

**Senate Finance and Public Administration Legislation Committee**

**ANSWERS TO QUESTIONS ON NOTICE**

**Prime Minister and Cabinet Portfolio**

**Department of the Prime Minister and Cabinet**

Budget Estimates Supplementary Hearings 2003-2004, 3-4 November 2003

**Question: PM 32**

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**Topic: Visits by President Bush and President Hu**

**Hansard Page: F&PA 16**

**Senator Faulkner asked: Can they be made available to the committee? (State visit protocols)**

**Answer:**

**VISITS TO AUSTRALIA  
BY  
HEADS OF STATE**

**INFORMATION  
NOTES**

These attached notes outline responsibilities and procedures for visits to Australia by Heads of State who are guests of the Australian Government. They do not cover working visits which will be determined case-by-case.

Issued by Ceremonial and Hospitality Branch (CERHOS)  
Department of the Prime Minister and Cabinet

December 2003

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## A. PLANNING AND FACILITATION

### 1. INVITATION

The impetus for head of state visits comes from the Prime Minister, his office and/or his department. Australian missions will from time to time advise of approaches made by the country(s) for which they have responsibility. The Governor-General issues the formal invitation to the head of state when specific dates for the visit have been agreed between the respective governments. These are normally settled through diplomatic channels beforehand. The visit is for a maximum of five nights.

### 2. RESPONSIBILITY AND PLANNING

The Ceremonial and Hospitality Branch (CERHOS) in the Department of the Prime Minister and Cabinet is responsible for visits by guests of the government. CERHOS convenes planning meetings in liaison with the Prime Minister's office, his department, other relevant departments, the visitor's diplomatic representative and with the Premier's department of each appropriate state. CERHOS consults with the Governor-General's office on the involvement of the Governor-General over such matters as timing, availability and hospitality. It then coordinates and facilitates engagements for the entire programme.

After an outline itinerary and skeletal programme is established, discussions are held with relevant parties and drafts of the proposed programme are circulated.

Normally the diplomatic mission of the guest's country is the principal channel of communication with the visitor. Australian diplomatic representatives to the guest's country are kept advised of the progress of the programme.

### 3. COMPOSITION OF TOTAL PARTY

- |   |   |
|---|---|
| (a) <u>Official party</u><br>- guests of the government       | A maximum of ten persons (including the principal and spouse) as determined by the Australian government. (Note: if there is no accompanying spouse then the maximum number of persons in the official party is nine) |
| -Others<br>(Not guests of the government)                     | As advised by the diplomatic mission  |
| (b) <u>Unofficial party</u><br>(Not guests of the government) | No restriction  |
| (c) <u>Media party</u><br>(Not guests of the government)      | No restriction  |
| (d) Others  |   |

CERHOS will assist with accommodation reservations, ground transport and domestic air travel for other members of the party in accordance with the approved itinerary. All costs are at the expense of the visitors except where ground transport needs can be met from within the four vehicles paid for by the Australian government. The use of buses is encouraged for large groups.

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**Note:** The ambassador and officials from the embassy who may be included in the party meet their own costs

It is important that early advice be given to CERHOS to confirm:

- details of the visiting party including correct spelling of the names and style/titles for the principal and spouse and accompanying party members;
- whether a representative from the principal's diplomatic mission is to accompany the party;
- whether the principal is to be accompanied by, or will require, an interpreter;
- whether the visiting party will include a security officer(s);
- passport details - see Customs arrival.

(f) Australian Officials

A CERHOS officer and other officers as determined on a visit by visit basis accompany the head of state.

Normally the Australian head of mission accredited to the visitor's country also returns to Australia to accompany the head of state. (However, no costs are met from the guest of government programme or the Department of the Prime Minister and Cabinet for this purpose.)

Liaison officers are provided as necessary to co-ordinate such matters as media, security, transport and baggage.

#### 4. EXPENSES

##### **Guests of the Government**

The Australian government meets the following costs within Australia:

- hotel accommodation including reasonable living expenses for the principal and spouse only;
- hotel accommodation and meals only for the remaining guests of government;
- first class domestic air travel (where the visiting party does not have its own aircraft) and ground transport (up to four vehicles).

The Australian government bears no responsibility for the following costs:

- international air fares;
- international telephone, telex and/or facsimile communications;
- medical expenses (eg consultations, treatments and/or medications);
- major personal entertainment including excessive expenditure on hotel mini-bars or in-house videos; or

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- other expenses of a personal nature

Should such charges arise they are to be settled during the course of the visit by the visiting party. Where this does not occur they will be redirected to the diplomatic mission for payment.

5. OFFICIAL PROGRAMME

CERHOS provides an official programme visit booklet, printed in english, showing the engagements to be undertaken by the principal and spouse. Subsidiary orders of arrangements are also issued as appropriate. The Australian programme visit booklet is the authoritative version. Care should be taken to ensure that details are the same as in the official programme if the diplomatic mission arranges a visit booklet in its own language.

6. PERSONAL INTERESTS OF GUESTS

Early information of any specific professional and personal interest or wishes of the principal and spouse is of considerable assistance to CERHOS in preparing the visit programme. Wherever possible time is allocated in the programme for these interests.

7. BIOGRAPHICAL NOTES

The diplomatic mission is asked to provide biographical notes on and photographs of the principal and spouse and, where possible, senior members of the party.

8. DIETARY AND MEDICAL INFORMATION

Details of any dietary restrictions or preferences and relevant medical conditions are to be advised as early as possible.

9. ACCOMMODATION

The Governor-General may invite the principal, spouse and a small number of officials to stay at Government House, Canberra which is not a large establishment. State Governors may invite the head of state to stay at their residences. Again, as these houses are not large, only some of the accompanying party may stay in them. Should the head of state prefer to stay in an hotel, early advice would be helpful.

Where accommodation at official residences is unavailable (or declined) the party is accommodated in international standard hotels. Suites are allocated for the principal and spouse and ministers and those of equivalent rank and single occupancy rooms for other members. Any special requirements should be advised as early as possible. (Should the principal stay at an official residence, other party members will be accommodated in international standard hotels.)

10. TRANSPORT

Australian practice is to limit the number of cars in a motorcade. If a head of state travels with a large party, buses are used, wherever possible, to transport officials and businessmen. Note that Australian government expense is limited to a maximum of four vehicles only.

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Where the head of state does not have his/her own aircraft and has a travelling party who are not guests of government the Australian post is to encourage open sector travel for domestic flights. (It is cheaper for visitors to have their domestic travel included with the international ticket and open sector tickets allow for last minute rearrangement of flights.)

**Note:** Where the head of state travels on his/her own aircraft a minimum number of seats on that aircraft will be requested by CERHOS for Australian officials to facilitate travel/security arrangements within Australia.

#### 11. BAGGAGE

Baggage should be labelled in English. Baggage is collected from within hotel rooms and normally needs to be available one to two hours before the scheduled time of aircraft departure. Baggage is collected at each city on arrival and taken to the hotel then placed in rooms. Specific arrangements are advised for each visit.

#### 12. PROTECTIVE SECURITY

The Australian government takes very seriously its obligations and responsibilities under international and domestic law to ensure the protection of Internationally Protected Persons and to prevent such persons being harassed or having their dignity impaired.

Australian authorities provide comprehensive protective security arrangements for Internationally Protected Persons and for guests of the government against whom an assessed security threat exists. This includes the use of close protection police officers and the implementation of appropriate transport, accommodation and venue security arrangements.

A visitor who does not stay at an official government residence should be accommodated in a security approved hotel. Where the visitor wishes to stay at a diplomatic or private residence the additional cost of guarding the mission/residence will be at the expense of the relevant diplomatic mission.

The government's policy is to refuse the carriage of firearms by foreign security personnel accompanying visiting dignitaries on visits to Australia. This policy is based on the very high standard of protective security arrangements provided by Australian authorities and on the generally low level of threat within Australia.

Any requests for the importation and carriage of firearms should be made to the Department of Foreign Affairs and Trade not less than ten working days before the commencement of a visit and, as requests are usually refused, the agreement of Australian authorities should not be anticipated.

#### 13. GOVERNMENT HOSPITALITY AND RETURN HOSPITALITY

A state luncheon or dinner would normally be extended to the visiting head of state by the Governor-General in Canberra. The Governor of a State may also provide such hospitality.

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A visiting head of state may also be offered official hospitality by the Australian government in the form of a luncheon or dinner, on a single occasion during the course of a visit. This function would usually take place in Canberra and would be given by the Prime Minister.

There is no protocol requirement for the head of state to offer return hospitality. Any proposal for the head of state or local head of mission to host a function should be raised early in the visit planning.

14. FORMAL TOASTS/SPEECHES

(a) At Government House, Canberra (or at a State Government House)

At an appropriate time during the state luncheon or dinner toasts are proposed by the Governor-General to the head of state of the country concerned eg "President X". While the guests are still standing the head of state responds: "The Queen and the people of Australia".

When The Queen is Head of State (of the country concerned), the Governor-General only proposes the toast: "The Queen".

There are no speeches at state luncheons or dinners.

(b) At Parliament House, Canberra

For Australian government luncheons or dinners the Prime Minister will propose a toast to the head of state of (the country concerned) eg "President X". While guests are still standing the head of state responds: "The Queen and the people of Australia".

When The Queen is Head of State (of the country concerned), the Australian Prime Minister only proposes the toast: "The Queen".

At an appropriate time during the state luncheon or dinner, the Prime Minister welcomes the guest of honour and invites the leader of the opposition to speak in support.

The head of state replies.

15. GIFTS

Traditionally Australia is not a gift giving country and the regular exchange of gifts is not an Australian custom. Where the presentation of a gift is traditional in the guest's country, this practice is respected. In such cases, advice of the visitor's intentions regarding gifts would be appreciated early in visit planning.

It should be noted that gifts valued at more than \$A750 presented by another government to Members of the Australian Parliament or their families must be declared. A Member of the Australian Parliament wishing to retain such a gift must pay the amount by which the valuation exceeds \$A750.

Gifts, other than those of a token nature, should not be presented to Australian government officials.

16. FLYING OF FLAGS

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In Canberra flags of both countries are flown at Parliament House and in the parliamentary triangle. State authorities may also fly flags of both countries in other cities.

Government House, Canberra, has two flagpoles at the entrance gate. The Governor-General's flag is flown on the left hand side and the visiting head of state's standard or national flag on the right hand side (entering Government House grounds).

At Government House, Sydney, it is customary for the Governor's standard and the head of state's standard or national flag to be flown from the two towers.

At Government House, Melbourne, the Governor's standard is flown from the flagpole on Government House tower and the head of state's standard or national flag is flown from a flagpole at the entrance gate.

The head of state's standard or national flag is flown on the principal car. (The usual size of car pennants is 30cm x 20 cm approx). In Canberra, if the head of state travels by car with the Governor-General, the Governor-General's flag and the standard or national flag of the visitor are both flown on the car with the head of state's on the driver's side. In the States, the Governor's standard and the head of state's standard or national flag are flown as for Canberra if the two travel together.

#### 17. ARRIVALS AND DEPARTURES

If entry into Australia is not at Canberra, the arrival at the city of entry normally would be informal.

##### (a) First Arrival in Canberra

A ceremonial welcome is accorded at which the head of state is received by the Governor-General and the Prime Minister (or his representative). This normally takes place at Defence Establishment Fairbairn. Other dignitaries are invited to attend and are presented. When the head of state is accompanied by a spouse, the spouse of each of the local dignitaries would also be invited.

An artillery salute of 21 guns is fired and a guard of honour is mounted. The guard accords a royal salute and is inspected. Flags of both countries are flown. No speeches are given.

##### (b) Departure from Canberra

The farewell from Canberra is not as formal as the arrival and is without military ceremonial. It is attended by the Governor-General and the Prime Minister (or their representatives).

##### (c) Arrivals and departures in capital cities of Australian states

The head of state is normally received and farewelled by the State Governor and the Premier. Other dignitaries (in small numbers) may also attend. There is no formal ceremonial.

##### (d) Final departure from Australia from a state capital

The Governor-General is represented by an honorary ADC and the Australian government is represented. The State Governor and Premier, or their representatives, usually attend.

#### 18. PRE-FLIGHT SECURITY CHECKS



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All persons travelling by commercial domestic airlines are required to subject themselves and their cabin baggage to the approved checking procedures.

Any particular requirements for pre-flight security checks should be made known at an early stage where the visiting party has its own aircraft.

## **B. CUSTOMS, IMMIGRATION AND QUARANTINE REQUIREMENTS**

**Note:** Separate cabled advice on some of these aspects will be sent to the post.

### Arrival - Customs and Immigration

Customs formalities are kept to a minimum and every courtesy is extended to the guests and travelling party. To facilitate clearance advance passenger information (API) for all members of the party should be supplied at least 48 hours in advance of arrival showing full name, sex, date and place of birth, passport number, validity, date and place of issue and nationality.

All members of the travelling party are exempt from the requirement to obtain visas and entry permits provided that they arrive and depart with the head of state. Otherwise visas will be required.

Where an API has not been supplied all passengers must complete an Incoming Passenger Card and a "Customs, Quarantine and Wildlife Statement". Those passengers with visas must also complete these forms.

It is easier if one member of the party has all passports and completed entry documents available on arrival. Customs officers will check passports against the API details. A list of equipment being brought into the country such as media equipment, lap top computers, etc will also facilitate clearance.

If a member of the party is bringing the equivalent of \$A10,000 or more into Australia in cash then this must be declared on the form "International Currency Transfer Report".

### Arrival - Quarantine

A valid International Certificate of Vaccination against yellow fever is required for everyone over the age of one who has been in a yellow fever infected country within six days of arrival in Australia. Infected countries are those listed in the Weekly Epidemiological Record of the World Health Organisation.

The following quarantine procedures will apply -

#### (a) Travel by own aircraft

The aircraft must be disinfected in accordance with Australian government requirements. Full details may be obtained from the Australian Quarantine and Inspection Service (AQIS). These require the aircraft cabin and holds to be disinfected on arrival in Australia before disembarkation of passengers or unloading of holds. Cans of the required disinfection sprays can be obtained from Qantas or any other carrier servicing Australia.

The cabin of the aircraft is disinfected with the recommended insecticide at top-of-descent before arrival at the first Australian port. Any overhead lockers, flight deck and other parts of the cabin which cannot be disinfected at top-of-descent should be disinfected with the recommended insecticide before the passengers embark at the last overseas airport. The

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holds should be disinfected with the recommended insecticide immediately before being closed at the last overseas airport.

Where any doubt exists, Australian quarantine officials reserve the right to order a full disinfection of the aircraft cabin/hold as appropriate.

(b) Travel by commercial aircraft

Disinfection of the aircraft, in accordance with WHO guidelines, is effected as part of the standard operating procedures.

It is helpful if a member of the incoming party is nominated to present any items that may be quarantinable for inspection. These items must be declared in the "Customs, Quarantine and Wildlife Statement" provided on the aircraft for each passenger to complete before their entry into Australia.

Note: Live animals of all kinds (including birds) are prohibited from entry into Australia.

In addition the following items may not be imported -

- Meat or products containing meat, whether canned or uncanned
- Milk, butter, eggs including noodles, canned or uncanned
- Articles including raw hide, egg raw hide drums
- Hides and skins unless fully tanned
- Fresh fruit and fresh vegetables
- Propagatable plant material including flowers which have propagatable parts
- Seeds; straw and straw packing

The following items may be imported -

- Confectionery, including nuts other than walnuts
- Bread, cake and biscuits
- Beverages
- Articles such as wooden cases or artifacts containing wood, bamboo or rattan may require treatment before release
- Cut flowers, including orchid blooms, are subject to inspection and treatment against insects if necessary

#### Departure

Customs officers will check passports against the API. Passports will be collected beforehand and should be ready at the specified time to avoid any delay at departure.