

**Senate Standing Committee on Environment and Communications**  
**Answers to Senate Estimates Questions on Notice**  
**Supplementary Budget Estimates Hearings November 2013**  
**Communications Portfolio**  
**Special Broadcasting Service**

**Question No: 114**

**Program No. SBS**

**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 been discovered? 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 54 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.