



Office of the Hon Jamie Briggs MP

Minister for Cities and the Built Environment
Federal Member for Mayo

Mr Drew Clark
A/Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Mr Clarke

This letter and attachments provide an update to the recent letter from Minister Briggs to the Prime Minister regarding overseas travel in late November – early December (Attachment A refers).

I understand from discussions that have been taking place between the DLOs in your office and ours that the proposal requires further details before approval can be granted. As such, I have taken steps to obtain all of the other information that is usually submitted before a trip typically takes place.

Please find below details of the projected costs, itinerary and meeting details of the trip.

The proposed itinerary would depart 26 November 2015 and return on 6 December 2015.

Meetings would be held in Hong Kong, London and Munich (Attachment B refers). The estimated cost for this itinerary is approximately \$43,427 (Attachment C provides a detailed estimation of these projected costs).

Additionally, I draw your attention to the fact that while the original travel bid included a day and half for meetings in Dubai and Abu Dhabi, the Minister has decided to forego this part of the itinerary and instead return to Australia earlier due to other Ministerial and Electorate responsibilities.

I propose to travel with the Minister on this trip and this has been included in the projected cost. The Department of the Environment proposes to send s47F [REDACTED] of the Cities and Built Environment Taskforce.

While Minister Briggs is travelling, the Hon. Paul Fletcher MP (Minister for Territories, Local Government and Major Projects) would be able to represent the Minister should any urgent matters require decision. The Department of the Environment would prepare the appropriate paperwork for this arrangement following official approval to travel.

I would be grateful if you advise approval for proposed travel, as outlined above.

Yours sincerely

s47F [REDACTED]

Stuart Eaton
Chief of Staff
Office of the Hon. Jamie Briggs MP
Minister for Cities and the Built Environment



The Hon Jamie Briggs MP
Minister for Cities and the Built Environment
Federal Member for Mayo

The Hon. Malcolm Turnbull MP
Prime Minister of Australia
Parliament House
CANBERRA ACT 2600

Dear Prime Minister

I am writing to you to submit an application for overseas travel over late-November / early-December, to be conducted in line with my duties as the Minister for Cities and the Built Environment.

The proposed travel, to Hong Kong, Dubai, Germany and the United Kingdom, would involve a range of meetings and engagements that would inform my ministerial duties, in particular the Federal Government's role in the future of Australia's cities, including innovative finance mechanisms, long term strategic planning, urban renewal and accessible housing.

The first leg of the trip would be to visit Hong Kong to examine their innovative approaches to funding of public transport infrastructure, including value capture and the involvement of the private sector. Meetings would include discussions with the MTR Corporation and the Airport Authority Hong Kong. The stop-over in Hong Kong would only be for around a day before continuing on the United Kingdom.

Based on the advice of s47F and other experts, I propose to visit Munich, London and Manchester as cities that are dealing with issues similar to those that will be confronting Australian cities in the future as well as innovative approaches to addressing these matters.

In the United Kingdom, I would propose to meet with a range of city planning, finance and governance experts to discuss issues including sustainable planning (to address both long term and environmental matters), alternative funding and funding for public transport, integrated metropolitan governance and the UK City Deals initiative.

Meetings are proposed with members of the government, including the Secretaries of State for the Environment; Transport; Housing and Planning; and Communities and Local Government. Discussions would also be held with Transport for London and the Greater London Authority to discuss integrated metropolitan planning and governance.

Finally in London, discussions would also be held with the private sector, including with Macquarie Infrastructure and Real Estate (Europe), to discuss alternative funding and financing for transport projects, including public transport, and the role of the private sector. In Manchester discussions would focus around the City Deal that Manchester has participated in and also accessible housing.

It is expected that meetings in London and Manchester would take three days.

In Munich, I propose to meet with political and business leadership representatives to discuss issues around metropolitan governance, housing supply issues, transport investment and their approach to attracting global talent.

Additionally, it has been recommended that Munich provides some important learning's on the role of the Federal Government in addressing local issues in that city.

It is proposed that these meetings would take under two days.

Finally, I propose to stop over in Dubai on return to Australia to participate in The Internet of Things World Forum that will be focussing on Dubai as a smart city, including their smarter mass transit systems. I would also propose to meet government representatives, to discuss the regions approach to infrastructure and housing supply in such a fast growing part of the world; representatives of the Dubai and Abu Dhabi Investment bodies; the Mubadala Development Company and the private sector, to discuss greater investment into Australian infrastructure, as well as Dubai World, who manage the Dubai ports infrastructure.

I have consulted very knowledgeable stakeholders in Australia and it has been recommended to me that there would be sufficient value in me making a visit to these cities as we move forward with developing the Government's "Cities Agenda".

I would expect that this trip would take 11 to 12 days, and I would be accompanied by a senior staff member.

I would utilise commercial flights for this program, which would also have the added benefit of undertaking meetings at stopover or transit points in Hong Kong and Dubai, which would therefore not incur any additional flight costs.

Further, I understand that you may be visiting London between other international commitments; I would of course be very pleased to integrate any meetings or visits into your schedule.

I would appreciate your consideration of these matters. If you require any further information, please do not hesitate to contact me.

Yours sincerely

s47F



Jamie Briggs

29 OCT 2015

VISIT BY MINISTER BRIGGS TO HONG KONG, LONDON AND MUNICH

26 NOVEMBER 2015 TO 4 DECEMBER 2015

PROGRAMME

THURSDAY 26 NOVEMBER 2015 SYDNEY TO HONG KONG, CHINA	
22.20	Ministerial delegation departs Sydney, Terminal 1, Cathay Pacific Flight CX138, 9 Hours 40mins
FRIDAY 27 NOVEMBER 2015 HONG KONG	
05.00	Ministerial delegation arrives in Hong Kong
06.00	Ministerial delegation departs airport for hotel
07.00	Ministerial delegation check in to hotel Hotel: Grand Hyatt 1 Harbour Road, Hong Kong, China Tel: +852 2588 1234
07.30	Breakfast
09.00	Proposed meeting with MTR Corporation s47F [REDACTED] s47F [REDACTED] s47F [REDACTED] s47F [REDACTED]
12.00	Lunch
13.00	Proposed meeting with s47F [REDACTED] Transport and Housing,– s47F [REDACTED]
16.00	Ministerial delegation returns to hotel
18.00	Official Dinner
SATURDAY 28 NOVEMBER 2015 HONG KONG TO LONDON, UNITED KINGDOM	
07.30	Breakfast
09.00	Proposed meeting with s47F [REDACTED] Southern District
12.00	Lunch
13.00	Ministerial delegation checks out of hotel
14.00	Ministerial delegation arrives at airport
15.05	Ministerial delegation departs for London, Terminal 1 Cathay Pacific Flight CX253, 7 Hours, 55min
20.10	Ministerial delegation arrives in London
20.45	Ministerial delegation checks in to hotel Hotel: Royal Garden Hotel Kensington, 2- 24 Kensington High Street London W8 4P. T: +44 (0)20 7937 8000
21.15	Dinner

SUNDAY 29 NOVEMBER 2015	
LONDON	
07.30	Breakfast
09.30	Ministerial delegation departs for High Commission
10.30	Ministerial delegation country briefing with High Commissioner Downer at the High Commission, Australia House, Strand, London WC2B 4LA
12.00	Lunch
13.00	Site visit to Elephant & Castle
17.30	Ministerial delegation returns to Hotel
19.00	Delegation dinner
MONDAY 30 NOVEMBER 2015	
LONDON	
07.30	Breakfast
09.10	Ministerial delegation departs for meetings
10.00	Proposed meeting with Greater London Authority - s47C - s47F
11.30	Site visit: All London Green Grid Meeting/tour with: TBC, Greater London Authority
12.30	Lunch
13.00	Transport for London: - s47F - s47F - s47F - s47F
15.00	Site visit: Crossrail Meeting/tour with s47F Crossrail
16.30	Ministerial delegation returns to Hotel
18.30	Private Dinner
TUESDAY 1 DECEMBER 2015	
LONDON	
08.00	Breakfast
09.00	Proposed meeting with s47C s47C
10.30	Proposed meeting with s47C s47C
12.00	Lunch
14.00	Proposed meeting with s47C s47C
15.00	Proposed meeting with s47C s47C
16.00	Proposed meeting with Brandon Lewis MP, Minister of State for Housing and Planning
17.00	Ministerial delegation returns to Hotel
18.00	Official Dinner

WEDNESDAY 2 DECEMBER 2015 LONDON to MUNICH, GERMANY	
08.00	Breakfast
09.00	Ministerial delegation checks out of hotel and departs for airport
11.10	Ministerial delegation depart for Munich, Germany, Terminal 2, Lufthansa Flight LH2473, 1 Hour 50mins
14.00	Ministerial delegation arrives in Munich
14.30	Ministerial delegation check in to Hotel Hotel: Alpen Hotel München Adolf-Kolping-Straße 14 80336 Munich Ph: +49 (0)89-559 33-0
15.00	Proposed meeting with s47C s47C s47C
16.00	Proposed meeting with Munich Transportation Corporation – Site visit
17.30	Ministerial delegation returns to Hotel
18.00	Private Dinner
THURSDAY 3 DECEMBER 2015 MUNICH to DUBAI, UNITED ARAB EMIRATES	
07.30	Breakfast and Hotel check out
09.30	Proposed meeting with s47C
10.30	Proposed meeting with s47C
12.00	Ministerial delegation depart for airport
14.30	Ministerial delegation departs for Dubai Terminal 1 on Emirates Flight EK50 5 hours 55 mins
23.25	Ministerial delegation arrives in Dubai
FRIDAY 4 DECEMBER 2015 DUBAI, UNITED ARAB EMIRATES to ADELAIDE, AUSTRALIA	
02.00	Ministerial delegation departs for Adelaide Terminal 3 on Emirates, Flight EK440, 12 hours 20mins
20.50	Ministerial delegation arrives in Adelaide

VISIT BY MINISTER BRIGGS TO HONG KONG, LONDON, MUNICH

26 NOVEMBER 2015 TO 4 DECEMBER 2015

COST ESTIMATES

ITEM	ESTIMATE (AUD)
Air Fares - Commercial	
Minister Briggs Business Class	\$ 10,011.50
Advisor Business Class	\$ 10,011.50
Accommodation	
Hong Kong - Grand Hyatt	
Minister -Standard room \$575/night x 2	\$1,150.00
Advisor - Standard room \$575/night x 2	\$1,150.00
London - Royal Garden Hotel Kensington	
Minister - Standard room \$525 /night x 4	\$ 2,100.00
Advisor - Standard room \$460/night x 4	\$ 1,840.00
Munich - Alpen Hotel München	
Minister - Standard room \$400/night x 1	\$ 400.00
Advisor - Standard room \$400/night x 1	\$ 400.00
Meals and incidentals	
Hong Kong	
Minister \$63.00 per day x 2	\$126.00
Advisor \$253.27 per day x 2	\$506.54
London	
Minister \$63.00 per day x 4	\$252.00
Advisor \$315.40 per day x 4	\$1,261.60
Munich	
Minister \$63.00 per day x 2	\$63.00
Advisor \$207.00 per day x 2	\$207.00
Ground transport	\$8,000.00
Hospitality (if required)	\$2,000.00
Sub Total	\$39,479.14
Provision for 10% variance	\$3,947.91
TOTAL	\$43,427.05

Booking Confirmation

Booking # :	9116501
Cost Centre :	HOUSE OF REPS MEMBER
Date:	06-Nov-2015
Consultant:	s47F
Phone :	1300 762 027
Ordered by :	EATON / STUART MR
PNR :	BNT6NY

Passenger(s):

MR JAMIE BRIGGS and MR STUART EATON

ALL HOURS TRAVEL ASSISTANCE:

Please call 1300 762 027 or +61 2 6198 5600

Option No 1

PREFERRED OPTION Option: Airfare \$16883.00 pp plus approximated taxes of \$1140.00 pp

Flight:

Thu 26 November 22:20
Fri 27 November 05:00

CX 138 / CATHAY PACIFIC

Depart:	SYDNEY
Arrive:	HONG KONG
Service:	J - Business Class
Status:	Confirmed [HK]
# of Seats:	2
Aircraft:	77W
Flight Time:	9 Hours and 40 Minutes
Departure Terminal:	1
Arrival Terminal:	1
Confirmation #:	4V9NJ5

Flight:

Sat 28 November 15:05
Sat 28 November 20:10

CX 253 / CATHAY PACIFIC

Depart:	HONG KONG
Arrive:	LONDON HEATHROW, UK
Service:	J - Business Class
Status:	Confirmed [HK]
# of Seats:	2
Aircraft:	77W
Flight Time:	13 Hours and 5 Minutes
Departure Terminal:	1
Arrival Terminal:	3
Confirmation #:	4V9NJ5

Flight:

Wed 02 December 11:10
Wed 02 December 14:00

LH 2473 / Lufthansa

Depart:	LONDON HEATHROW, UK
Arrive:	MUNICH, GERMANY
Service:	J - Business Class
Status:	Confirmed [HK]
# of Seats:	2
Aircraft:	321
Flight Time:	1 Hours and 50 Minutes
Departure Terminal:	2
Arrival Terminal:	2
Confirmation #:	4V9NJ5

Flight:	EK 50 / EMIRATES
Thu 03 December 14:30	Depart: MUNICH, GERMANY
Thu 03 December 23:25	Arrive: DUBAI
	Service: J - Business Class
	Status: Confirmed [HK]
	# of Seats: 2
	Aircraft: 388
	Flight Time: 5 Hours and 55 Minutes
	Departure Terminal: 1
	Arrival Terminal: 3
	Confirmation #: QECJTS

Flight:	EK 440 / EMIRATES
Fri 04 December 02:00	Depart: DUBAI
Fri 04 December 20:50	Arrive: ADELAIDE
	Service: J - Business Class
	Status: Confirmed [HK]
	# of Seats: 2
	Aircraft: 77W
	Flight Time: 12 Hours and 20 Minutes
	Departure Terminal: 3
	Arrival Terminal: 1
	Confirmation #: QECJTS

Airline card payment fees may apply to your booking, please check with your Travel Manager for the most up to date charges.

IMPORTANT: It is the responsibility of the traveller that they have read the following itinerary, and will advise their Travel Manager of any changes required before documentation is issued

HEALTH RISKS: Please contact your doctor or Health Services Australia (HSA)

for up to date information on affected regions -

SYD - Tel: 02-9806-7333

MEL - Tel: 03-9224-8381

BRIS -Tel: 07-3307-9444

Flight No-Shows: A no-show for your flight may cause airline to cancel all onward reservations, may also require ticket upgrade to a higher fare type.

Hotel No-Shows: A no-show for your hotel reservation may result in cancellation

penalties and/or charges. Refer to your itinerary for specific information.

IMPORTANT NOTICE-Travel Documentation: Passport must have 6 MONTHS validity. Ticket name must match passport. Must check if visas are required. Non-Australian passport holders require a re-entry visa. Restrictions apply if you have a criminal record/communicable illness/past deportation history.

IMPORTANT: PLEASE OBTAIN THE LATEST FOREIGN AFFAIRS TRAVEL ADVISORIES FROM

<http://www.smartraveller.gov.au>. You can also telephone toll-free on 1300 139 281.

HEALTH

Vaccination requirements, see <http://www.tmvc.com.au> or for World Health Organisation update <http://www.who.int>

CHECK IN DETAILS - INTERNATIONAL

Economy class: three hours prior to departure

Business / First class: 90 minutes prior to departure

If connecting from a domestic to international flight in Australia, check in for your domestic flight at least 60 minutes prior to departure

Hotel Guarantees

In order for your hotel booking to be held after 6pm, your arrival has to be guaranteed with a credit card or an FCM Guarantee.

We will always use the credit card number in your FCM Travel Profile, or your Company's credit card if that is the policy.

If we do not have a credit card to guarantee your arrival, the hotel is within their rights to cancel your reservation at 6pm.

Cancellation Penalties

Hotels can charge a cancellation penalty, dependent on the notice given.

Some hotels will charge for cancellations after 4pm, others after 6pm.

Conditions vary during special event periods. These should be checked prior to booking.

Please refer to your itinerary for the cancellation period relative to your hotel booking(s)

Hotel Check In Time

If you intend arriving at your accommodation later than 8pm, please contact your accommodation to make arrangements for late check-in.

LIQUIDS, AEROSOLS AND GELS

There are strict rules for taking liquids, aerosols and gels, on the majority of International flights.

Each container of liquids, aerosols or gels in your carry-on baggage must be 100 millilitres or less. All the containers must be sealed in a single transparent, one-litre or less plastic bag.

You may still carry on board prescription medicines. Baby products and non-prescription medicines required on board are also allowed, however proof of need may be required.

For more information, visit the website : <http://travelsecure.infrastructure.gov.au/>

Please note prices quoted are current at the time of booking, however, they are subject to change with or without prior notice.

References

Warrant Number
