

Policy Name	Plane Charters
Policy Type	Human Resources
Policy Number	HR16
Version	2
Approval Date	January 2019
Renewal Date	January 2022



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SUMMARY

From time to time it may be necessary for Council to charter an aircraft when roads are impassable or to meet an emergency condition. This policy provides outlines standard conditions when there is a need to charter an aircraft for official travel.

POLICY STATEMENT

1. A Community Services Manager may charter an aircraft to carry out official duties when roads are impassable by four wheel drive vehicle, there is an emergency situation and it is essential the travel must be made on the proposed time and date.
2. All charters must be approved by either the Chief Executive Officer or his delegate prior to any arrangements being made with the charter company.
3. If a charter has spare seats available for other employees needing to attend for official duties, this information should be provided to those personnel by emailing the Community Services Managers at the departure and destination centres to allow full usage of flight. Another government agency apart from Council may also be interested in sharing costs and utilising any free seats.
4. Council's insurance cover extends only to those Council Elected Members or employees travelling on official duties. Family, friends or acquaintances of either Elected Members or employees not employed by Council or on Council duties are not able to travel on Council chartered aircraft.
5. Wherever possible all charters will be arranged by the Administration Assistant who will seek competitive quotations in liaison with the Manager requesting the charter.

Darwin Office

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TERMINOLOGY AND REFERENCES

REFERENCES

Local Government Industry Award 2010

Local Government Act

FURTHER INFORMATION:

Human Resources Advisor

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