



**Government  
of South Australia**

**Department of the Premier and Cabinet Circular**

**DPC CIRCULAR 040 – AIR TRAVEL**

***Commencement 14 March 2016***

## Purpose and Scope

To articulate the principles South Australian public sector agencies must adhere to when planning and booking air travel.

It is recognised that air travel can be an essential component of work related activities of public sector employees. This Circular ensures public sector employees undertake air travel in line with the Principles stated below.

This Circular applies to persons ('Travellers') who travel on behalf of the South Australian Government on pre-approved government business, booked or arranged by government agencies, including:

- Employees in the Public Sector as defined in the Public Sector Act 2009, excluding Members of Parliament, Members of the Judiciary, staff in Ministerial Offices,<sup>1</sup> the Agent-General and employees in the office of the Agent-General; and includes
- contractors and consultants when air travel is set out in their contract with a South Australian public sector agency.

The Circular does not apply to travel booked for members of government boards and committees, agencies with an exemption approved by the Minister's representative, SA Health patients, prisoners, those in custody or witness protection or minors. Where specific employment conditions are contrary to the general advice below, those specific conditions will prevail.

This Circular should be used in conjunction with *Commissioner's Determination 3.2 – Employment Conditions – Remuneration – Allowances and Reimbursements*.

## Principles

Public sector agencies are responsible for the implementation of the Principles.

### Planning Air Travel

1. Before booking air travel, Travellers must determine that it is the most appropriate way to achieve the demonstrated business need and outcome.
2. Travellers must act in accordance with the Code of Ethics for the South Australian Public Sector in the use of government/public resources. This includes being reasonable when scheduling meetings or other events for which travel is necessary.
3. Travellers on South Australian Government business are automatically covered by the whole of government travel insurance arrangements.<sup>2</sup>

### Booking Air Travel

4. State Government travel arrangements can only be used by Travellers on government business and persons transferred for government services (SA Health patients, prisoners, those in custody or witness protection or minors).
5. Travellers must purchase air travel in accordance with the State Government's travel arrangements and associated services.

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<sup>1</sup> Staff employed under Section 71 of the Public Sector Act 2009

<sup>2</sup> Details of the cover can be found at: [www.safa.sa.gov.au/insurance/saicorp\\_travel\\_insurance.html](http://www.safa.sa.gov.au/insurance/saicorp_travel_insurance.html)

6. Domestic air travel must be booked with the travel arrangement provider's online booking tool in all but exceptional circumstances, e.g. where an airline is not available through the tool or travel is booked for SA Health patients, prisoners, those in custody or witness protection, or minors.
7. Travellers must book the lowest logical fare<sup>3</sup> compatible with their air travel needs.
8. Travellers must book economy class for air travel, both interstate and overseas, except for Chief Executives or where stipulated in employment conditions.
9. Chief Executives at their discretion may approve business class travel in exceptional circumstances; taking into account probity, cost and ethical requirements of public sector employees. This decision must be recorded in the travel documentation.
10. When air travel is altered and results in airfare credits, these must be used by the Traveller on official business as soon as is feasible.
11. An employee who is a member of a frequent flyer or other benefit scheme is not entitled to accrue personal benefits through this membership as a consequence of undertaking government related business (Code of Ethics for the South Australian Public Sector – acceptance of gifts and benefits).

#### **Specific to Overseas Travel**

12. Travellers must gain approval of their Chief Executive or delegate for overseas travel; Chief Executive overseas travel is approved by their Minister.
13. The Department of the Premier and Cabinet's International Relations Directorate should be consulted prior to finalising travel arrangements to maximise previous engagement overseas. (Email: [dpcinternationalengagement@sa.gov.au](mailto:dpcinternationalengagement@sa.gov.au)).
14. When undertaking travel lasting more than 12 hours, Travellers should allow time after arrival for rest and recuperation prior to undertaking official duties. In exceptional circumstances, where this is not possible, Chief Executives may approve business class travel for employees expected to undertake official duties immediately on arrival.
15. Where cost effective and compatible with the Traveller's business needs, Travellers should consider selecting international flights with airlines offering a direct route to and from Adelaide.
16. In recognition that the South Australian Government has information of significant value, Travellers prior to overseas departure must conduct a risk assessment with agency security staff<sup>4</sup> to consider: the sensitivity and value of information being taken; the country being visited; the nature and purpose of the visit; and what mobile communications equipment to take (if any).
17. Overseas Travellers should always consult the latest travel advice for their destination via [www.smarttraveller.gov.au](http://www.smarttraveller.gov.au).

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<sup>3</sup> The lowest fare available at the time the travel is booked that is compatible with the business needs of the Traveller.

<sup>4</sup> Agency Security Executive, Agency Security Adviser or IT Security Adviser

For further advice or assistance please contact:  
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Email: [SCTravelContract@sharedservices.gov.au](mailto:SCTravelContract@sharedservices.gov.au)