

OFFICIAL

MINISTERIAL INTERNATIONAL TRAVEL GUIDELINES

JUNE 2022

OFFICIAL

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MINISTERIAL INTERNATIONAL TRAVEL GUIDELINES

Introduction

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

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

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

Department of the Prime Minister and Cabinet

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

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

Department of Home Affairs

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

Department of Defence (Staff Officer VIP Operations)

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

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

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

All questions regarding the availability of SPA should be directed to gsvip.ops@defence.gov.au

Independent Parliamentary Expenses Authority (IPEA)

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

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

1. Approval Authority and Legislative Requirements

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

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

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

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

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

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

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

2. Planning International Travel

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

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

COVID-19 quarantine requirements

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

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

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

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

Timeframe for submitting travel proposals

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

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

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

Further planning considerations

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

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

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

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

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

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

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

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

3. Developing a Travel Proposal

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

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

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

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

4. Receiving and Actioning Approval

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

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

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

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

5. COVID-19 Travel Restrictions and Quarantine Arrangements

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

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

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

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

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

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

Developing and Submitting Quarantine Plans

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

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

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

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

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

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

6. Value for Money expectations

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

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

Class of Flight Travel

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

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

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

Accommodation

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

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

Travel by Special Purpose Aircraft

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

Under the Guidelines for use of SPA:

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

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

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

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

7. Additional Requirements and Considerations

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

Accompanying Staff

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

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

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

Acting Arrangements

Travel proposals should include proposed acting arrangements for the Minister.

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

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

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

Spouse Travel

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

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

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

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

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

Sponsored Travel

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

Hospitality

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

APPENDIX A: ACTING AUTHORISATION FORM



Instrument of Authorisation

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

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

Dated

[Name]

Minister for xxx

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

I, [name], [position]:

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

Signature

Date

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

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

Local Time [Day, Date, Month]

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

[DAY, DATE, MONTH]

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

[Time] [Meeting/Event]

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

[DAY, DATE, MONTH]

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

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

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

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

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

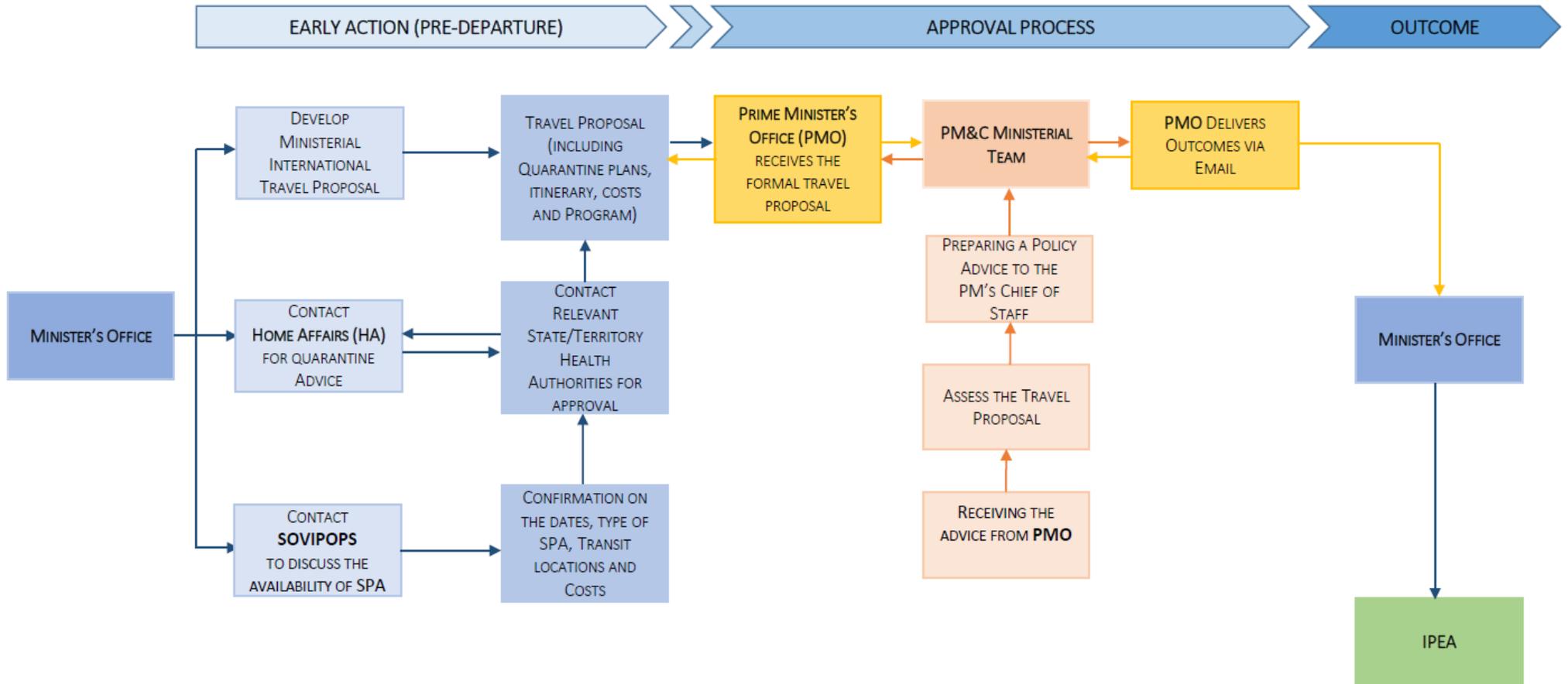
Local Time	[Date]
	[detailed information on program arrangements]
Local Time	[Date]
	[detailed information on program arrangements]

APPENDIX D: TRAVEL PROPOSAL CHECKLIST

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

Use of a Special Purpose Aircraft (SPA)		YES	NO	N/A
10.	<p>Is the Minister considering travelling overseas via commercial flights?</p> <p>▷If Yes, contact IPEA (overseastravel@ipea.gov.au) to confirm bookings once the travel proposal has received the Prime Minister's approval.</p> <p>▷If No, please contact RAAF Staff Officer VIP Operations Officers (gsvip.ops@defence.gov.au) to discuss the availability of SPA</p> <p>* Travel commitments should not be entered into on any assumption that a SPA will be available.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cost Estimates		YES	NO	
11.	<p>Have I provided details of ALL costs including accommodation, transport, meals and incidentals (see Appendix C)?</p> <p>* All efforts should be made to reduce the overall costs to the Australian Government while achieving the required travel outcome.</p> <p>* Class of travel should be specified for flights and accommodation, noting that Ministers are expected to stay in standard rooms and fly at a class no higher than business class.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
Acting Arrangements		YES	NO	N/A
12.	<p>Has the Minister put in place acting arrangements while they are absent?</p> <p>▷If Yes, the Minister must ensure (where required) that an acting instrument has been signed (Appendix A) and advise the Prime Minister of the agreed acting arrangements prior to their departure.</p> <p>▷If No, Ministers must be properly authorised under sections 19 and 34AAB of the <i>Acts Interpretations Act 1901</i> in order to exercise statutory powers of absent Minister. Ministerial offices or the portfolio department should prepare the documentation.</p> <p>* For an Assistant Minister, a senior Minister in their portfolio would assume the duties with no additional authorisation required.</p> <p>* An authorisation is not require for a Minister who is already sworn to the absent Minister's portfolio.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absence from Parliament		YES	NO	N/A
13.	<p>Will the Minister's absence clash with the parliamentary sitting period?</p> <p>▷If Yes, leave should be sought from Chief Government Whip in the House of Represent whip in the House of Representatives or the Government Whip in the Senate.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Absent from Cabinet or Cabinet related Meetings		YES	NO	N/A
14.	<p>Will the Minister's absence clash with Cabinet or other Cabinet related meetings?</p> <p>▷If Yes, arrangements are to be made with the Cabinet Secretary for the Minister to securely dial in (including during any required quarantine period).</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Changes to Travel Plans		YES	NO	N/A
15.	<p>Are there any changes after submitting my proposal to chief of Staff?</p> <p>▷If Yes, Additional approval will be required on the variation. Please provide details of any changes to travel plans, via email to the Prime Minister's office as soon as possible.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX E: MINISTER'S OFFICE WORKFLOW CHART



OFFICIAL

APPENDIX F: TABLE OF ROLES AND PROCESS

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

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