



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2062

Mr Quinton Clements
Senior Adviser to the President of the Senate
Parliament House
CANBERRA ACT 2600

30 AUG 2011

Dear Mr Clements

I refer to correspondence dated 17 August 2011 from the President of the Senate, Senator the Hon John Hogg, seeking the Prime Minister's concurrence to official overseas travel to Peru and the United States from 24 September to 9 October 2011.

In keeping with the agreement that the President of the Senate and the Speaker of the House of Representatives determine their own official travel priorities within the allocation of five visits each financial year, the Prime Minister has noted the President's travel, accompanied by Mrs Sue Hogg and Ms Meredith Horne, Adviser.

The Prime Minister has also noted that the Deputy President, Senator Stephen Parry, will be Acting President during Senator Hogg's absence overseas.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ben Hubbard'.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2079

Mr Michael Choueifate
Chief of Staff to the Minister for Infrastructure and Transport
Parliament House
CANBERRA ACT 2600

31 AUG 2011

Dear Mr Choueifate 

I refer to your letter of 16 August 2011 seeking approval for the Minister for Infrastructure and Transport, the Hon Anthony Albanese MP, to travel to Mexico to attend the XXIV World Road Congress.

Mr Albanese's travel from 24 to 29 September 2011, accompanied by Ms Jessika Loeffstedt, Adviser, has been approved. It is noted that the estimated cost of the visit is \$32,340. ^{s34}

^{s34}

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Climate Change and Energy Efficiency, the Hon Greg Combet AM MP, will act as the Minister for Infrastructure and Transport during Mr Albanese's absence overseas.

As Mr Combet has not been sworn to administer the Department of Infrastructure and Transport, it will be necessary to ensure that he is properly authorised to exercise Mr Albanese's statutory powers and functions while he is absent.

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

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2503

Mr John McQueen
Chief of Staff to the Minister for Sustainability, Environment,
Water, Population and Communities
Parliament House
CANBERRA ACT 2600

29 SEP 2011

Dear Mr McQueen 

I refer to correspondence dated 16 September 2011 from the Minister for Sustainability, Environment, Water, Population and Communities, the Hon Tony Burke MP, to the Prime Minister seeking approval for travel to Indonesia to attend the Coral Triangle Initiative Ministerial Meeting.

Mr Burke's travel from 27 to 29 October 2011, accompanied by you has been approved. It is noted that the estimated cost of the visit is \$11,466.


In the event that you are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Regional Australia, Regional Development and Local Government and Minister for the Arts, the Hon Simon Crean MP, will act as the Minister for Sustainability, Environment, Water, Population and Communities during Mr Burke's absence overseas.

As Mr Crean has not been sworn to administer the Department of Sustainability, Environment, Water, Population and Communities, it will be necessary to ensure that he is properly authorised to exercise Mr Burke's statutory powers and functions while he is absent.

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

Yours sincerely


Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2436

Mr Brian Hickey
Chief of Staff to the Minister for Defence Materiel
Parliament House
CANBERRA ACT 2600

26 SEP 2011

Dear Mr Hickey 

I refer to your letter of 19 September 2011 seeking approval for the Minister for Defence Materiel, the Hon Jason Clare MP, to travel to East Timor to conduct a series of high-level meetings.

Mr Clare's travel from 24 to 26 October 2011, accompanied by Ms Korena Flanagan, Adviser, has been approved. It is noted that the estimated cost of the visit is \$9,029.

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Defence, the Hon Stephen Smith MP, will assume the duties of the Minister for Defence Materiel during Mr Clare's absence overseas.

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

Yours sincerely



Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2417

Mr Brian Hickey
Chief of Staff to the Minister for Defence Materiel
Parliament House
CANBERRA ACT 2600

26 SEP 2011

Dear Mr Hickey

I refer to your letter of 6 September 2011 seeking approval for the Minister for Defence Materiel, the Hon Jason Clare MP, to travel to Hawaii to attend the Australian American Leadership Dialogue and conduct a series of high-level meetings.

Mr Clare's travel from 2 to 8 October 2011, accompanied by Mr Andrew Hargrave, Adviser, has been approved. It is noted that the estimated cost of the visit is \$22,491.

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Defence, the Hon Stephen Smith MP, will assume the duties of the Minister for Defence Materiel during Mr Clare's absence overseas.

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

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2199

Mr Simon Newnham
Chief of Staff to the Minister for Trade
Parliament House
CANBERRA ACT 2600

- 1 SEP 2011

Dear Mr Newnham

I refer to your letter of 23 August 2011 and subsequent advice from your office of 1 September 2011, seeking approval for the Minister for Trade, the Hon Dr Craig Emerson MP, to travel to Canada to chair the 36th Cairns Group Ministerial Meeting.

Dr Emerson's travel from 7 to 11 September 2011, accompanied by you, has been approved. It is noted that the estimated cost of the visit is \$47,875.

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

s33

It has been agreed that the Attorney-General, the Hon Robert McClelland MP, will act as Minister for Trade and Minister for Foreign Affairs during Dr Emerson's absence overseas.

As Mr McClelland has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Dr Emerson's statutory powers and functions while he is absent.

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

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2380

Dr Michael Boyle
Chief of Staff to the Minister for Tertiary Education, Skills,
Jobs and Workplace Relations
Parliament House
CANBERRA ACT 2600

20 SEP 2011

Dear Dr Boyle *Michael Boyle*

I refer to correspondence of 13 September 2011 from the Minister for Tertiary Education, Skills, Jobs and Workplace Relations, Senator the Hon Chris Evans, seeking the Prime Minister's approval for travel to France and Belgium to attend the G20 Labour and Employment Ministers' Meeting and conduct a series of high-level meetings.

Senator Evans' travel from 24 to 30 September 2011, accompanied by Ms Sharryn Jackson, Workplace Relations Adviser, has been approved. It is noted that the estimated cost of the visit is \$26,930. s34

s34

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Regional Australia, Regional Development and Local Government and Minister for the Arts, the Hon Simon Crean MP, will act as the Minister for Tertiary Education, Skills, Jobs and Workplace Relations with regard to Workplace Relations and Building the Education Revolution, and that the Minister for School Education, Early Childhood and Youth, the Hon Peter Garrett AM MP, will act in relation to the remainder of Senator Evans' portfolio issues during Senator Evans' absence overseas.

As Mr Crean has not been sworn to administer the Department of Education, Employment and Workplace Relations, it will be necessary to ensure that he is properly authorised to exercise Senator Evans' statutory powers and functions while he is absent.

A copy of this letter has been forwarded to the offices of Mr Crean and Mr Garrett for their information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ben Hubbard', with a long horizontal flourish extending to the right.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2436

Dr Adam Carr
Chief of Staff to the Parliamentary Secretary for Defence
Parliament House
CANBERRA ACT 2600

26 SEP 2011

Dear Dr Carr 

I refer to your letter received on 21 September 2011 seeking approval for the Parliamentary Secretary for Defence, Senator the Hon David Feeney, to travel to the United States and Papua New Guinea to attend the Australian American Leadership Dialogue, the VIP Day and conduct a series of high-level meetings.

Senator Feeney's travel from 30 September to 9 October 2011, accompanied by Ms Patricia Schluter, Adviser, has been approved. It is noted that the estimated cost of the visit is \$39,630.

In the event that the nominated staff member is unable to accompany the Parliamentary Secretary, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Parliamentary Secretary. Email advice should be sent to emb@finance.gov.au. You should also keep this office informed in the event of any change.

A copy of this letter has been forwarded to the office of the Minister for Defence for information.

Yours sincerely



Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2436

Ms Bindi Gove
Chief of Staff to the Minister for Resources and Energy
Minister for Tourism
Parliament House
CANBERRA ACT 2600

26 SEP 2011

Dear Ms Gove 

I refer to correspondence dated 16 September 2011 from the Minister for Resources and Energy and Minister for Tourism, the Hon Martin Ferguson AM MP, to the Prime Minister seeking approval to travel to France and the United Kingdom to chair the International Energy Agency Governing Board Meeting and conduct a series of high-level meetings.

Mr Ferguson's travel from 15 to 23 October 2011, accompanied by you and Ms Lisa Gooding, Adviser, has been approved, subject to pairing arrangements being agreed for his absence from Parliament from 17 to 20 October 2011. Mr Ferguson should seek leave from the Chief Government Whip for his absence from Parliament and ask him to organise pairing arrangements. It is noted that the estimated cost of the visit is \$39,279.


In the event that the nominated staff members are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff members who will accompany the Minister. Email advice should be sent to 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 Innovation, Industry, Science and Research, Senator the Hon Kim Carr, will act as the Minister for Resources and Energy and Minister for Tourism during Mr Ferguson's absence overseas.

As Senator Carr has not been sworn to administer the Department of Resources, Energy and Tourism, it will be necessary to ensure that he is properly authorised to exercise Mr Ferguson's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to Senator Carr's office for information.

Yours sincerely


Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2020

Ms Bindl Gove
Chief of Staff to the Minister for Resources and Energy
Minister for Tourism
Parliament House
CANBERRA ACT 2600

30 AUG 2011

Dear Ms Gove *Bindl*

I refer to correspondence dated 9 August 2011 from the Minister for Resources and Energy and Minister for Tourism, the Hon Martin Ferguson AM MP, to the Prime Minister seeking approval to travel to Japan to attend a Clean Coal Symposium, attend the opening of the Global Carbon Capture and Storage Institute's Tokyo office, and to undertake a series of high-level meetings.

Mr Ferguson's travel from 4 to 8 September 2011, accompanied by Mr Neil Roberts, Principal Adviser, has been approved. It is noted that the estimated cost of the visit is \$23,423. s34

s34

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Innovation, Industry, Science and Research, Senator the Hon Kim Carr, will act as the Minister for Resources and Energy and Minister for Tourism during Mr Ferguson's absence overseas.

As Senator Carr has not been sworn to administer the Department of Resources, Energy and Tourism, it will be necessary to ensure that he is properly authorised to exercise Mr Ferguson's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to Senator Carr's office for information.

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2503

Ms Diana Nelson
Acting Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

29 SEP 2011

Dear Ms Nelson

I refer to your letter received on 21 September 2011 seeking the Prime Minister's approval for the Parliamentary Secretary for Pacific Island Affairs, the Hon Richard Marles MP, to travel to the United States to attend the Australian-American Leadership Dialogue and to conduct a series of high-level meetings.

Mr Marles's travel from 2 to 6 October 2011, accompanied by Ms Karyn Murray, Adviser, has been approved. It is noted that the estimated cost of the visit is \$20,957.

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

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

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2125

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

- 1 SEP 2011

Dear Mr Green

I refer to your letter received on 22 August 2011 seeking approval for the Parliamentary Secretary for Pacific Island Affairs, the Hon Richard Marles MP, to travel to Solomon Islands, Kiribati and New Zealand to accompany the United Nations Secretary-General Ban Ki-moon, on his travel to the Pacific prior to attending the Pacific Islands Forum.

Mr Marles' travel from 3 to 10 September 2011, accompanied by Ms Karyn Murray, Adviser, has been approved. Approval has also been given Mr Marles and Ms Murray to accompany Secretary-General Ban on the Special Purpose Aircraft (SPA). It is noted that the estimated cost of the visit is \$16,615, excluding the cost of the SPA.

In the event that the nominated staff member is unable to accompany the Parliamentary Secretary, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Parliamentary Secretary. Email advice should be sent to emb@finance.gov.au. You should also keep this office informed in the event of any change.

A copy of this letter has been forwarded to Mr Marles's office and to the office of the Minister for Defence for information.

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2322

Dr Angela Pratt
Chief of Staff to the Minister for Health and Ageing
Parliament House
CANBERRA ACT 2600

12 SEP 2011

Dear Dr Pratt

I refer to your letter of 9 September 2011 seeking approval for the Minister for Health and Ageing, the Hon Nicola Roxon MP, to travel to the United States to attend the United Nations General Assembly High Level Meeting on Non-Communicable Diseases.

Ms Roxon's travel from 18 to 23 September 2011, accompanied by you has been approved, subject to pairing arrangements being agreed for her absence from Parliament on 19 to 22 September 2011. Ms Roxon should seek leave from the Chief Government Whip for her absence from Parliament and ask him to organise pairing arrangements. It is noted that the estimated cost of the visit is \$27,447. ^{s34}

s34

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Mental Health and Ageing, the Hon Mark Butler MP, will act as the Minister for Health and Ageing during Ms Roxon's absence overseas.

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

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2500

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

29 SEP 2011

Dear Mr Green 

I refer to your letter of 26 September 2011 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to Papua New Guinea (PNG) to meet with the new PNG Prime Minister and Foreign Minister ahead of the Ministerial Forum to be held on 12 October 2011.

Mr Rudd's travel from 30 September to 1 October 2011, accompanied by Ms Kate Sieper, Senior Media Adviser, and Mr Andrew Cumpston, Senior Adviser, has been approved. Approval has also been given for the use of a Special Purpose Aircraft (SPA), subject to availability. It is noted that the estimated cost of the visit is \$7,011, not including the cost of the SPA.

In the event that the nominated staff members are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff members who will accompany the Minister. Email advice should be sent to 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 Resources and Energy and Minister for Tourism, the Hon Martin Ferguson AM MP, will act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

As Mr Ferguson has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Mr Rudd's statutory powers and functions while he is absent.

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

Yours sincerely

Ben Hubbard
Chief of Staff

~~CABINET - IN - CONFIDENCE~~ X



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2263

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

09 SEP 2011

Dear Mr Green

I refer to your letter received on 8 September 2011 seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to travel to the United States and Mexico. Mr Rudd will attend the annual Australia United States Ministerial consultations and a range of other high-level meetings.

Mr Rudd's travel from 14 to 26 September 2011, accompanied by you and Ms Ranya Alkadamani, Assistant Adviser, has been approved, subject to pairing arrangements being agreed for his absence from Parliament on 14, 15, and 19 to 22 September 2011. Mr Rudd should seek leave from the Chief Government Whip for his absence from Parliament and ask him to organise pairing arrangements.

s34

s34

It is further noted that the estimated cost of the visit is \$65,055.


In the event that the nominated staff members are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff members who will accompany the Minister. Email advice should be sent to emb@finance.gov.au. You should also keep this office informed in the event of any change.

It has been agreed that the Attorney-General, the Hon Robert McClelland MP, will act as the Minister for Foreign Affairs during Mr Rudd's absence overseas.

As Mr McClelland has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Mr Rudd's statutory powers and functions while he is absent.

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

Yours sincerely


Ben Hubbard
Chief of Staff

~~CABINET - IN - CONFIDENCE~~ X



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2263

Mr Mat Tinkler
Chief of Staff to the Assistant Treasurer
Minister for Financial Services and Superannuation
Parliament House
CANBERRA ACT 2600

09 SEP 2011

Dear Mr Tinkler

I refer to your letter received on 2 September 2011 seeking approval for the Assistant Treasurer and Minister for Financial Services and Superannuation, the Hon Bill Shorten MP, to travel to New Zealand to undertake bilateral meetings and attend the Rugby World Cup match on 17 September 2011.

Mr Shorten's travel from 16 to 18 September 2011, accompanied by Mrs Chloe Shorten and Mr Glen McCrea, Adviser, has been approved. It is noted that the estimated cost of the visit is \$7,200.

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

s33



It has been agreed that the Deputy Prime Minister and Treasurer, the Hon Wayne Swan MP, will assume the duties of the Minister during Mr Shorten's absence overseas.

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

Yours sincerely



Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2263

Dr Paul Taloni
Chief of Staff to the Minister for Defence
Parliament House
CANBERRA ACT 2600

09 SEP 2011

Dear Dr Taloni

I refer to your letter of 5 September 2011 seeking approval for the Minister for Defence, the Hon Stephen Smith MP, to travel to the United States to attend the annual Australia United States Ministerial Consultations.

Mr Smith's travel from 14 to 17 September 2011, accompanied by you, Mr Ben Burdon, Adviser, and Mr Andrew Porter, Media Adviser has been approved, subject to pairing arrangements being agreed for his absence from Parliament on 14 and 15 September 2011. Mr Smith should seek leave from the Chief Government Whip for his absence from Parliament and ask him to organise pairing arrangements. It is noted that the estimated cost of the visit is \$86,791. With regard to the cost of ground transport, it is suggested the Minister make use of Post resources to reduce the estimated cost.

In the event that the nominated staff members are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff members who will accompany the Minister. Email advice should be sent to 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 Veterans' Affairs, the Minister for Defence Science and Personnel and Minister for Indigenous Health, the Hon Warren Snowdon MP, will act as the Minister for Defence during Mr Smith's absence overseas.

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

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ben Hubbard'.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2236

Dr Jim Chalmers
Chief of Staff to the Deputy Prime Minister
Treasurer
Parliament House
CANBERRA ACT 2600

09 SEP 2011

Dear Dr Chalmers

I refer to your letter dated 7 September 2011 seeking approval for the Deputy Prime Minister and Treasurer, the Hon Wayne Swan MP, to travel to the United States to attend the G20 Finance and Development Ministers' Meeting, the International Monetary Fund and World Bank Annual meetings and conduct a series of high-level discussions.

Mr Swan's travel from 22 to 29 September 2011, accompanied by Ms Amanda Sayegh, Deputy Chief of Staff, Mr Andrew Thomas, Principal Adviser, and Mr Matthew Coghlan, Media Adviser, has been approved, subject to pairing arrangements being agreed for his absence from Parliament on 22 September 2011. Mr Swan should seek leave from the Chief Government Whip for his absence from Parliament and ask him to organise pairing arrangements.^{s34}

s34

It is further noted that the estimated cost of the visit is \$71,880. In relation to accommodation costs, you should make every effort to ensure that costs are kept to an acceptable minimum.

In the event that the nominated staff members are unable to accompany the Treasurer, your office is responsible for giving the Department of Finance and Deregulation the details of the staff members who will accompany the Treasurer. Email advice should be sent to 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 Finance and Deregulation, Senator the Hon Penny Wong, will act as the Treasurer during Mr Swan's absence overseas.

As Senator Wong has not been sworn to administer the Department of the Treasury, it will be necessary to ensure that she is properly authorised to exercise Mr Swan's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to Senator Wong's office for information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ben Hubbard', with a long horizontal stroke extending to the right.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2199

Ms Fiona Webber
A/g Chief of Staff to the Cabinet Secretary
and Parliamentary Secretary for Climate Change
and Energy Efficiency
Parliament House
CANBERRA ACT 2600

- 1 SEP 2011

Dear Ms Webber

I refer to your letter of 29 August 2011 seeking approval for the Cabinet Secretary and Parliamentary Secretary for Climate Change and Energy Efficiency, the Hon Mark Dreyfus QC MP, to travel to South Africa to attend a ministerial meeting on climate change on behalf of the Minister for Climate Change and Energy Efficiency, the Hon Greg Combet AM MP.

Mr Dreyfus's travel from 7 to 10 September 2011, accompanied by Ms Kristin Tilley, Adviser from Mr Combet's office, has been approved. It is noted that the estimated cost of the visit is \$27,670.

In the event that the nominated staff member is unable to accompany the Parliamentary Secretary, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Parliamentary Secretary. Email advice should be sent to emb@finance.gov.au. You should also keep this office informed in the event of any change.

A copy of this letter has been provided to the Minister for Climate Change and Energy Efficiency, the Hon Greg Combet AM MP, for his information.

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2417

Mr Simon Newnham
Chief of Staff to the Minister for Trade
Parliament House
CANBERRA ACT 2600

26 SEP 2011

Dear Mr Newnham

I refer to your letter received on 19 September 2011 seeking approval for the Minister for Trade, the Hon Dr Craig Emerson MP, to travel to Japan to attend the signing ceremony of the Anti-Counterfeiting Trade Agreement and conduct a series of high-level meetings.

Dr Emerson's travel from 30 September to 2 October 2011, accompanied by Mr Mark Tavener, Adviser, has been approved. It is noted that the estimated cost of the visit is \$23,565.

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Kevin Rudd MP, will act as the Minister for Trade during Dr Emerson's absence overseas.

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

Yours sincerely

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2176

Mr Simon Newnham
Chief of Staff to the Minister for Trade
Parliament House
CANBERRA ACT 2600

Dear Mr Newnham

I refer to your letter of received on 29 August 2011 seeking approval for the Minister for Trade and acting Minister for Foreign Affairs, the Hon Dr Craig Emerson MP, to travel to France to attend the Libya Contact Group Meeting.

Dr Emerson's travel from 31 August to 3 September 2011, accompanied by you, has been approved. It is noted that the estimated cost of the visit is \$31,855.

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

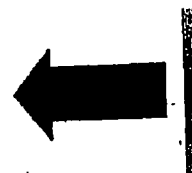
It has been agreed that the Minister for Resources and Energy and Minister for Tourism, the Hon Martin Ferguson AM, will act as Minister for Trade and Minister for Foreign Affairs during Dr Emerson's absence overseas.

As Mr Ferguson has not been sworn to administer the Department of Foreign Affairs and Trade, it will be necessary to ensure that he is properly authorised to exercise Dr Emerson's statutory powers and functions while he is absent.

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

Yours sincerely

Ben Hubbard
Chief of Staff





CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2199

Ms Bindi Gove
Chief of Staff to the Minister for Resources and Energy
Minister for Tourism
Parliament House
CANBERRA ACT 2600

- 1 SEP 2011

Dear Ms Gove

I refer to correspondence dated 25 August 2011 from the Minister for Resources and Energy and Minister for Tourism, the Hon Martin Ferguson AM MP, to the Prime Minister seeking approval to travel to Brunei, China and the Republic of Korea to attend the East Asia Summit 5th Energy Ministers' Meeting, the Carbon Sequestration Leadership Forum Ministers' Meeting and to conduct a series of high-level meetings.

Mr Ferguson's travel from 19 to 27 September 2011, accompanied by Mr Joel Grant, Energy Adviser, has been approved, subject to pairing arrangements being agreed for his absence from Parliament from 19 to 22 September 2011. Mr Ferguson should seek leave from the Chief Government Whip for his absence from Parliament and ask him to organise pairing arrangements. It is noted that the estimated cost of the visit is \$34,438. s34

In the event that the nominated staff member is unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Innovation, Industry, Science and Research, Senator the Hon Kim Carr, will act as the Minister for Resources and Energy and Minister for Tourism during Mr Ferguson's absence overseas.

As Senator Carr has not been sworn to administer the Department of Resources, Energy and Tourism, it will be necessary to ensure that he is properly authorised to exercise Mr Ferguson's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to Senator Carr's office for information.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ben Hubbard', with a long horizontal flourish extending to the right.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2322

Mr Philip Green
Chief of Staff to the Minister for Foreign Affairs
Parliament House
CANBERRA ACT 2600

12 SEP 2011

Dear Mr Green 

I refer to my correspondence of 9 September 2011 and your further request received on 9 September, seeking approval for the Minister for Foreign Affairs, the Hon Kevin Rudd MP, to extend an invitation to the Shadow Minister for Foreign Affairs and Trade, the Hon Julie Bishop MP, to travel to the United States to attend the High Level Segment of the United Nations General Assembly (UNGA) including the UNGA High Level Meeting on Non-Communicable Diseases.

Approval has been given for Ms Bishop to attend UNGA from 19 to 24 September 2011. It is noted that Ms Bishop would be accompanied by an adviser and that the estimated cost of the visit is \$32,309. It is further noted that Ms Bishop would be travelling under Regulation 3C of the Parliamentary Entitlements Regulations 1997.

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

Yours sincerely



Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Dr Angela Pratt
Chief of Staff to the Minister for Health and Ageing
Parliament House
CANBERRA ACT 2600

19 SEP 2011

Dear Dr Pratt

I refer to my correspondence dated 12 September 2011 to the office of the Minister for Foreign Affairs, copied to your office, agreeing to inviting the Shadow Minister for Foreign Affairs and Trade, the Hon Julie Bishop MP, to travel to the United States from 19 to 24 September 2011 to attend the High Level Segment of the United Nations General Assembly (UNGA) including the UNGA High Level Meeting on Non-Communicable Diseases.

The Prime Minister's Office has received advice that Ms Bishop no longer proposes to attend UNGA. It has been agreed that an invitation can be extended to an appropriate Opposition representative to attend UNGA.

Approval has been given for an Opposition representative to travel to the United States from 18 to 23 September 2011. It is noted that the Opposition representative would be travelling under Regulation 3C of the Parliamentary Entitlements Regulations 1997. Details of the travelling Opposition representative, itinerary and estimated costs of the visit should be forwarded to this office as soon as the details become available. It is expected that their itinerary would be broadly similar to Ms Roxon.

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'Ben Hubbard'.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2229

Ms Bridget Whelan
Chief of Staff to the Minister for Sport
Minister for Indigenous Employment and Economic Development
Minister for Social Housing and Homelessness
Parliament House
CANBERRA ACT 2600

05 SEP 2011

Dear Ms Whelan 

I refer to correspondence dated 30 August 2011 from the Minister for Sport, Minister for Indigenous Employment and Economic Development, and Minister for Social Housing and Homelessness, Senator the Hon Mark Arbib, to the Prime Minister seeking approval for travel to New Zealand. The Minister will attend the Opening Ceremony of the 2011 Rugby World Cup, attend matches and conduct a series of high-level discussions.

Senator Arbib's travel from 9 to 10 September 2011 and 8 to 9 October 2011, accompanied by Mr David Sykes, Adviser, has been approved. It is noted that the estimated cost of each visit is \$5,694.

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

s33



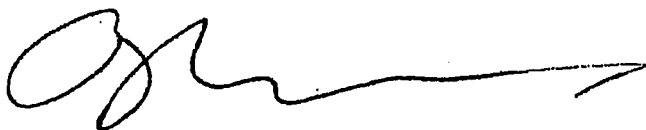
It has been agreed that the Minister for Families, Housing, Community Services and Indigenous Affairs, the Hon Jenny Macklin MP, act as Minister for Sport, and assume the duties of Minister for Social Housing and Homelessness. In relation to the Indigenous Employment and Economic Development portfolio responsibilities, it has been agreed that Ms Macklin will deal with issues concerning the Families, Housing, Community Services, and Indigenous Affairs portfolio, and the Minister for Tertiary

Education, Skills, Jobs and Workplace Relations, Senator the Hon Chris Evans, will deal with issues relating to the Education, Employment and Workplace Relations portfolio during Senator Arbib's absence overseas.

As Ms Macklin has not been sworn to administer the Department of the Prime Minister and Cabinet, it will be necessary to ensure that she is properly authorised to exercise Senator Arbib's statutory powers and functions while he is absent.

A copy of this letter has been forwarded to the offices of Ms Macklin and Senator Evans for information.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Ben Hubbard', with a long horizontal flourish extending to the right.

Ben Hubbard
Chief of Staff



CHIEF OF STAFF
OFFICE OF THE PRIME MINISTER
CANBERRA

Reference: B11/2521

Ms Denise Spinks
Chief of Staff to the Minister for School Education,
Early Childhood and Youth
Parliament House
CANBERRA ACT 2600

29 SEP 2011

Dear Ms Spinks

I refer to correspondence dated 22 September 2011 from the Minister for School Education, Early Childhood and Youth, the Hon Peter Garrett AM MP, to the Prime Minister seeking approval to travel to the United States and France to attend the Australia-United States Education Roundtable and conduct a series of high-level meetings.

Mr Garrett's travel from 2 to 9 October 2011, accompanied by you and Ms Ricono-Garrett has been approved. It is noted that the estimated cost of the visit is \$77,887. ^{s34}

^{s34}

In the event that the nominated you are unable to accompany the Minister, your office is responsible for giving the Department of Finance and Deregulation the details of the staff member who will accompany the Minister. Email advice should be sent to 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 Tertiary Education, Skills, Jobs and Workplace Relations, Senator the Hon Chris Evans, will act as the Minister for School Education, Early Childhood and Youth during Mr Garrett's absence overseas.

A copy of this letter has been forwarded to Senator Evans's office for information.

Yours sincerely

Ben Hubbard
Chief of Staff