

Ben Myers

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

Ben

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.qld.gov.au> wrote:

Anthony

I understand the meeting will be cancelled.

Thanks
Ben

From: Anthony Crack [<mailto:Anthony.Crack@premiers.qld.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.qld.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

King Air

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 net costs 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	\$482
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: Tim.Herbert@premiers.qld.gov.au

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	\$482
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.qld.gov.au

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PREMIER'S BRIEFING NOTE

Governance

Tracking Folder No. TF/12/10934

Document No. DOC/12/87828

To: THE PREMIER
Date: 8 May 2012
Subject: Government Air Wing

Approved / Not Approved / Noted

Premier

Date/...../.....

Date Action Required by:/...../.....

Requested by:
 (if appropriate)

• 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 Cessna Jet, three Cessna 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:
 - o 2009-10 - total of 601 flying hours;

Action Officer: Tim Herbert Area: State Affairs Telephone: 32243654	Approvals by Director /ED / DDG documented in notes in TRIM
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- 2010-11 – total of 635 flying hours
- 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
Area: State Affairs
Telephone: 32243654

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continue to increase as the aircraft age, and both aircraft are now out of the five-year 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 Ministers 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

- 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)

- 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.

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

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%
Maintenance	0.8	1.2	2.0	0.3%
Ministerial	235.2	139.5	374.7	59.0%
Organ 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%
Search and rescue	0.0	0.0	0.0	0.0%
Training	8.7	1.4	10.1	1.5%
Total	400.9	233.8	634.7	100%

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, microwave, 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
- Cruise Speed: 280Knots/519KM Hr
- Minimum Runway Required: 1200 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	
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: Sharon Bailey <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
Attachments: 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

Categories: EA to print or EA printed

Please find attached proposed amendments to the Government Air wing Guidelines

V1 contains the minimalist changes and V2 are the more detailed contextual changes

Versions with the tracked changes are also available.

Regards

Sharon

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

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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 ~~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 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

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.~~

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1.3 Guests of the Governor 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.

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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.

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

1.5.1 The carriage and responsible 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.

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~~1.5.1~~ 1.5.3 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.

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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 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 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 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, Deputy Premier and Treasurer, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking government aircraft for the Premier, Deputy Premier and Treasurer.

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 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 Search and Rescue and 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 Authority, 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.

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 than one hour 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.

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

6.6.3—

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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.

6.8.2 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 access 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.

RTI RELEASED

ATTACHMENT 1

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 George Street
BRISBANE Q 4001

Postal Address PO Box 15185,
CITY EAST Q 4002

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

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

ATTACHMENT 3

Department of the Premier and Cabinet
Application for Use of Aircraft



Queensland
Government

Details of Applicant:

Officeholder:			
Contact:		Tel:	
Position:		Fax:	

Purpose of Trip/s:	
Justification:	Alternative use of travel has been investigated but is unsuitable because – NO COMMERCIAL FLIGHTS AVAILABLE TO MEET TIMES REQUIRED.

Reason for Application:

Proposed Flight Departure Details:

Date	Time	Location

Proposed Flight Arrival Details:

Date	Time	Location

Date	Time	Details

Critical Deadlines:

List of Passengers:

Title / Initials / Surname	Position / Organisation – Travelling between Locations	No.
Explanatory Note:	1.	
	2.	

Authorisation:

Officer:		Signature:		Date:	
Position:					
Certification:	I certify that this <i>Application</i> is for Official Travel and no suitable alternative mode of travel is available.				
Itinerary:	A copy of the Governor's/Minister's Itinerary attached:	Yes	No	(Circle as appropriate)	

Approval:

Aircraft allocated:	Use of aircraft approved:
Hawker Jet / King Air	Yes No Premier

GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

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5.0 INTRODUCTION

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- 6.3 Approval for Aircraft Use
- 6.4 The need to provide updated details to the Air Wing
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- 6.7 Cancelled Bookings
- 6.8 Aircrew Accommodation

7.0 SECURITY ACCESS TO AIRPORT

- 7.1 Government Air Wing - Brisbane Airport

ATTACHMENT 1 HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

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 management processes to be followed when requesting official travel on fixed wing aircraft operated by the Government Air Wing. Travel may be approved for Ministers, 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 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.

Campbell Newman
ANNA BLIGH MP
Premier of Queensland

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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 Inquiry may travel on the aircraft unaccompanied by the Governor or a Minister.~~

1.3 ~~1.3~~ Guests of the Governor or Minister ~~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.

1.4 Annual Report

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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

1.5.1 The carriage and responsible 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.

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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.

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1.5.3 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 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

alternative means of travel are not available or are inadequate to service official requirements.

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

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 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 Search and Rescue and Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots. The Chief Pilot should where practicable, consult with the Premier's Office before approving these short notice flights.~~
- 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, ~~the~~ 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.

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.

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.

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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 than one hour 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.

~~6.6.4~~ 6.4 Limited service of alcoholic beverages is also available in accordance with the policy referred to under paragraph 1.5.

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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.

6.8.2 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 access 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.

ATTACHMENT 1

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 George Street
BRISBANE Q 4001

Postal Address PO Box 15185,
CITY EAST Q 4002

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

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

ATTACHMENT 3

Department of the Premier and Cabinet
Application for Use of Aircraft



Queensland
Government

Details of Applicant:

Officeholder:			
Contact:		Tel:	
Position:		Fax:	

Purpose of Trip/s:	
Justification:	Alternative use of travel has been investigated but is unsuitable because – NO COMMERCIAL FLIGHTS AVAILABLE TO MEET TIMES REQUIRED.

Reason for Application:

Proposed Flight Departure Details:

Date	Time	Location

Proposed Flight Arrival Details:

Date	Time	Location

Date	Time	Details

Critical Deadlines:

List of Passengers:

Title / Initials / Surname	Position / Organisation - Travelling between Locations	No.

Explanatory Note:

-
-

Authorisation:

Officer:		Signature:		Date:	
Position:					
Certification:	I certify that this <i>Application</i> is for Official Travel and no suitable alternative mode of travel is available.				
Itinerary:	A copy of the Governor's/Minister's Itinerary attached:	Yes	No	(Circle as appropriate)	

Approval:

Aircraft allocated:	Use of aircraft approved:
Hawker Jet / King Air	Yes No Premier

Athena Hondroudakis

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

FYI - Amended Guidelines

Athena Hondroudakis | Executive Assistant to the Chief of Staff |
Office of The Hon. Campbell Newman MP | Premier of Queensland |
E-mail: Athena.Hondroudakis@ministerial.qld.gov.au
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

Please find attached proposed amendments to the Government Air wing Guidelines
V1 contains the minimalist changes and V2 are the more detailed contextual changes
Versions with the tracked changes are also available.

Regards

Sharon

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GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

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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 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 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

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.~~

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1.3 Guests of the Governor 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.

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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.

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

1.5.1 The carriage and responsible 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.

~~1.5.1~~ 1.5.3 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.

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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 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 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 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, Deputy Premier and Treasurer, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking government aircraft for the Premier, Deputy Premier and Treasurer.

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 ~~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 Search and Rescue and 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 Authority, 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.

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 than one hour's 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.

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

6.6.3

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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.

6.8.2 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 access 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.

RTI RELEASED

ATTACHMENT 1

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 George Street
BRISBANE Q 4001

Postal Address PO Box 15185,
CITY EAST Q 4002

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

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

ATTACHMENT 3

Department of the Premier and Cabinet
Application for Use of Aircraft



Queensland
Government

Details of Applicant:

Officeholder:			
Contact:		Tel:	
Position:		Fax:	

Purpose of Trip/s:	
Justification:	Alternative use of travel has been investigated but is unsuitable because – NO COMMERCIAL FLIGHTS AVAILABLE TO MEET TIMES REQUIRED.

Reason for Application:

Proposed Flight Departure Details:

Date	Time	Location

Proposed Flight Arrival Details:

Date	Time	Location

Date	Time	Details

Critical Deadlines:

List of Passengers:

Title / Initials / Surname	Position / Organisation – Travelling between Locations	No.

Explanatory Note:	1.
	2.

Authorisation:

Officer:		Signature:		Date:	
Position:					
Certification:	I certify that this Application is for Official Travel and no suitable alternative mode of travel is available.				
Itinerary:	A copy of the Governor's/Minister's Itinerary attached:		Yes	No	(Circle as appropriate)

Approval:

Aircraft allocated:	Use of aircraft approved:
Hawker Jet / King Air	Yes No Premier

GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

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- 6.8 Aircrew Accommodation

7.0 SECURITY ACCESS TO AIRPORT

- 7.1 Government Air Wing - Brisbane Airport

ATTACHMENT 1 HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

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 management processes to be followed when requesting official travel on fixed wing aircraft operated by the Government Air Wing. Travel may be approved for Ministers, 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 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.~~

Campbell Newman
ANNA BLIGH MP
Premier of Queensland

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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 Inquiry may travel on the aircraft unaccompanied by the Governor or a Minister.

1.3 1.3 Guests of the Governor or Minister -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.

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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.

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

1.5.1 The carriage and responsible 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.

1.5.3 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.

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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 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

alternative means of travel are not available or are inadequate to service official requirements.

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

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. 6.8.2)

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.
- 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 Search and Rescue and Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots. The Chief Pilot should where practicable, consult with the Premier's Office before approving these short notice flights.~~
- 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, 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.

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.

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 than one hour 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.

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

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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.

6.8.2 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 access 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.

ATTACHMENT 1

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 George Street
BRISBANE Q 4001

Postal Address PO Box 15185,
CITY EAST Q 4002

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

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

ATTACHMENT 3

Department of the Premier and Cabinet
Application for Use of Aircraft



Queensland
Government

Details of Applicant:

Officeholder:			
Contact:		Tel:	
Position:		Fax:	

Purpose of Trip/s:	
Justification:	Alternative use of travel has been investigated but is unsuitable because – NO COMMERCIAL FLIGHTS AVAILABLE TO MEET TIMES REQUIRED.

Reason for Application:

Proposed Flight Departure Details:

Date	Time	Location

Proposed Flight Arrival Details:

Date	Time	Location

Date	Time	Details

Critical Deadlines:

List of Passengers:

Title / Initials / Surname	Position / Organisation – Travelling between Locations	No.
Explanatory Note:	1.	
	2.	

Authorisation:

Officer:		Signature:	Date:
Position:			
Certification:	I certify that this Application is for Official Travel and no suitable alternative mode of travel is available.		
Itinerary:	A copy of the Governor's/Minister's Itinerary attached: Yes No (Circle as appropriate)		

Approval:

Aircraft allocated:	Use of aircraft approved:
Hawker Jet / King Air	Yes No Premier

Daniel Smith

From: Kate Winter
Sent: Wednesday, 25 July 2012 11:14 AM
To: Sharon Bailey
Subject: 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

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: Athena.Hondroudakis@ministerial.qld.gov.au
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

RTI RELEASE

Daniel Smith

From: Sharon Bailey
Sent: Wednesday, 25 July 2012 11:17 AM
To: Kate Winter
Subject: FW: GAW Guidelines amendments - alternate versions
Attachments: 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

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GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

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4.0 ADMINISTRATION OF THE GUIDELINES

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ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

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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 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 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

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.

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1.3 Guests of the Governor 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.

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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.

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

1.5.1 The carriage and responsible 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.

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1.5.3 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.

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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 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 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 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, Deputy Premier and Treasurer, use of commercial airlines will rarely be practical and need not be considered as a prerequisite to booking government aircraft for the Premier, Deputy Premier and Treasurer.

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 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 Search and Rescue and 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 Authority, 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.

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 than 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.

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

6.6.3

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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.

6.8.2 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 access 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.

RTI RELEASES

ATTACHMENT 1

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 George Street
BRISBANE Q 4001

Postal Address PO Box 15185,
CITY EAST Q 4002

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

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

ATTACHMENT 3

**Department of the Premier and Cabinet
Application for Use of Aircraft**



**Queensland
Government**

Details of Applicant:

Officeholder:		Tel:	
Contact:		Fax:	
Position:			

Purpose of Trip/s:	
Justification:	Alternative use of travel has been investigated but is unsuitable because – NO COMMERCIAL FLIGHTS AVAILABLE TO MEET TIMES REQUIRED.

Reason for Application:

Proposed Flight Departure Details:

Date	Time	Location

Proposed Flight Arrival Details:

Date	Time	Location

Date	Time	Details

Critical Deadlines:

List of Passengers:

Title / initials / Surname	Position / Organisation - Travelling between Locations	No.
Explanatory Note:	1.	
	2.	

Authorisation:

Officer:		Signature:		Date:	
Position:		I certify that this <i>Application</i> is for Official Travel and no suitable alternative mode of travel is available.			
Certification:					
Itinerary:	A copy of the Governor's/Minister's Itinerary attached:	Yes	No	(Circle as appropriate)	

Approval:

Aircraft allocated:	Use of aircraft approved:
Hawker Jet / King Air	Yes No Premier

GUIDELINES FOR THE USE OF GOVERNMENT AIRCRAFT FOR OFFICIAL TRANSPORT

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ATTACHMENT 1 HEAD OFFICE AND GOVERNMENT AIR WING LOCATIONS

ATTACHMENT 2 AIRCRAFT TYPES AND CAPABILITIES

ATTACHMENT 3 APPLICATION FOR USE OF AIRCRAFT (form)

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 management processes to be followed when requesting official travel on fixed wing aircraft operated by the Government Air Wing. Travel may be approved for Ministers, 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 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.

Campbell Newman
ANNA BLIGH MP
Premier of Queensland

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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 Inquiry may travel on the aircraft unaccompanied by the Governor or a Minister.

1.3 ~~1.3~~ Guests of the Governor or Minister 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.

1.4 Annual Report

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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

1.5.1 The carriage and responsible 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.

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1.5.3 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.

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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

~~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 alternative means of travel are not available or are inadequate to service official requirements.~~

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

practical and need not be considered as a prerequisite to booking Government aircraft for the Premier, Deputy Premier and Treasurer.

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 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 Search and Rescue and Counter Disaster flights, Queensland Reconstruction Authority flights, and pilot training and checking flights conducted for Air Wing pilots. The Chief Pilot should where practicable, consult with the Premier's Office before approving these short notice flights.

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, 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.

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.

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 than one hour 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.

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

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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.

6.8.2 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 access 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.

RTI RELEASE STATEMENT

ATTACHMENT 1

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 George Street
BRISBANE Q 4001

Postal Address PO Box 15185,
CITY EAST Q 4002

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

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

ATTACHMENT 3

**Department of the Premier and Cabinet
Application for Use of Aircraft**



Queensland
Government

Details of Applicant:

Officeholder:			
Contact:		Tel:	
Position:		Fax:	

Purpose of Trip/s:	
Justification :	Alternative use of travel has been investigated but is unsuitable because – NO COMMERCIAL FLIGHTS AVAILABLE TO MEET TIMES REQUIRED.

Reason for Application:

Proposed Flight Departure Details:

Date	Time	Location

Proposed Flight Arrival Details:

Date	Time	Location

Date	Time	Details

Critical Deadlines:

List of Passengers:

Title / initials / Surname	Position / Organisation	Travelling between Locations	No.

Explanatory Note:

1.	
2.	

Authorisation:

Officer:		Signature:	Date:
Position:			
Certification :	I certify that this Application is for Official Travel and no suitable alternative mode of travel is available.		
Itinerary:	A copy of the Governor's/Minister's Itinerary attached:		Yes No (Circle as appropriate)

Approval:

Aircraft allocated:	Use of aircraft approved:
Hawker Jet / King Air	Yes No Premier

Athena Hondroudakis

From: Sharon Bailey <Sharon.Bailey@premiers.qld.gov.au>
Sent: Wednesday, 25 July 2012 2:43 PM
To: Athena Hondroudakis
Subject: RE: GAW Guidelines amendments - alternate versions

Hi Athena

I'll get the relevant people to contact Kate directly and give her the history

Thanks
Sharon

From: Athena Hondroudakis [<mailto:Athena.Hondroudakis@ministerial.qld.gov.au>]
Sent: Wednesday, 25 July 2012 11:57 AM
To: Sharon Bailey
Cc: Kate Winter
Subject: FW: GAW Guidelines' amendments - alternate versions

Hi Sharon,

Kate Winter has emailed me below asking about the amended Guidelines (email below).

Would you please be able to give us some background?

Many thanks
Athena

Athena Hondroudakis | Executive Assistant to the Chief of Staff |
Office of The Hon. Campbell Newman MP | Premier of Queensland |
E-mail: Athena.Hondroudakis@ministerial.qld.gov.au
Phone: (07) 3224 5746 | Fax: (07) 3210 2187

From: Kate Winter
Sent: Wednesday, 25 July 2012 11:32 AM
To: Athena Hondroudakis
Cc: Ben Myers
Subject: FW: GAW Guidelines amendments - alternate versions

Hi Athena,

These are the versions Ben will want to review.

Do you know where this came from ie who asked for the changes?

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: Sharon Bailey [<mailto:Sharon.Bailey@premiers.qld.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

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Daniel Smith

From: Tim Herbert
Sent: Thursday, 26 July 2012 8:13 AM
To: Kate Winter
Subject: 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 kate.winter@ministerial.qld.gov.au

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: Tim.Herbert@premiers.qld.gov.au

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