



6.1.1

Air Travel

1 Rationale

This policy ensures that Staff of the NSW Rural Fire Service ("the Service") have clear and consistent guidelines for the use of air travel when undertaking Service activities.

2 Policy

2.1 Eligibility

- (a) Permanent and temporary officers of the Service, and other approved personnel (such as CIS support, volunteer delegates to committees, external trainers, etc) can apply for approval to travel by air.
- (b) Travel should be by air if alternate means of transport would take longer than 4 hours. This excludes destinations with no air facility, or if, after exercising due diligence and economy, it is clearly more appropriate to take alternate transport (e.g. More than one staff member sharing a hire car, when a trip involves a number of destinations, etc).
- (c) The business plan of each section should make appropriate and adequate allowance for anticipated air travel.

2.2 Limits

- (a) All officers or approved personnel, will travel Economy Class.
- (b) The Commissioner, Assistant Commissioners, and Senior Executive Service members may use Business Class for destinations excluding NSW, ACT, VIC, SA, and QLD destinations south of and including Brisbane.



- (c) Frequent Flyer Points, and other loyalty schemes
 - (i) Frequent Flyer points, and other such loyalty schemes, when derived from Government travel, which have been earned prior to 1 July 2002, are to be used for official travel only. They cannot be used to achieve upgrades or any other benefit which is in contravention of this policy.
 - (ii) If there is an unacceptable risk that points may be used improperly, the points should be surrendered to the relevant airline by way of written advice from the account holder.
 - (iii) From 1 July 2002, NSW Rural Fire Service officers and other people travelling with them at Government's expense, are not to seek or accept frequent flyer points in respect of official travel.
- (d) Membership costs to flight clubs, including joining and annual fees, are to met at the individual employee's expense, unless the officer is expected to be travelling on official business at least 4 times a month for the duration of the annual membership.

3 Principles and Guidelines

3.1 Applying for air travel

- (a) The officer should plan travel in a timely manner whenever possible to allow booking the most economical airfare eg. 21 day advance purchase or 7 day advance purchase.
- (b) The officer must complete a Request for Travel Form
- (c) The request is to be authorised by the officer's manager, and Assistant Commissioner.
- (d) The request is forwarded to the booking clerk (Salaries Officer FSSO). Bookings will be made in accordance with Government contract.
- (e) The booking clerk will forward confirmation and flight details to the officer.



3.2 Cancelling air travel

- (a) The officer will notify the Booking Clerk in writing, or by e-mail as soon as possible if the flight is required to be cancelled.

4 Who is responsible for implementing this Policy?

Directors, Managers

5 Issue

This Policy was considered by the Corporate Executive Group on 1 May 2001.

6 Legislation and references

- The Service adopts in total the policies and guidelines referred to in *"The Public Sector Management Act"*.
- Premier's Department Guidelines of 1990
- Premier's Department directive 18 July 1995
- Premier's Circular No. 2002-29, amending Circular No. 99-60

7 Amendments

Clause 2 (c)
Legislation and References

1 July 2002

8 Document owner

The owner of this Policy is the Director Corporate Services.



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Phil Koperberg AM, AFSM, BEM
Commissioner

Dated this _____ day of _____, 2002