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OFFICE OF THE PRIME MINISTER  
CHIEF OF STAFF

Reference: B13/1989

23 OCT 2013

Mr Cameron Hill  
Acting Chief of Staff  
Office of the Minister for Trade and Investment  
Parliament House  
CANBERRA ACT 2600

Dear Mr Hill

*Cameron*  
I refer to your correspondence dated 8 October 2013 seeking approval for the Minister for Trade and Investment, the Hon Andrew Robb AO MP, to travel to the United States to attend the Coalition of Service Industries Global Services Summit and conduct a series of high-level meetings.

Mr Robb's travel from 28 October to 2 November 2013, accompanied by you, has been approved. Approval has not been given for Mr Robb to take leave on 1 and 2 November following the conclusion of the official program.

Approval has also been given for Mr Robb to be accompanied by his spouse, with all costs associated with Mrs Robb's travel, including car travel independent of the Minister, meals and incidentals being at Mrs Robb's own expense, thereby not incurring any additional cost to the Commonwealth. It is noted that the estimated cost of the visit is \$31,699.

In the event that you are unable to accompany the Minister, your office is responsible for giving the Department of Finance the details of the staff member who will accompany the Minister. Email advice should be sent to [emb@finance.gov.au](mailto:emb@finance.gov.au). You should also keep this office informed in the event of any change.

It has been agreed that the Minister for Foreign Affairs, the Hon Julie Bishop MP, will act as the Minister for Trade and Investment during Mr Robb's absence overseas.

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A copy of this letter has been forwarded to Ms Bishop's office for information.

Yours sincerely

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Reference: B14/1104

16 APR 2014

Ms Meredith Jackson  
Chief of Staff  
Office of the Minister for Education  
Parliament House  
CANBERRA ACT 2600

Dear Ms Jackson

I refer to correspondence dated 4 March 2014 from the Minister for Education, the Hon Christopher Pyne MP, seeking approval to travel to the United Kingdom and the Holy See to conduct a series of high-level meetings, attend ANZAC Day commemorations and represent the Government at the canonisations of Pope John Paul II and Pope John XXIII.

Mr Pyne's travel from 23 to 30 April 2014, accompanied by Mrs Pyne and by you has been approved. It is noted that the estimated cost of the visit is \$29,600. The Minister will need to

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The approval for Mrs Pyne to accompany the Minister has been made on this occasion in recognition of the significant representational aspect of the travel involving the canonisation ceremonies and on Anzac Day. I note that the arrangements for Mrs Pyne's travel are also consistent with there being no cost to the Commonwealth over the expected cost of a business class airfare for the Minister. You should note that spouse travel continues to be regarded as the exception rather than the rule.

In the event that you are unable to accompany the Minister, your office is responsible for giving the Department of Finance the details of the staff member who will accompany the Minister. Email advice should be sent to [emb@finance.gov.au](mailto:emb@finance.gov.au). You should also keep this office informed in the event of any change.

It is the Prime Minister's expectation that the number of accompanying government officials will be kept to an efficient minimum.

It has been agreed that the Minister for Industry, the Hon Ian Macfarlane MP, will act as the Minister for Education during Mr Pyne's absence overseas.

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As Mr Macfarlane has not been sworn to administer the Department of Education, it will be necessary to ensure that he is properly authorised under section 34AAB of the *Acts Interpretations Act 1901* to exercise Mr Pyne's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to Mr Macfarlane's office for information.

Yours sincerely

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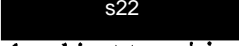
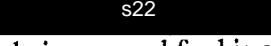
Reference: B14/1870

27 JUN 2014

Mr Daryl Wight  
Chief of Staff  
Office of the Minister for Veterans' Affairs,  
Parliament House  
CANBERRA ACT 2600

Dear Mr Wight 

I refer to your correspondence dated 11, 12 and 18 June 2014 seeking approval for the Minister for Veterans' Affairs and Special Minister of State, Senator the Hon Michael Ronaldson, to travel to France, the United Kingdom and Belgium to represent Australia at Bastille Day celebrations and conduct a series of high-level meetings.

Senator Ronaldson's travel from 12 to 21 July 2014, accompanied by  s22 Adviser, and  s22 Aide-de-Camp, has been approved, subject to pairing arrangements being agreed for his absence from Parliament from 14 to 17 July. Senator Ronaldson should seek leave from the Government Whip in the Senate for his absence from Parliament and ask her to organise pairing arrangements. It is noted that the estimated cost of this visit is \$35,078.

All expenses related to Mrs Ronaldson accompanying the Minister are to be met personally by Mr and Mrs Ronaldson with no costs attributed to the Commonwealth.

It is noted that your correspondence of 11 June did not include acting arrangements and costings were in foreign currencies. In future, please ensure you include all the necessary information and provide estimated costs in Australian dollars.

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance the details of the staff member who will accompany the Minister. Email advice should be sent to [emb@finance.gov.au](mailto:emb@finance.gov.au). You should also keep this office informed in the event of any change.

It is the Prime Minister's expectation that the number of accompanying government officials will be kept to an efficient minimum. Senator Ronaldson is advised that should the collective cost of officials from Defence and the Department of Veterans' Affairs exceed \$50,000, consultation with the Prime Minister will be required.

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It has been agreed that the Minister for Defence, Senator the Hon David Johnston, will act as the Minister for Veterans' Affairs from 12 to 17 July 2014 and that the Assistant Minister for Defence, the Hon Stuart Robert MP, will act as the Minister for Veterans' Affairs from 18 to 20 July 2014. It has also been agreed that the Minister for Social Services, the Hon Kevin Andrews MP, will act as the Special Minister of State from 12 to 20 July 2014.

As Mr Robert has not been sworn to administer the Department of Veterans' Affairs, it will be necessary to ensure that he is properly authorised under section 34AAB of the *Acts Interpretations Act 1901* to exercise Mr Ronaldson's statutory powers and functions from 18 to 20 July. As Mr Andrews has not been sworn to administer the Department of Finance, it will be necessary to ensure that he is properly authorised under section 34AAB of the *Acts Interpretations Act 1901* to exercise Mr Ronaldson's statutory powers and functions while he is absent overseas.

A copy of this letter has been forwarded to the offices of Senator Johnston, Mr Robert and Mr Andrews for information.

Yours sincerely

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PRIME MINISTER

Reference: B14/1893

14 JUL 2014

Mr Simon Atkinson  
Chief of Staff  
Office of the Minister for Finance  
Parliament House  
CANBERRA ACT 2600

Dear Mr Atkinson

*Simon*

I refer to your correspondence dated 13 June 2014 seeking approval for the Minister for Finance and Acting Assistant Treasurer, Senator the Hon Mathias Cormann, to travel to the United States to attend the Australian American Leadership Dialogue (AALD) and attend a number of stakeholder meetings.

Senator Cormann's travel from 18 to 28 July 2014, accompanied by you and Mrs Cormann, has been approved. All expenses related to Mrs Cormann accompanying the Minister are to be met personally by Mr and Mrs Cormann with no costs attributed to the Commonwealth. It is noted the estimated cost of the visit is \$26,936.

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In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance the details of the staff member who will accompany the Minister. Email advice should be sent to [emb@finance.gov.au](mailto:emb@finance.gov.au). You should also keep this office informed in the event of any change. It is the Prime Minister's expectation that the number of accompanying government officials will be kept to an efficient minimum.

It has been agreed that the Minister for Social Services, the Hon Kevin Andrews MP, will act as the Minister for Finance and Acting Assistant Treasurer from 18 to 23 July 2014 and the Treasurer, the Hon Joe Hockey MP, will act as the Minister for Finance and Acting Assistant Treasurer from 24 to 28 July 2014.

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As Mr Andrews has not been sworn to administer the Departments of Finance or Treasury, it will be necessary to ensure that he is properly authorised under section 34AAB of the *Acts Interpretations Act 1901* to exercise Senator Cormann's statutory powers and functions from 18 to 23 July 2014.

As Mr Hockey has not been sworn to administer the Department of Finance, it will be necessary to ensure that he is properly authorised under section 34AAB of the *Acts Interpretations Act 1901* to exercise Senator Cormann's statutory powers and functions from 24 to 28 July 2014.

A copy of this letter has been forwarded to the offices of Mr Andrews and Mr Hockey for information.

Yours sincerely

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