

PQ LA QON 7667 Attachment Parts (k-l)

CURRENT GUIDELINES FOR MINISTER'S USE OF AIR CHARTER SERVICES

Air Charter

The Department of the Premier and Cabinet manages (exclusively for Ministers) a Primary Air Charter contract and arranges ad hoc charter arrangements. There are two ministerial air charter contracts: the primary contract and the panel contract.

Primary Contract

The new primary contract - which commenced on 1st February 2007 - has two components. The primary charter comprises:

- a turbo-prop aircraft - DPC Beechcraft Super King Air B200 aircraft (VH-MQZ), and
- a jet (fan) aircraft "the long range" - DPC HAWKER 850 XP Jet aircraft (VH-MQY).

AIRCRAFT SAFETY STANDARDS FOR MINISTERS

Please refer to guidelines to be followed when chartering aircraft for travel by Ministers of the Crown. Ministerial Office Memorandum MM2011/02.

Air Charter Bookings

All air charter bookings are coordinated through the Department in the following manner:

- Preliminary enquiries must be directed to the Ministerial Air Charter Coordinator on (08) 6552 5933 or via email to aircharter@dpc.wa.gov.au. All bookings must be made on the electronic request form. (A hyperlink is provided here, or can be accessed via the Home Page under Request Forms.) This form must be completed in full prior to submitting the form. The form contains important accountability provisions so please ensure all charter details are current at the time of the flight. The Department will confirm the charter booking to both the Minister's office and the air charter operator. Should confirmation of the booking not be received within 24 hours, please contact the air charter coordinator on 6552 5933.
- Any amendments to the charter details must be advised to the Ministerial Air Charter Coordinator as soon as possible.

Air Charter Cancellations

All cancellations should be forwarded by email to the Ministerial Air Charter Coordinator as soon as possible. If you have not received a response from the Department confirming the cancellation has been made, please follow the matter up. Ministerial offices that do not advise the Department of their cancellation request, are liable to pay the full penalty imposed by the air charter operator.

Air Charter Feedback

Any customer complaints or other comments regarding Ministerial Air Charters should be referred to the Ministerial Air Charter Coordinator on (08) 6552 5933 or via email to aircharter@dpc.wa.gov.au.

Account Payments and Queries

Air charter operators have been asked to forward all invoices to the Department for payment.

Primary Contract

At the conclusion of each month, the Department arranges the full payment to Maroomba Airlines. Under the new charge out arrangements, the Department will seek to recoup costs on a proportionate basis from Ministers who utilise either aircraft during the month but only where the Agreed Monthly Limit (30 hours for the Super King Air and 41 hours for the Jet) are exceeded. The current subsidised rates for chartering the Primary Charter aircraft are available through the Air Charter Coordinator on 9222 9670. Full reimbursement of expenses (meals, pilot accommodation etc) is also sought from the office engaging the charter.

Panel Contract

Invoices for air charters under the panel contract are registered by the Department and forwarded to the relevant Ministerial office for payment in full.

Account Queries

Please contact the Ministerial Air Charter Coordinator on (08) 6552 5933 or on e-mail addressed to aircharter@dpc.wa.gov.au if you have any account queries.

Further Information

For any further information relating to air charters, please contact:

Manager, Ministerial Support

Tel: (08) 6552 5933 **Fax:** (08) 6552 6737

Email: Angela.Boland@dpc.wa.gov.au

Travel by Non-Government Passengers on Charter Aircraft

A non-government passenger is permitted to travel at no cost on aircraft chartered by government where the passenger:

- forms part of an official party for a government initiated event or function;

- represents industry or community organisations which have an involvement in the purpose of the visit and is invited by government to attend, provided vacant seats are available and such travel does not increase charter costs;
- is a Member of Parliament who is travelling on official government, parliamentary and/or electorate business; or
- is the spouse of a Minister, Member of Parliament or Chief Executive Officer and the purpose of the visit requires the spouse's attendance.

In all other circumstances, each non-government passenger is to be charged for the cost of their travel on the following basis:

$$\text{Cost of Travel} = \frac{\text{Hourly Charter Rate} \times \text{Number of Hours Passenger on the Charter}}{\text{Seat Capacity of Charter Aircraft}}$$

Where a scheduled air service is available to the destination of the charter, the charge for each non-government passenger is to be limited to the cost of the "Economy" class commercial fare for that route.

Travel by Family Members

If a Minister is satisfied that travel by the Minister's family members is warranted and that the charter does not involve any additional cost to government, then family members may travel on chartered aircraft free of cost.

Where a Member of Parliament accompanies a Minister on a government charter as part of an official party, the Member's spouse and/or dependant children may travel on the aircraft on the same cost basis as any other non-government passenger, provided vacant seats are available and such travel does not increase charter costs.

In such circumstances where the spouse and/or dependants have an Electorate Air Travel entitlement, the Member can elect for the spouse and/or dependants to forfeit an entitlement in lieu of paying their proportion of the charter costs. This would be on the basis that the spouse and/or dependants are travelling within the Member's electorate or between the electorate and Perth.

General Provisions

As an overriding principle, the Minister responsible for the charter must be satisfied that:

- the charter is necessary for official purposes; there is adequate justification for family members to travel on the charter; and
- the inclusion of additional passengers does not necessitate the charter of additional aircraft or result in additional costs.

Aircraft should not be chartered specifically for the purpose of conveying passengers for non-official purposes. Any departure from these guidelines is subject to the approval of the Director General, Department of the Premier and Cabinet.

All queries on the guidelines should be referred in the first instance to the Air Charter Coordinator at the Department of the Premier and Cabinet.