

Senate Standing Committee on Education and Employment

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

Agency - Fair Work Ombudsman

Department of Employment Question No. EM0484_15

Senator Ludwig provided in writing.

Question

FWO - 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. In accordance with the Fair Work Ombudsman's Credit Card Policy, all staff are provided 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. The Fair Work Ombudsman's Credit Cards Policy was tabled in February 2014 in response to EM0379_14.

The following Fair Work Ombudsman staff have been issued with corporate credit cards:

Classification	Number
SES	12
Executive Levels 1 and 2	137
APS2-6	491
TOTAL	640

2. a. and c.

If a staff member is found to have misused a corporate card, they are required to repay the amount and reminded of their responsibilities regarding being a corporate card holder under the Fair Work Ombudsman's Credit Card Policy. An investigation may be carried out to determine whether there is a need for further action. If it is deemed that the misuse was of a fraudulent nature, the employee will have their corporate credit card confiscated and may be referred to the relevant law enforcement agency.

b. The Fair Work Ombudsman monitors credit card use using the Connect Travel & Credit Card System.

d. There were no instances of credit card misuse.

e. The Fair Work Ombudsman undertakes reviews of the Connect Travel & Credit Card System and conducts individual spot audits.