

Ministerial International Travel Request Form

- This form is submitted to the Departmental Liaison Officer in the Prime Minister's Office with associated documents a **minimum of three** weeks prior to the proposed departure date.
 - Failure to meet this timeframe may mean that a Minister's international travel request is not approved.
 - The Chief of Staff to the Minister making this request is responsible for the accuracy of this form and makes this travel request on behalf of their Minister.
 - The Chief of Staff should send this form to the PMO DLO or be cc'd in the email.
 - The templates attached should be used for all submissions.
- Please read the [Ministerial International Travel Guidelines \(the Guidelines\)](#) before completing this form.
- Travel approval is required **before**:
 - A Minister's participation in international engagements can be confirmed with third parties.
 - Media can be briefed on intended international travel / engagements.
- International travel on sitting days is not typically approved. Written confirmation from the Leader of the House or Chief Government Whip in the Senate is required when submitting this request.

<p>Minister: The Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme and Minister for Government Services</p> <p>Is the minister travelling on behalf of another Minister? No</p> <p>If yes, who: Choose an item.</p>	<p>The Minister intends to depart Australia on: 8/06/2024 11:55 AM</p> <p>And return to Australia on: 16/06/2024 12:05 PM</p>
<p>Destination Countries: United States of America</p>	<p>Method of Travel: Commercial</p> <p>If SPA is selected, has the Department of Defence been consulted regarding cost and availability? Choose an item.</p>
<p>Key events and essential purpose of the travel:</p> <p>To represent Australia as the Head of Delegation at the United Nations (UN) 17th Session of the Conference of States Parties (COSP17) to the Convention on the Rights of Persons with Disabilities (CRPD).</p> <p>COSP17 is being held at the UN Headquarters in New York, 11-13 June 2024. The overarching theme is Rethinking disability inclusion in the current international juncture and ahead of the Summit to the Future.</p> <p>The Head of Delegation attends to progress Australia's strategic priorities in implementing the CRPD with other States Parties, the UN and civil society attending COSP17. Head of Delegation responsibilities include:</p> <ul style="list-style-type: none"> • delivering Australia's National Statement on Australia's progress towards the realisation of disability rights • delivering joint country statements, on the advice of the Department of Foreign Affairs and Trade (DFAT) and Australian Permanent Mission to the United Nations, New York, as they become available • leading bilateral meetings with like-minded countries, and • attending an Australian Welcome Reception and other relevant side events, meetings and official functions. 	

Estimated total costs: \$35,890 AUD	
Class of travel Are the selected flights business class or lower? Yes If not, please provide a reason:	
Hotel rooms Have standard rooms (or equivalent) been selected? Yes If you're quote does not indicate 'standard room', please provide a reason:	
Are there any sensitivities/risks associated with this travel? <i>There are no known sensitivities or risks associated with this travel.</i>	
Hospitality Has the Minister been invited as a Guest of Government? No Is a hospitality package included in the request? No <i>Hospitality received on a visit (e.g. accommodation provided by a host nation) is subject to the normal declaration of interests procedures for the House of Representatives and Senate.</i>	
Absences from Parliament Will the Minister be absent from Parliament? No <i>A copy of an email approving your Minister's leave from Parliament must be provided with this request.</i>	Absences from Cabinet/Ministry Meetings s 47E(d) [REDACTED] s 47E(d) [REDACTED] s 34(2) [REDACTED]
Acting Arrangements The Hon Julie Collins, Minister for Small Business, Government Services and Housing will act from 8/06/2024 to 16/06/2024 Is an Instrument of Authorisation required? No <i>An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.</i> <i>Assistant Ministers are not required to provide acting arrangements.</i> <i>Typically, only Cabinet Ministers act for other Cabinet Ministers.</i>	

Accompanying (MoPS Act) staff

Typically, **only one MoPS staff member** travels overseas with Ministers.

Please provide the name and position of staff intending to travel with the Minister:

If more than one MoPS staff member is requested: Chief of Staff and NDIS senior adviser/policy lead requested to be approved to travel given disability-themed content.

Note - Departmental officials do not need to be listed. Departmental Liaison Officers do not typically undertake international travel with Ministers.

Pre-departure security briefing

Ministers and staff are required to attend a security briefing prior to departure. Please provide details of the official in your Department who will complete your pre-departure security briefing.

Official's name:	s 22(1)(a)(ii)
Title:	Chief of Staff
Mobile:	s 22(1)(a)(ii)
Email:	s 22(1)(a)(ii) @dss.gov.au
Official's name:	s 22(1)(a)(ii)
Title:	Senior Advisor
Mobile:	s 22(1)(a)(ii)
Email:	s 22(1)(a)(ii) @dss.gov.au

Chief of Staff declaration:

- ☒ I have read and understood the Ministerial International Travel Guidelines.
- ☒ I understand that the Minister's attendance / participation in engagements listed in this application cannot be confirmed with third parties until travel approval has been provided.
- ☒ I confirm that the most cost effective proposal has been put forward in line with the requirements and principles of the *Parliamentary Business Resources Act 2017* and associated Regulations.
- ☒ A full itinerary/program has been provided using the template below with key meetings confirmed.
- ☒ All costings have been provided using the template provided below.
- ☒ I have scheduled a pre-departure security briefing for my Minister and accompanying staff.
- ☒ **For Minister's planning to travel on Sitting Days:** I have attached authorisation for my Minister's leave from Parliament.
- ☒ **For Offices of Assistant Minister's only:** I have attached an email from the Chief-of-Staff for the relevant Cabinet Minister supporting this travel.

Name: s 22(1)(a)(ii)

Position: Chief of Staff

Date: 18/04/2024

s 22(1)(a)(ii)

Email: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

Phone: s 22(1)(a)(ii)

18/4/24

VISIT BY MINISTER BILL SHORTEN TO THE UNITED STATES OF AMERICA
SATURDAY 8 JUNE TO SUNDAY 16 JUNE, 2024
FLIGHT ITINERARY

Local Time Saturday 8 June 2024

11:55 Depart Melbourne to Los Angeles on Qantas Airlines
 Delegation: Minister Shorten, Chief of Staff, Senior Adviser

9:10 Arrive Los Angeles

12:50 Depart Los Angeles to New York on Qantas Airlines
 Delegation: Minister Shorten, Chief of Staff, Senior Adviser

21:25 Arrive New York

Friday 14 June 2024

19:20 Depart New York to Sydney on Qantas Airlines
 Delegation: Minister Shorten, Chief of Staff, Senior Adviser

Sunday 16 June 2024

08:35 Arrive Sydney

10:30 Depart Sydney to Melbourne on Qantas Airlines
 Delegation: Minister Shorten, Chief of Staff

12:05 Arrive Melbourne

10:35 Depart Sydney to Canberra on Qantas Airlines (TBC)
 Delegation: Senior Adviser

11:30 Arrive Canberra

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

VISIT BY MINISTER BILL SHORTEN TO THE UNITED STATES OF AMERICA

SATURDAY 8 JUNE 2024 TO SUNDAY 16 JUNE 2024

COST ESTIMATES

ITEM	ESTIMATE (AUD)	
Air Fares - Commercial		
Minister Shorten (Business Class)	\$31,000	
		\$31,000
Ground transport		
Airport transfers	\$TBC	
Hire cars / transfers to site visits	\$TBC	
		\$0
Accommodation*		
New York		
s 47E(d)		
Queen Room – 6 Nights \$500 AUD per night	\$3000 Classic Room (6 nights)	
*DFAT Post in New York has recommended the s 47E(d) hotel in New York	as Posts recommended	
		\$3,000
Meals and incidentals		
\$210 per day	\$1,890 (9 days)	
		\$1,890
TOTAL		\$35,890

VISIT BY MINISTER BILL SHORTEN TO THE UNITED STATES OF AMERICA
SATURDAY 8 JUNE 2024 TO SUNDAY 16 JUNE 2024
PROGRAM

Local Time	Monday 10 June 2024
TBC	3-4 Meetings / site visits TBC – program to be sought from NY Post for meetings with key UN Officials such as the Special Rapporteur to the Convention on the Rights of Persons with Disabilities and International Government Ministers attending COSP17. Opportunities to attend site visits with disability service providers and government agencies will also be sought.
TBC	Minister to attend the Australian Welcome Reception attended by Australian and pacific country government and civil society delegates.
	Tuesday 11 June 2024
Full day	<p>Opening of the session of the COSP.</p> <p>Theme: <i>Rethinking disability inclusion in the current international juncture and ahead of the Summit to the Future.</i></p> <p>The COSP17 program is not yet available (likely in May 2024), this is expected to include the Minister:</p> <ul style="list-style-type: none"> - representing the Australian Government and leading the Australian delegation at COSP. - delivery of the National Statement on Australia's progress towards the realisation of disability rights and - attendance at the COSP Australian Welcome Reception. <p>General Debate – in person (3-minute speaking limit for each statement)</p>
	Wednesday 12 June 2024
Full day	<p>General Debate may be carried over from Tuesday.</p> <p>Roundtable discussions and interactive dialogue:</p> <ul style="list-style-type: none"> - Roundtable 1: International cooperation to promote technology innovations and transfer for an inclusive future

	<ul style="list-style-type: none"> - Roundtable 2: Persons with disabilities in situations of risk and humanitarian emergencies <p>Possibility for Minister to meet with other Minister's attending.</p> <p>The Minister to participate in COSP17 side events / side meetings / official functions.</p>
	Thursday 13 June 2024
Full day	<p>The Minister to participate in COSP17 side events / side meetings / official functions.</p> <p>General Debate may be carried over from Wednesday.</p> <p>Roundtable discussions and interactive dialogue:</p> <ul style="list-style-type: none"> - Roundtable 3: Promoting the right of persons with disabilities in decent work and sustainable livelihood <p>Closing of the 17th session of the COSP.</p>
	Friday 14 June 2024
TBC 7pm	<p>3-4 Meetings / site visits TBC – program to be sought from NY Post for meetings with key UN Officials such as the Special Rapporteur to the Convention on the Rights of Persons with Disabilities and International Government Ministers attending COSP17. Opportunities to attend site visits with disability service providers and government agencies will also be sought.</p> <p>Depart New York</p>

s 22(1)(a)(ii)

From: Ministerial Travel
Sent: Monday, 22 April 2024 12:49 PM
To: s 47E(d); s 47E(d); s 47E(d)
Cc: Ministerial Travel
Subject: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024
 [SEC=PROTECTED, CAVEAT=SH:CABINET]
Attachments: STNEOMFD1_2024-04-19_09-06-27-961.pdf
Importance: High

PROTECTED//CABINET

Hi teams

Please see below a request for advice on Minister Shorten travel to the USA

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due COB Monday 29 April 2024.Approval is being sought for Minister Shorten to travel to the USA from 8 – 16 June 2024.**Instructions:**

- Advice should be emailed to Mintravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.
- International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](https://www.pmc.gov.au/ministerial-international-travel-guidelines)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes / No [Please provide details/reasons.]

2. Does the travel align with Australia's strategic priorities? -

Yes / No [Please provide details.]

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

Yes / No *[Please provide details if answered yes.]*

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

Yes / No *[Please provide details if answered yes.]*

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Adviser | Government Section

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) |

Ngunnawal Country, One National Circuit Barton ACT 2600

e. s 22(1)(a)(ii) @pmc.gov.au w. pmc.gov.au

Please copy emails to: s 47E(d) @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 29 April 2024 3:32 PM
To: s 22(1)(a)(ii); s 47E(d)
Cc: ; Rule, Erin
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024
 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)(ii),

Thanks for the conversations today, as discussed, s 47E(d)

:

s 47E(d)

s 34(3) , s 34(2)

s 47E(d)

s 47E(d)

Happy to chat if you have any issues!

Regards,

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 24 April 2024 4:21 PM
To: s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>; s 47E(d)
 s 47E(d) @pmc.gov.au>; s 47E(d) @pmc.gov.au>; s 47E(d)
Cc: s 47E(d) s 47E(d) @pmc.gov.au>; s 47E(d) @pmc.gov.au>
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)(ii),

Apologies for the delay.

The Disability and Children's Policy team similarly supports this Min Travel request as it is consistent with the Government's commitment to the UN Convention on the Rights of Persons with Disabilities.

s 47E(d)

Happy to chat!

Regards,

s 22(1)(a)(i)

s 22(1)(a)(ii) | Adviser
 Disability and Children's Policy
 Social Policy Division
 Department of the Prime Minister and Cabinet
p.s 22(1)(a)(ii)
e. s 22(1)(a)(ii) @pmc.gov.au
 Ngunnawal Country, One National Circuit, Barton ACT 2600



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: **s 22(1)(a)(ii)** @pmc.gov.au>
Sent: Tuesday, 23 April 2024 4:56 PM
To: s 22(1)(a)(i) @pmc.gov.au>; **s 47E(d)** @pmc.gov.au>; **s 47E(d)** @pmc.gov.au>; **s 47E(d)** @pmc.gov.au>
Cc: **s 47E(d)** @pmc.gov.au>
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a),

MEAM supports this Min Travel request in principle as we have sent Ministerial representation before to this event.

s 47E(d)

Thanks,

s 22(1)(a)

s 22(1)(a)(ii) | Adviser
 Middle East, Africa and Multilat
 Department of the Prime Minister and Cabinet
p.s 22(1)(a)(ii) | m.**s 22(1)(a)(ii)**

From: **s 22(1)(a)(ii)** @pmc.gov.au>
Sent: Monday, 22 April 2024 1:24 PM
To: **s 47E(d)** @pmc.gov.au>; **s 47E(d)** @pmc.gov.au>; **s 47E(d)** @pmc.gov.au>
Cc: **s 47E(d)** @pmc.gov.au>
Subject: FW: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED,

CAVEAT=SH:CABINET]

Importance: High

PROTECTED//CABINET

Afternoon teams,

UUC is happy to coordinate this min travel request.

Given the ANZAC day holiday on Thursday, grateful for any input by **NLT Wednesday 24 April 3pm.**

Kindly let me know if I have missed any teams or feel free to forward on

Happy to discuss.

Best,

s 22(1)(a)(ii) | Adviser

UK, US and Canada Section | International Division

T: s 22(1)(a)(ii)

E: s 22(1)(a)(ii) @pmc.gov.au

From: Ministerial Travel <MinTravel@pmc.gov.au>**Sent:** Monday, 22 April 2024 12:49 PM**To:** s 47E(d) @pmc.gov.au; s 47E(d)

s 47E(d) @pmc.gov.au; s 47E(d)

s 47E(d) @pmc.gov.au

Cc: Ministerial Travel <MinTravel@pmc.gov.au>**Subject:** Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]**Importance:** High**PROTECTED//CABINET**

Hi teams

Please see below a request for advice on Minister Shorten travel to the USA

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.**Ministerial Overseas Travel Proposal - request for advice - due COB Monday 29 April 2024.**Approval is being sought for Minister Shorten to travel to the USA from 8 – 16 June 2024.**Instructions:**

- Advice should be emailed to Mintravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.
- International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines*

([Ministerial International Travel Guidelines](#) | [Department of the Prime Minister and Cabinet \(pmc.gov.au\)](#)).

Further advice will be sought from branches as required.

- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes / No *[Please provide details/reasons.]*

2. Does the travel align with Australia's strategic priorities? -

Yes / No *[Please provide details.]*

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

Yes / No *[Please provide details if answered yes.]*

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

Yes / No *[Please provide details if answered yes.]*

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Adviser | Government Section

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) |

Ngunnawal Country, One National Circuit Barton ACT 2600

e. s 22(1)(a)(ii) [@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au) w. pmc.gov.au

Please copy emails to: s 47E(d)

[@pmc.gov.au](mailto:s22(1)(a)(ii)@pmc.gov.au)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: Ministerial Travel
Sent: Tuesday, 30 April 2024 10:10 AM
To: s 47E(d) ; Ministerial Travel
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024
[SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)(ii)

No apology necessary! Thank you for providing this information.

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser
Government Section | Parliamentary and Government Branch
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au
s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 47E(d) @pmc.gov.au>
Sent: Tuesday, 30 April 2024 10:05 AM
To: Ministerial Travel <MinTravel@pmc.gov.au>
Cc: s 47E(d) @pmc.gov.au>
Subject: FW: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]
Importance: High

PROTECTED//CABINET

Good morning s 22(1)(a)(ii)

Apologies we missed this earlier request (there were a few others actioned on this day!), so sorry...

s 47E(d)

- s 47E(d)
 - s 34(2)
 - s 47E(d)
- s 34(2)
 - s 47E(d)

Let me know if you have any questions or require further information.

Kind regards

s 22(1)(a)(ii)

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

e. s 22(1)(a)(ii) @pmc.gov.au | w. www.pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Tuesday, 30 April 2024 9:06 AM

To: s 47E(d) @pmc.gov.au>

Subject: FW: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

Importance: High

PROTECTED//CABINET

Good morning team,

Just wanting to follow up on the below request for advice for Minister Shorten's travel to the USA.

Could you please confirm if the Minister has any Cabinet and/or committee commitments from **8 June to 16 June 2024**?

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Monday, 22 April 2024 12:49 PM

To: s 47E(d) @pmc.gov.au>; s 47E(d)

s 47E(d) @pmc.gov.au>; s 47E(d)

s 47E(d) @pmc.gov.au>

Cc: Ministerial Travel <MinTravel@pmc.gov.au>

Subject: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

Importance: High

PROTECTED//CABINET

Hi teams

Please see below a request for advice on Minister Shorten travel to the USA

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due COB Monday 29 April 2024.

Approval is being sought for Minister Shorten to travel to the USA from 8 – 16 June 2024.

Instructions:

- Advice should be emailed to Mintravel@pmc.gov.au. **If not received by the deadline, we will assume you have no concerns with the proposed travel.**
- **International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.**
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](#)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes / No *[Please provide details/reasons.]*

2. Does the travel align with Australia's strategic priorities? -

Yes / No *[Please provide details.]*

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

Yes / No *[Please provide details if answered yes.]*

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

Yes / No *[Please provide details if answered yes.]*

Kind regards

s 22(1)(a)(iii)

s 22(1)(a)(ii) | Adviser | Government Section
Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) |

Ngunnawal Country, One National Circuit Barton ACT 2600

e.s 22(1)(a)(ii) [@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au) w. pmc.gov.au

Please copy emails to: s 47E(d) [@pmc.gov.au](mailto:s 47E(d)@pmc.gov.au)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: Ministerial Travel
Sent: Friday, 3 May 2024 12:13 PM
To: ^{s 47E(d)} Ministerial Travel
Cc: s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: RE: Ministerial international travel request form [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINETHi ^{s 22(1)(a)(ii)}

The relevant policy areas are unable to provide advice on this proposed travel without the agenda for the UN conference. Some idea of expected meetings in the margins, warranting ministerial attendance, would also be helpful. Also, the request is for the CoS and adviser to accompany, but there is no rationale for the exceptional reason why they are required. In relation, can the Office advise what the makeup of the delegation will be? This might assist in their argument for two advisers, if they're not expecting support from the mission or the department.

Are you able to please seek this further information from the Minister's office?

s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: ^{s 47E(d)} @pm.gov.au>
Sent: Friday, 19 April 2024 2:21 PM
To: Ministerial Travel <MinTravel@pmc.gov.au>
Cc: ^{s 47E(d)} @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>
Subject: FW: Ministerial international travel request form [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi team,

Please find attached a Ministerial International Travel Request Form for Min Shorten for travel to the US from 8-16 June 2024, for action please.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dss.gov.au>
Sent: Friday, 19 April 2024 9:15 AM
To: ^{s 47E(d)} @pm.gov.au>
Cc: s 22(1)(a)(ii) @dss.gov.au>
Subject: Ministerial international travel request form [SEC=OFFICIAL]

Good morning ^{s 22(1)(a)}

Please find attached request signed by s 22(1)(a)(ii) for approval. We look forward to hearing from you. If we've missed anything, of course let me know.

Many thanks.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 6 May 2024 11:10 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii); s 47E(d)
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINETHi ^{s 22(1)(a)},

Confirming that we have nil issues with the updated itinerary and additional information, and that our previous advice is unchanged.

Happy to chat!

Regards,

s 22(1)(a)(i)

s 22(1)(a)(ii) | Adviser
 Disability and Children's Policy
 Social Policy Division
 Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii)
 e. s 22(1)(a)(ii) @pmc.gov.au
 Nggunawal Country, One National Circuit, Barton ACT 2600



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Monday, 6 May 2024 10:00 AM
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 47E(d) s 47E(d) @pmc.gov.au>; s 47E(d)
 s 47E(d) @pmc.gov.au>; s 47E(d)
 s 47E(d) @pmc.gov.au>
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINETHi ^{s 22(1)(a)}

We largely defer to our SPD colleagues to confirm they support the updated itinerary and additional information. From the UN-COSP side, we don't have any concerns with the travel request.

Thank you

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Middle East, Africa and Multilat
p. s 22(1)(a)(ii) m. s 22(1)(a)(ii)

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Monday, 6 May 2024 9:41 AM

To: s 22(1)(a)(ii) @pmc.gov.au>; Ministerial Travel <MinTravel@pmc.gov.au>; s 47E(d)
s 47E(d) @pmc.gov.au>

Cc: s 47E(d) @pmc.gov.au>; s 47E(d)
s 47E(d) @pmc.gov.au>; s 47E(d)
s 47E(d) @pmc.gov.au>

Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Morning s 22(1)(a)

Thank you for providing consolidated feedback on Minister Shorten's travel.

We noted your in-principle support, given no agenda had been released for the UN COSP17 and it wasn't clear who the Minister would be meeting with and what discussions he would be a part of.

We've received updated advice from Minister Shorten's office (see attached), which includes a UN issued provisional agenda, and a comprehensive draft program of the Minister's trip.

Grateful if you could please take a look at the attached, and let us know if you have any further input or feel that this offers more support to the proposed travel.

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au>

Sent: Monday, 29 April 2024 4:17 PM

To: Ministerial Travel <MinTravel@pmc.gov.au>; s 47E(d) @pmc.gov.au>

Cc: s 47E(d) @pmc.gov.au>; s 47E(d)
s 47E(d) @pmc.gov.au>; s 47E(d)

s 47E(d) @pmc.gov.au>

Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Dear s 22(1)(a)(ii),

Thank you for consulting. We have coordinated feedback on behalf of our SPD and MEAM colleagues.

With thanks to our PM&C colleagues, see collated response below to MinTravel request for Minister Shorten from the 8-16 June.

Happy to discuss.

Best,

s 22(1)(a)(ii) | Adviser

UK, US and Canada Section | International Division

T: s 22(1)(a)(ii)

E: s 22(1)(a)(ii) @pmc.gov.au

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Monday, 22 April 2024 12:49 PM

To: s 47E(d) @pmc.gov.au; s 47E(d)

s 47E(d) @pmc.gov.au; s 47E(d)

s 47E(d) @pmc.gov.au

Cc: Ministerial Travel <MinTravel@pmc.gov.au>

Subject: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

Importance: High

PROTECTED//CABINET

Hi teams

Please see below a request for advice on Minister Shorten travel to the USA

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due COB Monday 29 April 2024.

Approval is being sought for Minister Shorten to travel to the USA from 8 – 16 June 2024.

Instructions:

- Advice should be emailed to Mintravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.
- International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](https://pmc.gov.au/ministerial-international-travel-guidelines)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Support-in principle. We note that the agenda has not been released for the UN COSP17 – Convention on the Rights of Persons with Disabilities, (CPSD) as yet so it is unclear who Minister Shorten will be

meeting and which discussions he will be part of, but we would expect that these details will be firmed up once the agenda is released in May. We also note the timing concerns/sensitivities listed below.

2. Does the travel align with Australia's strategic priorities? -

Yes the travel is consistent with the Government's commitment to the UN Convention on the Rights of Persons with Disabilities. Minister Shorten's trip will deliver key national statements, attend discussion sessions, and lead and participate in side events and meetings. The Minister will further Australia's strategic policies by meeting with key international counterparts, stakeholders and partners, and will have the opportunity to outline key government initiatives in these areas.

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

s 47E(d) s 34(2) . The Hon Julie Collins, Minister for Small Business, Government Services and Housing will act from the 8/6/2024 to the 16/6/24.

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

s 47E(d)

s 34(2) , s 34(3)

s 47E(d)

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Adviser | Government Section
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) |
Ngunnawal Country, One National Circuit Barton ACT 2600
e. s 22(1)(a)(ii) @pmc.gov.au w. pmc.gov.au
Please copy emails to: s 47E(d) @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: s
Sent: 47E(Monday, 6 May 2024 8:50 AM
To: s 22(1)(a)(ii)
Cc: s 47E(d) Ministerial Travel
Subject: FW: Ministerial international travel request form [SEC=PROTECTED, CAVEAT=SH:CABINET]
Attachments: UN Issued Provisional Agenda.pdf; Ministerial International Travel Request Form - DRAFT ITINERARY AT 3 MAY 2024.docx
Importance: High

PROTECTED//CABINET

Morning s 22(1)(a)(ii),

Please find below the additional information supplied in support of Min Shorten's travel as requested.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dss.gov.au>
Sent: Sunday, 5 May 2024 11:53 PM
To: s 47E(d) @pm.gov.au>
Cc: s 22(1)(a)(ii) @dss.gov.au>
Subject: FW: Ministerial international travel request form [SEC=OFFICIAL]
Importance: High

Hi s 22(1)(a)(ii)

Thank you for your email.

As you're aware, Minister Shorten will be attending the Conference of State Parties (COSP 17), as the Minister representing Australia and as the head of Delegation. In his role as Australia's delegate, he'll oversee progressing Australia's priorities at this annual international conference, which considers matters regarding the implementation of the Convention on the Rights of Persons with Disabilities (CRDP). These responsibilities include:

- Progress Australia's strategic priorities in implementing CRPD with other states parties, the UN and civil society attending COSP17.
- Delivering Australia's National statement on Australia's progress towards the realisation of disability rights.
- Delivering joint country statements, on the advice of the Department of Foreign Affairs and Trade as they become available.
- Leading bilateral meetings with like-minded countries.
- Meetings with the UN in relation to COSP17 and the CRDP.
- Meetings with key stakeholders relating to portfolio responsibilities.
- Attending an Australian Welcome Reception and other relevant side events, meetings, and official functions.

I am informed a full, detailed agenda is not available from the UN at present, however DSS has helpfully provided the attached.

A comprehensive draft program is also attached.

As you would be aware, Australia became a signatory to the United Nations Convention which was ratified in 2009. "... Australia has agreed to adhere to its principles and work towards creating a society that is more inclusive and equitable." You will agree of the importance to ensure a fitting Australian representation.

There is a substantial Australian delegation confirmed to attend. These are key disability community stakeholders. They include:

Name	Title
Rosemary Kayess	Disability Discrimination Commissioner
s 22(1)(a)(ii)	Director, Disability Rights

Name	Civil society organisation
s 47F	Australian Federation of Disability Organisations (AFDO)
	AFDO
	AFDO
	AFDO
	Children and Young People with Disability Australia (CYDA)
	CYDA
	CYDA
	Down Syndrome Australia (DSA)
	DSA
	DSA
	National Ethnic Disability Alliance (NEDA)
	NEDA
	NEDA
	NEDA
	People with Disability Australia (PWDA)
	PWDA / Vision Australia
	PWDA
	PWDA
	Queensland Advocacy for Inclusion (QAI)
	QAI
	Women With Disabilities Australia (WWDA)
	WWDA
	WWDA
	WWDA
	Australian Centre for Disability Law

Given the considerable planned reforms to the NDIS and the extensive consultation with the disability community to be undertaken over the coming period, we submit that it is appropriate and sensible for the Minister to be accompanied by two senior staff advisers. This also aligns with the approval Minister Rishworth received when she attended last year.

Proposed staff attendees are s 22(1)(a)(ii), who is our chief of staff, and s 22(1)(a)(ii), our senior NDIS policy lead.

The Minister being accompanied by two staff members will ensure that all activities and side events are physically attended, especially if events clash time-wise. s 47C

If any further information is required, of course let me know and I will organise for it to be supplied tomorrow.

Thank you again and we look forward to receiving the approval on or about 6 May 2024.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) @pm.gov.au>

Sent: Friday, May 3, 2024 12:31 PM

To: s 22(1)(a)(ii) @dss.gov.au>

Cc: s 47E(d) @pm.gov.au>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii),

The travel team at PM&C has reached out seeking some additional information in support of Min Shorten's travel request.

Specifically, are you able to provide the agenda for the UN conference? Some idea of expected meetings in the margins, warranting ministerial attendance, would also be helpful.

Also, the request is for the CoS and an adviser to accompany, but there is no rationale for the exceptional reason why they are required. Can you advise what the makeup of the delegation will be? This may assist with the argument for two advisers if you're not expecting support from the mission or the department.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP

MG 8, Parliament House, Canberra ACT 2600

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

e. s 47E(d) pm.gov.au | s 22(1)(a)(ii) @pmc.gov.au

For out-of-hours assistance please contact the DLO duty phone on s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @dss.gov.au>

Sent: Thursday, 2 May 2024 2:59 PM

To: s 47E(d) [<@pm.gov.au>](mailto:@pm.gov.au)
Cc: s 47E(d) [<@pm.gov.au>](mailto:@pm.gov.au)
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Thanks ^{s 22(1)(a)(ii)}

Kind regards

^{s 22(1)(a)(ii)}

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [<@dss.gov.au>](mailto:@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) [<@pm.gov.au>](mailto:@pm.gov.au)
Sent: Thursday, May 2, 2024 2:58 PM
To: s 22(1)(a)(ii) [<@dss.gov.au>](mailto:@dss.gov.au)
Cc: s 47E(d) [<@pm.gov.au>](mailto:@pm.gov.au)
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)(ii)},

The finalised brief has yet to come up to the Office, so I wouldn't expect it to be able to be progressed for signing until Monday at the earliest.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [<@dss.gov.au>](mailto:@dss.gov.au)
Sent: Thursday, 2 May 2024 2:34 PM
To: s 47E(d) [<@pm.gov.au>](mailto:@pm.gov.au)
Cc: s 47E(d) [<@pm.gov.au>](mailto:@pm.gov.au)
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Hi ^{s 22(1)(a)(ii)}

Would you happen to have an approval update? Just checking. Thank you.

Kind regards

^{s 22(1)(a)(ii)}

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 22(1)(a)(ii)

Sent: Wednesday, May 1, 2024 9:33 AM

To: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Cc: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Thanks ^{s 22(1)(a)(ii)}. Done. I've written to my contact in the PMO.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: (s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Sent: Monday, April 29, 2024 3:29 PM

To: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>

Cc: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)(ii)},

Thank you for the additional context. If there are factors that require early approval of the travel request, it may be best to reach out directly to the PMO.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>

Sent: Monday, 29 April 2024 3:17 PM

To: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Hi ^{s 22(1)(a)(ii)}

I've just learned of the requirement to submit a credentials letter to be signed by Minister Wong to the UN well in advance of the conference commencing.

The earlier the trip approval can be achieved, I think the more time there will be to organise some of these additional steps.

Look forward to hearing from you on or about 6 May.

Thank you very much again for your guidance.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) @pm.gov.au

Sent: Monday, April 29, 2024 9:07 AM

To: s 22(1)(a)(ii) @dss.gov.au

Cc: s 47E(d) @pm.gov.au

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii),

The brief is expected up to the Office on 6 May, so expect it would be progressed for final approval/signing a day or two after that.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dss.gov.au

Sent: Sunday, 28 April 2024 6:38 PM

To: s 47E(d) @pm.gov.au

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

I know we aren't expecting to receive an approval for a couple of weeks yet, but just enquiring whether there's an update on the outcome?

Thank you.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / (s 22(1)(a)(ii) E: s 22(1)(a)(ii) dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) @pm.gov.au>

Sent: Friday, April 19, 2024 2:31 PM

To: s 22(1)(a)(ii) @dss.gov.au>

Cc: s 22(1)(a)(ii) @dss.gov.au>; s 47E(d) @pm.gov.au>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Dear s 22(1)(a)(ii)

Thank you for your email. This email acknowledges we have received the international travel request for your Minister.

The [Ministerial international travel guidelines](#) provide that a Ministerial International Travel Request Form must be sent to the Prime Minister's Office (via s 47E(d)) **four weeks prior** to intended departure date **unless** the travel has in-principle approval, in which case the Form may be submitted **three weeks prior** to departure.

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 delegate).

Please note that your Ministerial International Travel Request Form was received within the necessary timeframe.

Based on your submission today, we anticipate you will receive advice of the Prime Minister's decision on your Minister's proposed travel by 17 May 2024.

If you have any questions about the proposed travel, please reply to this email or give us a call.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP

MG 8, Parliament House, Canberra ACT 2600

p. s 22(1)(a)(ii) m. s 22(1)(a)(ii)

e. s 47E(d) @pm.gov.au | s 22(1)(a)(ii) pmc.gov.au

For out-of-hours assistance please contact the DLO duty phone on s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) <s 22(1)(a)(ii) dss.gov.au>
Sent: Friday, 19 April 2024 9:15 AM
To: s 47E(d) @pm.gov.au>
Cc: s 22(1)(a)(ii) <s 22(1)(a)(ii) dss.gov.au>
Subject: Ministerial international travel request form [SEC=OFFICIAL]

Good morning ^{s 22(1)(a)}

Please find attached request signed by s 22(1)(a)(ii) for approval. We look forward to hearing from you. If we've missed anything, of course let me know.

Many thanks.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / **s 22(1)(a)(ii)** **E:** s 22(1)(a)(ii) dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the

message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

s 22(1)(a)(ii)

From: Ministerial Travel
Sent: Monday, 6 May 2024 12:04 PM
To: s 22(1)(a)(ii); Ministerial Travel; s 47E(d)
Cc: s 47E(d)
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)

Many thanks for confirming!

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au
Sent: Monday, 6 May 2024 11:39 AM
To: Ministerial Travel <MinTravel@pmc.gov.au>; s 47E(d) @pmc.gov.au
Cc: s 47E(d) @pmc.gov.au; s 47E(d) @pmc.gov.au; s 47E(d) @pmc.gov.au
Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)(ii)

Thanks for providing this updated information and proposed program and itinerary for Minister Shorten's travel to the US from the 8-16 June.

UUC has nil concerns. Other teams (SPD and MEAM) have also come back to us with nil concerns.

With thanks to our PM&C colleagues, we are happy to support the travel request.

Happy to discuss.

Best,

s 22(1)(a)(ii) | Adviser

UK, US and Canada Section | International Division

T: s 22(1)(a)(ii)

E: s 22(1)(a)(ii) @pmc.gov.au

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Monday, 6 May 2024 9:41 AM

To: s 22(1)(a)(ii) @pmc.gov.au; Ministerial Travel <MinTravel@pmc.gov.au>; s 47E(d)
s 47E(d) @pmc.gov.au>

Cc: s 47E(d) @pmc.gov.au; s 47E(d)
s 47E(d) pmc.gov.au; s 47E(d)
s 47E(d) @pmc.gov.au>

Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Morning s 22(1)(a)(i)

Thank you for providing consolidated feedback on Minister Shorten's travel.

We noted your in-principle support, given no agenda had been released for the UN COSP17 and it wasn't clear who the Minister would be meeting with and what discussions he would be a part of.

We've received updated advice from Minister Shorten's office (see attached), which includes a UN issued provisional agenda, and a comprehensive draft program of the Minister's trip.

Grateful if you could please take a look at the attached, and let us know if you have any further input or feel that this offers more support to the proposed travel.

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. (s 22(1)(a)(ii) | e.s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pmc.gov.au

Sent: Monday, 29 April 2024 4:17 PM

To: Ministerial Travel <MinTravel@pmc.gov.au>; s 47E(d) @pmc.gov.au

Cc: s 47E(d) @pmc.gov.au; s 47E(d)
s 47E(d) @pmc.gov.au; s 47E(d)

s 47E(d) @pmc.gov.au>

Subject: RE: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Dear s 22(1)(a)(ii)

Thank you for consulting. We have coordinated feedback on behalf of our SPD and MEAM colleagues.

With thanks to our PM&C colleagues, see collated response below to MinTravel request for Minister Shorten from the 8-16 June.

Happy to discuss.

Best,

s 22(1)(a)(ii) | Adviser

UK, US and Canada Section | International Division

T: s 22(1)(a)(ii)

E: s 22(1)(a)(ii) @pmc.gov.au

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Monday, 22 April 2024 12:49 PM

To: Cabinet Attendant s 47E(d) @pmc.gov.au; International - US, UK and Canada s 47E(d) @pmc.gov.au; SPD - Disability and Children's Policy s 47E(d) @pmc.gov.au

Cc: Ministerial Travel <MinTravel@pmc.gov.au>

Subject: Ministerial Travel Request - Shorten - USA - 8 June to 16 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

Importance: High

PROTECTED//CABINET

Hi teams

Please see below a request for advice on Minister Shorten travel to the USA

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due COB Monday 29 April 2024.

Approval is being sought for Minister Shorten to travel to the USA from 8 – 16 June 2024.

Instructions:

- Advice should be emailed to Mintravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.
- International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](https://pmc.gov.au/ministerial-international-travel-guidelines)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Support-in principle. We note that the agenda has not been released for the UN COSP17 – Convention on the Rights of Persons with Disabilities, (CPSD) as yet so it is unclear who Minister Shorten will be

meeting and which discussions he will be part of, but we would expect that these details will be firmed up once the agenda is released in May. We also note the timing concerns/sensitivities listed below.

2. Does the travel align with Australia's strategic priorities? -

Yes the travel is consistent with the Government's commitment to the UN Convention on the Rights of Persons with Disabilities. Minister Shorten's trip will deliver key national statements, attend discussion sessions, and lead and participate in side events and meetings. The Minister will further Australia's strategic policies by meeting with key international counterparts, stakeholders and partners, and will have the opportunity to outline key government initiatives in these areas.

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

Yes the Minister will be absent for the ^{s 34(2)}. The Hon Julie Collins, Minister for Small Business, Government Services and Housing will act from the 8/6/2024 to the 16/6/24.

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

s 47E(d)

s 34(3) , s 34(2)

s 47E(d)

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Adviser | Government Section
Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii) |
Ngunnawal Country, One National Circuit Barton ACT 2600
e. s 22(1)(a)(ii) [@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au) w. pmc.gov.au
Please copy emails to: s 47E(d)

[@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: s 47E(d)
Sent: Wednesday, 8 May 2024 10:58 AM
To: s 22(1)(a)(ii); s 47E(d) Office; Belgrove, David; Ministerial Travel
Cc: Doherty, Greta; s 47E(d) ; Rule, Erin
Subject: RE: URGENT: Australian Government Delegation to COSP [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Thanks s 22(1)(a)(ii).

Please don't hesitate to reach out if we can assist with anything.

s 22(1)(a)(ii) (she/her)
 Executive Officer to Greta Doherty
 First Assistant Secretary
 Social Policy Division
 Department of the Prime Minister and Cabinet
 1 National Circuit, Barton ACT 2600 | PO Box 6500 Canberra ACT 2600
 P: s 22(1)(a)(ii) m: s 22(1)(a)(ii) e: s 22(1)(a)(ii) @pmc.gov.au w. pmc.gov.au

From: s 22(1)(a)(ii) @pmc.gov.au>
Sent: Wednesday, 8 May 2024 10:55 AM
To: s 47E(d) s 47E(d) @pmc.gov.au>; Belgrove, David <David.Belgrove@pmc.gov.au>; Ministerial Travel <MinTravel@pmc.gov.au>
Cc: Doherty, Greta <Greta.Doherty@pmc.gov.au>; s 47E(d) s 47E(d) @pmc.gov.au>; Rule, Erin <Erin.Rule@pmc.gov.au>
Subject: RE: URGENT: Australian Government Delegation to COSP [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hi s 22(1)(a)(ii)

We will fast track this brief today in light of your advice below.

Kind regards

s 22(1)(a)(ii)
 Senior Adviser
 Government Section | Parliamentary and Government Branch
 Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
 One National Circuit, BARTON ACT 2600 | PO Box 6500 CANBERRA ACT 2600
 e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: FAS SPD Office **s 47E(d)** [@pmc.gov.au](mailto:pmc.gov.au)
Sent: Wednesday, 8 May 2024 9:55 AM
To: Belgrove, David <David.Belgrove@pmc.gov.au>; Ministerial Travel <MinTravel@pmc.gov.au>
Cc: Doherty, Greta <Greta.Doherty@pmc.gov.au>; **s 47E(d)** [@pmc.gov.au](mailto:pmc.gov.au); Rule, Erin <Erin.Rule@pmc.gov.au>
Subject: FW: URGENT: Australian Government Delegation to COSP [SEC=OFFICIAL:Sensitive]
Importance: High

OFFICIAL: Sensitive

Good Morning **s 22(1)(a)(ii)** and Ministerial Travel Team,

Thank you for your call last night, we providing the information you relayed to DSS and they've brought to our attention that a decision this week is needed to ensure Minister Shorten can be inscribed to present a National Statement at COSP.

Further details are provided below.

Is there anything SPD can do to assist with the progression and approval of the brief?

Thank you in advance, we appreciate anything you can do fast track this process.

Kind regards

s 22(1)(a)(ii) (she/her)
 Executive Officer to Greta Doherty
 First Assistant Secretary
 Social Policy Division
 Department of the Prime Minister and Cabinet
 1 National Circuit, Barton ACT 2600 | PO Box 6500 Canberra ACT 2600
 P: **s 22(1)(a)(ii)** m: **s 22(1)(a)(ii)** e: **s 22(1)(a)(ii)** [@pmc.gov.au](mailto:pmc.gov.au) w. pmc.gov.au

From: WHITECROSS, Andrew <Andrew.WHITECROSS@dss.gov.au>
Sent: Tuesday, 7 May 2024 7:39 PM
To: Doherty, Greta <Greta.Doherty@pmc.gov.au>
Cc: SHANNON, Robyn <Robyn.SHANNON@dss.gov.au>; **s 22(1)(a)(ii)** [@dss.gov.au](mailto:dss.gov.au); **s 47E(d)** [@dss.gov.au](mailto:dss.gov.au)
Subject: URGENT: Australian Government Delegation to COSP [SEC=OFFICIAL:Sensitive]

Hi Greta

I understand you requested some further information in a conversation with Robyn Shannon earlier today to understand the urgency in relation to formal approval sought from the Prime Minister for international travel for the Honourable Bill Shorten MP, and two ministerial staff (**s 22(1)(a)(ii)** and **s 22(1)(a)(ii)**) as part of the Australian Government Delegation.

Australia ratified the CRPD in 2008 and participates in the United Nations Conference of States Parties (COSP) to the Convention on the Rights of Persons with Disabilities (CRPD) each year, to meet and consider matters about implementation of the CRPD, with other signatories to the CRPD. The COSP takes place annually in June at the UN Headquarters in New York, with the 17th Session of COSP scheduled from 11 to 13 June 2024.

States Parties (Governments) are able to present a National Statement on behalf of their country at COSP and may also present joint country statements where opportunities are presented. Consistent with past practice, it is

proposed that Minister Shorten present a National Statement at this COSP, with the UN requiring speakers to be inscribed by no later than **15 May 2024**.

Prior to Speakers being inscribed to the UN portal, formal approval is required of the Australian Government Delegation. As such, we would be grateful for your assistance in facilitating approval this week.

In addition to attendance at COSP and associated UN requirements, prompt approval will enable meetings to be progressed with international ministerial counterparts with appropriate lead time.

To maximise the visit to New York, a significant number of bilateral meetings and attendance at side events are also facilitated around COSP commitments. Due to scheduling pressures, consistent with last year where the Chief of Staff and Senior Media Advisor accompanied Minister Rishworth, it is proposed that Minister Shorten is also supported by two ministerial officers, his Chief of Staff and Senior Advisor.

Please reach out if you require anything further, and I appreciate your assistance with progressing this request as soon as practical.

Regards

s 22(1)(a)(ii)

Andrew Whitecross

Group Manager | Disability and Carer Programs

Department of Social Services

s 22(1)(a)(ii)

e | andrew.whitecross@dss.gov.au | w | www.dss.gov.au

Pronouns: he, him

Executive Assistant: s 22(1)(a)(ii), s 22(1)(a)(ii) | s 47E(d)

[@dss.gov.au](mailto: @dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

s 22(1)(a)(ii)

From: Ministerial Travel
Sent: Monday, 20 May 2024 2:38 PM
To: s 22(1)(a)(ii), s 47E(d) Ministerial Travel
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

No re-submission necessary. Could you please just ensure that the date is amended in Attachment A to reflect the correct travel dates?

Thank you

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser
 Government Section | Parliamentary and Government Branch
 Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) @pm.gov.au>
Sent: Monday, 20 May 2024 2:26 PM
To: s 47E(d) @pm.gov.au>; Ministerial Travel <MinTravel@pmc.gov.au>
Subject: FW: Ministerial international travel request form [SEC=OFFICIAL]
Importance: High

OFFICIAL

Hi team

Please see below email from Shorten's office. Can you please confirm whether this is the only change you've seen to his original travel request?

Can you also please confirm if they need to re-submit their request with adjusted costings/itinerary?

Thanks

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dss.gov.au>
Sent: Monday, 20 May 2024 2:18 PM
To: s 22(1)(a)(ii) @pm.gov.au>
Cc: s 22(1)(a)(ii) @dss.gov.au>
Subject: FW: Ministerial international travel request form [SEC=OFFICIAL]
Importance: High

Hi there ^{s 22(1)(a)(ii)}

Thanks so much for the chat. Here's a copy of my email to ^{s 22(1)(a)(ii)} sent this morning.

Kind ^{s 22(1)(a)(ii)}
Maree

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: ^{s 22(1)(a)(ii)}

E:

^{s 22(1)(a)(ii)} @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: ^{s 22(1)(a)(ii)}

Sent: Monday, May 20, 2024 9:34 AM

To: ^{s 22(1)(a)(ii)} @pm.gov.au>

Cc: ^{s 22(1)(a)(ii)} @dss.gov.au>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Importance: High

Good morning ^{s 22(1)(a)(ii)}

With reference to a conversation between the PM's chief of staff and our chief of staff, we advise the following:

- the trip is being reduced by one day, with travel being adjusted accordingly,

as requested.

There are a number of matters requiring priority attention in connection with UN/the conference arrangements, including having the official credentials letter signed by Minister Wong (which, I'm informed, can't be done before the PM approval is issued).

May we please receive the written travel approval today?

Thank you.

Kind regards

^{s 22(1)(a)(ii)}

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: ^{s 22(1)(a)(ii)}

E:

^{s 22(1)(a)(ii)} @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

s 22(1)(a)(ii)

From: s
Sent: 47E(Tuesday, 21 May 2024 12:38 PM
To: s 22(1)(a)(ii)
Cc: s 47E(d); s 22(1)(a)(ii); Ministerial Travel; s 47E(d)
 @servicesaustralia.gov.au; s 47E(d)
 s 47E(d); s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii);
 s 22(1)(a)(ii)
Subject: APPROVAL – International Travel – Minister Shorten – USA – 8 June to
 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Dear s 22(1)(a)(ii)

I refer to your correspondence dated 18 April 2024 seeking approval for the Minister for the National Disability Insurance Scheme and Minister for Government Services, the Hon Bill Shorten MP, to travel to the USA from 8 June to 15 June 2024.

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

- The Prime Minister has approved Minister Shorten's travel to the USA from 8 June to 15 June 2024, accompanied by one adviser.
- The current program does not have any engagements scheduled for Sunday 9 June. To maintain value for money expectations the travel should be shortened to avoid the rest day or ministerial-level engagements programed for that day.
- Minister Shorten and the advisers travelling are required to participate in a security briefing prior to departure, which is to be organised by your Department. Your Department is required to coordinate this briefing with relevant security agencies.
- It is noted that the Minister for Small Business and Minister for Housing, the Hon Julie Collins MP, will act as the Minister for the National Disability Insurance Scheme and Minister for Government Services while Minister Shorten is absent.
 - As Minister Collins is appointed to administer the Department of Social Services, there is no requirement for an Instrument of Authorisation.
- 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 s 47E(d) @ipea.gov.au.
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards

s 22(1)(a)

s 22(1)(a)(ii) | Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 MG 8, Parliament House, Canberra ACT 2600

s 22(1)(a)(ii) | M:s 22(1)(a)(ii)
 E:^{s 47E(d)} @pm.gov.au s 22(1)(a)(ii) @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: s
Sent: 47E(Tuesday, 21 May 2024 9:22 AM
To: Ministerial Travel
Cc: s ; s 22(1)(a)(ii)
Subject: 47E(; s 22(1)(a)(ii)
 FW: Shorten returns 15 June [SEC=OFFICIAL]

OFFICIAL

Hi team,

For visibility.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @pm.gov.au>
Sent: Tuesday, 21 May 2024 9:13 AM
To: s 47E(d) @pm.gov.au>
Subject: Shorten returns 15 June [SEC=OFFICIAL]

OFFICIAL

From: s 22(1)(a)(ii) @dss.gov.au>
Sent: Tuesday, 21 May 2024 9:02 AM
To: s 22(1)(a)(ii) @pm.gov.au>
Cc: s 22(1)(a)(ii) @dss.gov.au>; s 22(1)(a)(ii) @pm.gov.au>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Good morning s 22(1)(a)(ii)

Leaves the US in evening of 13 June 2024, arriving in Melbourne 6.45am on 15 June 2024.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 22(1)(a)(ii) <@pm.gov.au>
Sent: Tuesday, May 21, 2024 8:40 AM
To: s 22(1)(a)(ii) <@dss.gov.au>; s 22(1)(a)(ii) <@pm.gov.au>; s 22(1)(a)(ii) <@dss.gov.au>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Can you please confirm when the Minister will arrive back into Australia (the note below says when he leaves US, but we need arrival date in Aus).

Thanks

s 22(1)(a)(ii)

From: s 22(1)(a)(ii) <@dss.gov.au>
Sent: Monday, 20 May 2024 5:17 PM
To: s 22(1)(a)(ii) <@pm.gov.au>; s 22(1)(a)(ii) <@dss.gov.au>
Cc: s 22(1)(a)(ii) <@pm.gov.au>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

Departing Australia on 8 June 2024 and leaving the US on 13 June 2024.

Let me know if you need any further details.

Thank you.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: (s 22(1)(a)(ii) / s 22(1)(a)(ii) E: @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 22(1)(a)(ii) <@pm.gov.au>
Sent: Monday, May 20, 2024 5:13 PM
To: s 22(1)(a)(ii) <@dss.gov.au>; s 22(1)(a)(ii) <@dss.gov.au>
Cc: s 22(1)(a)(ii) <@pm.gov.au>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii) – thanks, can you please confirm your new travel dates? Thanks so much

From: s 22(1)(a)(ii) <@dss.gov.au>
Sent: Monday, 20 May 2024 9:34 AM
To: s 22(1)(a)(ii) <@pm.gov.au>

Cc: s 22(1)(a)(ii) @dss.gov.au>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]
Importance: High

Good morning ^{s 22(1)(a)(ii)}

With reference to a conversation between the PM's chief of staff and our chief of staff, we advise the following:

- we agree to release ^{s 47E(d)} for comment before departure; and
- the trip is being reduced by one day, with travel being adjusted accordingly,

as requested.

There are a number of matters requiring priority attention in connection with UN/the conference arrangements, including having the official credentials letter signed by Minister Wong (which, I'm informed, can't be done before the PM approval is issued).

May we please receive the written travel approval today?

Thank you.

Kind regards

^{s 22(1)(a)(ii)}

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 22(1)(a)(ii)

Sent: Monday, May 13, 2024 2:48 PM

To: 's 22(1)(a)(ii)' @pm.gov.au>

Cc: s 22(1)(a)(ii) @dss.gov.au>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Importance: High

Hi ^{s 22(1)(a)(ii)}

Is there an update to share relating to this trip approval? Thank you.

Kind regards

^{s 22(1)(a)(ii)}

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 22(1)(a)(ii)
Sent: Thursday, May 9, 2024 11:15 AM
To: s 22(1)(a)(ii) <@pm.gov.au>
Cc: s 22(1)(a)(ii) <@dss.gov.au>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]
Importance: High

Good morning s 22(1)(a)(ii)

I wonder whether you have an outcome to share in relation to this trip approval request please? I understand there's still quite a bit of work to be done with the UN to get the arrangements in order.

Thanks again so much.

Kind regards
 s 22(1)(a)(ii)

s 22(1)(a)(ii)
Ministerial Office Manager | Office of the Hon. Bill Shorten MP
 Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong
 M119, Parliament House, ACT, 2600
P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) <@dss.gov.au>
 The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 22(1)(a)(ii)
Sent: Monday, April 29, 2024 4:28 PM
To: s 22(1)(a)(ii) <@pm.gov.au>
Cc: s 22(1)(a)(ii) <@dss.gov.au>
Subject: FW: Ministerial international travel request form [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

I hope you are well.

Would you mind pointing me in the right direction?

We entered an international trip approval in the usual manner with the PMO DLO on 19 April 2024. We received an acknowledgement from the DLO the same day.

s 22(1)(a)(ii), the DLO, has indicated that an approval will be with us on or about 6 May 2024.

Today we learned of the requirement to submit a credentials letter to be signed by Minister Wong to the UN well in advance of the conference commencing.

The earlier the trip approval can be achieved, the more time there will be to organise some of the additional steps required for this particular trip.

s 22(1)(a)(ii) suggested raising these additional components with your office to enquire whether an earlier approval could be requested.

Thank you very much.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / (s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Sent: Monday, April 29, 2024 3:29 PM

To: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>

Cc: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii),

Thank you for the additional context. If there are factors that require early approval of the travel request, it may be best to reach out directly to the PMO.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>

Sent: Monday, 29 April 2024 3:17 PM

To: s 47E(d) [@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

I've just learned of the requirement to submit a credentials letter to be signed by Minister Wong to the UN well in advance of the conference commencing.

The earlier the trip approval can be achieved, I think the more time there will be to organise some of these additional steps.

Look forward to hearing from you on or about 6 May.

Thank you very much again for your guidance.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** [s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) @pm.gov.au

Sent: Monday, April 29, 2024 9:07 AM

To: s 22(1)(a)(ii) @dss.gov.au

Cc: s 47E(d) @pm.gov.au

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

The brief is expected up to the Office on 6 May, so expect it would be progressed for final approval/signing a day or two after that.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dss.gov.au

Sent: Sunday, 28 April 2024 6:38 PM

To: s 47E(d) @pm.gov.au

Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

Hi s 22(1)(a)(ii)

I know we aren't expecting to receive an approval for a couple of weeks yet, but just enquiring whether there's an update on the outcome?

Thank you.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) @dss.gov.au

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

From: s 47E(d) <[s 47E\(d\)@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>
Sent: Friday, April 19, 2024 2:31 PM
To: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>
Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>; s 47E(d) <[s 47E\(d\)@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>
Subject: RE: Ministerial international travel request form [SEC=OFFICIAL]

OFFICIAL

Dear s 22(1)(a)(ii),

Thank you for your email. This email acknowledges we have received the international travel request for your Minister.

The [Ministerial international travel guidelines](#) provide that a Ministerial International Travel Request Form must be sent to the Prime Minister's Office (via [s 47E\(d\)@pm.gov.au](mailto:s 47E(d)@pm.gov.au)) **four weeks prior** to intended departure date **unless** the travel has in-principle approval, in which case the Form may be submitted **three weeks prior** to departure.

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 delegate).

Please note that your Ministerial International Travel Request Form was received within the necessary timeframe.

Based on your submission today, we anticipate you will receive advice of the Prime Minister's decision on your Minister's proposed travel by 17 May 2024.

If you have any questions about the proposed travel, please reply to this email or give us a call.

Kind regards,

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP
 MG 8, Parliament House, Canberra ACT 2600
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
 e. [s 47E\(d\)@pm.gov.au](mailto:s 47E(d)@pm.gov.au) | s 22(1)(a)(ii) [@pmc.gov.au](mailto:s 22(1)(a)(ii)@pmc.gov.au)

For out-of-hours assistance please contact the DLO duty phone on s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>
Sent: Friday, 19 April 2024 9:15 AM
To: s 47E(d) <[s 47E\(d\)@pm.gov.au](mailto:s 47E(d)@pm.gov.au)>
Cc: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)>
Subject: Ministerial international travel request form [SEC=OFFICIAL]

Good morning s 22(1)(a)

Please find attached request signed by s 22(1)(a)(ii) for approval. We look forward to hearing from you. If we've missed anything, of course let me know.

Many thanks.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Ministerial Office Manager | Office of the Hon. Bill Shorten MP

Minister for the National Disability Insurance Scheme | Minister for Government Services | Federal Member for Maribyrnong

M119, Parliament House, ACT, 2600

P: s 22(1)(a)(ii) / s 22(1)(a)(ii) **E:** s 22(1)(a)(ii) [@dss.gov.au](mailto:s 22(1)(a)(ii)@dss.gov.au)

The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

PROTECTED

MS24-000380

MINISTERIAL INTERNATIONAL TRAVEL REQUEST - SHORTEN - USA - 8 TO 15 JUNE 2024**Prime Minister, we recommend you:**

1. Approve travel for the Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme and Minister for Government Services, to the United States of America (USA) from 8 to 15 June 2024, accompanied by one adviser.

s 22(1)(a)(ii)**Approved / Not Approved****21/5/24****ANTHONY ALBANESE****Date:****Comments:****TRAVEL SUMMARY**

Travelling Party:	Minister Shorten and <u>one</u> adviser
Travel dates:	Saturday 8 June 2024 to Sunday 15 June 2024
Key event(s):	United Nations (UN) 17th Session of the Conference of State Parties to the Convention on the Rights of Persons with Disabilities
Absent from:	s 34(2)
Parliament:	Parliament is not scheduled to sit
Strategy:	Travel is consistent with the Government's commitment to the UN Convention on the Rights of Persons with Disabilities
Notes:	See Paragraphs 5, 6 and 7 on Risks and Sensitivities
SPA request:	Not requested
Cost:	\$71,780
Acting Minister:	The Hon Julie Collins MP, Minister for Housing, Homelessness and Small Business is available to act – instrument of authorisation not required
PM&C comment:	PM&C supports the travel.

KEY POINTS

1. Approval is sought by the Chief of Staff to the Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme (NDIS) and Minister for Government Services, for Minister Shorten to travel to the United States of America (USA) from 8 to 15 June 2024 (Attachment B).
2. The purpose of the visit would be for Minister Shorten to represent Australia as the Head of Delegation at the United Nations (UN) 17th Session of the Conference of States Parties (COSP17) to the Convention on the Rights of Persons with Disabilities (CRPD).
3. COSP17 is being held at the UN Headquarters in New York. The overarching theme is 'Rethinking disability inclusion in the current international juncture and ahead of the Summit to the Future'.

PROTECTED

PROTECTED

4. We support the travel, noting:

- a. The proposed trip is consistent with the Government's commitment to the UN Convention on the Rights of Persons with Disabilities.
- b. Minister Shorten's proposed travel would provide an opportunity to deliver key national statements, attend discussion sessions, and lead and participate in side events and meetings. Minister Shorten would also have the opportunity to further Australia's strategic policies by meeting with key international counterparts, stakeholders and partners, and outline key government initiatives in these areas.
- c. Minister Shorten has no engagements on the first day of the program, Sunday 9 June. Minister Shorten should consider departing a day later to improve the travel's value for money expectations.

SUPPLEMENTARY INFORMATION**Risks and Sensitivities**

5. s 47E(d)

6. s 47E(d) s 34(2), s 34(3)

s 47E(d)

Staff Travel

- 7. The 'Ministerial International Travel Request Form' specifies that the number of staff expected to routinely accompany a Minister on international travel is one.
 - a. Minister Shorten requests to be accompanied by two staff, his Chief of Staff and a NDIS senior adviser/policy lead for support given the disability-themed content of the trip.
 - b. The Department of the Prime Minister and Cabinet (PM&C) does not support two policy advisers travelling as the program, as presented, is not significantly complex to justify Minister Shorten being accompanied by two staff. Minister Shorten would also receive assistance from Australia's diplomatic representatives in New York during his visit.
 - c. We note that the Hon Amanda Rishworth, Minister for Social Services travelled to the USA in June 2023 to attend COSP16 and we recommended that Minister Rishworth be accompanied by one staff member. However, as Acting Prime Minister, the Hon Richard Marles MP, agreed to Minister Rishworth being accompanied by two staff given the size of the accompanying Australian delegation (MS23-000484 refers). A similar sized Australian delegation is expected to travel to COSP17.

PROTECTED**Financial Implications**

8. The estimated total cost of this visit for Minister Shorten and one adviser is \$71,780 as outlined below.

	One Adviser	Two Advisers
Commercial flights	\$62,000	\$93,000
Ground transport	TBC	TBC
Accommodation	\$6,000	\$9,000
Meals and incidentals	\$3,780	\$5,670
Total estimated costs (the Minister and advisers)	\$71,780	\$107,670

General Information

9. s 47E(d)

s 34(2)

s 47E(d)

10. It is also noted that Parliament is not scheduled to sit during the proposed travel dates.

11. The Hon Julie Collins MP, Minister for Small Business and Minister for Housing and Homelessness, is available to act as Minister for the National Disability Insurance Scheme and Minister for Government Services during Minister Shorten's absence overseas.

- a. As Minister Collins is appointed to administer the Department of Social Services, an instrument of authorisation is not required.

12. A draft response is at Attachment A for your office to convey your decision to Minister Shorten's office.

Consultation

PM&C DIVISIONS – Cabinet, International, SPD

David Belgrove

Assistant Secretary

Parliamentary and Government Branch

9 May 2024

Policy Officer: s 22(1)(a)(ii)

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

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; DS, International and Security Group, *G Fletcher*; FAS, Ministerial Support Division, *G Martin*; FAS, Government Division; *A Walter*; FAS, International Division, *C Chittick*; FAS, Social Policy, *G Doherty*; AS, Global Interests, *C Krass*; AS, Human Services, *E Rule*; AS, Parliamentary & Government Branch, *D Belgrove*.

PMO Chief of Staff; s 22(1)(a)(ii); s 22(1)(a)(ii) ; s 22(1)(a)(ii), s 22(1)(a)(ii) ; s 22(1)(a)(ii) ; s 22(1)(a)(ii) ; s 22(1)(a)(ii) ; s 22(1)(a)(ii) ; s 22(1)(a)(ii)

Cabinet Secretary s 22(1)(a)(ii) ; CSO DLOs.

ATTACHMENTS:

ATTACHMENT A DRAFT RESPONSE

ATTACHMENT B INCOMING CORRESPONDENCE

OFFICIAL: Sensitive**Classification 'Official: Sensitive'**

Email to Minister Shorten's CoS s 22(1)(a)(ii) @dss.gov.au cc Tim Gartrell
 s 22(1)(a)(ii)@pm.gov.au; Ministerial Travel (mintravel@pmc.gov.au); Prime Minister's
 s 47E(d) @pm.gov.au; s 47E(d) @ipea.gov.au; s 47E(d)
 s 47E(d) @dss.gov.au; s 47E(d) @servicesaustralia.gov.au; s 47E(d)
 s 22(1)(a)(ii)@dss.gov.au; s 47E(d)
 s 22(1)(a)(ii) @dss.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii)
 @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii)
 @pm.gov.au)

SUBJECT: APPROVAL – International Travel – Minister Shorten – USA – 8 June to 15 June 2024

Dear s 22(1)(a)(ii)

I refer to your correspondence dated 18 April 2024 seeking approval for the Minister for the National Disability Insurance Scheme and Minister for Government Services, the Hon Bill Shorten MP, to travel to the USA from 8 June to 15 June 2024.

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

- The Prime Minister has approved Minister Shorten's travel to the USA from 8 June to 15 June 2024, accompanied by one adviser.
- The current program does not have any engagements scheduled for Sunday 9 June. To maintain value for money expectations the travel should be shortened to avoid the rest day or ministerial-level engagements programed for that day.
- Minister Shorten and the advisers travelling are required to participate in a security briefing prior to departure, which is to be organised by your Department. Your Department is required to coordinate this briefing with relevant security agencies.
- It is noted that the Minister for Small Business and Minister for Housing, the Hon Julie Collins MP, will act as the Minister for the National Disability Insurance Scheme and Minister for Government Services while Minister Shorten is absent.
 - As Minister Collins is appointed to administer the Department of Social Services, there is no requirement for an Instrument of Authorisation.
- 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 s 47E(d) @ipea.gov.au.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards

OFFICIAL: Sensitive

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 4 June 2024 10:13 AM
To: Ministerial Travel; s 47E(s 22(1)(a)(ii); s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: RE: Minister Shorten: Ministerial International Travel Request [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)(ii)

I've reached out to Shorten's office with similar questions this morning. Have just updated further and requested that they get this detail asap.

Thanks for this.

s 22(1)(a)(ii)

From: Ministerial Travel <MinTravel@pmc.gov.au>
Sent: Tuesday, 4 June 2024 10:08 AM
To: s 47E(d) @pm.gov.au>; Ministerial Travel <MinTravel@pmc.gov.au>
Cc: s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>
Subject: RE: Minister Shorten: Ministerial International Travel Request [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi s 22(1)(a)

We've reviewed Min Shorten's travel request, and will require some additional information before we can progress this brief:

- A rough estimate of costs;
- Any further information that can be provided on the program;
- How this travel interacts with his already approved travel to the US. It would be great to get some clarity on how this will impact his US travel, as that's been approved for 8-15 June, however he is now scheduled to travel to Switzerland on 13 June.

We understand that the Minister's travel to Switzerland has already been announced (and is scheduled to occur next week), however for briefing purposes the limited information provided will prove difficult for us to pull a formal brief together for the PM's approval.

Grateful for any further information that can be provided. Happy to discuss if needed.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) @pmc.gov.au | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: s 47E(d) @pm.gov.au
Sent: Monday, 3 June 2024 6:30 PM
To: Ministerial Travel <MinTravel@pmc.gov.au>
Cc: s 47E(d) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au
Subject: Minister Shorten: Ministerial International Travel Request [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi team

Please see attached an international travel request form from Minister Shorten to travel to Switzerland in June.

Let me know if you need further information from the office.

Thanks

s 22(1)(a)

s 22(1)(a)(ii) | Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP
 MG 8, Parliament House, Canberra ACT 2600

P: s 22(1)(a)(ii) | M: s 22(1)(a)(ii)

E: s 47E(d) @pm.gov.au s 22(1)(a)(ii) @pmc.gov.au



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: s 47E(d)
Sent: Wednesday, 5 June 2024 5:37 PM
To: s 47E(d) Ministerial Travel
Cc: s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: RE: Minister Shorten: Ministerial International Travel Request [SEC=PROTECTED, CAVEAT=SH:CABINET]
Attachments: Ministerial International Travel Request - Switzerland (revised) 050624.docx

PROTECTED//CABINET

HI Team

Please see attached an updated international travel request form from Minister Shorten to travel to Switzerland on 8 June.

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii) | Senior Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 MG 8, Parliament House, Canberra ACT 2600
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
 e. s 47E(d) @pm.gov.au | s 22(1)(a)(ii) @pmc.gov.au
 For out-of-hours assistance please contact the DLO duty phone on s 22(1)(a)(ii)

From: s 47E(d) @pm.gov.au>
Sent: Monday, 3 June 2024 6:30 PM
To: Ministerial Travel <MinTravel@pmc.gov.au>
Cc: s 47E(d) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>
Subject: Minister Shorten: Ministerial International Travel Request [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Hi team

Please see attached an international travel request form from Minister Shorten to travel to Switzerland in June.

Let me know if you need further information from the office.

Thanks

s 22(1)(a)

s 22(1)(a)(ii) | Departmental Liaison Officer
 Office of the Prime Minister, the Hon Anthony Albanese MP
 MG 8, Parliament House, Canberra ACT 2600
 P: s 22(1)(a)(ii) | M: s 22(1)(a)(ii)
 E: s 47E(d) @pm.gov.au s 22(1)(a)(ii) @pmc.gov.au





The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: s
Sent: 47E(Thursday, 6 June 2024 5:17 PM
To: s 22(1)(a)(ii)
Cc: s 47E(; s 22(1)(a)(ii) ; Ministerial Travel; s 47E(d) ;
 @servicesaustralia.gov.au; s 22(1)(a)(ii) @dss.gov.au; s 22(1)(a)(ii) @dss.gov.au;
 s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: AMENDED APPROVAL – International Travel – Minister Shorten – USA and
 Switzerland – 8 to 18 June 2024 [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Dear s 22(1)(a)(ii),

I refer to your correspondence dated 5 June 2024 seeking approval for the Minister for National Disability Insurance Scheme and Minister for Government Services, the Hon Bill Shorten MP, to travel to the USA and Switzerland from 8 to 18 June 2024.

Further to our email of 21 May 2024, the Prime Minister has asked me to convey to you that:

- The Prime Minister has approved Minister Shorten's travel to the USA and Switzerland from 8 to 18 June 2024, accompanied by one adviser.
- The Prime Minister has also approved Minister Shorten accepting the Swiss Government's offer to provide accommodation for the night of 15 June 2024. Minister Shorten will need to declare the accommodation in the usual way.
 - The Prime Minister has also approved:
 - the advisers travelling to the USA to return to Australia independently of the Minister if required; and
 - the adviser travelling to Switzerland to travel independently of the Minister.
- Minister Shorten and the adviser travelling are required to participate in a security briefing prior to departure, which is to be organised by your Department. Your Department is required to coordinate this briefing with relevant security agencies.
 - It is noted that the Minister for Housing, Minister for Small Business and Minister for Homelessness, the Hon Julie Collins MP, will act as the Minister for National Disability Insurance Scheme and Minister for Government Services while Minister Shorten is absent.
 - As Minister Collins is appointed to administer the Department of Social Services, there is no requirement for an Instrument of Authorisation.
- Your office is responsible for giving the Independent Parliamentary Expenses Authority the details of the staff member who will accompany the Minister. Email advice should be sent to s 47E(d) @ipea.gov.au.
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards,

s 22(1)(a)(ii)

Departmental Liaison Officer

Office of the Prime Minister, the Hon Anthony Albanese MP
Parliament House, Canberra ACT 2600

p. s 22(1)(a)(ii)
e. ^{s 47E(d)} [@pm.gov.au](mailto:pm.gov.au)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 6 June 2024 10:28 AM
To: Ministerial Travel
Cc: International - Europe and Latin America
Subject: RE: URGENT: Ministerial International Travel Request - Shorten - Switzerland - 13-18 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]
Attachments: Ministerial International Travel Request - Switzerland (revised) 050624.docx
Importance: High

PROTECTED//CABINET

Hi team

Please see below response to Ministerial travel request for Minister Shorten to travel to Switzerland.

Thank you

s 22(1)(a)(ii) | Adviser
 Europe and Latin America | International Division
 Department of the Prime Minister and Cabinet
 Ph. s 22(1)(a)(ii) M. +s 22(1)(a)(ii)
 e: s 22(1)(a)(ii) @pmc.gov.au

From: Ministerial Travel <MinTravel@pmc.gov.au>
Sent: Wednesday, 5 June 2024 9:12 PM
To: s 47E(d) s 47E(d) @pmc.gov.au; s 47E(d)
 s 47E(d) @pmc.gov.au
Cc: Ministerial Travel <MinTravel@pmc.gov.au>
Subject: URGENT: Ministerial International Travel Request - Shorten - Switzerland - 13-18 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]
Importance: High

PROTECTED//CABINET

Hi teams

Please see below a request for advice on Minister Shorten's travel to Switzerland.

Apologies for the tight turnaround, PMO have requested this brief by midday 6 June, given the Minister leaves for his already approved US leg on Saturday and would like approval of the Switzerland leg before he departs.

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due 10am Thursday 6 June 2024.

Approval is being sought for Minister Shorten to travel to Switzerland from 13 to 18 June 2024.

Instructions:

- Advice should be emailed to MinTravel@pmc.gov.au. If not received by the deadline, we will assume you have no concerns with the proposed travel.
- International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines](#) | [Department of the Prime Minister and Cabinet \(pmc.gov.au\)](#)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes. Minister Shorten is travelling to Switzerland to represent the Australian Government at the Global Peace Summit on Ukraine at Prime Minister's request. This is the inaugural Global Peace Summit on Ukraine at leaders' level – with more than 160 leaders invited to attend. High level attendance at the Summit is commensurate with the approach taken by key international partners.

2. Does the travel align with Australia's strategic priorities? -

Yes. Australia supports a just and lasting peace in Ukraine and, since the beginning of the conflict, has been consistent in helping Ukraine end the war on its own terms. This includes working with Ukraine and international partners both bilaterally and multilaterally, through participation at key international fora, to support Ukraine defend its territory and sovereignty. At the Peace Summit, Australia will join Ukraine and key international partners to develop a common understanding of a path towards a just and lasting peace that builds on previous meetings discussing the Ukraine's 10-point peace plan that Australia has attended at senior official level.

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

No.

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

No. PM has requested Minister Shorten undertake the travel to represent the Australian Government.

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | e. s 22(1)(a)(ii) [@pmc.gov.au](mailto:pmc.gov.au) | w. pmc.gov.au

s 22(1)(a)(ii)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

MS24-000531

**MINISTERIAL INTERNATIONAL TRAVEL REQUEST - SHORTEN –
USA AND SWITZERLAND - 8 JUNE TO 18 JUNE 2024****Prime Minister, we recommend you:**

1. Approve travel for the Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme and Minister for Government Services, to the USA and Switzerland from 8 June to 18 June 2024, accompanied by one adviser, with one night of accommodation being sponsored by the Swiss Government.

Approved / Not Approved
2. Approve Minister Shorten's Chief of Staff and Adviser, who are travelling to the USA, to travel independently on return from the USA to Australia.

Approved / Not Approved
3. Approve Minister Shorten's Adviser, who is assisting with the Switzerland leg, to travel independently from Australia to Switzerland.

Approved / Not Approved

s 22(1)(a)(ii)

6/6/24

ANTHONY ALBANESE

Date:

Comments:

TRAVEL SUMMARY

Travelling Party:	Minister Shorten and one adviser
Travel dates:	Saturday 8 June 2024 to Tuesday 18 June 2024
Key event(s):	<ul style="list-style-type: none">• United Nations 17th Session of the Conference of States Parties (COSP17) to the Convention on the Rights of Persons with Disabilities• Ukraine Peace Summit
Absent from:	s 34(2)
Parliament:	Parliament is not scheduled to sit
Strategy:	At the Peace Summit, Australia will join Ukraine and key international partners to develop a common understanding of a path towards a just and lasting peace that builds on previous meetings discussing the Ukraine's 10-point peace plan that Australia has attended at senior official level.
Notes:	See paragraphs 4 and 5 on Hospitality and paragraph 6 on Staff Travel
SPA request:	Not requested
Cost:	\$38,113

Acting Minister:	The Hon Julie Collins MP , Minister for Housing, Minister for Homelessness and Minister for Small Business– authorisation not required.
Trips in the last 12 months:	<p><u>Two</u> trips have been completed in the last 12 months by Minister Shorten:</p> <ul style="list-style-type: none"> • Ireland, UK – 12 July to 20 July 2023; and • USA, Canada – 28 January to 4 February 2024.
PM&C comment:	PM&C supports the travel

KEY POINTS

1. Approval is sought by the Chief of Staff to the Hon Bill Shorten MP, Minister for the National Disability Insurance Scheme and Minister for Government Services, for Minister Shorten to travel to the USA and Switzerland from 13 June to 18 June 2024 (Attachment B).
 - a. You previously approved Minister Shorten to travel to the USA for the United Nations 17th Session of the Conference of States Parties (COSP17) to the Convention on the Rights of Persons with Disabilities (MS24-000380 refers).
2. The purpose of the visit would be to represent Australia at the Ukraine Peace Summit (the Summit) in Switzerland at your request. The Summit is a high-level event with a goal to develop a common understanding of a path towards a just and lasting peace in Ukraine. It is based on President Zelensky's 10 Point Peace Formula and builds on a series of international security adviser meetings that Australia has attended at resident Head of Mission level.
 - a. Attendance at the Summit will require amendment to current travel arrangements to the USA, changing his return flight from New York and instead extending his journey from New York to Switzerland on 13 June 2024.
3. We support the travel noting the following:
 - a. High level attendance at the Summit is commensurate with the approach taken by key international partners.
 - b. Australia supports a just and lasting peace in Ukraine and, since the beginning of the conflict, has been consistent in helping Ukraine end the war on its own terms. This includes working with Ukraine and international partners both bilaterally and multilaterally, through participation at key international fora, to support Ukraine defence its territory and sovereignty.
 - c. At the Summit, Australia will join Ukraine and key international partners to develop a common understanding of a path towards a just and lasting peace that builds on previous meetings discussing the Ukraine's 10 Point Peace Plan that Australia has attended at senior official level.

SUPPLEMENTARY INFORMATION

Risks and Sensitivities Nil.

Hospitality

4. The Swiss Government has offered to cover the cost of accommodation for the evening of 15 June 2024. Given the size and significance of the event, accommodation will be challenging to secure.
5. The Department of the Prime Minister and Cabinet (PM&C) supports Minister Shorten accepting the offer of accommodation. Minister Shorten would need to declare the accommodation in the usual way.

Staff Travel

6. PM&C understands that Minister Shorten's advisers to the USA would return to Australia separately and a different adviser would travel to Switzerland to assist that leg of the travel, given the different subject matter at hand. We support this arrangement.
- a. Under subregulation 42(2) of the *Parliamentary Business Resources Regulations 2017*, you are required to expressly approve any independent travel undertaken by a Minister's staff member.

Financial Implications

7. The estimated total cost of the Switzerland leg of the travel for Minister Shorten and one adviser is \$38,113 (with accommodation hospitality being accepted for the one night) as outlined below.

Commercial flights	\$33,000
Ground transport	Nil
Accommodation	\$2,533
Meals and incidentals	\$2,580
Total estimated costs (the Minister and one adviser)	\$38,113

General Information

8. s 47E(d) s 47E(d) s 34(2) Parliament is not scheduled to sit during the proposed travel dates.
9. The Hon Julie Collins MP, Minister for Housing, Minister for Homelessness and the Minister for Small Business is available to act as Minister for the National Disability Insurance Scheme and Minister for Government Services during Minister Shorten's absence overseas.
- a. As Minister Collins is appointed to administer the Department of Social Services, an instrument of authorisation is not required.
10. A draft response is at Attachment A for your office to convey your decision to Minister Shorten's office.

Consultation

PM&C DIVISIONS – Cabinet, International

s 22(1)(a)(ii)

A/g Senior Adviser

Parliamentary and Government Branch

6 June 2024

Policy Officer: s 22(1)(a)(ii)

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

Circulation

PM&C Secretary; DS, Governance and Corporate Group, *M Hehir*; DS, International and Security Group, *G Fletcher*; FAS, Ministerial Support Division, *G Martin*; FAS, Government Division, *A Walter*; FAS, International Division, *C Chittick*; AS, Global Interests; *D Titheridge*; A/g AS, Parliamentary & Government Branch, s 22(1)(a)(ii) A/g SA, Government Section, s 22(1)(a)(ii)

PMO Chief of Staff; s 22(1)(a)(ii); s 22(1)(a)(ii) ; s 22(1)(a)(ii) ; s 22(1)(a)(ii) ; s 22(1)(a)(ii)

Cabinet Secretary s 22(1)(a)(ii) , CSO DLOs.

ATTACHMENTS:

ATTACHMENT A DRAFT RESPONSE TO MINISTER SHORTEN'S OFFICE

ATTACHMENT B INCOMING CORRESPONDENCE

OFFICIAL: Sensitive

Classification 'Official: Sensitive'

Email to Minister Shorten's CoS s 22(1)(a)(ii) @dss.gov.au cc s 22(1)(a)(ii) @pm.gov.au; Ministerial Travel (mintravel@pmc.gov.au); s 47E(d) @pm.gov.au; s 47E(d) @ipea.gov.au; s 47E(d) s 47E(d) @dss.gov.au; s 47E(d) @servicesaustralia.gov.au; s 47E(d) s 22(1)(a)(ii)@dss.gov.au; s 47E(d) s 22(1)(a)(ii) @dss.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au; s 22(1)(a)(ii) @pm.gov.au

SUBJECT: AMENDED APPROVAL – International Travel – Minister Shorten – USA and Switzerland – 8 to 18 June 2024

Dear s 22(1)(a)(ii),

I refer to your correspondence dated 5 June 2024 seeking approval for the Minister for National Disability Insurance Scheme and Minister for Government Services, the Hon Bill Shorten MP, to travel to the USA and Switzerland from 8 to 18 June 2024.

Further to my email of 21 May 2024, the Prime Minister has asked me to convey to you that:

- The Prime Minister has approved Minister Shorten's travel to the USA and Switzerland from 8 to 18 June 2024, accompanied by one adviser.
- The Prime Minister has also approved Minister Shorten accepting the Swiss Government's offer to provide accommodation for the night of 15 June 2024. Minister Shorten will need to declare the accommodation in the usual way.
- The Prime Minister has also approved:
 - the advisers travelling to the USA to return to Australia independently of the Minister if required; and
 - the adviser travelling to Switzerland to travel independently of the Minister.
- Minister Shorten and the adviser travelling are required to participate in a security briefing prior to departure, which is to be organised by your Department. Your Department is required to coordinate this briefing with relevant security agencies.
- It is noted that the Minister for Housing, Minister for Small Business and Minister for Homelessness, the Hon Julie Collins MP, will act as the Minister for National Disability Insurance Scheme and Minister for Government Services while Minister Shorten is absent.
 - As Minister Collins is appointed to administer the Department of Social Services, there is no requirement for an Instrument of Authorisation.

OFFICIAL: Sensitive

OFFICIAL: Sensitive

- Your office is responsible for giving the Independent Parliamentary Expenses Authority the details of the staff member who will accompany the Minister. Email advice should be sent to **s 47E(d)** @ipea.gov.au.
- The [Ministerial International Travel Guidelines](#) (October 2023) are available from the PM&C website.

Kind regards

Ministerial International Travel Request Form

- This form is submitted to the Departmental Liaison Officer in the Prime Minister's Office with associated documents a **minimum of three** weeks prior to the proposed departure date.
 - Failure to meet this timeframe may mean that a Minister's international travel request is not approved.
 - The Chief of Staff to the Minister making this request is responsible for the accuracy of this form and makes this travel request on behalf of their Minister.
 - The Chief of Staff should send this form to the PMO DLO, or be cc'd in the email.
 - The templates attached should be used for all submissions.
- Please read the [Ministerial International Travel Guidelines \(the Guidelines\)](#) before completing this form.
- Travel approval is required **before**:
 - A Minister's participation in international engagements can be confirmed with third parties.
 - Media can be briefed on intended international travel / engagements.
- International travel on sitting days is not typically approved. Written confirmation from the Leader of the House or Chief Government Whip in the Senate is required when submitting this request.

<p>Minister: The Hon Bill Shorten, Minister for the NDIS and Government Services</p> <p>Is the minister travelling on behalf of another Minister? Yes</p> <p>If yes, who: Senator the Hon Penny Wong, Minister for Foreign Affairs</p>	<p>The Minister intends to depart Australia on:</p> <p>8/06/2024 11:55 AM (departure from Australia is based on approval from the Prime Minister to travel to USA from 8 to 15 June 2024 with one advisor, approved on 21 May 2024).</p> <p>And return to Australia on:</p> <p>18/06/2024 5:30 AM (revised return to Australia sought through this approval request, seeks approval to continue travel from USA to Switzerland on 13 June 2024, before returning to Australia on 18 June 2024).</p>
<p>Destination Country/ies:</p> <p>Switzerland</p>	<p>Method of Travel:</p> <p>Commercial</p> <p>If SPA is selected, has the Department of Defence been consulted regarding cost and availability? Choose an item.</p>
<p>Key events and essential purpose of the travel:</p> <p>Representing Australia at the Ukraine Peace Summit (the Summit) in Switzerland at the request of the Prime Minister.</p> <p>The Summit is a high-level event with a goal to 'develop a common understanding of a path towards a just and lasting peace in Ukraine'. It is based on President Zelenskyy's 10 Point Peace Formula and builds on a series of international security adviser meetings that Australia has attended at resident Head of Mission level.</p> <p>The Summit will have a particular focus on nuclear security, humanitarian issues (namely the return of children and prisoner exchanges), food security and freedom of navigation. It will seek to develop a Joint Communique and the framework for a second conference in late 2024.</p>	

The Minister, under existing Prime Minister approval, will be travelling to New York on Saturday 8 June 2024 to attend the 17th Session of the Conference of States Parties to the Convention on the Rights of Persons with Disabilities (COSP17) as Head of the Australian Delegation. COSP17 is held between 11-13 June 2024. Under approval for the New York based trip provided 21 May 2024, the Minister has a schedule of bilateral meetings with international ministerial-level counterparts between 9 and 13 June, accompanied by one adviser (**s 22(1)(a)(ii)**) before departing New York on 13 June to arrive in Australia on 15 June 2024.

Attendance at the Summit will require amendment to current travel arrangements, to change his New York return flight and extend his journey from New York on Thursday 13 June to Zurich, Switzerland. Minister Shorten would then attend the Summit before departing Zurich, Switzerland on Sunday 16 June 2024 at 22:15 and arriving in Melbourne on Tuesday 18 June at 05:30.

Estimated total costs: **Refer page 7**

Class of travel

Are the selected flights business class or lower? **Yes**

If not, please provide a reason:

Hotel rooms

Have standard rooms (or equivalent) been selected? **Yes**

If your quote does not indicate 'standard room', please provide a reason:

Absences from Parliament

Will the Minister be absent from Parliament? **No**

A copy of an email approving your Minister's leave from Parliament must be provided with this request.

Absences from Cabinet/Ministry Meetings

Will the Minister be absent from Cabinet, Cabinet Committee or Ministry meetings? **No**

If yes, provide details:

Acting Arrangements

The Hon Julie Collins, Minister for Housing, Homelessness and Small Business will act from 13/06/2024 to 18/06/2024

If needed, Minister Collins has agreed to act in Minister Shorten's absence.

Is an Instrument of Authorisation required? **No**

An Instrument of Authorisation is not required when the acting Minister is appointed to administer the same department(s) as the travelling Minister.

Assistant Ministers are not required to provide acting arrangements.

Typically, only Cabinet Ministers act for other Cabinet Ministers.

Accompanying (MoPS Act) staff

Typically, **only one MoPS staff member** travels overseas with Ministers.

Please provide the name and position of staff intending to travel with the Minister:

s 22(1)(a)(ii) , Adviser

If more than one MoPS staff member is requested: Please provide a reason why the additional staff member is required and why travelling Departmental / Post officials cannot provide the required support to the Minister.

N/A

Note - Departmental officials do not need to be listed. Departmental Liaison Officers do not typically undertake international travel with Ministers.

Pre-departure security briefing

Ministers and staff are required to attend a security briefing prior to departure. Please provide details of the official in your Department who will complete your pre-departure security briefing.

Official's name:	TBC from DFAT
Title:	
Mobile:	
Email:	

Chief of Staff declaration:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | I have read and understood the Ministerial International Travel Guidelines. |
| <input checked="" type="checkbox"/> | I understand that the Minister's attendance / participation in engagements listed in this application cannot be confirmed with third parties until travel approval has been provided. |
| <input checked="" type="checkbox"/> | I confirm that the most cost effective proposal has been put forward in line with the requirements and principles of the <i>Parliamentary Business Resources Act 2017</i> and associated Regulations. |
| <input checked="" type="checkbox"/> | A full itinerary/program has been provided using the template below with key meetings confirmed. |
| <input checked="" type="checkbox"/> | All costings have been provided using the template provided below. |
| <input type="checkbox"/> | I have scheduled a pre-departure security briefing for my Minister and accompanying staff. |
| <input type="checkbox"/> | For Ministers planning to travel on Sitting Days: I have attached authorisation for my Minister's leave from Parliament. |
| <input type="checkbox"/> | For Offices of Assistant Ministers only: I have attached an email from the Chief-of-Staff for the relevant Cabinet Minister supporting this travel. |

Name: s 22(1)(a)(ii)

Position: Chief of Staff

Date: 5/06/2024

Email: s 22(1)(a)(ii)@dss.gov.au

Phone: s 22(1)(a)(ii)

VISIT BY MINISTER BILL SHORTEN TO SWITZERLAND
THURSDAY 13 JUNE 2024 TO TUESDAY 18 JUNE 2024
FLIGHT ITINERARY

Local Time Thursday 13 June 2024

0515 *Depart Melbourne on Qantas Flight QF8409*
Delegation: s 22(1)(a)(ii)

1305 *Arrive Dubai on Qantas Flight QF8409*
Delegation: s 22(1)(a)(ii)

1535 *Depart Dubai on Qantas Flight QF8085*
Delegation: s 22(1)(a)(ii)

1815 Depart New York on United Airlines Flight UA0134
Delegation: Minister Shorten

2020 *Arrive Zurich on Qantas Flight QF8085*
Delegation: s 22(1)(a)(ii)

Friday 14 June 2024

0815 Arrive Zurich, Switzerland on UA0134
Delegation: Minister Shorten
Met by HE Elizabeth Day, Australian Ambassador to Switzerland

0815 Transit from Zurich to Bürgenstock (facilitated by Post)
Country briefing en route to s 47E(d) with
Ambassador Day
Delegation: Minister Shorten, s 22(1)(a)(ii)

Sunday 16 June 2024

TBC Transit from Bürgenstock to Zurich (facilitated by Post)
Delegation: Minister Shorten, s 22(1)(a)(ii)

2215 Depart Zurich, Switzerland on Qantas Flight QF8086 (Emirates)

Delegation: Minister Shorten, s 22(1)(a)(ii)

Monday 17 June 2024

0625 Arrive Dubai, United Arab Emirates on Qantas Flight QF8086 (Emirates)

Delegation: Minister Shorten, s 22(1)(a)(ii)

1005 Depart Dubai, United Arab Emirates on Qantas Flight QF8406 (Emirates)

Delegation: Minister Shorten, s 22(1)(a)(ii)

Tuesday 18 June 2024

0530 Arrive in Melbourne on Qantas Flight QF8406 (Emirates)

Delegation: Minister Shorten, s 22(1)(a)(ii)

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

VISIT BY MINISTER BILL SHORTEN TO SWITZERLAND
THURSDAY 13 JUNE 2024 TO TUESDAY 18 JUNE 2024
COST ESTIMATES

ITEM	ESTIMATE (AUD)
Air Fares - Commercial	
Minister Shorten (Business Class – New York > Switzerland > Melbourne)	\$19,000
s 22(1)(a)(ii) (Business Class – Melbourne > Switzerland > Melbourne)	\$14,000
	\$33,000
Ground transport	
[hire cars]	\$N/A
[train]	\$N/A
	\$0
Accommodation Zurich	
Hotel TBC / s 47E(d)	
s 22(1)(a)(ii) , 1 night – \$543 AUD per night	\$543 AUD [Room type – Standard room]
Accommodation Obbürgen	
s 47E(d) Minister Shorten, 1 night – \$995AUD per night (590 Swiss Franc)*	\$995AUD [Room type – Standard room]
s 22(1)(a)(ii) , 1 nights – TBC per night*	\$995AUD [Room type – Standard room]
Note: Swiss Government is covering the costs of accommodation for evening of 15 June 2024	
*Accommodation quotes provided by post	
	\$2,533 (AUD)
Meals and incidentals	
Minister \$400 per day	\$1200 (3 days)
Adviser \$345 per day	\$1380 (4 days)
	\$2,580 (AUD)
TOTAL	\$38,113

VISIT BY MINISTER BILL SHORTEN TO SWITZERLAND
THURSDAY 13 JUNE 2024 TO TUESDAY 18 JUNE 2024
PROGRAM

Local Time	Friday 14 June 2024
0815	Arrive Zurich and transit to Bürgenstock
TBC	Bilateral meetings – program to be sought from Switzerland Post for meetings with key officials and other Heads of Delegation attending the Summit. Delegation: Minister Shorten, s 22(1)(a)(ii)
Local Time	Saturday 15 June – Sunday 16 June 2024
TBC	Bilateral meetings – program to be sought from Switzerland Post for meetings with key officials and other Heads of Delegation attending the Summit.
1630 – 1730	Welcome Ceremony Location: Diamond Dome Delegation: Minister Shorten, s 22(1)(a)(ii)
1730 – 1900	Summit Opening Plenary Delegation: Minister Shorten, s 22(1)(a)(ii)
1900 – 1930	Family Photo Location: Piazza Delegation: Minister Shorten
1930 – 2000	Welcome Reception Location: TBC Delegation: Minister Shorten, s 22(1)(a)(ii)
2000 – 2130	Official Dinner Location: Lakeview Ballroom Delegation: Minister Shorten, s 22(1)(a)(ii)

2130	Fireplace Chat Location: Fireplace Delegation: Minister Shorten, s 22(1)(a)(ii)
	Sunday 16 June 2024
0745 – 0845	Informal Breakfast Location: Lakeside Dining Delegation: Minister Shorten, s 22(1)(a)(ii)
0845 – 0915	Introduction to Breakout Sessions
0915 – 1045	Breakout Session (TBC) Location: Diamond Dome Delegation: Minister Shorten, s 22(1)(a)(ii)
1115 – 1215	Working Plenary Location: Diamond Dome Delegation: Minister Shorten, s 22(1)(a)(ii)
1230 – 1330	Closing Plenary Location: Diamond Dome Delegation: Minister Shorten, s 22(1)(a)(ii)
1330	Transit to Zurich, depart for Australia

s 22(1)(a)(ii)

From: s 47E(d)
Sent: Thursday, 6 June 2024 8:04 AM
To: Ministerial Travel
Cc: s 47E(d)
Subject: RE: URGENT: Ministerial International Travel Request - Shorten - Switzerland - 13-18 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

PROTECTED//CABINET

Good morning s 22(1)(a)(ii)

s 47E(d)

- Minister Shorten, 13 June to 18 June 2024:

- s 34(2)
s 47E(d)
- s 47E(d)
- s 34(2)
s 47E(d)
- s 47E(d)

Let me know if you have any questions, or require further information.

Kind regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

| Cabinet Division

Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

e. s 47E(d) @pmc.gov.au | s 22(1)(a)(ii) @pmc.gov.au

Nggunawal Country, One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

From: Ministerial Travel <MinTravel@pmc.gov.au>

Sent: Wednesday, 5 June 2024 9:12 PM

To: s 47E(d)

Cc: Ministerial Travel <MinTravel@pmc.gov.au>

Subject: URGENT: Ministerial International Travel Request - Shorten - Switzerland - 13-18 June 2024 [SEC=PROTECTED, CAVEAT=SH:CABINET]

Importance: High

PROTECTED//CABINET

Hi teams

Please see below a request for advice on Minister Shorten's travel to Switzerland.

Apologies for the tight turnaround, PMO have requested this brief by midday 6 June, given the Minister leaves for his already approved US leg on Saturday and would like approval of the Switzerland leg before he departs.

@CabDiv- Could you please confirm if the Minister has any cabinet and/or committee commitments during this period.

Ministerial Overseas Travel Proposal - request for advice - due 10am Thursday 6 June 2024.

Approval is being sought for Minister Shorten to travel to Switzerland from 13 to 18 June 2024.

Instructions:

- Advice should be emailed to MinTravel@pmc.gov.au. **If not received by the deadline, we will assume you have no concerns with the proposed travel.**
- **International Division and policy areas are asked to collaborate in providing consolidated advice back to Government Division.**
- The Ministerial Travel team will consider the administrative aspects of the travel proposal, including the parliamentary sitting dates, and assess it against the *Ministerial International Travel Guidelines* ([Ministerial International Travel Guidelines | Department of the Prime Minister and Cabinet \(pmc.gov.au\)](#)). Further advice will be sought from branches as required.
- Please note PMO are enforcing the Guidelines and are rigorously assessing each request.

1. Is the travel supported?

Yes / No *[Please provide details/reasons.]*

2. Does the travel align with Australia's strategic priorities? -

Yes / No *[Please provide details.]*

3. Are there any conflicts with the timing of the travel in regard to the Minister's portfolio responsibilities?

Yes / No *[Please provide details if answered yes.]*

4. Are there any concerns/sensitivities about the Minister's travel proposal that the Branch considers should be conveyed to the PMO?

Yes / No *[Please provide details if answered yes.]*

Kind regards,

s 22(1)(a)(ii)

Adviser

Government Section | Parliamentary and Government Branch

Department of the Prime Minister and Cabinet

p. **s 22(1)(a)(ii)** | e. **s 22(1)(a)(ii)** [@pmc.gov.au](mailto:pmc.gov.au) | w. pmc.gov.au

I work Monday to Thursday



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

s 22(1)(a)(ii)

From: Titheridge, Dave
Sent: Friday, 7 June 2024 3:13 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii); Chittick, Craig; s 22(1)(a)(ii)
Subject: RE: High Level Summit ON Peace for Ukraine - Joint Communiqué [SEC=PROTECTED]
Attachments: 3. Attachment A - Joint Communiqué.docx

s 22(1)(a)(ii)

Recommend Australia should sign up if partners are doing so. There are no issues with signing up and no redlines in the current text. DFAT agree with this recommendation.

s 47C

It

highlights three areas in particular: nuclear safety, food security and return of forcibly displaced population.

Understand that if there are amendments to the text Switzerland will reconsult with attendees.

Regards

Dave

From: Titheridge, Dave
Sent: Friday, 7 June 2024 2:25 PM
To: s 22(1)(a)(ii) @pm.gov.au>
Cc: s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>
Subject: RE: High Level Summit ON Peace for Ukraine - Joint Communiqué [SEC=PROTECTED]

Will do s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @pm.gov.au>
Sent: Friday, 7 June 2024 1:41 PM
To: Chittick, Craig <Craig.Chittick@pmc.gov.au>; Titheridge, Dave <Dave.Titheridge@pmc.gov.au>
Cc: s 22(1)(a)(ii) @pm.gov.au>
Subject: FW: High Level Summit ON Peace for Ukraine - Joint Communiqué [SEC=PROTECTED]

Hi Craig and dave

Can you pls have a look at this and let me know any issues or main points – should Australia sign up? Any issues with that?

thanks

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, 7 June 2024 1:23 PM
To: s 22(1)(a)(ii) @pm.gov.au>; s 22(1)(a)(ii) @pm.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: High Level Summit ON Peace for Ukraine - Joint Communiqué [SEC=PROTECTED]

Warning: DKIM Failure. Email authenticity verification failed

PROTECTED

s 22(1)(a)(ii), s 22(1)(a)(ii) for visibility (and if any issues) attached is the Joint Communiqué to be agreed at the Summit on peace in Ukraine in Switzerland 15/16 June.

As you know Minister Shorten is representing on behalf of Prime Minister Albanese.

DFAT engaged in its development and assess there are no red lines.

The Swiss have agreed to re-circulate if there are any changes and we will keep you posted.

Let me know if any concerns. s 22(1)

s 22(1)(a)(ii)

Interim Adviser to Senator the Hon Penny Wong
Minister for Foreign Affairs

M: s 22(1)(a)(ii) I W: s 22(1)(a)(ii)
s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 13 June 2024 7:27 PM
To: s 22(1)(a)(ii)
Cc: Titheridge, Dave; Geoff Bowan; s 22(1)(a)(ii); s 22(1)(a)(ii); s 47E(d)
Subject: Re: Ukraine Peace Summit - Draft National Statement [SEC=OFFICIAL]
Attachments: Ukraine Peace Summit - Draft of Australia's National Statement.docx

Thank you, s 22(1)(a)(ii) - much appreciated.

s 22(1)(a)(ii)

Sent from my iPhone

On 13 Jun 2024, at 17:37, s 22(1)(a)(ii) @dfat.gov.au> wrote:

OFFICIAL

Hi s 22(1)(a)(ii), David

Hope this email finds you both well.

Following on from the IDC on Ukraine assistance this afternoon, please see attached a draft of our National Statement. There is an opportunity for Minister Shorten to record the Statement in the margins and it will be subsequently uploaded onto the Summit website.

Please note the draft is still with FMO. Will revert back when we have further updates.

Many thanks,

s 22(1)(a)(ii)

 Policy Officer | Ukraine Section (UKS)
 Eastern and South-East Europe Branch (ERB) | Europe Division (EUD)
 Department of Foreign Affairs and Trade
 T s 22(1)(a)(ii)