

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

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## FOREWORD

This document, *Guidelines for the Use of Government Aircraft for Official Transport*, incorporates the processes to be followed when requesting official travel on fixed-wing aircraft operated by Queensland Government Air (QGAir).

They are administered on behalf of the Premier by QGAir, Public Safety Business Agency. QGAir 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 and, in exceptional circumstances, other senior government officials

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 and the Captains of the aircraft have full legal authority over the safe operation of the aircraft at all times.

Annastacia Palaszczuk MP  
Premier of Queensland

## **1. 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, in exceptional circumstances, other senior government officials in carrying out official duties and fulfilling official responsibilities.

### **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 normally 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 intermediate places, staff, public servants or the media may travel unaccompanied for a portion of the journey subject to approval of the Premier. In these circumstances the most senior staff member on board is to assume responsibility from the Minister or Governor.

1.2.3. In exceptional circumstances, the Premier may approve other senior government officials to travel on the aircraft, unaccompanied by the Governor or a Minister, on official government business.

### **1.3. Guests of the Governor or Minister**

1.3.1. Subject to the approval of the Premier, authorised non-Government passengers may be carried where public benefit ensues.

### **1.4. Annual Report**

A full and comprehensive statement on the activities of QGAir shall be included in each Annual Report of the Public Safety Business Agency

### **1.5. Consumption and Carriage of Alcoholic Beverages on QGAir Aircraft**

1.5.1. The carriage or consumption of alcoholic beverages on QGAir aircraft is not permitted.

## **2. PURPOSE OF THE GUIDELINES**

2.1 The *Guidelines for the Use of Government Aircraft for Official Transport* set out the procedures to be followed when requesting official travel on fixed-wing aircraft operated by QGAir.

### **3. APPLICATION OF THE GUIDELINES**

- 3.1.1. The Guidelines apply to the Governor, Ministers, other approved senior government officials and their respective staff.
- 3.1.2. The Guidelines apply to the booking and usage of the following QGAir aircraft:
  - Hawker 850XP registration VH-SGY (Hawker Jet)
  - King Air 350 registration VH-SGQ (King Air)
- 3.1.3. QGAir does operate a number of other fixed wing and rotary wing (helicopters) aircraft. Generally Ministers and the Governor should only use the Hawker Jet and King Air unless in exceptional circumstances approved by the Premier. In such cases the Guidelines will apply to such flights.

### **4. ADMINISTRATION OF THE GUIDELINES**

- 4.1.1. The Guidelines are administered on behalf of the Premier by QGAir, Public Safety Business Agency.

### **5. INTRODUCTION**

#### **5.1. Background**

- 5.1.1. QGAir operates the Queensland Government's fleet of fixed wing and rotary wing (helicopter) aircraft. The fleet includes five helicopters and eight fixed wing aircraft based at a range of locations throughout the state. The aircraft carry out roles such as Emergency Medical Service, Search and Rescue, Counter Disaster support, Police Operations support and Dignitary Transport.
- 5.1.2. QGAir has the following two fixed-wing aircraft, both located at its Brisbane airport facility on the opposite side of the airfield to the Domestic Terminals, available for Dignitary Transport in accordance with these Guidelines:

Hawker Jet VH-SGY  
Beech King Air VH-SGQ

- 5.1.3. The Guidelines include the following attachments:
  - Attachment 1 - Head Office and QGAir Locations
  - Attachment 2 - Aircraft types and capabilities
  - Attachment 3 - Application for Use of Aircraft

#### **5.2. Allocation of Aircraft**

- 5.2.1. Requests for use of the Hawker Jet and King Air will be processed by QGAir to determine;

Feasibility of proposed trip,  
Suitability of aircraft type,  
Crewing requirements, including crew duty time limitations,

Flight times on each leg of proposed trip, and  
Any special requirements.

- 5.2.2. Requests will then be sent by QGAir to the Premier's Office for approval consideration. All requests will be processed by QGAir in the order in which they are received. Should requirements for aircraft usage conflict, these conflicts should be negotiated in house, between Ministers; with the Premier's Office making the ultimate consideration.
- 5.2.3. Emergency tasks will always receive priority. As an example, an approved request for the Hawker Jet may be cancelled at short notice to accommodate flights in support of the Queensland Health Organ Donation programme.
- 5.2.4. The Chief Pilot or his delegate may reallocate aircraft at short notice in the rare event of an aircraft unserviceability.

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

#### **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 (refer to 1.1. Official Travel) and not to service electorate needs.

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

It is normally uneconomical for aircraft to operate a sector without passengers (i.e. 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, security of the aircraft or management of fatigue for crews.

#### **5.3.4. Pilot Duty Hours**

Civil Aviation legislation mandates limits on the hours of duty and flight hours a pilot may undertake. QGAir 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. (refer to 6.8.2 Aircrew Accommodation)

## **6. REQUESTS FOR THE USE OF AIRCRAFT FOR OFFICIAL TRAVEL**

### **6.1. Booking Enquiries**

6.1.1. The Administration Officer, Ministerial and Dignitary Bookings QGAir, is responsible for aircraft bookings. Preliminary enquiries for the aircraft, i.e. availability and suitability, are to be made through that officer as early as possible (Telephone 07 3898 9500) where aircraft availability and trip feasibility may be established.

### **6.2. Booking Applications**

6.2.1. Following verbal advice from the Administration Officer, Ministerial and Dignitary Bookings, 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 form (Attachment 3), all sections of which must be completed, including “not applicable” notations where appropriate. The form is to be emailed/faxed to the Administration Officer, Ministerial and Dignitary Bookings at, [qgair.operations@psba.qld.gov.au](mailto:qgair.operations@psba.qld.gov.au) or fax number 3898 9507, at least five (5) calendar days prior to the day of the proposed flight. Note that submission of an application does not guarantee approval for usage.

6.2.2. The application must be accompanied by a copy of the applicant’s full itinerary for the engagements 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. For official reporting purposes all persons who are travelling in government aircraft must be clearly identified on the application.

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, Ministerial and Dignitary Bookings 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 Premier’s Delegates, are responsible for approving the use of Government aircraft operated by QGAir. 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. Once approved each flight must be authorised to ensure that the flight as planned can be conducted safely. Responsibility for flight authorisation rests with the QGAir Deputy Chief Pilot – Fixed Wing, or his delegate. If, in the opinion of the Deputy Chief Pilot – Fixed Wing, the flight as requested cannot be conducted safely, QGAir will re-plan to find a safe manner to achieve the requester’s goals. Authority for safe conduct of the flight in accordance with

approved tasking rests with the Pilot in Command with guidance from the Deputy Chief Pilot - Fixed Wing

- 6.3.3. The Office of the Premier will inform the Official Secretary, Government House, the Office of the requesting Minister or other approved senior government official and the QGAir Administration Officer at Brisbane airport that approval has or has not been granted, and will provide a copy of the approved Application to the Administration Officer, Ministerial and Dignitary Bookings, QGAir.
- 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, Ministerial and Dignitary Bookings, QGAir (Telephone 3898 9500).
- 6.3.5. If a flight itinerary is changed subsequent to approval by the Premier, a further application setting out the revised itinerary must be submitted through the QGAir Administration Officer, Ministerial and Dignitary Bookings, for the Premier's consideration (see also paragraph 6.4.3).
- 6.3.6. All passengers are expected to arrive at the QGAir facility 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.
- 6.3.7. The Chief Pilot or Deputy Chief Pilot – Fixed Wing or his delegate is the approving officer for short notice tasking in support of the organ retrieval program conducted by the Department of Health, Queenslanders Donate, for short notice Search and Rescue and Counter Disaster flights, and for pilot training and checking flights conducted for QGAir pilots.

#### **6.4. The Need to Provide Updated Details to QGAir**

- 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 and other factors 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 (e.g. 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 applicant to submit to QGAir an up-to-date copy of the itinerary, names of all passengers and desired/essential timings for all flights

well prior to the day of the actual flight. These details must be emailed to QGAir at [qgair.operations@psba.qld.gov.au](mailto:qgair.operations@psba.qld.gov.au) or faxed to QGAir on fax 3898 9507.

## **6.5. Luggage**

6.5.1. QGAir aircraft covered by these Guidelines have limited baggage storage facilities and carriage of unusual or bulky items may be restricted. Therefore, prior consultation regarding such items is essential.

6.5.2. Many items suitable for carriage by ground transport may pose a hazard to aircraft and passengers and are not suitable for carriage by air. Civil Aviation Dangerous Goods legislation prohibits the carriage of such items. Prior contact with QGAir is required if doubt exists as to the suitability of items for carriage by air.

## **6.6. Provision of Catering**

6.6.1. Basic catering is carried on applicable QGAir aircraft at all times. Limited catering can be provided where flights of more than one-hour duration occur over the normal meal hours of:

Breakfast 06:00 – 07:30

Lunch 12:00 – 13:00

Dinner 17:30 – 19:00

6.6.2. Catering facilities are very limited at many aerodromes visited by QGAir 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, including dietary requirements, 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.

## **6.7. Cancelled Bookings**

6.7.1. QGAir 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 applicant. 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. SECURITY ACCESS TO AIRPORTS**

### **7.1. QGAir Facility - Brisbane Airport**

7.1.1. Access to all airports is controlled by specific Federal legislation. Passengers must be escorted by QGAir personnel in security controlled areas at all times.

7.1.2. All entry to QGAir facilities is through security access controlled by QGAir personnel.

7.1.3. Once a clearance has been given by QGAir, all personnel must proceed directly to, and should remain within, the QGAir facility prior to escort to the aircraft for embarkation.

7.1.4. Vehicle access to the tarmac must be pre-arranged through QGAir.

7.1.5. 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 QGAir personnel.

# Attachment 1

## QGAir Locations

### QGAir Fixed Wing

**Address:** QGAir  
93 Pandanus Avenue  
Pinkenba QLD 4008  
(On the side opposite to the Domestic Terminal)

**Postal Address:** PO Box 164  
Pinkenba QLD 4008

**Telephone:** Administration Officer  
Ministerial and Dignitary Bookings  
3898 9500

**Facsimile:** 3898 9507

### Corporate Office

**Address:** Executive Director – QGAir  
Public Safety Business Agency  
Level 13, Makerston House  
30 Makerston Street  
Brisbane QLD 4001

**Postal Address:** GPO Box 2336  
Brisbane QLD 4001

## Attachment 2

### AIRCRAFT TYPES AND CAPABILITIES

AIRCRAFT ASSETS	Fixed Wing	Fixed Wing
AIRCRAFT TYPE	Hawker 850XP Jet	Beech King Air 350
BASED AT	Brisbane - QGAir	Brisbane - QGAir
POWERED BY	2 Jet Engines	2 Turbo-prop Engines
NUMBER OF PASSENGERS	8-9	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 710KM/HR	240NM/HR 450KM/HR
AIRCRAFT CREWING	2 Pilots	2 Pilots
AIRCRAFT CALL SIGNS	VH-SGY	VH-SGQ

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

# Attachment 3

## PUBLIC SAFETY BUSINESS AGENCY Application for Use of Aircraft



### Details of Applicant:

Officeholder:			
Contact:		Tel:	
Position:		Fax:	

### Reason for Application:

Purpose of Trip/s:	
Justification:	

### Proposed Flight Departure Details:

Date	Time	Location

### Proposed Flight Arrival Details:

Date	Time	Location

### Critical Deadlines:

Date	Time	Details

### List of Passengers:

Title / Initials / Surname	Position / Organisation	Location From	Location To	Remarks.

### 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.		

