

Fly Buy Cards

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Functional Sub group Corporate Administration - Purchasing

Summary Indicates employees are not to seek or accept frequent flyer points or gain any personal benefit from purchasing goods for the public health organisation on personal fly buy cards etc.

Author Branch Employee Relations

Branch contact 9391 9357

Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Ambulance Service, NSW Dept of Health

Distributed to Public Health System, NSW Ambulance Service

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Status Active

Director-General

Compliance with this policy directive is mandatory.

CIRCULAR

File No	98/4316-5
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Issued	9 October 2002
Contact	Mr G Sly 9391 9405 Audit Branch

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Public health system employees on occasion are required to procure goods on behalf of the organisation or patients/clients and then recoup the expense from the organisation or patient/client. In such situations employees are not ultimately put to any expense and are not to gain any personal benefit from the transactions. Benefits could include, but are not limited to, gaining points on the employees personal "Fly Buy" cards or other credit card loyalty schemes.

Any enquiries concerning this matter should be directed to the relevant Human Resource personnel in the Area Health Service. Only Human Resource personnel from Health Services are to contact the Department direct.

Robyn Kruk
Director-General

Distributed in accordance with circular list(s):

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In accordance with the provisions incorporated in the Accounts and Audit Determination, the Board of Directors, Chief Executive Officers and their equivalents, within a public health organisation, shall be held responsible for ensuring the observance of Departmental policy (including circulars and procedure manuals) as issued by the Minister and the Director-General of the Department of Health.