

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**Budget Estimates Hearing 25-29 May 2015**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Department of the Prime Minister and Cabinet  
**Outcome/Program:** Outcome 1: Prime Minister and Cabinet  
**Topic:** The Daily Telegraph media report

**Senator:** Senator the Hon Penny Wong

**Question reference number:** 59

**Type of question:** FPA Tuesday 26 May 2015, page 81

**Date set by the committee for the return of answer:** 9 June 2015

**Number of pages:** 3

**Question:**

Senator WONG: Thank you. The report also refers to the department saying there is a handbook produced by the department outlining these protocols for foreign dignitaries visiting Australia, which also applies to overseas missions. Could I have a copy of that handbook please.

Ms Spence: It is an internal document—

Senator Cormann: We will take that on notice and see if we can assist.

Senator WONG: It is an internal document, but you have referred to it—

Ms Spence: We will take it on notice.

Senator WONG: Thank you. I do not think "an internal document" is a response to a request.

CHAIR: "We will take it on notice" is a response.

**Answer:**

The Ceremonial Reference Manual comprises five volumes. The attached extract from the Ceremonial Reference Manual relates to protocols for foreign dignitaries visiting Australia.

- 1.35 If the ceremony is followed by a meeting in the Prime Minister's Office, the movement of media following the ceremony to the Prime Minister's Office is time critical. In order to advance the Official Party arrival at the PMO, a pool of media agreed with the PMO Press Office, should be escorted from the forecourt via the Senate side (Prime Minister escorts the Guest of Honour via the House of Representatives side as it does not pass Ozzie's café).<sup>1</sup>

### **Australian Greeting Party**

- 1.36 Representatives from select categories of the Australian Table of Precedence are introduced by the Prime Minister to the Guest of Honour as part of a presentation line during the Ceremonial Welcome.
- 1.37 Send an invitation e-mail to each of the offices of the Table of Precedence positions listed below. See CERHOS telephone guide for contact details. See template of e-mail at Appendix D for wording.
- 1.38 These representatives include in precedence order, the positions listed below. It is acceptable to have a senior representative of that position.
- (a) The Speaker of the House of Representatives (and spouse/partner)<sup>2</sup> The President of the Senate and the Speaker represent the Parliament.
  - (b) The President of the Senate (and spouse/partner)
  - (c) The Dean of the Diplomatic Corps (and spouse/partner). The Dean represents the Diplomatic Corps.<sup>3</sup>
  - (d) Leader of the Opposition (and spouse/partner)
  - (e) Chief Minister of the Australian Capital Territory (as ceremony is held in the ACT)<sup>4</sup>

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<sup>1</sup> Minute, 25 August 1988. Roger Bagley, Director (Ceremonial) to All staff, Ceremonial and Hospitality Branch. Media Arrangements in the Prime Minister's Office.

<sup>2</sup> The precedence of the President and Speaker can change with a change in Presiding Officers – whoever took office earlier is the more senior in terms of precedence.

<sup>3</sup> In some countries it is sometimes customary for the entire Diplomatic Corps to be invited to a Ceremonial Welcome/Arrival. [See Precedence file.](#)

<sup>4</sup> Note 2 June 1993, Pat Logan to Ceremonial Officers. *Inclusion of the Chief Minister of the ACT in Official Greeting Parties.* Chief Minister to be included in greeting parties from 1993 onwards (at request of Commonwealth Government). "The Chief Minister is to be accorded the precedence of Chief Minister outside his/her territory and therefore will not receive a salute and will be placed in the line-up after the Leader of the Opposition and before the Chief of the Defence Force."

- (f) Chief of the Defence Force (and spouse/partner)
- (g) Secretary of the Department of the Prime Minister and Cabinet (representing the government department coordinating the visit)
- (h) Australian High Commissioner/Ambassador to the Visiting Country (if returning to Australia for the visit)
- (i) Indigenous Representative<sup>5</sup>

- 1.39 Carefully note who can attend and whether their spouse/partner is attending (if applicable). A crib chart for noting the details is attached at Appendix E.
- 1.40 If the Guest of Honour is accompanied by a spouse/partner, then the Australian Greeting Party is invited with spouses/partners, where applicable (not guests). Attendance by a spouse in this case is customary but not compulsory.
- 1.41 Where Principals cannot attend, they are given an opportunity to nominate a representative. While it is most desirable, there is no compulsion for them or a representative to attend.
- 1.42 If the Guest of Honour is not travelling with a spouse/partner, but the Prime Minister's partner wishes to attend, then the Australian Greeting Party should be invited with spouses/partners also.
- 1.43 If spouses/partners of the Australian Greeting Party wish to attend when neither the Guest of Honour's nor the Prime Minister's spouses/partners are in attendance, this is discouraged but in the end, is acceptable.
- 1.44 Once all participants are confirmed and visit details are settled, send a briefing e-mail (see attached e-mail with standard wording covering standard advice at Appendix F). Attach the Order of Arrangements if cleared by AS CERHOS (see below).
- 1.45 On the day, the most senior greeter is presented by the Prime Minister first and the presentation then proceeds in descending order of precedence. The Guest of Honour also presents his Official Party in descending order of precedence immediately after the Prime Minister has presented the Australian Greeting Party.

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<sup>5</sup> Prime Minister Rudd introduced a Welcome to Country for the GOG program; therefore the Indigenous elder was included in the Australian Greeting party. When a new Prime Minister is appointed, confirm if they would still like this to occur.