

PDR: MS22-000569

**DEPARTMENT OF THE PRIME MINISTER AND CABINET****To:** Prime Minister

PM&C  
A/g Secretary  
Mr Duggan  
Ms Horvat  
Mr Craig  
Ms Sermeno  
PMO

**MEETING BRIEF – DR STEVEN KENNEDY****Purpose:** Meeting with Dr Steven Kennedy, Treasury Secretary.**Timing and Venue:** Monday 30 May 2022 (time TBC).**Our Proposed Objectives:**

- Discuss the economic outlook, the fiscal position inherited by the Government and policies to take pressure off the cost of living support higher living standards.
- Highlight the importance of close collaboration between your department and the Treasury to address the economic challenges ahead of us.

**Their Objectives:**

- Dr Kennedy will share Treasury's assessment of Australia's economic and fiscal outlook (Biography at [Attachment A](#)).

**Points you may wish to raise with Dr Kennedy:**

- How has Treasury's assessment of the international and domestic economic outlook changed since producing the forecasts for the March Budget?
- How concerned should we be about global growth in the second half of this year with major central banks raising interest rates, lockdowns in China and the impact of the war in Ukraine on energy and food markets?
- How persistent do you think inflationary pressures will be in Australia and what levers does the Government have to take pressure off the cost of living?
- What is your assessment of the state of the fiscal position that the Government has inherited? Is the need for fiscal repair more urgent than reflected in the March Budget and how should the Government go about restoring fiscal sustainability?
- If the key to real wages growth in the medium term is productivity, what do you see as the highest priority productivity-enhancing reforms and what is your advice on how to achieve them?
- The Government has committed to a review of the RBA. Where do you think the review should focus and what is your advice on who should lead it and how it should be conducted?

**Background:***Domestic economic conditions*

- While our economic recovery has been strong relative to our international peers, real wages growth has been sluggish for some time and cost of living pressures have increased significantly over recent months.

- Inflationary pressures have increased and are becoming more broad-based, weighing on disposable incomes and placing strain on household budgets.
  - Headline inflation rose by an annual rate of 5.1 per cent in the March quarter 2022, reflecting the largest annual rise since June 2001.
  - Wages growth (based on the Wage Price Index) has slowed to an average of 2.3 per cent annually over the past decade, below the annual average rate of 3.8 per cent over the decade prior (2002 to 2012).
- The labour market remains tight with the unemployment rate at 3.9 per cent in April 2022, which is its lowest level since 1974. Job vacancies are at their highest level since records began (85 per cent higher than before COVID) with labour shortages being reported across many industries and occupations.
- But a large number of Australians are unemployed or looking for more hours (1.4 million) and many working Australians are in non-ongoing work without paid leave entitlements (including 2.6 million casual employees and 1 million independent contractors).

#### *Budget position*

- The Government has inherited a challenging fiscal position. The 2022 Pre-Election Economic and Fiscal Outlook projected the underlying cash balance to continue in deficit past the medium term projection period, with Commonwealth debt peaking at 44.9 per cent of GDP in 2024-25.
- There have been no difficulties raising new debt and the strength of Australia's economic fundamentals has helped maintain our AAA credit rating. But Australia's debt has ratcheted up in response to successive global shocks, leaving the Government with less fiscal space to respond to future crises. The Budget is also coming under strain from fast growing areas of expenditure, including the NDIS, aged care, health and defence.

#### *International economic conditions*

- The global economic outlook remains uncertain with global economic growth expected to be slower and inflation higher than forecast a few months ago.
- The war in Ukraine and COVID lockdowns in China also continue to weigh on global supply chains and there are growing concerns that major central banks (in particular the US Federal Reserve and the Bank of England) may be forced into a rapid cycle of rate rises that sacrifices growth to avoid high inflation becoming entrenched.

Simon Duggan  
Deputy Secretary  
Economy and G20 Sherpa  
27 May 2022

Contact: s 22(1)(a)(ii)  
Consultation: Fiscal Policy Branch;  
and Taxation, Financial Sector &  
Employment Branch

NOTED:

Date:

OFFICIAL

## ATTACHMENT A

## BIOGRAPHY

**Dr Steven Kennedy PSM**  
Secretary to the Australian  
Treasury



Dr Steven Kennedy commenced as Secretary to the Treasury in September 2019.

Prior to his appointment, Dr Kennedy was Secretary of the Department of Infrastructure, Transport, Cities and Regional Development between September 2017 and August 2019.

During his 30 years in the public service, Dr Kennedy has held other senior positions including Deputy Secretary at the Department of the Prime Minister and Cabinet; Deputy Secretary at the Department of Industry, Innovation and Science; Deputy Secretary at the Department of the Environment; and Deputy Secretary at the Department of Climate Change and Energy Efficiency.

Dr Kennedy has served on a number of boards and is a member of the Reserve Bank Board, Council of Financial Regulators, Trans Tasman Council on Banking Supervision, Board of Taxation, New Zealand Treasury Board, the Sir Roland Wilson Foundation and the Centre for Market Design Advisory Board.

Dr Kennedy was awarded a Public Service Medal in 2016 for outstanding public service in the area of climate change policy.

Dr Kennedy holds a PhD and a Masters in Economics from the Australian National University, and a Bachelor of Economics (First Class Honours) from the University of Sydney.

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PDR: MS22-000566

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C  
A/g  
Secretary  
Mr Duggan  
Ms Horvat  
Mr O'Toole  
Mr Martin

**To:** Prime Minister (for signature by 27 May 2022 to facilitate prompt development and consideration of a submission to the Annual Wage Review).

## GOVERNMENT SUBMISSION TO THE 2022 ANNUAL WAGE REVIEW

PMO  
Mr Gartrell  
Mr Jose  
Mr  
Dempster  
Ms Tilley

**Recommendations** - that you:

1. Sign the letter at Attachment A to the President of the Fair Work Commission, the Hon Justice Iain Ross AO, seeking leave to lodge a submission to the 2021-22 Annual Wage Review.

Signed / Not Signed

s 47C

s 22(1)(a)(ii)

Signed / Not Signed

ANTHONY ALBANESE

Date:

27/5/22

Comments:

**Key Points:**Annual Wage Review

1. You have committed to making an Australian Government submission to the Fair Work Commission's (FWC's) 2021-22 Annual Wage Review.
  - a. The FWC is expected to make a decision in mid-June, with effect from 1 July 2022. The 2020-21 Annual Wage Review decision was announced on 16 June 2021.
2. To make a submission, the Government should write to the President of the FWC (the Hon Justice Iain Ross AO) as soon as possible to seek leave to make a submission.
  - a. We have provided a draft letter at Attachment A for this purpose.
3. Assuming leave is granted, we expect the FWC to request the submission be lodged by 3 June 2022, when submissions on March quarter National Accounts are due.
  - a. It is open to the FWC to set an alternative timeframe for lodgement.



**OFFICIAL: Sensitive**

- b. We expect the FWC will give parties an opportunity to reply to the Government's submission. Submissions in reply to those lodged by 3 June are currently due on 7 June.

s 47C

6. Treasury, in consultation with the Attorney-General's Department, are already well advanced in drafting the Government submission and are well placed to meet the tight timeframes.

Aged Care Work Value Case

7. You have committed to making a submission to the Aged Care Work Value case supporting a wage rise for aged care workers.
8. The Government will need to write to the President of the FWC to seek leave to make a submission to the Work Value case. But there is less urgency to do this compared to the Annual Wage Review.
  - a. For the Work Value case, further submissions regarding the evidence are due on 8 July, with replies due on 25 July, and further hearings in August. The FWC will then reserve its decision, and is unlikely to hand down a decision this year.
  - b. We suggest you ask the Minister responsible for aged care, once sworn in, to write to the President of the FWC as soon as possible to seek leave to make a submission to the Work Value case.

Family and Domestic Violence Leave Review

9. The FWC has handed down a preliminary decision in the Family and Domestic Violence Leave review to include ten days of paid family and domestic violence leave for full-time and part-time employees in modern awards.
10. The FWC has invited the Australian Government to clarify its intentions regarding any amendments to the National Employment Standards to extend the entitlement to paid family and domestic violence leave to all national system employees.
  - a. You have announced that you would legislate this entitlement for everyone.

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11. There is no immediate urgency to formally inform the FWC of your position. The FWC has asked for submissions on next steps by 1 July.
- a. We suggest you ask the Minister responsible for industrial relations, once sworn in, to write to you as soon as possible seeking your agreement to the Government's position prior to informing the FWC.
  - b. The FWC's preliminary decision would not provide an entitlement to paid family and domestic violence leave for casual employees in modern awards. We suggest you ask the Minister responsible for industrial relations to provide advice on whether to extend a legislated entitlement to casual employees.

s 22(1)(a)(ii)

Simon Duggan  
Deputy Secretary  
Economy and G20 Sherpa  
26 May 2022

Phone no: s 22(1)(a)(ii)  
Consultation: AGD, Treasury

**OFFICIAL: Sensitive**

**ATTACHMENTS**

**ATTACHMENT A LETTER TO JUSTICE ROSS**

s 47C



PRIME MINISTER

Reference: MS22-000566

The Hon Justice Iain Ross AO  
President  
Fair Work Commission  
PO Box 1994  
MELBOURNE VIC 3001

Dear Justice Ross

I am writing to seek leave to make a new Australian Government submission to the 2021-22 Annual Wage Review.

The new submission will outline my Government's position on a fair increase to minimum and award wages for Australia's lowest paid workers, noting the rising costs of living.

The Government appreciates the 2021-22 Annual Wage Review process is nearing finalisation. Subject to leave being granted, I welcome your advice on the timeline for lodging the new Government submission and process for finalising the Annual Wage Review.

Yours sincerely s 22(1)(a)(ii)  
s 22(1)(a)(ii)

s 22(1)(a)(ii) ANTHONY ALBANESE

27 / 5 / 2022

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PDR: MS22-000589

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C  
Secretary  
Ms Chan  
Mr Duggan  
Mr Brazier  
Ms E  
McGregor  
Mr Wilcock

To: Prime Minister

## PM VISIT TO INDONESIA - PROGRAM AND OUTCOMES

PMO  
Mr Gartrell  
Mr Sawyer

## Recommendations - that you:

1. Agree to the draft program for Jakarta and Makassar at **Attachment A**.  

Agreed / Not Agreed
2. Agree to invite the Minister for Foreign Affairs and the incoming Minister for Trade to join your visit.  

Agreed / Not Agreed
3. Agree that PM&C work with the Business Council of Australia to invite a selection of the business leaders suggested in **Attachment B** to join relevant parts of your visit.  

Agreed / Not Agreed

s 47C, s 47E(d)

5. Agree your engagement with President Widodo on 6 June be followed by a meeting in Jakarta with ASEAN Secretary-General Lim Jock Hoi.

s 22(1)(a)(ii)

Agreed / Not Agreed

ANTHONY ALBANESE

s 22(1)(a)(ii)

te:

30/5/22

Comments:

## Key Points:

1. On your first visit to Indonesia as Prime Minister, departing Sunday 5 June 2022, you will build rapport with President Widodo through a one-to-one or small group meeting, and through the Annual Leaders' Meeting format with other participating Ministers from both sides. The visit will be a strong statement of your commitment to Indonesia.
2. A tentative program for Monday 6 June is attached at **A**, the focus of which is a four-hour engagement with President Widodo at the Presidential Palace beginning with a leader-to-leader meeting, proceeding to the wider format with Ministers, a joint press conference

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and State Lunch. s 33(a)(iii) , s 47C  
s 33(a)(iii) , s 47C

3. We recommend your time with President Widodo be followed by a meeting with ASEAN Secretary-General Lim Jock Hoi at the ASEAN Secretariat. s 33(a)(iii) , s 47C  
s 33(a)(iii) , s 47C

4. The remainder of the day in Jakarta would be an opportunity to interact with business leaders and prominent Indonesian alumni of Australian universities.

s 33(a)(iii) , s 47C

9. We understand that you would like to visit Makassar (a 1.5 hour flight from Jakarta). A program in Makassar could focus on business and education, with an opportunity to highlight the historical maritime links between the fishing communities of South Sulawesi and Indigenous communities in northern Australia. s 33(a)(iii) , s 47C  
s 33(a)(iii) , s 47C

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Rod Brazier  
First Assistant Secretary  
International Division  
28 May 2022

Policy Officer: s 22(1)(a)(ii)  
Phone no: s 22(1)(a)(ii)  
Consultation: PIV, DFAT, Austrade,  
Health, DISER, DAWE

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**ATTACHMENTS**

s 47C



**ATTACHMENT C POTENTIAL VISIT ANNOUNCEMENTS**

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## Possible Announcements

Election Commitments

Announcement	Detail
Australia Indonesia Climate and Infrastructure Partnership	<i>Announce the partnership with the Australia and Indonesia to develop the program of cooperation together.</i>
s 47C	
s 47C	
Announcement	Detail
Support for Indonesia's new capital city (Nusantara)	<i>Announce initial support through exchanges and technical expertise, and links between our National Capital Authorities.</i>
s 47E(d)	
s 33(a)(iii) , s 47C	
Announcement	Detail
Australian Super Fund delegation visit	<i>Announce a visit to Indonesia by Australian Super Funds, led by Chairman of Industry Super Australia Greg Combet.</i>
s 47E(d)	
s 33(a)(iii) , s 47C	

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PDR: MS22-000596

PM&C  
Secretary  
Mr Gilmartin  
Mr Reid  
Mr Martin  
Ms Green  
Mr Rush

PMO  
DLO

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

**To:** Prime Minister (for signature by 1 June 2022 to ensure the letter to Her Majesty The Queen is transmitted ahead of an Australian announcement)

## PLATINUM JUBILEE GIFT AND EVENTS FOR 2-5 JUNE 2022

**Recommendations - that you:**

1. Agree to a donation of \$10,000 to Wildlife SEQ Inc. in Queensland (for the conservation of the koala) as Australia's gift to Her Majesty The Queen for her Platinum Jubilee.

Agreed / Not Agreed

2. Sign the draft letter to The Queen advising of the Australian Government's gift on behalf of the people of Australia (Attachment A).

Signed / Not Signed

3. Sign the draft letter to the Governor-General, His Excellency General the Hon David Hurley AC DSC (Retd), asking him to convey your letter to The Queen (Attachment B).

Signed / Not Signed

4. Note the key Platinum Jubilee events and activities to be held in Australia from 2-5 June 2022. s 22(1)(a)(ii)

Noted

31/5/22

ANTHONY ALBANESE

Date:

Comm s 22(1)(a)(ii)

**Key Point:**

1. This year, Her Majesty The Queen became the first Australian Monarch to celebrate a Platinum Jubilee after 70 years of dedicated service to Australia and the Commonwealth. A series of events and activities, both official and community led, will be held throughout the year, with the main celebrations occurring between 2 and 5 June.

**Platinum Jubilee gift to The Queen:**

2. It is customary for the Australian Government to offer a gift to Her Majesty to mark a significant occasion such as this. Recent gifts to the Royal Family have typically included a \$10,000 donation to an organisation or charity.

OFFICIAL: Sensitive

**OFFICIAL: Sensitive**

3. Earlier in the year, the Department identified a charitable donation of \$10,000 to Wildlife SEQ Inc. for the conservation of the koala, as an appropriate gift to Her Majesty for her Platinum Jubilee.
  - a. Wildlife SEQ Inc. are a registered charity doing hands-on rescues and rehabilitation, and after the recent flooding event in Queensland and New South Wales, \$10,000 would make a significant practical impact. The gift will assist the conservation, rehabilitation and care of sick and injured koalas.
  - b. This proposal also aligns with your *Saving Native Species Program* which will provide \$24.5 million for koala conservation programs by:
    - i. working with States and Territories on a national koala conservation strategy; and
    - ii. expanding koala hospitals and services and investing in koala chlamydia vaccines and fertility projects.
  - c. The \$10,000 will come from within existing Departmental funds.
4. Should you support this decision, we recommend you sign the draft letter to The Queen (Attachment A) advising Her Majesty of the gift.
  - a. In accordance with usual practice, the Governor-General should convey your letter to Her Majesty. We recommend you sign the draft letter to the Governor-General (Attachment B).

**Key Platinum Jubilee events and activities to be held 2-5 June 2022:**

5. We have been advised by your Office that you have agreed to attend the Commonwealth Beacon Lighting in Canberra on the evening of Thursday 2 June 2022 and the ceremony to rename Aspen Island on Lake Burley Griffin to 'Queen Elizabeth II Island' on the morning of Saturday 4 June 2022.

Commonwealth Beacon Lighting

6. You will host and speak at the event to light The Queen's Platinum Jubilee Beacon at Regatta Point in Canberra. This lighting will be part of a larger program of beacons being lit in capital cities throughout the Commonwealth and in the United Kingdom.
  - a. The Protocol and International Visits Branch in your Department is coordinating the arrangements and a logistics briefing will be provided to your Office.

Renaming of Aspen Island to Queen Elizabeth II Island

7. The Chair of the National Capital Authority (NCA) will host the official ceremony to rename Aspen Island to 'Queen Elizabeth II Island'. It is proposed that you will speak, and unveil a plaque with the Administrator (Governor-General's representative), to officially rename the Island.
  - a. The NCA, with the support of the Jubilee Events Taskforce in your Department, is coordinating this event and a logistics briefing will be provided to your Office.
  - b. The ceremony will also include a 21 Gun Salute by Australia's Federation Guard and a flypast by the Royal Australian Air Force.

**OFFICIAL: Sensitive**

**OFFICIAL: Sensitive**

Associated Jubilee activities

8. Other activities to celebrate the Jubilee are listed at Attachment C.

John Reid PSM  
First Assistant Secretary  
Government Division

Gerard Martin  
First Assistant Secretary  
Ministerial Support Division  
31 May 2022

Policy Officer: s 22(1)(a)(ii)  
s 22(1)(a)(iii)(JET)  
Phone no: s 22(1)(a)(ii)  
Consultation: Government Division;  
Ministerial Support Division

**OFFICIAL: Sensitive**



**ATTACHMENTS**

**ATTACHMENT A     LETTER TO HER MAJESTY THE QUEEN**

**ATTACHMENT B     LETTER TO THE GOVERNOR-GENERAL**

**ATTACHMENT C     ASSOCIATED ACTIVITIES**

**ATTACHMENT D     HANDLING INSTRUCTIONS – LETTER TO THE QUEEN**



PRIME MINISTER

*Your Majesty,*

On behalf of all Australians I am writing in advance of the formal celebrations that will be held in Australia and across the Commonwealth, to celebrate Your Majesty's Platinum Jubilee.

Your Majesty's close connection to Australia and steadfast dedication as our Head of State is greatly admired.

In recognition of Your Majesty's Platinum Jubilee the Australian Government will make a \$10,000 charitable donation towards the conservation of the koala.

This is a gift on behalf of all Australians who have come to love and cherish Your Majesty's commitment and service to our country.

The recipient of the donation is a South East Queensland based charity, Wildlife SEQ Inc. Their volunteers conduct hands-on rescues and provide rehabilitation services to the native wildlife, and this donation will directly assist the rehabilitation and care of sick and injured koalas.

As Your Majesty knows well, the koala is an iconic Australian animal, recognised around the world. The koala, and its habitat, has been of deep cultural importance to Australia's First Nations people during their tens of thousands of years of custodianship.

A Platinum Jubilee is an astonishing achievement; You have been instrumental in shaping world events and touching the hearts of many.

s 22(1)(a)(ii)

31 MAY 2022

Her Majesty The Queen



PRIME MINISTER

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On behalf of all Australians I am writing in advance of the formal celebrations that will be held in Australia and across the Commonwealth, to celebrate Your Majesty's Platinum Jubilee.

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As Your Majesty knows well, the koala is an iconic Australian animal, recognised around the world. The koala, and its habitat, has been of deep cultural importance to Australia's First Nations people during their tens of thousands of years of custodianship.

A Platinum Jubilee is an astonishing achievement; You have been instrumental in shaping world events and touching the hearts of many.

s 22(1)(a)(ii)

31 MAY 2022

Her Majesty The Queen



PRIME MINISTER

Reference: MS22-000596

31 MAY 2022

His Excellency General the Honourable David Hurley AC DSC (Retd)  
Governor-General of the Commonwealth of Australia  
Government House  
YARRALUMLA ACT 2600

Your Excellency

As you know, Her Majesty The Queen has now become the first Australian Monarch to celebrate a Platinum Jubilee after 70 years of dedicated service to Australia and the Commonwealth. To mark this important point in history, I have written to Her Majesty announcing that the Australian Government, on behalf of the people of Australia, present Her Majesty with a gift of a \$10,000 donation to Wildlife SEQ Inc, for the conservation of the koala.

I know that you will join me in celebrating this significant occasion, including with your travel to the United Kingdom to take part in the events in London, representing the people of Australia.

I would be grateful if my letter could be conveyed to Her Majesty at the earliest opportunity.

Yours faithfully s 22(1)(a)(ii)  
s 22(1)(a)(ii)

ANTHONY ALBANESE  
s 22(1)(a)(ii)

**Jubilee activities to be held 2-5 June 2022:**

Platinum Jubilee Website

1. We are hosting a website for the Platinum Jubilee ([www.platinumjubilee.gov.au](http://www.platinumjubilee.gov.au)). The website provides information, resources and an Events Hub with a list of events in Australia. The Events Hub is open to the public and all are welcome to register their event. The States and Territories are also collaborating with the Jubilee Events Taskforce and are hosting a range of events and activities in their respective jurisdictions.

Illuminations

2. Iconic buildings and monuments across Australia will be illuminated in royal purple between 2-5 June 2022. There are currently over 80 sites registered on the Platinum Jubilee website.

Royal Visit Books

3. For the first time, the Royal Visit Books from The Queen's 16 visits to Australia will be made available online. On 2 June 2022, the programs will be available via the Platinum Jubilee website.

Message to The Queen

4. From 2-16 June 2022, Australians will be invited to submit a personal message of congratulations and thanks to The Queen through the Platinum Jubilee website. The messages will be collated and forwarded to Buckingham Palace.



**OFFICIAL: Sensitive**

PDR: MS22-000599

**DEPARTMENT OF THE PRIME MINISTER AND CABINET**

PM&C  
A/g  
Secretary  
Mr Reid  
Ms Chan  
Mr Brazier  
Mr Willis  
Mr Rush

**To: Prime Minister (for decision ASAP to enable departure tomorrow, 1 June 2022)**  
**MINISTERIAL OVERSEAS TRAVEL - SENATOR WONG - SAMOA AND TONGA**

PMO  
Mr Gartrell  
Mr Jose

**Recommendation - that you:**

1. Approve travel by the Minister for Foreign Affairs, Senator the Hon Penny Wong, to Samoa and Tonga from 1 to 3 June 2022, on a Special Purpose Aircraft, accompanied by two advisers. s 22(1)(a)(ii)

s 22(1)(a)(ii)

Agreed / Not Agreed

ANTHONY ALBANESE

Date:

31/5/22

Comments

s 22(1)(a)(ii)

s 22(1)(a)(ii)

**Key Points**

1. Under the *Parliamentary Business Resources Act 2017* (the Act), documented approval from the Prime Minister is required before Ministers may undertake international travel on official business. This approval enables the Independent Parliamentary Expenses Authority (IPEA) to reconcile expenses incurred by Ministers when travelling overseas, and accurately record and provide reporting on parliamentary expenses.
  - a. We have briefed you on the established processes and procedures for reviewing and approving Ministerial international travel proposals in accordance with the requirements of the *Parliamentary Business Resources Act 2017*, s 47C  
s 47C
2. Approval has been sought by the Chief of Staff to the Minister for Foreign Affairs, Senator the Hon Penny Wong, for Senator Wong to travel to Samoa and Tonga from 1 to 3 June 2022 (Attachment B).

s 33(a)(iii)

- b. In Samoa, Senator Wong would meet with the Head of State, Prime Minister and other officials. In Tonga, the Minister would meet the King, Prime Minister, Minister for Foreign Affairs and other members of the Tongan government.

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**COVID-19 travel restrictions and quarantine arrangements**

5. There are currently no Australian restrictions to Ministers travelling overseas on official government business, however, travellers into and out of Australia are required to provide proof of double vaccination against COVID-19 and wear a mask when travelling on commercial flights.
6. Ministers are responsible for familiarising themselves with local COVID-19 requirements for their destination and any transit locations before departing Australia.
7. We support the travel proposal despite the sensitivities of travelling in COVID-19 conditions, given the importance of advancing key international relationships.

**General information**

8. Senator Wong would be accompanied by two advisers.
9. The estimated cost of the visit is \$52,234, including \$48,914 for travel by SPA.
10. The Treasurer, the Hon Dr Jim Chalmers MP, is available to act as the Minister for Foreign Affairs during Senator Wong's absence overseas.
11. A draft response is at Attachment A for your office to convey your decision to Senator Wong's office.

s 22(1)(a)(ii)

Peter Rush  
Assistant Secretary  
Parliamentary and Government Branch  
31 May 2022

Policy Officer: s 22(1)(a)(ii)  
Phone no: s 22(1)(a)(ii)  
Consultation: International Division

**OFFICIAL: Sensitive**

**ATTACHMENTS**

**ATTACHMENT A DRAFT RESPONSE**

**ATTACHMENT B INCOMING CORRESPONDENCE**

**OFFICIAL: Sensitive**

**Classification:** Official Sensitive

**Email to:** Tom Mooney (Senator Wong's Chief of Staff) ([thomas.mooney@aph.gov.au](mailto:thomas.mooney@aph.gov.au))  
**CC:** Dr Chalmers Chief of Staff (Michael Quinlivan ([Michael.Quinlivan@aph.gov.au](mailto:Michael.Quinlivan@aph.gov.au));  
Tim Gartrell; Mathew Jose; MinTravel ([MinTravel@pmc.gov.au](mailto:MinTravel@pmc.gov.au))

Dear Mr Mooney

I refer to your correspondence dated 31 May 2022 seeking approval for the Minister for Foreign Affairs, Senator the Hon Penny Wong, to travel to Samoa and Tonga from 1 to 3 June 2022.

The Prime Minister has asked me to convey to you that:

- The Prime Minister has approved Senator Wong's travel to Samoa and Tonga from 1 to 3 June 2022.
- Approval is also given for Senator Wong to be accompanied by two advisers, and for the use of a Special Purpose Aircraft (SPA).
- Given the scale of the pandemic internationally, the arrangements for the visit should be designed, as best as possible, to mitigate the risk of exposure to COVID-19.
- It is imperative that, on return to Australia, the Minister and accompanying staff will observe all relevant Commonwealth and State government COVID-19 health advice and requirements.
- It is noted that the Treasurer, the Hon Dr Jim Chalmers MP, will act as Minister for Foreign Affairs during Senator Wong's absence overseas.
  - It will be necessary to ensure that Dr Chalmers is properly authorised under Sections 19 and 34AAB of the *Acts Interpretations Act 1901* to exercise Senator Wong's statutory powers and functions, as Minister for Foreign Affairs, while Senator Wong absent. A template for an instrument of authorisation is attached.
- Your office is responsible for giving the Independent Parliamentary Expenses Authority the details of the staff members who will accompany the Minister. Email advice should be sent to [overseastravel@ipea.gov.au](mailto:overseastravel@ipea.gov.au).



## *Instrument of Authorisation*

---

I, [NAME OF MINISTER], Minister for xxx, acting in accordance with sections 19 and 34AAB of the *Acts Interpretation Act 1901*, and all other powers thereunto enabling, as the case requires, hereby authorise [NAME OF ACTING MINISTER], Minister for xxx, to exercise, on my behalf, all my powers and functions, including powers and functions conferred on me by any law of the Commonwealth.

This instrument commences on [date] and ceases to have effect at the end of [date].

Dated

[Name]

Minister for xxx

---



**Office of Senator the Hon Penny Wong**  
**Minister for Foreign Affairs**

Mr Tim Gartrell  
Chief of Staff  
Office of the Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Mr Gartrell

I am writing to seek the Prime Minister's approval for Senator the Hon Penny Wong, Minister for Foreign Affairs, to travel to Samoa and Tonga. It is proposed Minister Wong depart Australia on Wednesday 1 June and return on Friday 3 June 2022.

s 33(a)(iii)

s 47E(d)

Dr Jim Chalmers, Treasurer, would be available to act as Minister for Foreign Affairs from 1-3 June 2022.

I would be grateful if you would obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Tom Mooney  
Chief of Staff

31 may 22

PM&C  
A/g Secretary  
Mr Reid  
Mr Rush  
Mr Martin

PMO  
Mr Gartrell  
Mr Jose

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

**To:** Prime Minister (for decision as soon as possible – to provide timely advice to the Governor-General and the Premier of Victoria)

### GOVERNOR-GENERAL - OVERSEAS TRAVEL TO THE UNITED KINGDOM - ADMINISTRATOR ARRANGEMENTS

#### Recommendations - that you:

1. Sign the letter at Attachment A to the Governor-General, His Excellency General the Hon David Hurley AC DSC (Retd), noting his travel to the United Kingdom from 1 June to 7 June 2022 to attend Platinum Jubilee events.

Signed / Not Signed

2. Sign the letter at Attachment B to the Premier of Victoria, the Hon Daniel Andrews MP, seeking his agreement to the Governor of Victoria, Her Excellency the Hon Linda Dessau AC, assuming the role of Administrator during the Governor-General's absence overseas.

Signed / Not Signed

3. Sign (but do not date) the Proclamation at Attachment C to be issued by the Governor of Victoria when assuming the administration of the Commonwealth.

s 22(1)(a)(ii)

Signed / Not Signed

ANTHONY ALBANESE

s 22(1)(a)(ii)

Date:

27/5/22

Comments:

s 22(1)(a)(ii)

#### Key Points:

1. The Governor-General, His Excellency General the Hon David Hurley AC DSC (Retd), has written to you advising that he will travel to the United Kingdom by Special Purpose Aircraft, departing Canberra at 1100hrs AEST on Wednesday, 1 June 2022 and returning to Sydney at 2100hrs AEST on Tuesday, 7 June 2022.
  - a. The Governor-General has advised that his travel is to attend Platinum Jubilee events in London. His Excellency's departure will take place following the swearing-in of your full Ministry, which is expected to take place on the morning of 1 June.
2. The Governor-General has advised that the Governor of Victoria, Her Excellency the Hon Linda Dessau AC, is available to act as Administrator during his absence overseas.



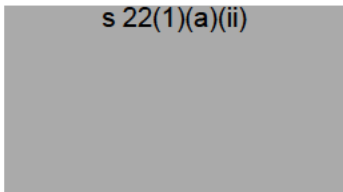
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3. As per past practice, we recommend that you write to the Premier of Victoria, the Hon Daniel Andrews MP, to formally seek the Premier's agreement for Governor Dessau to act as Administrator.
4. All other arrangements for Governor Dessau to act as Administrator will be made directly between Government House, Canberra, and Government House, Victoria. This includes the issuing of the Proclamation, which is issued by Government House, Canberra to coincide exactly with the departure of the Governor-General from Australia.

**Background**

5. An Administrator is, in effect, an Acting Governor-General.
  - a. The Letters Patent relating to the office of Governor-General, and the Constitution, make provision for the appointment of an Administrator to administer the Government of the Commonwealth of Australia 'in the event of the absence out of Australia, or the death, incapacity or removal of the Governor-General for the time being, or in the event of the Governor-General having absented himself or herself temporarily from office for any reason'.
6. As with the Governor-General, the Administrator is required to take the oath or affirmation of allegiance, and the oath or affirmation of office before the commission takes effect. The Crown's commission is known as a dormant commission, being invoked only when necessary, and more than one commission may exist at any one time.
  - a. By convention, the longest serving Governor, currently being Governor Dessau, is the first called upon by the Governor-General to act as Administrator.
  - b. However, it is common practice for other State Governors to simultaneously hold commissions so that they may be called upon to act as Administrator in the event that the longest serving Governor is not available.
  - c. At this time, in addition to Governor Dessau, the Governor of Tasmania, Her Excellency the Honourable Barbara Baker AC, and the Governor of New South Wales, Her Excellency the Honourable Margaret Beazley AC QC, also hold commissions.
7. Pursuant to the Letters Patent, an Administrator's commission is activated, depending on the circumstances, by the request of the Governor-General, Prime Minister, Deputy Prime Minister or most senior available Minister.

s 22(1)(a)(ii)



Peter Rush  
Assistant Secretary  
Parliamentary and Government Branch  
26 May 2022

Policy Officer: s 22(1)(a)(ii)  
Phone no: s 22(1)(a)(ii)

**OFFICIAL: Sensitive**

**ATTACHMENTS**

<b>ATTACHMENT A</b>	<b>LETTER TO THE GOVERNOR-GENERAL</b>
<b>ATTACHMENT B</b>	<b>LETTER TO THE PREMIER OF VICTORIA</b>
<b>ATTACHMENT C</b>	<b>PROCLAMATION OF ADMINISTRATOR</b>
<b>ATTACHMENT D</b>	<b>INCOMING CORRESPONDENCE</b>



PRIME MINISTER

Reference: MS22-000578

His Excellency General the Honourable David Hurley AC DSC (Retd)  
Governor-General of the Commonwealth of Australia  
Government House  
CANBERRA ACT 2600

Your Excellency

Thank you for your letter dated 25 May 2022 regarding your official overseas travel scheduled for 1 to 7 June 2022.

I note your proposed travel arrangements.

I have written to the Premier of Victoria, the Honourable Daniel Andrews MP, to request that Her Excellency the Honourable Linda Dessau AC, Governor of Victoria, serve as Administrator of the Commonwealth of Australia in your absence.

I am advised that your office will liaise with Her Excellency's office to make the necessary arrangements.

Yours sincerely  
s 22(1)(a)(ii)

s 22(1)(a)(ii)

ANTHONY ALBANESE

s 22(1)(a)(ii)



## PROCLAMATION

WHEREAS Her Majesty Queen Elizabeth the Second, by Commission under Her Royal Sign Manual and the Great Seal of Australia dated 19 July 2016, appointed me, the Honourable Linda Dessau, Companion of the Order of Australia, Governor of the State of Victoria, to administer the Government of the Commonwealth of Australia in the event of the absence out of Australia or the death, incapacity or removal of the Governor-General for the time being, or in the event of the Governor-General having temporarily absented himself from office for any reason:

And whereas the Governor-General is from today absent out of Australia:

Now let it be known that, having taken the prescribed oaths, I have this day assumed the administration of the Government of the Commonwealth of Australia.

Signed and sealed with the  
Great Seal of Australia  
on

Administrator

By Her Excellency's Command

s 22(1)(a)(ii)

Prime Minister

s 22(1)(a)(ii)



PRIME MINISTER

Reference: MS22-000578

The Honourable Daniel Andrews MP  
Premier of Victoria  
1 Treasury Place  
MELBOURNE VIC 3002

Dear Premier

*Daniel,*

The Governor-General of the Commonwealth of Australia, His Excellency General the Honourable David Hurley AC DSC (Retd), will undertake an overseas visit from 1 to 7 June 2022.

It will be necessary for a State Governor to act as Administrator during the Governor-General's absence.

I therefore seek the cooperation of your Government in agreeing to Her Excellency the Honourable Linda Dessau AC, Governor of Victoria, assuming the administration of the Commonwealth of Australia in the Governor-General's absence.

The Official Secretary to the Governor-General will liaise with Governor Dessau's Official Secretary to confirm final dates and specific times of the Governor-General's travel.

Yours sincerely s 22(1)(a)(ii)  
s 22(1)(a)(ii)

ANTHONY ALBANESE  
s 22(1)(a)(ii)



His Excellency General the Honourable David Hurley AC DSC (Retd)  
Governor-General of the Commonwealth of Australia

The Hon Anthony Albanese MP  
Prime Minister  
Parliament House  
Canberra ACT 2600

*Dear Prime Minister,*

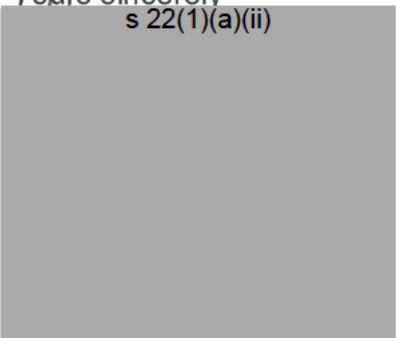
I write to advise that I will be undertaking an official visit to the United Kingdom between 2 June and 5 June 2022 to attend Platinum Jubilee events in London.

Following the swearing-in ceremony of your ministry, I will be departing Canberra by RAAF Special Purpose Aircraft at 11:00am on Wednesday 1 June 2022 and returning into Sydney at 9:00pm on Tuesday 7 June 2022.

I am advised that Her Excellency the Honourable Linda Dessau AC, Governor of Victoria, is available to act as Administrator during my absence overseas.

I should therefore be grateful if, in accordance with the usual practice, you would seek the cooperation of the Premier of Victoria to enable Governor Dessau to be made available to serve as the Administrator on this occasion.

*Yours sincerely*  
s 22(1)(a)(ii)





PROTECTED

PDR: MS22-000561

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C  
A/g Secretary  
Mr Reid  
Mr Rush  
Mr Martin  
Mr Lange

**To:** Acting Prime Minister, the Hon Richard Marles MP (for decision as soon as possible due to proposed 26 May departure)

**MINISTERIAL INTERNATIONAL TRAVEL – SENATOR WONG – FIJI AND JAPAN**

**Recommendations** - that you, as Acting Prime Minister, approve:

1. Proposed travel by Special Purpose Aircraft to Fiji by the Minister for Foreign Affairs, Senator the Hon Penny Wong, from 26 to 27 May 2022, accompanied by two advisers.

**Agreed / Not agreed**

2. Travel by Senator Wong to Japan with the Prime Minister, the Hon Anthony Albanese MP, from 23 to 25 May 2022, including for all advisers who accompanied her.

s 22(1)(a)(ii)

**Agreed / Not agreed**

RICHARD MARLES

Date: 24/5/22

Comments:

**Key Points:**

1. Under the *Parliamentary Business Resources Act 2017* (the Act), documented approval from the Prime Minister is required before Ministers may undertake international travel on official business. This approval enables the Independent Parliamentary Expenses Authority (IPEA) to reconcile expenses incurred by Ministers when travelling overseas, and accurately record and provide reporting on parliamentary expenses.
2. Senator Wong's Chief of Staff wrote to the Prime Minister's Chief of Staff on 23 May 2022 proposing travel by Senator Wong to Fiji from 26 to 27 May 2022 to progress a range of bilateral and Pacific regional priorities. A full itinerary is at Attachment A.

s 33(a)(iii)

PROTECTED

- b. The visit will also be an opportunity to advance the Government's climate agenda with Fiji, one of the world's leading national voices on the importance of robust climate action.
- c. The visit includes high-level engagement with Fijian and Pacific regional leaders, including Fiji Prime Minister the Hon Josaia Bainimarama, Minister for the Economy, Aiyaz Sayed-Kaiyum, and PIF Secretary-General Henry Puna.
- d. Senator Wong will deliver a speech at the PIF Secretariat on Australia in the Pacific before an audience that includes Fijian and regional media.

s 47E(d)

**COVID-19 travel restrictions and quarantine arrangements**

- 5. There are currently no Australian restrictions to Ministers travelling overseas on official government business, however, travellers into and out of Australia are required to provide proof of double vaccination against COVID-19 and wear a mask when travelling on commercial flights.
- 6. Ministers are responsible for familiarising themselves with local COVID-19 requirements for their destination and any transit locations before departing Australia.
- 7. We support the travel proposal despite the sensitivities of travelling in COVID-19 conditions, given the importance of advancing key international relationships.

**General information**

- 8. Senator Wong would be accompanied by two advisers.
- 9. Senator Wong would not be absent from any known Cabinet commitments.
- 10. The Treasurer, the Hon Dr Jim Chalmers MP, is sworn to administer the Department of Foreign Affairs and Trade and is available to assume Senator Wong's duties as Minister for Foreign Affairs for the duration of her absence out of Australia.

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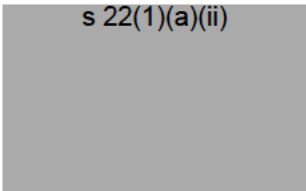
### Travel to Japan with the Prime Minister

11. In addition to the proposed trip to Fiji, as you are aware, Senator Wong accompanied the Prime Minister to the Quad Summit in Tokyo, Japan, from 23 to 24 May 2022, accompanied by an unknown number of advisers.
12. We recommend that you approve this travel to enable DFAT to reconcile expenses incurred by Senator Wong and all accompanying advisers through IPEA as soon as possible.

### Next Steps

13. A draft response to Senator Wong's Chief of Staff is at Attachment B for the Prime Minister's Office to convey the outcome of your formal decisions to her office, including for her recent travel to Japan.
14. Upon his return from the Quad Summit, we will brief the Prime Minister on the established processes and procedures for reviewing and approving Ministerial international travel proposals in accordance with the requirements of the PBR Act.

s 22(1)(a)(ii)



Peter Rush  
Assistant Secretary  
Parliamentary and Government Branch  
24 May 2022

Policy officer: s 22(1)(a)(ii)  
Phone no: s 22(1)(a)(ii)  
Consultation: International Division

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**PROTECTED**

**ATTACHMENTS**

**ATTACHMENT A TRAVEL PROPOSAL**

**ATTACHMENT B DRAFT RESPONSE**

**PROTECTED**



**Office of Senator the Hon Penny Wong  
Minister for Foreign Affairs**

Mr Tim Gartrell  
Chief of Staff  
Office of the Prime Minister  
Parliament House  
CANBERRA ACT 2600

Dear Mr Gartrell

I am writing to seek the Prime Minister's approval for Senator the Hon Penny Wong, Minister for Foreign Affairs, to travel to Fiji. It is proposed Minister Wong depart Australia on Thursday 26 May and return on Friday 27 May 2022.

s 33(a)(iii)

s 47E(d)

Dr Jim Chalmers, Treasurer, would be available to act as Minister for Foreign Affairs from 26-27 May 2022.

I would be grateful if you would obtain the Prime Minister's agreement to the proposed travel as set out above.

Yours sincerely,

s 22(1)(a)(ii)

Tom Mooney  
Chief of Staff

s 22(1)(a)(ii)

23/05/22



## DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C  
A/g  
Secretary  
Mr Reid  
Mr Rush

To: Prime Minister (for decision)

## PRIME MINISTER'S ANNIVERSARY MESSAGE SERVICE

PMO  
Mr Gartrell  
Mr Jose  
Ms Tilley

**Recommendations - that you:**

1. Agree to continue the Prime Minister's Anniversary Message Service as set out in this brief; and

Agreed / Not Agreed

s 47C, s 47E(d)

s 22(1)(a)(ii)

s 47C, s 47E(d)

ANTHONY ALBANESE

Date:

s 22(1)(a)(ii)

10/6/22

**Key Points:**

1. Successive Prime Ministers have sent, on request, a message to Australian citizens and permanent residents who are celebrating their 90<sup>th</sup> and subsequent birthdays, and 50<sup>th</sup> and subsequent wedding anniversaries. Approximately 10,000 Prime Ministerial messages are sent each year.
2. Requests for an anniversary message can be sent through an online submission form on the Department of the Prime Minister and Cabinet (PM&C) website (<https://www.pmc.gov.au/government/anniversary-messages>). Members of the public can also submit a request for an anniversary message through their local parliamentarian.
  - a. Where appropriate, PM&C provides relevant details to Government House, Canberra, so that messages from Her Majesty The Queen and the Governor-General can be prepared. Information on those celebrating a significant birthday or anniversary are also provided to State and Territory First Ministers departments and vice-regal offices.
3. The current format of the anniversary message is a card with a personalised message included inside the card.
  - a. The bi-fold card has the Australian Coat of Arms on the front, a short message on the inside left, space to put a personalised message s 47C, s 47E(d) on the inside right. The first verse of the National Anthem is included on the back of the card (a copy of the card with mock personalised messages is at Attachment A).



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4. In order that there is no delay in sending anniversary messages in the short term, we recommend you agree to continue the service with the current card.
- a. The messages are popular and the card format reflects the messages sent from The Queen and the Governor-General. We find that the card format is more robust than a letter to message recipients.

s 47C , s 47E(d)

5. If you wish to revisit the design of the card, we can discuss options with your office. However, we anticipate it would take several months to finalise design and printing for a new message format.

s 47C , s 47E(d)

s 22(1)(a)(ii)

Peter Rush  
Assistant Secretary  
Parliamentary and Government Branch  
26 May 2022

Policy Officer: s 22(1)(a)(ii)  
Phone no:

**OFFICIAL**

**OFFICIAL**

**ATTACHMENTS**

**ATTACHMENT A ANNIVERSARY MESSAGE CARD AND INSERT**

**OFFICIAL**

I am pleased to send you my sincere  
congratulations on this special occasion.

On this happy occasion, I hope you  
savour the love, joy and congratulations  
of family and friends.

With best wishes for the future.



PRIME MINISTER

*Certificate of  
Congratulations*

**Mr John and Mrs Jeanette Citizen**

on the occasion of your

**50<sup>th</sup> Wedding Anniversary**

on Friday the 3rd of June 2022

s 47C , s 47E(d)

The Hon Anthony Albanese MP

I am pleased to send you my sincere  
congratulations on this special occasion.

On this happy occasion, I hope you  
savour the love, joy and congratulations  
of family and friends.

With best wishes for the future.



PRIME MINISTER

*Certificate of  
Congratulations*

**Mrs June Citizen**

on the occasion of your

**90<sup>th</sup> Birthday**

on Tuesday the 14<sup>th</sup> of June 2022

s 47C , s 47E(d)

The Hon Anthony Albanese MP

OFFICIAL: Sensitive

PDR: MS22-000563

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C  
A/g  
Secretary  
Mr Reid  
Mr Martin  
Mr Rush

**To:** Prime Minister (for decision ASAP to implement the *Guidelines on Ministerial International Visits*)

PMO  
Mr Gartrell  
Mr Jose

### MINISTERIAL INTERNATIONAL TRAVEL – GUIDELINES AND AUTHORISATION PROCESS

#### Recommendations - that you:

1. Agree to the revised *Guidelines on Ministerial International Visits* (June 2022) (Attachment A) for publication on the Department of the Prime Minister and Cabinet (PM&C) website, and for distribution to all ministers' offices.

Agreed / Not agreed

s 47E(d)

s 22(1)(a)(ii)

s 47E(d)

ANTHONY ALBANESE

Date:

s 22(1)(a)(ii)

8/6/22

#### Key Points:

1. All expenditure for parliamentary business, including international travel by ministers for official purposes, must meet the principles contained in the *Parliamentary Business Resources Act 2017* (the PBR Act).
2. Under the PBR Act, and its associated regulations, you are responsible for providing final approval for all official international travel by ministers, including their accompanying staff and spouses.
  - a. We have already started receiving international travel proposals from ministers' offices (i.e. Minister for Foreign Affairs, Senator the Hon Penny Wong's visit to Fiji).
3. The Department of the Prime Minister and Cabinets (PM&C's) Government Division has previously established a process whereby all ministers' international travel proposals are assessed, and advice provided to you, or your authorised delegate, for consideration.
  - a. Our assessment of requests would include consideration of the merit of the dominant purpose for travel, including the proposed activities included in the itinerary. This assessment would be informed by your Government's identified international

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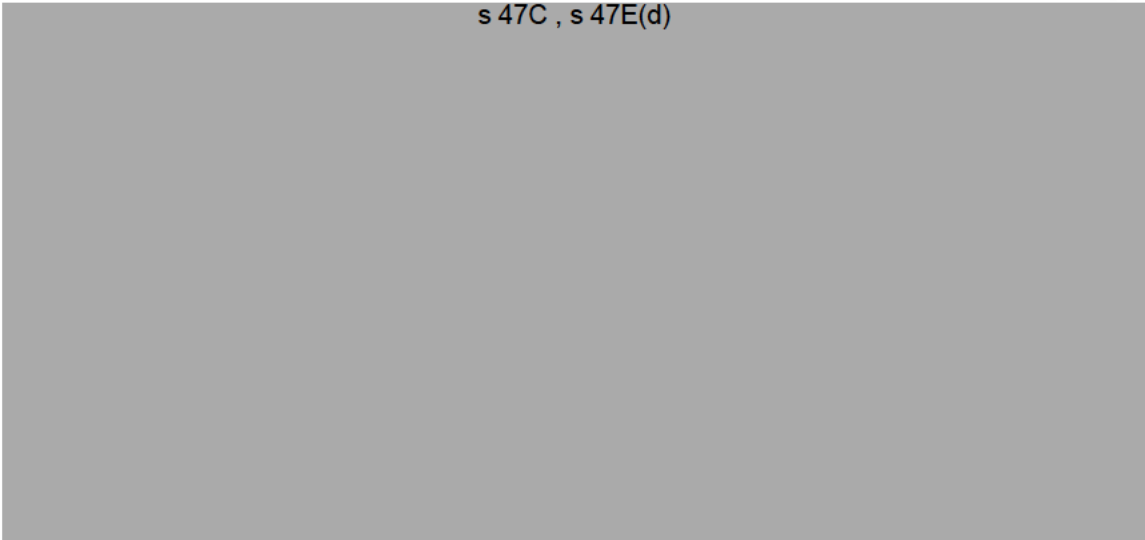
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travel priorities. We would also consider the value for money of arrangements for flights, accommodation and ground transport etc.

**Update to Guidelines on Ministerial International Visits**

4. The *Guidelines on Overseas Visits by Ministers (August 2016)* (Attachment B) were last updated in August 2016 and we recommend updating the Guidelines again to:
  - a. reflect relevant changes implemented by the PBR Act;
  - b. ensure they are reflective of the contemporary international travel environment in the context of the impact of the COVID-19 pandemic;
  - c. provide ministerial offices with greater guidance around the application of the PBR Act, as well as clarity around the authorisation process; and
  - d. improve the quality and timeliness of administering international travel proposals.
5. Taking these matters into account, PM&C has prepared, for your consideration, new guidelines (Attachment A).
  - a. We propose the document be retitled *Guidelines on Ministerial International Visits* to indicate the broader application of the guidelines than just to ministers (i.e. including accompanying spouses and ministerial staff) and to align with language used in the PBR Act (i.e. 'international' in place of 'overseas').
  - b. We have consulted relevant departments in drafting the new guidelines including, but not limited to, the Department of Finance, the Department of Foreign Affairs and Trade, the Department of Defence and the Department of Home Affairs.
  - c. Should you approve the updated guidelines, we will organise communications to all ministerial offices and publish on the PM&C website, as per normal process.

s 47C , s 47E(d)



9. Generally, ministerial international travel should be undertaken by commercial means. However, under Defence's *Guidelines for use of Special Purpose Aircraft (2013)*, international travel by SPA or charter aircraft can be considered by the Prime Minister (or their delegate) only where absolutely necessary, and if commercial travel is not feasible.

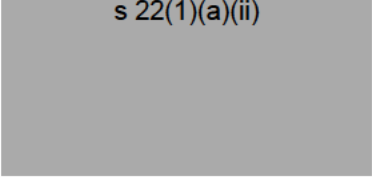
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10. The proposed *Guidelines on Ministerial International Visits* provide that ministers should not enter into international commitments on the assumption that a SPA, including a particular type of SPA, will be approved or available.
- a. This principle has consistently appeared in the Guidelines, given that SPA attract a much higher cost compared to commercial travel, and bearing in mind the need for the RAAF to maintain redundancy capacity, and capacity for domestic tasking, including for the Governor-General and the Prime Minister.

s 22(1)(a)(ii)



Peter Rush  
Assistant Secretary  
Parliamentary and Government Branch  
30 May 2022

Policy officer: s 22(1)(a)(ii)  
Phone no: s 22(1)(a)(ii)  
Consultation: International,  
Defence (RAAF)

**OFFICIAL: Sensitive**

**ATTACHMENTS**

**ATTACHMENT A    DRAFT GUIDELINES ON MINISTERIAL INTERNATIONAL VISITS (JUNE 2022)**

**ATTACHMENT B    GUIDELINES ON OVERSEAS VISITS BY MINISTERS (AUGUST 2016)**

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# MINISTERIAL INTERNATIONAL TRAVEL GUIDELINES

JUNE 2022

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# MINISTERIAL INTERNATIONAL TRAVEL GUIDELINES

## Introduction

Ministers (including Assistant Ministers) may need to travel overseas from time-to-time to progress Australia's strategic priorities with key international partners and regions. This could include undertaking negotiations and discussions with overseas counterparts, and representing Australia at multilateral fora, meetings and significant occasions.

The Ministerial International Travel Guidelines (the Guidelines) outline the minimum mandatory requirements and recommended considerations for planning and seeking approval to undertake ministerial international travel. Required templates and a check list for developing a travel proposal are available at Appendices A through F.

Multiple agencies are involved in facilitating the logistical, operational and policy approval stages of Ministerial international travel. Queries should be directed as per the following allocated responsibilities.

### *Department of the Prime Minister and Cabinet*

Government Division in the Department of the Prime Minister and Cabinet has overarching responsibility for these Guidelines, including briefing and making recommendations to the Prime Minister's Office on proposed ministerial international travel proposals.

All questions regarding the Guidelines, templates and requirements for travel proposals, including the approval process, should be directed to [MinTravel@pmc.gov.au](mailto:MinTravel@pmc.gov.au)

### *Department of Home Affairs*

The Department of Home Affairs provides advice on quarantine requirements and negotiates arrangements for returning government officials. The department manages the requirements solely within the ACT however, every other state and jurisdiction is dealt with directly.

### *Department of Defence (Staff Officer VIP Operations)*

The Department of Defence is responsible for administering the *Guidelines for the use of Special Purpose Aircraft*. Staff Officer VIP Operations (within Defence) is responsible for managing the availability and tasking of the Australian Government's fleet of Special Purpose Aircraft (SPA).

Under the SPA Guidelines, the Prime Minister may choose to approve the use of a SPA by Ministers (as entitled persons) for official travel where commercial airline options are not available or appropriate for the proposed travel. The availability of a SPA is subject to operational capability and is not guaranteed.

Ministers should not enter into international commitments on the presumption that a SPA will be available.

All questions regarding the availability of SPA should be directed to [gsvip.ops@defence.gov.au](mailto:gsvip.ops@defence.gov.au)

*Independent Parliamentary Expenses Authority (IPEA)*

IPEA administers several costs associated with international travel. IPEA will only cover costs for a Minister and accompanying staff employed under the *Members of Parliament (Staff) Act 1984* (MOP(S) Act) once the Prime Minister, or their delegate, has approved the travel.

All questions regarding international travel bookings and costs administered by IPEA should be directed to [overseastravel@ipea.gov.au](mailto:overseastravel@ipea.gov.au). Further information can also be found on the IPEA website: <https://www.ipea.gov.au>.



---

## 1. Approval Authority and Legislative Requirements

Under the *Parliamentary Business Resources Act 2017* (and the associated regulations), the Prime Minister is responsible for final approval of official international travel by all Ministers, their spouses and their staff.

- (a) The Prime Minister may delegate authority for approval, for example, to the Prime Minister's Chief of Staff.

When planning and undertaking international travel, Ministers must meet the principles of the *Parliamentary Business Resources Act 2017*:

- i. dominant purpose of conducting parliamentary business
- ii. value for money
- iii. personal responsibility and accountability
- iv. good faith.

Ministers have an obligation under the *Parliamentary Business Resources Act 2017* to keep the cost of international visits to a minimum to ensure the appropriate use of public resources. Every effort should be made to reduce the overall cost of the travel to the Australian Government while achieving the required travel outcome.

In practice, this may mean using the same flight carrier for all legs where available, being flexible with departure times and dates, seeking additional quotes from the travel services provider and benchmarking costs against public expectations.

All travel expenses are publicly reported by the Department of Finance through IPEA.

---

## 2. Planning International Travel

When planning international travel, Ministers are expected to take the following into account, at a minimum that:

- (a) visits are related to specific outcomes and are aligned with government priorities;
- (b) the purpose of the visit and involvement at ministerial level can be cleared and publicly demonstrated as *essential*;
- (c) the lengths of trips and the duration of absences from Australia are kept to minimum;
- (d) priorities are set and travel minimised through consultation within and across portfolios;
- (e) Ministers seek to combine visits, where appropriate, to reduce the overall number of international visits. Separate visits are not planned for business which could more economically be included in one itinerary;
- (f) Ministers who regularly attend international meetings aim to tie their other essential travel in with these meetings if possible;
- (g) Ministers are responsible for making any necessary quarantine arrangements for themselves and their delegation via the Department of Home Affairs and State and Territory governments; and
- (h) absences do not clash with parliamentary sitting periods, Cabinet or Cabinet Committee meetings or other significant commitments/events, where possible.

### *COVID-19 quarantine requirements*

As at the time of publishing these guidelines (June 2022), there are no Australian restrictions to Ministers travelling overseas on official government business. However, travellers into and out of Australia are required to provide proof of double vaccination against COVID-19 and wear a mask when travelling on commercial flights.

Ministers are responsible for familiarising themselves with local COVID-19 requirements for their destination and any transit locations before departing Australia.

It is also advised in the rapidly changing environment, travelling parties have considered a quarantine plan if an unforeseen outbreak should occur during travel. This is not required for the proposal however, should be considered and able to be enacted, if required.

More information on quarantine arrangements is outlined in [Section 5 of the Guidelines](#).

### *Timeframe for submitting travel proposals*

Under normal circumstances Ministers are expected to submit to the Prime Minister, or the Prime Minister's nominated delegate, a request for approval for each proposed international visit **a minimum of three weeks prior to the proposed departure date.**

Delays in seeking approval may result in Ministers not being able to travel as planned, given that IPEA is unable to release funds to secure airline tickets and accommodation until approval for the travel has been granted by the Prime Minister or their nominated delegate.

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Requests for Assistant Ministers' travel are expected to advise that the proposal is supported by the relevant portfolio Minister (acting ministerial arrangements are not required for Assistant Ministers).

*Further planning considerations*

Ministers are on duty full-time when travelling overseas. While itineraries may include rest periods, they should be kept to a minimum and be the exception, rather than the rule.

Ministers may request approval to take leave while overseas if the period of leave is not excessive and the leave is clearly defensible in terms of the visit and the official business undertaken. All costs associated with a Minister's leave are to be personally met by the Minister.

When any international travel, including quarantine arrangements, clashes with parliamentary sitting periods, the travel is approved subject to pairing arrangements being granted by the Whips for the Minister's absence from Parliament.

When any international travel clashes with Cabinet or Cabinet Committee meetings or other significant commitments/events, Cabinet Ministers should make arrangements with the Cabinet Secretary to securely dial into Cabinet meetings, where appropriate.

- (a) Ministers have access to deployable communication devices in order to participate in any Cabinet and/or Cabinet Committee meetings while travelling or in quarantine.

Representation of Ministers, the Government or Australia overseas by backbench members or senators will be considered only in exceptional circumstances.

- (a) Under the *Parliamentary Business Resources Act 2017*, the Prime Minister can approve representational travel by parliamentarians. Ministers should write to the Prime Minister seeking approval for the travel with a detailed proposal.
- (b) Ministers must not approach a parliamentarian (either Government or non-Government) about representational international travel without first having obtained the Prime Minister's approval.

An Assistant Minister may travel as a Minister's representative if required. Ministers are not expected to approach backbenchers about travel without first having obtained the Prime Minister's approval.



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### 3. Developing a Travel Proposal

Ministers' proposals to undertake international travel must be thoroughly planned prior to seeking approval from the Prime Minister. A request for approval is communicated by letter from the Minister's Chief of Staff, addressed to the Prime Minister or their delegate (currently the Prime Minister's Chief of Staff). Requests to approve travel in-principle will not be considered by the Prime Minister.

Ministers' proposals must provide the following information, at a minimum:

- (a) the purpose of the visit and specific outcomes demonstrated as essential
- (b) itinerary, including details of meetings, and activities to be undertaken
- (c) the accompanying party – Ministerial accompanying staff, departmental officials etc.
- (d) flight and accommodation details, including the class or airline travel and the hotel room type (e.g. standard) and rate
- (e) comprehensive costings for the visit, including the cost of the Special Purpose Aircraft (SPA) , if requested
- (f) if a SPA is requested, quotes which have been sought for alternative commercial flights must also be provided to enable a value for money comparison
- (g) confirmation from the Ministers or their Chief of Staff that the most cost effective proposal has been put forward for consideration
- (h) proposed acting ministerial arrangements
- (i) confirmation that absences do not clash with Parliament sitting periods, however if the visit involves absence from Parliament, the request should advise that leave has been sought from the relevant Whips
- (j) confirmation that absences do not clash with Cabinet and/or Cabinet Committee meetings, however if the visit coincides with scheduled Cabinet and/or Cabinet Committee meetings, arrangements made for secure remote participation
- (k) suitable quarantine plans (e.g. a number of individuals seeking home quarantine, head of delegation and a number of individuals seeking hotel quarantine) must be presented, consistent with relevant Federal and State authorities' requirements.

These details must be outlined in the letter to the Prime Minister and any attachments (e.g. itinerary). Approved templates are available in Appendix A to Appendix F or can be requested directly from PM&C (MinTravel@pmc.gov.au).

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## 4. Receiving and Actioning Approval

The outcome of travel requests are communicated via a direct email from the Prime Minister (or their delegate) to the relevant Minister's Chief of Staff, approving or not approving the travel. The email includes important information to confirm the requirements and conditions of the approval being granted.

**It is the responsibility of the travelling Minister's Chief of Staff to communicate the outcome to the agency/agencies making the travel arrangements.** This is necessary before any flight bookings and/or accommodation arranged through IPEA, as well as any SPA arrangements, can be finalised. IPEA will issue travel warrants and allowance payments on receipt of a copy of the Prime Minister's approval. Once approval for the use of a SPA has been received by Defence SO VIP Operations, they may commence the process of securing necessary visas and airport approvals.

Ministers must not publicly announce an international trip prior to the visit being approved unless the Prime Minister has agreed to an announcement being made.

On occasions where travel plans are changed after a visit has been approved, Ministers' offices must provide updated advice to the Prime Minister. Further considerations and approvals will be advised depending on the significance of the proposed change to travel plans.

## 5. COVID-19 Travel Restrictions and Quarantine Arrangements

Given the continuing circumstances of the pandemic, domestically and internationally, the Prime Minister's expectation is that Ministers provide a strong business case for travel and take the current health advice into consideration both in country and abroad.

- (a) If possible, meetings with international counterparts are to be held using video-teleconference technology.
- (b) Potential benefits of a face-to-face meeting are to be balanced against the risks associated with the travel.

As at the time of publishing these guidelines (June 2022), there are no Australian restrictions to Ministers travelling overseas on official government business. However, travellers into and out of Australia are required to provide proof of double vaccination against COVID-19 and wear a mask when travelling on commercial flights.

Ministers are responsible for familiarising themselves with local COVID-19 requirements for their destination and any transit locations before departing Australia.

If restrictions are enacted for overseas travel at the time of planning or during the travel, the arrangements should be designed, as far as possible, to mitigate the risk of the travelling party's exposure to COVID-19.

- (a) Ministers' Offices should seek advice from the Chief Medical Officer prior to departure on the health and safety measures associated with their travelling party's travel.
- (b) Overseas travel is only recommended for individuals who have been fully vaccinated against COVID-19. All members of the travelling party should follow advice provided in circular ['2021/05 COVID-19 Vaccinations for Commonwealth Officials Travelling Overseas'](#).
- (c) Ministers' offices should plan the travel far enough in advance to allow adequate time for members of the travelling party to receive their vaccination(s), and quarantine arrangements to be put in place for each member of the travelling party (as required), consistent with the relevant requirements of Commonwealth, and state and territory jurisdictions' health authorities. This should be managed closely due to the possibility of late breaking changes in state and territory quarantine requirements.

### *Developing and Submitting Quarantine Plans*

Quarantine and isolation arrangements for the travelling party should be contemplated as part of Ministers' travel proposals (see [Appendix A](#)). If the travelling party's ports of arrival and return do not require quarantine, this should be outlined in the proposal.

For destinations that do have quarantine requirements, if arrangements have not been made and outlined in the proposal before the proposed departure date, PM&C will recommend that the proposed travel not be approved.

For the purposes of negotiating quarantine arrangements, the Department of Home Affairs provides advice on quarantine requirements and negotiates arrangements for returning government officials. The Department manages the requirements solely within the ACT however, every other State and Territory jurisdiction is to be dealt with directly.

Neither PM&C nor Home Affairs submit quarantine applications on behalf of the each member of the travelling party. This is the responsibility of Ministers' offices in consultation with relevant State and Territory health authorities.

Ministers' offices should seek to limit the logistical complexity of quarantine arrangements wherever possible, including when returning to Australia. Ideally and when required, quarantine is undertaken at the first port of entry into Australia and does not displace returning Australians.

If accessing state government-administered quarantine facilities, Ministers are expected to comply with the same rules and standards that apply to the Australian public.

## **6. Value for Money expectations**

In accordance with Section 34 of the *Parliamentary Business Resources Act 2017*, Ministers must ensure that the expenses that are incurred, or the public resources that are provided, relating to the conduct of a member's parliamentary business provide value for money, taking into account the need to conduct the member's parliamentary business.



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To ensure this is upheld, the following expectations apply with regard to class of travel on commercial aircraft, and the type of accommodation bookings permitted.

#### *Class of Flight Travel*

Ministers are expected to travel at a class **no higher than business class** on commercial flights.

If upgrades are provided, they are declared in the usual way. However, when airlines offer two classes of travel only and first class travel is equivalent to business class, travel at first class is acceptable.

Frequent flyer points are not used to upgrade the class of travel. However, Ministers are encouraged to use frequent flyer points to offset the cost of travel.

#### *Accommodation*

Ministers and their accompanying staff **must stay in a standard room** when undertaking international travel. If a room type above a standard room is required then the Minister's travel request must include a rationale on why a standard room cannot be used.

If the proposal does not provide a rationale on why a standard room cannot be used, PM&C will recommend that the travel not be approved unless accommodation that represents better value for money can be secured, or a rationale for a non-standard room provided to the satisfaction of the Prime Minister.

#### *Travel by Special Purpose Aircraft*

International travel is usually undertaken by commercial means. However, international travel by Special Purpose Aircraft (SPA) or charter aircraft will be considered by the Prime Minister only where absolutely necessary, and if commercial travel is not feasible. Ministers should not enter into international commitments on the assumption that a SPA, including a particular type, will be approved or available.

Under the Guidelines for use of SPA:

- (a) trips to Australian Territories are not classified as overseas trips and may therefore be approved by the Minister for Defence
- (b) the Minister for Defence is the approving authority for overseas flight by the Chief of the Defence Force (CDF) and Service Chiefs in accordance with the Prime Minister's approval of 29 June 1998
- (c) the Prime Minister is, in all other cases (including Ministers), the approving authority and considers the individual circumstances of each request.

Requests for use of a SPA should be discussed as early as possible with SOVIPOPS before the proposed departure date to allow adequate time for the Prime Minister's approval to be secured, as well as the necessary diplomatic air clearances and visas to enable SOVIPOPS to facilitate the itinerary.

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The request should not include the aircraft type, which is allocated by SOVIPOPS in accordance with prevailing operational requirements such as crew and aircraft availability, destination runway requirements, leg timing, concurrent tasking and passenger manifest composition.

Costings for SPA use and details of passengers travelling on the SPA are expected to be provided when submitting the proposal. Ministers' offices should contact the RAAF Staff Officer VIP Operation Officers (SOVIPOPS, [gsvip.ops@defence.gov.au](mailto:gsvip.ops@defence.gov.au)) to discuss the availability of a SPA for the proposed travel and the associated costs.

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## 7. Additional Requirements and Considerations

This section outlines additional requirements and considerations including for accompanying staff, acting arrangements, spouse travel, sponsored travel and hospitality.

### *Accompanying Staff*

The number of staff expected to routinely accompany a Cabinet Minister on international travel is **two personal staff**, in recognition of the fact that Cabinet Ministers often require the support of, for example, a media and policy adviser to adequately meet the demands of their visit program.

- (a) The staff member/s are expected to accompany the Minister on the entire official visit as far as practicable, rather than different staff members travelling on selected legs of the visit.
- (b) Ministerial staff are not expected to travel overseas on government business independently of their Minister, unless specifically approved by the Prime Minister. On occasions when ministerial staff accompany their Minister on overseas visits and staff travel part of a journey independently of their Minister for logistical reasons, approval is not required.
- (c) Accompanying staff are expected to travel at a class no higher than business class, with accommodation to be a similar level.

Non-Cabinet Ministers are **normally accompanied by one staff member**. Additional staff support is rarely required because Departmental Liaison Officers are not to undertake international travel with Ministers.

### *Acting Arrangements*

Travel proposals should include proposed acting arrangements for the Minister.

- (a) In general, Cabinet Ministers can act for other Cabinet Ministers but junior Ministers cannot act for Cabinet Ministers.
- (b) Acting arrangements are not required for Assistant Ministers. However, requests for Assistant Ministers' travel must include advice that the proposal is supported by the relevant portfolio Minister.

Once the travel is approved and prior to departure, the Minister who will be absent overseas should sign an instrument to confirm the acting arrangements, where required.

- (a) The acting Minister must be properly authorised under sections 19 and 34AAB of the *Acts Interpretations Act 1901* in order to exercise statutory powers of absent Minister.
- (b) The instrument is not required for a Minister sworn to the same portfolio as the absent Minister.

### *Spouse Travel*

As a general rule, Ministers are only accompanied by their spouses on official international travel in exceptional circumstances, including where there are unique representational responsibilities, or where:

- 
- (a) a host country or the organisation hosting the event which the Minister is attending has extended an invitation to the spouse
  - (b) an official program of engagements has been organised by the host government or host organisation to undertake over the period of the visit.

An accompanying spouse is expected to travel on the same itinerary as the Minister. Accompanying spouses are expected to travel at a class no higher than business class. The Government will meet the cost of fares, accommodation and meal expenses incurred by spouses during official visits.

There may be occasions when a Minister seeks the Prime Minister's approval to be accompanied by their spouse when there are not unique circumstances or an official program for the spouse. If the Prime Minister approves the spouse's travel in such instances, there is to be no additional cost to the Australian Government (i.e. Ministers and/or their spouse are expected to personally meet the cost of flights, transport and meals).

Children and/or other family members are not expected to accompany a Minister on official international travel unless exceptional circumstances exist and when specifically approved by the Prime Minister. If the Prime Minister approves a Minister being accompanied by a child and/or another family member, the cost of the travel is to be met personally by the Minister or family member.

#### *Sponsored Travel*

Ministers are not to accept, for themselves or their family members, offers of sponsored overseas travel from any source, whether connected directly with their Ministerial or Parliamentary responsibilities or not, without the express approval of the Prime Minister.

#### *Hospitality*

The acceptance of any hospitality received on a visit, for example, accommodation provided by a host nation, is subject to the normal declaration of interests procedures for the House of Representatives and the Senate.



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## APPENDIX A: ACTING AUTHORISATION FORM



### *Instrument of Authorisation*

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I, [NAME OF MINISTER], Minister for xxx, acting in accordance with sections 19 and 34AAB of the *Acts Interpretation Act 1901*, and all other powers thereunto enabling, as the case requires, hereby authorise [NAME OF ACTING MINISTER], Minister for xxx, to exercise, on my behalf, all my powers and functions, including powers and functions conferred on me by any law of the Commonwealth.

This instrument commences on [date] and ceases to have effect at the end of [date].

Dated

[Name]

Minister for xxx

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## APPENDIX B: PROPOSAL LETTER TO THE PRIME MINISTER'S CHIEF OF STAFF

I, [name], [position]:

- Confirm countries to visit from dd to dd mm yyyy
- Confirm the purpose of the overseas visit
- Confirm that the most cost effective proposal has been put forward for consideration
- The number of accompanying staff
- (If required), Special Purpose of Aircraft and rationale, including quotes sought for comparative commercial flights
- Confirm vaccination and quarantine arrangements for each member of the travelling party to the relevant Commonwealth and State/Territory health authorities for approval\
- Acting arrangements
- (If required), arranging the relevant Whips for the Minister's absence from Parliament
- Am satisfied that the costs associated with the attached proposal meets the Minister for XXXX's obligations, under the *Parliamentary Business Resources Act 2017* and associated regulations, in relation to the use of public resources
- Understand that costs will be published by the Independent Parliament Expenses Authority in *Parliamentarians' Expenditure Reports* in the name of the Minister for XXXX.

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Signature

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Date



## APPENDIX C: TEMPLATES FOR TRAVEL REQUEST (FLIGHT ITINERARY, COST ESTIMATES, PROGRAM)

### VISIT BY [MINISTER] TO [COUNTRY] [DAY, MONTH, YEAR] TO [DAY, MONTH, YEAR] FLIGHT ITINERARY

Local Time [Day, Date, Month]

[Time] Depart [City in Australia] on [Airline] [Flight] [Delegate(s)]

[DAY, DATE, MONTH]

[Time] Arrive [City] on [Airline] [Flight] [Delegate(s)]

[Time] [Meeting/Event]

[Time] Depart [City] on [Airline] [Flight] [Delegate(s)]

[DAY, DATE, MONTH]

[Time] Arrive [City in Australia] on [Airline] [Flight] [Delegate(s)]

*Note: Flight details may be incorporated into the draft program. Transit locations should be included.*

**VISIT BY [MINISTER] TO [COUNTRY/S]  
[DAY, MONTH, YEAR] TO [DAY, MONTH, YEAR]  
COST ESTIMATES**

ITEM	ESTIMATE (AUD)
<b>Air Fares - Commercial</b>	
[Minister] ([Class of travel])	\$(Cost)
[Staff member] ([Class of travel])	\$(Cost)
	\$(Sub-total cost)
<b>Ground transport</b>	
[hire cars]	\$(Cost)
[train]	\$(Cost)
	\$(Sub-total cost)
<b>Accommodation*</b>	
[City]	
[Hotel]	
[Minister] [Nights] [Cost per night]	\$(Cost) [Room type – Standard room]
[Staff member] [Nights] [Cost per night]	\$(Cost) [Room type – Standard room]
[City]	
[Hotel]	
[Minister] [Nights] [Cost per night]	\$(Cost) [Room type]
[Staff member] [Nights] [Cost per night]	\$(Cost) [Room type]
*Accommodation quotes provided by post	
	\$(Sub-total cost)
<b>[Hotel] Quarantine</b>	
[Minister] [State]	\$(Cost)
[Staff member] [State]	\$(Cost)
	\$(Sub-total cost)
<b>Meals and incidentals</b>	
[Minister]	\$(Cost)
[Staff member]	\$(Cost)
	\$(Sub-total cost)
<b>TOTAL</b>	<b>\$(Total cost)</b>

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**VISIT BY [MINISTER] TO [COUNTRY]  
[DAY, MONTH, YEAR] TO [DAY, MONTH, YEAR]  
PROGRAM**

Local Time	[Date]
	[detailed information on program arrangements]
Local Time	[Date]
	[detailed information on program arrangements]

## APPENDIX D: TRAVEL PROPOSAL CHECKLIST

Purpose of the International Travel		YES NO
1.	Can the potential benefits of face-to-face meeting be balanced against the risks associated with the travel? >If No, have you considered virtual meetings with international counterparts?	<input type="checkbox"/> <input type="checkbox"/>
2.	Is the visit related to specific outcomes? >If Yes, these outcomes should be specified in the travel proposal.	<input type="checkbox"/> <input type="checkbox"/>
3.	Can the purpose of the visit and involvement at ministerial level be clearly and publicly demonstrated as essential? >If No, reconsider the visit.	<input type="checkbox"/> <input type="checkbox"/>
Country(s) to Visit		YES NO
4.	Have the location(s) (including transit location(s)) been confirmed? >If Yes, please indicate the travel locations, including transit locations, in the flight itinerary (please see Appendix C)	<input type="checkbox"/> <input type="checkbox"/>
5.	Have I checked the local COVID-19 restrictions? * Each country has different entry restrictions. You must check these requirements before departure.	<input type="checkbox"/> <input type="checkbox"/>
6.	Have diplomatic visa(s) or diplomatic air clearances been approved? >If No, please contact the Department of Foreign Affairs and Trade.	<input type="checkbox"/> <input type="checkbox"/>
Dates		YES NO
7.	Have I confirmed the departure and arrival dates? >If No, please confirm the dates before submitting a travel proposal to the Prime Minister. Note that changes to return dates may have an impact on quarantine arrangements.	<input type="checkbox"/> <input type="checkbox"/>
Quarantine Arrangement		YES NO
8.	Have I contacted the Department of Home Affairs seeking advice on quarantine arrangements and applications? >If Yes, this information <u>must</u> be included in the travel proposal. * It is your responsibility to submit quarantine applications (for each travelling party) to relevant state/territory health jurisdictions. >If No, please contact Home Affairs ( <a href="mailto:COVID19returninggovofficial@homeaffairs.gov.au">COVID19returninggovofficial@homeaffairs.gov.au</a> ) for the advice on the quarantine application processes as soon as possible.	<input type="checkbox"/> <input type="checkbox"/>

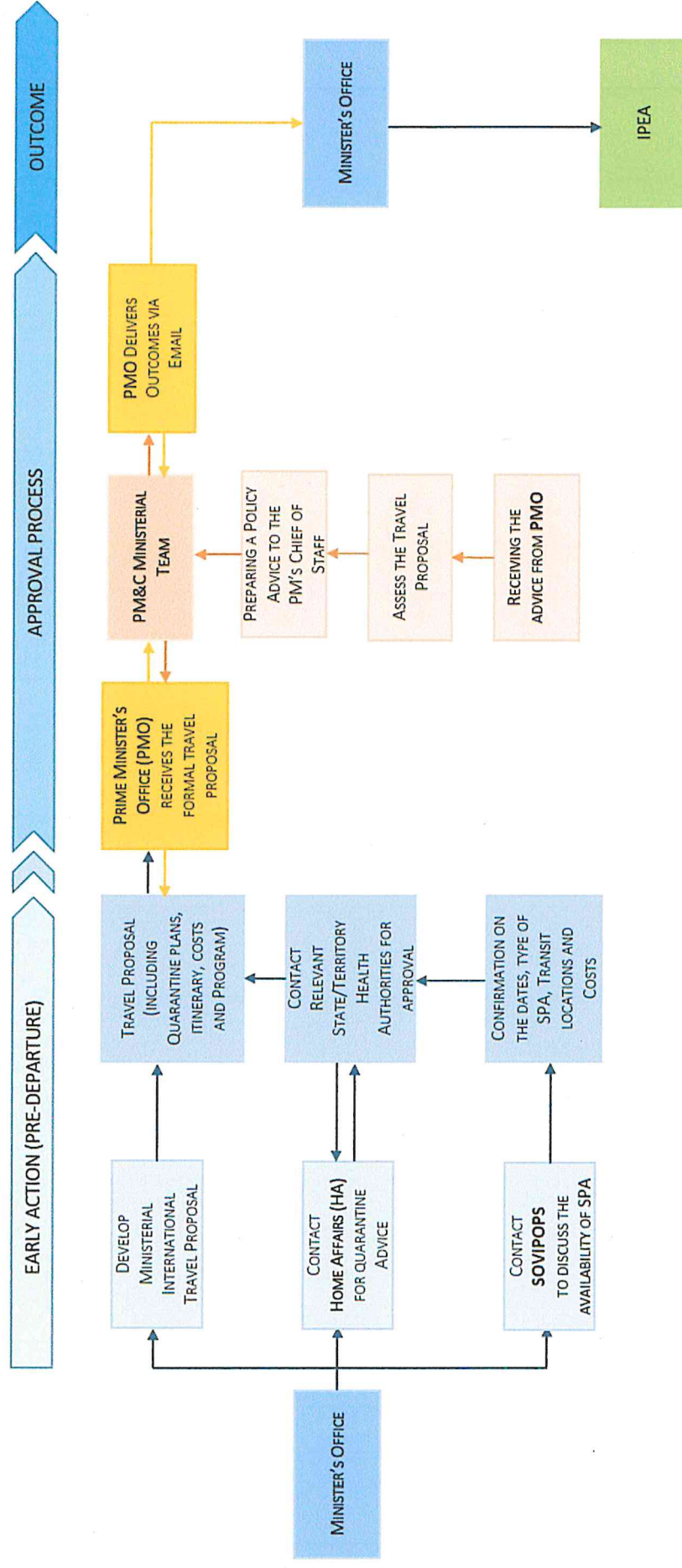


	* You should prepare a plan for quarantine arrangements in advance of seeking formal approval to travel from the Prime Minister.	
	<b>Accompanying Official(s)</b>	<b>YES NO</b>
9.	Have I confirmed the number of accompanying staff (ministerial advisers and officials)?  ▷If No, this should be confirmed as soon as possible.	<input type="checkbox"/> <input type="checkbox"/>
	<b>Use of a Special Purpose Aircraft (SPA)</b>	<b>YES NO N/A</b>
10.	Is the Minister considering travelling overseas via commercial flights?  ▷If Yes, contact IPEA ( <a href="mailto:overseastravel@ipea.gov.au">overseastravel@ipea.gov.au</a> ) to confirm bookings once the travel proposal has received the Prime Minister's approval.  ▷If No, please contact RAAF Staff Officer VIP Operations Officers ( <a href="mailto:gsvip.ops@defence.gov.au">gsvip.ops@defence.gov.au</a> ) to discuss the availability of SPA  * Travel commitments should not be entered into on any assumption that a SPA will be available.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>Cost Estimates</b>	<b>YES NO</b>
11.	Have I provided details of ALL costs including accommodation, transport, meals and incidentals (see <u>Appendix C</u> )?  * All efforts should be made to reduce the overall costs to the Australian Government while achieving the required travel outcome.  * Class of travel should be specified for flights and accommodation, noting that Ministers are expected to stay in standard rooms and fly at a class no higher than business class.	<input type="checkbox"/> <input type="checkbox"/>
	<b>Acting Arrangements</b>	<b>YES NO N/A</b>
12.	Has the Minister put in place acting arrangements while they are absent?  ▷If Yes, the Minister must ensure (where required) that an acting instrument has been signed (Appendix A) and advise the Prime Minister of the agreed acting arrangements prior to their departure.  ▷If No, Ministers must be properly authorised under sections 19 and 34AAB of the Acts Interpretations Act 1901 in order to exercise statutory powers of absent Minister. Ministerial offices or the portfolio department should prepare the documentation.  * For an Assistant Minister, a senior Minister in their portfolio would assume the duties with no additional authorisation required.  * An authorisation is not required for a Minister who is already sworn to the absent Minister's portfolio.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	<b>Absence from Parliament</b>	<b>YES NO N/A</b>
13.	Will the Minister's absence clash with the parliamentary sitting period?  ▷If Yes, leave should be sought from Chief Government Whip in the House of Representatives or the Government Whip in the Senate.	<input type="checkbox"/> <input type="checkbox"/>

Absent from Cabinet or Cabinet related Meetings		YES	NO	N/A
14.	Will the Minister's absence clash with Cabinet or other Cabinet related meetings?  If Yes, arrangements are to be made with the Cabinet Secretary for the Minister to securely dial in (including during any required quarantine period).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to Travel Plans		YES	NO	N/A
15.	Are there any changes after submitting my proposal to chief of Staff?  If Yes, Additional approval will be required on the variation. Please provide details of any changes to travel plans, via email to the Prime Minister's office as soon as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## APPENDIX E: MINISTER'S OFFICE WORKFLOW CHART



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## APPENDIX F: TABLE OF ROLES AND PROCESS

### KEY ROLES

### PROCESS

MINISTER'S OFFICE (MO)	Developing Program (see Appendix B and C)	<ul style="list-style-type: none"> <li>Prepare following information to confirm:               <ul style="list-style-type: none"> <li>Justification of travel</li> <li>Quarantine and vaccination arrangements</li> <li>The number of accompanying staff</li> <li>Flight itinerary (if required, Special Purpose Aircraft) and ground transportation</li> <li>Accommodation</li> <li>Acting Ministerial arrangement.</li> </ul> </li> </ul>
	Planning COVID-19 Vaccination and Quarantine Arrangement	
	Planning for Flights	
HOME AFFAIRS	Comprehensive Costings for Travels	
	Provide guidance to MOs	<ul style="list-style-type: none"> <li>Submit the proposal to the Prime Minister's Office (PMO)</li> </ul>
	Coordinating with VIP quarantine arrangements with relevant ACT Health authorities	<ul style="list-style-type: none"> <li>Confirm the following contingent details:               <ul style="list-style-type: none"> <li>Flight type</li> <li>Arrival port</li> <li>The number of people</li> <li>Quarantine arrangement (Home vs Hotel)</li> <li>Completion of relevant forms for quarantine</li> <li>In reach testing</li> <li>Transit arrangements from Airport to accommodation.</li> </ul> </li> </ul>
PRIME MINISTER AND CABINET (PM&C)	Policy approval for Ministerial Travel	<ul style="list-style-type: none"> <li>Receiving a Ministerial travel request from Department Liaison Officer (DLO)</li> <li>Assessing the incoming travel proposal</li> <li>Preparing a brief for PMO</li> <li>The Prime Minister's Chief of Staff review the brief</li> <li>The outcome is delivered via email to MO</li> </ul>

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**Australian Government**

**GUIDELINES ON OVERSEAS VISITS BY MINISTERS**

## Contents

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## GUIDELINES ON OVERSEAS VISITS BY MINISTERS

Ministers (including Parliamentary Secretaries or Assistant Ministers) may need to travel overseas for a variety of reasons, eg, to undertake negotiations and discussions with overseas counterparts, to put Australia's view at international meetings, to represent Australia on significant occasions and to gain first hand experience in areas of relevance to their duties.

The following guidelines for overseas visits by ministers outline the process involved in arranging visits and provide guidance on the sorts of issues to take into account when ministers are considering overseas travel.

### *Travel Proposals:*

1. The Prime Minister is responsible for final approval of official overseas travel by all ministers, their spouses and their staff.
  - (a) The Prime Minister may delegate authority for approval, for example to the Prime Minister's Chief of Staff.
2. Portfolio ministers will be asked, once a year, to submit an outline of the travel proposals envisaged in their portfolios for the following financial year, for information and to assist forward planning of ministerial travel priorities.
3. When planning overseas travel, ministers are expected to take the following into account:
  - (a) visits relate to specific outcomes and the purpose of the visit and involvement at ministerial level can be clearly and publicly demonstrated as essential
  - (b) the lengths of trips, the duration of absences from Australia and the costs of visits are kept to a minimum
  - (c) priorities are set and travel minimised through consultation within and across portfolios
  - (d) ministers seek to combine visits, where appropriate, to reduce the overall number of overseas visits. Separate visits are not planned for business which could more economically be included in one itinerary. Similarly, visits are not extended to accommodate business which could be more effectively included in separate itineraries
  - (e) ministers who regularly attend international meetings aim to tie their other essential travel in with these meetings if possible
  - (f) absences do not to clash with parliamentary sitting periods or Cabinet or other (eg Budget) commitments, if possible
4. Ministers are expected to submit a request for approval for each proposed overseas visit at least three weeks prior to departure, providing details of:
  - (a) the visit's purpose and itinerary (including details of meetings, and activities to be undertaken)
  - (b) the accompanying party
  - (c) flight and accommodation details
  - (d) comprehensive costings for the visit

- (e) confirmation from the minister or their chief of staff that the most cost effective proposal has been put forward for consideration
  - (f) acting ministerial arrangements
  - (g) if the visit involves absence from Parliament, leave sought from the relevant Whip
  - (h) if the visit coincides with scheduled Cabinet meetings, arrangements made for secure remote participation.
5. Requests for Assistant Ministers' travel are expected to advise that the proposal is supported by the relevant portfolio minister (acting ministerial arrangements are not required for Assistant Ministers).
6. The Independent Parliamentary Expenses Authority will issue travel warrants and allowance payments on receipt of a copy of the Prime Minister's approval for a visit.

***Class of Travel:***

7. Ministers are expected to travel at a class no higher than business class on flights. If upgrades are provided, they are declared in the usual way. However, when airlines offer two classes of travel only and first class travel is equivalent to business class, travel at first class is acceptable.
8. Frequent flyer points are not used to upgrade the class of travel. However, ministers are encouraged to use frequent flyer points to offset the cost of travel.

***Spouse Travel:***

9. As a general rule, ministers are only accompanied by their spouses on official overseas travel in exceptional circumstances, including where there are unique representational responsibilities, or where:
- (a) a host country or the organisation hosting the event which the minister is attending has extended an invitation to the spouse, and
  - (b) an official programme of engagements has been organised by the host government or host organisation to undertake over the period of the visit.
10. An accompanying spouse is expected to travel on the same itinerary as the minister. Accompanying spouses are expected to travel at a class no higher than business class. The Government will meet the cost of fares, accommodation and meal expenses incurred by spouses during official visits.
11. There may be occasions when a Minister seeks to be accompanied by a spouse at no additional cost to the Commonwealth.
12. Children or family members are not expected to accompany a minister on official overseas travel unless exceptional circumstances exist and when specifically approved by the Prime Minister.

***Accompanying Staff:***

13. The number of staff expected to routinely accompany a Cabinet minister on overseas travel is two personal staff, in recognition of the fact that ministers often require the support of, for example, a media and policy adviser to adequately meet the demands of their visit programme.
14. Other ministers are normally accompanied by one staff member. Additional staff support is rarely required because:

- (a) Australian diplomatic posts overseas provide assistance with briefing and administrative support during ministerial visits, and
  - (b) departmental staff may accompany ministers on overseas visits (at departmental expense) to provide advice and administrative support.
15. Departmental Liaison Officers are not expected to travel overseas with ministers.
16. The staff member/s are expected to accompany the minister on the entire official visit as far as practicable, rather than different staff members travelling on different legs of the visit.
17. Ministerial staff are not expected to travel overseas on government business independently of their minister, unless specifically approved by the Prime Minister.
- (a) On occasions when ministerial staff accompany their minister on overseas visits and staff travel part of a journey independently of their minister for logistical reasons, approval is not required.
18. Accompanying staff are expected to travel at a class no higher than business class.

***Sponsored Travel:***

19. Ministers are not to accept, for themselves or their families, offers of sponsored overseas travel from any source, whether connected directly with their responsibilities or not, without the express approval of the Prime Minister.

***General:***

20. Ministers are on duty full-time when travelling overseas, although their itineraries may include a reasonable number of rest days. Ministers may request approval to take leave while overseas if the period of leave is not excessive and the visit is clearly defensible in terms of the official business undertaken. All costs associated with a minister's leave are met by the minister.
21. Overseas travel is usually by commercial means. Overseas travel by Special Purpose Aircraft (SPA) or charter aircraft will be considered only where it is absolutely necessary and commercial travel is not feasible, noting that the Guidelines for use of Special Purpose Aircraft set out the factors approving authorities must take into account. Costings for SPA use are expected to be provided when submitting the proposal.
22. Representation of ministers overseas by backbench members or senators will be considered only in exceptional circumstances. An Assistant Minister may travel as a Minister's representative if required. Ministers are not expected to approach backbenchers about travel without first having obtained the Prime Minister's approval.
23. Ministers are not to invite Opposition members to attend functions overseas without first having obtained the Prime Minister's approval.
24. Overseas travel by ministers and backbenchers representing ministers is funded under an appropriation that specifically indicates it is to be used for this purpose or under legislation authorising the payment of costs for a member of parliament, not under departmental appropriations.

Inquiries: Department of the Prime Minister and Cabinet  
Telephone: 6271 5736  
Email: [mintravel@pmc.gov.au](mailto:mintravel@pmc.gov.au)

As at August 2016



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PDR: MS22-000564

## DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C  
A/g Secretary  
Mr Reid  
Mr Rush

PMO  
Mr Gartrell  
Mr Jose  
Ms Tilley

**To:** Acting Prime Minister, the Hon Richard Marles MP (for decision as soon as possible to enable Senator Gallagher to make time-sensitive decisions on the employment of MOPS staff)

**AUTHORISATION OF PRIME MINISTER'S POWERS UNDER THE *MEMBERS OF PARLIAMENT (STAFF) ACT 1984***

**Recommendation**

1. Sign the letter (Attachment A) authorising the Prime Minister's powers under the *Members of Parliament (Staff) Act 1984* (MOPS Act) to the Minister for Finance, Senator the Hon Katy Gallagher.

s 22(1)(a)(ii)

RICHARD MARLES

Date:

24/5/22

Comments:

**Key Points:**

1. The MOPS Act provides the Prime Minister with a number of powers in relation to the employment of staff by Members of Parliament.
2. Past practice has been that the Prime Minister, or Acting Prime Minister, authorises the Minister with responsibility for ministerial and parliamentary services, usually being either the Minister for Finance or the Special Minister of State, to exercise powers in the MOPS Act in relation to:
  - a. determining the terms and conditions of ministerial consultants;
  - b. the employment of staff under Part III of the MOPS Act by certain office-holders determined by the Prime Minister, including the Presiding Officers, Government Whips, the Opposition, Minority Parties and Independent Members and Senators;
  - c. varying the terms and conditions of employment of staff of certain office-holders engaged under Part III of the MOPS Act and the personal staff of Members and Senators engaged under Part IV of the MOPS Act;
  - d. approving arrangements for the employment of staff by other office-holders, and determining any further conditions subject to which office-holders and other Members and Senators may employ staff;
  - e. enabling a person's employment to be deemed not to have terminated, and to have continued, or continue until a specified date; and
  - f. the annual reports required by Part VI of the MOPS Act.

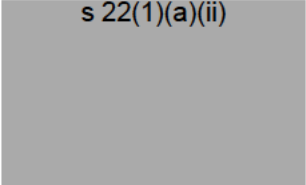
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3. A letter from you to Senator Gallagher, authorising her to exercise the Prime Minister's powers under the MOPS Act in her capacity as Minister for Finance, is at Attachment A. You are authorised, in your capacity as Acting Prime Minister, to provide this authorisation.
- a. The authorisation is required urgently to enable Senator Gallagher to make time-sensitive decisions regarding officers employed under the MOPS Act.
  - b. The letter includes a request that Senator Gallagher consult the Prime Minister on decisions which significantly depart from established policy or practice. The letter also makes it clear that, should Senator Gallagher be unavailable to exercise the Prime Minister's powers, she should notify the Prime Minister to allow alternative arrangements to be made.

s 22(1)(a)(ii)



Peter Rush  
Assistant Secretary  
Parliamentary and Government Branch  
24 May 2022

Policy Officer: s 22(1)(a)(ii)  
Phone no: s 22(1)(a)(ii)

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**ATTACHMENTS**

**ATTACHMENT A LETTER OF AUTHORISATIONS UNDER THE MOPS ACT (1984)**

**OFFICIAL**



ACTING PRIME MINISTER  
CANBERRA

Reference: MS22-000564

Senator the Hon Katy Gallagher  
Minister for Finance  
Minister for Women  
Attorney-General  
Parliament House  
CANBERRA ACT 2600

Dear Minister

Katy

Following your appointment as the Minister for Finance, I am writing regarding the authorisation of powers prescribed to the Prime Minister under the *Members of Parliament (Staff) Act 1984* (the MOPS ACT).

As you are aware, the MOPS Act creates a legislative scheme for the employment of staff by office-holders, Senators and Members of Parliament. The MOPS Act gives the Prime Minister a number of powers in relation to employment under the MOPS Act and I would like you, as the Minister with responsibility for ministerial and parliamentary services, to exercise certain powers for and on the Prime Minister's behalf.

I revoke, with effect from the date of this letter, all authorisations and determinations previously issued by Prime Ministers or Acting Prime Ministers under the MOPS Act, with the exception of determinations in relation to personal classifications for staff employed under the MOPS Act. For the avoidance of doubt, this does not affect any decision or determination made by previous Ministers acting under those authorisations or determinations.

I now make the following determinations and authorisations.

## **PART II – MINISTERIAL CONSULTANTS**

### ***Section 5 – Terms and conditions of engagement***

I authorise you to exercise the Prime Minister's powers under subsections 5(1) and 5(2) to make determinations relating to the terms and conditions for the engagement of ministerial

consultants. In making your determinations, you should seek advice from the Government Staffing Committee as you consider appropriate.

The Prime Minister's approval will be required under section 4 of the MOPS Act for any decision to engage a ministerial consultant.

### **PART III – STAFF OF OFFICE-HOLDERS**

#### ***Section 12 – Determinations by the Prime Minister***

Under section 12 of the MOPS Act, the Prime Minister may determine that a senator or member ought to be empowered to employ members of staff under Part III of the MOPS Act.

I authorise you to exercise the powers conferred on the Prime Minister under section 12 of the MOPS Act in relation to the following senators and members:

- the Government Whips;
- the convenor of the Caucus Committee Secretariat;
- the Presiding Officers and Deputy Presiding Officers in the Senate and the House of Representatives;
- the Whips of recognised non-government parties in the Senate and the House of Representatives;
- shadow ministers;
- members of recognised non-government parties with at least five members in Parliament, excluding the Opposition;
- independent senators and members not affiliated with a major political party; and
- senators and members to whom the Prime Minister has allocated personal staff positions under Part III of the MOPS Act.

You will need to consult the Prime Minister before making a determination that any senator or member not included in one of the above categories be empowered to employ staff under the MOPS Act.

#### ***Section 13 – Office-holders may employ staff***

Under subsection 13(2) of the MOPS Act, I determine that the power of office-holders to employ persons as members of their staff is subject to the following conditions:

- personal employees shall only be employed in the positions allocated by the Prime Minister; and
- personal classifications shall only be approved by the Prime Minister.

I authorise you to exercise the Prime Minister's powers under subsection 13(2) of the MOPS Act to approve arrangements for the employment of persons by office-holders as members of staff, and to determine any further conditions subject to which office-holders and other

members and senators may employ staff. I authorise you to exercise the Prime Minister's power to approve alternative work bases for personal employees.

#### ***Section 14 – Terms and conditions of employment***

I authorise you to exercise the Prime Minister's power under subsection 14(3) of the MOPS Act to determine that the terms and conditions of employment of persons employed under Part III are varied as set out in the determination, including issuing a determination on the Prime Minister's behalf to give effect to collective employment arrangements for staff employed under the MOPS Act, following consultation with the Prime Minister.

#### ***Section 16 – Termination of employment***

I authorise you to exercise the Prime Minister's power under subsection 16(5) of the MOPS Act. This authorisation will enable you to direct that where the employment of a person is or has been terminated under subsection 16(1) or 16(2) of the MOPS Act, the person's employment is deemed not to have been so terminated, and to have continued, or to continue, until a specified date.

When exercising the Prime Minister's power under that authorisation, I ask you to advise the Prime Minister in writing of cases in which you have deemed a period of time greater than that provided under the standing direction in relation to the deferral of employment of MOPS Act employees.

### **PART IV – STAFF OF SENATORS AND MEMBERS**

#### ***Section 20 – Senators and members may employ staff***

I authorise you to exercise all of the Prime Minister's powers under subsection 20(2) of the MOPS Act.

#### ***Section 21 – Terms and conditions***

I authorise you to exercise the Prime Minister's power under subsection 21(3) of the MOPS Act to determine that the terms and conditions of employment of persons employed under Part IV are varied as set out in the determination, including issuing a determination on the Prime Minister's behalf to give effect to collective employment arrangements for staff employed under the MOPS Act.

#### ***Section 23 – Termination of employment***

I authorise you to exercise the Prime Minister's power under subsection 23(4) of the MOPS Act. This authorisation will enable you to direct that where the employment of a person is terminated under subsection 23(1) of the MOPS Act, the person's employment is deemed not to have been so terminated, and to have continued, or to continue, until a specified date.

When exercising the Prime Minister's power under that authorisation, I ask you to advise the Prime Minister in writing of cases in which you have deemed a period of time greater than that provided under the standing direction in relation to the deferral of employment of MOPS Act employees.



## Part VI – MISCELLANEOUS

### *Section 31 – Annual report*

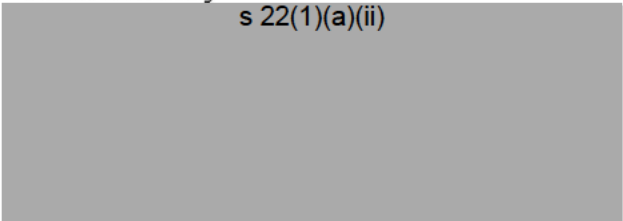
I authorise and request you, acting for and on the Prime Minister's behalf under section 31 of the MOPS Act, to cause annual reports on the engagement of consultants under section 4 to be prepared and laid before each House of Parliament.

In exercising any of the Prime Minister's powers under the above authorisations, you may draw matters to the Prime Minister's attention as you consider necessary. You are expected to consult the Prime Minister on decisions which represent a significant departure from established policy or practice.

I further authorise any other Minister assuming the duties of or acting as the Minister for Finance from time to time to exercise the powers set out in this letter on the Prime Minister's behalf.

Yours sincerely

s 22(1)(a)(ii)



RICHARD MARLES

24/5/22