

Senate Finance and Public Administration Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Additional Estimates 2015 - 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Department of the Prime Minister and Cabinet

Outcome/Program: Outcome 1: Prime Minister and Cabinet

Topic: Ministerial International Travel

Senator: Bilyk, Catryna

Question reference number: 210

Type of question: Written

Date set by the committee for the return of answer: 14 September 2016

Number of pages: 16

Question:

In relation to any international travel undertaken by Ministers in the Prime Minister's portfolio since 20 October 2015, can the following please be provided to the Senate:

- A copy of the request for final approval submitted to the Prime Minister's Office as required under the Guidelines on Overseas Travel by Ministers and Parliamentary Secretaries.

Answer:

Copies of the following requests are attached:

	Minister	Dates	Destination/s
1.	Senator the Hon Michaelia Cash	November 2015	Netherlands, Luxembourg
2.	Senator the Hon James McGrath	November/December 2015	Malta, United Kingdom
3.	Senator the Hon James McGrath	January 2016	United States

Visits that did not proceed or have not yet happened, and details of visits undertaken (proposed meetings or other activities) that did not proceed, are not included on the basis that the disclosure of these details could be reasonably expected to cause damage to Australia's international relations. Some names and personal details have been redacted for privacy or security reasons.



Senator the Hon Michaelia Cash

MINISTER FOR EMPLOYMENT


MINISTER FOR WOMEN

MINISTER ASSISTING THE PRIME MINISTER FOR THE PUBLIC SERVICE

SENATOR FOR WESTERN AUSTRALIA

8 October 2015

Mr Drew Clarke
Acting Chief of Staff
Office of the Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Mr Clarke 

Further to earlier correspondence addressed to the former Prime Minister regarding in-principle approval for my forthcoming travel to attend the World Shelter Conference (3 – 6 November 2015) in the Netherlands, I am writing to seek your final approval.

The proposed travel schedule is:

DATE	Purpose
<i>Tuesday, 3 November 2015</i>	<i>Travel from Sydney to Dubai to Amsterdam (2 nights)</i>
<i>Wednesday, 4 November 2015</i>	<i>Attend World Shelter Conference</i>
<i>Thursday, 5 November 2015</i>	<i>Attend World Shelter Conference Travel from Amsterdam to Luxembourg (one night's accommodation)</i>
<i>Friday, 6 November 2015</i>	<i>Represent Minister Bishop at the Asia-Europe Meeting (ASEM) foreign Minister's meeting in Luxembourg Travel from Luxembourg to Amsterdam to Dubai</i>
<i>Saturday, 7 November 2015</i>	<i>Travel from Dubai to Melbourne</i>
<i>Sunday, 8 November 2015</i>	<i>Travel from Melbourne to Canberra</i>

In addition, I have been asked by the Foreign Minister to represent her at the Asia-Europe Meeting (ASEM) meeting in Luxembourg on Friday, 6 November 2015 and accordingly, travel arrangements to and from Luxembourg are included in the current itinerary.

Please find enclosed the draft programme (Attachment A) and details of travel costs (Attachment B).

It is proposed that  (Women's Adviser) will accompany me.

The Minister for Industry, Innovation and Science, Hon Christopher Pyne MP has agreed to act for me in the Employment portfolio during my absence from 3 November – 8 November 2015 (inclusive).

The Assistant Minister to the Prime Minister, Hon Alan Tudge MP has agreed to act for me in the Public Service portfolio during my absence from 3 November – 8 November 2015 (inclusive).

The Minister for Health and Sport, Hon Sussan Ley MP has agreed to act for me in the Women's portfolio during my absence 3 November – 8 November 2015 (inclusive).

I have copied this letter to offices of the Minister for Foreign Affairs, the Minister for Industry, Innovation and Science, the Minister for Health and Sport and the Assistant Minister to the Prime Minister for their information.

Yours sincerely



Senator the Hon Michaelia Cash

Attachment A (draft programme)

Attachment B (travel costs)

cc: *Office of Hon Julie Bishop MP, Minister for Foreign Affairs*
Office of Hon Christopher Pyne MP, Minister for Industry, Innovation and Science
Office of Hon Alan Tudge MP, Assistant Minister to the Prime Minister
Office of Hon Sussan Ley MP, Minister for Health and Sport

ATTACHMENT B
Travel Costs Breakdown - FCm Travel Solutions

Airline	Flight no.	Booking class	Date	Departure - Destination	Times	Extra info.
Singapore	SQ222	J	Tues, 3 Nov 2015	Sydney - Singapore	16.10 – 21.20	Operated By Singapore Airlines
Singapore	SQ324	J	Tues, 3 Nov 2015	Singapore - Amsterdam	23.55 – 06.45	Operated By Singapore Airlines
KLM	KL1745	J	Thurs, 5 Nov 2015	Amsterdam - Luxembourg	16.45- 17.45	Operated By KLM Airlines
KLM	KL1746	J	Fri, 6 Nov 2015	Luxembourg – Amsterdam	18.15 – 19.30	Operated By KLM Airlines
Emirates	EK150	J	Fri, 6 Nov 2015	Amsterdam - Dubai	22.00 – 07.35	Operated By Emirates Airlines
Emirates	EK412	J	Sat, 7 Nov 2015	Dubai - Sydney	10.15 – 07.00	Operated By Emirates Airlines

Item	Cost	Total
Airfares (Emirates) – includes taxes	\$12048 (Minister) \$12048 (Adviser)	\$24096.00
Accommodation (Amsterdam)	Staying at Australian Embassy	
TOTAL COSTS		\$24096.00

VISIT PROGRAM
Netherlands
Tuesday, 3 November – Sunday, 8 November 2015

Tuesday, 3 November 2015

20.00	Arrival of Minister Cash via EK149 - Embassy staff to meet Minister Cash at the airport, <i>depart for Hotel</i>
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Wednesday 4 November 2015: World Shelter Conference - Netherlands

08.00 - 18.00	Registration & Information Desk open
09.00 - 09.50	Plenary Session 1 ECONOMIC INDEPENDENCE OF WOMEN SURVIVORS
10.00 - 12.00	Parallel sessions of lectures, workshops, roundtables, creative performances, poster sessions, panel sessions, study/working visits, lounge greetings, including break
12.05 - 13.30	Lunch corners and visit Sponsor Plaza
13.30 - 14.30	Plenary Session 2 SHELTER MANAGEMENT FINANCING AND ADVOCACY
14.45 - 17.00	Parallel sessions of lectures, workshops, roundtables, creative performances, poster sessions, panel sessions, study/working visits, lounge greetings, including break
16.45-17.45	Amsterdam – Luxembourg (KL1745)

Thursday 5 November 2015: World Shelter Conference - Netherlands

08.00 - 18.00	Registration & Information Desk open
09.00 - 09.50	Plenary Session 3 TRANSBOUNDARY VIOLENCE AGAINST WOMEN: INTERNATIONAL EXCHANGE AND COOPERATION
10.00 - 12.00	Parallel sessions of lectures, workshops, roundtables, creative performances, poster sessions, panel sessions, study/working visits, lounge greetings, including break

Thursday 5 November 2015: World Shelter Conference - Netherlands

12.05 - 13.30	Lunch corners and visit Sponsor Plaza
13.30 - 14.30	Plenary Session 4 CONTINENTS: WHAT IS HAPPENING? STRENGTHENING GLOBAL AND REGIONAL NETWORKS
14.45 - 17.00	Regional network meetings
16.45-17.45	Amsterdam to Luxembourg (KL1745)

Friday 6 November 2015: ASEM Foreign Ministers' Meeting - Luxembourg

Morning	Retreat session (aim at real inter-active dialogue/Ministers only + listening room/smaller meeting room) Closing ceremony (large meeting room) Press conference, followed by Buffet Lunch
18.15 – 19.30	Luxembourg to Amsterdam (KL1746)
22.00 – 0735	Amsterdam to Dubai (EK150)

Saturday, 7 November 2015

10.15 – 06.35	Dubai to Melbourne (EK406) – arrive Sunday, 8 November 2015
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JAMES McGRATH

SENATOR FOR QUEENSLAND

Mr Drew Clarke
A/g Chief of Staff
Office of Prime Minister
CANBERRA ACT 2600

Dear Mr Clarke

I write on behalf of Assistant Minister McGrath, requesting final approval for the Minister to travel to Malta for the Commonwealth Heads of Government Meeting with the Prime Minister and then onto London for meetings with various UK Government Ministers including [REDACTED]

Senator McGrath will travel to Malta on 26 November with the Prime Minister and onto London with the Prime Minister on Sunday 29 November.

After meetings in London on Monday 30 November the Senator is scheduled to depart London Heathrow on a commercial flight (Qantas) QF 2 at 8.35pm on Monday 30 November, arriving in Sydney at 6.30am on Wednesday 2 December, finally flying from Sydney to Canberra on Wednesday 2 December on QF 1513 arriving in Canberra at 0915.am.

The Senator will not be travelling with staff.

I have attached 3 templates outlining Flight Itinerary, Cost Estimates and Programme for your information.

I look forward to your advice.

Yours sincerely

[REDACTED]
Adviser
Senator Hon James McGrath
Assistant Minister to the Prime Minister
Senator for Queensland

24 November 2015

ATTACHMENT A**VISIT BY SENATOR HON JAMES MCGRATH TO MALTA AND LONDON UK****26TH NOVEMBER 2015 TO 2ND DECEMBER 2015****FLIGHT ITINERARY**

Local Time	[Thursday, 26th November 2015]
[1600]	Depart [Canberra] on SPA Flight with Prime Minister
	[Friday, 27th November 2015]
[Time]	Arrive [Malta International Airport] on SPA Flight with Prime Minister
[Time]	[CHOGM]
	[Sunday, 29th November 2015]
[Time]	Depart [Malta International Airport] on SPA Flight with Prime Minister
	[Sunday, 29th November 2015]
[1000]	Arrive [London UK] on [SPAFlight with Prime Minister]
	[Monday, 30th November 2015]
[2035]	Depart [London Heathrow] on Qantas QF2
	[Wednesday, 2 December 2015]
[0630]	Arrive [Sydney Int Airport] on Qantas QF2
[0815]	Depart [Sydney Domestic Airport] on Qantas QF1513
[0915]	Arrive [Canberra Airport] on Qantas QF 1513


ATTACHMENT B**VISIT BY [SENATOR HON JAMES MCGRATH] TO [UNITED KINGDOM]****[Sunday 29th November 2015] TO [Monday 30th November 2015]****COST ESTIMATES**

ITEM	ESTIMATE (AUD)
Sunday 29th November 2015 – Arrive London on SPA flight with Prime Minister from CHOGM - Malta	
Monday 30th November 2015 Depart London Heathrow	
Air Fares – Commercial – Qantas – QF2 – Monday 30 November 8.35pm [Senator Hon James McGrath] Bus	\$9983
[No staff] ([Class of travel])	\$ Nil
Accommodation*	
[London]	
[Senator the Hon James McGrath, Assistant Minister to the Prime Minister]	\$396
[1 night] [\$396]	
[No staff] [Nights] [Cost per night]	
 *Accommodation quotes provided by post	
Meals and incidentals	
[Minister]	\$100
[No Staff]	\$ Nil
Ground transport	\$150
Hospitality (if required)	\$ Nil
TOTAL	\$10,629

VISIT BY [SENATOR THE HON JAMES MCGRATH] TO [MALTA AND LONDON]

[27TH November, 2015] TO [30th November 2015]

PROGRAMME

Local Time	[27 November – 29 November]
	Attend CHOGM in Malta with Prime Minister
Local Time	[29 th November – 30 th November]
	Official meetings in London – 



JAMES McGRATH

SENATOR FOR QUEENSLAND



Mr Drew Clarke
A/g Chief of Staff
Office of Prime Minister
CANBERRA ACT 2600

Dear Mr Clarke

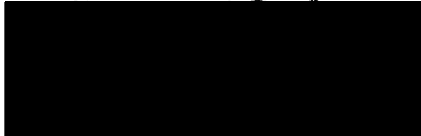
I write on behalf of Assistant Minister McGrath, requesting final approval for a change to the travel arrangements for the Minister set out in the letter of 24 November 2015.

Senator McGrath will now travel from Malta to London on a commercial flight (Air Malta) KM100 on Sunday 29 November.

I have attached 3 updated templates outlining Flight Itinerary, Cost Estimates and Programme for your information.

I look forward to your advice.

Yours sincerely



Adviser
Senator Hon James McGrath
Assistant Minister to the Prime Minister
Senator for Queensland

25 November 2015

VISIT BY SENATOR HON JAMES MCGRATH TO MALTA AND LONDON UK

26TH NOVEMBER 2015 TO 2ND DECEMBER 2015

FLIGHT ITINERARY

Local Time **[Thursday, 26th November 2015]**

[1600] Depart [Canberra] on SPA Flight with Prime Minister

[Friday, 27th November 2015]

[Time] Arrive [Malta International Airport] on SPA Flight with Prime Minister

[Time] [CHOGM]

[Sunday, 29th November 2015]

[0755] Depart [Malta International Airport] on Air Malta (KM100)

[Sunday, 29th November 2015]

[1025] Arrive [London UK] on Air Malta (KM100)

[Monday, 30th November 2015]

[2035] Depart [London Heathrow] on Qantas QF2

[Wednesday, 2 December 2015]

[0630] Arrive [Sydney Int Airport] on Qantas QF2

[0815] Depart [Sydney Domestic Airport] on Qantas QF1513

[0915] Arrive [Canberra Airport] on Qantas QF 1513

VISIT BY [SENATOR HON JAMES MCGRATH] TO [UNITED KINGDOM]

[Sunday 29th November 2015] TO [Monday 30th November 2015]


COST ESTIMATES

ITEM	ESTIMATE (AUD)
Sunday 29th November 2015 – Depart Malta for London	
Air Fares – Commercial – Air Malta – Sunday 29 November 7:55am	
[Senator Hon James McGrath] Bus	\$792
[No staff]	
Monday 30th November 2015 Depart London Heathrow	
Air Fares – Commercial – Qantas – QF2 – Monday 30 November 8.35pm	
[Senator Hon James McGrath] Bus	\$9983
[No staff]	
Accommodation*	
[London]	
[Senator the Hon James McGrath, Assistant Minister to the Prime Minister]	\$396
[1 night] [\$396]	
[No staff]	
*Accommodation quotes provided by post	
Meals and incidentals	
[Minister]	\$100
[No Staff]	
Ground transport	\$150
Hospitality (if required)	\$ Nil

VISIT BY [SENATOR THE HON JAMES MCGRATH] TO [MALTA AND LONDON]

[27TH November, 2015] TO [30th November 2015]

PROGRAMME

Local Time	[27 November – 29 November]
	Attend CHOGM in Malta with Prime Minister
Local Time	[29 th November – 30 th November]
	Official meetings in London – 

On 21 Dec 2015, at 12:08, McGrath, James (Private) <[REDACTED]> wrote:

Hi Drew,

Could we discuss please in terms of both approval from the PM to attend and also of cost? I am being invited in an official capacity.

Regards,

James

From: [REDACTED] (Sen J. McGrath)
Sent: Wednesday, 16 December 2015 4:12 PM
To: McGrath, James (Private)
Subject: FW: West Coast Leadership Dialogue invitation | Senator the Hon James McGrath

Kind regards
<image001.jpg>

[REDACTED]
Diary & Office Manager
Office of Senator Hon. James McGrath
Assistant Minister to the Prime Minister
E-mail [REDACTED]
Office (Nambour): 07 5441 1800
Office (Canberra): 02 6277 3076
Fax (Nambour): 07 5441 1699
Post to: PO Box 772, Nambour, 4560, QLD

<image002.jpg>

From: [REDACTED]
Sent: Wednesday, 16 December 2015 3:58 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: West Coast Leadership Dialogue invitation | Senator the Hon James McGrath

Dear [REDACTED]

[REDACTED] provided me your details as the relevant person to liaise with regards to an invitation for Senator McGrath.

The Australian American Leadership Dialogue is delighted to invite Senator McGrath to the tenth annual West Coast Leadership Dialogue, Monday 11 to Wednesday 13 January 2016 at Stanford University in Palo Alto and the wider Silicon Valley/ San Francisco innovation corridor.

Please find attached an invitation which contains information about the program and details on how to register.

Apologies for the short turnaround time. I appreciate that the Senator will require travel approval, however we kindly ask for the earliest possible indication of his interest in attending. Don't hesitate to call if you have any questions.

Warm regards,
[REDACTED]

Senior Program and Events Manager

Level 1, 574 Malvern Road | PO Box 1387
Prahran VIC 3181 | Hawksburn VIC 3142

m [REDACTED]
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