

Senate Standing Committee on Environment and Communications
Answers to Senate Estimates Questions on Notice
Additional Estimates Hearings February 2014
Communications Portfolio
Special Broadcasting Service

Question No: 301

Program No. Special Broadcasting Service

Hansard Ref: In Writing

Topic: Credit cards

Senator Ludwig asked:

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 Supplementary Budget Estimates in November 2013? 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. A total of 56 credit cards have been issued to staff on the basis of business/operational needs as determined by Divisional heads. SBS is not an Australian Public Service agency and does not use the Australian Public Service employment classifications.
2.
 - a. Under section 28B of the *Commonwealth Authorities and Companies Act 1997* it is a criminal offence to misuse a Commonwealth authority credit card. SBS will refer the matter to the Australian Federal Police.
 - b. Credit card statements are acquitted and approved by the relevant financial delegate on a monthly basis.
 - c. Please refer to answer under (a).
 - d. No. Not applicable.
 - e. All staff issued with credit cards are required to acknowledge the conditions of use on receipt of the card. Credit card statements are acquitted and approved by the relevant financial delegate on a monthly basis.