

# **Health Services Union NSW Branch**

## **Finance Policy and Procedures**

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**The Branch rules and the provisions of the *Fair Work (Registered Organisations) Act 2009 (Cth)* will prevail over the terms of the policy to the extent of any inconsistency.**

## 1. Introduction

### 1.1 Definitions

All words in this policy have the same meaning as words in the Branch rules.

Assistant Secretary-Treasurer	The designated Officer in charge of the financial conduct and reporting of the Branch and an assistant to the Secretary in regard to the general conduct, administration and business of the Branch.
Assistant Secretary	Paid Officer to assist the Secretary in the execution of his/her duties.
Business expenses	Domestic travel, taxi fares, parking, toll costs, meals and other business expenses incurred in conducting Branch business operations.
Chief Financial Officer	The designated employee responsible for managing all financial reports and records and the Finance Department.
Councillor	A member of the Branch Council.
Employees	All staff, contractors, consultants and temporary workers of the Health Services Union NSW Branch.
Gift	A present, benefit, offering or token of appreciation received from a member, employer, vendor, supplier, potential employee, political party, vendor or supplier, and includes, but is not limited to, cash, merchandise, services, hospitality or social invitation, whether offered free or discounted.
Officer	Secretary, Assistant Secretary-Treasurer, Assistant Secretary, Councillors and members of the Branch Committee.
Paid officers	The Secretary, Assistant Secretary-Treasurer and Assistant Secretary.
Related party	Any (i) Officer of the Branch; (ii) a spouse of an Officer of the Branch; (iii) entity that is owned or controlled by someone who falls within the categories listed above in (i) or (ii), and an entity in which someone listed above in (i) or (ii) has a substantial ownership interest or control.
Related party transaction	A transaction (defined below) in which the Branch was, or is proposed to be, a participant and in which a related party has, has had or may have a direct or indirect material interest.
Relative	In relation to a person, means the spouse, parent or remoter lineal ancestor, child or remoter issue, or brother or sister of the person.
Secretary	The Chief Executive Officer of the Branch. The designated Officer in charge of the general conduct, administration and business of the Branch.

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Transaction	Any financial transaction, arrangement or relationship (including any indebtedness or guarantee of indebtedness), or any series of similar transactions, arrangements or relationships.
Branch	Health Services Union NSW Branch trading as Health Services Union NSW/ACT/QLD Branch.
Branch Committee	The Branch's committee of management, consisting of the President, the Senior Vice-President, the Junior Vice-President, the Secretary, the Assistant Secretary-Treasurer, the Assistant Secretary and five (5) ordinary members.
Branch Council	The supreme governing body of the Branch, consisting of the Officers and twenty-five (25) Councillors.
Branch Management	Employees who have financial responsibilities under this policy.
Branch Rules	Those rules registered under the <i>Fair Work (Registered Organisations) Act 2009 (Cth)</i> .

### 1.2 General statement of policy

The Branch recognises the importance of sound financial management. This policy is established to assist the Branch Council, Branch Committee, Audit and Finance Committee and Paid Officers in overseeing all aspects of the financial management and operation of the Branch.

The Assistant Secretary-Treasurer is ultimately responsible for the financial management of the Branch.

### 1.3 Aim, purpose and scope

The aim of this policy is to ensure that the Branch is managed according to principles of good governance and to ensure that the Branch is accountable to its members.

This policy has three main purposes. The first is to provide all relevant stakeholders within the Branch with financial management (defined in clause 2.2 below) of the Branch's resources. The second purpose is to provide procedures for reporting the Branch's financial activities (in clauses 2.4 to 2.6). The third purpose of this policy is to ensure that the Branch's reporting systems (in part 3 of this policy) are efficient and accurate. The policy is based on the principle that integrity in financial reporting is safeguarded by transparency, accountability and disclosure.

This policy is relevant to all stakeholders of the Branch who are involved in the approval, recording, management and use of the Branch's finances. These stakeholders include but are not limited to: the Branch Council, the Branch Committee, Audit and Finance Committee, Paid Officers, the CFO, Branch Management and employees.

### 1.4 Enquiries and faults

By adhering to this policy, Officers, employees and members of the Branch will generally ensure that they are complying with the requirements of the Branch Rules and relevant legislation. However, there may be instances when inadvertent breaches could occur. When in doubt, or for assistance in interpreting this policy, or to report a breach of this policy, contact the Assistant Secretary-Treasurer or the CFO.

## **2. Policy**

### **2.1 Policy details**

Accurate accounting and financial reporting within the Branch are critical if the Branch is to meet its budgeting, planning and management responsibilities. To achieve this, the Branch's financial management and reporting systems are constructed so that:

- costs are treated consistently with the Branch's written policies and procedures;
- all payments are based on fully supported documentation;
- all financial records are supported by source documentation;
- reports can compare actual expenditures with budgeted expenditures;
- within the Branch's financial management and reporting system, a number of checks and audits can be undertaken.

### **2.2 Financial management**

Financial management is the function of managing the Branch's financial resources. It includes the following:

- establishing, operating and maintaining accounting system controls and procedures;
- financial planning;
- monitoring and analysing of Branch assets;
- managing expenditure, receivables and costs associated with employees;
- ensuring all financial practices are aligned with the Branch operations;
- establishing and maintaining control over custody and use of Branch assets.

### **2.3 Roles and responsibilities**

#### **2.3.1 Branch Council**

The Branch Council is the supreme governing body of the Branch. It consists of the Officers within the Branch Committee and twenty-five (25) Councillors. The Branch Council has the power to:

- fix the remuneration and terms and conditions of employment of any Paid Officer or employee of the Branch;
- suspend or remove from office any Officer of the Branch;
- to alter, amend, rescind or add any rules to the Branch Rules;
- develop and implement Branch policies and procedures;

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- review the decisions of the Branch Committee;
- take any action that in its opinion is in the interests of the Branch.

*Reference: Rule 43 in the Branch Rules*

### **2.3.2 Branch Committee**

The Branch Committee is the committee of management of the Branch. It consists of the President, the Senior Vice-President, the Junior Vice-President, the Secretary, the Assistant Secretary-Treasurer, the Assistant Secretary and five (5) ordinary members. The Branch Committee has the power to:

- transact all the business of the Branch;
- supervise and pay all lawful debts of the Branch;
- direct the Secretary, Assistant Secretary-Treasurer and Assistant Secretary in the performance of their duties;
- appoint the Branch Auditor;
- take any action that in its opinion is in the interests of the Branch.

*Reference: Rule 42 in the Branch Rules*

### **2.3.3 Audit and Finance Committee**

The Audit and Finance Committee is the financial committee of management of the Branch. The Audit and Finance Committee consists of the President, Secretary, Assistant Secretary-Treasurer, Assistant Secretary and five (5) members of the Branch Council, appointed by the Branch Council. The Audit and Finance Committee meets on a monthly basis and provides minutes of its activities to the Branch Council. Its duties include, but are not limited to: preparing budget and cashflow forecasts, closely examining financial statements on a regular basis and monitoring and protecting the funds and property of the Branch.

*Reference: Rule 75 in the Branch Rules*

The Audit and Finance Committee Charter is Annexure (A) to this policy.

### **2.3.4 Assistant Secretary-Treasurer**

The Assistant Secretary-Treasurer has charge of the financial conduct, administration and business of the Branch.

The Assistant Secretary-Treasurer fulfils the responsibilities of the Branch as an employer to provide a financial system that is managed according to:

- generally accepted accounting principles including applicable Australian Accounting Standards, Australian Accounting Interpretations and other pronouncements of the Australian Accounting Standards Board (AASB);

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- requirements of relevant tax legislation administered by the Australian Taxation Office (ATO); and
- relevant State and Federal Industrial Relations legislation and regulations.

The Assistant Secretary-Treasurer must ensure that adequate resources are made available to meet the Branch's financial aims and objectives, to implement this policy and to ensure that all levels of management are given the responsibilities and authority to ensure its success.

The Assistant Secretary-Treasurer must ensure that all employees and Officers take responsibility for the successful implementation of the finance procedures for which they have control.

*Reference: Rule 50 in the Branch Rules*

### **2.3.5 Chief Financial Officer**

The Chief Financial Officer (CFO) is responsible for implementation of the requirements of compliance with:

- generally accepted accounting principles including applicable Australian Accounting Standards, Australian Accounting Interpretations and other pronouncements of the Australian Accounting Standards Board (AASB);
- requirements of relevant tax legislation administered by the Australian Taxation Office (ATO);
- relevant State and Federal Industrial Relations legislation and regulations; and
- ensuring effective implementation of Branch financial policies and procedures.

The responsibilities of the CFO include:

- manage the finance team, including finance employee training, recruitment and selection;
- develop and maintain budgets and cashflow forecasts;
- manage and control departmental expenditure within agreed budgets;
- monitor cashflow planning and ensure availability of funds as needed;
- oversee reporting and accounting functions according to regulatory, legal and audit requirements;
- oversee budgetary planning and management of costs for potential sponsorships, acquisitions and collaborations with third parties, according to the agreed strategic direction of the Branch;
- coordinate audits and the proper filing of Branch tax returns and associated statements;
- serve as a key point of contact for external auditors and manage preparation and support of all external audits;



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- enhance and implement the Branch's financial and accounting systems, processes, tools and controls;
- ensure maintenance of appropriate internal controls and financial procedures;
- maintain the Branch's financial and payroll records.

### 2.3.6 Employees

All employees of the Branch will take reasonable care to:

- follow established financial control systems;
- maintain receipts for all expenses associated with work practices;
- use any corporate credit cards issued to them in accordance with the supplying institution's conditions of use and the Branch's Corporate Credit Card Policy.

## 2.4 Financial records

The CFO must maintain permanent files and records of the Branch's financial activities, including the following:

- detailed records must be maintained, and receipts, disbursements and contributions must be specifically itemised;
- internal records must be reconciled through the bank statements as they are received;
- reconciliation must occur at least monthly;
- an audit file must be prepared, giving evidence of the Branch's financial transactions generated through the general ledger system;
- all records must be retained for at least seven (7) years.

## 2.5 Financial reporting

All financial reporting will be managed by the Assistant Secretary-Treasurer and the CFO. The financial reporting function will be completed on a monthly basis, with financial reports provided to the Branch Committee and the Audit and Finance Committee at each monthly meeting. These reports shall include:

- Balance Sheet as at the reporting date;
- Profit and Loss statement for the reporting period, with variance analysis against the approved budget for the period and last year to date;
- Year-to-date Profit and Loss statement, with variance analysis against the approved year-to-date budget and year-to-date last year;
- Cash flow report for the reported period and projections to the end of the current financial year;

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- Aging Accounts Payable and Receivable as at the reporting date;
- Payment List, detailing all cash disbursements for the reported period (Audit and Finance Committee only);
- Policy breaches for the reported period (Audit and Finance Committee only);
- Commentary on the financial reporting for the period, including ratio analysis;
- Monthly corporate credit card expense summary.

The financial reports will be passed by a resolution of the Branch Committee that they truly and accurately reflect the Branch's financial position.

Financial reports that will be provided to the Branch Council at the yearly meeting include:

- Year-end management accounts, including the Balance Sheet, Profit and Loss against the approved budget for the financial year and cashflow report for the financial year;
- Audited financial statements;
- Annual Budget and Cash Flow Projections that have been adopted by the Audit and Finance Committee and approved by the Branch Committee for the ensuing financial year.

## 2.6 Disclosures

### 2.6.1 Related-party transactions

The Branch recognises that related-party transactions can present potential or actual conflicts of interest, and that questions may arise about whether such transactions are consistent with members' best interests.

#### *Identification of related-party transactions*

Any Officer will promptly notify the Assistant Secretary-Treasurer or, in the event that the Assistant Secretary-Treasurer has an interest in the related-party transaction, the Secretary, of any interest such person or a relative of such person had, has or may have in a related-party transaction. This will be reported at the Branch Committee meeting immediately following the related-party transaction.

#### *Branch Committee review of related-party transactions*

The Branch Committee will review the material facts of all related-party transactions and approve, disapprove or ratify such transactions. In assessing a related-party transaction, the Branch Committee will consider such factors as it deems appropriate, including without limitation:

- the benefits to the Branch of the transaction;
- the commercial reasonableness of the terms of the related-party transaction;
- the importance and relevance of the related-party transaction to the Branch;

- the extent of the related party's interest in the related-party transaction;
- the actual or apparent conflict of interest of the related party participating in the related-party transaction.

No person shall participate in the discussion, evaluation or approval of any related-party transaction for which he or she is a related party, except that the person shall provide all material information concerning the related-party transaction to the Branch Committee.

#### *Disclosure*

All related-party transactions will be listed by the Assistant Secretary-Treasurer on a Register of Related-party Transactions, and this will be disclosed to the members of the Branch within three (3) months after the end of financial year and published on the Branch's website.

Any payment made by the Branch to a related party of the Branch or to a declared person or body of the Branch will be disclosed to the members of the Branch within three (3) months after the end of financial year and published on the Branch's website.

*Reference: Rules 87 and 88 in the Branch Rules*

#### **2.6.2 Conflict of interest**

A conflict of interest exists when there is a conflict between an Officer's duties and responsibilities, and that Officer's personal interests. A conflict of interest may be actual, potential or perceived.

Private interests include the personal or financial interests of an Officer and the interests of relatives, friends or associates of the Officer.

An Officer is expected to avoid conflicts of interest involving any matter pending before the Branch Committee. A conflict of interest is deemed to exist when an Officer is confronted with an issue in which a member has a personal or pecuniary interest or an issue or circumstance that could render the Officer unable to devote complete loyalty and singleness of purpose to the interest of the Branch and its members.

If an Officer has a direct personal or private interest in any matter pending before the Branch Committee, the Officer shall disclose such interest to the Branch Committee in writing and shall not discuss or vote on the matter and shall not attempt to influence the decisions of other members of the Branch Committee.

#### **2.6.3 Sitting fees, honoraria or remuneration attached to an appointment**

Each person holding an office in the Branch shall disclose to the Branch Committee any remuneration paid to the Officer:

- (i) because the Officer is a member of, or holds a position with, a board or other organisation if:
  - (a) the Officer holds such position with the board or other organisation only because the Officer is an officer of the Branch; or

- (b) the Officer was nominated for the position by the Branch or a peak council; or
- (ii) by any third party, in connection with the performance of the Officer's duties as an Officer.

*Disclosure*

The disclosure required shall be made to the Branch Committee in writing as soon as practicable after the remuneration is paid to the Officer.

*Reference: Rule 85 in the Branch Rules*

Any sitting fee, honorarium or remuneration attached to such an appointment shall be paid to the Branch.

#### **2.6.4 Remuneration**

The Branch Committee shall disclose to the members of the Branch the identity of each Officer of the Branch who receives remuneration in connection with their holding office during the financial year. This shall include the actual amount of the Officer's remuneration and the value of relevant non-cash benefits for the financial year.

*Disclosure*

The disclosure will be made within three (3) months after the end of financial year and will also be published on the website.

*Reference: Rule 86 in the Branch Rules*

Each member of Branch Management will have a contract that details his or her roles and responsibilities and the form of remuneration. The contract will be valid only if it has been approved by the Branch Committee.

#### **2.6.5 Gifts**

Employees and officials sometimes receive gifts in recognition of service provided and this Policy does not seek to avoid recognising the good work of employees and officials. However, gifts may give rise to a conflict of interest in some situations and therefore employees and officials need to be mindful of a number of issues, when offered gifts.

Employees and officials should not seek or accept any payment, gift or benefit intended or likely to influence, or that could reasonably be perceived by an impartial observer as intended or likely to influence the employee to act in a particular way, fail to act in a particular way, deviate from the proper exercise of their official duties or to make a different decision to that which they would have otherwise made.

As a matter of course, Officers and employees should attempt to discourage HSU members from providing a gift, and judgement should be used so as not to offend the members' well-meaning intentions. The giver should be advised of the appropriateness of the gift and that a gift is unnecessary as the member has already paid for the service, by paying their union fees.

Employees and officials should avoid situations in which gifts are provided from companies, particularly those providing a service to the HSU, as they may be an attempt to influence decision making that is not in the best interests of the Branch or its members.

Employees and officials should have regard to the scale, lavishness or expense/cost/value of the gift; the frequency of occurrence; the degree of openness surrounding the occasion or gift.

It is recognised that a gift from a grateful Branch member in recognition of a employees' members' service, is different to a gift from a company and therefore may give offence if it is refused. Token or inexpensive gifts may only be accepted if offered as a gesture of appreciation and not to secure favour.

An Officer or employee must decline a gift if she or he believes that the gift is being provided to secure some special benefit or to influence some decision, or that acceptance of the gift would undermine the integrity and impartiality of the Branch, or that the acceptance of such a gift could be construed by others in this way.

#### **Declaration**

All gifts offered or accepted and that are deemed to be more than an estimated value of \$50 must be declared to the Assistant Secretary-Treasurer at the time they are received. Disclosure by the Secretary and Assistant Secretary-Treasurer will be made to the Branch Committee.

Cash can never be accepted as a gift. If the gift is in the form of an invitation to a hospitality, sporting or social event, the invitation should be disclosed to the Secretary, Assistant Secretary-Treasurer, Assistant Secretary or Branch Committee. Meals provided as part of, or a form of, entertainment is considered to be a gift.

This policy extends to a relative of an Officer or employee, where the gift is offered in, or in connection with, the Officer's or employee's employment with the Branch.

The Assistant Secretary-Treasurer will maintain a Register of Gifts for all gifts accepted and declined and will provide the Branch Committee with a copy of the register once each year. The Gifts Register is established to provide transparency around decisions which may be influenced by gifts provided to the decision makers. It is inappropriate to accept gifts which are attempting to influence a decision. The register should include information such as the date the gift was offered, to whom it was offered, by whom it was offered, the reason the gift was offered, a description of the gift, the estimated value of the gift and the view by the Secretary, Assistant Secretary-Treasurer, Assistant Secretary or Branch Committee regarding the acceptance or declining of the gift.

#### **Redistribution of gifts**

Gifts under \$50 in value may be kept by the recipient.

Gifts of value between \$50 and \$200 may be shared amongst employees generally or kept by the recipient with approval by the Secretary, Assistant Secretary-Treasurer or Assistant Secretary. Large gifts of significant value of more than \$200, will be submitted to the Branch Committee for consideration.

Employees dealing with procurement are not to accept gifts from suppliers. The Secretary, Assistant Secretary-Treasurer or Assistant Secretary are not to keep any gifts and are to redistribute any gifts received.

Where the gift is useful to the organisation, the gift may become the property of the Branch.

**Definitions:**

A gift or benefit is anything of value that is offered to you that is over and above your normal salary or employment conditions. They can include free (or less than market value) accommodation, entertainment, hospitality or travel.

Gifts categorised as token gifts or gifts of nominal value are inexpensive gifts of gratitude such as a bunch of flowers, bottle of wine or box of chocolates, of less than \$50 in value. Non token gifts have a greater than \$50 in value.

The Gift Register is an official record that records a gift and a benefit received by or offered to an employee and details the decisions made and action taken. The Gifts Register is to include information such as the date the gift was offered, to whom it was offered, by whom it was offered, the reason the gift was offered, a description of the gift, the estimated value of the gift and the view by the Secretary, Assistant Secretary-Treasurer, Assistant Secretary or Branch Committee regarding the acceptance or declining of the gift.

Gifts amongst HSU employees and officials for special events such as birthdays, weddings, birth of babies etc are not affected by this policy.

### **3. Financial control systems**

#### **3.1 Bank accounts**

All Branch funds will be maintained in bank accounts in the name of Health Services Union NSW Branch. The Assistant Secretary-Treasurer will be responsible for the ongoing management of Branch bank accounts.

Branch bank accounts are only to be opened or closed with the approval of the Branch Committee. Any bank account opened without the required approval will be deemed to be unauthorised, and the Branch will not accept any responsibility for any liability that may arise. Persons responsible for opening an unauthorised bank account may also be subject to disciplinary action.

#### **3.2 Account signatories**

Members of the Branch Committee will be signatories to the Branch's bank accounts, this will include satisfying the relevant 100-point identity check with the financial institution, as required by the relevant legislative provisions.

All cheques and written authorisations for the transfer and/or disbursement of funds of the Branch shall be signed by the Assistant Secretary-Treasurer (or in his or her absence the Secretary or Assistant Secretary) together with any two (2) members of the Branch Committee.

*Reference: Rule 53 in the Branch Rules*

Electronic funds transfers (EFT) will be prepared and uploaded by the Branch's finance department. All EFT transactions must be authorised by the Assistant Secretary-Treasurer (or in her or his absence the Secretary or Assistant Secretary) and two (2) other members of the Branch Committee. The Assistant Secretary-Treasurer (or in her or his absence the Secretary or Assistant Secretary) must authorise the transaction first, indicating that he or she has approved the expenditure within the guidelines of this policy.

EFT passwords and personal identification number (PIN) tokens are assigned to authorised Officers and employees, and those individuals must not disclose their passwords or provide their PIN tokens to any other person.

### **3.3 Delegation authorities**

#### **3.3.1 Normal operating expenditure**

The Secretary, Assistant Secretary-Treasurer and Assistant Secretary are authorised to make and commit to normal operating expenditure. Normal operating expenditure includes budgeted expenses including the following items of expenses: audit fees, building costs, cleaning, computer costs, consumables, consultants, delegate expenses, insurance premiums, electricity, postage, printing and stationary, communication costs, member services, motor-vehicle running costs, rates and taxes, repairs and maintenance, employee expense claims, subscriptions, telephones and travel expenses.

The limit of expenditure on any of the above items without the approval of the Branch Committee is \$30,000.

The payment of wages, superannuation and associated ATO payments are excluded from the above limit and are to be paid in accordance with the resolution of the Branch Committee or Council setting those wages. The CFO is authorised to prepare payments based on these prior instructions regarding the classification and salary for each individual Paid Officer or employee.

If a contract for goods or services has been approved by way of resolution by the Branch Council or Branch Committee under this policy, any expenditure incurred within the approved contract may be approved for payment by the Assistant Secretary-Treasurer (or in her or his absence the Secretary or Assistant Secretary).

#### **3.3.2 Legal expenses**

Legal costs are those incurred by the Branch in representing the interests of members, whether these are related to an individual member or the members as a collective. Before a matter is referred to the preferred legal firm or counsel, a cost estimate must be provided to the Branch for approval. If the cost estimate is above the approval limit of the Branch Manager it is to be referred to the Secretary (or in their absence the Assistant Secretary-Treasurer or Assistant Secretary) to seek approval before the matter is referred.

#### **3.3.3 Extraordinary operating expenses**

Expenditure that is not expenditure for the general administration of the Branch or for purposes reasonably incidental to the general administration of the Branch is considered extraordinary expenditure and must be approved by the Branch Committee or Council before the expenditure is incurred. The approval of the extraordinary expenditure by the Branch Committee or Council must be recorded in the relevant minutes.

### 3.3.4 Capital purchases

The Secretary and Assistant Secretary-Treasurer may approve the purchase of assets up to a value of \$15,000. Any items of a capital nature that are above this limit, but less than \$100,000 require approval by the Branch Committee. Items of a capital nature that are more than \$100,000 must have the approval of the Branch Council. Approval by the Branch Council or Branch Committee must be provided and recorded in the relevant minutes before any commitment to purchase is made. A copy of the resolution must be attached to the invoice for audit evidential purposes.

The approval of budgeted capital expenditure items can be authorised by the Branch Committee without referral to the Approval Matrix.

### 3.3.5 Approval matrix

Level of management	Approval limit		
	Normal operating expenses	Capital purchases	Extraordinary expenses
Branch Council	> \$200,000	> \$100,000	> \$100,000
Branch Committee	\$200,000	\$100,000	\$100,000
Secretary, Assistant Secretary-Treasurer and Assistant Secretary	\$30,000	\$15,000	NIL
Branch Management	\$5,000	NIL	NIL

### 3.4 Tendering and procurement

The Branch is committed to ensuring that the tendering and procurement of goods and services represents high quality and good value, and is done in the best interest of the Branch and its members.

A sound framework for tendering and procurement of goods and services will be based on the fact that tenders and procurements will be properly defined, documented, cost planned and approved by the appropriate level of Branch Management. Tenders and procurements will be subject to appropriate written contracts with the chosen supplier.

For more information, refer to the Tendering and Procurement Policy (Annexure B).

### 3.5 Assets

The Branch uses a variety of assets for the successful delivery of its business operations. Branch assets include such items as land, buildings, fixed equipment, infrastructure, motor vehicles and moveable equipment. The following points apply to Branch assets:

- The Branch will maintain an asset register of all owned assets.
- All employees will be responsible for using assets in accordance with the Branch’s policies and procedures.
- The Branch will maintain a program of regular inspection of all assets.



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- The CFO will determine the life of each asset, which will include the written-down value and depreciation value, determined in accordance with current applicable accounting regulations.
- The Assistant Secretary-Treasurer will ensure adequate insurance cover is maintained on Branch assets.

### **3.6 Motor vehicles**

The Branch may provide motor vehicles to designated employees for business operations and associated use. The type, make and model of all Branch vehicles to be purchased will be determined by the Branch Committee.

All Branch Officers or employees who use the vehicles must adhere to the following:

- A valid driver's licence must be produced and a copy recorded in the Officer's or employee's file before that Officer or employee may use any Branch vehicle.
- An Officer or employee must notify the Branch immediately of any medical conditions, licence cancellation or other restriction that may affect his or her ability to use a Branch vehicle.
- Branch Officers and employees must observe the 'rules of the road', abide by all relevant road-user legislation and agree to use the vehicle in a safe, comfortable and reliable manner.
- Branch Officers and employees must report to the appropriate parties any cases of accident, incident or emergency.
- A Branch Officer or employee using a Branch vehicle must keep a copy of all receipts relating to the vehicle and its usage.
- All Branch vehicles used for business operations must be kept in a condition that is safe, clean and complies with the relevant legislation in relation to the licensing of the vehicle.

For more information, refer to the Branch's Motor Vehicle Policy (Annexure C).

### **3.7 Property management**

The Branch may hold a property portfolio and adequate controls must be in place to ensure that these assets are dealt with accordingly. An agent will be appointed to manage the Branch's property portfolio. This agent will deal directly with the Assistant Secretary-Treasurer and the CFO regarding lease arrangements, rent collections, rental arrears, building outgoings, repairs and maintenance, strata meeting minutes, insurance claims, rent review and options.

New lease agreements may be approved by the Secretary, Assistant Secretary-Treasurer or Assistant Secretary, unless they exceed three (3) years in duration. The Branch Committee will approve any lease agreements that are scheduled to be for more than three (3) years. Any repairs and maintenance or capital costs are subject to the guidelines set out in this policy.

### **3.8 Accounts payable**

Each payment must be accompanied by supporting documentation. The CFO shall ensure the following:

- Supporting documents, including invoices, are maintained in the appropriate file.

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- Cheques will not be made payable to 'Bearer', 'Cash,' or some other unidentifiable entity.
- Blank cheques will not be signed and left blank to be filled in later by a third party.
- All invoices will be approved by the department head and then approved by the Assistant Secretary-Treasurer (or in his or her absence the Secretary or Assistant Secretary) prior to them being put through the payment process.
- Invoices must be paid according to the agreed invoice terms and must be processed on a timely basis to ensure continued good relationships with vendors and suppliers.
- For EFT payments, the supplier's bank account details must be independently verified prior to being authorised by the Assistant Secretary-Treasurer.

### **3.9 Bad debts**

The Branch is committed to minimising any bad debts that it may incur. A bad debt is an amount that is written off by the Branch. The Branch will take all reasonable and practical means to recover any outstanding monies owed to the organisation.

To minimise any bad debts that may occur, the Branch will:

- Implement a range of service indicators that will be imposed on an overdue debt and the debt may be referred to a selected debt collection agency.
- Appropriate debt-recovery and collection procedures will be implemented to ensure adequate controls are in place to minimise bad debts.
- Debts will be written off only when all reasonable efforts for recovery have been taken. The Assistant Secretary-Treasurer will recommend debts to be written off.

Unfinancial members may have their unpaid fees waived if they agree to a direct debit payment plan. A listing of such members and supporting documentation is to be tabled to the Branch Committee for approval of any fee waiver.

### **3.10 Income management**

Membership contributions are managed by the membership administration department, under the supervision of the Finance Manager. This includes managing all payments received and recorded in the membership database, as well as resignations.

Direct debit runs are conducted on a regular basis from those members who have provided authority to the Branch to do so. A bank file is generated from the membership database and uploaded to the external provider, which then generates the transfer of funds into the provided bank account. The contributions are automatically allocated in the membership system.

Credit-card payments are also conducted on a regular basis for those members who have provided authority to the Branch to do so. The debit file is uploaded to the external provider for processing and contributions are automatically allocated in the membership system. The Branch will ensure PCI compliance is upheld.

BPay details are provided on account invoices that are sent to members. The BPay bank file is downloaded on a regular basis from the financial institution and the file is imported into the membership system, automatically allocating the contributions against the member's record.

Cheques and/or money orders are banked into the Branch's bank account on a regular basis and contributions are allocated in the membership database.

Payroll deductions are received either by EFT or cheque payment from the employer, and a remittance advice is provided. The contributions are then allocated in the membership database.

A report on rejected and declined contributions is provided to the Finance Manager on a regular basis and the contributions are reversed in the membership database. Contact is made with the member regarding the declined payment.

The membership department will provide the finance department with a detailed listing of all membership contribution income received on a regular basis for reconciliation to the bank account and input into the accounting general ledger. Any variances must be investigated.

### **3.11 Credit cards**

Credit cards are only to be used for official Branch business and in accordance with this policy and associated procedures. Credit cards will only be issued to Paid Officers and employees, subject to them demonstrating a need in the conduct of their official duties. The credit card limit for all cards will be approved by the Branch Committee by way of resolution, and the CFO must maintain a register of cardholders and limits.

Upon receipt of the credit card, an Acknowledgement of Receipt and Agreement to Conditions of Use form must be signed by the Officer or employee, demonstrating an understanding of the Branch's Corporate Credit Card Procedure. This includes information on the authorised and unauthorised use of the card, reconciliation procedures and credit card controls.

For more information, refer to the Branch's Corporate Credit Card Policy (Annexure D).

The CFO will provide a summary listing of all expenditure incurred on the Branch-issued credit cards for the prior statement period to the Audit and Finance Committee at each meeting.

### **3.12 Business expense reimbursements**

It is the policy of the Branch to reimburse Officers, members and employees for ordinary, necessary and reasonable expenses when those expenses are directly related to Branch business operations. Requests for reimbursement of business expenses must be submitted using the expense claim portal with all relevant and approved documentation to support the claim. The Business Expense Reimbursement Procedure sets out the required documentation, approval required and how payments will be made. In addition, the procedure gives guidelines on reimbursable expenses and lists non-reimbursable expenses.

For more information, refer to the Branch's Business Expense Reimbursement Procedure (Annexure E).

### **3.13 Petty cash**

The petty cash float is maintained by the finance department and will be used to reimburse Officers, employees and members for small, incidental business-related expenditure. Petty cash claims are limited to \$100 per transaction. Claims for petty cash reimbursement require a completed Expense Claim Form (set out in the guidelines provided in the Business Expense Reimbursement Procedure), supporting receipts evidencing the claim and authorisation by the claimant's immediate superior. Reimbursement will only occur once this has been completed.

Under no circumstances is it permissible for an Officer or employee of the Branch to borrow money from the petty cash float for non-business related purposes.

### **3.14 Travel-related expenditure**

Any member, Officer or employee of the Branch is entitled to be compensated for actual costs incurred that are associated with a pre-approved overnight stay away from her or his home when on Branch-related business.

The compensation for costs associated with an overnight stay can be made in one, or a combination of: (i) by submitting a claim for payment in accordance with the Business Expense Reimbursement Procedure, (ii) by using a Branch-issued credit card in accordance with the Corporate Credit Card Policy or (iii) the Branch has paid directly for the reasonable cost associated with accommodation and/or meal expenses.

Costs associated with a relative's travel will not be paid for by the Branch, except on prior approval by way of resolution from the Branch Committee.

Overseas travel must have prior approval by the Branch Committee, with a copy of the passed resolution provided to the CFO before any related expenses may be incurred.

For more information, refer to the Travel Policy (Annexure F).

### **3.15 Dining and entertainment expenses**

It is recognised that from time to time it may be appropriate for Paid Officers and employees to incur dining or entertainment expenses associated with conducting the business of the Branch. Entertainment costs including food and beverage dining must be approved by the Secretary, Assistant-Treasurer or Assistant Secretary prior to the cost being incurred, without exception. The Branch will pay or reimburse the cost of business meals when they are directly related or associated with the active conduct of Branch business. The amount must be reasonable, publicly defensible and not open to perceptions of excessiveness.

Fringe Benefits Tax (FBT) is payable by the Branch on the taxable value of fringe benefits provided by meal entertainment to Officers and employees. In order to minimise the Branch's tax liability, all entertainment costs must specify the number and names of employees, associates and delegates.

#### 4. Policy implementation

This policy is to be implemented through the procedures and arrangements established under to the Branch Rules, which has been designed to provide compliance with financial management, ensuring accountability for employer, employees, Officers, Councillors and members.

##### 4.1 Breach of this policy

Failure to comply with this policy, or of the associated procedures, could result in disciplinary action, suspension, removal from Officer position, termination of employment (dismissal), or termination of vendor contracts and agreements. Additionally, individuals may be subject to loss of Branch access, privileges, civil and/or criminal prosecution.

##### 4.2 Policy review

The Finance Policy can be amended by a resolution passed by no less than 70 per cent of all members of the Branch Council. Such an amendment can be rescinded by a plebiscite of the Branch.

##### 4.3 Dissemination of policy

A copy of this policy will be published on the website of the Branch.

##### 4.4 Policy version control

Policy Approval Date:	30 November 2023
Approved by:	Branch Council under Rule 90
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## HEALTH SERVICES UNION

### Audit and Finance Committee Charter

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#### 1. Purpose

- 1.1 An independent Audit and Finance Committee (the Committee) is recognised as an important feature of good governance and is an efficient mechanism to ensure the integrity of the Branch’s financial reporting.
- 1.2 The purpose of the Committee is to:
  - 1.2.1 independently verify and safeguard the integrity of the Branch’s financial reporting
  - 1.2.2 ensure that the Branch’s financial reporting is presented to members in a factual manner that allows members to easily comprehend the information.
- 1.3 The purpose of this Charter is to:
  - 1.3.1 document the functions, responsibilities and administration of the Committee
  - 1.3.2 give the Committee the necessary power and resources so that it can carry out its role and responsibilities.

#### 2. Functions of the Committee

##### *Financial Information*

- 2.1 The Committee is to prepare budget and cash forecasts, to examine closely financial statements on a regular basis, and to monitor and protect the funds and property of the Branch.
- 2.2 The Committee may adopt budget and cash forecasts prepared or verified by the Chief Financial Officer.
- 2.3 The Committee will review the draft annual financial statements before referral to the Branch Committee, focusing on:
  - 2.3.1 significant changes in accounting policies and procedures
  - 2.3.2 major judgmental areas
  - 2.3.3 significant audit adjustments
  - 2.3.4 proposed departures from accounting standards
  - 2.3.5 compliance with statutory requirements for financial reporting.

### ***Risks, policies and controls***

- 2.4 The Committee will monitor and review the adequacy of the Branch's accounting control systems on a regular basis, by reviewing the external auditor's written reports and by monitoring the CFO's responses and actions to correct any deficiencies.
- 2.5 The Committee will assess the management processes supporting external reporting and determine whether external reporting is consistent with Committee members' information and knowledge and is adequate for the needs of members.

### ***External auditors***

- 2.6 The Committee will:
- 2.6.1 Create procedures for the selection and appointment of the external auditor and for the rotation of external audit engagement partners.
  - 2.6.2 Recommend the appointment or, if necessary, the removal of the external auditor.
  - 2.6.3 Assess the performance and independence of the external auditors.
  - 2.6.4 Meet with the external auditors on at least two (2) occasions during the year. One of these meetings will involve the review of the audit management letter and discussion of the conduct of the audit and any matters arising.

## **3. Composition of the Committee**

- 3.1 The Committee will be comprised of the President, Secretary, Assistant Secretary-Treasurer, Assistant Secretary and five (5) ordinary members of the Branch Council, appointed by the Branch Council.
- 3.2 The Committee should include members who are financially literate (that is, be able to read and understand financial statements).
- 3.3 Where possible, the Committee should have at least one member who has relevant accounting, legal or financial management qualifications and experience.

## **4. Meetings of the Committee**

- 4.1 The Committee shall meet on a monthly basis. The meetings must be conducted in such a manner that allows members to participate and be actively involved. The meetings can be conducted through whichever means the Committee deems to be most appropriate, such as in person, by telephone conference or by video conference.

## 5. Resources of the Committee

- 5.1 Each member of the Committee will be provided with financial management training within six (6) months of appointment.
- 5.2 The Committee will be given the necessary resources such as access to the person(s) responsible for creating financial documents, the right to seek explanation and additional information.

## 6. Reporting

- 6.1 The minutes of all Committee meetings are to be circulated to all members of the Branch Council.
- 6.2 The ultimate responsibility for the integrity of the Branch’s financial reporting rests with the Assistant Secretary-Treasurer, who is accountable to the Branch Committee. The decisions of the Branch Committee are reviewable by the Branch Council, which has the power to take any action that in its opinion is in the interest of the Branch.

### Policy Version Control

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## HEALTH SERVICES UNION

### Tendering and Procurement Procedure

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#### 1. Introduction

##### 1.1 Purpose

The Branch is committed to ensuring that the procurement of goods and services represents high quality and good value and is done in the best interest of the Branch and its members.

##### 1.2 Scope

A sound framework for procurement of goods and services will be based on the fact that all procurements will be properly defined, documented, cost-planned and approved by the appropriate level of Branch management. All major procurements will be subject to appropriate written contracts with the chosen supplier and approved by the Branch Committee or Council.

#### 2. Procedure

##### 2.1 Purchase-order system

- All purchases must be within the approved budget. Prior approval must be provided by the Secretary, the Assistant Secretary-Treasurer or the Assistant Secretary for any purchases outside the approved budget.
- All purchases must be within the authorised limit as set out in the Finance Policy.
- Purchases over \$5,000 require two quotes unless a service agreement is in place. Where the cheapest supplier is overlooked, justification of the decision will be required.
- Purchases from a supplier that is not registered for GST must have prior approval from the Assistant Secretary-Treasurer.
- Purchase orders must be fully completed (that is, the name and address of the supplier, date, description and quantity of goods must be included). The invoice when received will be matched to the purchase order.
- Any variation between the value of the purchase order and the value of the invoice must be documented and approved by the Assistant Secretary-Treasurer before payment may be granted.

##### 2.2 Procurement procedure

**Step 1** → Determine if the approximate purchase value is within the approved budget. If this is unknown, ask the Assistant Secretary-Treasurer or the Chief Financial Officer for assistance.

**Step 2** → Identify the approximate cost of goods or services being purchased and the level of authority required to authorise the purchase:

## Finance Policy – Annexure B

- Goods or services to a value of \$0–\$250 – written quotes are not required, and the purchase can be made by employees without requiring prior approval (go to Step 6).
- Goods or services valued at \$251–\$5,000 – written quotes are not required but approval of Branch Management is required (go to Step 6).
- Goods or services valued at \$5,001–\$30,000 – two written quotes are required, and approval is required from the Secretary, Assistant Secretary-Treasurer and/or Assistant Secretary.
- Goods or services valued at \$30,001–\$200,000 – three written quotes are required, or expressions of interest invited, or formal advertised tenders conducted, and approval is required from the Branch Committee. The reasons for choosing the methodology of procurement are to be outlined to the Branch Committee.
- Goods or services valued at over \$200,000 or with an approximate annual expenditure of over \$200,000 – formal advertised tenders must be conducted, and approval is required from the Branch Council.
- Goods or services of a capital nature valued up to \$15,000 – two written quotes are required, and approval is required from the Secretary, Assistant Secretary-Treasurer and/or Assistant Secretary.
- Goods or services of a capital nature valued at \$15,001–\$100,000 – at least three written quotes are required, or expressions of interest invited, or formal tenders conducted, and approval is required from the Branch Committee. The reasons for choosing the methodology of procurement are to be outlined to the Branch Committee.
- Goods or services of a capital nature valued at over \$100,000 – at least three written quotes are required, or expressions of interest invited, or formal tenders conducted, and approval is required from the Branch Council. The reasons for choosing the methodology of procurement are to be outlined to the Branch Council.

**Step 3** → Request quotes or expressions of interest or formal advertised tenders from suppliers.

**Step 4** → Evaluate the quotes, expressions of interest or tenders received, taking the following factors into consideration:

- price of the goods or services to be provided
- quality of goods or services to be provided
- warranties offered by supplier
- reliability of supplier
- delivery schedules
- payment terms
- capability of the supplier, including experience and track record.

## Finance Policy – Annexure B

**Step 5** → Officers and employees must declare any direct and indirect personal relationships, affiliations or associations that they have which may give rise to any actual or perceived conflict of interest. A Conflict of Interest Declaration Form should be submitted to the finance department describing the nature of the business transaction.

**Step 6** → Gain approval to make the purchase from the appropriate level of authorisation as per Step 2. This requires providing the justified reason for the expenditure and the preferred supplier.

**Step 7** → Notify the successful supplier and issue a purchase order. If the goods or services are over \$5,000 only the Assistant Secretary-Treasurer or finance department can confirm with the supplier with an approved purchase order. Employees placing orders for goods or services valued at more than \$5,000 may be personally liable for this expense. Where this occurs, the issue is to be determined by the Branch Committee. If the supplier has not been engaged before a New Supplier Request Form must be completed and given to the finance department for the Assistant Secretary/Treasurer's review and approval.

**Step 8** → If quotes or tenders were received, the documentation including the justified reasoning for the decision and minuted approval (if applicable) must be provided to the Chief Financial Officer for audit evidential purposes.

Splitting of purchases into smaller amounts to avoid exceeding the approval limits is strictly prohibited.

Officers and employees will set fair dealing and ethical conduct as standard behaviour in the course of procuring goods or services on behalf of the Branch, such that an external observer would readily conclude the Branch's procurement behaviour complies with rules and standards for proper and ethical procurement practice. Fair dealing means treating all suppliers equally, providing them with equal opportunity and information, and assessing them without bias against evaluation criteria. No inducements of a financial or non-financial nature can be accepted.

### 2.3 Expressions of Interest and Tendering

- Expressions of interest can be requested if: goods or services of a capital nature exceed \$15,000 or operating goods or services exceed \$30,000.
- Formal advertised tenders are required if: operating goods or services exceed \$200,000 or with an approximate annual expenditure exceeding \$200,000.
- Tenders will be evaluated by the Audit and Finance Committee with recommendations provided by the Tender Committee. Final approval to be given by the Branch Committee or Branch Council in accordance with the approval limits provided in the Finance Policy.
- Evaluation criteria will be weighted to assist in identifying suppliers offering best value for money and the most advantageous outcomes for the Branch.
- All potential contractors or suppliers will be given equal opportunity and consideration by being provided with the same or consistent advice and by allocating one person as a point of contact for all potential contractors, where possible. Open and effective competition is central to achieving value for money.

## Finance Policy – Annexure B

- For the tendering process to be efficient, inappropriate or unnecessary costs and delays are to be minimised. The least-cost choice should not be followed automatically if there is clear and reasoned justification for not doing so. However, if the selected contractor or supplier is other than the one who has tendered the lowest price, reasons for not selecting the lowest-priced tender must be stated.
- Tender documents must be treated with confidentiality at all times. If the need arises to make contact with any supplier, do not divulge any details of any other tender or quote received, and do not make any commitment to order from the supplier contacted.

### 2.4 Contracts

- All contracts must be approved within the guidelines outlined in the Branch’s policies and procedures.
- Service contracts will not be approved for a period longer than three (3) years unless Branch Committee or Branch Council approves by special resolution for a period no longer than five (5) years.
- Contracts must be reviewed at their expiration.
- Original signed contracts will be provided to the Chief Financial Officer, to be kept in the master folder for audit evidential purposes.

### 2.5 Expenditure approval matrix

Level of management	Approval limit		
	Normal operating expenses	Capital purchases	Extraordinary expenses
Branch Council	> \$200,000	> \$100,000	> \$100,000
Branch Committee	\$200,000	\$100,000	\$100,000
Secretary, Assistant Secretary-Treasurer and Assistant Secretary	\$30,000	\$15,000	NIL
Branch Management	\$5,000	NIL	NIL

### Policy Version Control

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## HEALTH SERVICES UNION

### Motor Vehicle Policy

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#### 1. Introduction

##### 1.1 Purpose

The Branch will maintain a motor vehicle fleet to support the work of Paid Officers and employees in a manner that is effective and efficient, by ensuring:

- the integrity, reliability and performance of Branch-owned motor vehicles;
- that fleet users have access to appropriate support;
- that all Paid Officers and employees using Branch motor vehicles comply with the terms and conditions of use; and
- that the Branch's motor vehicle fleet is appropriately managed.

##### 1.2 Scope

This policy applies to the use of all owned and leased motor vehicles. It is every driver's responsibility to understand and comply with this policy. As a condition of employment, all personnel with driving privileges will know, understand and adhere to all laws pertaining to the type of vehicle and geographical location being operated in.

#### 2. Policy

##### 2.1 Fleet management

An external company will be engaged to manage the Branch's fleet. Each motor vehicle comes with a driver's kit, which includes information and contact details for roadside assistance, tyre replacement, servicing, batteries and windscreens. In addition, a debit card for petrol purchases at specific service station chain (E10, regular or diesel only) will be provided. These services are provided only for specified motor vehicles, identified by their registration number. In addition, the fleet management company will look after the registration and third-party insurance for all fleet vehicles.

Toll tags will not be provided by the Branch. These must be obtained by the driver and any business-related toll expenses incurred may be claimed back from the Branch. Any administration fees associated with payment or non-payment of tolls will be the responsibility of the driver and not the Branch. Travel to any HSU office and home is not considered to be a business trip, but rather a personal trip and cannot be claimed back from the Branch.

The Asset and Fleet Officer is responsible for managing insurance claims to repair damage to motor vehicles and for liaising with employees regarding any related issues.

Fleet vehicles must be made available for work purposes at any time they are required, including weekends and evenings.

## Finance Policy – Annexure C

Vehicles are to be used and maintained in accordance with the manufacturer's requirements and specifications. The owner's manual for each vehicle is stored in the vehicle's glove box and drivers are encouraged to familiarise themselves with the vehicle by reviewing these manuals.

Authorised drivers are to complete a vehicle inspection report every quarter or however determined by the Secretary or Assistant Secretary-Treasurer.

Any unauthorised use or breach of the procedures may result in disciplinary action being taken. Disciplinary action may range from vehicle repossession, possible termination of employment or the instigation of criminal proceedings.

### 2.2 Pool cars

A number of vehicles, as determined by the Secretary or Assistant Secretary-Treasurer, may be permanently located at the Branch's office.

Pool cars may be used for:

- Branch business during normal working hours;
- after normal hours with approval granted by the Secretary or Assistant Secretary-Treasurer; or
- overnight or on weekends to replace an assigned car that has been temporarily retained for repair.

It is the responsibility of each driver to ensure that the pool car is kept clean and filled with petrol. A pool car should not be returned with less than a quarter tank of petrol.

### 2.3 Authorised drivers

Only authorised drivers are permitted to drive Branch fleet vehicles. It is the responsibility of the Secretary or Assistant Secretary-Treasurer to authorise employees to become authorised drivers.

An authorised driver must have a valid driver's licence. If at any time the licence of an authorised driver expires or is revoked, or the driver is otherwise disqualified from driving, it is the responsibility of the driver to notify the Asset & Fleet Officer. Under no circumstances is a driver authorised to drive without a valid driver's licence.

Should an authorised driver's licence validity, currency or conditions alter in any way, that driver is to notify the Asset & Fleet Officer immediately and not drive unless it is an emergency situation.

Except in cases of genuine emergency, the authorised driver will not permit any other person who is not an authorised driver to drive the vehicle.

As a condition of employment, all authorised drivers, who are provided with an HSU vehicle as a tool of trade, acknowledge and consent to telematics technology being used in all HSU vehicles.

### 2.4 Personal use of Branch cars

Unless otherwise determined by the Branch Committee, the Paid Officer or employee may use the vehicle, fully maintained at the expense of the Branch, for his or her private use and may remain in possession of the vehicle after normal hours of work. The cost of washing Branch vehicles is the

## Finance Policy – Annexure C

responsibility of the Paid Officer or employee unless prior approval has been given by the Secretary, Assistant Secretary-Treasurer or Chief Financial Officer.

The motor vehicle may be retained by the Paid Officer or employee whilst on leave, up to four (4) weeks, or as approved by the Secretary in writing. In the case of the Secretary, approval must be given in writing by the Branch Committee prior to the Secretary's leave period. When on periods of leave (including ADO's) or absent from work the Paid Officer or employee is responsible for the cost of any fuel associated with the private use of the vehicle.

Paid Officers and employees who have been provided with an assigned vehicle must fill up the Branch vehicle with petrol on the day prior to going on leave, using the Branch-issued debit card allocated to that vehicle. The Paid Officer or employee is then responsible for the cost of any fuel associated with the private use of the vehicle. On the day prior to returning to work from leave the Officer or employee must fill up the Branch vehicle with petrol at their own expense. The Branch-issued debit card is not to be used for this purpose and it is advised to keep receipts for this personal expense.

### 2.5 Parking and traffic infringements

Authorised drivers must comply with all traffic rules and parking regulations. All parking or traffic infringement fines are the responsibility of the driver and will not be paid by the Branch. Any infringements received must be acknowledged by the employee and paid within the required timeframe. Any fines that are disputed must be communicated to the finance department as an unresolved infringement.

### 2.6 Health and safety

The *Work Health and Safety Act 2011* (Cth) requires employers to ensure the health and safety of people at work, including workplace equipment such as motor vehicles.

Only drivers authorised by the Branch are permitted to use Branch motor vehicles.

The authorised driver must not drive an unsafe motor vehicle. If the authorised driver becomes aware that the motor vehicle is unsafe while driving, the motor vehicle must be stopped as soon as it is safe to do so, and the problem reported to the finance department as soon as practical.

Vehicles that are unattended must be locked at all times.

Smoking is not permitted in fleet vehicles under any circumstances.

### 2.7 Accident reporting

All accidents involving a Branch motor vehicle must be reported by the authorised driver to the finance department as soon as possible. Following this, an incident report must be submitted within 48 hours of the incident.

Where police or legal action is instituted against the driver in respect of an accident, the matter must be reported to the Secretary or Assistant Secretary-Treasurer as soon as possible.

In the event of any accident involving another vehicle, person/s or property, the driver must supply his or her name and address, as well as the Branch's address and particulars of the vehicle, to any person involved in the accident. Where damage is caused to a third party's unattended vehicle, a written notice showing the particulars must be affixed to that vehicle.

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Under no circumstances is the driver to admit liability for any accident.

### 2.8 Insurance

All Branch motor vehicles will be covered by comprehensive motor vehicle insurance and third-party insurance.

The Branch's motor vehicle insurance does not apply in the following cases:

- The authorised driver had on his or her breath or in his or her blood an amount of alcohol or drug equalling or exceeding that limit prescribed by law.
- The authorised driver refused to take a legal test for alcohol or drugs.
- The authorised driver did not without a reasonable cause remain at the scene of the accident until the police arrived or when required by law to do so.
- The authorised driver did not have a valid driver's licence.

Authorised drivers should also ensure that valuable or potentially valuable items (such as mobile phones, notebooks, packages and cases), if left in an unattended vehicle, are not visible from outside the vehicle.

Authorised drivers should also ensure that no confidential or sensitive documents are left in unattended vehicles.

### 2.9 Fringe Benefits Tax

Fringe Benefits Tax (FBT) is payable by the Branch on the taxable value of fringe benefits provided to Paid Officers and employees. Personal use of fleet cars by Paid Officers and employees constitutes a fringe benefit. The method of calculation used (Statutory or Operating) for FBT liabilities is at the discretion of the Chief Financial Officer. The FBT year ends on 31 March, and a declaration must be provided by the Paid Officer or employee, answering the requested information (this will be sent out in mid-March each year). A 12-week logbook will be required to be completed by the Paid Officer or employee as governed by FBT legislation. Any further requests given in order to comply with these reporting obligations must be followed within the timeframe provided.

### 2.10 Vehicle financial management

- (a) The Branch Committee shall ensure that all motor vehicle purchases are properly authorised in accordance with budget allocations and authorised financial delegations.
- (b) Vehicles should be replaced every three (3) years or 90,000 kilometres, whichever comes first.
- (c) All motor vehicles must be recorded in the Fixed Assets Register.
- (d) All motor vehicles are subject to an annual stocktake. Discrepancies discovered during physical stocktakes must be investigated and reported to the Branch Committee.
- (e) Vehicles must be maintained in good working order, with due regard for safety and security.



#### Finance Policy – Annexure C

- (f) Disposal of all surplus, unserviceable or obsolete motor vehicles must be undertaken without undue delay.
  
- (g) If the vehicle is sold other than by “trade in” on another vehicle then two (2) quotes from licenced motor dealers are to be provided for consideration by the Assistant Secretary-Treasurer and Chief Financial Officer before sale.
  
- (h) Vehicles may be sold to Branch employees but only on the basis as outlined in clause (g) above.

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## HEALTH SERVICES UNION

### Corporate Credit Card Procedure

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#### 1. Introduction

##### 1.1 Purpose

The purpose of this procedure is to describe the processes involved in the management of Branch credit cards for use while conducting Branch business and during the conduct of Branch business operations.

##### 1.2 Scope

Corporate credit cards will only be issued to Officers and employees subject to those employees demonstrating a need in the conduct of their official duties, and who accept and abide by the conditions under which the card is issued. The credit card limit for all credit cards will be approved by the Branch Committee. The Chief Financial Officer (CFO) will maintain a register of cardholders and limits.

#### 2. Procedure

Credit cards provide the Branch with a cost-effective and convenient method of purchasing goods and services. When Branch credit cards are used, the following rules apply:

- All purchases are to be for Branch business only and must be supported by complete and appropriate documentation.
- Credit cards must **not** be used for personal expenses. It is the cardholder's responsibility to ensure compliance with this policy.

##### 2.1 Credit cards

- The nominated financial institution is the exclusive supplier of credit-card facilities to the Branch. No other provider's credit card or debit card will be approved for use.
- The relevant employees will need to satisfy the 100-point identity check required by the relevant legislation.
- Cardholders are responsible for ensuring they adhere to this corporate credit card procedure.
- Rewards points schemes will not be linked to credit cards.
- A cash withdrawal feature will not be available to cardholders.

##### 2.2 Authorised card use

Employees are authorised to use their Branch credit card to purchase goods or services required as a function of Branch duties. However, credit-card purchases should only be made if no other method of payment is available.

## Finance Policy – Annexure D

- It is preferable to purchase from companies with which the Branch has an account and uses their purchase order/invoicing systems.
- A purchase made with a credit card may be made in-store, by telephone, fax or internet.
- Any non-authorised expenses will be recovered from the cardholder.
- While the purchase of capital goods using a credit card should be avoided, the Assistant Secretary-Treasurer may approve a capital goods purchase provided it does not exceed the other purchase price limits set by this Policy.

### 2.3 **Unauthorised and inappropriate card use**

Credit cards must never be used to purchase items for personal use or for non-work-related purposes, even if the cardholder intends to reimburse the Branch.

Unauthorised and inappropriate card use includes, but is not limited to:

- items for personal use.
- items for non-business purposes.
- cash or cash advances.
- relocation expenses.
- airline club fees.
- in-flight movies/refreshments.
- traffic fines.
- recurring payments that are made in advance, for example toll fees (except hire car tolls) or Opal cards.
- hotel-room movies or mini bar purchases (including water) and other forms of personal entertainment.
- food and beverage dining entertainment, unless pre-approved by the Secretary, Assistant Secretary-Treasurer or Assistant Secretary.

### 2.4 **Documentation**

The Branch requires tax invoices and/or receipts for all credit card expenses. The tax invoice/receipt must include itemised details of what was purchased. A receipt from a merchant EFTPOS machine is not acceptable as the only form of receipt for purchase. It is the responsibility of the employee to ensure that all documentation is obtained at the time of the transaction.

### 2.5 **Cardholders**

The cardholder is the employee whose name appears on the credit card. The cardholder must sign a statement on receipt of the card acknowledging his or her responsibilities and obligations, which include that the cardholder must:

## Finance Policy – Annexure D

- be personally responsible for the security of the credit card and ensuring its use is within this policy;
- sign the credit card immediately upon receipt;
- not disclose the PIN or other security on the card to any party other than the financial institution or as required by law;
- retain all original tax invoices, sales vouchers, receipts and verify that each charge was for a proper purpose;
- notify the credit card provider immediately if the card is lost or stolen, and then notify the finance department at the Branch; and
- advise the credit card provider and the Branch immediately of any unauthorised use of the credit card.

### 2.6 Transactions

The following is a list of transactions for which the Branch credit card can be used. It is both the cardholder's and the manager's responsibility to ensure the card is used for legitimate Branch business and compliant with the Branch's Finance Policy and Procedures.

If a cardholder has any doubt as to the correct use of the Branch credit card, that person must contact his or her Manager or the finance department prior to the transaction being processed or completed.

- The Branch credit card may be used for the purchase of goods and services, either within Australia or overseas, up to a limit of \$250 per transaction for employees (if above \$250 prior approval must have been provided by the manager) and \$5,000 for management.
- This limit does not relate to travel expenses such as airfares and accommodation.
- The Assistant Secretary/Treasurer may authorise the purchase of capital goods using a credit card, only where it does not exceed \$250 per transaction for employees and \$5,000 for management.
- Splitting a transaction into smaller transactions to avoid exceeding the transaction limit is strictly prohibited.

### **Allowable expenditure guidelines**

#### *Domestic and overseas travel*

Branch travel that has been approved by the employee's manager can be booked using the Branch's credit-card facilities. Airline tickets should be booked using the online travel portal unless prior approval has been received from the Secretary, Assistant Secretary-Treasurer or Assistant Secretary (refer to the Travel Procedure – Annexure F).

Any overseas travel must have the approval of the Branch Committee, with a copy of the passed resolution provided to the CFO before any travel-related expenses are incurred.

## Finance Policy – Annexure D

### *Accommodation*

Accommodation that has been approved by the employee's manager can be booked using the Branch's credit card facilities. Employees are entitled to stay in motel or hotel accommodation when it is considered necessary to attend Branch business, or where it is not practical for the employee to return home on the same day.

If the cost of the accommodation exceeds \$198 per night approval must be received from the Secretary, Assistant Secretary-Treasurer or Assistant Secretary prior to making the booking (refer to the Travel Procedure – Annexure F). This amount may be increased by the Branch Committee.

Accommodation bookings should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation options.

### *Meals*

The Branch will allow for the cost of meals when travelling or attending to Branch business when associated with an overnight stay (refer to the Travel Procedure – Annexure F). The maximum amount of expenditure able to be claimed by the employee is as follows:

- breakfast – \$32 per day
- lunch – \$36 per day
- dinner – \$54 per day

These amounts may be increased by the Branch Committee.

Officers or employees who are required to travel distances longer than two (2) hours of normal driving time are entitled to purchase or claim for a coffee, tea or other drink refreshment.

### *Taxi/ride sharing travel*

The Branch will allow for the cost of taxi/ride sharing travel for the purpose of attending to Branch business. A trip description must be noted on the receipt, including the purpose and activity to which the expense relates (refer to the Travel Procedure – Annexure F).

### *Parking*

The Branch will allow for parking costs incurred by employees while attending to Branch business (refer to the Travel Procedure – Annexure F). A tax invoice or parking ticket is required for substantiation with the monthly credit-card reconciliation. Parking expenses at airports should only be incurred when the cost is less than a taxi fare or public transport is not convenient in that instance.

### *Petrol for Branch-owned vehicles*

A debit card is issued against the registration number on Branch-owned vehicles (refer to the Motor Vehicle Procedure – Annexure C). This allows for petrol to be purchased at a nominated service station chain. In case of emergency, the Branch credit card may be used to purchase petrol only at alternate service stations.

Finance Policy – Annexure D  
*Provision of facilities*

The Branch will allow for the costs of providing administrative tools and facilities to assist employees in their role, where no other Branch facilities are available. This may include:

- access to photocopier costs.
- access to facsimile machine costs.
- mobile phone costs.
- subscriptions.
- low-value consumables.

*Entertainment*

Entertainment costs, including food and beverage dining, must be approved by the Secretary, Assistant Secretary-Treasurer or Assistant Secretary prior to the cost being incurred, without exception.

Fringe Benefits Tax is payable by the Branch on the taxable value of fringe benefits provided by meal entertainment to employees. In order to minimise the Branch's tax liability the entertainment cost must specify the number and full name of employees, associates and delegates in attendance.

Any unauthorised use or breach of the procedures may result in disciplinary action being taken. Disciplinary action may range from cancellation of the card, possible termination of employment and/or the instigation of criminal proceedings.

## **2.7 Monthly statements**

### **Statement date**

The statement date is the last day that transactions are billed by the credit card provider in that month. The credit card accounts are rolled over by the provider and credit limits reset on the next working day. The following steps below must be taken to reconcile the statements.

### **Cardholders**

Reconciliation is conducted using an expense management system. The procedure below outlines the requirements for Union cardholders:

- Verify each transaction – enter a description of the purchase and the reasons the expense is a cost of the Branch. If other people were involved in incurring the expense it must be also detailed.
- Attach the tax invoices and/or receipts and other supporting documentation to the credit card statement.
- Once all documentation has been compiled, approval must be provided from the employee's Manager.

#### Finance Policy – Annexure D

- All approved statements (with completed supporting documentation) must be submitted to the finance department within ten (10) calendar days of the statement date for processing.

A statutory declaration must be completed for any tax invoices or receipts that have been lost that exceed \$25 per statement cycle.

#### Statements not reconciled

Statements will not be considered reconciled until they meet the conditions set in the policy.

- Late submission of expenses is not acceptable, unless prior notice has been provided.
- Where a statement remains not reconciled after 14 days, the card account may be suspended.
- If the statement still remains not reconciled after 30 days, the card account may be cancelled.

### 2.8 Credit card controls

#### Lost and stolen cards

If the Branch credit card is either lost or stolen, the cardholder must immediately notify the issuing card provider then the Branch's finance department.

- When the cardholder advise the credit-card provider of a lost or stolen card, the provider will allocate a report number, which will be proof of the date and time of the report.
- The credit-card provider will place a 'stop' on the card account and arrange for a replacement account to be established and a new card to be forwarded to the Branch office.
- Cardholders must also advise the finance department as soon as practically possible.

#### Cancelling cards

A Branch credit card will be cancelled when any of the following events occur:

- the cardholder is no longer an employee of the Branch.
- the cardholder changes positions within the Branch and you no longer require a card.
- the Branch requests the cancellation of your corporate credit card.

If a credit card is cancelled, the steps below should be followed:

- review any outstanding transactions and provide the finance department with the relevant invoices and receipts.
- Cancelling any purchases that are automatically debited to the credit card on a periodic basis.

## Finance Policy – Annexure D

- destroy the credit card by cutting the card in two and return it to the finance department.

### Changing cardholder details

The cardholder is responsible for keeping all the details of the credit card account up to date. If any of the cardholder details change, the new information must be provided to the CFO as soon as reasonably practicable.

### Changing your credit limit

To apply for a higher limit on a Branch credit card, the cardholder contact the Assistant Secretary-Treasurer outlining the reason for the change, and attach supporting documentation if available. Approval for limit changes must be gained from the Branch Committee.

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## HEALTH SERVICES UNION

### Business Expense Reimbursement Procedure

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#### 1. Introduction

##### 1.1 Purpose

The purpose of this procedure is to describe the processes involved with reimbursement of business expenses incurred while conducting Branch business.

##### 1.2 Scope

It is the policy of the Branch to reimburse officers and employees for ordinary, necessary and reasonable expenses when they are directly related to Branch business operations. However, this method of payment should only be used when no other method of payment is available.

#### 2. Procedure

##### 2.1 Business expenses

Branch employees are responsible for complying with this procedure. Employees submitting expenses that are not in compliance with this procedure risk delayed, partial or forfeited reimbursement.

‘Business expenses’ means:

- there is the expectation of deriving some current or future benefit for the Branch; and
- the employee is actively engaged in a business meeting or activity necessary for the performance of the employee’s position and duties.

Employees are expected to exercise practical judgement regarding expenses covered by this procedure. Reimbursement for business expenses that are not in compliance with this procedure requires the prior approval of the Secretary, Assistant Secretary-Treasurer or Assistant Secretary.

##### 2.2 Documentation

The Branch requires tax invoices and/or receipts for all expenses submitted for reimbursement. The tax invoice/receipt must include itemised details of what was purchased. A receipt from a merchant EFTPOS machine is not acceptable as the only form of receipt for purchase. It is the responsibility of the employee to ensure that all documentation is obtained at the time of the transaction.

Requests for reimbursement of business expenses must be submitted through the expense management system. All business expenses must be supported by documents. The supporting documents must include information relating to:

- the amount of the expenditure.
- the date, time and place of the expenditure.
- the business purpose of the expenditure.

## Finance Policy – Annexure E

Requests for reimbursement that do not include this information will not be processed and will be returned to the employee. A statutory declaration must be provided for tax invoices or receipts that have been misplaced.

### 2.3 Approvals

The employee's expense claim, together with the required supporting documentation must be submitted to his or her manager for review and approval.

In the absence of the employee's manager, approval from the next highest level of supervision is required.

The Manager approving expense reports must ensure the following:

- Expenses reported are proper and meet this procedure's criteria.
- The expense claim has been correctly completed and has the required supporting documentation.
- The expenses are reasonable and necessary.

Those with the authority to approve expenditure, must be sure to exercise their authority only after considering whether the expenditure satisfies Branch policies. Approvers must take their authority to approve expenditure seriously. They may be allowed to delegate it in some circumstances, but they remain ultimately responsible. The delegation must be accompanied by clear instructions and ongoing oversight.

### 2.4 Payments

Any expense claims that total less than \$100 can be paid to the employee by petty cash, which is held with the finance department. If the expense claim total is more than \$100 then the payment will be made by electronic funds transfer (EFT) into the nominated bank account.

EFT payments will be made on a weekly basis and a remittance will be sent to the employee's preferred email address advising her or him of the payment.

The weekly cut-off for reimbursement processing is Wednesday close of business (this includes all completed and approved documentation), otherwise it will be processed the following week.

### 2.5 Reimbursable expenses

#### Private vehicle

The Branch will reimburse private vehicle travel expenses deemed necessary to achieve the business of the Branch. Claims should be submitted within one month of the vehicle usage being claimed. An employee's private vehicle usage will be reimbursed at the applicable ATO rate per kilometre for their vehicle, if:

- a Branch vehicle is not available for use by the employee
- the claim for usage is verified by information required in the expense management system including details of the purpose of each business-related trip

## Finance Policy – Annexure E

- the total travel claim does not exceed the cost of the same travel using economy class flights plus the cost of taxi transfers.

Employees must ensure they hold a current driver's licence and provide the Branch with a copy at each renewal. If their licence is cancelled or suspended, they must notify their manager immediately.

Employees should ensure that their vehicle is legally registered, roadworthy and appropriately insured. The Branch will only reimburse a staff member for use of a private vehicle for business travel where the staff member certifies that the vehicle is covered by Comprehensive Insurance and Compulsory Third Party Insurance policies.

If a private vehicle is damaged whilst being used for Branch business purposes any 'normal' excess insurance charges prescribed by the insurer will be reimbursed by the HSU only where the excess on a claim has been made on the insurer and the insurer has deducted the excess at settlement.

All claims are to be submitted in writing to the Assistant Secretary-Treasurer and must be supported by evidence of excess deduction applied by the vehicle insurer. The Branch will not accept any claims for damages other than in respect of the insurance excess.

Any fines incurred while travelling in privately-owned vehicles when attending to Branch business will be the responsibility of the employee incurring the fine.

### **Domestic and overseas travel**

Branch travel that has been approved by the employee's manager will be booked and paid for by the Branch where possible.

Airline tickets should be booked using the online travel portal unless prior approval has been received from the Secretary, Assistant Secretary-Treasurer or Assistant Secretary (refer to the Travel Procedure – Annexure F). Any overseas travel must have the approval of the Branch Committee, with a copy of the passed resolution provided to the Chief Financial Officer before any related expenses are incurred.

### **Accommodation**

All accommodation that has been approved by the employee's manager will be booked and paid for by the Branch where possible. Employees are entitled to stay in motel or hotel accommodation when it is considered necessary to attend Branch business, or where it is not practical for the employee to return home on the same day.

If the cost of the accommodation exceeds \$198 per night approval must be received from the Secretary, Assistant Secretary-Treasurer or Assistant Secretary prior to making the booking (refer to the Travel Procedure Annexure F). This amount may be increased by the Branch Committee.

Accommodation bookings should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation options.

### **Meals**

The Branch will reimburse employees for the cost of meals when travelling or attending to Branch business when associated with an overnight stay (refer to the Travel Procedure – Annexure F). The maximum amount of expenditure able to be claimed by the employee is as follows:

## Finance Policy – Annexure E

- breakfast – \$32 per day
- lunch – \$36 per day
- dinner – \$54 per day

A tax invoice is required for reimbursement. These amounts may be increased by the Branch Committee.

Officers or employees who are required to travel distances longer than two (2) hours of normal driving time are entitled to purchase or claim for a coffee, tea or other drink refreshment.

### **Taxi/ride sharing travel**

The Branch will reimburse for the cost of taxi/ride sharing travel for the purpose of attending to Branch business to be reimbursed. A trip description must be noted on the receipt, including the purpose and activity to which the taxi/uber travel relates (refer to the Travel Procedure – Annexure F).

### **Public Transport**

The Branch will reimburse for the cost of public transport including bus, train, or ferry when travelling on Branch business and is the preferred option as this is the most economical. Reimbursement will be based on actual trips travelled, not payments to transport cards made in advance.

### **Parking**

The Branch will reimburse for the cost of parking incurred by employees while attending to Branch business (refer to the Travel Procedure – Annexure F). A tax invoice or parking ticket is required. Parking expenses at airports should only be incurred when the cost is less than a taxi fare or public transport is not convenient in that instance.

### **Petrol for Branch-owned vehicles**

A card is issued against the registration number on Branch-owned vehicles (refer to the Motor Vehicle Procedure – Annexure C). This allows for petrol to be purchased at approved service stations. In case of emergency, petrol costs may be reimbursed if an alternate service station is used.

### **Tolls**

Business related toll expenses incurred may be claimed back from the Branch. A toll statement must be provided. Travel to any HSU office and home is not considered to be a business trip, but rather a personal trip and can not be claimed back from the Branch. Any administration fees associated with payment or non- payment of tolls will be the responsibility of the staff member and not the Branch. Claims should be submitted within three (3) months of the expense being incurred.

### **Provision of facilities**

The Branch will reimburse employees for administration costs providing no other Branch facilities are available. This may include:

- photocopying costs;
- facsimile machine costs;

## Finance Policy – Annexure E

- mobile phone costs;
- subscriptions;
- low-value consumables.

### Entertainment

Entertainment costs, including food and beverage, must be approved by the Secretary, Assistant Secretary-Treasurer or Assistant Secretary prior to the cost being incurred, without exception.

Fringe Benefits Tax (FBT) is payable by the Branch on the taxable value of fringe benefits provided by meal entertainment to employees. In order to minimise the Branch's tax liability, the entertainment cost must specify the number and full name of employees, associates and delegates in attendance.

### 2.6 Non-reimbursable expenses

The following expenses are not reimbursable under this procedure:

- items for personal use;
- items for non-business purposes;
- airline club fees;
- traffic fines;
- payments that are made in advance, for example toll fees or Opal cards;
- in-flight movies/refreshments;
- hotel-room movies or mini bar purchases (including water) and other forms of personal entertainment;
- luggage, briefcases and other travel items; or
- food and beverage dining entertainment, unless approved by the Secretary or Assistant Secretary-Treasurer prior to the expense being incurred.

No policy or procedure can anticipate every situation that may incur genuine business expenses. Reasonable and necessary expenses that are not listed in this section may be incurred. Each Officer, employee and manager must use his or her best professional judgement in determining if an unlisted expense is reimbursable under this procedure and consult with their manager if in doubt.

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## **HEALTH SERVICES UNION**

### **Travel Procedure**

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#### **1. Introduction**

##### **1.1 Purpose**

The purpose of this procedure is to describe the processes involved with travel related expenditure incurred while conducting Branch business.

##### **1.2 Scope**

It is the policy of the Branch that Officers and employees are entitled to have the Branch pay, or to be compensated for the reasonable actual costs (flights, accommodation and meals) incurred which are associated with an overnight stay away from their home when on Branch related business.

#### **2. Procedure**

##### **2.1 Travel Authorisation**

Officers and employees are authorised to undertake travel where necessary on Branch related business. Employee travel must be pre-approved by the employee's manager where an airfare and/or an overnight stay is incurred.

##### **2.2 Travel Expense Claims**

The compensation for costs associated with an overnight stay can be made in one, or a combination of the following:

- (i) by submitting a claim for payment in accordance with the Business Expense Reimbursement Procedure (Annexure E);
- (ii) by using a Branch-issued credit card in accordance with the Corporate Credit Card Procedure (Annexure D); or
- (iii) the Branch has paid directly for the reasonable cost associated with accommodation and/or meal expenses.

##### **2.3 Air Travel**

Domestic airfares should be booked using the online travel portal unless prior approval has been received from the Secretary, Assistant Secretary/Treasurer or Assistant Secretary.

The most economical airfare should be booked with a \$50.00 price allowance between carriers per flight allowed. However, if there is a likelihood that bookings may need to be changed or altered, then a

## Finance Policy – Annexure F

flexible fare may be booked only if the Secretary, Assistant Secretary/Treasurer or Assistant Secretary has pre-approved the

class booking. A full explanation of why the cheapest fare was not selected must be provided in the portal booking or given to the finance department.

Bookings should be made as far in advance as possible as fares become more expensive closer to the date.

Itinerary changes should only be made where absolutely necessary and a written explanation provided to the finance department for record keeping.

Any overseas travel must have the approval of the Branch Committee, with a copy of the passed resolution provided to the Chief Financial Officer (CF) before any travel-related expenses are incurred. If the business-related overseas travel requires more than a five-hour flight a business class or premium economy ticket may be purchased for Officers and Branch Management at the discretion of the Secretary. A premium economy flight may be purchased for staff at the discretion of the Secretary. Flights under five (5) hours duration must be at economy class.

### 2.4 Accommodation

Employees are entitled to stay in motel or hotel accommodation when it is considered necessary to attend Branch business, or where it is not practical for the employee to return home on the same day.

Accommodation bookings should be made in sufficient time to take advantage of discounts and gain access to the widest range of accommodation options. Bookings can be made using the travel portal, a Branch issued credit card or by direct payment on receipt of invoice to the finance department.

If the cost of the accommodation exceeds \$198 per night approval must be received from the Secretary, Assistant Secretary-Treasurer or Assistant Secretary prior to making the booking. This amount may be increased by the Branch Committee.

Costs for mini bar and other incidental expenses (e.g. in room movies) associated with accommodation stays will not be paid for by the Branch.

### 2.5 Meals

The Branch will allow for the cost of meals when travelling or attending to Branch business when associated with an overnight stay. The maximum amount of expenditure able to be claimed by the officer or employee is as follows:

- breakfast – \$32 per day
- lunch – \$36 per day
- dinner – \$54 per day

These amounts may be increased by the Branch Committee.

## Finance Policy – Annexure F

Officers or employees who are required to travel distances longer than two (2) hours of normal driving time are entitled to purchase or claim for a coffee, tea or other drink refreshment.

### 2.6 Taxi/Ride Sharing

All taxi and ride sharing travel may only be utilised by travellers on official Branch business only. Travelers should use reasonable professional judgment and discretion in determining the need for taxi/ride sharing use. The use of taxi/ride sharing travel from home to work and work to home is prohibited except for:

- (i) Travel from work to home after hours and personal safety is a consideration
- (ii) Travel to and from work when unexpected work-related events or emergencies occur that require travel outside normal business hours;
- (iii) For special circumstances (e.g. transporting heavy items or mobility issues); or
- (iv) Travel from or to airport from home when traveling on Branch business.

### 2.7 Parking

The Branch will allow for parking costs incurred by employees while attending to Branch Business. Parking expenses at airports should only be incurred when the cost is less than a taxi fare or public transport is not convenient in that instance.

### 2.8 Public Transport – Buses, Trains, Ferries etc

Where it is convenient to do so bus, train, or ferry may be utilised when travelling on Branch business as this is the most economical.

### 2.9 Hire Cars

Rental vehicles may be used where economical and practical. All vehicle rentals must be for economy-class vehicles, unless three or more people are traveling together and/or when travellers have to carry excess baggage and/or equipment for Branch purposes.

### 2.10 Travel Allowances

Travel allowances will not be paid to officers or employees on domestic travel. Branch related overseas travel must be approved by the Branch Committee and in accordance with the resolution a travel allowance will be made available to the officer or employee in line with the applicable “reasonable rates” as defined by the Australia Taxation Office (ATO) Taxation Determination using the relevant table, as varied by the ATO from time to time.



## Finance Policy – Annexure F

### 2.11 Travel Insurance

The Branch will ensure the appropriate travel insurance is held prior to the employee travelling on Branch business and details can be provided on request.

### 2.12 Accompanying Spouse, Partner and Dependent Travel

Costs associated with spouse, partner or dependent travel will not be paid for by the Branch except on the prior approval and by resolution of the Branch Committee. In approving expenditure associated with spouse, partner or dependent travel, the Branch Committee will detail in the minutes the reasons for approving the spouse, partner or dependent travel.

The Branch acknowledges that an accompanying spouse, partner or dependent may accompany the traveller on Branch required travel for private purposes where it does not result in an additional cost.

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