

ESTIMATES AND FINANCIAL OPERATIONS COMMITTEE

FORMAT FOR AGENCIES TO ANSWERS QUESTIONS

Department of the Premier and Cabinet

Hon Martin Aldridge MLC asked:

1) I refer staff engaged under the Parliamentary and Electorate Staff (Employment) Act 1992 and the Public Sector Management Act 1994 and I ask:

a) Excluding staff resources ordinarily allocated to the Premier, Ministers, Leader of the Opposition, Leader of the Second Party in Opposition and those now allocated to crossbench parties, does any other Member of Parliament receive a staffing allocation exceeding its 2 full time staff consisting of a Research Officer and an Electorate Officer?

Answer: Yes, the additional officers are provided to:

- Government Whip, Mr David Michael MLA – 1 FTE
- Parliamentary Parties Support; 1 FTE for each Party Secretary – Ms Cassie Rowe (Labor), Hon Nick Goiran MLC (Liberal) and Hon Colin De Grussa MLC (Nationals WA).
- Premier – 1 FTE
- Deputy Premier – 1 FTE
- Leader of the Opposition – 1 FTE

2) With respect to use of Ministerial Air Charter Services from 11 March 2017 to date please provide:

- a) The entitled officeholder for each segment of travel;
- b) The accompanying passengers on each flight;
- c) The approximate cost of each flight to the State;
- d) The departure and arrival destination of each flight; and
- e) Details of any flight where aircraft were required to be repositioned resulting in flights with no passengers?

Answer: (a)(b)(d)(e) [Please see Tabled Paper No.]

Answer: (c) All costs associated with travelling on the Government Aircraft are covered under the primary contract and are not able to be attributed to a single booking.

- 3) Will the department please provide the relevant guidelines and policies in relation to the use of Ministerial Air Charter Services and Executive Transport Services?

Answer:

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 6349 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 6349.

- 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 6349 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 6552 6349. 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 6349 or an 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

Telephone: (08) 6552 5343

Email: Megan.Inglis@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 charge.

Where a Member of Parliament accompanies a Minister on a government charter as part of an official party, the Member's spouse and/or dependent 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 Ministerial Air Charter Coordinator at the Department of the Premier and Cabinet.

CURRENT GUIDELINES FOR EXECUTIVE TRANSPORT SERVICES

Executive Transport Services (ETS) provides a uniformed professional chauffeur service for the Premier; Deputy Premier; Cabinet Ministers, President of the Legislative Council, Speaker of the Legislative Assembly, Leader of the Opposition and former Premiers.

Primary Contract

- To provide transport to Ministers/Office Holders as required for official purposes.
- The vehicle allocated to the Minister/Office Holder would normally be used for all assignments.
- ETS can provide transport of the Minister's spouse/partner to accompany the Minister/Office Holder to official functions.
- ETS is not available for private functions or electoral business.
- If the assignment exceeds 11 hours multiple drivers may be assigned.

Executive Transport Services – Booking information

Appointment Secretaries to forward a driver request form to ETS by 12.00pm the day prior to services required. Weekend requests are required by 12.00pm on the Thursday prior to the weekend.

There are no designated drivers apart from those assigned to the Premier and Deputy Premier. Executive Transport Officers (ETOs) will be allocated from the ETS Pool and the booking confirmed by ETS to the Appointments Secretaries by email by 3.00pm.

In the event that an ETO is not available a private chauffeur vehicle may be used for the transfer, the Minister will be advised in advance when this occurs.

For a country trip involving an over-night stay, the Minister's Office is required to arrange suitable accommodation for the ETO.

Contact

Executive Transport Services

Tel: (08) 6552 6370 Email: ETS@dpc.wa.gov.au

4) I refer to question 3a and 3b answered prior to hearings and I ask:

a) What is the budget allocation for Executive Transport Service in each year of the forward estimates;

Answer:

FORWARD ESTIMATES - EXECUTIVE TRANSPORT SERVICE			
2017-18	2018-19	2019-20	2020-21
\$1,411,074.28	\$1,411,074.28	\$1,411,074.28	\$1,411,074.28


b) What is the budget allocation for Ministerial Air Charter Services in each year of the forward estimates; and

Answer:

FORWARD ESTIMATES - MINISTERIAL AIR CHARTER SERVICES			
2017-18	2018-19	2019-20	2020-21
\$6,726,701.98	\$6,771,701.98	\$6,726,701.98	\$6,726,701.98

c) On what date does the current contract for Ministerial Air Charter Services expire?

Answer: The primary contract for Ministerial Air Charter Services ends on 9 January 2019.



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