

**Department of the Premier and Cabinet
Strategic Engagement and Protocol**

SECTION: Protocol and International Engagement

NUMBER: GCS.PRO.012

SUBJECT: Commonwealth "Guest of Government"
visits and visits by other foreign dignitaries

AUTHORISED:

1. Purpose

1.1 This document outlines the Queensland Government's policy in relation to Royal Visits, visits under the Commonwealth Government's "Guest of Government" program and visits by other foreign dignitaries.

2. Scope

2.1 This policy applies to the following:

- 2.1.1 Visits under the Commonwealth Government's "Guest of Government" program (refer 3.1);
- 2.1.2 Visits by other foreign government dignitaries being hosted by the Department of Premier and Cabinet.

3. Definitions

3.1 **"Guest of Government" (GOG)** is the status accorded certain distinguished foreign visitors to this country by the Commonwealth Government and confers certain benefits and privileges on the visitor. These dignitaries may include:

- Heads of State of foreign countries;
- Members of the British Royal Family (excluding the sovereign and heir) and the Royal Families of other foreign countries;
- Heads of foreign governments;
- Ministers of foreign governments;
- Officials of the United Nations and other world organisations.

3.2 **Official Visit** and **Official Visit Programme** refer to those visits and programmes organised by Protocol and International Engagement, on behalf of the Queensland Government.

4. References and Authority

4.1 *nil*

5. Guidelines

- 5.1 **Commonwealth/State co-operation** - The Queensland Government will assist the Commonwealth Government with all GOG visits to this State in an endeavour to ensure that the national objectives for such visits are achieved. The Commonwealth's guidelines for such visits are outlined in Attachments A, B, C and D.
- 5.2 **Official visit programme** - All arrangements for GOG visits to this State are to be co-ordinated through Protocol and International Engagement. Whilst due regard is to be given to the purpose of the GOG's visit and the wishes of the Commonwealth Government, consideration should also be given to including in the programme appointments aimed at securing some economic benefit for Queensland. In planning each programme, Protocol and International Engagement should be guided by advice from Trade and Investment Queensland (TIQ) and other relevant government departments. If feasible, every endeavour should be made to include an appointment with the equivalent Queensland official (eg Governor with Head of State; Premier with Head of Government or Minister for Foreign Affairs or Trade, etc).
- 5.3 **Government Hospitality** - In accordance with Government policy, hospitality may be extended to GOGs on the occasion of their official visit to this State (see policy document GCS.PRO.007). However, as the Commonwealth Government also extends hospitality to GOGs, it is not necessary for the State Government to provide hospitality on each and every occasion such a dignitary visits Queensland. Those matters which might influence such a decision include the international standing of the GOG, the purpose and strategic relevance to Queensland of the visit as well as the timing of the visit. The availability of an appropriate host is another important issue. Where possible, GOGs should be hosted by their equivalent Queensland official (eg Governor for Heads of State; Premier for Heads of Government or Ministers for Foreign Affairs or Trade, etc).
- 5.4 **Transport** - Whilst the Commonwealth Government normally meets all travelling and transport costs for GOG visits, the Queensland Government may assist with air charter, road or rail transport or boat charters. Those matters that might influence such a decision include the international standing of the GOG, the purpose and strategic relevance to Queensland of the visit and the likelihood of some economic benefit to the State.
- 5.5 **Escorting** - Protocol and International Engagement will provide an officer to accompany the GOG and the official party during the visit. All costs associated with this officer's travel, accommodation, etc., is to be borne by Protocol and International Engagement.
- 5.6 **Security** - Police security, appropriate to the "level of threat" is to be provided by the Queensland Police Service, in cooperation with the Australian Federal Police (see 6.2 also).

6. Responsibilities

6.1 The **Director, Protocol and International Engagement (DPIE)** is responsible for:

- administering this policy and monitoring the associated procedures to ensure they remain efficient and effective;
- notifying the Commonwealth Government of Queensland's interest in particular GOG visits;
- organising an official visit programme for Queensland, in co-operation with Commonwealth Government officials;
- determining the content of each official visit programme (including hospitality), in consultation with other relevant departments and officials;
- meeting those costs associated with the preparation of the visit programme and the provision of an escort officer and Government hospitality.

6.2 The **Queensland Police Service** is responsible for determining the "level of threat" of each visiting dignitary and for providing, at its own cost, the level of security deemed necessary.

6.3 The **Protocol and International Visits Branch**, Department of the Prime Minister and Cabinet (PIV), formerly the Ceremonial and Hospitality Branch (CERHOS), is responsible for the overall direction and co-ordination of GOG visits Australia-wide and for all arrangements, and associated costs, in respect of air travel within Australia, transport, accommodation and meals for GOGs.

7. Actions

7.1 Upon learning of a forthcoming GOG visit to Australia, Protocol and International Engagement should consult with TIQ and other relevant departments on the strategic importance of the visit and whether a bid should be made to have Queensland included in the itinerary. If a bid for a particular visit is recommended, Protocol and International Engagement will notify PIV of Queensland's interest.

7.2 When advice is received from PIV that a particular GOG will be visiting Queensland on a particular date, Protocol and International Engagement should firstly seek details of the following:

- Purpose of the visit to Australia;
- Reason/s for visiting Queensland;
- Names of any organisations, people or places the GOG or Commonwealth Government wish to include in the programme;
- GOG's biographical details;
- A list of accompanying officials.

7.3 TIQ and/or other relevant departments should then be consulted for advice on the strategic relevance to Queensland of the visit. The advice received will determine what, if any, additional appointments should be included in the visit programmes (ie additional to those

requested by the GOG and PIV). The question of whether Government hospitality is to be extended is also dependent to some extent on this advice as well as other factors (see 5.3).

- 7.4 The project is then allocated to Protocol staff who are responsible for organising the visit programme and government hospitality, in accordance with the procedures outlined in the relevant Visits/Functions Check-lists.
- 7.5 As soon as possible after the visit, a report should be prepared by Protocol staff detailing, amongst other things, significant topics raised by the GOG, variations in the programme, problems encountered and suggested remedies, final actual costs, etc. If the GOG raised any significant topics which could possibly lead to some economic benefit to Queensland, relevant details should be conveyed to TIQ and/or the appropriate department.
- 7.6 Relevant data should also be recorded in Protocol's Project Register for future reference and statistical purposes.

8. Attachments

- 8.1 PIV Visit Guidelines - "Visit to Australia by a Head of State"
- 8.2 PIV Visit Guidelines - "Visit to Australia by a Head of Government"
- 8.3 PIV Visit Guidelines - "Visit to Australia by a Minister"
- 8.4 PIV Visit Guidelines - "Visit to Australia by a Crown Prince or Crown Princess"



Australian Government

Department of the Prime Minister and Cabinet

GUEST OF GOVERNMENT

VISIT TO AUSTRALIA BY A HEAD OF STATE

INFORMATION NOTES

APPLICATION: These notes outline responsibilities and procedures for a state visit to Australia by a Head of State who is a guest of the Australian Government. They do not cover "working visits" which are outlined in a separate information note.

Issued by: Ceremonial and Hospitality Branch (CERHOS)
Department of the Prime Minister and Cabinet
November 2008



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INVITATION AND LENGTH OF VISIT

The impetus for a state visit usually comes from the Governor-General, the Prime Minister or the Department of the Prime Minister and Cabinet. 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 written invitation to the head of state after dates for the visit have been settled through diplomatic channels. The visit is for a maximum of five nights.

The Governor General is the host of the visit.

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 government. CERHOS convenes planning meetings in liaison with the Prime Minister’s office, the Department of the Prime Minister and Cabinet, other relevant departments and agencies, the visitor’s diplomatic representative, and with the premier’s department of each state to be visited. CERHOS consults the Governor-General’s office on the involvement of the Governor-General as host and then coordinates and facilitates engagements for the entire program.

After an outline itinerary and draft program are established, discussions are held with relevant parties and drafts of the proposed program 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 updated on the progress of the program.

COMPOSITION OF DELEGATION

Guests of the government	The head of state and spouse, and a maximum of eight others
Others (Non guests of the government)	No restriction on numbers
Media	No restriction on numbers

Note: Representatives from the local diplomatic mission who may be included in the delegation are not given guest of government status, and would meet their own costs.

Guest of government members of the delegation

Guest of government status is given to a maximum of ten persons, including the principal and spouse. If there is no accompanying spouse then the maximum number of persons given guest of government status is nine.

Non-guest of government members of the delegation

There is no limit to the size of the accompanying delegation

CERHOS will assist with accommodation reservations, ground transport and advise on domestic air travel options for non-guest of government members of the delegation in accordance with the approved itinerary. All arrangements 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.

Media

All accompanying foreign media will be issued with temporary accreditation known as a National Visits Media Card (NVMC) for the duration of the official visit. In order for the NVMC to be issued, a list of names and media organisations needs to be provided by either the local mission, or the office of the visiting dignitary no later than five working days before the commencement of the visit. The NVMC must be worn by foreign media for all official program elements they attend.



Please note that specific Customs requirements exist for the importation of media equipment (see “Temporary importation of media equipment”).

Delegation details required

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

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

Australian officials

At least one CERHOS Visit Co-ordinator and other Australian government and state government officials, as determined on a visit by visit basis, accompany the head of state.

The Australian head of mission accredited to the visitor’s country often returns to Australia to accompany the head of state on the visit. This is at the discretion of the Department of Foreign Affairs and Trade.

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

EXPENSES

Guests of the Government

The Australian Government meets the following costs within Australia:

- hotel accommodation including meals and reasonable living expenses for the principal and spouse only;

- hotel accommodation and meals only for other guests of government;
- domestic air travel (where the visiting delegation does not have its own aircraft);
- ground transport (up to four vehicles).

The Australian Government bears no responsibility for the following costs:

- international air fares;
- aircraft handling, passenger movement or landing charges, where the dignitary travels on their own aircraft
- international telephone, facsimile communications and/or internet connection charges;
- medical expenses (eg consultations, treatments and/or medications);
- major personal entertainment including excessive expenditure on hotel mini-bars, in-house videos or other expenses of a personal nature

Should such charges arise they are to be settled during the course of the visit by the visiting delegation or diplomatic mission.

OFFICIAL PROGRAM

CERHOS provides an official visit program booklet, printed in English, showing the engagements to be undertaken by the principal and spouse. Detailed orders of arrangement are included as appropriate. The Australian visit program booklet is regarded as the authoritative version. If the diplomatic mission arranges a visit booklet in its own language, care should be taken to ensure that details are the same as in the official program booklet.

Spouse Program

CERHOS will assist with appropriate contacts and transport (one vehicle) for a separate spouse program. Arrangements will be discussed during visit planning.



PERSONAL INTERESTS OF GUESTS

Early advice of specific professional and personal interests or wishes of the head of state and spouse is of considerable assistance to CERHOS in preparing the visit program. Wherever possible, time is allocated in the program for these interests.

BIOGRAPHICAL NOTES

The diplomatic mission is asked to provide biographical notes and photographs of, the head of state and spouse and, where possible, senior members of the delegation.

DIETARY AND MEDICAL INFORMATION

Details of any dietary restrictions or preferences and relevant medical information (including blood type of the head of state and spouse) should be advised as early as possible.

Dietary preferences of other members of the delegation will also be taken into account if provided.

ACCOMMODATION

The Governor General may invite the head of state, spouse and a small number of officials to stay at Government House in Canberra. State Governors may also invite the head of state and a small number of officials to stay at their residences. Should the head of state prefer to stay in a hotel, early advice would be helpful.

Where accommodation at official residences is unavailable (or declined) the delegation are accommodated in an international standard hotel. Reservations are made on the basis of an appropriate suite for the head of state and spouse, suites for ministers and others of equivalent rank and single occupancy rooms for the remainder of the delegation. Any special requirements should be advised as early as possible.

TRANSPORT

Ground transport

Australian practice is to limit the number of vehicles in a motorcade. If a head of state travels with a large delegation coaches are used, wherever possible, to transport the accompanying delegation. Note that Australian Government expense is limited to a maximum of four vehicles only. A 'vehicle' can be either a car, or coach..

Air transport

Where the head of state does not travel on his/her own aircraft, CERHOS will make domestic air transport arrangements for the guests of government. Non-guest of government members of the delegation are responsible for making their own domestic flight bookings where commercial flights need to be taken. CERHOS will assist with advice on domestic flight options. The purchase of fully flexible tickets is strongly recommended.

***Note:** Where the head of state travels on his/her own aircraft a minimum number of seats will be required on that aircraft for Australian officials.*

BAGGAGE

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

PROTECTIVE SECURITY

The Australian Government takes its obligations with regard to the protection of visiting foreign dignitaries very seriously.

Australian authorities accept full responsibility for the protection of visiting dignitaries and take all necessary measures, commensurate with the assessed level of threat, to protect the dignity and ensure the physical security of visiting dignitaries. Such measures can include police close personal protection and appropriate transport, accommodation and venue security arrangements.



Australian police have operational responsibility for the provision of protective security arrangements for visiting dignitaries. As foreign security officers have no legal powers or immunity within Australia, they do not have an operational role and are subject to the direction of Australian authorities.

Australian law prohibits the importation and carriage of firearms and other proscribed security equipment by foreign security officers. Foreign governments may, however, formally seek exemption to enable the importation and carriage of firearms and other prohibited items. Requests for exemption should be submitted to the Department of Foreign Affairs and Trade via Diplomatic Note at the earliest opportunity. It should be noted that, as Australian authorities possess the capabilities necessary for the protection of visiting dignitaries, requests for exemption are ordinarily declined.

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.

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.

FORMAL TOASTS/SPEECHES

At Government House, Canberra (or at a state government house)

At an appropriate time during the luncheon or dinner, the Governor-General would normally propose a toast and offer words of welcome to which the visiting head of state would normally respond. This will be discussed during visit planning.

At Parliament House, Canberra

For official hospitality hosted by the Prime Minister, the Prime Minister will propose a toast to the head of state of the country concerned and its people eg "The President and the people of the Republic of the Philippines". While guests are still standing the head of state responds: "The Queen and the people of Australia".

At an appropriate time during any official hospitality, the Prime Minister welcomes the guest of honour and invites the Leader of the Opposition to speak in support.

The head of state responds.

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. Recipients 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.



FLAGS

Flags of both countries are flown at Parliament House and in the parliamentary triangle in Canberra.

It is usual practice for a visiting head of state's standard or national flag to be flown at Government House, Canberra and state government houses.

Arrangements can sometimes be made for the head of state's national flag to be flown at accommodation venues if desired.

CAR PENNANTS

The head of state's standard or national flag is flown on the principal's car. (The usual size of car pennants is 30cm x 20 cm approx.)

GREETING AND FAREWELLING

First arrival in Australia via a state capital

If entry into Australia is not at Canberra, the arrival at the city of entry would normally be informal and comprise a small greeting line. The Governor-General would normally be represented by an Honorary Aide-de-Camp (ADC).

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 a representative). This normally takes place at Defence Establishment Fairbairn (on the eastern side of Canberra International Airport). 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 dignitaries would also be invited.

An artillery salute of 21 guns is fired and a guard of honour is mounted. The guard accords a national salute and is inspected. Flags of both countries are flown and anthems are played. There are no speeches.

Departure from Canberra

The farewell from Canberra is informal. It is attended by the Governor-General and the Prime Minister or their representatives.

Domestic 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 (or their representatives). Other dignitaries (in small numbers) may also attend. There is no formal ceremony at the arrival/departure.

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. There is no formal ceremony.

AVIATION SECURITY SCREENING

State aircraft

There are no aviation security screening requirements for a head of state travelling on state aircraft. If the visiting delegation require passengers or baggage to be screened on departure, this can be arranged and should be discussed at an early stage during visit planning.

Commercial aircraft

Australia is a signatory to the *Vienna Convention on Diplomatic Relations* under which heads of state and their immediate family, are exempted from aviation security screening; however, if this exemption is exercised it must be with the concurrence of the commercial airline involved (see – Carriage of unscreened passengers on commercial flights).

All other members of the accompanying delegation are required to undergo aviation security screening prior to boarding a commercial flight.



Application of aviation security screening exemption

If a head of state wishes to exercise their aviation security screening exemption, two weeks notification must be provided to CERHOS.

Carriage of unscreened passengers on commercial flights

Individual airlines enforce their own policy on the carriage of unscreened passengers, and a number of carriers (both international and domestic) will not transport unscreened passengers. Any airline specific conditions of carriage which may require a head of state to undergo security screening (regardless of any screening exemption granted by the Australian Government) will be discussed during visit planning.

RESTRICTIONS ON SUBSTANCES IN CARRY-ON BAGGAGE

Australia has restrictions limiting the amount of liquids, aerosols and gels able to be taken on board commercial international flights to and from Australia in carry-on baggage.

To comply with Australian Government regulations, any liquids, aerosols or gels (such as drinks, creams, perfumes and toothpaste) that passengers wish to take on board in their carry-on luggage must be in containers of 100 millilitres or less, and all containers should fit comfortably in a transparent, resealable plastic bag with a volume of one litre or less.

All visiting dignitaries, including those eligible for a security screening exemption, are expected to comply with the carry-on restrictions for liquids, aerosols and gels.

CUSTOMS AND IMMIGRATION REQUIREMENTS

Customs formalities are kept to a minimum and every courtesy is extended to the head of state and travelling delegation. To facilitate clearance Advance Passenger Information details (API) for **all** members of the delegation 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.

Visas arrangements for the head of state and immediate family

A head of state does **not** need to apply for a visa. This waiver applies to any immediate family member who arrives and departs on the same flight as the head of state. The head of state and their immediate family will automatically hold a label free Special Purpose Visa (SPV) for travel to and entry to Australia, and a letter to this effect will be provided by the Australian post accredited to the visitor's country. If an immediate family member travels separately to the head of state, they are not eligible to travel on an SPV and must obtain an appropriate visa before travelling.

Visas arrangements for accompanying delegation

Any accompanying delegation including staff, officials, security officers or media representatives will be required to obtain a Business visa prior to travelling to Australia. Persons holding Electronic Travel Authority (ETA) eligible passports should apply for an ETA (Business Entrant – Short Validity) – subclass 977. All other passport holders should apply for a Business (Short Stay) visa subclass 456.

The head of state and all members of the travelling delegation must complete an Incoming Passenger Card.

It is easier if one member of the delegation has all passports with the completed Incoming Passenger Cards available on arrival. A Customs officer will check passports against the API details.



Temporary importation of media equipment

Foreign media who accompany the visiting head of state are also required to carry a carnet documenting the equipment being brought into Australia. Prior to arrival of the head of state, the diplomatic mission is required to provide Customs with an undertaking to certify the temporary importation of any media equipment carried by the delegation. This is done by completing Customs Form B46AA (Dec 05).

QUARANTINE REQUIREMENTS

Australia has strict quarantine requirements. The Australian Quarantine & Inspection Service (AQIS) is part of the Australian Government Department of Agriculture, Fisheries and Forestry and plays an essential role in maintaining Australia's animal, plant and human health status.

Information relating to international aircraft arrivals into Australia are outlined in the "AQIS Guidelines for Airline and Aircraft Operators Arriving in Australia" document that can be found on the AQIS website at (www.daffa.gov.au/aqis/avm/aircraft).

Information relating to what items may not be brought into Australia can also be found on the AQIS website at "What can't I take into Australia?" (www.daffa.gov.au/aqis/travel/entering-australia/cant-take).

Quarantine requirements and procedures will be discussed during visit planning meetings.

INTERNATIONAL DEPARTURE

To facilitate international departure API details should be supplied **at least** 48 hours prior. Passports will be collected beforehand and should be ready at the specified time to avoid any delay at departure.

The head of state and all members of the travelling delegation must complete an Outgoing Passenger Card.

Customs officers will check passports against API details.



Australian Government

Department of the Prime Minister and Cabinet

GUEST OF GOVERNMENT

VISIT TO AUSTRALIA BY A HEAD OF GOVERNMENT

INFORMATION NOTES

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INVITATION AND LENGTH OF VISIT

The impetus for a head of government visit comes from the Prime Minister or the Department of the Prime Minister and Cabinet. Australian missions will from time to time advise of approaches made by the country(s) for which they have responsibility. The Prime Minister issues the formal invitation to the head of government after dates for the visit have been settled through diplomatic channels. The visit is for a maximum of five nights.

The Prime Minister is the host of the visit.

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 government. CERHOS convenes planning meetings in liaison with the Prime Minister’s office, the Department of the Prime Minister and Cabinet, other relevant departments and agencies, the visitor’s diplomatic representative, and with the premier’s department of each state to be visited. It then co-ordinates and facilitates engagements for the entire program.

After an outline itinerary and draft program are established, discussions are held with relevant parties and drafts of the proposed program 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 updated on the progress of the program.

COMPOSITION OF DELEGATION

Guests of the government	The head of government and spouse, and a maximum of eight others
Others (Non guests of the government)	No restriction on numbers
Media	No restriction on numbers

Note: Representatives from the local diplomatic mission who may be included in the delegation are not given guest of government status, and would meet their own costs.

Guest of government members of the delegation

Guest of government status is given to a maximum of ten persons, including the principal and spouse. If there is no accompanying spouse then the maximum number of persons given guest of government status is nine.

Non-guest of government members of the delegation

There is no limit to the size of the accompanying delegation.

CERHOS will assist with accommodation reservations, ground transport and advise on domestic air travel options for non-guest of government members of the delegation in accordance with the approved itinerary. All arrangements are at the expense of the visitors.

Media

All accompanying foreign media will be issued with temporary accreditation known as a National Visits Media Card (NVMC) for the duration of the official visit.

In order for the NVMC to be issued, a list of names and media organisations needs to be provided by either the local diplomatic mission, or the office of the visiting dignitary no later than five working days before the commencement of the visit. The NVMC must be worn by foreign media for all official program elements they attend. Please note that specific Customs requirements exist for the importation of media equipment



(see 'Temporary importation of media equipment').

Delegation details required

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

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

Australian officials

At least one CERHOS Visit Co-ordinator and other Australian government and state government officials as determined on a visit by visit basis, accompany the head of government.

The Australian head of mission accredited to the visitor's country often returns to accompany the head of government on the visit. This is at the discretion of the Department of Foreign Affairs and Trade.

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

EXPENSES

Guests of the Government

The Australian Government meets the following costs within Australia:

- hotel accommodation including meals and reasonable living expenses for the principal and spouse only;
- hotel accommodation and meals only for other guests of government;

- domestic air travel (where the visiting delegation does not have its own aircraft);
- ground transport (up to four vehicles).

The Australian Government bears no responsibility for the following costs:

- international air fares;
- aircraft handling, passenger movement or landing charges, where the dignitary travels on their own aircraft;
- international telephone, facsimile communications and/or; internet connection charges;
- medical expenses (eg consultations, treatments and/or medications);
- major personal entertainment including excessive expenditure on hotel mini-bars, or other expenses of a personal nature

Should such charges arise they are to be settled during the course of the visit by the visiting delegation or diplomatic mission.

OFFICIAL PROGRAM

CERHOS provides an official visit program booklet, printed in English, showing the engagements to be undertaken by the principal and spouse. Detailed orders of arrangements are included as appropriate. The Australian visit program booklet is regarded as the authoritative version. If the diplomatic mission arranges a visit booklet in its own language, care should be taken to ensure that details are the same as in the official program booklet.

Spouse Program

CERHOS will assist with appropriate contacts and transport, for a separate spouse program. Arrangements will be discussed during visit planning.



PERSONAL INTERESTS OF GUESTS

Early advice of specific professional and personal interests or wishes of the head of government and spouse is of considerable assistance to CERHOS in preparing the visit program. Wherever possible, time is allocated in the program for these interests.

BIOGRAPHICAL NOTES

The diplomatic mission is asked to provide biographical notes and photographs of the head of government and spouse and, where possible, senior members of the delegation.

DIETARY AND MEDICAL INFORMATION

Details of any dietary restrictions or preferences and relevant medical information (including blood type of the head of government and spouse) should be advised as early as possible.

Dietary preferences for other members of the delegation will also be taken into account if provided.

ACCOMMODATION

The head of government and delegation are accommodated in an international standard hotel. Reservations are made on the basis of an appropriate suite for the head of government and spouse, suites for ministers and others of equivalent rank and single occupancy rooms for the remainder of the delegation. Any special requirements should be advised as early as possible.

TRANSPORT

Ground transport

Australian practice is to limit the number of vehicles in a motorcade. If a head of government travels with a large delegation coaches are used, wherever possible, to transport the accompanying delegation. Note that Australian Government expense is limited to a maximum of four vehicles only. A 'vehicle' can be either a car or coach.

Air Transport

Where the head of government does not travel on his/her own aircraft CERHOS will make domestic air transport arrangements for the guests of government. Non-guest of government members of the delegation are responsible for making their own domestic flight bookings where commercial flights need to be taken. CERHOS will assist with advice on domestic flight options. The purchase of fully flexible tickets is strongly recommended.

Note: *Where the head of government travels on his/her own aircraft a minimum number of seats will be required on that aircraft for Australian officials.*

BAGGAGE

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

PROTECTIVE SECURITY

The Australian Government takes its obligations with regard to the protection of visiting foreign dignitaries very seriously.

Australian authorities accept full responsibility for the protection of visiting dignitaries and take all necessary measures, commensurate with the assessed level of threat, to protect the dignity and ensure the physical security of visiting dignitaries. Such measures can include police close personal protection and appropriate transport, accommodation and venue security arrangements.

Australian police have operational responsibility for the provision of protective security arrangements for visiting dignitaries. As foreign security officers have no legal powers or immunity within Australia, they do not have an operational role and are subject to the direction of Australian authorities.

Australian law prohibits the importation and carriage of firearms and other proscribed security equipment by foreign security officers. Foreign governments may, however, formally seek



exemption to enable the importation and carriage of firearms and other prohibited items. Requests for exemption should be submitted to the Department of Foreign Affairs and Trade via Diplomatic Note at the earliest opportunity. It should be noted that, as Australian authorities possess the capabilities necessary for the protection of visiting dignitaries, requests for exemption are ordinarily declined.

HOSPITALITY

It is customary that a visiting head of government 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 government to offer return hospitality. Any proposal for the head of government or the local head of mission to host a function should be raised early in the visit planning.

The Governor-General may also offer hospitality.

FORMAL TOASTS/SPEECHES

At Parliament House, Canberra

For official hospitality hosted by the Prime Minister, the Prime Minister will propose a toast to the head of state of (the country concerned) and its people eg "The President and the people of the Republic of the Philippines". While guests are still standing the head of government responds: "The Queen and the people of Australia".

When The Queen is Head of State of both countries the Australian Prime Minister proposes the only toast: "The Queen".

At an appropriate time during any official hospitality, the Prime Minister welcomes the guest of honour and invites the Leader of the Opposition to speak in support.

The head of government responds.

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 must be declared. Recipients 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.

FLAGS

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

Arrangements can sometimes be made for the visitor's national flag to be flown at accommodation venues if desired.

CAR PENNANTS

When the head of government travels by car, the national flag (30cms x 20cms approx) will be flown on the car.



GREETING AND FAREWELLING

First arrival in Canberra

The arrival at the city of entry would normally be informal and comprise a small greeting line only.

Ceremonial welcome at Parliament House

The head of government is received by the Prime Minister at a ceremonial welcome on the forecourt of Parliament House.

Other dignitaries are invited to attend and are presented. When the head of government is accompanied by a spouse, the spouse of each of the dignitaries would also be invited.

An artillery salute of 19 guns is fired and a guard of honour is mounted. The guard of honour accords a general salute and is inspected. Flags of both countries are flown. There are no speeches.

Departure from Canberra

The farewell from Canberra is informal. It is attended by the Prime Minister or his representative.

Domestic arrivals and departures in capital cities of Australian states

The head of government is normally received and farewelled by the premier or their representative. Other dignitaries (in small numbers) may be invited. There is no formal ceremony.

Final departure from Australia from a state capital

The Prime Minister would normally be represented on final departure from Australia.

AVIATION SECURITY SCREENING

State aircraft

There are no security screening requirements for heads of government travelling on state aircraft. If the visiting delegation require passengers or baggage to be screened on departure, this can be arranged and should be discussed at an early stage during visit planning.

Commercial aircraft

Australia is a signatory to the *Vienna Convention on Diplomatic Relations* under which heads of government and their immediate family are exempted from aviation security screening; however, it must be with the concurrence of the commercial airline involved (see Carriage of unscreened passengers on commercial flights).

All other members of the accompanying delegation are required to undergo aviation security screening prior to boarding a commercial flight.

Application of aviation security screening exemption:

If a head of government wishes to exercise their aviation security screening exemption in respect of a commercial flight, two weeks notification must be provided to CERHOS.

Carriage of unscreened passengers on commercial flights

Individual airlines enforce their own policy on the carriage of unscreened passengers, and a number of carriers (both international and domestic) will not transport unscreened passengers. Any airline specific conditions of carriage which may require a head of government to undergo security screening (regardless of any screening exemption granted by the Australian Government) will be discussed during visit planning.



RESTRICTIONS ON SUBSTANCES IN CARRY-ON BAGGAGE

Australia has restrictions limiting the amount of liquids, aerosols and gels able to be taken on board commercial international flights to and from Australia in carry-on baggage.

To comply with Australian Government regulations, any liquids, aerosols or gels (such as drinks, creams, perfumes and toothpaste) that passengers wish to take on board in their carry-on luggage must be in containers of 100 millilitres or less, and all containers should fit comfortably in a transparent, resealable plastic bag with a volume of one litre or less.

All visiting dignitaries, including those eligible for a security screening exemption, are expected to comply with the carry-on restrictions for liquids, aerosols and gels.

CUSTOMS AND IMMIGRATION REQUIREMENTS

Customs formalities are kept to a minimum and every courtesy is extended to the head of government and travelling delegation. To facilitate clearance Advance Passenger Information details (API) for **all** members of the delegation 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.

Visas arrangements for the head of government and immediate family

A head of government does **not** need to apply for a visa. This waiver applies to any immediate family member who arrives and departs on the same flight as the head of government. The head of government and their immediate family will automatically hold a label free Special Purpose Visa (SPV) for travel to and entry to Australia, and a letter to this effect will be provided by the Australian post accredited to the visitor's country. If an immediate family member travels separately to the head of government, they are not eligible to travel on an SPV and must obtain an appropriate visa before travelling.

Visas arrangements for accompanying delegation

Any accompanying staff, officials, security officers or media representatives will be required to obtain a Business visa prior to travelling to Australia. Persons holding Electronic Travel Authority (ETA) eligible passports should apply for an ETA (Business Entrant – Short Validity) – subclass 977. All other passport holders should apply for a Business (Short Stay) visa subclass 456.

The head of government and all members of the travelling delegation must complete an Incoming Passenger Card.

It is easier if one member of the delegation has all passports with the completed Incoming Passenger Cards available on arrival. A Customs officer will check passports against the API details.

Temporary importation of media equipment

Foreign media who accompany the visiting head of government are also required to carry a carnet documenting the equipment being brought into Australia. Prior to arrival of the head of government, the diplomatic mission is required to provide Customs with an undertaking to certify the temporary importation of any media equipment carried by the delegation. This is done by completing Customs Form B46AA (Dec 05).

QUARANTINE REQUIREMENTS

Australia has strict quarantine requirements. The Australian Quarantine & Inspection Service (AQIS) is part of the Australian Government Department of Agriculture, Fisheries and Forestry and plays an essential role in maintaining Australia's animal, plant and human health status.

Information relating to international aircraft arrivals into Australia are outlined in the "AQIS Guidelines for Airline and Aircraft Operators Arriving in Australia" document that can be found on the AQIS website at (www.daffa.gov.au/aqis/avm/aircraft).



Information relating to what items may not be brought into Australia can also be found on the AQIS website at "What can't I take into Australia?"
www.daffa.gov.au/aqis/travel/entering-australia/cant-take).

Quarantine requirements and procedures will be discussed during visit planning meetings.

INTERNATIONAL DEPARTURE

To facilitate international departure API details should be supplied **at least** 48 hours prior. Passports will be collected beforehand and should be ready at the specified time to avoid any delay at departure.

The head of government and all members of the travelling delegation must complete an Outgoing Passenger Card.

Customs officers will check passports against API details.



Australian Government

Department of the Prime Minister and Cabinet

GUEST OF GOVERNMENT VISIT TO AUSTRALIA BY A MINISTER

INFORMATION NOTES

APPLICATION: These notes outline responsibilities and procedures for a guest of government visit to Australia by a Minister of State representing a foreign government, and other international dignitaries of equivalent status.

Issued by: Ceremonial and Hospitality Branch (CERHOS)
Department of the Prime Minister and Cabinet
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INVITATION AND LENGTH OF VISIT

A guest of government invitation normally arises out of a written request from an Australian Government minister to the Prime Minister to grant guest of government status to a visit to Australia by his/her counterpart. The invitation is normally conveyed through the Australian diplomatic post in the visitor’s country following cabled advice from the Ceremonial and Hospitality Branch , Department of the Prime Minister and Cabinet.

The inviting Minister is the host of the visit.

The invitation is for a maximum of five nights at dates to be mutually agreed between the Australian host minister and the visiting minister. (The maximum possible notice of intention to take up an invitation helps facilitate planning.)

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 Australian Government host department and other relevant departments and agencies, the visitor’s diplomatic representative and with the premier’s department of each state to be visited. It then co-ordinates and facilitates engagements for the entire visit program.

After an outline itinerary and draft program are established, discussions are held with relevant parties and the drafts of the proposed program 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 updated on the progress of the program.

COMPOSITION OF THE DELEGATION

Guests of the government	The Minister of State and spouse, and one other
Others (Non guests of the government)	No restriction on numbers
Media	No restriction on numbers

Note: *Representatives from the local diplomatic mission who may be included in the delegation are not given guest of government status, and would meet their own costs.*

Guest of government members of the delegation

Guest of government status is given to a maximum of three persons, including the principal and spouse. If there is no accompanying spouse then the maximum number of persons given guest of government status is two.

A least one CERHOS Visit Co-ordinator, and other Australian government and state government officials as determined on a visit by visit basis, would accompany the minister throughout the official visit.

Non-guest of government members of the delegation

There is no limit to the size of the accompanying delegation.

CERHOS will assist with accommodation reservations, ground transport and advise on domestic air travel options for non-guest of government delegation members in accordance with the approved itinerary. All arrangements are at the expense of the visitors.

Media

All accompanying foreign media will be issued with temporary accreditation known as a National Visits Media Card (NVMC) for the duration of the official visit.

In order for the NVMC to be issued, a list of names and media organisations must be provided by either the local mission, or the office of the visiting dignitary no later than five working days



before the commencement of the visit. The NVMC must be worn by foreign media for all official program elements they attend. Please note that specific Customs requirements exist for the importation of media equipment (see 'Temporary importation of media equipment').

Delegation details required

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

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

Australian officials

A least one CERHOS Visit Co-ordinator, and other Australian government and state government officials as determined on a visit by visit basis, would accompany the minister.

EXPENSES

Guests of the Government

The Australian Government meets the following costs within Australia:

- hotel accommodation including meals and reasonable living expenses for the minister and spouse only;
- accommodation and meals for one accompanying official;
- domestic air travel;

- ground transport (up to two vehicles).

The Australian Government bears no responsibility for the following costs:

- international air fares;
- aircraft handling, passenger movement or landing charges, where the dignitary travels on their own aircraft;
- international telephone, facsimile communications and/or internet connection charges;
- medical expenses (eg consultations, treatments and/or medications);
- major personal entertainment including excessive expenditure on hotel mini-bars, in-house videos or other expenses of a personal nature.

Should such charges arise they are to be settled during the course of the visit by the visiting delegation or diplomatic mission.

OFFICIAL PROGRAM

CERHOS provides an official visit program booklet, printed in English, showing the engagements to be undertaken by the visiting minister. The Australian visit program booklet is regarded as the authoritative version. If the diplomatic mission arranges a visit booklet in its own language, care should be taken to ensure that details are the same as in the official program booklet.minister.

Spouse program

CERHOS will assist with appropriate contacts and transport for a separate spouse program. Arrangements will be discussed during visit planning.



PERSONAL INTERESTS OF GUESTS

Early advice of specific professional and personal interests or wishes of the minister and spouse is of considerable assistance to CERHOS in preparing the visit program. Wherever possible, time is allocated in the program for these interests.

BIOGRAPHICAL NOTES

The diplomatic mission is asked to provide biographical notes and photographs of the minister and, where appropriate, senior members of the delegation.

DIETARY AND MEDICAL INFORMATION

Details of any dietary restrictions or preferences and relevant medical information should be advised as early as possible.

ACCOMMODATION

CERHOS is responsible for making accommodation bookings for the guests of government and accompanying delegation. The Minister and delegation are accommodated in an international standard hotel. Reservations are made on the basis of an appropriate suite for the minister and single occupancy rooms for the remainder of the delegation. Any special requirements should be advised as early as possible.

TRANSPORT

Ground transport

Australian practice is to limit the number of cars in a motorcade. If a minister travels with a large delegation, coaches are used, wherever possible, to transport the accompanying delegation. Note that Australian Government expense is limited to a maximum of two vehicles only. A 'vehicle' can be either a car, or coach.

Air transport

CERHOS will make domestic air transport arrangements for the guests of government. Non-guest of government members of the delegation are responsible for making their own domestic flights bookings where commercial flights need to be taken. CERHOS will assist with advice on domestic flight options. The purchase of fully flexible tickets is strongly recommended.

BAGGAGE

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

PROTECTIVE SECURITY

The Australian Government takes its obligations with regard to the protection of visiting foreign dignitaries very seriously.

Australian authorities accept full responsibility for the protection of visiting dignitaries and take all necessary measures, commensurate with the assessed level of threat, to protect the dignity and ensure the physical security of visiting dignitaries. Such measures can include police close personal protection and appropriate transport, accommodation and venue security arrangements.

Australian police have operational responsibility for the provision of protective security arrangements for visiting dignitaries. As foreign security officers have no legal powers or immunity within Australia, they do not have an operational role and are subject to the direction of Australian authorities.



Australian law prohibits the importation and carriage of firearms and other proscribed security equipment by foreign security officers. Foreign governments may, however, formally seek exemption to enable the importation and carriage of firearms and other prohibited items. Requests for exemption should be submitted to the Department of Foreign Affairs and Trade via Diplomatic Note at the earliest opportunity. It should be noted that, as Australian authorities possess the capabilities necessary for the protection of visiting dignitaries, requests for exemption are ordinarily declined.

HOSPITALITY

It is customary that a visiting minister 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 host minister.

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

FORMAL TOASTS/SPEECHES

At the official luncheon or dinner the Australian host minister would normally propose a toast to the head of state of the country concerned and its people eg "The President and the people of the Republic of the Philippines". While guests are still standing the visiting dignitary responds: "The Queen and the people of Australia".

Where The Queen is Head of State of the visiting minister's country, the Australian host proposes the only toast: "The Queen".

Toast cards are placed in front of the Australian host minister and the visiting minister, and the form of the toast will be discussed during visit planning meetings.

At an appropriate time during the luncheon or dinner, the Australian host minister would normally give a speech of welcome to which the visiting minister would normally respond.

GIFTS

Traditionally Australia is not a gift giving country and the 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 the 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. Recipients wishing to retain 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.

CAR PENNANTS

The visitor's national flag (30cms x 20cms approx) is normally flown on the Minister's car for all official car movements.

GREETING AND FAREWELLING

First arrival in Australia

On arrival in Australia the minister would normally be met by an officer from CERHOS and escorted to a VIP lounge. Entry formalities are usually completed while the minister waits in the VIP lounge.

Arrival in Canberra

On arrival in Canberra, the minister will normally be met by an officer from CERHOS and/or the sponsoring Commonwealth department. For other arrivals at domestic airports the minister is normally escorted directly from the aircraft to the car.



Domestic departures

Commercial departures at domestic airports are timed to involve minimal waiting time at airports, however, the minister and travelling delegation must be present at the airport at least 45 minutes before scheduled departure of the aircraft. Farewells are brief and informal. For all departures, baggage and tickets are sent to the airport ahead of the travelling delegation.

International departures

For the international departure, passports and tickets are needed beforehand to facilitate check in and clearance. The minister usually proceeds to the airline/VIP lounge after being facilitated through Customs and passing through any required pre flight screening (see Aviation Security Screening). The minister is farewelled by the CERHOS officer at the relevant departure gate.

If full passport details are available (see Customs, Immigration and Quarantine Requirements) waiting time is minimised.

AVIATION SECURITY SCREENING

Dignitary travelling on his/her own aircraft

There are no aviation security screening requirements for a minister travelling on his/her own aircraft. If the visiting delegation require passengers or baggage to be screened on departure this can be arranged and should be discussed at an early stage during visit planning.

Commercial flights

Australia is a signatory to the *Vienna Convention on Diplomatic Relations* under which **only** ministers who have portfolio responsibility for foreign affairs and their immediate family are exempted from aviation security screening; however, if this exemption is exercised it must be with the concurrence of the commercial airline involved (see Carriage of unscreened passengers on commercial flights).

All other ministers and members of the accompanying delegation are required to undergo aviation security screening prior to boarding a commercial flight.

Application of aviation security screening exemption

If a Minister for Foreign Affairs wishes to exercise their aviation security screening exemption in respect of a commercial flight, two weeks notification must be provided to CERHOS.

Carriage of unscreened passengers on commercial flights

Individual airlines enforce their own policy on the carriage of unscreened passengers, and a number of carriers (both international and domestic) will not transport unscreened passengers. Any airline specific conditions of carriage which may require a dignitary to undergo security screening (regardless of any screening exemption granted by the Australian Government) will be discussed during visit planning.

RESTRICTIONS ON SUBSTANCES IN CARRY-ON BAGGAGE

Australia has restrictions limiting the amount of liquids, aerosols and gels able to be taken on board commercial international flights to and from Australia in carry-on baggage.

To comply with Australian Government regulations, any liquids, aerosols or gels (such as drinks, creams, perfumes and toothpaste) that passengers wish to take on board in their carry-on luggage must be in containers of 100 millilitres or less, and all containers should fit comfortably in a transparent, resealable plastic bag with a volume of one litre or less.

All visiting dignitaries, including those eligible for a security screening exemption, are expected to comply with the carry-on restrictions for liquids, aerosols and gels.



CUSTOMS AND IMMIGRATION

Customs formalities are kept to a minimum and every courtesy is extended to the minister and travelling delegation. To facilitate clearance Advance Passenger Information details (API) for **all** members of the delegation 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.

Visas arrangements for the minister and immediate family

As a guest of government, a minister does not need to apply for a visa. This waiver applies to any immediate family member who arrives and departs on the same flight as the minister. The minister and their immediate family will automatically hold a label free Special Purpose Visa (SPV) for travel to and entry to Australia, and a letter to this effect will be provided by the Australian post accredited to the visitor's country. If an immediate family member travels separate to the minister, they are not eligible to travel on an SPV and must obtain an appropriate visa before travelling.

Visa arrangements for accompanying delegation

Any accompanying staff, officials, security officers or media representatives will be required to obtain a Business Visa prior to travelling to Australia. Persons holding Electronic Travel Authority (ETA) eligible passports should apply for an ETA (Business Entrant – Short Validity) visa subclass 977. All other passport holders should apply for a Business (Short Stay) visa subclass 456.

The minister and all members of the travelling delegation must complete an Incoming Passenger Card.

It is easier if one member of the delegation has all passports with the completed Incoming Passenger Cards available on arrival. A Customs officer will check passports against the API details.

Temporary importation of media equipment

Foreign media who accompany the visiting minister are also required to carry a carnet documenting the equipment being brought into Australia. Prior to arrival of the minister, the diplomatic mission is required to provide Customs with an undertaking to certify the temporary importation of any media equipment carried by the delegation. This is done by completing Customs Form B46AA (Dec 05).

QUARANTINE REQUIREMENTS

Australia has strict quarantine requirements. The Australian Quarantine & Inspection Service (AQIS) is part of the Australian Government Department of Agriculture, Fisheries and Forestry and plays an essential role in maintaining Australia's animal, plant and human health status.

Information relating to international aircraft arrivals into Australia are outlined in the "AQIS Guidelines for Airline and Aircraft Operators Arriving in Australia" document that can be found on the AQIS website at (www.daffa.gov.au/aqis/avm/aircraft).

Information relating to what items may not be brought into Australia can also be found on the AQIS website at "What can't I take into Australia?" (www.daffa.gov.au/aqis/travel/entering-australia/cant-take).

Quarantine requirements and procedures will be discussed during visit planning meetings.

INTERNATIONAL DEPARTURE

To facilitate international departure API details should be supplied **at least** 48 hours prior. Passports will be collected beforehand and should be ready at the specified time to avoid any delay at departure.

The minister and all members of the travelling delegation must complete an Outgoing Passenger Card.

Customs officers will check passports against API details.



Australian Government

Department of the Prime Minister and Cabinet

GUEST OF GOVERNMENT VISIT TO AUSTRALIA BY A CROWN PRINCE OR A CROWN PRINCESS

INFORMATION NOTES

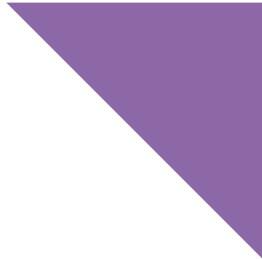
APPLICATION: These notes outline responsibilities and procedures for a guest of government visit to Australia by a Crown Prince or a Crown Princess.

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Department of the Prime Minister and Cabinet
November 2008



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INVITATION AND LENGTH OF VISIT

The impetus for a visit by a crown prince or crown princess as a guest of the Australian government usually comes from the Prime Minister or the Department of the Prime Minister and Cabinet. 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 crown prince/ princess after dates have been settled through diplomatic channels. The guest of government visit is normally for a maximum of five nights.

The Governor General is the host of the visit.

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 government. CERHOS convenes planning meetings in liaison with the Prime Minister’s office, the Department of the Prime Minister and Cabinet, other relevant departments and agencies, the visitor’s diplomatic representative, and with the premier’s department of each state to be visited. CERHOS consults the Governor-General’s office on the involvement of the Governor-General as host. It then coordinates and facilitates engagements for the entire program.

After an outline itinerary and draft program are established, discussions are held with the relevant parties and the drafts of the proposed program 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 updated on the progress of the program.

COMPOSITION OF THE DELEGATION

Guests of the government	The crown prince or crown princess and spouse, and one other
Others (Non guests of the government)	No restriction on numbers
Media	No restriction on numbers

Note: Representatives from the local diplomatic mission who may be included in the delegation are not given guest of government status, and would meet their own costs.

Guest of government members of the delegation

Guest of government status is given to a maximum of three persons, including the crown prince / princess and spouse. If there is no accompanying spouse then the maximum number of persons given guest of government status is two.

Non-guest of government members of the delegation

There is no limit to the size of the accompanying delegation.

CERHOS will assist with accommodation reservations, ground transport and advise on domestic air travel options for non-guest of government delegation members in accordance with the approved itinerary. All arrangements are at the expense of the visitors..

Media

All accompanying foreign media will be issued with temporary accreditation known as a National Visits Media Card (NVMC) for the duration of the official visit.

In order for the NVMC to be issued, a list of names and media organisations must be provided by either the local mission, or the office of the visiting dignitary no later than five working days before the commencement of the visit. The NVMC must be worn by foreign media for all official program elements they attend.



Please note that specific Customs requirements exist for the importation of media equipment (see 'Temporary importation of media equipment').

Delegation details required

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

- details of the visiting delegation, including correct spelling of the names and style/titles for the crown prince/princess and spouse and accompanying delegation members;
- whether a representative from the dignitary's diplomatic mission is to accompany the delegation within Australia;
- whether the principal will be accompanied by an interpreter;
- whether the visiting delegation will include a security officer(s);
- passport details for the arrival and departure. (see Customs arrival and departure paragraphs.)

Australian officials

A least one CERHOS Visit Co-ordinator, and other Australian government and state government officials, as determined on a visit by visit basis, accompany the crown prince/ princess.

The Australian head of mission accredited to the visitor's country may return to accompany the crown prince / princess on the visit. This is at the discretion of the Department of Foreign Affairs and Trade.

EXPENSES

Guests of the Government

The Australian Government meets the following costs within Australia:

- hotel accommodation including meals and reasonable living expenses for the crown prince/princess and spouse only;
- accommodation and meals for one accompanying official; and

- domestic air travel;
- ground transport (up to two vehicles).

The Australian Government bears no responsibility for the following costs:

- international air fares;
- aircraft handling, passenger movement or landing charges, where the dignitary travels on their own aircraft
- international telephone, facsimile communications and/or internet connection charges;
- medical expenses (eg consultations, treatments and/or medications);
- major personal entertainment including excessive expenditure on hotel mini-bars, in-house videos or other expenses of a personal nature.

Should such charges arise they are to be settled during the course of the visit by the visiting delegation or diplomatic mission.

OFFICIAL PROGRAM

CERHOS provides an official visit program booklet, printed in English, showing the engagements to be undertaken by the visiting dignitary. The Australian visit program booklet is regarded as the authoritative version. If the diplomatic mission arranges a visit booklet in its own language, care should be taken to ensure that details are the same as in the official program booklet .

Spouse program

CERHOS will assist with appropriate contacts and transport (one vehicle) for a separate spouse program. Arrangements will be discussed during visit planning.



PERSONAL INTERESTS OF GUESTS

Early advice of specific professional and personal interests or wishes of the crown prince/princess and spouse is of considerable assistance to CERHOS in preparing the visit program. Wherever possible, time is allocated in the program for these interests.

BIOGRAPHICAL NOTES

The diplomatic mission is asked to provide biographical notes and photographs of the crown prince / princess and, where appropriate, senior members of the delegation.

DIETARY AND MEDICAL INFORMATION

Details of any dietary restrictions or preferences and relevant medical information (including blood type of the crown prince/princess and spouse) should be advised as early as possible.

Dietary preferences of other members of the delegation will also be taken into account if provided.

ACCOMMODATION

The Governor General may invite the crown prince / princess, spouse and a small number of officials to stay at Government House, Canberra. State Governors may also invite the crown prince / princess and a small number of officials to stay at their residences. Should the crown prince / princess prefer to stay in a hotel, early advice would be helpful.

Where accommodation at official residences is unavailable (or declined) the delegation are accommodated in an international standard hotel. Reservations are made on the basis of an appropriate suite for the crown prince / princess and spouse, suites for ministers and others of equivalent rank and single occupancy rooms for the remainder of the delegation. Any special requirements should be advised as early as possible.

TRANSPORT

Ground transport

Australian practice is to limit the number of cars in a motorcade. If a crown prince / princess travels with a large delegation, coaches are used, wherever possible, to transport the accompanying delegation. Note that Australian Government expense is limited to a maximum of two vehicles only. A 'vehicle' can be either a car, or coach.

Air transport

Where the visiting dignitary does not have their own aircraft, CERHOS will make domestic air transport arrangements for the guests of government. Non-guest of government members of the delegation are responsible for making their own domestic flights bookings where commercial flights need to be taken. CERHOS will assist with advice on domestic flight options, and the purchase of fully flexible tickets is strongly recommended. (It is often more cost effective for visitors to have their domestic travel included with the international ticket and fully flexible tickets allow for last minute rearrangement of flights.)

BAGGAGE

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

PROTECTIVE SECURITY

The Australian Government takes its obligations with regard to the protection of visiting foreign dignitaries very seriously.

Australian authorities accept full responsibility for the protection of visiting dignitaries and take all necessary measures, commensurate with the assessed level of threat, to protect the dignity and ensure the physical security of visiting dignitaries. Such measures can include police close personal protection and appropriate transport, accommodation and venue security arrangements.



Australian police have operational responsibility for the provision of protective security arrangements for visiting dignitaries. As foreign security officers have no legal powers or immunity within Australia, they do not have an operational role and are subject to the direction of Australian authorities.

Australian law prohibits the importation and carriage of firearms and other proscribed security equipment by foreign security officers. Foreign governments may, however, formally seek exemption to enable the importation and carriage of firearms and other prohibited items. Requests for exemption should be submitted to the Department of Foreign Affairs and Trade via Diplomatic Note at the earliest opportunity.

It should be noted that, as Australian authorities possess the capabilities necessary for the protection of visiting dignitaries, requests for exemption are ordinarily declined.

HOSPITALITY

A luncheon or dinner would normally be offered to the crown prince / princess by the Governor General in Canberra. The Governor of a state may also provide such hospitality.

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

FORMAL TOASTS

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 "Her Majesty The Queen of Denmark". While the guests are still standing the crown prince/princess responds: "Her Majesty The Queen of Australia".

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

At an appropriate time during the luncheon or dinner, the Governor-General would normally give a speech of welcome to which the visiting crown prince / princess would normally respond. This will be discussed during visit planning.

GIFTS

Traditionally Australia is not a gift giving country and the 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 the visit planning.

It should be noted that gifts valued at more than \$A750 presented by another government must be declared. Recipients wishing to retain 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.

CAR PENNANTS

The crown prince / princess' personal standard or national flag (30cms x 20cms approx) is normally flown on their for all official movements.

GREETING AND FAREWELLING

First arrival in Australia via a state capital

If entry into Australia is not at Canberra, the arrival at the city of entry would normally be informal and comprise a small greeting line. The Governor-General would normally be represented by an Honorary Aide-de-Camp (ADC).

First arrival in Canberra

At Defence Establishment Fairbairn: Where the crown prince/princess travels on their own dedicated aircraft, they are received in Canberra by representatives of the Governor-General and the Prime Minister. The crown prince/princess' standard or national flag is displayed and a tri-Service guard flanks the red carpet along which the crown prince/princess would walk en route to their vehicle.



For an arrival on a commercial aircraft:

The crown prince/princess is received by representatives of the Governor-General and the Prime Minister inside the Canberra International Airport terminal building and are escorted to their vehicle outside the terminal building.

Departure from Canberra

The farewell from Canberra is informal. It is attended by the Governor General and the Prime Minister or their representatives.

Domestic arrivals and departures in capital cities of Australian states

The crown prince/princess is normally received and farewelled by representatives of the state governor and the premier. Other dignitaries (in small numbers) may also attend. There is no formal ceremony.

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, may attend.

AVIATION SECURITY SCREENING

Dedicated aircraft

There are no security screening requirements for a crown prince/princess travelling on their own dedicated aircraft. If the visiting delegation require passengers or baggage to be screened on departure this can be arranged and should be discussed at an early stage during visit planning.

Commercial aircraft

All members of the party are required to undergo aviation security screening prior to boarding a commercial flight.

RESTRICTIONS ON SUBSTANCES IN CARRY-ON BAGGAGE

Australia has restrictions limiting the amount of liquids, aerosols and gels able to be taken on board commercial international flights to and from Australia in carry-on baggage.

To comply with Australian Government regulations, any liquids, aerosols or gels (such as drinks, creams, perfumes and toothpaste) that passengers wish to take on board in their carry-on luggage must be in containers of 100 millilitres or less, and all containers should fit comfortably in a transparent, resealable plastic bag with a volume of one litre or less.

All visiting dignitaries, are expected to comply with the carry-on restrictions for liquids, aerosols and gels.

CUSTOMS AND IMMIGRATION

Customs formalities are kept to a minimum and every courtesy is extended to the guests and travelling delegation. To facilitate clearance Advance Passenger Information details (API) for all members of the delegation 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.

Visa arrangements for the crown prince/princess and immediate family

The crown prince/ princess does not need to apply for a visa. This waiver applies to any



immediate family member who arrives and departs on the same flight as the crown prince/princess. The crown prince/princess and their immediate family will automatically hold a label free Special Purpose Visa (SPV) for travel to and entry to Australia, and a letter to this effect will be provided by the Australian post accredited to the visitor's country. If an immediate family member travels separate to the crown prince/princess, they are not eligible to travel on an SPV and must obtain an appropriate visa before travelling.

Visa arrangements for accompanying delegation

Any accompanying staff, officials, security officers or media representatives will be required to obtain a Business visa prior to travelling to Australia. Persons holding Electronic Travel Authority (ETA) eligible passports should apply for an ETA (Business Entrant – Short Validity) – subclass 977. All other passport holders should apply for a Business (Short Stay) visa subclass 456

The crown prince/princess and all members of the travelling delegation must complete an Incoming Passenger Card.

It is easier if one member of the delegation has all passports with the completed Incoming Passenger Cards available on arrival. A Customs officer will check passports against the API details.

Temporary importation of media equipment

Foreign media who accompany the visiting crown prince/princess are also required to carry a carnet documenting the equipment being brought into Australia. Prior to arrival of the crown prince/princess, the diplomatic mission is required to provide Customs with an undertaking to certify the temporary importation of any media equipment carried by the delegation. This is done by completing Customs Form B46AA (Dec 05).

QUARANTINE REQUIREMENTS

Australia has strict quarantine requirements. The Australian Quarantine & Inspection Service (AQIS) is part of the Australian Government Department of Agriculture, Fisheries and Forestry and plays an essential role in maintaining Australia's animal, plant and human health status.

Information relating to international aircraft arrivals into Australia are outlined in the "AQIS Guidelines for Airline and Aircraft Operators Arriving in Australia" document that can be found on the AQIS website at (www.daffa.gov.au/aqis/avm/aircraft).

Information relating to what items may not be brought into Australia can also be found on the AQIS website at "What can't I take into Australia?" www.daffa.gov.au/aqis/travel/entering-australia/cant-take.

Quarantine requirements and procedures will be discussed during visit planning meetings.

INTERNATIONAL DEPARTURE

To facilitate international departure API details should be supplied at least 48 hours prior. Passports will be collected beforehand and should be ready at the specified time to avoid any delay at departure.

The crown prince/princess and all members of the travelling delegation must complete an Outgoing Passenger Card.

Customs officers will check passports against API details.