ludwig provided in writing.

Question

FWC - 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

1. Fair Work Commission staff who have corporate credit cards are employed in the following classifications:

APS3	1
APS5	3
APS6	4
EL1	2
EL2	3

2. (a) If a corporate card is misused, the card is cancelled, and depending on circumstances, in line with policy disciplinary / fraud action may ensue.
 - (b) All corporate cards are reconciled monthly, with full receipts for each item of expenditure, and signed off by card holder's direct manager. All purchases should be pre approved by the appropriate delegate prior to purchase.
 - (c) If a corporate card is misused, the card is cancelled, and depending on circumstances, in line with Commission policies, disciplinary and/or fraud action may ensue.
 - (d) No instances of misuse have been discovered in the current financial year.
 - (e) The Fair Work Commission actively limits credit card issuance. All credit card transactions are monitored, and subject to audit, and review.