



Government of **Western Australia**
Department of **Health**

WA Health

Staff Air Travel Policy

Title: WA Health Staff Air Travel Policy

1. Background

The objectives of this Policy are to:

- Provide consistent and standard air travel procurement practices across WA Health that ensure transparency
- Streamline and standardise processes and reduce the cost of travel across WA Health
- Ensure the travel provides benefits to the WA Health system
- Provide adequate control over, and accountability for, air travel and associated travel expenditure
- Ensure adequate public disclosure of the full cost of air travel undertaken by WA Health employees.

2. Scope

This WA Health Staff Air Travel Policy (the Policy) applies to all WA Health employees, which incorporates the following entities:

- Department of Health (DoH)
- Health Support Services
- Child and Adolescent Health Service
- North Metropolitan Health Service
- South Metropolitan Health Service
- East Metropolitan Health Service (from 1 July 2016)
- WA Country Health Service

This is a system wide Policy and supersedes all policies related to staff air travel in WA Health.

3. Policy statement

WA Health has many employees who are specialists in their field and are required to travel as an essential part of their business. While travel is supported as a legitimate means of representation and of accessing professional development, approval for travel is subject to a number of considerations relating to the costs and benefits associated with the travel.

All WA Health staff travel requests are to comply with:

- This Policy and other relevant policies including:
 - Premier's Circular 2014/02 – Guidelines for Official Air Travel by Government Officers
 - WA Department of Health Sponsorship Policy (OD 0266/10)
 - WA Health Managing Conflict of Interest Policy (OD 0264/10) and relevant industrial award/agreement provisions.
- The applicable Common Use Agreement (CUA) for air travel reservations and associated services and taking advantage of the most economical travel arrangements and applying the principle of 'Best Fare of the Day' when making travel bookings.

No travel, accommodation or registration arrangements should be made until written approval by the delegated authority as per the Approval Delegation Matrix (Attachment 2) has been received.

Employees are covered for insurance purposes while travelling on official business provided the travel has been approved in accordance with this Policy (See section 6 of the Guidelines).

Grievances arising as a result of the application of this Policy will be resolved in accordance with the *WA Health Employee Grievance Resolution Policy (OD 0452/13)* and Local Grievance Resolution Guidelines.

Premier's Circular 2014/02

The State Government as per the *Premier's Circular 2014/02* requires all Departments and Agencies to make every effort to minimise the cost of travel and the number of officers traveling interstate or overseas on official business. As part of this, consideration should be given to whether or not attendance at meetings and conferences outside of the State is necessary. If so, the minimum number of officers should be sent.

The Director General (DG) and Health Service (HS) Chief Executives (CEs) are required to ensure:

- The number of Government officers travelling and the frequency of travel is kept to a minimum
- That no overseas air travel is to be undertaken by Government officers unless it is demonstrated that such a function could not be undertaken by existing Western Australian Government overseas offices
- Any leave that is taken immediately before, during or after any official travel by Government officers must be declared and included in the travel proposal and in the case of overseas travel in the summary report to Parliament. If the leave exceeds four working days in total, then only a one way air fare is to be funded by the Government (WA Health)

- Attendance at interstate and overseas conferences and courses is not to be approved unless it is essential to the efficient performance of an officer's functions and required to meet the agency's outcomes. A business case setting out these details should accompany the travel proposal. Teleconferencing, videoconferencing and other advances in communications must be considered where cost effective as an alternative to interstate or overseas air travel
- State Government common use arrangements are to be used for travel bookings and travel arrangements should be made in accordance with buyer's guides associated with these arrangements.

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4. Abbreviations

HS	Health Service
CEO/CE	Chief Executive Officer/Chief Executive
CUA	Common Use Agreement
DG	Director General
DoH	Department of Health
DPC	Department of the Premier and Cabinet
RDO	Rostered day off
SPA	Special Purpose Account
TOIL	Time off in lieu
WA	Western Australia
WACHS	WA Country Health Service

5. Definitions

The following definitions apply in the context of this Policy and the accompanying Guidelines.

Health Services	The term Health Service is used to describe the grouping of health services and hospitals that are operated and managed collectively. They are responsible for the delivery of high quality hospital and health care services to those within their geographical or functional area.
'Best Fare of the Day'	This is the lowest fare that exists in the marketplace at the time of booking and for which a seat is available that meets the business requirements of the traveller with consideration being given to other relevant costs such as accommodation, taxi fares and waiting time. Travellers are not expected to travel in circumstances where there are unacceptable safety or security concerns.
Chief Executive Officer/Chief Executive	This refers to the Chief Executive Officer of the Department of Health (known as Director General) or the Chief Executive Officer or Chief Executive of a Health Service.

<p>Conflict of interest</p>	<p>A conflict of interest (as per the <i>WA Health Managing Conflict of Interest Policy OD 0264/10</i>) involves a situation arising between the performance of a public duty and private or personal interests. A conflict of interest can be:</p> <ul style="list-style-type: none"> • Actual: a conflict actually exists • Perceived: a conflict is only believed to exist • Potential: a conflict is a future possibility.
<p>Department of Health</p>	<p>Refers to the State government agency responsible for the direction setting; policy; system planning and reform; resource acquisition, allocation and stewardship; purchasing; and regulation of health services in Western Australia.</p>
<p>Director General</p>	<p>The Director General is appointed by the Public Sector Commissioner to manage and run the Department of Health. The Director General is also known as the Chief Executive Officer of the Department of Health.</p>
<p>Executive Director</p>	<p>An Executive Director reports directly to the Chief Executive Officer of the Department of Health (known as the Director General) or the Chief Executive Officer or Chief Executive of a Health Service</p>
<p>Funding types</p>	<ul style="list-style-type: none"> • Self Costs including airfares, conference registration, accommodation and any other associated costs which are partially or fully funded by the employee. • Sponsored travel (commercial and non-commercial) Sponsored travel may include airfares, conference registration, accommodation and any other associated costs provided to an employee by an individual or organisation that is not part of WA Health and for which no payment or compensation is to be made. The sponsoring organisation may be a commercial organisation or non-commercial organisation such as industry associations and other government entities. • Special Purpose Accounts (SPAs) A SPA is established for trust moneys which each have an accompanying trust statement, restrictions and associated accountabilities. SPAs hold donations and bequests, grants for research purposes, fees and charges for business activities and clinical trials and funds received for travel, educations and other specific purposes. These are not Specific Purpose Accounts.

	<ul style="list-style-type: none"> • Operational <p>Public monies collected, received or held by any person for and on behalf of the State or a Statutory Authority including operating, capital, Specific Purpose Accounts and includes Consolidated Revenue Funds.</p>
<p>Government Officers (as per Premier's Circular 2014/02)</p> <p>Include:</p>	<ul style="list-style-type: none"> • employees under the Public Sector Management Act 1994 • statutory office holders • members of Government tribunals, boards and committees • members of the police force within the meaning of the Police Act 1892 • other persons remunerated by and performing duties for or on behalf of a public body under the direction of a Minister.
Health entity	Any legal, administrative or subsidiary arrangement, organisational structure or other party (including a person) having the capacity to employ limited resources in order to achieve job objectives within WA Health.
Medical officers (Doctors)	A medical officer refers to any person who has a university degree in Medicine and is working in WA Health as a medical officer or a clinical academic. Medical Officers are Government Officers as defined under the Premier's Circular 2014/02.
Multiple travel	Refers to more than one employee travelling and attending the same event or conference within the Department of Health division or Area Health Service.
Official business	Any travel by Ministers, Parliamentary Secretaries or Government officers pursuant to their duties as Ministers, Parliamentary Secretaries or officers. This includes travel undertaken in work time (no leave taken) and/or when leave entitlements including professional development, study and community service leave are used.
Official travel (as per Premier's Circular 2014/02)	<p>Is any air travel by Government officers pursuant to their duties as officers or where public monies are used to fund all or part of the travel. It does not include private travel.</p> <p>Under this policy Special Purpose Account money is public (Government) money. Travel funded from a Special Purpose Account is considered to be official travel. It does not include sponsored commercial or non-commercial travel or self-funded travel.</p>

Special Purpose Account	A Special Purpose Account is an account established under s16(1)(d) of the <i>Financial Management Act 2006</i> and must be approved by the Director General and the Treasurer. It has certain statutory delegations
Travel	Travel includes airfares and any accommodation, registration fees and/or other related expenses.
Types of air travel Air travel includes domestic and/or overseas travel:	<ul style="list-style-type: none"> • Domestic travel This includes travel within the State (intrastate) and travel between States and Territories (interstate) as per the <i>Premiers Circular 2014/02</i>. • Overseas travel Travel outside of Australia, but may also include domestic travel in conjunction with overseas travel as part of the same travel request.
WA Health	Is the umbrella term referring to both the Department of Health and the Health Services. This Policy and the Guidelines refer to all parts of Health including the Department of Health and all Health Services.

6. Roles and responsibilities

Chief Executive Officer/Chief Executives

The Director General and Chief Executives are responsible for ensuring all approvals of staff requests for air travel are fully compliant with the WA Health Staff Air Travel policy and associated Guidelines.

Managers and Supervisors

Manager and Supervisors are responsible for ensuring all staff requests for air travel are fully compliant with the WA Health Staff Air Travel policy and associated Guidelines prior to submitting for approval.

Travel Co-ordinators

Travel co-ordinators are to provide guidance and assistance to staff and management to ensure that all staff travel applications and monitoring of travel comply with the WA Health Staff Air Travel policy and associated Guidelines.

All Staff

Employees requesting and undertaking air travel are to ensure they fully comply with the WA Health Staff Air Travel policy and associated Guidelines.

7. Compliance

Failure to comply with this policy may result in disciplinary action and, in serious cases, termination of employment or engagement.

8. Application

This Policy and the accompanying Guidelines (Attachment 1) are applicable to all WA Health employees.

A Travel Proposal form (Attachment 3) and relevant approval as per the Approval Delegation Matrix (Attachment 2) is required if one or more of the following applies:

1. **Partial or all of your travel costs are being funded by a commercial or non-commercial sponsor**
2. **You are travelling on official business (including travel to conferences, seminars, meetings or study programs) irrespective of funding type (excludes self-funded professional development leave for doctors - see section 13.1)**
3. **Partial or all of your travel costs are being funded operationally by WA Health.**

Supporting documents as per the Checklist for Travellers (Attachment 12) are required to be completed and accompany the Proposal for approval.

9. Exclusions

The following categories of travel are **excluded** from the provisions of this Policy:

- Patient travel
- Travel for staff associated with patient escorts for medical reasons
- Other forms of travel than air travel (for example motor vehicle travel)
- Travel provided by a company to an employee for operational purposes where the sole means of reaching a destination is by the company's own transport. In such a circumstance local management practices are to be adopted
- Travel associated with recruitment and relocation processes for staff which is governed by other relevant departmental policies.

10. Purpose of travel

The following criteria must be met before approval to travel for official business purposes is granted:

- The travel will cause minimal disruption to the delivery of health services, and in particular patient services, to the people of WA
- Any travel for the purposes of professional development will have a demonstrable benefit to health care in WA
- Attendance at interstate and overseas conferences/courses is essential to the efficient performance of an employee's functions and required to meet WA Health outcomes

- Teleconferencing and other advanced communication facilities have been considered as an alternative to air travel and have not been deemed feasible
- The total cost, including relief staff if applicable, must be reasonable and justified
- Where applicable, reasonable justification exists for other employees travelling at the same time to perform the same/similar duties or attend the same event. The number of employees travelling on any one trip is to be minimised.

11. Approval process

All employee travel requests must be approved at the discretion of the Minister or the Minister's delegate in accordance with the Approval Delegation Matrix (Attachment 2). **No employee can approve their own travel arrangements.** The DG however, can undertake domestic air travel under his/her own authority.

The *Premier's Circular 2014/02* requires all overseas travel by government employees to be approved by the Minister for Health. DoH has sought and obtained approval from the Department of Premier and Cabinet (DPC) for exemptions where it involves medical officers (doctors) undertaking travel funded by external funding sources (including commercial and non-commercial sponsorship, Special Purpose Accounts (SPAs) and self-funded travel).

Requests for approval to travel are to be submitted **prior** to undertaking travel. They must be submitted within required timeframes (Attachment 2) to allow sufficient time for requests to be appropriately considered and approved. There may be instances where the recommended timeframe is not possible and approval may still be granted at the discretion of the delegated authority depending on the circumstances of the request and the necessity of travel. **Under no circumstances will the Minister approve overseas travel requests received after the date of travel by the applicant.**

The Approval Delegation Matrix (Attachment 2) lists the final level of approval required. Prior to obtaining final approval, in most circumstances, the Travel Proposal will be considered and 'recommended' by relevant senior staff as per the DoH or HS organisational structure.

12. Class of travel

Economy class (or equivalent) is to be used for all official domestic and overseas travel funded by **public (Government) monies** except as provided by *Premier's Circular 2014/02*, which allows business class travel to be used for official air travel by:

- Chief Executive Officers (CEOs)
- Chairpersons of statutory bodies and Government boards and committees as approved by the responsible Minister
- One additional employee accompanying the above mentioned persons where this will facilitate the performance of that person's duties at the destination
- Employees who have an entitlement to travel business class explicitly guaranteed by contractual obligation or a specific Industrial Award/Agreement.

Any variation to the class of travel for an employee funded operationally must be supported by the DG or HS CE and requires the Minister for Health's support before being approved in writing by the Premier of WA.

Business class travel funded by self, or sponsorship funded travel can be accepted and will be considered as part of the approval process.

Upgrade to the class of travel

Travellers can choose to upgrade the class of travel at their own cost. This should be noted in the travel application. See Guidelines section 4.5 for more information.

13. Funding types

All air travel can be funded by one or more of the following:

- Self
- Sponsorship (commercial and non-commercial)
- Special Purpose Accounts (SPA)
- Operational

A Travel Proposal form (Attachment 3) and relevant approval as per the Approval Delegation Matrix (Attachment 2) is required if one or more of the following applies:

- 1. Partial or all of your travel costs are being funded by a commercial or non-commercial sponsor**
- 2. You are travelling on official business (including travel to conferences, seminars, meetings or study programs) irrespective of funding type (excludes self-funded professional development leave for doctors - see section 13.1)**
- 3. Partial or all of your travel costs are being funded operationally by WA Health.**

Supporting documents as per the Checklist for Travellers (Attachment 12) are required to be completed and accompany the Proposal for approval.

13.1 Self funded travel

Where an employee funds their own travel but they are representing WA Health on official business a Travel Proposal form (Attachment 3) and required documents (Checklist for Travellers, Attachment 12) must be completed. The form must also be approved by the relevant delegate as determined by the Approval Delegation Matrix (Attachment 2).

Where air travel is self-funded but the employee (other than medical officers) is utilising special leave allowances (including study and community service leave) a Travel Proposal Form (Attachment 3) and relevant documents (Attachment 12 Checklist for Travellers) are required to be submitted for approval.

Medical officers utilising **professional development leave** (or special leave allowances) where travel is exclusively self-funded are **not** required to complete a Travel Proposal form. Medical Officers must clearly indicate their destination on their leave form. The leave form must be submitted and approved by their Manager before travel commences.

13.2 Sponsored travel

A Travel Proposal form (Attachment 3) and relevant attachments (see Attachment 12 for a Checklist) are required to be completed and approved as per the Approval Delegation Matrix (Attachment 2) for all offers of commercial and non-commercial

sponsorship, even if the employee is travelling in their own time (for example on annual leave).

All sponsorship offers (commercial and non-commercial) sought or received in respect to travel must be in writing (for example via email or letter).

Sponsorship funding must not be accepted directly by the employee.

For all offers of sponsored travel, the employee must assess the possibility for an actual, perceived or potential conflict of interest, particularly if WA Health has any commercial or financial relationship with the sponsoring body. Independence, objectivity and impartiality must be maintained by the individual and WA Health to ensure public trust and integrity. If there is any question over whether accepting the offer of sponsorship may not withstand public scrutiny, the offer should be reconsidered.

Attractive offers exceeding the basic travel requirements specified must be declined for example offers of first class travel.

Sponsorship offers will be considered as per the *WA DoH Sponsorship Policy*

- sponsorship activity progresses the delivery of the services, programs and health messages for WA Health
- sponsorship progresses the aims of WA health and its key policies
- sponsorship agreement enhances the public image and reputation of WA Health and does not jeopardize its reputation and brand because of a perceived association with the other party
- activity or event provides a significant opportunity to promote key WA Health messages and influence policy and the environment.

13.2.1 Commercial sponsorship

The acceptance of sponsored travel offered by a commercial or private organisation can be construed as giving that organisation a competitive advantage in commercial dealings with WA Health. Health entities and employees are to ensure that requests or offers for private/commercial sponsorship provide for no preferential treatment when dealing with the Health entity, either during or after the sponsorship period.

Any employees who receive travel benefits from a commercial sponsor will be precluded from participating in or influencing commercial decisions concerning the sponsoring body.

All travel requests funded by a commercial sponsorship must be accompanied by the following, as per the Checklist for Travellers (Attachment 12):

- **Commercial Sponsorship Agreement Template(Attachment 4)**
- **Sponsored Travel Personal Declaration (Attachment 5)**

a) Commercial Sponsorship Agreement

In accordance with the *WA DoH Sponsorship Policy (OD 0266/10)* a formal written agreement and sponsorship proposal between WA Health and the sponsoring body is required to be completed for **all commercial or private sponsorship offers** and attached to the Travel Proposal form (Attachment 3) for approval.

The Commercial Sponsorship Agreement Template (Attachment 4) must be signed by the DoH ED or HS CE on behalf of WA Health and by the sponsoring body.

This agreement complies with the *WA DoH Sponsorship Policy (OD 0266/10)* by ensuring the relevant information within the recommended Sponsorship Proposal and Written Sponsorship Agreement are completed including following information:

- the activity or event information
- the nature and duration of sponsorship offer, including the estimated cost
- the sponsor name, contact details and nature of business
- a clear indication that they do not own, control or are involved in the manufacture and production or promotion of harmful products such as tobacco-related products, which include cigarettes, cigars and pipes.

b) Sponsored Travel Personal Declaration

All employees who receive **an offer of sponsorship (commercial or non-commercial sponsorship)** must consider any risk and conflict of interest associated with the sponsorship offer. To do so the employee must attach a completed Sponsored Travel Personal Declaration form (Attachment 5) with their Travel Proposal form (Attachment 3).

The Sponsored Travel Personal Declaration should be answered after reading and/or completing the WA Health Sponsorship Checklist (Attachment 6) as this provides a guide to staff to evaluate whether a sponsorship is appropriate for WA Health.

If a risk or conflict of interest is identified a risk management strategy is required before the offer of sponsorship can be considered (see section 13.2.2 Management of Identified Conflict of Interest and Risk).

13.2.2 Management of identified conflict of interest and risk

The WA Health policies *Managing Conflict of Interest (OD 0264/10)* and *Sponsorship (OD 0266/10)* provide guidance on how to identify and manage any risks and potential or actual conflict of interest situations that may arise. The acceptance of sponsored travel may place the employee in a position of conflict of interest. Accepting an offer of sponsorship should not be undertaken until potential risks have been identified and managed.

If the Sponsored Travel Personal Declaration identifies a risk, then a Conflict of Interest Assessment Guide and Record (Attachment 7) must be completed and attached with the Travel Proposal form along with the relevant attachments (for a Checklist see Attachment 12). This Record should be completed in consultation with the employee's manager or supervisor. Together, a clear risk mitigation strategy should be developed and outlined in the Conflict of Interest Assessment Guide and Record. Strategies to mitigate risk include the '6 R's' recommended by the WA Integrity Coordinating Group (Attachment 8).

Note: If a risk is identified this does not infer that the Travel Proposal will be rejected, rather, it does signal that the conflict of interest or risk needs to be identified, reported, considered and managed appropriately.

13.2.3 Non-commercial sponsorship

For all offers of non-commercial sponsorship a Sponsored Travel Personal Declaration (Attachment 5) must be completed and attached with the Travel Proposal form, see section 13.2.1 b).

Sponsored travel may be accepted where the offer is received from a non-commercial association which is in no way linked to a single private organisation or product sponsorship. In considering such offers, the purpose of travel must have a health focus and result in a benefit to the health system.

Examples of non-commercial sponsors include:

- Royal Australasian College of Physicians
- International College of Midwives
- Australian Medical Association
- Department of Health and Ageing.

While sponsored travel from a non-commercial organisation may not affect procurement decisions, there is still potential to influence public policy and legislation and therefore considerations of actual or potential conflicts of interest may arise.

13.2.4 Sponsored travel offered within procurement process

Offers of sponsored travel received as part of a procurement process for goods or equipment should only be accepted where the need for such travel was specified in the procurement documentation and all respondents were invited to include travel as part of their offer package.

Any offer made as part of procurement process must ensure compliance the WA Health policies *Managing Conflict of Interest (OD 0264/10)* and *Sponsorship (OD 0266/10)*.

Employees who have accepted an offer of sponsorship must be excluded from any decision making in regards to procurement involving that sponsoring body.

13.2.5 Sponsored travel – Recording and Reporting

A record of all sponsorships in respect to travel, including those rejected, must be maintained by each DoH and HS and be reported in accordance with this Policy (see section 13 Monitoring and Compliance). All sponsorships in respect to travel are subject to the provisions of the *Freedom of Information Act 1992* and any government policy relating to contract disclosure requirements.

13.3 Special Purpose Accounts (SPA)

Where an employee is being funded by a SPA on official business a Travel Proposal form (Attachment 3) and required documents (Checklist for Travellers, Attachment 12) must be completed. The form must also be approved by the relevant delegate as determined by the Approval Delegation Matrix (Attachment 2).

The use of SPA for travel must be properly controlled and meet the identified conditions for this account.

Note: These are not Specific Purpose Accounts, which are considered to be operational funding and require a different level of approval as per the Approval Delegation Matrix (Attachment 2).

13.4 Operational funding

All travel when an employee is being funded operationally a Travel Proposal form (Attachment 3) and required documents (Checklist for Travellers, Attachment 12) must be completed. The form must also be approved by the relevant delegate as determined by the Approval Delegation Matrix (Attachment 2).

The use of operational funds must be properly controlled and accounted for. It is expected that a budget holder will assess the travel proposal before submitting it for final travel approval. In assessing the application the budget holder should ensure the funds are available and the correct cost centre(s) is nominated.

Consideration needs to be given to the value and relevance of the travel to WA Health and if alternative means such as teleconferences/video conferencing have been considered.

13.5 More than one funding type

When combinations of the funding types are being used the final level of approval is determined by the funding type which requires the highest final approval as per the Approval Delegation Matrix (Attachment 2).

All funding types must be documented on the Travel Proposal form (Attachment 3).

14. Attendance at conferences and courses

Attendance at interstate and overseas conferences and courses is to be restricted to an absolute minimum. It will not be approved unless it is essential to the efficient performance of an employee's functions and required to meet the health entity's outcomes. Such travel will not be approved where similar knowledge can be obtained through other means at less cost.

Prior to granting approval of requests for attendance at conferences and courses, consideration is to be given to:

- the relevance and value of the conference to the core activities of the employee's work area
- alternative information-sharing and training forums that are available locally
- alternative means of obtaining similar knowledge, such as teleconferencing and other advances in communications
- employee entitlements to professional development leave provided in Industrial Awards/Agreements
- impact on health service delivery, including the ability to replace the applicant during their absence
- costs associated with the travel, including the added cost of relief staff.

All requests for approval to attend conferences/courses will be approved in accordance with the Approval Delegation Matrix (Attachment 2).

Note: There is to be no pre-publicity of employees invited to make presentations at conferences (commercial or otherwise) prior to approval to attend being granted.

14.1 Dissemination of knowledge following conference or course

Employees who attend conferences or courses are to provide information to their peers and Health entity, for example, a written report or presentation. It is the responsibility of local Health entities to coordinate the submission of such reports and dissemination to relevant parties. A copy or formal acknowledgement by the Manager that this has occurred must be kept with the approved Travel Proposal form for auditing purposes. It is expected that this report will be completed within one month after returning to work after the conference or course. For more information see section 1.4 of the Guidelines (Attachment 1).

15. Multiple travellers

Applications involving more than one officer attending the same event or conference should be kept to a minimum.

All travel applications involving more than one person travelling to the same event or conference from the same entity (HS or DoH) must be approved by the DG or HS CE in accordance with the Approval Delegation Matrix (Attachment 2).

Monthly reports (Attachment 11) are to be provided to the DG providing a summary of all multiple travel for oversight at a whole of health level.

16. Membership of travel facilities and schemes

Access to airline lounge facilities, frequent flyer schemes or similar loyalty programs has the potential to influence the choice of airline for official travel and undermine the 'Best Fare of the Day' principle. These facilities and schemes should therefore be used with discretion.

Consistent with the requirement of not using public expenditure for private advantage, frequent flyer points or benefits under other incentive or loyalty schemes accumulated in the course of official air travel **must not be used for private purposes. They may be used only for further official purposes.** Selection of an airline for official travel is not to be made on the basis of frequent flyer points or other incentive or loyalty schemes and must be based strictly on the 'Best Fare of the Day' principle.

All memberships funded by public monies require approval by the DG on recommendation of the relevant HS CE. Membership costs are to be funded from within the existing budget of the health entity.

17. Monitoring and compliance

The State Government requires departments and other public sector agencies to exercise the strictest economy and accountability in relation to publicly funded domestic or overseas air travel, and to ensure that such expenditure realises tangible benefits for the State. The DG and HS CE are responsible for ensuring that travel and travel expenditure is properly controlled and accounted for, including adequate public disclosure of the full cost of travel undertaken by all WA Health employees.

WA Health staff air travel is also reported formally on a regular basis to the DG and Parliament (see the Guidelines for more information).

- **Record keeping**

All records including the approved Travel Proposal form and supporting documents must be maintained at the Division within DoH level or at the Area Health Service level. All records must be maintained in accordance with the WA Health Record Keeping Plan and retained for the periods outlined within approved Retention and Disposal Schedules.

- **Awareness raising**

Awareness raising regarding this Policy and the Guidelines along with the associated policies of *Managing Conflict of Interest Policy (OD 0264/10)* and *WA DoH Sponsorship Policy (OD 0266/10)* will be ongoing to ensure compliance. Any amendments to the Policy and the Guidelines will be communicated to all staff and be disseminated by the DoH and HS.

- **Scheduled monitoring and compliance measures**

It is expected that each entity within WA Health will ensure ongoing compliance of this Policy. The Corporate Governance Directorate will also undertake a compliance audit of staff air staff travel bi-annually or within 12 months of there being any change to this policy with the audit reporting on the:

- level of compliance with the Policy
- adequacy of controls
- quality and assurance.

This audit report will be provided to the DG and the HS CE for their consideration. Further monitoring and compliance reports and audits will be undertaken as required.

- **Ongoing monitoring and compliance**

If at any time a travel application is considered to have been breached/ or varies from this Policy and the Guidelines, an explanation must be formally documented in the form of an internal memorandum or briefing note to the DG or HS CE. This formal briefing must be attached to the relevant Travel Proposal form and may be required for reporting purposes including the Quarterly Travel Return.

18. Evaluation

Evaluation of this policy is to be carried out by the Policy Owner by undertaking consultation with relevant stakeholders including the State Health Executive Forum (SHEF), WA Health Travel Coordinators, the Office of the Auditor General and the Public Sector Commission.

19. References and related documents

Supporting documents

- Attachment 1: WA Health Staff Air Travel Guidelines
- Attachment 2: WA Health Staff Air Approval Delegation Matrix
- Attachment 3: WA Health Staff Air Travel Proposal Form
- Attachment 4: Commercial Sponsorship Agreement Template
- Attachment 5: Sponsored Travel Personal Declaration
- Attachment 6: WA Health Sponsorship Checklist
- Attachment 7: Conflict of Interest Assessment Guide and Record
- Attachment 8: Strategies for Management of Identified Conflicts of Interest
- Attachment 9: Quarterly Reporting Template
- Attachment 10: Travel Applications for Ministerial Approval Template
- Attachment 11: Monthly Summary of Multiple Travel for the Director General Template
- Attachment 12: Checklist for travellers

Premier's Circular 2014/02 'Guidelines for Official Air Travel by Government Officers'
https://www.dpc.wa.gov.au/GuidelinesAndPolicies/PremiersCirculars/Documents/2014_02%20Guidelines%20for%20Official%20Air%20Travel%20by%20Government%20Officers.pdf

Relevant legislation

- Public Sector Management Act (1994) (WA) (as amended)
- Financial Management Act 2006
- Freedom of Information Act 1992

For relevant Awards and Agreements, go to:

<http://www.health.wa.gov.au/AwardsAndAgreements/>

Related documents

Conflict of Interest Guidelines for the Western Australian Public Sector, WA Integrity Coordinating Group is available at:

<https://icg.wa.gov.au/sites/default/files/documents/guidelines.pdf>

Common Use Agreement – Travel and Transportation is available at:

<https://www.contracts.wa.finance.wa.gov.au/family.jsp?item=97&STMP=150730152754224>

Managing of Conflict of Interest Policy (OD0264/10) is available at

http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=12611

WA Department of Health Sponsorship Policy (OD 0266/10) is available at:

http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=12613

WA Health Code of Conduct (OD 0383/12) is available at:

<http://www.health.wa.gov.au/circularsnew/pdfs/12883.pdf>

Western Australian Public Sector Code of Ethics is available at:

http://www.publicsector.wa.gov.au/sites/default/files/wam-filerepo-docs/code_of_ethics_08.pdf

Aircraft Travel by Contractors and Employees: Insurance and Charter Flight Standards; Use of Private Aircraft (OD 0156/08) is available at:

http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=12435

Travelling Allowance – Categories of Accommodation (OD 0044/07) is available at:

http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=12269

Department of Commerce (was DOCEP) - Circular to Departments and Authorities No 7 of 2013 Policies on Payment of Overseas Travel Expenses is available at:

https://www.commerce.wa.gov.au/sites/default/files/atoms/files/cda_2013_no.07_policies_on_payment_of_overseas_travel_expenses.pdf

Camping Allowance and Travelling, Transfer and Relieving Allowance (IC 0202/14) is available at: http://www.health.wa.gov.au/CircularsNew/circular.cfm?Circ_ID=13156

Authorities Delegation and Direction Schedules (OD 0432/13) is available at:

http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=12962

WA Health Employee Grievance Resolution Policy (OD 0452/13) is available at:
http://www.health.wa.gov.au/circularsnew/circular.cfm?Circ_ID=13005

WA Health Misconduct and Discipline Policy (OD 0562/14) is available at:
<http://www.health.wa.gov.au/circularsnew/pdfs/13150.pdf>

20. Authority

Title:	WA Health Staff Air Travel Policy		
Contact:	Manager Corporate Services		
Directorate:	Corporate Services		
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	OP 1913/05	10/02/2005	
	OP 1498/01	25/10/2001	
	OP 1255/99	16/11/1999	
	OP 1171/99	09/02/1999	
	OP 0536/95	17/01/1995	
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