

HR16	Plane Charter Policy
Approval Date:	27 March 2024
Council Decision Reference:	OCM-2024/30
Policy Type:	People and Culture
Policy Custodian:	People and Culture Manager
Review Date:	27 March 2028
Version	3.0

Purpose

The West Daly Regional Council (the Council) acknowledges the occasional necessity of chartering aircraft for official travel, especially in situations where ground transportation within the West Daly Region is impractical or during emergencies.

This Plane Charter Policy (the Policy) is established to provide clear guidelines and procedures for the responsible and efficient use of air transportation resources by the Council. By outlining standard conditions for aircraft chartering, this Policy aims to ensure the safety, cost-effectiveness, and environmental responsibility of air travel undertaken on behalf of the Council.

Scope

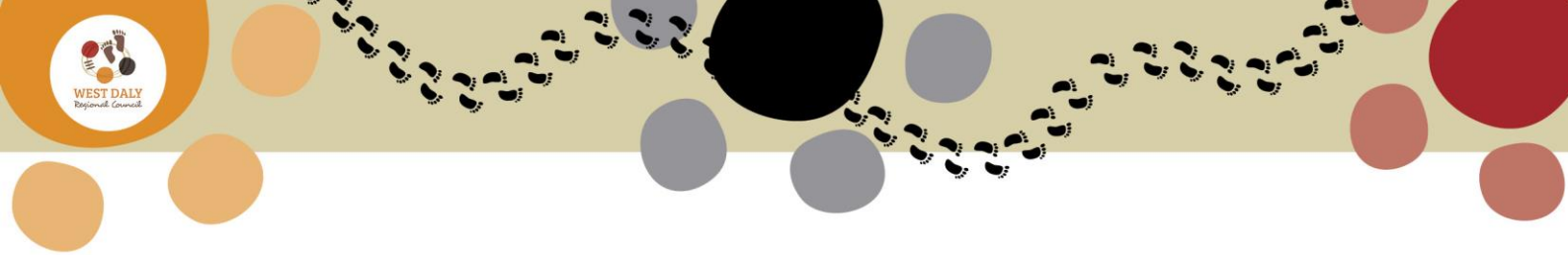
This policy applies to all Council Elected Members, employees, contractors, and any other individuals authorised to arrange or undertake travel on behalf of the Council.

Policy Statement

1. Authorisation and Approval

- 1.1. The authority to approve aircraft charters for official travel rests with the Chief Executive Officer (CEO) or their designated representative.
- 1.2. Requests for aircraft charter must be submitted to the CEO or their delegate in advance, except in emergency situations where immediate action is required.
- 1.3. Approval for aircraft chartering will be granted based on the necessity, cost-effectiveness, and safety considerations of air travel compared to alternative transportation methods.

2. Criteria for Chartering Aircraft



- 2.1. Impassable Roads: Aircraft charter may be authorized when roads are impassable due to adverse weather conditions, natural disasters, or other circumstances preventing safe ground travel.
- 2.2. Emergency Situations: Aircraft charter may be authorized in response to emergency situations, including medical emergencies, urgent official business, or critical infrastructure needs.

3. Safety and Quality Assurance

- 3.1. Safety is paramount in all aspects of aircraft chartering. Only reputable aviation service providers with a proven safety record and compliance with aviation regulations should be engaged.
- 3.2. The Council will prioritize the use of aircraft that undergo regular maintenance checks and are operated by qualified and experienced pilots.

4. Cost Efficiency and Environmental Considerations

- 4.1. The Council will strive to ensure cost efficiency in aircraft chartering, taking into account the overall travel expenses and available budget allocations.
- 4.2. Whenever feasible, consideration will be given to environmental impact, and alternative transportation options with lower carbon emissions will be explored.

5. Documentation and Reporting

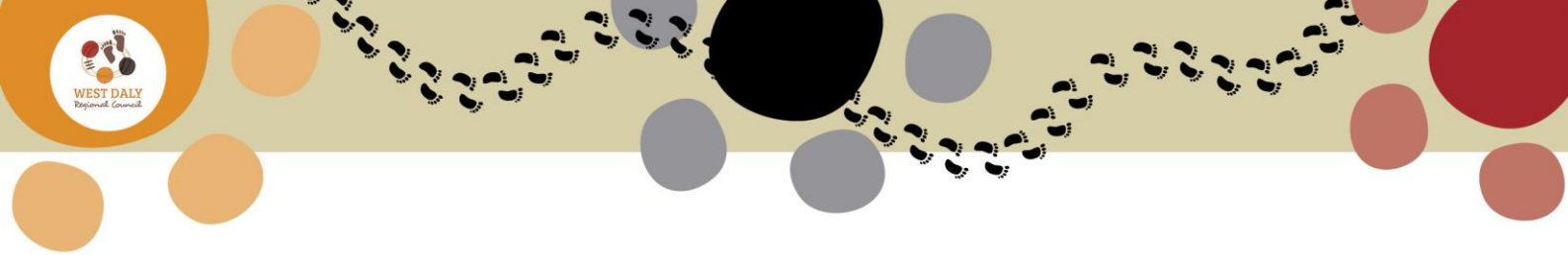
- 5.1. Prior to chartering an aircraft, a written request must be submitted for approval, detailing the purpose of travel, destination, number of passengers, and estimated travel dates.
- 5.2. Additionally, comprehensive documentation for all aircraft charters must be maintained by Executive Officer. This includes recording actual expenses, reasons for chartering, and any relevant supporting documentation. This documentation is crucial for auditing and ensuring accountability.

6. Contracting and Payment Procedures

- 6.1. Aircraft charter contracts shall be negotiated and executed in accordance with Council procurement policies and procedures.
- 6.2. Payments for aircraft charters will be processed in compliance with Council financial regulations and subject to budgetary constraints.

7. Compliance, Review, and Communication:

- 7.1. All personnel involved in the aircraft chartering process must adhere to this Policy and any applicable laws, regulations, or Council directives.



7.2. This Policy shall be reviewed periodically to assess its effectiveness and relevance, with amendments made as necessary with approval from the CEO or their delegate.

7.3. This Policy will be communicated to all Council members, employees, and relevant stakeholders, and training sessions may be conducted to ensure understanding and compliance.

References

The People and Culture Manager is the Policy Custodian for this Policy and is responsible for reviewing the operation of the Policy (every 4 years or more frequently as may be required), and for monitoring continuing relevance, effectiveness, and consistency with related documents and the law.

Following approval of this Policy document, the People a Culture Manager (or a nominated delegate) is also responsible for ensuring that the implementation and communication plan is implemented and that all Council employees have access to the policy

FURTHER INFORMATION:

For more information, contact the Policy Custodian.

Definitions

In the context of this Policy the following definitions apply:

- **Employee** means all employees of Council, whether employed on a permanent, fixed term or casual basis;
- **Contractor** refers to a person who works for Council under an arrangement with a labour hire agency or provides services to Council on a contract basis or a person (other than a member of Council, a local authority, or a council committee member) acting under powers of Council;
- **Volunteer** refers to a person who freely offers to undertake a task/tasks for Council without being paid;
- **A charter flight** as defined within the context of this Policy, refers to the rental or hire of an entire aircraft by the West Daly Regional Council for the purpose of official travel. Unlike commercial flights, which operate on regular schedules and routes, charter flights are arranged on an ad hoc basis to accommodate specific travel needs of the Council.

For more information, contact the Policy Custodian.


Related Documents

Local Government Industry Award 2010
Local Government Act 2019 (NT)



Review History

Date	Review details	Action/Resolution/Document ID
January 2019 – V2	Due in January 2022	30 January 2019 - 013/2019
27 March 2024 – V3.0	Due on 27 March 2028	27 March 2024 - OCM-2024/30/ID: 24857

Signature of Endorsement:	
Position:	Acting Chief Executive Officer