## **Ben Myers**

From: Jon Grayson <Jon.Grayson@premiers.gld.gov.au> Sent: Tuesday, 17 April 2012 6:39 AM Ben Myers Anthony Crack Subject: Re: Contact with Lobbyists Register and air charter costs

Ben

To:

Cc:

Do you want to discuss at our 8am with the Premier?

I think on balance the charter is best. No one has focused on the issue of whether commercial flights are viable. In this regard, I understand Monto strip is 85km from Thangool.

JDG

Sent from my iPhone

On 16/04/2012, at 8:30 PM, "Ben Myers" < Ben.Myers@ministerial.gld.gov.au> wrote:

Anthony

I understand the meeting will be cancelled.

Thanks

Ben

From: Anthony Crack [mailto:Anthony Crack@premiers.gld.gov.au] Sent: Monday, 16 April 2012 5:41 PM To: Jon Grayson; Ben Myers Subject: FW: Contact with Lobbyists Register and air charter costs

Jon and Ben

For your information the Deputy Premier has requested to meet Tim tomorrow to discuss potential changes to the Government Air-wing guidelines

Anthony Crack Acting Deputy Director-General Governance Department of the Premier and Cabinet Telephone: (07) 322 46061 Mobile CTPI

From: Jeff Popp [mailto:Jeff.Popp@ministerial.gld.gov.au] Sent: Monday, 16 April 2012 5:17 PM To: Tim Herbert Subject: RE: Contact with Lobbyists Register and air charter costs

Tim,

Thanks for that. The Deputy Premier has discussed this with the Premier, and would like to speak to you regarding modifying the guidelines. Do you have a couple of minutes at 9:30 tomorrow morning to discuss with the Deputy Premier?

Regards,

Jeff.

From: Tim Herbert [mailto:Tim.Herbert@premiers.qld.gov.au]
Sent: Monday, 16 April 2012 10:33 AM
To: Jeff Popp
Cc: Anthony Crack; Ben Myers
Subject: RE: Contact with Lobbyists Register and air charter costs

Jeff, apologies for the delay in getting back. Details of the costs comparison between the King Air and Air Charter are below.

Hope it assists and happy to discuss.

Regards Tim

# <u>King Air</u>

There are two methods for calculating costs of flying the King Air to and from Monto: 1) Cost Recovery basis or 2) Full Operation Cost basis, as follows.

#### 1) Cost Recovery Basis:

This method of calculation is based on the <u>net costs</u> of flying the aircraft to and from Monto. That is, it does not include salaries for pilots or borrowing costs and is the amount that is charged on a cost recovery basis if the King Air is used by other agencies (e.g. Health for organ retrieval).

The cheapest method for the King Air to fly to Monto on a Friday and return to Brisbane on the Monday would be for the pilots to stay in Monto over the weekend. On this basis, you could assume approximately one full round trip per week – say 50 trips per year.

A return cost of a trip to Monto is \$3349.00 (based on net cost recovery figure of \$2009.10 per hour). Crew accommodation meal costs for weekend stay would need to be added, providing the following calculation per round trip:

Aircraft Cost (King Air):	\$3349.00
Crew (2) Accommodation/Meals:	\$1225.80
Total:	\$4,574.80

Multiply by 50 weekly trips per annum = **\$228,740** 

The above calculation assumes the King Air stays on the ground in Monto until required for the return trip to Brisbane. However, if the aircraft is required to return to Brisbane for any reason (e.g. organ retrieval) and then return to Monto, then the cost of the further round trip back to Brisbane would have to be factored in per trip (i.e. add a further \$3349 to the weekly cost).

#### 2) Full Operation Cost:

A return cost of a trip to Monto is \$7663.00 (based on full cost operation figure of \$4598 per hour, takes into account crew salaries, borrowing costs etc). Using the above calculations

(taking into account crew accommodation) one round trip would cost \$8888.80 and for 50 trips would be **\$444, 440.** 

Again, the above calculation assumes the King Air stays on the ground in Monto until required for the return trip to Brisbane. However, if the aircraft is required to return to Brisbane for any reason (e.g. organ retrieval) and then return to Monto, then the cost of the further round trip back to Brisbane would have to be factored in per trip (i.e. add a further \$7663 to the weekly cost).

Given your request was for the net extra operating costs of the King Air vs it staying on the ground in Brisbane, it seems that the cost recovery basis for calculating the cost of flying the King Air to and from Monto (i.e. option 1) would be the most appropriate one to use.

### Air Charter

By way of comparison to the costs of Air Charter for the same trip below are the figures I sent to you previously:

Return charter Brisbane to Monto	\$6,655
Brokerage fee	<u>\$482</u>
Total	\$7,137

50 weekly returns per annum \$356,850.

Tim Herbert Executive Director State Affairs Department of the Premier and Cabinet Ph: 340 43654 Email: <u>Tim.Herbert@premiers.gld.gov.au</u>

From: Jeff Popp [mailto:Jeff.Popp@ministerial.qld.gov.au] Sent: Monday, 16 April 2012 9:25 AM To: Tim Herbert Subject: RE: Contact with Lobbyists Register and air charter costs

Tim,

I hope you had a good weekend, where are we up to with finalising this one?

Cheers,

Jeff.

From: Tim Herbert [mailto:Tim.Herbert@premiers.qld.gov.au]
Sent: Friday, 30 March 2012 1:55 PM
To: Jeff Popp
Cc: Anthony Crack; Ian Street
Subject: Contact with Lobbyists Register and air charter costs

Hi Jeff, as requested, here is a suggested template for any use in recording contact with lobbyists. Just to confirm, we are yet to brief the Premier on this so not sure what the position will be in terms of ministerial offices using this template to record any contact with lobbyists. I'll let you know when we receive some direction.

Also, following on from my briefing to the Deputy Premier last night, as requested, below is the cost estimate for yearly Air Charter:

Return charter Brisbane to Monto \$6,655 Brokerage fee <u>\$482</u> Total \$7,137

50 weekly returns per annum \$356,850

Hope it assists and happy to discuss.

# Regards

Tim

Tim Herbert Executive Director State Affairs Department of the Premier and Cabinet Ph: 340 43654 Email: Tim.Herbert@premiers.gld.gov.au

Tomorrow's Queensland: strong, green, smart, healthy and fair - www.towardQ2.gld.gov.au

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent.

Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege.

If you have received this email in error, please notify the author and delete this message immediately.

This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network.

If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited.

Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government.

Please consider the environment before printing this email.

<b>PREMIE</b> Governan	R'S BRIEFING NOTE	Cleased under the RIGHT TO INFORMATION ACT 2009 (QI Tracking Folder No. TF/12/10934 Document No. DOC/12/87828
To: Date: Subject:	THE PREMIER 8 May 2012 Government Air Wing	Approved / Not Approved / Noted         Premier         Date
		Date Action Required by:// Requested by:

# • RECOMMENDATION

It is recommended that you:

- note the operational information regarding the Government Air Wing (GAW) in and attached to this briefing note
- approve the conduct of a comprehensive review regarding the GAW model with a view to identifying any other more economical and efficient models to provide air wing services to the Government
- approve that as an interim measure, the GAW Guidelines be amended to provide greater flexibility for the allocation and tasking of the aircraft.

• KEY ISSUES

 You have requested operational information regarding the GAW including staff numbers, costs, operating guidelines, future plans and historical tasking levels.

# GAW Operational Environment and Guidelines

- Under the current GAW Guidelines (at Attachment A) the GAW provides fixed wing air services to meet the aviation transport needs of the Premier, Ministers and the Governor and emergency needs, which include organ transplant retrievals and search and rescue (SAR) services (Para. 5.1.1).
- The GAW operates from a facility at Brisbane Airport, collocated with the Queensland Police Air Wing. The GAW operates two fixed wing aircraft being a Hawker Jet and a King Air turbo prop. The Police Air Wing operates six fixed wing aircraft (One Cesna Jet, three Cesna turbo props, one Beechcraft turbo prop and one Britten Norman Islander turbo prop) in support of the QPS, including police travel, persons in custody transport and Circuit Court activities.
- The GAW currently has eight staff, consisting of the Chief Pilot and five other pilots, an aircraft engineer and senior administration officer (Attachment B). The Queensland GAW model is very similar to that provided in Western Australia.

# Aircraft tasking and usage

- The two aircraft are available for use by the Premier and Ministers, the Governor and Head of the Reconstruction Authority, in accordance with the Guidelines. Generally, commercial travel should be considered as a first option but the Guidelines recognise that due to the substantial time constraints placed on the Premier, use of commercial airlines will rarely be practical and need not be considered as a prerequisite for the Premier's use of the aircraft.
- In terms of general usage of the aircraft, a summary of the total usage (both aircraft) for the past two financial years and year-to-date for 2012 is as follows:
  - 2009-10 total of 601 flying hours;

Action Officer: Tim Herbert Area: State Affairs	Approvals by Director /ED / DDG documented in <i>notes</i> in TRIM	
Telephone: 32243654		

 This document has been released under the RIGHT TO INFORMATION ACT 2009 (Qld)

 PREMIER'S BRIEFING NOTE
 Tracking Folder No. TF/12/10934

 Governance
 Document No. DOC/12/87828

- 2010-11 total of 635 flying hours
- o To 31 March 2012 total of 390 flying hours.
- Details of this usage, at Attachment C, show that the highest usage is attributable to ministerial transport, followed by organ retrieval, Governor's transport, police transport, counter disaster and SAR requirements.
- The overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks and that an approved request may be cancelled at short notice if an emergency task eventuates (Para. 5.2.1.).
- Ministerial use of the aircraft has also trended downwards over the past three years (see tables and graphs showing yearly and monthly usage at Attachment C). In interpreting this data, it should be noted that usage is cyclical and demand driven. For example, usage is low during parliamentary recesses, particularly over the December/January period and high during flood/cyclone periods. Low usage of the Jet also occurred in January 2012 due to engine maintenance.

# GAW Costs

 In terms of financial commitment, the GAW receives appropriation each year of approximately \$4.5M. Estimated revenue of \$0.200M for organ retrieval flights and SAR is included in the total annual budget of \$4.7M.

CTPI

- In terms of hourly charge out fee for organ retrieval flights and SAR, a rate has been determined based on a recovery cost model of \$2,009 per hour for the King Air and \$3,349 per hour for the Hawker Jet, adjusted annually for CPI increases.
- By comparison, approximate commercial Air Charter costs per hour for a King Air are \$3,500 and for a Hawker Jet, \$5,500. These figures will vary markedly depending on individual flight circumstances and reflect the inclusion of a profit margin, when compared the GAW's recovery cost model.
- Because the GAW does not operate at full capacity (as a commercial entity would) the actual cost per hour based on full annual cost divided by annual number of flying hours, produces a very inflated hourly charge in the vicinity of \$4,600 and \$6,900 respectively. This would vary depending on hours flown in any one year.

CTPI

## Future Plans and a Proposed Review

- Both aircraft are approximately six years old and in very good condition, with all scheduled maintenance completed, including Jet engine major periodic inspections and service in last December/January at a cost of \$68,671.
- While the aircraft can continue in service for many years, maintenance costs will

Action Officer: Tim Herbert	Approvals by Director /ED / DDG	
Area: State Affairs	documented in notes in TRIM	
Telephone: 32243654		

Governance

Document No. DOC/12/87828

continue to increase as the aircraft age, and both aircraft are now out of the fiveyear warranty period. Previous GAW aircraft were replaced at the 6 -9 years of age bracket, after warranty expiry and as maintenance costs increased.

- It is considered timely to fully examine the role of the GAW with a view to identifying any other more economical and efficient models to provide air wing services to the Government. For example, while the GAW and Police Air Wing collocate, they are operationally separate. Emergency Management Queensland also operates four helicopter services out of Brisbane (two), Townsville (one) and Cairns (one). One option would be to create an internal integrated model which amalgamates these three separate government air services into one overarching air service model.
- Another option would be to outsource ministerial air support provided to a commercial third party, by either disposing of the current aircraft and contracting the use of other aircraft, or by using the current assets on a more commercial basis.
- Given the specialised nature of the industry, it is recommended that an industry expert be engaged to investigate and assess the efficiency and effectiveness of the current model and to provide recommendations as to the most efficient and cost effective model to meet the Government's air support and services needs. It is considered that this review should cover all of the three above mentioned air support services so efficiencies through economies of scale can be examined.
- Should you approve this review being undertaken, DPC will provide you with a further brief outlining terms of reference and suggested names of industry experts to conduct the review, as soon as possible,

# A Proposed Interim Measure

- It is noted that the former Government's GAW Guidelines are somewhat restrictive and inflexible and as such, with your approval they could be amended to provide greater flexibility in the use of the aircraft pending the outcome of the review.
- For example, the Guidelines don't really take into account that current senior Minsters are regionally based, such as the Deputy Premier being based in Monto, and restrict travel on the aircraft to and from these regional areas. The Guidelines could therefore be amended to provide greater flexibility in this regard. Details of costs for these options are at Attachment E.
- Should you approve the Guidelines being amended as an interim measure, DPC will provide you with draft amendments for consideration when providing you with the further brief on the terms of reference for the review.

# · CONSULTATION

- Financial Services, DPC.

Comments (Premier or DG)

Jon Grayson Director-General

> Action Officer: Tim Herbert Area: State Affairs Telephone: 32243654

Approvals by Director /ED / DDG documented in *notes* in TRIM

# Queensland Government Air Wing April 2012

# SCOPE OF SERVICES

Ċ

 $\left( \right)$ 

- The Government Air Wing (GAW) provides important rapid response (2 hours notice for domestic, 3 hours for international) aviation support for:
  - Donate Life Queensland Organ Retrieval flights, with or without Medical Teams, Australia wide and from New Zealand. These flights can occur at short notice (2 hours) and normally occur during the late night/early morning hours. These flights take priority over all other flights.
  - Emergency Management Queensland as a result of natural disasters, such as floods or for search and rescue. Both GAW aircraft were very busy during Dec 10/Jan 11 and Jan 12 flood and cyclone events.
  - Queensland Government support for events such as the mine disaster in Greymouth, NZ, by transport of Mine Rescue personnel and equipment from Brisbane direct to the disaster site.
  - Queensland Police as back up for dedicated Police aircraft.
  - Ministerial Transport.
  - Vice Regal Transport.
- GAW operate two Fixed Wing aircraft, a Hawker 850 XP (Jet) and a King Air 350 (Turbo Prop). The Jet has the capability to transport up to 8 passengers direct to any suitable sealed runway aerodrome in Queensland within 3.5 hours flight time. The King Air has the capability to operate to suitable sealed and unsealed runway aerodromes, carrying up to 8 passengers. Technical details for each aircraft are attached.
- The GAW operate from a facility at Brisbane Airport, shared with the Queensland Police Air Wing. This facility provides secure, private facilities for departure and arrival of GAW aircraft and includes a departure lounge area seating 10 – 15 personnel.
- GAW have a full time staff of eight, comprising:
  - Chief Pilot/Director (SES2)

· 1 ·

- Senior Administration Officer (AO4)
- Maintenance Supervisor (SO)
- Pilots 5 (SO)
- Authority for aircraft tasking and operation is contained in the document "Guidelines for the use of Government Aircraft for Official Transport". Approval for Ministerial and Vice-Regal use of the aircraft is vested in the Premier and delegates, who are currently the Chiefs of Staff. The Chief Pilot GAW has authority to despatch aircraft for short notice Organ Retrieval, Search and Rescue and Counter Disaster Flights, and for GAW Training flights.
- For the financial year end June 2011, 634.7 hours were flown in the two fixed wing aircraft used by GAW.
- The 2011-2102 operating Budget for GAW is \$4,699,642. As GAW operations are demand driven, budget variations can be expected.

# Additional Background

- All scheduled maintenance for the Hawker Jet and King Air was completed with minimal disruption to programmed tasking of the aircraft. Both aircraft are in excellent condition.
- The Hawker Jet was unavailable for use for a number of periods in 2010-11 due to unforeseen maintenance issues. In all cases, rectification costs in parts and labour were covered under the existing service agreements, including Major Periodic Inspections for both engines completed in Jan 12.
- The warranty periods for both aircraft have expired and maintenance agreements have been finalised for the aircraft to enable budgeting for maintenance costs and to ensure the resale value is optimised.

Activity	Hawker Jet SGY Hours	King Air SGQ Hours	Total	% of Total	
Counter Disaster	12.3	30.2	42.5	6.5%	
Governor	14.9	30.2	45.1	7.0%	/
Reconstruction			· ·		
Authority	11.4	3.6	15,0	3.6%	$\frown$
Maintenance	0.8	1.2	2.0	0.3%	
Ministerial	235.2	139.5	374.7	59.0%	
Organ	•				$\sim$
Transplant	66.7	12.8	79,5	12.5%	
Other	21.3	2.3	23.6	3.6%	
Police .	29.6	12.6	42.2	6.5%	$\sim$
Search and			. /	$\langle \rangle \land \langle \rangle$	K
rescue	0.0	0.0	0.0	0.0%	$\geq$
Training	8.7	1.4	10.1 🧹 🔇	1/.5%	ſ
Total	400.9	233.8	634.7	100%	

(

Ċ

Flying hours for Government Air Wing for aircraft use from 1 July 2010 – 30 June 2011 – by activity.

# Hawker 850XP - VH-SGY



# **Cabin Configuration:**

- 8 seats total 5 individual fully reclining seats, 3 place side facing bench seat, separate internal toilet compartment.
- Air Conditioned, pressurised.
- Internal Baggage areas, accommodates normal baggage for up to 8 passengers.
- Galley area with oven, microwaye, hot water for tea/coffee making, ice box for cold drinks.
- Cabin displays for in-flight map and DVD player.

# **Technical Specifications:**

- Range Full Fuel, 8 Pax
   2000NM/3700KM
- Cruise Altitude: 38000 39000 Ft/11127 11887M
- Cruise Speed: 450Knots/830KM Hr
- Minimum Runway Required: 1500 metres, sealed runway
  - Crew: 2 Pilots

# King Air 350 -- VH-SGQ



# **Cabin Configuration:**

- 8 seats total 8 individual reclining seats, separate internal toilet compartment.
- Air Conditioned, pressurised.
- Internal Baggage areas, accommodates normal baggage for up to 8 passengers. External baggage lockers – unpressurised.
- Limited galley area with hot water for tea/coffee making, ice box for cold drinks.
- Cabin display for in-flight information.

# **Technical Specifications:**

- Range Full Fuel, 8 Pax;
   750NM/1390KM
- Cruise Altitude: < 24000 35000 Ft/7315 10670M</li>
- Cruise Speed: 280Knots/519KM Hr
- Minimum Runway Required: J200 metres, gravel/dirt with limitations.
- Crew: 2 Pilots

# Indicative Trip Times, includes taxi times:

(

From Brisbane To	Distance KM	Hawker Jet time (H:MM)	King Air Time (H:MM)	Remarks
Auckland	2293	3:00	N/A	
Adelaide	1619	2:45	4:10	
Canberra	955	2:00	2:50	
Melbourne (Essendon)	1428	2:30	3:30	
Perth	3606	5:30	8:40	Refuel required for King Air, may be required for Jet
Sydney	752	1:45	2:25	
Aurukun	1956	3:15	4:55	
Birdsville	1376	2:25	3:40	
Cairns	1389	2:40	3:50	
Charleville	687	1:30	2:05	7
Doomadgee	1800	3:00	4:30	No night arrivals
Gladstone	433	1:10	1:30	
Horn Island (Thursday Island)	2182	3:35	5:25	· · ·
Lockhart River	1915	3:00	4:50	
Moranbah	780	1:35	2:00	
Rockhampton	517	1:15	1:40	
Townsville	1111	2:05	3:00	· · ·
Warwick	142	N/A	0:50	· · · · · · · · · · · · · · · · · · ·

Ben Myers	
From: Sent: To: Cc: Subject: Attachments:	Sharon Bailey <sharon.bailey@premiers.qld.gov.au> Wednesday, 25 July 2012 9:59 AM Jon Grayson Ben Myers GAW Guidelines proposed amendments Amended GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT V1_minor changes.docx; Amended GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT V2_22.05.12.docx</sharon.bailey@premiers.qld.gov.au>
Categories:	EA to print or EA printed
Please find attached prop	posed amendments to the Government Air wing Guidelines
V1 contains the minimalis	st changes and V2 are the more detailed contextual changes
Versions with the tracked	changes are also available.
Regards	
Sharon	
of this email excep subsequently confir the author and do n represent the views subject to a claim	med in writing. The opinions expressed in this email are those of ot necessarily of the State of Queensland. This email is confidential and may be of legal privilege. d this email in error, please notify the author and delete this

4

# **RTI Document No.14**

Page 1

## GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

#### TABLE OF CONTENTS

#### FOREWORD

- 1.0 POLICY
  - 1.1 Official Travel
  - 1.2 Staff, Public Servant and Media
  - 1.3 Guests of the Governor or Minister
  - 1.4 Annual Report
  - 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing-Aircraft
- 2.0 PURPOSE
- 3.0 APPLICATION OF THE GUIDELINES
- 4.0 ADMINISTRATION OF THE GUIDELINES

#### 5.0 INTRODUCTION

- 5.1 Background
- 5.2 Allocation of Aircraft
- 5.3 Constraints
  - 5.3.1 Alternative Modes of Travel
  - 5.3.2 Servicing Electorate Needs
  - 5.3.3 One-Way Travel and Empty Sectors
  - 5.3.4 Pilot Duty Hours
- 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL
  - 6.1 Booking Enquiries
  - 6.2 Application Form
  - 6.3 Approval for Aircraft Use
  - 6.4 The need to provide updated details to the Air Wing
  - 6.5 Luggage 6.6 Provision of Cate
  - 6.6 Provision of Catering 6.7 Cancelled Bookings
  - 6.8 Aircrew Accommodation
- 7.0 SECURITY ACCESS TO AIRPORT
  - 7.1 Government Air Wing Brisbane Airport

#### ATTACHMENT HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Page 2

#### FOREWORD

These Guidelines for the Use of Government Aircraft for Official Transport incorporate the processes to be followed when requesting official travel for the Governor, Ministers<u>and</u>, the Head of the Queensland Reconstruction Authority and the Gommissioner for the Queensland Floods Commission of Inquiry-on fixed-wing aircraft operated by the Government Air Wing.

The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet. The Government Air Wing provides fixed-wing services to meet emergency and other specified aviation needs of the community and the Government, including official travel for the Governor and Ministers. The Head of the Queensland Reconstruction Authority may access fixed wing services from the Government Air Wing for the duration of his appointment. The Commissioner for the Queensland Floods Commission of Inquiry may access fixed wing services from the Government Air Wing for the duration of her appointment.

The aircraft are not a substitute for normal commercial travel and should only be used when alternative means are not available or are inadequate to service official requirements.

An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use are processed in the order in which they are received, and approved official travel tasks may be cancelled at short notice if an emergency arises.

The use of Government aircraft for official purposes requires my prior approval on all occasions.

ANNA BLIGH MP Premier of Queensland

Guidelines for the Use of Government Aircraft for Official Transport

Page 3

## 1.0 POLICY

#### 1.1 Official Travel

1.1.1 Government fixed-wing aircraft are available, subject to certain conditions, for use by the Governor, Ministers<u>and</u>; the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Fleeds Commission of Inquiry in carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of the Office of Governor, a Minister's Portfolio, Government, or the Queensland Reconstruction Authority or the Queensland Fleeds Commission of Inquiry.

#### 1.2 Staff, Public Servants and the Media

- 1.2.1 Governor's staff, Ministerial staff, Public Servants and members of the Media are not permitted to travel on the aircraft unless accompanying the Governor or Minister.
- 1.2.2 However, in circumstances where it is considered cost effective and expeditious for the Governor or Minister to leave or board a flight at a place other than Brisbane, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier or the Premier's delegates. In these circumstances the most senior staff member on board is to assume responsibility from the Minister or Governor.
- 1.2.3 The Head of the Queensland Reconstruction Authority may travel on the aircraft unaccompanied by the Governor or a Minister.

1.2.4 The Commissioner for the Queensland Floods Commission of Inquiry may travel on the aircraft unaccompanied by the Governor or a Minister.

#### 1.3 Guests of the Governor or Minister

1.3.1 Subject to the approval of the Premier, the Governor, Minister <u>or</u><sub>3</sub> Head of the Queensland Reconstruction Authority or the Commissioner for the Queensland Floods Commission of Inquiry may be accompanied by those non-Government persons whose attendance they believe on reasonable grounds will assist in the performance of the task for which the use of an aircraft is being requested.

#### 1.4 Annual Report

1.4.1 A full and comprehensive statement on the activities of the Government Air Wing shall be included in each Annual Report of the Department of the Premier and Cabinet.

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

 Formatted: Indent: Left: 1.27 cm, First line: 0 cm, Tab stops: Not at 1.25 cm

Page 4

## 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft

- <u>1.5.1</u> The carriage <u>and responsible</u>or consumption of alcoholic beverages on Government Air Wing Aircraft is <del>not</del> permitted, <u>subject to the</u> <u>conditions in paragraphs 1.5.2 and 1.5.3 below</u>.
- 1.5,2 The Government Air Wing provides a limited supply of alcohol for service during flights. Alcoholic beverages should be consumed responsibly, having regard to air and workplace health and safety requirements and is only to be permitted with the specific approval of the Premier, Governor or Minister travelling on the individual flight.
- <u>4-5-11.5.3</u> Carriage and consumption of alcohol in certain aboriginal communities is subject to restriction. Prior to departure for, or arrival at, any Aboriginal community, all alcohol is to be removed from Government Air Wing aircraft.

#### 2.0 PURPOSE

2.1 The Guidelines for the Use of Government Aircraft for Official Transport set out the procedures to be followed when requesting official travel for the Governor, Ministers<u>and</u>, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission-of-Inquiry on fixed-wing aircraft operated by the Government Air Wing.

# 3.0 APPLICATION OF THE GUIDELINES

3.1 The Guidelines apply to the Governor, Ministers, Head of the Queensland Reconstruction Authority, Commissioner for the Queensland Floods Commission of Inquiry-and their respective staff.

# 4.0 ADMINISTRATION OF THE GUIDELINES

4.1 The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet.

# 5.0 INTRODUCTION

# 5.1 Background

5.1.1 The Government Air Wing provides fixed-wing services to meet emergency and other specified aviation needs of the community and the Government. These services include Organ Transplant Retrievals, Search and Rescue (SAR), Counter Disaster Operations (CDO) and Official Transport. The Air Wing comprises the following two fixedwing aircraft, both located at the Brisbane airport -

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reli-2014

Formatted: Indent: Left: 1.27 cm, No/bullets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

Page 5

#### Hawker 850XP Jet Beech King Air 350

5.1.2 The Guidelines include the following attachments -

Attachment 1 - Head Office and Government Air Wing Locations Attachment 2 - Aircraft types and capabilities Attachment 3 - Application for Use of Aircraft

#### 5.2 Allocation of Aircraft

- 5.2.1 An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use will normally be processed in the order in which they are received. An approved request may be cancelled at short notice if an emergency task eventuates (eg. the Hawker 850XP Jet is used for organ transplant retrieval tasks and, as such, these short-notice flights will take precedence over all other arrangements) and aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.
- 5.2.2 If conflicting aircraft requirements occur, for example, between Ministers, ministerial staff are to negotiate priorities and advise the Administration Officer, Government Air Wing, State Affairs (Governance), Department of the Premier and Cabinet, accordingly.
- 5.2.3 In the case of urgent maintenance problems such as failure on start up, aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.

#### 5.3 Constraints

#### 5.3.1 Alternative Modes of Travel

Alternative modes of travel, including commercial airlines, are to be utilised wherever possible. Government aircraft are not to be a substitute for other means of travel and should only be used when alternative means are not available or are inadequate to service official requirements.

Due to the substantial time constraints placed on the Premier, <u>Deputy</u> <u>Premier</u> and <u>Treasurer</u>, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking government aircraft for the Premier, <u>Deputy Premier and Treasurer</u>.

5.3.2 Servicing Electorate Needs

Guidelines for the Use of Government Aircraft for Official Transport

Page 6

The use of Government aircraft for travel to, from and within a Minister's electorate is only permitted if such travel is related to the discharge of a Minister's official portfolio responsibilities (see para. 1.1) and not to service electorate needs.

#### 5.3.3 One-Way Travel and Empty Sectors

It is uneconomical for aircraft to operate a sector without passengers or on the basis on a one-way flight (ie. travel to or from Brisbane empty). Approval will not be granted for flights of this nature, unless exceptional circumstances exist. Occasional empty sectors may be required for operational purposes, i.e. refuelling or security of the aircraft.

#### 5.3.4 Pilot Duty Hours

Civil Aviation legislation provides guidance on the duty and flight time a pilot may undertake. Air Wing pilot duty hours are normally limited to 10 hours duty in any one day. On rare occasions, the Chief Pilot may authorise an extension of duty hours if it is considered that safety will not be compromised. (See also para. 6.87.2)

#### 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL

#### 6.1 Booking Enquiries

6.1.1 The Administration Officer, Government Air Wing, State Affairs, Department of the Premier and Cabinet, is the officer responsible for aircraft bookings. Bookings for the aircraft are to be made through that officer as early as possible (Telephone: 3898 9500). Aircraft may have been booked previously or be unavailable for a range of reasons including scheduled maintenance.

#### 6.2 Application Form

- 6.2.1 Following verbal advice from the Administration Officer that an aircraft is available on the designated date and time, a formal written request must be made immediately to that Officer. Requests are to be submitted on the *Application for Use of Aircraft*, all sections of which must be completed, including "not applicable" notations where appropriate. The form is to be faxed to the Administration Officer at least five (5) calendar days prior to the day of the proposed flight. The fax number is **3898 9507**.
- 6.2.2 The *Application* must be accompanied by a copy of the Governor's, Minister's <u>or</u>, the Head of the Queensland Reconstruction Authority's or Commissioner for the Queensland Floods Commission of Inquiry's full itinerary for the engagement for which the use of an aircraft is

Guidelines for the Use of Government Aircraft for Official Transport

Page 7

being sought. Requests must be signed by the Minister or a Senior Policy Adviser.

- 6.2.3 All persons, including members of the media, who are travelling in government aircraft **must** be clearly identified on the *Application* for official reporting purposes.
- 6.2.4 For non-Government passengers, an explanation **must** be provided on the *Application* as to the reasons for those passengers being included on the flight.
- 6.2.5 On receipt, the Administration Officer, will submit the *Application* to the Office of the Premier for consideration.

#### 6.3 Approval for Aircraft Use

- 6.3.1 The Premier, or the Premiers' Delegates, are responsible for approving the use of Government aircraft operated by the Air Wing. Flights will not proceed until approval is granted. Each request will only be approved if the Premier considers that the circumstance warrants the use of Government aircraft.
- 6.3.2 The Chief Pilot is authorised to approve short notice flights in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, short notice <u>Search and Rescue and</u> Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots.
- 6.3.3 The Office of the Premier will inform the Official Secretary, Government House, the Office of the requesting Minister or the <u>Reconstruction Authority</u>, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry, that approval has or has not been granted. If approved, the Office of the Premier will also provide a copy of the approved *Application* to the Administration Officer, Government Air Wing.
- 6.3.4 Following flight approval, all arrangements in regard to flight planning, itineraries, catering, etc., are to be made direct with the Administration Officer, Government Air Wing (Telephone 389 **89500**).
- 6.3.5 If a flight itinerary is changed subsequent to approval by the Premier it is necessary for a further *Application* setting out the revised itinerary to be submitted for the Premier's consideration (see also paragraph 6.4.32).
- 6.3.6 All passengers are expected to arrive at the Air Wing at least 15 minutes prior to the approved departure time. Changes to the road system at and near Brisbane can lead to extensive traffic delays.

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 ren 2011

Page 8

#### 6.4 The need to provide updated details to the Air Wing

- 6.4.1 For flight planning purposes, the pilot-in-command needs to be fully informed of the desired departure and arrival times for all flights. The pilot's planning can then compensate for predicted winds, adverse weather, probable Air Traffic Control delays, etc. which could affect times by as much as 20 per cent. In some circumstances, an earlier departure time may be appropriate especially where an arrival time is critical (eg. to ensure the Governor's or Minister's arrival time at an official function).
- 6.4.2 Unusual flight profiles, such as a fly-over of government facilities, must be cleared in advance by the Chief Pilot. Airspace and operational constraints can affect such requests.
- 6.4.3 It is essential for the Office of Governor, Minister's Office to submit to the Air Wing an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights on the morning of the working day preceding the actual flight. These details must be faxed to Air Wing on fax **3898 9507**.
- 6.4.4 An up-to-date copy of the itinerary names of all passengers and desired/essential timings for all flights undertaken on behalf of the Queensland Reconstruction Authority and the Queensland Floods Commission of Inquiry-should be faxed to the Air Wing on fax 3898 9507 as soon as practicable.

#### 6.5 Luggage

- 6.5.1 Any arrangements required for luggage and cargo are the responsibility of the most senior ministerial staff member travelling. Both Air Wing aircraft have limited baggage storage facilities and carriage of unusual or bulky items may be restricted where the maximum number of passengers are to be carried.
- 6.5.2 Many items suitable for carriage by ground transport are not suitable for carriage by air, including many items that are considered goods dangerous for air carriage (Dangerous Goods). Civil Aviation legislation restricts the carriage of such items and Air Wing pilots **must** refuse to carry certain such Dangerous Goods. Prior contact with the Air Wing is required if doubt exists as to the suitability of items for carriage by air.

#### 6.6 Provision of Catering

6.6.1 Tea, Coffee, water, soft drinks and light snacks are carried on Air Wing aircraft at all times. Limited catering can be provided where flights of more that one hours duration occur over the normal meal hours of:

Guidelines for the Use of Government Aircraft for Official Transport

Page 9

a.	Breakfast	06:00 - 07:30
b.	Lunch	12:00 – 13:00
C.	Dinner	17:30 – 19:00

6.6.2 Catering facilities are very limited at many aerodromes visited by Air Wing aircraft. Limited snacks and sandwiches will be provided where possible, within the limitation of the safe storage and handling of foodstuffs.

 <u>6.6.3</u> Requests for special catering should be made at the time of booking to establish the viability of such requests. Due to the limitations of safe food storage in Air Wing aircraft, not all special requests may be able to be met.

6.6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5. 6.6.3-

#### 6.7 Cancelled Bookings

6.7.1 The Air Wing is to be advised as soon as possible if a flight is to be cancelled. If a booking is cancelled it is necessary to recommence the process and regain the approval of the Premier prior to arranging another flight.

#### 6.8 Aircrew Accommodation

- 6.8.1 Accommodation for pilots is to be arranged by the Government House/Minister's Office or, Queensland Reconstruction Authority-or Queensland Floods Commission of Inquiry-concerned. Single room accommodation is required. Crewing is 2 pilots per aircraft.
- 6.87.2 On those occasions when pilots are required to be on duty for more than 10 hours on any one day they may require, and should be provided with if requested, day use of accommodation.

# 7.0 SECURITY ACCESS TO AIRPORT

# 7.1 Government Air Wing - Brisbane Airport

- 7.1.1 All access to the Government Air Wing is through security gates controlled by the Air Wing.
- 7.1.2 Once a clearance has been given by the Air Wing, all personnel must proceed directly to, and remain within the Government Air Wing building. Depending on security circumstances, vehicle assess to the Air Wing may not be permitted. In such circumstances, the adjacent

Guidelines for the Use of Government Aircraft for Official Transport

Formatted: List Paragraph, Left, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Page 10

enclosed car park may be utilised.-Under no circumstance are vehicles permitted on the tarmac. Vehicle access to the tarmac is limited and subject to security restrictions. Vehicle access to the tarmac must be pre arranged through the Air Wing.

7.1.3 Access to the hangar and tarmac is restricted to those holding appropriate Air Side Identification Cards (ASIC). Persons not holding an ASIC requiring access to the hangar or tarmac must be escorted by Air Wing personnel holding an ASIC.

Guidelines for the Use of Government Aircraft for Official Transport

Department of the Premier and Cabinet	Page 11
	ATTACHMENT 1
HEAD OFFICE AND G	OVERNMENT AIR WING LOCATIONS
OVERNMENT AIR WING	
-ocation	Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)
Postal Address	PO Box 1018, Eagle Farm, @ 4009
elephone	Administration Officer 389 89500
acsimile	389 89507
IEAD OFFICE	
ocation	Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street <b>BRISBANE Q 4001</b>
ostal Address	PO Box 15185, CITY EAST Q 4002

Guidelines for the Use of Government Aircraft for Official Transport

Page 12

## ATTACHMENT 2

## AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
BASED AT	Brisbane - Government	Brisbane - Government
	Air Wing	Air Wing
POWERED BY	2 Jet Engines	2 Turbo-prop Engines
NUMBER OF	8	8 - 9. However, the
PASSENGERS		number may be limited )
		to 8 if luggage is
		required to be carried.
NOMINAL RANGE*	2500NM	1600NM
	4600KM	3000KM
FLIGHT TIMES	400NM/HR	270NM/HR
(APPROX)	740KM/HR	500KM/HR
AIRCRAFT CREWING	2 Pilots	2 Pilots
AIRCRAFT CALL	VH-SGY	VH-\$GQ
SIGNS		
AIRCRAFT PHONE	0428 783 351 📉	0428 783 352
NUMBERS		$\land$

\* Range is dependent on task nature and number of passengers.

Guidelines for the Use of Government Aircraft for Official Transport

.

•					
		ent of the Premier	and Cabinet	TTACHMEN	
aile of A		ication for Use of	Aircraft		OVP.
alls of A ceholder:	pplicant:				Queenslan Governmen
		,			
tact: tion:				Tel: Fax:	
	L			1 dA.	$\rightarrow$
Purpose o Trip/s:				$\square$	
lustificatio		e use of travel has been CIAL FLIGHTS AVAILA	investigated but is unsuita BLE TO MEET TIMES RE	able because – QUIRED.	NO
		-liestien.	······································		<u> </u>
Re	eason for Ap	plication:			
	ht Departur		Proposed Flight A		
e	Time	Location	Date 1	'lme	Location
Date	Time		Details		
				/	
~ ~					
	itical Deadlin		$/ \rangle \setminus / /$		
	et of Docoor	nore:			
	st of Passen Is / Surname		anisation - Travelling betwe	en Locations	No.
	st of Passen Is / Surname		nisation / Travelling betw	een Locations	No.
			anisation - Travelling betwe	een Locations	No.
			nisation - Travelling betw	een Locations	No.
			anisation - Travelling betwe	een Locations	No.
tle / Initia	ls / Surname		anisation - Travelling betwe	een Locations	No.
	ls / Surname		inisation - Travelling betw	een Locations	No.
tle /  nitia Ianatory N Au	ls / Surname			een Locations	No.
tle /  nitia lanatory h Au cer:	ls / Surname Note: 1. 2.		anisation - Travelling between the second se	een Locations	No.
anatory N Au er: tion:	Note: 1. 2. thorisation:	Position / Org		een Locations	
anatory N Au er: tion:	Is / Surname	Position / Org		een Locations	
tle / Initia lanatory N Au cer: ition: ification	Note: 1. 2. thorisation: I certify that t Official Trave alternative m	Position / Org	Signature:	een Locations	
lanatory N anatory N Au cer: tion: ification	Note: 1. 2. thorisation: I certify that t Official Trave alternative m A copy of the	Position / Org	Signature:		
anatory N Au er: lon: fication	Note: 1. 2. thorisation: I certify that t Official Trave alternative m	Position / Org	Signature:	een Locations	
tle / Initia Ianatory N Au cer: ition: ification rary: Ap	Is / Surname	Position / Org	Signature:		
tle / Initia Ianatory N Au cer: ition: ification rary:	Is / Surname	Position / Org	Signature:		
tle / Initia Ianatory N Au cer: ition: ification rary: Ap	Is / Surname	Position / Org	Signature:		
tle / Initia Ianatory N Au cer: ition: ification rary: Ap	Is / Surname	Position / Org	Signature:		
tle / Initia	Is / Surname	Position / Org	Signature:		

Page 1

#### **GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT** FOR OFFICIAL TRANSPORT

#### **TABLE OF CONTENTS**

#### FOREWORD

#### 1.0 POLICY

- 1.1 **Official Travel**
- 1.2 Staff, Public Servant and Media
- Guests of the Governor or Minister 1.3
- 1.4 Annual Report
- 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft
- 2.0 PURPOSE
- APPLICATION OF THE GUIDELINES 3.0

#### 4.0 ADMINISTRATION OF THE GUIDELINES

#### 5.0 INTRODUCTION

- 5.1 Background
- Allocation of Aircraft 5.2
- 5.3 Constraints
  - Alternative Modes of Travel 5.3.1
  - 5.3.2 Servicing Electorate Needs
  - One-Way Travel and Empty Sectors 5.3.3
  - 5.3.4 Pilot Duty Hours
- REQUESTS FOR THE USE OF A RCRAFT FOR OFFICIAL TRAVEL 6.0
  - 6.1 **Booking Enquiries**
  - 6.2 Application Form
  - Approval for Aircraft Use 6.3
  - 6.4 The need to provide updated details to the Air Wing
  - 6.5 Luggage

7.1

- 6.6 Provision of Catering
- 6.7 **Cancelled Bookings** 6.8
- Aircrew Accommodation
- SECURITY ACCESS TO AIRPORT 7.0

Government Air Wing - Brisbane Airport

#### ATTACHMENT HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

#### ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reh 2011

Page 2

#### FOREWORD

The Government Air Wing provides fixed wing air services to assist in meeting the demanding travel commitments of the Premier, the Governor and Ministers. The Air Wing will also, when available, contribute to meeting the emergency and other specified aviation needs of the community.

These Guidelines for the Use of Government Aircraft for Official Transport incorporate the <u>management</u> processes to be followed when requesting official travel on fixed wing aircraft operated by the Government Air Wing. <u>Travel may be approved for Ministers</u>, for the Governor, <u>Ministers and</u>, the Head of the Queensland Reconstruction Authority, and the Commissioner for the Queensland Floods Commission of Inquiry on fixed-wing aircraft operated by the Government Air Wing.

The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet. The Government Air Wing provides fixed wing services to meet emergency-and-other specified aviation needs of the community and the Government, including official travel for the Governor and Ministers. The Head of the Queensland Reconstruction Authority may access fixed wing services from the Government Air Wing for the duration of his appointment. The Commissioner for the Queensland Floods Commission of Inquiry may access fixed wing services from the Government Air Wing for the duration of her appointment.

The aircraft are not a substitute for normal commercial travel and should only be used when alternative means <u>or travel</u> are not available or are inadequate to service official requirements.

An overriding principle for the allocation of aircraft-is that first-priority will always be given to emergency tasks. All other requests for use are processed in the order in which they are received, and approved official travel tasks may be cancelled at short notice if an emergency arises.

The use of Government aircraft for official purposes requires my prior approval on all occasions.

Campbell Newman ANNA BLIGH MP Premier of Queensland

Formatted: Indent: Left: 1,25 cm

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

#### This document has been released under the RIGHT TO INFORMATION ACT 2009 (Qld)

Department of the Premier and Cabinet

Page 3

#### 1.0 POLICY

#### 1.1 Official Travel

1.1.1 Government fixed-wing aircraft are available for use by the Premier, the Governor, Ministers and the Head of the Queensland Reconstruction Authority subject to certain conditions, for use by the Governor, Ministers, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Elects Commission of Inquiry in carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of these offices. Use of the aircraft is subject to the provisions of these Guidelines. Office of Governor, a Minister's Portfolio, Government, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry.

#### 1.2 Staff, Public Servants and the Media

- 1.2.1 Geverner's staff, Governor's staff, Ministerial staff, Public Servants and members of the Media are not permitted to travel on the aircraft unless accompanying the Governor or Minister.
  - 1.2.2 However, in circumstances where it is considered cost effective and expeditious for the Governor or the Governor or Minister to leave or board a flight at a place other than Brisbane, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier or the Premier's delegates. In these circumstances the most senior staff member on board is to assume responsibility for adherence to these Guidelines from the Minister or Governor.
  - 1.2.3 The Head of the Queensland Reconstruction Authority may travel on the aircraft unaccompanied by the Governor or a Minister.

1.2.4 The Commissioner for the Queensland Floods Commission of Inquiry\*may travel on the aircraft unaccompanied by the Governor or a Minister.

- <u>1.3</u><u>4.3</u><u>Guests of the Governor or Minister</u> or Minister
- 1.3.1 Subject to the approval of the Premier, the Governor, Minister <u>or</u>, Head of the Queensland Reconstruction Authority <u>or the Commissioner for</u> the Queensland Floods Commission of Inquiry may be accompanied by these non-Government persons whose attendance they believe on reasonable grounds will assist in the performance of the task for which the use of an aircraft is being requested.

#### 1.4 Annual Report

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Formatted: No bullets or numbering

Formatted: Indent: Left: 0 cm, First line: 0 cm, Tab stops: Not at 1.25 cm Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 cm + Tab after: 1.24 cm + Indent at: 1.24 cm

Formatted: Indent: Left: 1.24 cm, Tab stops: Not at 1.25 cm

Page 4

1.4.1 A full and comprehensive statement on the activities of the Government Air Wing shall be included in each Annual Report of the Department of the Premier and Cabinet.

#### 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft

- <u>1.5.1</u> The carriage and responsibleer consumption of alcoholic beverages on Government Air Wing Aircraft is not permitted, subject to the conditions in paragraphs 1.5.2 and 1.5.3 below.
- 1.5.2 The Government Air Wing provides a limited supply of alcohol for service during flights. Alcoholic beverages should be consumed responsibly, having regard to air and workplace health and safety requirements and is only to be permitted with the specific approval of the Premier, Governor or Minister travelling on the individual flight.
- 4-5-11.5.3 Carriage and consumption of alcohol in certain aboriginal communities is subject to restriction. Prior to departure for or arrival at, any Aboriginal community, all alcohol is to be removed from Government Air Wing aircraft.

### 2.0 PURPOSE

2.1 The Guidelines for the Use of Government Aircraft for Official Transport set out the procedures to be followed when requesting official travel for the Governor, Ministers, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry on fixed wing aircraft operated by the Government Air Wing.

# 3.0 APPLICATION OF THE GUIDELINES

3.1 The Guidelines apply to the Governor, the Governor, Ministers, the Head of the Queensland Reconstruction Authority, Commissioner for the Queensland Floods Commission of Inquiry and their respective staff.

# 4.0 ADMINISTRATION OF THE GUIDELINES

4.1 The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance-Division, Department of the Premier and Cabinet.

# 5.0 INTRODUCTION

5.1 Background

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Formatted: Indent: Left: 1.27 cm, No buillets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

Page 5

5.1.1 The Government Air Wing provides fixed-wing services to assist in meeting the demanding travel commitments of the Premier, the Governor and Ministers.meet emergency and other specified aviation needs of the community and the Government. The Air Wing will also, when available, contribute to meeting the emergency and other specified aviation needs of the community. These services include Organ Transplant Retrievals, Search and Rescue (SAR), Counter Disaster Operations (CDO) and Official Transport. The Air Wing comprises the following two fixed-wing aircraft, both located at the Brisbane airport -

Hawker 850XP Jet Beech King Air 350

## 5.1.2 The Guidelines include the following attachments -

Attachment 1 - Head Office and Government Air Wing Locations Attachment 2 - Aircraft types and capabilities Attachment 3 - Application for Use of Aircraft

#### 5.2 Allocation of Aircraft

- 5.2.1 An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use will normally be processed in the order in which they are received. An approved request may be cancelled at short notice if an emergency task eventuates (eg. the Hawker 850XP Jet is used for organ transplant retrieval tasks and, as such, these short-notice flights will take precedence over all other arrangements) and aircraft may be re-allocated by the Chief Pilot in consultation with the Premier's office where no change of passenger or destination is required.
- 5.2.2 If conflicting aircraft requirements occur, for example, between Ministers, ministerial staff are to negotiate priorities and advise the Administration Officer, Government Air Wing, State Affairs (Governance), Department of the Premier and Cabinet, accordingly.
- 5.2.3 In the case of urgent maintenance problems such as failure on start up, aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.

# 5.3 Constraints

5.3.1 Alternative Modes of Travel

Alternative modes of travel, including commercial airlines, are to be utilised wherever possible. Government aircraft are not to be a substitute for other means of travel and should only be used when

Guidelines for the Use of Government Aircraft for Official Transport

Page 6

alternative means <u>of travel</u> are not available or are inadequate to service official requirements.

Due to the substantial time constraints placed on the Premier, <u>Deputy</u> <u>Premier and Treasurer</u>, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking <u>G</u>government aircraft for the Premier, <u>Deputy Premier and Treasurer</u>,

#### 5.3.2 Servicing Electorate Needs

The use of Government aircraft for travel to, from and within a Minister's electorate is only permitted if such travel is related to the discharge of a Minister's official portfolio responsibilities (see para. 1.1) and not to service electorate needs.

#### 5.3.3 One-Way Travel and Empty Sectors

It is uneconomical for aircraft to operate a sector without passengers or on the basis on a one-way flight (ie. travel to or from Brisbane empty). Approval will not be granted for flights of this nature, unless exceptional circumstances exist. Occasional empty sectors may be required for operational purposes, i.e. refuelting or security of the aircraft.

#### 5.3.4 Pilot Duty Hours

Civil Aviation legislation provides guidance on the duty and flight time a pilot may undertake. Air Wing pilot duty hours are normally limited to 10 hours duty in any one day. On rare occasions, the Chief Pilot may authorise an extension of duty hours if it is considered that safety will not be compromised. (See also para. 6.87.2)

# 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL

#### 6.1 Booking Enquiries

6.1.1 The Administration Officer, Government Air Wing, State Affairs, Department of the Premier and Cabinet, is the officer responsible for aircraft bookings. Bookings for the aircraft are to be made through that officer as early as possible (Telephone: 3898 9500). Aircraft may have been booked previously or be unavailable for a range of reasons including scheduled maintenance.

### 6.2 Application Form

6.2.1 Following verbal advice from the Administration Officer that an aircraft is available on the designated date and time, a formal written request must be made immediately to that Officer. Requests are to be

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Page 7

submitted on the *Application for Use of Aircraft*, all sections of which must be completed, including "not applicable" notations where appropriate. The form is to be faxed to the Administration Officer at least five (5) calendar days prior to the day of the proposed flight. The fax number is **3898 9507**.

- 6.2.2 The Application must be accompanied by a copy of the Governor's, Minister's or ,- the Head of the Queensland Reconstruction Authority's or Commissioner for the Queensland Floods Commission of Inquiry's full itinerary for the engagement for which the use of an aircraft is being sought. Requests must be signed by the Minister or a Senior Policy Adviser.
- 6.2.3 All persons, including members of the media, who are travelling in government aircraft **must** be clearly identified on the *Application* for official reporting purposes.
- 6.2.4 For non-Government passengers, an explanation **must** be provided on the *Application* as to the reasons for those passengers being included on the flight.
- 6.2.5 On receipt, the Administration Officer, will submit the *Application* to the Office of the Premier for consideration.

#### 6.3 Approval for Aircraft Use

- 6.3.1 The Premier, or the Premiers' Delegates, are responsible for approving the use of Government aircraft operated by the Air Wing. Flights will not proceed until approval is granted. Each request will only be approved if the Premier considers that the circumstance warrants the use of Government aircraft.
- 6.3.2 -The Chief Pilot is authorised to approve short notice flights in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, short notice <u>Search and Rescue and</u> Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots. <u>The Chief</u> <u>Pilot should where practicable, consult with the Premier's Office before</u> <u>approving these short notice flights.</u>
- 6.3.3 The Office of the Premier will inform the Official Secretary, Government House or, the Office of the requesting Minister or the Queensland Reconstruction Authority, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry, tha that approval has or has not been granted. If approved, the Office of the Premier will also provide a copy of the approved Application to the Administration Officer, Government Air Wing.

Guidelines for the Use of Government Aircraft for Official Transport

Page 8

- 6.3.4 Following flight approval, all arrangements in regard to flight planning, itineraries, catering, etc., are to be made direct with the Administration Officer, Government Air Wing (Telephone 389 **89500**).
- 6.3.5 If a flight itinerary is changed subsequent to approval by the Premier it is necessary for a further *Application* setting out the revised itinerary to be submitted for the Premier's consideration (see also paragraph 6.4.32).
- 6.3.6 All passengers are expected to arrive at the Air Wing at least 15 minutes prior to the approved departure time. Changes to the road system at and near Brisbane can lead to extensive traffic delays.

#### 6.4 The need to provide updated details to the Air Wing

- 6.4.1 For flight planning purposes, the pilot-in-command needs to be fully informed of the desired departure and arrival times for all flights. The pilot's planning can then compensate for predicted winds, adverse weather, probable Air Traffic Control delays, etc. which could affect times by as much as 20 per cent. In some circumstances, an earlier departure time may be appropriate especially where an arrival time is critical (eg. to ensure the Governor's or Minister's arrival time at an official function).
- 6.4.2 Unusual flight profiles, such as a fly-over of government facilities, must be cleared in advance by the Chief Pilot. Airspace and operational constraints can affect such requests.
- 6.4.3 It is essential for the Office of Governor, or Minister's Office to submit to the Air Wing an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights on the morning of the working day preceding the actual flight. These details must be faxed to Air Wing on fax **3899 9507**.
  - 6.4.4 An up-to-date copy of the litherary, names of all passengers and desired/essential timings for all flights undertaken on behalf of the Queensland Reconstruction Authority and—the—Queensland—Floeds Gemmission of Inquiry should be faxed to the Air Wing on fax **3898 9507** as soon as practicable.
  - 6.5 Luggage
  - 6.5.1 Any arrangements required for luggage and cargo are the responsibility of the most senior ministerial staff member travelling. Both Air Wing aircraft have limited baggage storage facilities and carriage of unusual or bulky items may be restricted where the maximum number of passengers are to be carried.

May 2012 reh 2011

Page 9

6.5.2 Many items suitable for carriage by ground transport are not suitable for carriage by air, including many items that are considered goods dangerous for air carriage (Dangerous Goods). Civil Aviation legislation restricts the carriage of such items and Air Wing pilots **must** refuse to carry certain such Dangerous Goods. Prior contact with the Air Wing is required if doubt exists as to the suitability of items for carriage by air.

#### 6.6 Provision of Catering

6.6.1 Tea, Coffee, water, soft drinks and light snacks are carried on Air Wing aircraft at all times. Limited catering can be provided where flights of more that one hours duration occur over the normal meal hours of:

a.	Breakfast	06:00 - 07:30
b.	Lunch	12:00 - 13:00
C,	Dinner	17:30 19:00

- 6.6.2 Catering facilities are very limited at many aerodromes visited by Air Wing aircraft. Limited snacks and sandwiches will be provided where possible, within the limitation of the safe storage and handling of foodstuffs.
- 6.6.3 Requests for special catering should be made at the time of booking to establish the viability of such requests. Due to the limitations of safe food storage in Air Wing aircraft, not all special requests may be able to be met.
  - 8-5-36.6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5.

#### 6.7 Cancelled Bookings

6.7.1 The Air Wing is to be advised as soon as possible if a flight is to be cancelled. If a booking is cancelled it is necessary to recommence the process and regain the approval of the Premier prior to arranging another flight.

## 6.8 Aircrew Accommodation

- 6.8.1 Accommodation for pilots is to be arranged by the Government House/Minister's Office\_or, Queensland Reconstruction Authority-or Queensland Floods Commission\_of\_Inquiry\_concerned. Single room accommodation is required. Crewing is 2 pilots per aircraft.
- 6.87.2 On those occasions when pilots are required to be on duty for more than 10 hours on any one day they may require, and should be provided with if requested, day use of accommodation.

Guidelines for the Use of Government Aircraft for Official Transport

May 2012rch 2011

Formatted: List Paragraph, Left, No bullets or numbering

Page 10

# 7.0 SECURITY ACCESS TO AIRPORT

# 7.1 Government Air Wing - Brisbane Airport

- 7.1.1 All access to the Government Air Wing is through security gates controlled by the Air Wing.
- 7.1.2 Once a clearance has been given by the Air Wing, all personnel must proceed directly to, and remain within the Government Air Wing building. Depending on security circumstances, vehicle assess to the Air Wing may not be permitted. In such circumstances, the adjacent enclosed car park may be utilised. Under no circumstance are vehicles permitted on the tarmac. Vehicle access to the tarmac is limited and subject to security restrictions. Vehicle access to the tarmac must be pre arranged through the Air Wing.
- 7.1.3 Access to the hangar and tarmac is restricted to those holding appropriate Air Side Identification Cards (ASIC). Persons not holding an ASIC requiring access to the hangar or tarmac must be escorted by Air Wing personnel holding an ASIC.

Guidelines for the Use of Government Aircraft for Official Transport

Department of the Premier and Cabinet	Page 11
	ATTACHMENT 1
HEAD OFFICE AND GO	OVERNMENT AIR WING LOCATIONS
GOVERNMENT AIR WING	
Location	Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)
Postal Address	PO Box 1018, Eagle Farm, Q 4009
Telephone	Administration Officer 389 89500
Facsimile	389 89507
HEAD OFFICE	
Location	Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street BRISBANE Q 4001
Postal Address	PO Box 15185, CITY EAST Q 4002

Guidelines for the Use of Government Aireraft for Official Transport

Page 12

# **ATTACHMENT 2**

# AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
BASED AT	Brisbane - Government	Brisbane - Government
	Air Wing	Air Wing
POWERED BY	2 Jet Engines	2 Turbo-prop/Engines
NUMBER OF	8	8 – 9. However, the
PASSENGERS		number may be limited )
		to 8 if luggage is
		required to be carried.
NOMINAL RANGE*	2500NM	1600NM
	4600KM	3000KM
FLIGHT TIMES	400NM/HR	279NM/HR
(APPROX)	740KM/HR	500KM/HR
AIRCRAFT CREWING	2 Pilots	2 P/lots
AIRCRAFT CALL	VH-SGY	VH-SGQ
SIGNS	1	
AIRCRAFT PHONE	0428 783 351	0428 783 352
NUMBERS		

\* Range is dependent on task nature and number of passengers.

Guidelines for the Use of Government Aircraft for Official Transport

_		ent of the Premier a lication for Use of A	and Cabinet	HMENT 3
Details of A		incation for USE OF A	AllChalt	(OV)
Officeholder:				Queensland Government
Contact:	1			Tel:
Position:				Fax:
Purpose o Trip/s:	of	· · · · · · · · · · · · · · · · · · ·		
Justificati	on Alternativ COMMEF	e use of travel has been i RCIAL FLIGHTS AVAILAB	nvestigated but is unsuitable bec BLE TO MEET TIMES REQUIRED	ause – NO D.
R	eason for Ap	plication:	~	
	, ght Departur		Proposed Flight Arrival E	etails <sup>2</sup>
Date	Time	Location	Date Time	Location
				<u>&gt;</u>
I				
Data	Time		Dotaila	. 1
Date	Time		Details	
Date	Time		Details	
Cr	itical Deadli		Details	
Cr	itical Deadli st of Passen	gers:		
Cr	itical Deadli	gers:	Details	ations No.
Cr	itical Deadli st of Passen	gers:		ations No.
Cr	itical Deadli st of Passen	gers:		ations No.
Cr	itical Deadli st of Passen	gers:		ations No.
Cr Lis Title / [nitia	itical Deadli st of Passen ls / Surname	gers:		ations No.
Cr Lis Title / [nitia	itical Deadli st of Passen is / Surname	gers:		ations No.
Cr Lis Title / (nitia	itical Deadli st of Passen Is / Surname	gers:		ations No.
Cr Lis Title / (nitia Explanatory I	itical Deadli st of Passen is / Surname	gers:	nisation -/ Travelling between Loc:	
Cr Lis Title / [nitia Explanatory I Au Officer: Position:	itical Deadli st of Passen is / Surname	gers: Position / Orgán		ations No.
Cr Lis Title / [nitia Explanatory I Au Officer: Position: Certification	itical Deadli st of Passen is / Surname	gers: Position / Organ	nisation -/ Travelling between Loc:	
Cr Lis Title / [nitia Explanatory I Au Officer: Position: Certification	itical Deadli st of Passen is / Surname	gers: Position / Organ	nisation -/ Travelling between Loc:	
Cr Lis Title / [nitia Explanatory I Au Officer: Position: Certification	itical Deadli st of Passen Is / Surname	gers: Position / Organ	nisation -/ Travelling between Loc:	
Cr Lis Title / [nitia Explanatory I Au Officer: Position: Certification	itical Deadli st of Passen Is / Surname	gers: Position / Organ Position / Organ Posit	No (Circle as	
Cr Lis Title / Initia Explanatory I Au Officer: Position: Certification	itical Deadli st of Passen Is / Surname	gers: Position / Organ Position / Organ Posit	nisation -/ Travelling between Loca	
Cr Lis Title / (nitia Explanatory I Explanatory I Au Officer: Position: Certification : Itinerary:	itical Deadli st of Passen Is / Surname	gers: Position / Organ Position / Organ Posit	No (Circle as	
Cr Lis Title / [nitia Explanatory I Explanatory I Au Officer: Position: Certification itinerary:	itical Deadli st of Passen Is / Surname	gers: Position / Organ Position / Organ Posit	No (Circle as	
Cr Lis Title / [nitia Explanatory I Explanatory I Au Officer: Position: Certification itinerary:	itical Deadli st of Passen Is / Surname	gers: Position / Organ Position / Organ Posit	No (Circle as	
Cr Lis Title / (nitia Explanatory I Explanatory I Au Officer: Position: Certification : Itinerary:	itical Deadli st of Passen Is / Surname	gers: Position / Organ Position / Organ Posit	No (Circle as	

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

# .

<b>-</b> .	Ben Myers
Sent:	Wednesday, 25 July 2012 11:11 AM
To: Subject:	Kate Winter
Attachments:	FW: GAW Guidelines proposed amendments Amended GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIA
Actuon nento.	TRANSPORT V1_minor changes.docx; Amended GUIDELINES FOR THE USE OF
	GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT V2_22.05.12.docx
	$\sim$
FYI - Amended Guidelines	
	Executive Assistant to the Chief of Staff   .
	bell Newman MP   Premier of Queenstand
E-mail: Athena.Hondroudak Phone: (07) 3224 5746   Fa	
нона. (отродато то та	
From: Sharon Bailey [mailt	o:Sharon,Bailey@premiers.gld.gov.au]
Sent: Wednesday, 25 July 2	
To: Jon Grayson	
Cc: Ben Myers Subject: GAW Guidelines p	
oubject: onw ouldelines p	noposed amendments
Please find attached propos	sed amendments to the Government Air wing Guidelines
V1 contains the minimalist c	changes and V2 are the more detailed contextual changes
Versions with the tracked ch	nanges are also available.
' De manda	
Regards	
Regards	
-	
-	
Sharon	
Sharon This email is intende	ed only for the addressee. Its use is limited to that intended by
Sharon This email is intende the author at the tim	ed only for the addressee. Its use is limited to that intended by me and it is not hout the author's consent.
Sharon This email is intende the author at the tim to be distributed wit	hout the author's consent.
Sharon This email is intende the author at the tim to be distributed with Inless otherwise stat	ne and it is not hout the author's consent. ed, the State of Queensland accepts no liability for the contents
Sharon This email is intende the author at the tim to be distributed wit Unless otherwise stat of this email except subsequently confirme	ne and it is not hout the author's consent. ed, the State of Queensland accepts no liability for the contents where ed in writing. The opinions expressed in this email are those of
Sharon This email is intende the author at the tim to be distributed wit Unless otherwise stat of this email except subsequently confirme the author and do not	ne and it is not hout the author's consent. ed, the State of Queensland accepts no liability for the contents where ed in writing. The opinions expressed in this email are those of necessarily
Sharon This email is intendent the author at the time to be distributed with Unless otherwise stat of this email except subsequently confirme the author and do not represent the views o	ne and it is not hout the author's consent. The State of Queensland accepts no liability for the contents where ed in writing. The opinions expressed in this email are those of necessarily of the State of Queensland. This email is confidential and may be
Sharon This email is intendent the author at the time to be distributed with Unless otherwise stat of this email except subsequently confirme the author and do not represent the views of subject to a chaim of	ne and it is not hout the author's consent. The State of Queensland accepts no liability for the contents where ed in writing. The opinions expressed in this email are those of necessarily of the State of Queensland. This email is confidential and may be

1

Page 1

# **GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT** FOR OFFICIAL TRANSPORT

# TABLE OF CONTENTS

#### FOREWORD

- 1.0 POLICY
  - 1.1 **Official Travel**
  - Staff, Public Servant and Media 1.2
  - Guests of the Governor or Minister 1.3
  - 1.4 Annual Report
  - 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft
- 2.0 PURPOSE
- 3.0 APPLICATION OF THE GUIDELINES
- 4.0 ADMINISTRATION OF THE GUIDELINES

#### 5.0 INTRODUCTION

- 5.1 Background
- 5.2 Allocation of Aircraft
- 5.3 Constraints
  - 5.3.1 Alternative Modes of Travel
  - Servicing Electorate Needs 5.3.2 One-Way Travel and Empty Sectors 5.3.3

  - 5.3.4 Pilot Duty Hours
- 6.0 REQUESTS FOR THE USE OF A/RCRAFT FOR OFFICIAL TRAVEL
  - **Booking Enquiries** 6.1
  - Application Form 6.2
  - 6.3 Approval for Aircraft Use
  - 6.4 The need to provide updated details to the Air Wing
  - 6.5 Luggage
  - Provision of Catering 6.6
  - 6.7 **Cancelled Bookings** 6.8
  - Aircrew Accommodation
- 7.0 SECURITY ACCESS TO AIRPORT

7.1

ATTACHMENT 1

Government Air Wing - Brisbane Airport

# HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

#### ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Page 2

### FOREWORD

These Guidelines for the Use of Government Aircraft for Official Transport incorporate the processes to be followed when requesting official travel for the Governor, Ministers<u>and</u>, the Head of the Queensland Reconstruction Authority and the Commissioner-for the Queensland Floeds Commission of Inquiry on fixed-wing aircraft operated by the Government Air Wing.

The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet. The Government Air Wing provides fixed-wing services to meet emergency and other specified aviation needs of the community and the Government, including official travel for the Governor and Ministers. The Head of the Queensland Reconstruction Authority may access fixed-wing services from the Government Air Wing for the duration of his appointment. The Commissioner for the Queensland Floods Commission of Inquiry may access fixed-wing services from the Government Air Wing for the duration of her appointment.

The aircraft are not a substitute for normal commercial travel and should only be used when alternative means are not available or are inadequate to service official requirements.

An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use are processed in the order in which they are received, and approved official travel tasks may be cancelled at short notice if an emergency arises.

The use of Government aircraft for official purposes requires my prior approval on all occasions.

ANNA BLIGH MP Premier of Queensland

Guidelines for the Use of Government Aircraft for Official Transport

Page 3

# 1.0 POLICY

# 1.1 Official Travel

1.1.1 Government fixed-wing aircraft are available, subject to certain conditions, for use by the Governor, Ministers and, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods. Commission of Inquiry in carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of the Office of Governor, a Minister's Portfolio, Government, or the Queensland Reconstruction Authority. - or the Queensland Floods. Commission of Inquiry.

#### **1.2** Staff, Public Servants and the Media

- 1.2.1 Governor's staff, Ministerial staff, Public Servants and members of the Media are not permitted to travel on the aircraft unless accompanying the Governor or Minister.
- 1.2.2 However, in circumstances where it is considered cost effective and expeditious for the Governor or Minister to leave or board a flight at a place other than Brisbane, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier or the Premier's delegates. In these circumstances the most senior staff member on board is to assume responsibility from the Minister or Governor.
- 1.2.3 The Head of the Queensland Reconstruction Authority may travel on the aircraft unaccompanied by the Governor or a Minister.

1.2.4 -- The Commissioner for the Queensland Floods Commission-of-Inquiry may travel on the aircraft unaccompanied by the Governor or a Minister.

# 1.3 Guests of the Governor or Minister

1.3.1 Subject to the approval of the Premier, the Governor, Minister <u>or</u>, Head of the Queensland Reconstruction Authority or-the-Commissioner for the Queensland-Floods Commission of Inquiry-may be accompanied by those non-Government persons whose attendance they believe on reasonable grounds will assist in the performance of the task for which the use of an aircraft is being requested.

# 1.4 Annual Report

1.4.1 A full and comprehensive statement on the activities of the Government Air Wing shall be included in each Annual Report of the Department of the Premier and Cabinet.

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh-2011

Formatted: Indent: Left: 1.27 cm, No builtets or numbering

 Formatted: Indent: Left: 1.27 cm, First line: 0 cm, Tab stops: Not at 1.25 cm

Page 4

# 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft

- <u>1.5.1</u> The carriage <u>and responsible</u>or consumption of alcoholic beverages on Government Air Wing Aircraft is not permitted, <u>subject to the</u> <u>conditions in paragraphs 1.5.2 and 1.5.3 below</u>.
- 1.5.2 The Government Air Wing provides a limited supply of alcohol for service during flights. Alcoholic beverages should be consumed responsibly, having regard to air and workplace health and safety requirements and is only to be permitted with the specific approval of the Premier, Governor or Minister travelling on the individual flight.
- <u>4.5.41.5.3</u> Carriage and consumption of alcohol in certain aboriginal communities is subject to restriction. Prior to departure for, or arrival at, any Aboriginal community, all alcohol is to be removed from Government Air Wing aircraft.

# 2.0 PURPOSE

2.1 The Guidelines for the Use of Government Aircraft for Official Transport set out the procedures to be followed when requesting official travel for the Governor, Ministers and, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry on fixed-wing aircraft operated by the Government Air Wing.

# 3.0 APPLICATION OF THE GUIDELWES

3.1 The Guidelines apply to the Governor, Ministers, Head of the Queensland Reconstruction Authority, Commissioner for the Queensland Floods Commission of Inquiry and their respective staff.

# 4.0 ADMINISTRATION OF THE GUIDELINES

4.1 The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet.

# 5.0 INTRODUCTION

# 5.1 Background

5.1.1 The Government Air Wing provides fixed-wing services to meet emergency and other specified aviation needs of the community and the Government. These services include Organ Transplant Retrievals, Search and Rescue (SAR), Counter Disaster Operations (CDO) and Official Transport. The Air Wing comprises the following two fixedwing aircraft, both located at the Brisbane airport -

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>rch 2011

Formatted: Indent: Left: 1.27 cm, No builets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

Page 5

# Hawker 850XP Jet Beech King Air 350

5.1.2 The Guidelines include the following attachments -

Attachment 1 - Head Office and Government Air Wing Locations Attachment 2 - Aircraft types and capabilities Attachment 3 - Application for Use of Aircraft

# 5.2 Allocation of Aircraft

- 5.2.1 An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use will normally be processed in the order in which they are received. An approved request may be cancelled at short notice if an emergency task eventuates (eg. the Hawker 850XP Jet is used for organ transplant retrieval tasks and, as such, these short-notice flights will take precedence over all other arrangements) and aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.
- 5.2.2 If conflicting aircraft requirements occur, for example, between Ministers, ministerial staff are to negotiate priorities and advise the Administration Officer, Government Air Wing, State Affairs (Governance), Department of the Premier and Cabinet, accordingly.
- 5.2.3 In the case of urgent maintenance problems such as failure on start up, aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.

# 5.3 Constraints

5.3.1 Alternative Modes of Travel

Alternative modes of travel, including commercial airlines, are to be utilised wherever possible. Government aircraft are not to be a substitute for other means of travel and should only be used when alternative means are not available or are inadequate to service official requirements.

Due to the substantial time constraints placed on the Premier, <u>Deputy</u> <u>Premier and Treasurer</u>, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking government aircraft for the Premier, <u>Deputy Premier and Treasurer</u>.

5.3.2 Servicing Electorate Needs

Page 6

The use of Government aircraft for travel to, from and within a Minister's electorate is only permitted if such travel is related to the discharge of a Minister's official portfolio responsibilities (see para. 1.1) and not to service electorate needs.

### 5.3.3 One-Way Travel and Empty Sectors

It is uneconomical for aircraft to operate a sector without passengers or on the basis on a one-way flight (ie. travel to or from Brisbane empty). Approval will not be granted for flights of this nature, unless exceptional circumstances exist. Occasional empty sectors may be required for operational purposes, i.e. refuelling or security of the aircraft.

### 5.3.4 Pilot Duty Hours

Civil Aviation legislation provides guidance on the duty and flight time a pilot may undertake. Air Wing pilot duty hours are normally limited to 10 hours duty in any one day. On rare occasions, the Chief Pilot may authorise an extension of duty hours if it is considered that safety will not be compromised. (See also para. 6.87.2)

# 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL

# 6.1 Booking Enquiries

6.1.1 The Administration Officer, Government Air Wing, State Affairs, Department of the Premier and Cabinet, is the officer responsible for aircraft bookings. Bookings for the aircraft are to be made through that officer as early as possible (Telephone: 3898 9500). Aircraft may have been booked previously or be unavailable for a range of reasons including scheduled maintenance.

# 6.2 Application Form

- 6.2.1 Following verbal advice from the Administration Officer that an aircraft is available on the designated date and time, a formal written request must be made immediately to that Officer. Requests are to be submitted on the *Application for Use of Aircraft*, all sections of which must be completed, including "not applicable" notations where appropriate. The form is to be faxed to the Administration Officer at least five (5) calendar days prior to the day of the proposed flight. The fax number is **3898 9507**.
- 6.2.2 The Application must be accompanied by a copy of the Governor's, Minister's <u>or</u>, the Head of the Queensland Reconstruction Authority's or Commissioner for the Queensland Floods-Commission of Inquiry's full itinerary for the engagement for which the use of an aircraft is

Guidelines for the Use of Government Aircraft for Official Transport

Page 7

being sought. Requests must be signed by the Minister or a Senior Policy Adviser.

- 6.2.3 All persons, including members of the media, who are travelling in government aircraft **must** be clearly identified on the *Application* for official reporting purposes.
- 6.2.4 For non-Government passengers, an explanation **must** be provided on the *Application* as to the reasons for those passengers being included on the flight.
- 6.2.5 On receipt, the Administration Officer, will submit the Application to the Office of the Premier for consideration.

# 6.3 Approval for Aircraft Use

- 6.3.1 The Premier, or the Premiers' Delegates, are responsible for approving the use of Government aircraft operated by the Air Wing. Flights will not proceed until approval is granted. Each request will only be approved if the Premier considers that the circumstance warrants the use of Government aircraft.
- 6.3.2 The Chief Pilot is authorised to approve short notice flights in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, short notice <u>Search and Rescue and</u> Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots.
- 6.3.3 The Office of the Premier will inform the Official Secretary, Government House<sub>17</sub> the Office of the requesting Minister<u>or</u> the <u>Reconstruction Authority</u>, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry, that approval has or has not been granted. If approved, the Office of the Premier will also provide a copy of the approved *Application* to the Administration Officer, Government Air Wing.
- 6.3.4 Following flight approval, all arrangements in regard to flight planning, itineraries, catering, etc., are to be made direct with the Administration Officer, Government Air Wing (Telephone 389 **89500**).
- 6.3.5 If a flight itinerary is changed subsequent to approval by the Premier it is necessary for a further *Application* setting out the revised itinerary to be submitted for the Premier's consideration (see also paragraph 6.4.<u>3</u>2).
- 6.3.6 All passengers are expected to arrive at the Air Wing at least 15 minutes prior to the approved departure time. Changes to the road system at and near Brisbane can lead to extensive traffic delays.

Guidelines for the Use of Government Aircraft for Official Transport

Page 8

# 6.4 The need to provide updated details to the Air Wing

- 6.4.1 For flight planning purposes, the pilot-in-command needs to be fully informed of the desired departure and arrival times for all flights. The pilot's planning can then compensate for predicted winds, adverse weather, probable Air Traffic Control delays, etc. which could affect times by as much as 20 per cent. In some circumstances, an earlier departure time may be appropriate especially where an arrival time is critical (eg. to ensure the Governor's or Minister's arrival time at an official function).
- 6.4.2 Unusual flight profiles, such as a fly-over of government facilities, must be cleared in advance by the Chief Pilot. Airspace and operational constraints can affect such requests.
- 6.4.3 It is essential for the Office of Governor, Minister's Office to submit to the Air Wing an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights on the morning of the working day preceding the actual flight. These details must be faxed to Air Wing on fax **3898 9507**.
- 6.4.4 An up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights undertaken on behalf of the Queensland Reconstruction Authority and the Queensland Floods Commission of Inquiry should be faxed to the Air Wing on fax 3898 9507 as soon as practicable.

#### 6.5 Luggage

- 6.5.1 Any arrangements required for luggage and cargo are the responsibility of the most senier ministerial staff member travelling. Both Air Wing aircraft have limited baggage storage facilities and carriage of unusual or bulky items may be restricted where the maximum number of passengers are to be carried.
- 6.5.2 Many items suitable for carriage by ground transport are not suitable for carriage by air, including many items that are considered goods dangerous for air carriage (Dangerous Goods). Civil Aviation legislation restricts the carriage of such items and Air Wing pilots **must** refuse to carry certain such Dangerous Goods. Prior contact with the Air Wing is required if doubt exists as to the suitability of items for carriage by air.

# 6.6 Provision of Catering

6.6.1 Tea, Coffee, water, soft drinks and light snacks are carried on Air Wing aircraft at all times. Limited catering can be provided where flights of more that one hours duration occur over the normal meal hours of:

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Page 9

a.	Breakfast	06:00 - 07:30
b.	Lunch	12:00 - 13:00
C.	Dinner	17:30 – 19:00

- 6.6.2 Catering facilities are very limited at many aerodromes visited by Air Wing aircraft. Limited snacks and sandwiches will be provided where possible, within the limitation of the safe storage and handling of foodstuffs.
- 6.6.3 Requests for special catering should be made at the time of booking to establish the viability of such requests. Due to the limitations of safe food storage in Air Wing aircraft, not all special requests may be able to be met.
  - 6.6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5. 6.6.3

# 6.7 Cancelled Bookings

6.7.1 The Air Wing is to be advised as soon as possible if a flight is to be cancelled. If a booking is cancelled it is necessary to recommence the process and regain the approval of the Premier prior to arranging another flight.

# 6.8 Aircrew Accommodation

- 6.8.1 Accommodation for pilots is to be arranged by the Government House/Minister's Office or, Queensland Reconstruction Authority or Queensland Floods Commission of Inquiry concerned. Single room accommodation is required. Crewing is 2 pilots per aircraft.
- 6.87.2 On those occasions when pilots are required to be on duty for more than 10 hours on any one day they may require, and should be provided with if requested, day use of accommodation.

# 7.0 SECURITY ACCESS TO AIRPORT

# 7.1 Government Air Wing - Brisbane Airport

- 7.1.1 All access to the Government Air Wing is through security gates controlled by the Air Wing.
- 7.1.2 Once a clearance has been given by the Air Wing, all personnel must proceed directly to, and remain within the Government Air Wing building. Depending on security circumstances, vehicle assess to the Air Wing may not be permitted. In such circumstances, the adjacent

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Formatted: List Paragraph, Left, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Page 10

enclosed car park may be utilised. Under no circumstance are vehicles permitted on the tarmac. Vehicle access to the tarmac is limited and subject to security restrictions. Vehicle access to the tarmac must be pre arranged through the Air Wing.

7.1.3 Access to the hangar and tarmac is restricted to those holding appropriate Air Side Identification Cards (ASIC). Persons not holding an ASIC requiring access to the hangar or tarmac must be escorted by Air Wing personnel holding an ASIC.

Guidelines for the Use of Government Aircraft for Official Transport

Department of the Premier and C	Cabinet Page 11
	ATTACHMENT 1
HEAD OFFICE A	AND GOVERNMENT AIR WING LOCATIONS
GOVERNMENT AIR WII	NG
Location	Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)
Postal Address	PO Box 1018, Eagle Farm, Q 4009
Telephone	Administration Officer 389 <b>89500</b>
Facsimile	389 89507
HEAD OFFICE	
Location	Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet
	Executive Building 100 George Street BRISBANE Q 4001
Postal Address	PO Box 15185, CITY EAST Q 4002

Guidelines for the Use of Government Aircraft for Official Transport

,

May 2012reh 2011

Page 12

# **ATTACHMENT 2**

# AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
BASED AT	Brisbane - Government	Brisbane - Government
	Air Wing	Air Wing
POWERED BY	2 Jet Engines	2 Turbo-prop Engines
NUMBER OF	8	8 – 9. However, the
PASSENGERS		number may be limited)
	· · ·	to 8 if luggage is
		required to be carried.
NOMINAL RANGE*	2500ŇM	1600NM
-	4600KM	3000KM
FLIGHT TIMES	400NM/HR	270NM/HR
(APPROX)	740KM/HR	500KM/HR
AIRCRAFT CREWING	2 Pilots	2 Pilots
AIRCRAFT CALL	VH-SGY	VH/SGQ
SIGNS		
AIRCRAFT PHONE	0428 783 351	0428 783 352
NUMBERS		$\frown$

\* Range is dependent on task nature and number of passengers.

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reh-2014

		Depa	rtment of the	Ргет	ier and Cabinet		Page	13
						ΔΤΤΔ	CHMENT	- 3
			Departn	nen	t of the Premier ar		Junieu	
					ation for Use of Ai			
D	etails o	of Ap	plicant:					Queensland
Of	fficehol	der:						Government
Co	ontact:					a and a file second	Tel:	1
Po	osition:		· · · · · ·				Fax:	$\Box \square$
	Purpo Trip/s					/	$\overline{\mathcal{A}}$	
	Justifi :	ication				vestigated but is unsuitable be E TO MEET TIMES REQUIRE		NO
		Rea	son for A	ppli	cation:	$\sim$	$\subset$	/
Prov	hason	Fligh	t Departu	iro r	)otaile	Proposed Flight Arrivat	Detailer	
	ate		Time	ICL	Location	Date Time	Details.	Location
								Looution
							$\geq$	
							×	
	·							
	Da	ate	Time			Details		
					· · · · · · · · · · · · · · · · · · ·			
1		Criti	cal Dead	lines	3: /			
			of Passe			$/$ $\sim$ $^{\prime}/$		
	Title / I		/ Surname	Ĭ		sation /- Travelling between Lo	cations	No.
						× /		
-								
					-			
E	xplanat	ory No						
		A (1	2		$\rightarrow$			
	fficer:	Auth	orisation			Signature:	1	Data
	osition:				$ \land \land \land \frown $			Date:
	ertificat		certify tha	t this	Application is for	-		
:			Official Tra	vel /a	nd no suitable			
-					e of travel is available.			
liti	nerary;		A copy of the tinerary att		overnor's/Minister's	Yes No (Circle as		
					····	appropriate)		
<b>—</b>			roval:	<u></u>				
Ai	rcraft ai	llocate	d:		se of aircraft pproved:			
				~				
	Hawke	er Jet /	King Air		Yes No	Premier		

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reh 2011

Page 1

# GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

#### TABLE OF CONTENTS

#### FOREWORD

1.0 POLICY

- 1.1 Official Travel
- 1.2 Staff, Public Servant and Media
- 1.3 Guests of the Governor or Minister
- 1.4 Annual Report
- 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft
- 2.0 PURPOSE
- 3.0 APPLICATION OF THE GUIDELINES
- 4.0 ADMINISTRATION OF THE GUIDELINES

#### 5.0 INTRODUCTION

- 5.1 Background
- 5.2 Allocation of Aircraft
- 5.3 Constraints
  - 5.3.1 Alternative Modes of Travel
  - 5.3.2 Servicing Electorate Needs
  - 5.3.3 One-Way Travel and Empty Sectors
  - 5.3.4 Pilot Duty Hours
- 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL
  - 6.1 Booking Enquiries
  - 6.2 Application Form
  - 6.3 Approval for Aircraft Use
  - 6.4 The need to provide updated details to the Air Wing
  - 6.5 Luggage

7/

ATTACHMENT

- 6.6 Provision of Catering
- 6.7 Cancelled Bookings
- 6.8 Aircrew Accommodation
- 7.0 SECURITY ACCESS TO AIRPORT

Government Air Wing - Brisbane Airport

#### HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

# ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reh-2014

Page 2

#### FOREWORD

The Government Air Wing provides fixed wing air services to assist in meeting the demanding travel commitments of the Premier, the Governor and Ministers. The Air Wing will also, when available, contribute to meeting the emergency and other specified aviation needs of the community.

These Guidelines for the Use of Government Aircraft for Official Transport incorporate the <u>management</u> processes to be followed when requesting official travel on fixed wing aircraft operated by the Government Air Wing. <u>Travel may be approved for Ministers</u>, for the Governor, Ministers and, the Head of the Queensland Reconstruction Authority, and the Commissioner for the Queensland Floods Commission of Inquiry on fixed-wing aircraft operated by the Government Air Wing.

The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet. The Government Air Wing provides fixed wing services to meet emergency and other specified aviation needs of the community and the Government, including official travel for the Governor and Ministers. The Head of the Queensland Reconstruction Authority may access fixed wing services from the Government Air Wing for the duration of his appointment. The Commissioner for the Queensland Floods Commission of Inquiry-may access fixed wing services from the Government Air Wing for the duration of her appointment.

The aircraft are not a substitute for normal commercial-travel and should only be used when alternative means <u>of travel</u> are not available or are inadequate to service official requirements.

An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use are processed in the order in which they are received, and approved official travel tasks may be cancelled at short notice if an emergency arises.

The use of Government aircraft for official purposes requires my prior approval on all occasions.

Campbell Newman ANNA BLIGH-MP Premier of Queensland

--- Formatted: Indent: Left: 1.25 cm

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh 2011

Page 3

# 1.0 POLICY

#### 1.1 Official Travel

1.1.1 Government fixed-wing aircraft are available for use by the Premier, <u>a</u> the Governor, <u>Ministers and the Head of the Queensland</u> <u>Reconstruction Authority</u> subject to certain-conditions, for use by the Governor, <u>Ministers</u>, the Head of the Queensland Reconstruction Authority and the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry in carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of these <u>offices</u>. Use of the aircraft is subject to the provisions of these <u>Guidelines</u>.Office of Governor, a Minister's Portfolio, Government, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry.

#### **1.2** Staff, Public Servants and the Media

- 1.2.1 Governor's staff, <u>Governor's staff</u>, <u>Ministerial staff</u>, Public Servants and members of the Media are not permitted to travel on the aircraft unless accompanying the Governor or Minister.
  - 1.2.2 However, in circumstances where it is considered cost effective and expeditious for the Governor or the Governor or Minister to leave or board a flight at a place other than Brisbane, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier or the Premier's delegates. In these circumstances the most senior staff member on board is to assume responsibility for adherence to these Guidelines from the Minister or Governor.
  - 1.2.3 The Head of the Queensland Reconstruction Authority may travel on the aircraft unaccompanied by the Governor or a Minister.

1.2.4 The Commissioner for the Queensland Floods Commission of Inquiry+ may travel on the aircraft unaccompanied by the Governor or a Minister.

- <u>1.3</u><u>1.3</u><u>Guests of the Governor or Minister</u> or Minister
- 1.3.1 Subject to the approval of the Premier, the Governor, Minister <u>or</u>, Head of the Queensland Reconstruction Authority <del>or the Commissioner for</del> the Queensland Floods Commission of Inquiry may be accompanied by these non-Government persons whose attendance they believe on reasonable grounds will assist in the performance of the task for which the use of an aircraft is being requested.

#### 1.4 Annual Report

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh-2014

**RTI Document No.57** 

Formatted: Indent: Left: 0 cm, First line: 0 cm, Tab stops: Not at 1.25 cm Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0 cm + Tab after: 1.24 cm + Indent at: 1.24 cm Formatted: Indent: Left: 1.24 cm, Tab stops: Not at 1.25 cm

Formatted: No bullets or numbering

Page 4

1.4.1 A full and comprehensive statement on the activities of the Government Air Wing shall be included in each Annual Report of the Department of the Premier and Cabinet.

# 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft

- <u>1.5.1</u> The carriage <u>and responsible</u>or consumption of alcoholic beverages on Government Air Wing Aircraft is not permitted, <u>subject to the</u> <u>conditions in paragraphs 1.5.2 and 1.5.3 below</u>.
- 1.5.2 The Government Air Wing provides a limited supply of alcohol for service during flights. Alcoholic beverages should be consumed responsibly, having regard to air and workplace health and safety requirements and is only to be permitted with the specific approval of the Premier, Governor or Minister travelling on the individual flight.
- 4.5.11.5.3 Carriage and consumption of alcohol in certain aboriginal communities is subject to restriction. Prior to departure for, or arrival at, any Aboriginal community, all alcohol is to be removed from Government Air Wing aircraft.

# 2.0 PURPOSE

2.1 The Guidelines for the Use of Government Aircraft for Official Transport set out the procedures to be followed when requesting official travel for the Governor, Ministers, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry on fixed wing aircraft operated by the Government Air Wing.

# 3.0 APPLICATION OF THE GUIDELINES

3.1 The Guidelines apply to the <u>Covernor</u>, <u>the Governor</u>, <u>Ministers</u>, <u>the</u> Head of the Queensland Reconstruction Authority, <del>Commissioner for</del> the <u>Queensland</u> Floeds-Commission of <u>Inquiry</u> and their respective staff.

# 4.0 ADMINISTRATION OF THE GUIDELINES

4.1 The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet.

# 5.0 INTRODUCTION

5.1 Background

**Formatted:** Indent: Left: 1.27 cm, No bullets or numbering

**Formatted:** List Paragraph, Left, No bullets or numbering

Page 5

5.1.1 The Government Air Wing provides fixed-wing services to <u>assist in</u> <u>meeting the demanding travel commitments of the Premier, the</u> <u>Governor and Ministers.meet emergency and other specified aviation</u> <u>needs of the community and the Government. The Air Wing will also,</u> <u>when available, contribute to meeting the emergency and other</u> <u>specified aviation needs of the community</u> These services include Organ Transplant Retrievals, Search and Rescue (SAR), Counter Disaster Operations (CDO) and Official Transport. The Air Wing comprises the following two fixed-wing aircraft, both located at the Brisbane airport -

> Hawker 850XP Jet Beech King Air 350

# 5.1.2 The Guidelines include the following attachments -

Attachment 1 - Head Office and Government Air Wing Locations Attachment 2 - Aircraft types and capabilities Attachment 3 - Application for Use of Aircraft

# 5.2 Allocation of Aircraft

- 5.2.1 An overriding principle-for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use will normally be processed in the order in which they are received. An approved request may be cancelled at short notice if an emergency task eventuates (eg. the blawker 850XP Jet is used for organ transplant retrieval tasks-and, as such, these short-notice flights will take precedence over all other arrangements) and aircraft may be re-allocated by the Chief Pilot in consultation with the Premier's office where no change of passenger or destination is required.
- 5.2.2 If conflicting aircraft requirements occur, for example, between Ministers, ministerial staff are to negotiate priorities and advise the Administration Officer, Government Air Wing, State Affairs (Governance), Department of the Premier and Cabinet, accordingly.
- 5.2.3 In the case of urgent maintenance problems such as failure on start up, aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.

# 5.3 Constraints

5.3.1 Alternative Modes of Travel

Alternative modes of travel, including commercial airlines, are to be utilised wherever possible. Government aircraft are not to be a substitute for other means of travel and should only be used when

Guidelines for the Use of Government Aircraft for Official Transport

May 2012rch 2011

Page 6

alternative means <u>of travel</u> are not available or are inadequate to service official requirements.

Due to the substantial time constraints placed on the Premier. <u>Deputy</u> <u>Premier and Treasurer</u>, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking <u>G</u>government aircraft for the Premier. <u>Deputy Premier and Treasurer</u>.

#### 5.3.2 Servicing Electorate Needs

The use of Government aircraft for travel to, from and within a Minister's electorate is only permitted if such travel is related to the discharge of a Minister's official portfolio responsibilities (see para. 1.1) and not to service electorate needs.

5.3.3 One-Way Travel and Empty Sectors

It is uneconomical for aircraft to operate a sector without passengers or on the basis on a one-way flight (ie. travel to or from Brisbane empty). Approval will not be granted for flights of this nature, unless exceptional circumstances exist. Occasional empty sectors may be required for operational purposes, i.e. refuelling or security of the aircraft.

### 5.3.4 Pilot Duty Hours

Civil Aviation legislation provides guidance on the duty and flight time a pilot may undertake. Air Wing pilot duty hours are normally limited to 10 hours duty in any one day. On rare occasions, the Chief Pilot may authorise an extension of duty hours if it is considered that safety will not be compromised. (See also para. 6.87.2)

#### 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL

# 6.1 Booking Enquiries

6.1.1 The Administration Officer, Government Air Wing, State Affairs, Department of the Premier and Cabinet, is the officer responsible for aircraft bookings. Bookings for the aircraft are to be made through that officer as early as possible (Telephone: 3898 9500). Aircraft may have been booked previously or be unavailable for a range of reasons including scheduled maintenance.

#### 6.2 Application Form

6.2.1 Following verbal advice from the Administration Officer that an aircraft is available on the designated date and time, a formal written request must be made immediately to that Officer. Requests are to be

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>v 2012</u>rch 2011

Page 7

submitted on the *Application for Use of Aircraft*, all sections of which must be completed, including "not applicable" notations where appropriate. The form is to be faxed to the Administration Officer at least five (5) calendar days prior to the day of the proposed flight. The fax number is **3898 9507**.

- 6.2.2 The *Application* must be accompanied by a copy of the Governor's, Minister's <u>or</u>,—the Head of the Queensland Reconstruction Authority's or Commissioner for the Queensland Floods Commission of Inquiry's full itinerary for the engagement for which the use of an aircraft is being sought. Requests must be signed by the Minister or a Senior Policy Adviser.
- 6.2.3 All persons, including members of the media, who are travelling in government aircraft **must** be clearly identified on the *Application* for official reporting purposes.
- 6.2.4 For non-Government passengers, an explanation **must** be provided on the *Application* as to the reasons for those passengers being included on the flight.
- 6.2.5 On receipt, the Administration Officer, will submit the *Application* to the Office of the Premier for consideration

# 6.3 Approval for Aircraft Use

- 6.3.1 The Premier, or the Premiers' Delegates, are responsible for approving the use of Government aircraft operated by the Air Wing. Flights will not proceed until approval is granted. Each request will only be approved if the Premier considers that the circumstance warrants the use of Government aircraft.
- 6.3.2 -The Chief Pilot is authorised to approve short notice flights in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, short notice <u>Search and Rescue and</u> Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots. <u>The Chief</u> <u>Pilot should where practicable, consult with the Premier's Office before</u> <u>approving these short notice flights.</u>
- 6.3.3 The Office of the Premier will inform the Official Secretary, Government House or, the Office of the requesting Minister or the <u>Queensland Reconstruction Authority</u>, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry, tha <u>tthat</u> approval has or has not been granted. If approved, the Office of the Premier will also provide a copy of the approved *Application* to the Administration Officer, Government Air Wing.

Guidelines for the Use of Government Aircraft for Official Transport

May 2012 reh-2011

Page 8

- 6.3.4 Following flight approval, all arrangements in regard to flight planning, itineraries, catering, etc., are to be made direct with the Administration Officer, Government Air Wing (Telephone 389 **89500**).
- 6.3.5 If a flight itinerary is changed subsequent to approval by the Premier it is necessary for a further *Application* setting out the revised itinerary to be submitted for the Premier's consideration (see also paragraph 6.4.<u>3</u>2).
- 6.3.6 All passengers are expected to arrive at the Air Wing at least 15 minutes prior to the approved departure time. Changes to the road system at and near Brisbane can lead to extensive traffic delays.

# 6.4 The need to provide updated details to the Air Wing

- 6.4.1 For flight planning purposes, the pilot-in-command needs to be fully informed of the desired departure and arrival times for all flights. The pilot's planning can then compensate for predicted winds, adverse weather, probable Air Traffic Control delays, etc. which could affect times by as much as 20 per cent. In some circumstances, an earlier departure time may be appropriate especially where an arrival time is critical (eg. to ensure the Governor's or Minister's arrival time at an official function).
- 6.4.2 Unusual flight profiles, such as a fly-over of government facilities, must be cleared in advance by the Chief Pilot. Airspace and operational constraints can affect such requests.
- 6.4.3 It is essential for the Office of Governor, or Minister's Office to submit to the Air Wing an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights on the morning of the working day preceding the actual flight. These details must be faxed to Air Wing on fax **3898 9507**.
  - 6.4.4 An up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights undertaken on behalf of the Queensland Reconstruction Authority and the Queensland–Floods Commission of Inquiry should be faxed to the Air Wing on fax **3898 9507** as soon as practicable.

# 6.5 Luggage

6.5.1 Any arrangements required for luggage and cargo are the responsibility of the most senior ministerial staff member travelling. Both Air Wing aircraft have limited baggage storage facilities and carriage of unusual or bulky items may be restricted where the maximum number of passengers are to be carried.

May 2012reh 2011

Page 9

6.5.2 Many items suitable for carriage by ground transport are not suitable for carriage by air, including many items that are considered goods dangerous for air carriage (Dangerous Goods). Civil Aviation legislation restricts the carriage of such items and Air Wing pilots **must** refuse to carry certain such Dangerous Goods. Prior contact with the Air Wing is required if doubt exists as to the suitability of items for carriage by air.

# 6.6 Provision of Catering

6.6.1 Tea, Coffee, water, soft drinks and light snacks are carried on Air Wing aircraft at all times. Limited catering can be provided where flights of more that one hours duration occur over the normal meal hours of:

a. Breakfast	06:00 - 07:30
b. Lunch	12:00 – 13:00
c. Dinner	17:30 19:00

- 6.6.2 Catering facilities are very limited at many aerodromes visited by Air Wing aircraft. Limited snacks and sandwiches will be provided where possible, within the limitation of the safe storage and handling of foodstuffs.
- 6.6.3 Requests for special catering should be made at the time of booking to establish the viability of such requests. Due to the limitations of safe food storage in Air Wing aircraft, not all special requests may be able to be met.
  - 6-6-36.6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5.

# 6.7 Cancelled Bookings

6.7.1 The Air Wing is to be advised as soon as possible if a flight is to be cancelled. If a booking is cancelled it is necessary to recommence the process and regain the approval of the Premier prior to arranging another flight.

# 6.8 Aircrew Accommodation

- 6.8.1 Accommodation for pilots is to be arranged by the Government House/Minister's Office<u>or</u>, Queensland Reconstruction Authority-or Queensland Floods Commission of Inquiry concerned. Single room accommodation is required. Crewing is 2 pilots per aircraft.
- 6.87.2 On those occasions when pilots are required to be on duty for more than 10 hours on any one day they may require, and should be provided with if requested, day use of accommodation.

Guidelines for the Use of Government Aircraft for Official Transport

Formatted: List Paragraph, Left, No buliets or numbering

May 2012reh 2011

Page 10

# 7.0 SECURITY ACCESS TO AIRPORT

#### 7.1 Government Air Wing - Brisbane Airport

- 7.1.1 All access to the Government Air Wing is through security gates controlled by the Air Wing.
- 7.1.2 Once a clearance has been given by the Air Wing, all personnel must proceed directly to, and remain within the Government Air Wing building. Depending on security circumstances, vehicle assess to the Air Wing may not be permitted. In such circumstances, the adjacent enclosed car park may be utilised. Under no circumstance are vehicles permitted on the tarmac. Vehicle access to the tarmac is limited and subject to security restrictions. Vehicle access to the tarmac must be pre arranged through the Air Wing.
- 7.1.3 Access to the hangar and tarmac is restricted to those holding appropriate Air Side Identification Cards (ASIC). Persons not holding an ASIC requiring access to the hangar or tarmac must be escorted by Air Wing personnel holding an ASIC.

Department of the Premicr and Cabinet	Page 11
	ATTACHMENT 1
HEAD OFFICE AND G	OVERNMENT AIR WING LOCATIONS
GOVERNMENT AIR WING	
Location	Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)
Postal Address	PO Box 1018, Eagle Farm, Q 4009
Telephone	Administration Officer 389 <b>89500</b>
Facsimile	389 89507
HEAD OFFICE	
Location	Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street BRISBANE Q 4001
Postal Address	PO Box 15185, CITY EAST Q 4002

**RTI Document No.65** 

Guidelines for the Use of Government Aircraft for Official Transport

Page 12

# **ATTACHMENT 2**

# AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETSFixed WingFixed WingAIRCRAFT TYPEHawker 850XP JetBeech King Air 350BASED ATBrisbane - Government Air WingBrisbane - Government Air WingPOWERED BY2 Jet Engines2 Turbo-prop EnginesNUMBER OF88 – 9. However, the number may be limited to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM 4600KM1600NM 3000KMFLIGHT TIMES400NM/HR 740KM/HR270NM/HR 500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALL SIGNSVH-SGQVH-SGQAIRCRAFT PHONE0428 783 3510428 783 352			
BASED ATBrisbane - Government Air WingBrisbane - Government Air WingPOWERED BY2 Jet Engines2 Turbo-prop EnginesNUMBER OF PASSENGERS88 - 9. However, the number may be limited to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM 4600KM1600NM 3000KMFLIGHT TIMES (APPROX)400NM/HR 740KM/HR270NM/HR 500KM/HRAIRCRAFT CREWING SIGNS2 Pilots2 PilotsAIRCRAFT PHONE0428 783 3510428 783 352	AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
Air WingAir WingPOWERED BY2 Jet Engines2 Turbo-prop EnginesNUMBER OF88 - 9. However, the number may be limited to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM1600NMVOMINAL RANGE*2500NM1600NMFLIGHT TIMES400NM/HR270NM/HR(APPROX)740KM/HR500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQSIGNS0428 783 3510428 783 352	AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
POWERED BY2 Jet Engines2 Turbo-prop EnginesNUMBER OF88 - 9. However, the number may be limited to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM 4600KM1600NM 3000KMFLIGHT TIMES400NM/HR 740KM/HR270NM/HR 500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQAIRCRAFT PHONE0428 783 3510428 783 352	BASED AT	Brisbane - Government	Brisbane - Government
NUMBER OF PASSENGERS88 - 9. However, the number may be limited to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM 4600KM1600NM 3000KMFLIGHT TIMES (APPROX)400NM/HR 740KM/HR270NM/HR 500KM/HRAIRCRAFT CREWING SIGNS2 Pilots2 PilotsAIRCRAFT PHONE0428 783 3510428 783 352		Air Wing	Air Wing
PASSENGERSnumber may be limited to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM 4600KM1600NM 3000KMFLIGHT TIMES400NM/HR 740KM/HR270NM/HR 500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALL SIGNSVH-SGY 4428 783 351VH-SG3 352	POWERED BY	2 Jet Engines	2 Turbo-prop Engines
to 8 if luggage is required to be carried.NOMINAL RANGE*2500NM1600NM4600KM3000KMFLIGHT TIMES400NM/HR270NM/HR(APPROX)740KM/HRAIRCRAFT CREWING2 PilotsAIRCRAFT CALLVH-SGYSIGNS0428 783 351AIRCRAFT PHONE0428 783 351	NUMBER OF '	8	8 – 9. However, the
required to be carried.NOMINAL RANGE*2500NM4600KM1600NM4600KM3000KMFLIGHT TIMES400NM/HR(APPROX)740KM/HR740KM/HR500KM/HRAIRCRAFT CREWING2 PilotsAIRCRAFT CALLVH-SGYSIGNS0428 783 351AIRCRAFT PHONE0428 783 351	PASSENGERS		number may be limited
NOMINAL RANGE*2500NM 4600KM1600NM 3000KMFLIGHT TIMES400NM/HR270NM/HR(APPROX)740KM/HR500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQSIGNS0428 783 3510428 783 352			
4600KM3000KMFLIGHT TIMES400NM/HR270NM/HR(APPROX)740KM/HR500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQSIGNS41RCRAFT PHONE0428 783 351O428 783 3510428 783 352			required to be carried.
FLIGHT TIMES400NM/HR270NM/HR(APPROX)740KM/HR500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQSIGNS41RCRAFT PHONE0428 783 351O428 783 3510428 783 352	NOMINAL RANGE*	2500NM	1600NM
(APPROX)740KM/HR500KM/HRAIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQSIGNSAIRCRAFT PHONE0428 783 351O428 783 3510428 783 352		4600KM	3000KM
AIRCRAFT CREWING2 Pilots2 PilotsAIRCRAFT CALLVH-SGYVH-SGQSIGNSAIRCRAFT PHONE0428 783 351O428 783 3510428 783 352	FLIGHT TIMES	400NM/HR	270NM/HR
AIRCRAFT CALLVH-SGYVH-SGQSIGNSAIRCRAFT PHONE0428 783 3510428 783 352	(APPROX)	740KM/HR	500KM/HR
SIGNS         0428 783 351         0428 783 352	AIRCRAFT CREWING	2 Pilots	2 Pilots
AIRCRAFT PHONE 0428 783 351 0428 783 352	AIRCRAFT CALL	VH-SGY	VH/SGQ
	SIGNS		$\searrow$
NUMBERS	AIRCRAFT PHONE	0428 783 351 🔍	0428 783 352
	NUMBERS		$\land$

\* Range is dependent on task nature and number of passengers.

Guidelines for the Use of Government Aircraft for Official Transport

.

	partment of an	e Premier and Cabinet		Page 13
—			ATTAC	CHMENT 3
	Departr	<u>nent of the Premier a</u>	ind Cabinet	Alter alter
		plication for Use of A	<u>vircraft</u>	OW.
Details of A	Applicant:			Queensla
Officeholder:				Governme
contact:				Tel:
osition:				Fax:
Purpose o Trip/s:	of		/	$\overline{}$
Justificati :			nvestigated but is unsuitable be LE TO MEET TIMES REQUIRE	
R	eason for A	Application:		
posed Flig Date	ght Departi Time	ure Details: Location	Proposed Flight Arrival	
Jate	Ime	Location	Date Time	Location
ľ				÷
Date	Tim	9	Details	
				· · · · · · · · · · · · · · · · · · ·
Cı	ritical Dead	linge		
	st of Passe	engers:	Vention Tracelling between Lo	entione No
		engers:	sation - Travelling between Lo	cations No.
	st of Passe	engers:	isation - Travelling between Lo	cations No.
	st of Passe	engers:	isation <u>- Travelling between Lo</u>	cations No.
	st of Passe	engers:	isation - Travelling between Lo	cations No.
Title / Initia	st of Passe Is / Surname	engers: Position / Organ	isation - Travelling between Lo	cations No.
Title / Initia	st of Passe Is / Surname	engers: Position / Organ	isation - Travelling between Lo	cations No.
Title / [nitia	st of Passe Is / Surname Note: 1 2	engers: Position / Organ	isation - Travelling between Lo	cations No.
Title / Initia	st of Passe Is / Surname	engers: Position / Organ		Cations No.
Title / [nitia Explanatory Au Officer:	st of Passe Is / Surname Note: 1 2	engers: Position / Organ	Signature:	
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation	Position / Organ		
Title / Initia	st of Passe Is / Surname	engers: Position / Organ		
Title / Initia Explanatory AL Officer: Position: Certification	st of Passe Is / Surname	engers: Position / Organ Position / Organ Pos		
Title / Initia Explanatory AL Officer: Position: Certification	st of Passe Is / Surname	engers: Position / Organ Position / Organ Pos	Signature:	
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation I certify the Official Tra alternative A copy of t Itinerary at	engers: Position / Organ Position / Organ Pos		
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation I certify that Official Tra- alternative A copy of the Itinerary at pproval:	engers: Position / Organ Position / Organ Angel Angel Position is for nel and no suitable mode of travel is available. The Governor's/Minister's tached:	Signature: Yes No (Circle as	
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation I certify that Official Tra- alternative A copy of the Itinerary at pproval:	engers: Position / Organ Position / Organ Positio / Organ Position / Organ Position / Organ Posi	Signature: Yes No (Circle as	
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation I certify that Official Tra- alternative A copy of the Itinerary at pproval:	engers: Position / Organ Position / Organ Angel Angel Position is for nel and no suitable mode of travel is available. The Governor's/Minister's tached:	Signature: Yes No (Circle as	
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation I certify that Official Tra- alternative A copy of the Itinerary at pproval:	engers: Position / Organ Position / Organ Positio / Organ Position / Organ Position / Organ Posi	Signature: Yes No (Circle as	
Title / Initia	st of Passe Is / Surname Note: 1 2 athorisation I certify that Official Tra- alternative A copy of the Itinerary at pproval:	engers: Position / Organ Position / Organ Positio / Organ Position / Organ Position / Organ Posi	Signature: Yes No (Circle as	

Guidelines for the Use of Government Aircraft for Official Transport

.

May 2012 reh-2011

# **Daniel Smith**

From: Sent: To: Subject: Kate Winter Wednesday, 25 July 2012 11:14 AM Sharon Bailey RE: GAW Guidelines proposed amendments

#### This message has been archived. View the original item

HI Sharon,

Could I please get a copy of the tracked changes version?

Kind regards,

Kate Winter Deputy Chief of Staff

Office of the Premier

Level 15 Executive Building, 100 George Street, Brisbane

Telephone +61'7 3224 7335

Parl House Telephone +61 7 3406 7175

Facsimile +61 7 3221 3631

Mobile CTPI

Email kate.winter@ministerial.qld.gov.au

From: Ben Myers Sent: Wednesday, 25 July 2012 11:11 AM To: Kate Winter Subject: FW: GAW Guidelines proposed amendments

FYI - Amended Guidelines

Athena Hondroudakis | Executive Assistant to the Chief of Staff | Office of The Hon. Campbell Newman MP | Premier of Queensland |

E-mail: <u>Athena.Hondroudakis@ministerial.qld.gov.au</u> Phone: (07) 3224 5746 | Fax: (07) 3210 2187

From: Sharon Bailey [mailto:Sharon.Bailey@premiers.qld.gov.au] Sent: Wednesday, 25 July 2012 9:59 AM To: Jon Grayson Cc: Ben Myers Subject: GAW Guidelines proposed amendments

<b>D</b> -	= -	10		
Da	nie	1.5	m	ITN

From: Sent: To: Subject: Attachments:	Sharon Bailey Wednesday, 25 July 2012 11:17 AM Kate Winter FW: GAW Guidelines amendments - alternate versions Amended GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT V1_minor changes.docx; Amended GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT V2_22.05.12.docx
Hi Kate	
Here it is	
Sharon	
the author at t to be distribut Unless otherwis of this email e subsequently co the author and represent the v	ntended only for the addressee. Its use is limited to that intended by he time and it is not ed without the author's consent. e stated, the State of Queensland accepts no liability for the contents xcept where nfirmed in writing. The opinions expressed in this email are those of do not necessarily iews of the State of Queensland. This email is confidential and may be aim of legal privilege.
If you have rec message immedia	eived this email in error, please notify the author and delete this tely.
•	

Department of the Premier and Cabinet Page 1		ne Premier and Cabinet Page 1		
	GUI	DELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT		
		TABLE OF CONTENTS	7~	
FORE	WORD			
1.0	POLIC	εγ (		
	1.1 1.2 1.3 1.4 1 <i>.</i> 5	Official Travel Staff, Public Servant and Media Guests of the Governor or Minister Annual Report Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft	$\sum_{i=1}^{n}$	
2.0	PURP	OSE		
3.0	APPL	ICATION OF THE GUIDELINES		
4.0	ADMI	NISTRATION OF THE GUIDELINES		
5.0	INTRO	DDUCTION		
	5.1 5.2 5.3	Background Allocation of Aircraft Constraints		
		<ul> <li>5.3.1 Alternative Modes of Travel</li> <li>5.3.2 Servicing Electorate Needs</li> <li>5.3.3 One-Way Travel and Empty Sectors</li> <li>5.3.4 Pilot Duty Hours</li> </ul>		
6.0	REQU 6.1 6.2 6.3 6.4 6.5 6.6 6.7 6.8	ESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL Booking Enquiries Application Form Approval for Aircraft Use The need to provide updated details to the Air Wing Luggage Provision of Catering Cancelled Bookings Aircrew Accommodation		
7.0	SECU	RITY ACCESS TO AIRPORT		
	7.1	Government Air Wing - Brisbane Airport		
	CHMEN			
	CHMEN			
ΑΤΤΑ	CHMEN	T 3 APPLICATION FOR USE OF AIRCRAFT (form)		
Guideli	ines for tl	e Use of Government Aircraft for Official Transport May 2012reh 2011		

**RTI Document No.71** 

.

•

Page 2

### FOREWORD

These Guidelines for the Use of Government Aircraft for Official Transport incorporate the processes to be followed when requesting official travel for the Governor, Ministers<u>and</u>, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry-on fixed-wing aircraft operated by the Government Air Wing.

The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet. The Government Air Wing provides fixed-wing services to meet emergency and other specified aviation needs of the community and the Government, including official travel for the Governor and Ministers. The Head of the Queensland Reconstruction Authority may access fixed-wing services from the Government Air Wing for the duration of his appointment. The Commissioner for the Queensland Floods Commission of Inquiry may access fixed-wing services from the Government Air Wing for the duration of her appointment.

The aircraft are not a substitute for normal commercial travel and should only be used when alternative means are not available or are inadequate to service official requirements.

An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use are processed in the order in which they are received, and approved official travel tasks may be cancelled at short notice if an emergency arises.

The use of Government aircraft for official purposes requires my prior approval on all occasions.

ANNA BLIGH MP Premier of Queensland

Guidelines for the Use of Government Aircraft for Official Transport

Page 3

# 1.0 POLICY

### 1.1 Official Travel

1.1.1 Government fixed-wing aircraft are available, subject to certain conditions, for use by the Governor, Ministers and, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry-in carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of the Office of Governor, a Minister's Portfolio, Government, or the Queensland Reconstruction Authority. or the Queensland Floods Commission of Inquiry.

#### 1.2 Staff, Public Servants and the Media

- 1.2.1 Governor's staff, Ministerial staff, Public Servants and members of the Media are not permitted to travel on the aircraft unless accompanying the Governor or Minister.
- 1.2.2 However, in circumstances where it is considered cost effective and expeditious for the Governor or Minister to leave or board a flight at a place other than Brisbane, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier or the Premier's delegates. In these circumstances the most senior staff member on board is to assume responsibility from the Minister or Governor.
- 1.2.3 The Head of the Queensland Reconstruction Authority may travel on the aircraft unaccompanied by the Governor or a Minister.

1.2.4 The Commissioner for the Queensland Floods Commission of Inquiry may travel on the aircraft unaccompanied by the Governor or a Minister.

## 1.3 Guests of the Governor or Minister

1.3.1 Subject to the approval of the Premier, the Governor, Minister <u>or</u>, Head of the Queensland Reconstruction Authority <del>or the Commissioner for</del> the Queensland Floods Commission of Inquiry may be accompanied by those non-Government persons whose attendance they believe on reasonable grounds will assist in the performance of the task for which the use of an aircraft is being requested.

## 1.4 Annual Report

1.4.1 A full and comprehensive statement on the activities of the Government Air Wing shall be included in each Annual Report of the Department of the Premier and Cabinet.

Guidelines for the Use of Government Aircraft for Official Transport

Formatted: Indent: Left: 1.27 cm, First line: 0 cm, Tab stops: Not at 1.25 cm

No bullets or numbering

Formatted: Indent: Left: 1.27 cm.

## **RTI Document No.73**

May 2012reh 2011

Page 4

## 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft

- <u>1.5.1</u> The carriage <u>and responsible</u>er consumption of alcoholic beverages on Government Air Wing Aircraft is <del>not</del> permitted, <u>subject to the conditions</u> in paragraphs 1.5.2 and 1.5.3 below.
- 1.5.2 The Government Air Wing provides a limited supply of alcohol for service during flights. Alcoholic beverages should be consumed responsibly, having regard to air and workplace health and safety requirements and is only to be permitted with the specific approval of the Premier, Governor or Minister travelling on the individual flight.
- 1.5.11.5.3 Carriage and consumption of alcohol in certain aberiginal communities is subject to restriction. Prior to departure for, or arrival at, any Aboriginal community, all alcohol is to be removed from Government Air Wing aircraft.

## 2.0 PURPOSE

2.1 The Guidelines for the Use of Government Aircraft for Official Transport set out the procedures to be followed when requesting official travel for the Governor, Ministers<u>and</u>, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry on fixed-wing aircraft operated by the Government Air Wing.

## 3.0 APPLICATION OF THE GUIDE/LINES/

3.1 The Guidelines apply to the Governor, Ministers, Head of the Queensland Reconstruction Authority, Commissioner for the Queensland Floods Commission of Inquiry and their respective staff.

## 4.0 ADMINISTRATION OF THE GUIDELINES

4.1 The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet.

## 5.0 INTRODUCTION

## 5.1 Background

5.1.1 The Government Air Wing provides fixed-wing services to meet emergency and other specified aviation needs of the community and the Government. These services include Organ Transplant Retrievals, Search and Rescue (SAR), Counter Disaster Operations (CDO) and Official Transport. The Air Wing comprises the following two fixed-wing aircraft, both located at the Brisbane airport -

Guidelines for the Use of Government Aircraft for Official Transport

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

Page 5

Hawker 850XP Jet Beech King Air 350

5.1.2 The Guidelines include the following attachments -

Attachment 1 - Head Office and Government Air Wing Locations Attachment 2 - Aircraft types and capabilities Attachment 3 - Application for Use of Aircraft

## 5.2 Allocation of Aircraft

- 5.2.1 An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use will normally be processed in the order in which they are received. An approved request may be cancelled at short notice if an emergency task eventuates (eg. the Hawker 850XP Jet is used for organ transplant retrieval tasks and, as such, these short-notice tlights will take precedence over all other arrangements) and aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.
- 5.2.2 If conflicting aircraft requirements occur, for example, between Ministers, ministerial staff are to negotiate priorities and advise the Administration Officer, Government Air Wing, State Affairs (Governance), Department of the Premier and Cabinet, accordingly.
- 5.2.3 In the case of urgent maintenance problems such as failure on start up, aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.

## 5.3 Constraints

5.3.1 Alternative Modes of Travel

Alternative modes of travel, including commercial airlines, are to be utilised wherever possible. Government aircraft are not to be a substitute for other means of travel and should only be used when alternative means are not available or are inadequate to service official requirements.

Due to the substantial time constraints placed on the Premier, <u>Deputy</u> <u>Premier and Treasurer</u>, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking government aircraft for the Premier, <u>Deputy Premier and Treasurer</u>.

## 5.3.2 Servicing Electorate Needs

The use of Government aircraft for travel to, from and within a Minister's electorate is only permitted if such travel is related to the discharge of a Minister's official portfolio responsibilities (see para. 1.1) and not to service electorate needs.

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>rch 2011

Page 6

#### 5.3.3 One-Way Travel and Empty Sectors

It is uneconomical for aircraft to operate a sector without passengers or on the basis on a one-way flight (ie. travel to or from Brisbane empty). Approval will not be granted for flights of this nature, unless exceptional circumstances exist. Occasional empty sectors may be required for operational purposes, i.e. refuelling or security of the aircraft.

## 5.3.4 Pilot Duty Hours

Civil Aviation legislation provides guidance on the duty and flight time a pilot may undertake. Air Wing pilot duty hours are normally limited to 10 hours duty in any one day. On rare occasions, the Chief Pilot may authorise an extension of duty hours if it is considered that safety will not be compromised. (See also para. 6.87.2)

## 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL

#### 6.1 Booking Enquiries

6.1.1 The Administration Officer, Government Air Wing, State Affairs, Department of the Premier and Cabinet, is the officer responsible for aircraft bookings. Bookings for the aircraft are to be made through that officer as early as possible (Telephone: 3898 9500) Aircraft may have been booked previously or be unavailable for a range of reasons including scheduled maintenance.

### 6.2 Application Form

- 6.2.1 Following verbal advice from the Administration Officer that an aircraft is available on the designated date and time, a formal written request must be made immediately to that Officer. Requests are to be submitted on the *Application for Use of Aircraft*, all sections of which must be completed, including "not applicable" notations where appropriate. The form is to be faxed to the Administration Officer at least five (5) calendar days prior to the day of the proposed flight. The fax number is **3898 9507**.
- 6.2.2 The Application must be accompanied by a copy of the Governor's, Minister's or, the Head of the Queensland Reconstruction Authority's or Commissioner for the Queensland Floods Commission of Inquiry's full itinerary for the engagement for which the use of an aircraft is being sought. Requests must be signed by the Minister or a Senior Policy Adviser.

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>reh 2011

Page 7

- 6.2.3 All persons, including members of the media, who are travelling in government aircraft **must** be clearly identified on the *Application* for official reporting purposes.
- 6.2.4 For non-Government passengers, an explanation **must** be provided on the *Application* as to the reasons for those passengers being included on the flight.
- 6.2.5 On receipt, the Administration Officer, will submit the *Application* to the Office of the Premier for consideration.

### 6.3 Approval for Aircraft Use

- 6.3.1 The Premier, or the Premiers' Delegates, are responsible for approving the use of Government aircraft operated by the Air Wing. Flights will not proceed until approval is granted. Each request will only be approved if the Premier considers that the circumstance warrants the use of Government aircraft.
- 6.3.2 The Chief Pilot is authorised to approve short notice flights in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, short notice <u>Search and Rescue and</u> Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots.
- 6.3.3 The Office of the Premier will inform the Official Secretary, Government House, the Office of the requesting Minister or the Reconstruction <u>Authority</u>, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry, that approval has or has not been granted. If approved, the Office of the Premier will also provide a copy of the approved Application to the Administration Officer, Government Air Wing.
- 6.3.4 Following flight approval, all arrangements in regard to flight planning, itineraries, catering, etc., are to be made direct with the Administration Officer, Government Air Wing (Telephone 389 **89500**).
- 6.3.5 If a flight itinerary is changed subsequent to approval by the Premier it is necessary for a further *Application* setting out the revised itinerary to be submitted for the Premier's consideration (see also paragraph 6.4.<u>3</u>2).
- 6.3.6 All passengers are expected to arrive at the Air Wing at least 15 minutes prior to the approved departure time. Changes to the road system at and near Brisbane can lead to extensive traffic delays.

### 6.4 The need to provide updated details to the Air Wing

6.4.1 For flight planning purposes, the pilot-in-command needs to be fully informed of the desired departure and arrival times for all flights. The

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>reli 2011

Page 8

pilot's planning can then compensate for predicted winds, adverse weather, probable Air Traffic Control delays, etc. which could affect times by as much as 20 per cent. In some circumstances, an earlier departure time may be appropriate especially where an arrival time is critical (eg. to ensure the Governor's or Minister's arrival time at an official function).

- 6.4.2 Unusual flight profiles, such as a fly-over of government facilities, must be cleared in advance by the Chief Pilot. Airspace and operational constraints can affect such requests.
- 6.4.3 It is essential for the Office of Governor, Minister's Office to submit to the Air Wing an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights on the morning of the working day preceding the actual flight. These details must be faxed to Air Wing on fax **3898 9507**.
- 6.4.4 An up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights undertaken on behalf of the Queensland Reconstruction Authority and the Queensland Floods Commission-of-Inquiry-should be faxed to the Air Wing on fax 3898 9507 as soon as practicable.

## 6.5 Luggage

- 6.5.1 Any arrangements required for luggage and cargo are the responsibility of the most senior ministerial staff member travelling. Both Air Wing aircraft have limited baggage storage facilities and carriage of unusual or bulky items may be restricted where the maximum number of passengers are to be carried.
- 6.5.2 Many items suitable for carriage by ground transport are not suitable for carriage by air, including many items that are considered goods dangerous for air carriage (Dangerous Goods). Civil Aviation legislation restricts the carriage of such items and Air Wing pilots **must** refuse to carry certain such Dangerous Goods. Prior contact with the Air Wing is required if doubt exists as to the suitability of items for carriage by air.

## 6.6 Provision of Catering

6.6.1 Tea, Coffee, water, soft drinks and light snacks are carried on Air Wing aircraft at all times. Limited catering can be provided where flights of more that one hours duration occur over the normal meal hours of:

a. Breakfast	06:00 - 07:30
b. Lunch	12:00 - 13:00
c. Dinner	17:30 – 19:00

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reh 2011

Page 9

Formatted: List Paragraph, Left, No

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

bullets or numbering

- 6.6.2 Catering facilities are very limited at many aerodromes visited by Air Wing aircraft. Limited snacks and sandwiches will be provided where possible, within the limitation of the safe storage and handling of foodstuffs.
- <u>6.6.3</u> Requests for special catering should be made at the time of booking to establish the viability of such requests. Due to the limitations of safe food storage in Air Wing aircraft, not all special requests may be able to be met.
- 6.6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5.

#### 6.7 Cancelled Bookings

6.7.1 The Air Wing is to be advised as soon as possible if a flight is to be cancelled. If a booking is cancelled it is necessary to recommence the process and regain the approval of the Prenier prior to arranging another flight.

## 6.8 Aircrew Accommodation

- 6.8.1 Accommodation for pilots is to be arranged by the Government House/Minister's Office<u>or</u>, Queensland Reconstruction Authority<del>or</del> Queensland Floods Commission of Inquiry concerned. Single room accommodation is required. Crewing is 2 pilots per aircraft.
- 6.87.2 On those occasions when pilots are required to be on duty for more than 10 hours on any one day they may require, and should be provided with if requested, day use of accommodation.

## 7.0 SECURITY ACCESS TO AIRPORT

### 7.1 Government Air Wing - Brisbane Airport

- 7.1.1 All access to the Government Air Wing is through security gates controlled by the Air Wing.
- 7.1.2 Once a clearance has been given by the Air Wing, all personnel must proceed directly to, and remain within the Government Air Wing building. Depending on security circumstances, vehicle assess to the Air Wing may not be permitted. In such circumstances, the adjacent enclosed car park may be utilised. Under no circumstance are vehicles permitted on the tarmac. Vehicle access to the tarmac is limited and subject to security restrictions. Vehicle access to the tarmac must be pre arranged through the Air Wing.

Guideliues for the Use of Government Aircraft for Official Transport

Page 10

7.1.3 Access to the hangar and tarmac is restricted to those holding appropriate Air Side Identification Cards (ASIC). Persons not holding an ASIC requiring access to the hangar or tarmac must be escorted by Air Wing personnel holding an ASIC.

Guidelines for the Use of Government Aircraft for Official Transport

# This document has been released under the RIGHT TO INFORMATION ACT 2009 (Qld)

Department of the Premier and Cabinet	Page 11	
	ATTACHMENT 1	
HEAD OFFICE AND G	OVERNMENT AIR WING LOCATIONS	
GOVERNMENT AIR WING		
Location	Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)	
Postal Address	PO Box 1018, Eagle Farm, Q 4009	
Telephone	Administration Officer 389 <b>89500</b>	
Facsimile	389 89507	
HEAD OFFICE		
Location	Office of the Executive Director, State Affairs Governance Division Department of the Fremier and Cabinet Executive Building 100 George Street BRISBANE Q 4001	
Postal Address	PO Box 15185, CITY EAST Q 4002	
Guidelines for the Use of Government Aircr	raft for Official Transport Ma <u>y 2012</u> <del>reh 2011</del>	

Page 12

## **ATTACHMENT 2**

## AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
BASED AT	Brisbane - Government	Brisbane - Government
	Air Wing	Air Wing
POWERED BY	2 Jet Engines	2 Turbo-prop Engines
NUMBER OF	8	8 – 9. However, the
PASSENGERS		number may be limited
		to 8 if luggage is
		required to be carried.
NOMINAL RANGE*	2500NM	1600NM
	4600KM	3000KM
FLIGHT TIMES	400NM/HR	270NM/HR V
(APPROX)	740KM/HR	500KM/HR
AIRCRAFT CREWING	2 Pilots	2 Pílots
AIRCRAFT CALL	VH-SGY	VH-SGQ
SIGNS		
AIRCRAFT PHONE	0428 783 351	0428 783 352
NUMBERS		

Range is dependent on task nature and number of passengers.

Guidelines for the Use of Government Aircraft for Official Transport

De	partment of the Pro	emier and Cabinet			Pag	e 13	
				ΑΤΤΑ	CHMEN	ГЗ	
		nt of the Premier					
Naile of A	<u>Appli</u> Applicant:	ication for Use of	Aircraft				
ficeholder:					1	Queen Goverr	
ontact:				1	Tel:		
sition:					Fax:	$\Box \Box$	
Purpose o	of					$\overline{\langle}$	7/
Trip/s: Justificati	on Altornative	e use of travel has been	investigated but is a	unquitable be			4
:	COMMER	CIAL FLIGHTS AVAILA	BLE TO MEET TIM	IES REQUIRE	ED.	$\sim$	
R	eason for Ap	nlication,	-				
			Due				
ate	ght Departure Time	Details: Location	Proposed Fl Date	light Arrival		Location	
				$\langle \rangle \rangle \langle \rangle$	$\overline{A}$		
				$\downarrow$	$\rightarrow$		
					<u> </u>	dianitian gabiti anata anata ang biti a	
Date	Time		Deta	uils /			
			~		· · · · · · · · · · · · · · · · · · ·		
	ritical Deadlin			//			
	st of Passen als / Surname		janisation <u>- Travellin</u>	a between Lo	cations		
				<u></u>			
xplanatory	Note: 1.						
•	2.						
	uthorisation:		Signature:			Date:	
						Dute.	
Officer: Position:		this Application is for					
Officer:		and no suitable	-				
Officer: Position: Sertification	Official Trave alternative m	el and no suitable ode of travel is availabl	e.				
Officer: Position:	Official Trave alternative m A copy of the	el and no suitable ode of travel is availabl Governor's/Minister's	Yes No	(Circle as			
Officer: Position: Pertification	Official Trave alternative m A copy of the Itinerary atta	el and no suitable ode of travel is availabl Governor's/Minister's		(Circle as			
Officer: Position: Pertification	Official Trave alternative m A copy of the Itinerary atta pproval:	el and no suitable ode of travel is available Governor's/Minister's ched: Use of arcraft	Yes No	(Circle as			
Officer: Position: Pertification Cinerary:	Official Trave alternative m A copy of the Itinerary atta pproval:	el and no suitable ode of travel is available Governor's/Minister's ched:	Yes No	(Circle as			
Officer: Position: Pertification Cinerary:	Official Trave alternative m A copy of the Itinerary atta pproval:	el and no suitable ode of travel is available Governor's/Minister's ched: Use of arcraft	Yes No	(Circle as			
Officer: Position: Position Position Provide the set of	Official Trave alternative m A copy of the Itinerary atta pproval:	el and no suitable ode of travel is available Governor's/Minister's ched: Use of arcraft	Yes No appropriate)	(Circle as Premier			
Officer: Position: Position Position Provide the set of	Official Trave alternative m A copy of the Itinerary atta pproval:	el and no suitable ode of travel is availabl Governor's/Minister's ched: Use of arcraft approved:	Yes No appropriate)				
Officer: Position: Position Position Provide the set of	Official Trave alternative m A copy of the Itinerary atta pproval:	el and no suitable ode of travel is availabl Governor's/Minister's ched: Use of arcraft approved:	Yes No appropriate)				

,

Page 1

## GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

## TABLE OF CONTENTS

## FOREWORD

- 1.0 POLICY
  - 1.1 Official Travel
  - 1.2 Staff, Public Servant and Media
  - 1.3 Guests of the Governor or Minister
  - 1.4 Annual Report
  - 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft
- 2.0 PURPOSE
- 3.0 APPLICATION OF THE GUIDELINES
- 4.0 ADMINISTRATION OF THE GUIDELINES
- 5.0 INTRODUCTION
  - 5.1 Background
  - 5.2 Allocation of Aircraft
  - 5.3 Constraints
    - 5.3.1 Alternative Modes of Travel
    - 5.3.2 Servicing Electorate Needs
    - 5.3.3 One-Way Travel and Empty Sectors 5.3.4 Pilot Duty Hours
- 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL
  - 6.1 Booking Enquiries
  - 6.2 Application Form
  - 6.3 Approval for Aircraft Use6.4 The need to provide updated details to the Air Wing
  - 6.5 Luggage
  - 6.6 Provision of Catering
  - 6.7 Cancelled Bookings
  - 6.8 Aircrew Accommodation
- 7.0 SECURITY ACCESS TO AIRPORT
  - 7.1 Government Air Wing Brisbane Airport

ATTACHMENT HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

#### ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3

APPLICATION FOR USE OF AIRCRAFT (form)

Guidelines for the Use of Government Aircraft for Official Transport

May 2012reh 2011

Page 2

### FOREWORD

The Government Air Wing provides fixed wing air services to assist in meeting the demanding travel commitments of the Premier, the Governor and Ministers. The Air Wing will also, when available, contribute to meeting the emergency and other specified aviation needs of the community.

These Guidelines for the Use of Government Aircraft for Official Transport incorporate the <u>management</u> processes to be followed when requesting official travel on fixed wing aircraft operated by the Government Air Wing. <u>Travel may be approved for Ministers</u>, -for the Governor, <u>Ministers and</u>, the Head of the Queensland Reconstruction Authority\_-and the Commissioner for the Queensland Floods Commission of Inquiry on fixed wing aircraft operated by the Government Air Wing.

The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet. The Government Air Wing-provides fixed-wing-services to meet emergency-and other specified aviation needs of the community and the Government, including official travel for the Governor and Ministers. The Head of the Queensland Reconstruction Authority may access fixed-wing services from the Government Air Wing for the duration of his appointment. The Commissioner for the Queensland Floods Commission of Inquiry may access fixed-wing services from the Government Air Wing for the duration of her appointment.

The aircraft are not a substitute for normal commercial travel and should only be used when alternative means of travel are not available or are inadequate to service official requirements.

An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use are processed in the order in which they are received, and approved official travel tasks may be cancelled at short notice if an emergency arises.

The use of Government aircraft for official purposes requires my prior approval on all occasions.

**RTI Document No.85** 

Campbell Newman ANNA BLIGH MP Premier of Queensland

Guidelines for the Use of Government Aircraft for Official Transport

Formatted: Indent: Left: 1.25 cm

Page 3

#### 1.0 POLICY

## 1.1 Official Travel

1.1.1 Government fixed-wing aircraft are available for use by the Premier, ... the Governor, Ministers and the Head of the Queensland Reconstruction Authority subject to certain conditions, for use by the Governor, Ministers, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry in carrying out official duties and fulfilling official responsibilities in relation to the functions and activities of these offices. Use of the aircraft is subject to the provisions of these Guidelines.Office of Governor, a Minister's Portfolio, Government, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry.

#### 1.2 Staff, Public Servants and the Media

- 1.2.1 Governor's staff, Governor's staff, Ministerial staff, Public Servants and members of the Media are not permitted to travel on the aircraft unless accompanying the Governor or Minister.
  - 1.2.2 However, in circumstances where it is considered cost effective and expeditious for the Governor or the Governor or Minister to leave or board a flight at a place other than Brisbane, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier or the Premier's delegates. In these circumstances the most senior staff member on board is to assume responsibility for adherence to these Guidelines from the Minister or Governor.
  - 1.2.3 The Head of the Queensland Reconstruction Authority may travel on the aircraft unaccompanied by the Governor or a Minister.

1.2.4 The Commissioner for the Queensland Floods Commission of Inquirymay travel on the aircraft unaccompanied by the Governor or a Minister.

## <u>1.3</u> Guests of the Governor <u>or Minister</u> or Minister

1.3.1 Subject to the approval of the Premier, the Governor, Minister or, Head of the Queensland Reconstruction Authority or the Commissioner for the Queensland Floods Commission of Inquiry may be accompanied by those non-Government persons whose attendance they believe on reasonable grounds will assist in the performance of the task for which the use of an aircraft is being requested.

**RTI Document No.86** 

## 1.4 Annual Report

Guidelines for the Use of Government Aircraft for Official Transport

Formatted: No bullets or numbering

Formatted: Indent: Left: 0 cm, First line: 0 cm, Tab stops: Not at 1.25 cm

Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left +

Aligned at: 0 cm + Tab after: 1.24 cm + Indent at: 1.24 cm

Formatted: Indent: Left: 1.24 cm.

Tab stops: Not at 1.25 cm

Formatted: Outline numbered +

Page 4

1.4.1 A full and comprehensive statement on the activities of the Government Air Wing shall be included in each Annual Report of the Department of the Premier and Cabinet.

## 1.5 Consumption and Carriage of Alcoholic Beverages on Government Air Wing Aircraft

- <u>1.5.1</u> The carriage <u>and responsible</u> consumption of alcoholic beverages on Government Air Wing Aircraft is not permitted, <u>subject to the conditions</u> in paragraphs 1.5.2 and 1.5.3 below.
- 1.5.2 The Government Air Wing provides a limited supply of alcohol for service during flights. Alcoholic beverages should be consumed responsibly, having regard to air and workplace health and safety requirements and is only to be permitted with the specific approval of the Premier, Governor or Minister travelling on the individual flight.
- 1.5.11.5.3 Carriage and consumption of alcohol in certain aboriginal communities is subject to restriction. Prior to departure for, or arrival at, any Aboriginal community, all alcohol is to be removed from Government Air Wing aircraft.

## 2.0 PURPOSE

2.1 The Guidelines for the Use of Government Aircraft for Official Transport set out the procedures to be followed when requesting official travel for the Governor, Ministers, the Head of the Queensland Reconstruction Authority and the Commissioner for the Queensland Floods Commission of Inquiry on fixed-wing aircraft operated by the Government Air Wing.

## 3.0 APPLICATION OF THE GUIDELINES

3.1 The Guidelines apply to the Governor, the Governor, Ministers, the Head of the Queensland Reconstruction Authority, Commissioner for the Queensland Floods Commission of Inquiry and their respective staff.

## 4.0 ADMINISTRATION OF THE GUIDELINES

- 4.1 The Guidelines are administered on behalf of the Premier by the Government Air Wing, State Affairs, Governance Division, Department of the Premier and Cabinet.
- 5.0 INTRODUCTION

## 5.1 Background

5.1.1 The Government Air Wing provides fixed-wing services to assist in meeting the demanding travel commitments of the Premier, the

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>rch 2011

#### Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: List Paragraph, Left, No bullets or numbering

Page 5

<u>Governor and Ministers meet emergency and other specified aviation</u> needs of the community and the Government. The Air Wing will also, when available, contribute to meeting the emergency and other specified aviation needs of the community These services include Organ Transplant Retrievals, Search and Rescue (SAR), Counter Disaster Operations (CDO) and Official Transport. The Air Wing comprises the following two fixed-wing aircraft, both located at the Brisbane airport -

## Hawker 850XP Jet Beech King Air 350

5.1.2 The Guidelines include the following attachments -

Attachment 1 - Head Office and Government Air Wing Locations Attachment 2 - Aircraft types and capabilities Attachment 3 - Application for Use of Aircraft

## 5.2 Allocation of Aircraft

- 5.2.1 An overriding principle for the allocation of aircraft is that first priority will always be given to emergency tasks. All other requests for use will normally be processed in the order in which they are received. An approved request may be cancelled at short notice if an emergency task eventuates (eg. the Hawker 850XP Jet is used for organ transplant retrieval tasks and, as such, these short-notice-flights will take precedence over all other arrangements) and aircraft may be re-allocated by the Chief Pilot in consultation with the Premier's office where no change of passenger or destination is required.
- 5.2.2 If conflicting aircraft requirements occur, for example, between Ministers, ministerial staff are to negotiate priorities and advise the Administration Officer, Government Air Wing, State Affairs (Governance), Department of the Premier and Cabinet, accordingly.
- 5.2.3 In the case of urgent maintenance problems such as failure on start up, aircraft may be re-allocated by the Chief Pilot where no change of passenger or destination is required.

## 5.3 Constraints

5.3.1 Alternative Modes of Travel

Alternative modes of travel, including commercial airlines, are to be utilised wherever possible. Government aircraft are not to be a substitute for other means of travel and should only be used when alternative means <u>of travel</u> are not available or are inadequate to service official requirements.

Due to the substantial time constraints placed on the Premier, <u>Deputy</u> <u>Premier and Treasurer</u>, use of commercial airlines will rarely be

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>reh 2011

Page 6

practical and need not be considered as a prerequisite to booking <u>G</u>government aircraft for the Premier, <u>Deputy Premier and Treasurer</u>.

## 5.3.2 Servicing Electorate Needs

The use of Government aircraft for travel to, from and within a Minister's electorate is only permitted if such travel is related to the discharge of a Minister's official portfolio responsibilities (see para. 1.1) and not to service electorate needs.

### 5.3.3 One-Way Travel and Empty Sectors

It is uneconomical for aircraft to operate a sector without passengers or on the basis on a one-way flight (ie. travel to or from Brisbane empty). Approval will not be granted for flights of this nature, unless exceptional circumstances exist. Occasional empty sectors may be required for operational purposes, i.e. refuelling or security of the aircraft.

5.3.4 Pilot Duty Hours

Civil Aviation legislation provides guidance on the duty and flight time a pilot may undertake. Air Wing pilot duty hours are normally limited to 10 hours duty in any one day. On rare occasions, the Chief Pilot may authorise an extension of duty hours if it is considered that safety will not be compromised. (See also para. 6.87.2)

## 6.0 REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL

#### 6.1 Booking Enquiries

6.1.1 The Administration Officer, Government Air Wing, State Affairs, Department of the Premier and Cabinet, is the officer responsible for aircraft bookings. Bookings for the aircraft are to be made through that officer as early as possible (Telephone: 3898 9500). Aircraft may have been booked previously or be unavailable for a range of reasons including scheduled maintenance.

## 6.2 Application Form

- 6.2.1 Following verbal advice from the Administration Officer that an aircraft is available on the designated date and time, a formal written request must be made immediately to that Officer. Requests are to be submitted on the *Application for Use of Aircraft*, all sections of which must be completed, including "not applicable" notations where appropriate. The form is to be faxed to the Administration Officer at least five (5) calendar days prior to the day of the proposed flight. The fax number is **3898 9507**.
- 6.2.2 The *Application* must be accompanied by a copy of the Governor's, Minister's <u>or</u>,—the Head of the Queensland Reconstruction Authority's

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>rch 2011

Page 7

or Commissioner for the Queensland Floods Commission of Inquiry's full itinerary for the engagement for which the use of an aircraft is being sought. Requests must be signed by the Minister or a Senior Policy Adviser.

- 6.2.3 All persons, including members of the media, who are travelling in government aircraft **must** be clearly identified on the *Application* for official reporting purposes.
- 6.2.4 For non-Government passengers, an explanation **must** be provided on the *Application* as to the reasons for those passengers being included on the flight.
- 6.2.5 On receipt, the Administration Officer, will submit the *Application* to the Office of the Premier for consideration.

## 6.3 Approval for Aircraft Use

- 6.3.1 The Premier, or the Premiers' Delegates, are responsible for approving the use of Government aircraft operated by the Air Wing. Flights will not proceed until approval is granted. Each request will only be approved if the Premier considers that the circumstance warrants the use of Government aircraft.
- 6.3.2 -The Chief Pilot is authorised to approve short notice flights in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, short notice <u>Search and Rescue and</u> Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots. <u>The Chief</u> <u>Pilot should where practicable</u>, <u>consult with the Premier's Office before</u> <u>approving these short notice flights</u>.
- 6.3.3 The Office of the Premier will inform the Official Secretary, Government House\_or, the Office of the requesting Minister\_or the Queensland <u>Reconstruction Authority</u>, the Queensland Reconstruction Authority or the Queensland Floods Commission of Inquiry, tha tthat approval has or has not been granted. If approved, the Office of the Premier will also provide a copy of the approved *Application* to the Administration Officer, Government Air Wing.
- 6.3.4 Following flight approval, all arrangements in regard to flight planning, itineraries, catering, etc., are to be made direct with the Administration Officer, Government Air Wing (Telephone 389 **89500**).
- 6.3.5 If a flight itinerary is changed subsequent to approval by the Premier it is necessary for a further *Application* setting out the revised itinerary to be submitted for the Premier's consideration (see also paragraph 6.4.<u>3</u>2).

Guidelines for the Use of Government Aircraft for Official Transport

Page 8

6.3.6 All passengers are expected to arrive at the Air Wing at least 15 minutes prior to the approved departure time. Changes to the road system at and near Brisbane can lead to extensive traffic delays.

## 6.4 The need to provide updated details to the Air Wing

- 6.4.1 For flight planning purposes, the pilot-in-command needs to be fully informed of the desired departure and arrival times for all flights. The pilot's planning can then compensate for predicted winds, adverse weather, probable Air Traffic Control delays, etc. which could affect times by as much as 20 per cent. In some circumstances, an earlier departure time may be appropriate especially where an arrival time is critical (eg. to ensure the Governor's or Minister's arrival time at an official function).
- 6.4.2 Unusual flight profiles, such as a fly-over of government facilities, must be cleared in advance by the Chief Pilot. Airspace and operational constraints can affect such requests.
- 6.4.3 It is essential for the Office of Governor, <u>or</u> Minister's Office to submit to the Air Wing an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights on the morning of the working day preceding the actual flight. These details must be faxed to Air Wing on fax **3898 9507**.
  - 6.4.4 An up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights undertaken on behalf of the Queensland Reconstruction Authority and the Queensland Floods Commission of Inquiry-should be faxed to the Air Wing on fax 3898 9507 as soon as practicable.

### 6.5 Luggage

- 6.5.1 Any arrangements required for luggage and cargo are the responsibility of the most senior ministerial staff member travelling. Both Air Wing aircraft have limited baggage storage facilities and carriage of unusual or bulky items may be restricted where the maximum number of passengers are to be carried.
- 6.5.2 Many items suitable for carriage by ground transport are not suitable for carriage by air, including many items that are considered goods dangerous for air carriage (Dangerous Goods). Civil Aviation legislation restricts the carriage of such items and Air Wing pilots **must** refuse to carry certain such Dangerous Goods. Prior contact with the Air Wing is required if doubt exists as to the suitability of items for carriage by air.

**RTI Document No.91** 

### 6.6 Provision of Catering

Guidelines for the Use of Government Aircraft for Official Transport

Page 9

Formatted: List Paragraph, Left, No

bullets or numbering

6.6.1 Tea, Coffee, water, soft drinks and light snacks are carried on Air Wing aircraft at all times. Limited catering can be provided where flights of more that one hours duration occur over the normal meal hours of:

a.	Breakfast	06:00 – 07:30
b.	Lunch	12:00 – 13:00
C.	Dinner	17:30 – 19:00

- 6.6.2 Catering facilities are very limited at many aerodromes visited by Air Wing aircraft. Limited snacks and sandwiches will be provided where possible, within the limitation of the safe storage and handling of foodstuffs.
- <u>6.6.3</u> Requests for special catering should be made at the time of booking to establish the viability of such requests. Due to the limitations of safe food storage in Air Wing aircraft, not all special requests may be able to be met.
- 6.6.3<u>6.6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5.</u>

## 6.7 Cancelled Bookings

6.7.1 The Air Wing is to be advised as soon as possible if a flight is to be cancelled. If a booking is cancelled it is necessary to recommence the process and regain the approval of the Premier prior to arranging another flight.

## 6.8 Aircrew Accommodation

- 6.8.1 Accommodation for pilots is to be arranged by the Government House/Minister's Office or, Queensland Reconstruction Authority or Queensland Floods Commission of Inquiry concerned. Single room accommodation is required. Crewing is 2 pilots per aircraft.
- 6.87.2 On those occasions when pilots are required to be on duty for more than 10 hours on any one day they may require, and should be provided with if requested, day use of accommodation.

## 7.0 SECURITY ACCESS TO AIRPORT

## 7.1 Government Air Wing - Brisbane Airport

- 7.1.1 All access to the Government Air Wing is through security gates controlled by the Air Wing.
- 7.1.2 Once a clearance has been given by the Air Wing, all personnel must proceed directly to, and remain within the Government Air Wing building. Depending on security circumstances, vehicle assess to the

Guidelines for the Use of Government Aircraft for Official Transport

Ma<u>y 2012</u>reh <del>2011</del>

Page 10

Air Wing may not be permitted. In such circumstances, the adjacent enclosed car park may be utilised. Under no circumstance are vehicles permitted on the tarmac. Vehicle access to the tarmac is limited and subject to security restrictions. Vehicle access to the tarmac must be pre arranged through the Air Wing.

7.1.3 Access to the hangar and tarmac is restricted to those holding appropriate Air Side Identification Cards (ASIC). Persons not holding an ASIC requiring access to the hangar or tarmac must be escorted by Air Wing personnel holding an ASIC.

Guidelines for the Use of Government Aircraft for Official Transport

Department of the Premier and Cabinet         Equation of the Executive Director, State         Affairs         Postal Address         Postal Addre	·		
HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS GOVERNMENT AIR WING Location Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal) Postal Address PO Box 1018, Eagle Farm, Q 4009 Telephone Administration Officer 389 89500 Facsimile 389 89507 HEAD OFFICE Location Office of the Executive Director, State Affairs Governance Division Department, of the Premier and Cabinet Executive Building 100 Ceorge Street BRISBANE Q 4001 Postal Address PO Box 15185, CITY EAST Q 4002	Department of the Premier and Cabinet	Pag	je 11
HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS GOVERNMENT AIR WING Location Government Air Wing Gantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal) Postal Address PO Box 1018, Eagle Farm, Q 4009 Telephone Administration Officer 389 89500 Facsimile 389 89507 HEAD OFFICE Location Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet Executive Bilding 100 Ceorge Streit BRISBANE Q 4001 Postal Address PO Box 15185, CITY EAST Q 4002		· · · · · · · · · · · · · · · · · · ·	
GOVERNMENT AIR WING       Covernment Air Wing Cantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestio Terminal)       No. 100 Postal Address       PO Box 1018, Eagle Farm, Q 4009         Postal Address       PO Box 1018, Eagle Farm, Q 4009       No. 100 Postal Address       No. 100 Postal Address         Facsimile       389 89500       No. 100 Postal Address       No. 100 Postal Address       No. 100 Postal Address         Postal Address       Office of the Executive Director, State Affairs/ Governance Division Department of the Premier and Cabinet Executive Bial(ding 100 Ceorge Street BR(SBANE_Q 4001       No. 15185, CTTY EAST Q 4002		ATTACHMEN	Τ1
Location       Government Air Wing Qantas Maintenance Area Hangar 1 Pandanus Avenue Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)       Advise to the Source of the Source	HEAD OFFICE AND	GOVERNMENT AIR WING LOCATIONS	
Qantas Maintenance Area Hangar 1         Pandanus Avenue         Eagle Farm Q 4007 (On the side opposite to the Domestic Terminal)         Postal Address       PO Box 1018, Eagle Farm, Q 4009         Telephone       Administration Officer 389 89500         Facsimile       389 89507         HEAD OFFICE       Office of the Executive Director, State Affairs/ Governance Division Depatrment of the Premier and Cabinet Executive Building 100 George-Street         Postal Address       PO Box 15185, CITY EAST Q 4002	GOVERNMENT AIR WING		
(On the side opposite to the Domestic Terminal)         Postal Address       PO Box 1018, Eagle Farm, Q 4009         Telephone       Administration Officer 389 89500         Facsimile       389 89507         HEAD OFFICE       Office of the Executive Director, State Affairs/ Governance Division Department of the Premier and Cabinet Executive Building 100 George Street         Postal Address       PO Box 15185, CITY EAST Q 4002	Location	Qantas Maintenance Area Hangar 1 Pandanus Avenue	
Telephone       Administration Officer 389 89500         Facsimile       389 89500         HEAD OFFICE       Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street BRISBANE Q 4001         Postal Address       PO flox 15185, CITY EAST Q 4002		(On the side opposite to the Domestic	$\mathcal{O}$
389 89500       Facsimile       389 89507       HEAD OFFICE       Location       Office of the Executive Director, State       Affairs       Governance Division       Department of the Premier and Cabinet       Executive Billiding       100 George Street       BRISBANE       Office of the Executive Office       Office of the Executive Billiding       100 George Street       BRISBANE       Office of the Executive Billiding       100 George Street       BRISBANE       Office of the Executive Billiding       Option       Postal Address       PO flox 15185,       Citry EAST Q 4002	Postal Address	PO Box 1018, Eagle Farm, Q 4009	7
HEAD OFFICE Location Office of the Executive Director, State Affairs' Governance Division Department of the Premier and Cabinet Executive Building 100 George Street BRISBANE Q 4001 Postal Address CITY EAST Q 4002	Telephone		
Location Office of the Executive Director, State Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street BRISBANE Q 4001 PO 60x 15185, CITY EAST Q 4002	Facsimile	389 89507	
Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street BRISEANE Q 4001 PO Box 15185, CITY EAST Q 4002	HEAD OFFICE		
CITY EAST Q 4002	Location	Affairs Governance Division Department of the Premier and Cabinet Executive Building 100 George Street	
Guidelines for the Use of Government Aircraft for Official Transport	Postal Address		
Guidelines for the Use of Government Aircraft for Official Transport     May 2012reb-2011			
Guidelines for the Use of Government Aircraft for Official Transport May 2012rel-2011			
	Guidelines for the Use of Government Air	craft for Official Transport Ma <u>y 2012</u> reh-2	<del>011</del>

|

Page 12

## **ATTACHMENT 2**

## AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
BASED AT	Brisbane - Government	Brisbane - Government
	Air Wing	Air Wing
POWERED BY	2 Jet Engines	2 Turbo-prop Engines
NUMBER OF	8	8 – 9. However, the
PASSENGERS		number may be limited
		to 8 if luggage is
	· · · · · · · · · · · · · · · · · · ·	required to be carried.
NOMINAL RANGE*	2500NM	1600NM
	4600KM	3000KM
FLIGHT TIMES	400NM/HR	270NM/HR
(APPROX)	740KM/HR	500kM/HR
AIRCRAFT CREWING	2 Pilots	2 Pilots
AIRCRAFT CALL	VH-SGY	VH-SGQ
SIGNS		$\sim$ / //
AIRCRAFT PHONE	0428 783 351	0428 783 352
NUMBERS		

Range is dependent on task nature and number of passengers.

Guidelines for the Use of Government Aircraft for Official Transport

		· · · · ·	•	ΑΤΤΑ	HME	NT 3	
	Departme	ent of the Premier ar	nd Cabinet				
-4-116 6-		ication for Use of Ai	rcraft				DV.
etails of Ap	opneant:	••••••••••••••••••••••••••••••••••••••	······			Que	ensland
ontact:					Tel:		Cimicin
osition:					Fax:		$\hat{\gamma}$
Purpose of Trip/s:			······································			$\langle \langle \langle \rangle \rangle$	ÉÂ
	n Alternativ	e use of troubless has here		ouiichie he			
Justificatio	COMMER	e use of travel has been inv RCIAL FLIGHTS AVAILABL	E TO MEET TIME	S REQUIRE	D.		$\sim$
Re	ason for Ap	plication:		~			
posed Flig	ht Departur		Proposed Flig	ht Arrival	Detail		
Date	Time	Location	Date	Time	70	Locati	on
				$\rightarrow$	4	 	section equili Viene action
				$\sim$	$\rightarrow$		
				/./. /	$\geq$		
Date				· / /			
Date	Time		Details				
Date	lime		Details	3		، ۱۹۰۰ ۱۹۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰ - ۲۰۰۰	
		nes:	Details				
Cri	itical Deadli	gers:					
Cri	itical Deadli	gers:	Details sation <u>Travelling</u>		cations		<u>No.</u>
Cri	itical Deadli	gers:			cations		No.
Cri	itical Deadli	gers:			cations		<u>No.</u>
Cri Lis Title /  nitial	itical Deadli	gers:			cations		No.
Cri Lis Title /  nitial	itical Deadli it of Passen s / Surname	gers:			cations		No
Cri Lis Title /  nitial	itical Deadli it of Passen s / Surname	gers:			cations		
Cri Lis Title / Initial Explanatory N Au	itical Deadli st of Passen s / Surname	gers: Position / Organi	sation <u>~ Travelling</u>		cations		No
Cri Lis Title /  nitial Explanatory N Au Officer:	itical Deadli it of Passen s / Surname	gers: Position / Organi			cations		
Cri Lis Title /  nitial Explanatory N Au Officer: Position:	lote: 1. thorisation:	gers: Position / Organi	sation <u>~ Travelling</u>		cations		
Cri Lis Title /  nitial Explanatory N Au Officer:	itical Deadli it of Passen s / Surname	gers: Position / Organi	sation <u>~ Travelling</u>		cations		
Cri Lis Title /  nitial Explanatory N Au Officer: Position: Certification	itical Deadlint at of Passen s / Surname	gers: Position / Organi Position / Organi this Application is for el and no suitable pode of travel is available.	sation <u>~ Travelling</u>		cations		
Cri Lis Title /  nitial Explanatory N Au Officer: Position: Certification	itical Deadlint at of Passen s / Surname	gers: Position / Organi Position / Organi this Application is for el and no suitable node of travel is available. e Governor's/Minister's	Signature:		cations		
Cri Lis Title /  nitial Explanatory N Au Officer: Position: Certification tinerary: Ap	itical Deadlint at of Passen s / Surname	gers: Position / Organi Position / Organi this Application is for el and no suitable node of travel is available. e Governor's/Minister's ached:	Signature:	between Lo	cations		
Cri Lis Title / nitial Explanatory N Au Officer: Position: Certification tinerary:	itical Deadlint at of Passen s / Surname	gers: Position / Organi Position / Organi this Application is for el and no suitable bode of travel is available. e Governor's/Minister's ached: Use of aircraft	Signature:	between Lo	cations		
Cri Lis Title /  nitial Explanatory N Au Officer: Position: Certification tinerary: Ap	itical Deadlint at of Passen s / Surname	gers: Position / Organi Position / Organi this Application is for el and no suitable node of travel is available. e Governor's/Minister's ached:	Signature:	between Lo	cations		
Cri Lis Title / Initial Explanatory N Au Officer: Position: Certification tinerary: Ap	itical Deadlint at of Passen s / Surname	gers: Position / Organi Position / Organi this Application is for el and no suitable bode of travel is available. e Governor's/Minister's ached: Use of aircraft	Signature:	between Lo	cations		

Athena Hondroudakis	
naratelete versetatio politicistation spin naratelete setti s	
From:	Sharon Bailey <sharon.bailey@premiers.qld.gov.au></sharon.bailey@premiers.qld.gov.au>
Sent: To:	Wednesday, 25 July 2012 2:43 PM Athena Hondroudakis
Subject:	RE: GAW Guidelines amendments - alternate versions
548jee6	RE. GAVY Editerines unchanging another versions
Hi Athena	
I'll get the relevant people to co	intact Kate directly and give her the history
Thanks	
Sharon	
From: Athena Hondroudakis [m	ailto:Athena.Hondrouclakis@ministerial.qld.gov.au]
Sent: Wednesday, 25 July 2012 To: Sharon Balley	11:57 AM
Cc: Kate Winter	
Subject: FW: GAW Guidelines a	amendments - alternate versions
Hi Sharon,	
Kate Winter has emailed me be	low asking about the amended Guidelines (email below).
Would you please be able to giv	re us some background?
Many thanks	
Athena	
Athena Hondroudakis   Exec	utive Assistant to the Chief of Staff
	Newman MP   Premier of Queensland
E-mail: <u>Athena.Hondroudakis@n</u> Phone: (07) 3224 5746   Fax: (0	
From: Kate Winter	
Sent: Wednesday, 25 July 2012	11:32 AM
To: Athena Hondroudakis Cc: Ben Myers	
Subject: FW: GAW Guidelines a	imendments - alternate versions
Hi Athena,	
These are the versions Ben will w	vant to review.
Do you know where this came fr	rom ie who asked for the changes?
Kind regards,	
Kate Winter Deputy Chief of Staff	
Office of the Premier Level 15 Executive Building, 100 Ge Telephone +61 7 3224 7335	orge Street, Brisbane

Parl House Telephone +61 7 3406 7175

٠

This document has been released under the RIGHT TO INFORMATION ACT 2009 (Qld) Facsimile +61 7 3221 3631 Mobile CTPI Email kate.winter@ministerial.gld.gov.au From: Sharon Bailey [mailto:Sharon.Bailey@premiers.gld.gov.au] Sent: Wednesday, 25 July 2012 11:17 AM To: Kate Winter Subject: FW: GAW Guidelines amendments - alternate versions Hi Kate Here it is Sharon This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege. If you have received this email in error, please notify the author and delete this message immediately. is incended for the named recipient(s) This email, together with any attachments, only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network. If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it any form of disclosure, modification, distribution and /or publication of this email is also prohibited. Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government. Please consider the environment before printing this email. \_\_\_\_\_ This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege. If you have received this email in error, please notify the author and delete this message immediately. 

## **Daniel Smith**

From: Sent: To: Subject: Tim Herbert Thursday, 26 July 2012 8:13 AM Kate Winter Re: a couple of things

Yes Kate - see you then and happy to come to you.

Regards

Tim

On 26/07/2012, at 8:01 AM, "Kate Winter" <Kate.Winter@ministerial.qld.gov.au> wrote:

Hi Tim,

Sure, does 3pm suit?

Kind regards,

## Kate Winter

Deputy Chief of Staff

Office of the Premier Level 15 Executive Building, 100 George Street, Brisbane Telephone +61 7 3224 7335 Parl House Telephone +61 7 3406 7175 Facsimile +61 7 3221 3631 Mobile CTPI Email <u>kate.winter@ministerial.gld.gov.au</u>

From: Tim Herbert [mailto:Tim.Herbert@premiers.qld.gov.au] Sent: Wednesday, 25 July 2012 5:34 PM To: Kate Winter Subject: a couple of things

Hi Kate, just tried to call about a couple of things:

- I hear that you have been given some draft amendments to the GAW guidelines and are looking for some background on this. I'm happy to talk you through them when you have a moment;
- Also, just want to discuss the GAW publication scheme stats with you as well.

Do you have any time tomorrow morning for a quick chat?

Regards Tim

Tim Herbert Executive Director State Affairs Department of the Premier and Cabinet Ph: 340 43654 Email: <u>Tim.Herbert@premiers.gld.gov.au</u>

This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege. If you have received this email in error, please notify the author and delete this message immediately. \_\_\_\_ This email, together with any attachments, is intended for the named recipient(s) only; and may contain privileged and confidential information. If received in error, you are asked to inform the sender as quickly as possible and delete this email and any copies of this from your computer system network. If not an intended recipient of this email, you must not copy, distribute or take any action(s) that relies on it; any form of disclosure, modification, distribution and /or publication of this email is also prohibited. Unless stated otherwise, this email represents only the views of the sender and not the views of the Queensland Government. Please consider the environment before printing this email. \_\_\_\_\_\_ This email is intended only for the addressee. Its use is limited to that intended by the author at the time and it is not to be distributed without the author's consent. Unless otherwise stated, the State of Queensland accepts no liability for the contents of this email except where subsequently confirmed in writing. The opinions expressed in this email are those of the author and do not necessarily represent the views of the State of Queensland. This email is confidential and may be subject to a claim of legal privilege. If you have received this email in error, please notify the author and delete this message immediately. ------/--\_-