



Australian Government  
Department of Agriculture  
and Water Resources

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including [AAI 2.8 Official Travel](#).
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

**Prior to submitting this form for approval ensure the following steps are completed;**

- Create a new entry within the online [International Travel Calendar](#)
- Complete a [Risk Assessment: International Travel](#) **IF** travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - [International SOS high or extreme medical risk](#)
  - [International SOS high or extreme travel security risk](#) OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online [International Travel Calendar](#) entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### **BEFORE TRAVELLING** all travellers must:

- Call the [Security Travel team](#) when planning travel to determine the need for a security briefing.
- Register travel with [DFAT Smartraveller](#).
- Download the [International SOS](#) assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, [Travel Doctor](#) and the Security Travel team.

**Note:** Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.

## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: s. 22(1)(a)(ii) Kuwait_Qatar_UAE_Observation_March 2019				
	APS level: APS6		Security clearance level: No Clearance		
	Position: Departmental Veterinary Officer				
	Group/Division/Branch: VEMS				
<b>Travel dates</b>	Proposed Departure Date		14/03/2019		
	Proposed Return Date		2/04/2019		
	Are the travel dates flexible?		Yes		
<b>Reason for travel / Business case</b>	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative (s. 22(1)(a)(ii)) will be travelling on a vessel carrying cattle to Kuwait/Qatar/UAE. This is scheduled to depart Fremantle on 14 March 2019. s. 22(1)(a)(ii) role will be to observe the activities, animal treatment and conditions on board the vessel.				
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.

<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<b>Name</b>		<b>Department/Company</b>		<b>Role/Position</b>
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
<b>Estimated cost to department</b> Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<b>Costs</b>				<b>\$AUD (approx.)</b>
	Flights				\$8,000.00
	Accommodation				\$1,000.00
	Taxi and transfers				\$500.00
	Travel allowance				\$3,000.00
	Other				\$3,000.00
	<b>TOTAL</b>				<b>\$15,500.00</b>
	<b>If Other is over \$1 000 provide itemised here:</b> Click here to enter details or attach your spreadsheet to the international calendar entry.				
<b>Cost centre:</b>	<b>Code:</b>	L59		<b>Location:</b>	300
	<b>Natural Account:</b>	6923			
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .				

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to [DFAT Smartraveller](#), find country, region or city risk levels and enter below
- Go to [International SOS](#), find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.



**The Risk Assessment – International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helodesk@agriculture.gov.au](mailto:security.helodesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Jebel Ali, United Arab Emirates	1. Exercise Normal Safety Precautions	1. Low	1. Low or Insignificant
Primary destination - region or city: Not applicable <input type="checkbox"/>	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Kuwait (transitting, IO will be disembarking vessel in UAE)	2. Exercise a High Degree of Caution	2. Medium	1. Low or Insignificant
Qatar (transitting, IO will be disembarking vessel in UAE)	1. Exercise Normal Safety Precautions	2. Medium	1. Low or Insignificant

### Trip risk rating

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

**Trip risk rating:** 1. Low



**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <i>International SOS eLearning package</i> and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Departmental Veterinary Officer		
Date	27/02/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	<div style="font-size: 2em; color: red; text-align: center;">S. 47F(1)</div>		

Name	s. 22(1)(a)(ii)
Position	A/g Director – VEMS IO Section
Date (required)	28/02/2019

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary – VEMS	
Date (required)	Click here to enter date signed. 1-3-19	
Comment	Click here to enter text.	

### First Assistant Secretary / Deputy Secretary approval - N/A

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 4/3/19	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*



> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary



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### BEFORE TRAVELLING all travellers must:

- Call the Security Travel team when planning travel to determine the need for a security briefing.
- Register travel with DFAT Smarttraveller.
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smarttraveller, International SOS, Travel Doctor and the Security Travel team.

Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.

## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: s. 22(1)(a)(ii) Israel_Jordan_March_2019				
	APS level: APS6		Security clearance level: No Clearance		
	Position: Veterinary Officer				
	Group/Division/Branch: VEMS				
<b>Travel dates</b>	Proposed Departure Date		8/03/2019		
	Proposed Return Date		26/03/2019		
	Are the travel dates flexible?		Yes		
<b>Reason for travel / Business case</b>	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	<p>As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental officer (s. 22(1)(a)(ii)) will be travelling on a vessel carrying cattle to Israel. This is scheduled to depart Fremantle on 8<sup>th</sup> March 2019. s. 22(1)(a)(ii) role will be to observe the activities, animal treatment and conditions on board the vessel.</p> <p>Click here to enter reasons for travel.</p>				
<b>Other Departmental Travellers</b>  Not applicable <input type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.



	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.														
<b>Non – Department travellers</b>  Not applicable <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Name</th> <th>Department/Company</th> <th>Role/Position</th> </tr> </thead> <tbody> <tr> <td>Click here to enter name of non-Ag travellers.</td> <td>Click here to enter name of Department/Company.</td> <td>Click here to enter text.</td> </tr> <tr> <td>Click here to enter name of non-Ag travellers.</td> <td>Click here to enter name of Department/Company.</td> <td>Click here to enter text.</td> </tr> <tr> <td>Click here to enter name of non-Ag travellers.</td> <td>Click here to enter name of Department/Company.</td> <td>Click here to enter text.</td> </tr> </tbody> </table>					Name	Department/Company	Role/Position	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.		
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<b>Estimated cost to department</b>  Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Costs</th> <th>SAUD (approx.)</th> </tr> </thead> <tbody> <tr> <td>Flights</td> <td>\$8000</td> </tr> <tr> <td>Accommodation</td> <td>\$1000</td> </tr> <tr> <td>Taxi and transfers</td> <td>\$3500</td> </tr> <tr> <td>Travel allowance</td> <td>\$3000</td> </tr> <tr> <td>Other</td> <td>\$Click here to enter approx. costs.</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$15,500</b></td> </tr> </tbody> </table> <p>If Other is over \$1 000 provide itemised here:</p> <p>Click here to enter details or attach your spreadsheet to the international calendar entry.</p>					Costs	SAUD (approx.)	Flights	\$8000	Accommodation	\$1000	Taxi and transfers	\$3500	Travel allowance	\$3000	Other	\$Click here to enter approx. costs.	<b>TOTAL</b>	<b>\$15,500</b>
Costs	SAUD (approx.)																		
Flights	\$8000																		
Accommodation	\$1000																		
Taxi and transfers	\$3500																		
Travel allowance	\$3000																		
Other	\$Click here to enter approx. costs.																		
<b>TOTAL</b>	<b>\$15,500</b>																		
<b>Cost centre:</b>	Code: L-59 Natural Account: 6923	Location: 300																	
<b>Class of airfare:</b> Note: Refer to the travel policy	Choose airfare class.  If 'Other', provide detail: Click here to enter description of class of airfare.																		

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smarttraveller, find country, region or city risk levels and enter below

- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment - International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Jordan	2. Exercise a High Degree of Caution	2. Medium	1. Low or Insignificant
		International SOS medical risk rating:	International SOS travel security risk rating:
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Israel Click here to enter other country destinations OR delete if not relevant.	2. Exercise a High Degree of Caution	1. Low	2. Medium
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

**Trip risk rating**

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

Trip risk rating: 2. Medium

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my International calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <i>International SOS eLearning package</i> and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Veterinary Officer		
Date	19/02/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		



**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip: s. 47F(1)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii) AIG DIRECTOR		
Position	Click here to enter text.		
Date (required)	Click here to enter date signed. 05/03/19		

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary – VEMS	
Date (required)	Click here to enter date signed. 5-3-19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 6/3/19	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services
> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary

<sup>1</sup> S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property

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and Water Resources

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Prior to submitting this form for approval ensure the following steps are completed;

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  - International SOS high or extreme medical risk
  - International SOS high or extreme travel security risk OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online International Travel Calendar entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### BEFORE TRAVELLING all travellers must

- Call the Security Travel team when planning travel to determine the need for a security briefing.
- Register travel with DFAT Smarttraveller
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smarttraveller, International SOS, Travel Doctor and the Security Travel team.

Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.



## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: s. 22(1)(a) <u>_Vietnam_Observation_March_2019</u>				
	APS level: APSS		Security clearance level: Baseline		
	Position: Departmental Officer				
	Group/Division/Branch: BOD				
<b>Travel dates</b>	Proposed Departure Date		14/03/2019		
	Proposed Return Date		26/03/2019		
	Are the travel dates flexible?		Yes		
<b>Reason for travel / Business case</b>	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental veterinary officer (s. 22(1)(a)(ii)) will be travelling on a vessel carrying cattle to Vietnam. This is scheduled to depart Fremantle on 214 March 2019. s. 22(1)(a)(iii) role will be to observe the activities, animal treatment and conditions on board the vessel.				
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.

<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<b>Name</b>		<b>Department/Company</b>		<b>Role/Position</b>
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
<b>Estimated cost to department</b>  Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<b>Costs</b>				<b>\$AUD (approx.)</b>
	Flights				\$8,000.00
	Accommodation				\$1,000.00
	Taxi and transfers				\$500.00
	Travel allowance				\$3,000.00
	Other				\$3,000.00
	<b>TOTAL</b>				<b>\$15,500.00</b>
	<b>If Other is over \$1 000 provide itemised here:</b> Click here to enter details or attach your spreadsheet to the international calendar entry.				
<b>Cost centre:</b>	Code:	159		Location:	300
	Natural Account:	6923			
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .				

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smartraveller, find country, region or city risk levels and enter below
- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment – International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Vietnam	1. Exercise Normal Safety Precautions	3. High	1. Low or Insignificant
Primary destination - region or city	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Not applicable <input type="checkbox"/>			
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

### Trip risk rating

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

Trip risk rating: 2. Medium

## Acknowledgement: Main Traveller/Trip Leader

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <i>International SOS eLearning package</i> and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Biosecurity Officer		
Date	4/03/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		



### Acknowledgement: Other Departmental Travellers

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.		

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.		

### Endorsement Supervisor/ Director

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature			
Name	s. 22(1)(a)(ii) s. 47F(1)		
Position	Director – VEMS IO Section		
Date (required)	Click here to enter date signed. 5/03/19		



### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary – VEMS	
Date (required)	Click here to enter date signed. 5-3-19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 6/3/19	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services
> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> *Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> *Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property*



Australian Government  
Department of Agriculture  
and Water Resources

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including [AAI 2.8 Official Travel](#).
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

**Prior to submitting this form for approval ensure the following steps are completed;**

- Create a new entry within the online [International Travel Calendar](#)
- Complete a [Risk Assessment: International Travel](#) **IF** travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - [International SOS high or extreme medical risk](#)
  - [International SOS high or extreme travel security risk](#) OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online [International Travel Calendar](#) entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### **BEFORE TRAVELLING** all travellers must:

- Call the [Security Travel team](#) when planning travel to determine the need for a security briefing.
- Register travel with [DFAT Smartraveller](#).
- Download the [International SOS](#) assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, [Travel Doctor](#) and the Security Travel team.

Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.

## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: <b>s. 22(1)(a)(ii)</b> <b>s. 22(1)(a)(ii) _Indonesia_Observation_March 2019</b>				
	APS level: APS5		Security clearance level: No Clearance		
	Position: Biosecurity Operations				
	Group/Division/Branch: BOD				
<b>Travel dates</b>	Proposed Departure Date		15/03/2019		
	Proposed Return Date		23/03/2019		
	Are the travel dates flexible?		Yes		
<b>Reason for travel / Business case</b>	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative <b>s. 22(1)(a)(ii)</b> will be travelling on a vessel carrying cattle to Panjang, Indonesia via Jakarta, Indonesia. This is scheduled to depart Townsville on 15 March 2019. <b>s. 22(1)(a)(ii)</b> role will be to observe the activities, animal treatment and conditions on board the vessel.				
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.

	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.														
<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th>Name</th> <th>Department/Company</th> <th>Role/Position</th> </tr> </thead> <tbody> <tr> <td>Click here to enter name of non-Ag travellers.</td> <td>Click here to enter name of Department/Company.</td> <td>Click here to enter text.</td> </tr> <tr> <td>Click here to enter name of non-Ag travellers.</td> <td>Click here to enter name of Department/Company.</td> <td>Click here to enter text.</td> </tr> <tr> <td>Click here to enter name of non-Ag travellers.</td> <td>Click here to enter name of Department/Company.</td> <td>Click here to enter text.</td> </tr> </tbody> </table>					Name	Department/Company	Role/Position	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.		
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Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.																	
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.																	
<b>Estimated cost to department</b> Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Costs</th> <th>\$AUD (approx.)</th> </tr> </thead> <tbody> <tr> <td>Flights</td> <td>\$8,000.00</td> </tr> <tr> <td>Accommodation</td> <td>\$1,000.00</td> </tr> <tr> <td>Taxi and transfers</td> <td>\$500.00</td> </tr> <tr> <td>Travel allowance</td> <td>\$3,000.00</td> </tr> <tr> <td>Other</td> <td>\$3,000.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$15,500.00</b></td> </tr> </tbody> </table> <p><b>If Other is over \$1 000 provide itemised here:</b> Click here to enter details or attach your spreadsheet to the international calendar entry.</p>					Costs	\$AUD (approx.)	Flights	\$8,000.00	Accommodation	\$1,000.00	Taxi and transfers	\$500.00	Travel allowance	\$3,000.00	Other	\$3,000.00	<b>TOTAL</b>	<b>\$15,500.00</b>
Costs	\$AUD (approx.)																		
Flights	\$8,000.00																		
Accommodation	\$1,000.00																		
Taxi and transfers	\$500.00																		
Travel allowance	\$3,000.00																		
Other	\$3,000.00																		
<b>TOTAL</b>	<b>\$15,500.00</b>																		
<b>Cost centre:</b>	Code:	L59	Location:	300															
	Natural Account:	6923																	
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .																		

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smarttraveller, find country, region or city risk levels and enter below

- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment – International must be completed and attached to the calendar entry if travel is to a country rated:**

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Indonesia	2. Exercise a High Degree of Caution	3. High	2. Medium
Primary destination - region or city:	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Not applicable <input type="checkbox"/>			
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.



**Trip risk rating**

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

**Trip risk rating:** 3. High

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <i>International SOS eLearning package</i> and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Independent Observer.		
Date	8/03/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

## Acknowledgement: Other Departmental Travellers

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

## Endorsement Supervisor/ Director

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	<div style="font-size: 2em; color: red; font-weight: bold;">S. 47F(1)</div>		

Name	s. 22(1)(a)(ii)
Position	A/g Director – Independent Observers
Date (required)	8/03/2019

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/> s. 47F(1)	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary - VEMS	
Date (required)	Click here to enter date signed. 11-3-19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 12/3/15	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services

<sup>1</sup> S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property

<sup>3</sup> S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property

> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary





## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including [AAI 2.8 Official Travel](#).
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

**Prior to submitting this form for approval ensure the following steps are completed;**

- Create a new entry within the online [International Travel Calendar](#)
- Complete a [Risk Assessment: International Travel](#) IF travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - [International SOS high or extreme medical risk](#)
  - [International SOS high or extreme travel security risk](#) OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online [International Travel Calendar](#) entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### **BEFORE TRAVELLING** all travellers must:

- Call the [Security Travel team](#) when planning travel to determine the need for a security briefing.
- Register travel with [DFAT Smartraveller](#).
- Download the [International SOS](#) assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, [Travel Doctor](#) and the Security Travel team.

**Note:** Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.



## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: s. 22(1)(a)(ii) Indonesia_Observation_March 2019				
	APS level: APS5		Security clearance level: Baseline		
	Position: Departmental Officer				
	Group/Division/Branch: BOD				
<b>Travel dates</b>	Proposed Departure Date		8/03/2019		
	Proposed Return Date		15/03/2019		
	Are the travel dates flexible?		Yes		
<b>Reason for travel / Business case</b>	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative (s. 22(1)(a)(ii)) will be travelling on a vessel carrying cattle to Indonesia. This is scheduled to depart Townsville on 8 March 2019. s. 22(1)(a)(ii) role will be to observe the activities, animal treatment and conditions on board the vessel.				
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.

<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th data-bbox="533 92 958 129">Name</th> <th data-bbox="969 92 1581 129">Department/Company</th> <th data-bbox="1592 92 2152 129">Role/Position</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 129 958 181">Click here to enter name of non-Ag travellers.</td> <td data-bbox="969 129 1581 181">Click here to enter name of Department/Company.</td> <td data-bbox="1592 129 2152 181">Click here to enter text.</td> </tr> <tr> <td data-bbox="533 181 958 234">Click here to enter name of non-Ag travellers.</td> <td data-bbox="969 181 1581 234">Click here to enter name of Department/Company.</td> <td data-bbox="1592 181 2152 234">Click here to enter text.</td> </tr> <tr> <td data-bbox="533 234 958 303">Click here to enter name of non-Ag travellers.</td> <td data-bbox="969 234 1581 303">Click here to enter name of Department/Company.</td> <td data-bbox="1592 234 2152 303">Click here to enter text.</td> </tr> </tbody> </table>			Name	Department/Company	Role/Position	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.		
Name	Department/Company	Role/Position															
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.															
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.															
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.															
<b>Estimated cost to department</b> Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<table border="1"> <thead> <tr> <th data-bbox="533 347 1473 384">Costs</th> <th data-bbox="1485 347 2152 384">\$AUD (approx.)</th> </tr> </thead> <tbody> <tr> <td data-bbox="533 384 1473 421">Flights</td> <td data-bbox="1485 384 2152 421">\$8,000.00</td> </tr> <tr> <td data-bbox="533 421 1473 458">Accommodation</td> <td data-bbox="1485 421 2152 458">\$1,000.00</td> </tr> <tr> <td data-bbox="533 458 1473 494">Taxi and transfers</td> <td data-bbox="1485 458 2152 494">\$500.00</td> </tr> <tr> <td data-bbox="533 494 1473 531">Travel allowance</td> <td data-bbox="1485 494 2152 531">\$3,000.00</td> </tr> <tr> <td data-bbox="533 531 1473 568">Other</td> <td data-bbox="1485 531 2152 568">\$3,000.00</td> </tr> <tr> <td data-bbox="533 568 1473 604"><b>TOTAL</b></td> <td data-bbox="1485 568 2152 604"><b>\$15,500.00</b></td> </tr> </tbody> </table> <p data-bbox="533 635 1081 667"><b>If Other is over \$1 000 provide itemised here:</b></p> <p data-bbox="533 687 1491 719">Click here to enter details or attach your spreadsheet to the international calendar entry.</p>			Costs	\$AUD (approx.)	Flights	\$8,000.00	Accommodation	\$1,000.00	Taxi and transfers	\$500.00	Travel allowance	\$3,000.00	Other	\$3,000.00	<b>TOTAL</b>	<b>\$15,500.00</b>
Costs	\$AUD (approx.)																
Flights	\$8,000.00																
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Taxi and transfers	\$500.00																
Travel allowance	\$3,000.00																
Other	\$3,000.00																
<b>TOTAL</b>	<b>\$15,500.00</b>																
<b>Cost centre:</b>	<table border="1"> <tr> <td data-bbox="533 794 768 831">Code:</td> <td data-bbox="779 794 1301 831">L59</td> <td data-bbox="1312 794 1451 831">Location:</td> <td data-bbox="1462 794 2152 831">300</td> </tr> <tr> <td data-bbox="533 839 768 876">Natural Account:</td> <td colspan="3" data-bbox="779 839 2152 876">6923</td> </tr> </table>	Code:	L59	Location:	300	Natural Account:	6923										
Code:	L59	Location:	300														
Natural Account:	6923																
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .																

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to [DFAT Smartraveller](#), find country, region or city risk levels and enter below
- Go to [International SOS](#), find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment –International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Indonesia	2. Exercise a High Degree of Caution	3. High	2. Medium
Primary destination - region or city: Panjang Not applicable <input type="checkbox"/>	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Panjang	2. Exercise a High Degree of Caution	3. High	2. Medium
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

### Trip risk rating

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

**Trip risk rating:** 3. High

## Acknowledgement: Main Traveller/Trip Leader

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency communication and recovery plan</b> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <b>International SOS eLearning package</b> and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Departmental Officer		
Date	26/02/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	<div style="font-size: 48px; color: red; text-align: center;">S. 47F(1)</div>		



Name	s. 22(1)(a)(ii)
Position	A/g Director – VEMS IO Section
Date (required)	26/02/2019

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary – VEMS	
Date (required)	Click here to enter date signed. 27/2/19.	
Comment	Click here to enter text.	

### First Assistant Secretary / ~~Deputy Secretary~~ approval - N/A

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 27/2/19	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary



**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including AAI 2.8 Official Travel.
2. The International travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

**Prior to submitting this form for approval ensure the following steps are completed;**

- Create a new entry within the online *International Travel Calendar*
- Complete a *Risk Assessment: International Travel* IF travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - International SOS high or extreme **medical** risk
  - International SOS high or extreme **travel security** risk OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online *International Travel Calendar* entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### **BEFORE TRAVELLING** all travellers must:

- Call the Security Travel team when planning travel to determine the need for a security briefing.
- Register travel with DFAT Smartraveller.
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, Travel Doctor and the Security Travel team.

**Note:** Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.

## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: <b>s. 22(1)(a)(ii)</b> <b>s. 22(1)(a)(ii)_China_Observation_March_2019</b>				
	APS level: APS5		Security clearance level: No Clearance		
	Position: Independent Observer				
	Group/Division/Branch: BOD/VEMS				
<b>Travel dates</b>	Proposed Departure Date	9/03/2019			
	Proposed Return Date	23/03/2019			
	Are the travel dates flexible?	Yes			
<b>Reason for travel / Business case</b>	Essential Travel	Essential			
	Biosecurity Activity	Biosecurity Activity			
	International Activity Type	Inspection			
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative ( <b>s. 22(1)(a)(ii)</b> ) will be travelling on a vessel carrying cattle to Tianjin, China. This is scheduled to depart Portland on 9 March 2019. <b>s. 22(1)(a)(ii)</b> role will be to observe the activities, animal treatment and conditions on board the vessel.				
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.



<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<b>Name:</b>		<b>Department/Company</b>		<b>Role/Position</b>
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
<b>Estimated cost to department</b>  Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<b>Costs:</b>				<b>\$AUD (approx.)</b>
	Flights				\$8,000.00
	Accommodation				\$1,000.00
	Taxi and transfers				\$500.00
	Travel allowance				\$3,000.00
	Other				\$3,000.00
	<b>TOTAL</b>				<b>\$15,500.00</b>
	<b>If Other is over \$1 000 provide itemised here:</b> Click here to enter details or attach your spreadsheet to the international calendar entry.				
<b>Cost centre:</b>	Code:	L59	Location:	300	
	Natural Account:	6923			
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .				

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smartraveller, find country, region or city risk levels and enter below
- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

The **Risk Assessment – International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Tianjin, China	1. Exercise Normal Safety Precautions	3. High	1. Low or Insignificant
Primary destination - region or city	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Not applicable <input checked="" type="checkbox"/>			
	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for primary destination click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

### Trip risk rating

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

**Trip risk rating:** 3. High

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	<div style="text-align: center; color: red; font-size: 24pt; margin-top: 100px;">s. 47F(1)</div>		
Name			
Position			
Date			
Comment (if required):			

**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	<div style="font-size: 2em; color: red; font-weight: bold;">S. 47F(1)</div>		



Name	s. 22(1)(a)(ii)
Position	A/g Director - VEMS
Date (required)	19/03/2019

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/> s. 47F(1)	NOT APPROVED <input type="checkbox"/>
Signature		
Name	Dennis Way	
Position	Assistant Secretary - VEMS	
Date (required)	Click here to enter date signed. 19/3/19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/> s. 47F(1)	NOT APPROVED <input type="checkbox"/>
Signature		
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 14/3/19	
Comment	Click here to enter text. <i>Pls ensure that all approvals are provided in advance of departure.</i>	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services

<sup>1</sup> S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property

<sup>3</sup> S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 Official Travel; AAI 6.2 Custody, Use and Management of Property; AAI 6.3 Loss and Recovery of Property

> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary

## s. 22(1)(a)(ii)



Australian Government  
Department of Agriculture  
and Water Resources

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including AAI 2.8 Official Travel.
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed;

- Create a new entry within the online International Travel Calendar
- Complete a Risk Assessment: International Travel if travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - International SOS high or extreme medical risk
  - International SOS high or extreme travel security risk OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online International Travel Calendar entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### BEFORE TRAVELLING all Travellers must:

- Call the Security Travel team when planning travel to determine the need for a security briefing
- Register travel with DFAT Smarttraveller
- Download the International SOS assistance app onto your mobile phone
- Follow advice of DFAT Smarttraveller, International SOS Travel Doctor and the Security Travel team

Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure

## International Travel Trip Details

International trip details					
Main Traveller/Trip Leader Details	Name Main traveller/Trip leader: s. 22(1)(a)(ii) Vietnam_Observation_January_2019				
	APS level: AP55		Security clearance level: Don't know		
	Position: Departmental Veterinary Officer				
	Group/Division/Branch: BOD				
Travel dates	Proposed Departure Date		22/01/2019		
	Proposed Return Date		28/01/2019		
	Are the travel dates flexible?		Yes		
Reason for travel / Business case	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental officer (s. 22(1)(a)(ii)) will be travelling on a vessel carrying cattle to Indonesia. This is scheduled to depart Darwin on 22 <sup>nd</sup> of Jan 2019. s. 22(1)(a)(ii) role will be to observe the activities, animal treatment and conditions on board the vessel.				
Other Departmental Travellers Not applicable <input checked="" type="checkbox"/>	Name of other departmental traveller/s	Branch/Division	APS level	Position	Security Clearance
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.



### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary – VEMS	
Date (required)	Click here to enter date signed. 10-1-19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Nico Padovan	
Position	First Assistant Secretary	
Date (required)	Click here to enter date signed. 11 Jul 2019	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services
> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*



**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Director – VEMS IO Section		
Date (required)	Click here to enter date signed. 10/01/2019		

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for International travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my International calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <i>International SOS eLearning</i> modules and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	S. 47F(1)		
Name	S. 22(1)(a)(ii)		
Position	Biosecurity Officer		
Date	Click here to enter a date. 24/1/19		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name. S. 47F(1)		

- The Risk Assessment - International** must be completed and attached to the calendar entry if travel is to a country rated:
- DFAT level 2, 3 or 4 - (Exercise a High Degree of Caution or above)
  - International SOS is high or extreme medical risk
  - International SOS is high or extreme travel security risk OR
  - Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department
  - Email the completed form to [securityhelpdesk@agriculture.gov.au](mailto:securityhelpdesk@agriculture.gov.au) to receive the final risk rating for the trip

Primary destination - country	DFAT rating	International SOS medical risk rating	International SOS travel security risk rating
Indonesia	2. Exercise a High Degree of Caution	3. High	2. Medium
Primary destination - region or city	DFAT rating	International SOS medical risk rating	International SOS travel security risk rating
Not applicable ID			
If risk rating of Region or City is different to Country rating for primary destination click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for primary destination click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s - country	DFAT rating	International SOS medical risk rating	International SOS travel security risk rating
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

### Trip risk rating

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

**Trip risk rating: 2. Medium**



<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<b>Name</b>		<b>Department/Company</b>		<b>Role/Position</b>
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
	Click here to enter name of non-Ag travellers.		Click here to enter name of Department/Company.		Click here to enter text.
<b>Estimated cost to department</b>  Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<b>Costs</b>				<b>SAUD (Approx)</b>
	Flights				\$8,000.00
	Accommodation				\$1,000.00
	Taxi and transfers				\$500.00
	Travel allowance				\$3,000.00
	Other				\$3,000.00
	<b>TOTAL</b>				<b>\$15,500.00</b>
	If Other is over \$1 000 provide itemised here: Click here to enter details or attach your spreadsheet to the International calendar entry.				
<b>Cost centre:</b>	<b>Code:</b>	L59		<b>Location:</b>	300
	<b>Natural Account:</b>	6923			
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .				

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smarttraveller, find country, region or city risk levels and enter below
- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.



**Australian Government**  
**Department of Agriculture**  
**and Water Resources**

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including AAI 2.8 Official Travel.
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

**Prior to submitting this form for approval ensure the following steps are completed;**

- Create a new entry within the online *International Travel Calendar*
- Complete a *Risk Assessment: International Travel* IF travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - International SOS high or extreme **medical** risk
  - International SOS high or extreme **travel security** risk OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online *International Travel Calendar* entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### **BEFORE TRAVELLING** all travellers must:

- Call the Security Travel team when planning travel to determine the need for a security briefing.
- Register travel with DFAT Smarttraveller.
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smarttraveller, International SOS, Travel Doctor and the Security Travel team.

**Note:** Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.

## International Travel Trip Details

International trip details				
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: s. 22(1)(a)(ii)_China_Observation_March 2019			
	APS level: AP55		Security clearance level: Baseline	
	Position: Biosecurity Operations			
	Group/Division/Branch: BOD			
<b>Travel dates</b>	Proposed Departure Date	8/03/2019		
	Proposed Return Date	22/03/2019		
	Are the travel dates flexible?	Yes		
<b>Reason for travel / Business case</b>	Essential Travel	Essential		
	Biosecurity Activity	Biosecurity Activity		
	International Activity Type	Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative s. 22(1)(a)(ii) will be travelling on a vessel carrying cattle to China. This is scheduled to depart Fremantle on 8 March 2019. s. 22(1)(a)(ii) role will be to observe the activities, animal treatment and conditions on board the vessel.			
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.
			<b>Security Clearance</b>	
			Choose level.	
			Choose level.	
			Choose level.	

	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.														
<b>Non – Department travellers</b> Not applicable <input checked="" type="checkbox"/>	<table border="1"> <thead> <tr> <th>Name</th><th>Department/Company</th><th>Role/Position</th></tr> </thead> <tbody> <tr> <td>Click here to enter name of non-Ag travellers.</td><td>Click here to enter name of Department/Company.</td><td>Click here to enter text.</td></tr> <tr> <td>Click here to enter name of non-Ag travellers.</td><td>Click here to enter name of Department/Company.</td><td>Click here to enter text.</td></tr> <tr> <td>Click here to enter name of non-Ag travellers.</td><td>Click here to enter name of Department/Company.</td><td>Click here to enter text.</td></tr> </tbody> </table>					Name	Department/Company	Role/Position	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.	Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.		
Name	Department/Company	Role/Position																	
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.																	
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.																	
Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.																	
<b>Estimated cost to department</b> Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Costs</th><th>SAUD (approx.)</th></tr> </thead> <tbody> <tr> <td>Flights</td><td>\$8,000.00</td></tr> <tr> <td>Accommodation</td><td>\$1,000.00</td></tr> <tr> <td>Taxi and transfers</td><td>\$500.00</td></tr> <tr> <td>Travel allowance</td><td>\$3,000.00</td></tr> <tr> <td>Other</td><td>\$3,000.00</td></tr> <tr> <td><b>TOTAL</b></td><td><b>\$15,500.00</b></td></tr> </tbody> </table> <p><b>If Other is over \$1 000 provide itemised here:</b> Click here to enter details or attach your spreadsheet to the international calendar entry.</p>					Costs	SAUD (approx.)	Flights	\$8,000.00	Accommodation	\$1,000.00	Taxi and transfers	\$500.00	Travel allowance	\$3,000.00	Other	\$3,000.00	<b>TOTAL</b>	<b>\$15,500.00</b>
Costs	SAUD (approx.)																		
Flights	\$8,000.00																		
Accommodation	\$1,000.00																		
Taxi and transfers	\$500.00																		
Travel allowance	\$3,000.00																		
Other	\$3,000.00																		
<b>TOTAL</b>	<b>\$15,500.00</b>																		
<b>Cost centre:</b>	Code:	L59	Location:	300															
	Natural Account:	6923																	
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .																		

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smarttraveller, find country, region or city risk levels and enter below

- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment – International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
China	1. Exercise Normal Safety Precautions	3. High	1. Low or Insignificant
Primary destination – region or city: Not applicable <input type="checkbox"/>	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for <b>primary destination</b> click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.




**Trip risk rating**

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk-matrix for guidance on risk levels:

Trip risk rating: 3. High

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature			
Name	s. 22(1)(a)(ii)		
Position	Biosecurity Operations		
Date			
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	S. 47F(1)		

Name	s. 22(1)(a)(ii)
Position	Director - VEMS IO Section
Date (required)	6/03/2019

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary - VEMS	
Date (required)	Click here to enter date signed. 6-3-19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 7/1/13	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services
> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary



Australian Government  
Department of Agriculture  
and Water Resources

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including [AAI 2.8 Official Travel](#).
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed;

- Create a new entry within the online [International Travel Calendar](#)
- Complete a [Risk Assessment: International Travel](#) IF travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - [International SOS high or extreme medical risk](#)
  - [International SOS high or extreme travel security risk](#) OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online [International Travel Calendar](#) entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### BEFORE TRAVELLING all travellers must:

- Call the [Security Travel team](#) when planning travel to determine the need for a security briefing.
- Register travel with [DFAT Smartraveller](#).
- Download the [International SOS](#) assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, [Travel Doctor](#) and the Security Travel team.

Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.



## International Travel Trip Details

International trip details					
<b>Main Traveller/Trip Leader Details</b>	Name Main traveller/Trip leader: s. 22(1)(a)(ii) Indonesia_Observation_March 2019				
	APS level: AP55		Security clearance level: No Clearance		
	Position: Biosecurity Operations				
	Group/Division/Branch: BOD				
<b>Travel dates</b>	Proposed Departure Date		6/03/2019		
	Proposed Return Date		15/03/2019		
	Are the travel dates flexible?		Yes		
<b>Reason for travel / Business case</b>	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative s. 22(1)(a)(ii) will be travelling on a vessel carrying cattle to Jakarta, Indonesia via the ports of Panjang, Indonesia and Jakarta, Indonesia. This is scheduled to depart Townsville on 06 March 2019. s. 22(1)(a)(ii) role will be to observe the activities, animal treatment and conditons on board the vessel.				
<b>Other Departmental Travellers</b>  Not applicable <input checked="" type="checkbox"/>	<b>Name of other department traveller/s</b>	<b>Branch/Division</b>	<b>APS Level</b>	<b>Position</b>	<b>Security Clearance</b>
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.

	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.														
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Click here to enter name of non-Ag travellers.	Click here to enter name of Department/Company.	Click here to enter text.																	
<b>Estimated cost to department</b> Shared cost <input type="checkbox"/> Externally funded <input type="checkbox"/>	<table border="1"> <thead> <tr> <th>Costs</th><th>\$AUD (approx.)</th></tr> </thead> <tbody> <tr> <td>Flights</td><td>\$8,000.00</td></tr> <tr> <td>Accommodation</td><td>\$1,000.00</td></tr> <tr> <td>Taxi and transfers</td><td>\$500.00</td></tr> <tr> <td>Travel allowance</td><td>\$3,000.00</td></tr> <tr> <td>Other</td><td>\$3,000.00</td></tr> <tr> <td><b>TOTAL</b></td><td><b>\$15,500.00</b></td></tr> </tbody> </table> <p><b>If Other is over \$1 000 provide itemised here:</b></p> <p>Click here to enter details or attach your spreadsheet to the international calendar entry.</p>					Costs	\$AUD (approx.)	Flights	\$8,000.00	Accommodation	\$1,000.00	Taxi and transfers	\$500.00	Travel allowance	\$3,000.00	Other	\$3,000.00	<b>TOTAL</b>	<b>\$15,500.00</b>
Costs	\$AUD (approx.)																		
Flights	\$8,000.00																		
Accommodation	\$1,000.00																		
Taxi and transfers	\$500.00																		
Travel allowance	\$3,000.00																		
Other	\$3,000.00																		
<b>TOTAL</b>	<b>\$15,500.00</b>																		
<b>Cost centre:</b>	Code: L59	Location: 300																	
	Natural Account: 6923																		
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .																		

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to [DFAT Smartraveller](#), find country, region or city risk levels and enter below

- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment – International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security.helpdesk@agriculture.gov.au](mailto:security.helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Indonesia	2. Exercise a High Degree of Caution	3. High	2. Medium
Primary destination - region or city:	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Not applicable <input type="checkbox"/>			
If risk rating of Region or City is different to Country rating for primary destination click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for primary destination click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

**Trip risk rating**

Taking into account all known factors, suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

Trip risk rating: 3. High

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency communication and recovery plan</b> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the <b>International SOS eLearning package</b> and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Biosecurity Operations		
Date	26/02/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	<div style="font-size: 48px; color: red; text-align: center;">S. 47F(1)</div>		



Name	s. 22(1)(a)(ii)
Position	A/g Director – Independent Observers
Date (required)	4/03/2019

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary - VEMS	
Date (required)	Click here to enter date signed. 4-3-19	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Mark Simpson	
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. 7/3/19	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary



Australian Government  
Department of Agriculture  
and Water Resources

## International Travel Proposal

1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including AAI 2.8 Official Travel.
2. The international travel proposal form is completed by the Main traveller/Trip leader and is completed for each trip and not the individual traveller.

### INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed;

- Create a new entry within the online *International Travel Calendar*
- Complete a *Risk Assessment: International Travel* IF travel is to a country rated:
  - DFAT Level 2, 3 or 4 (Exercise a High Degree of Caution or above)
  - International SOS high or extreme medical risk
  - International SOS high or extreme travel security risk OR
  - Where the country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Complete each field and sign the acknowledgement as the Main traveller/ Trip leader and have other departmental travellers sign if applicable
- Obtain Supervisor/ Director approval
- Obtain financial (PGPA Act Section 3 (23)) and non financial delegate approval
- If the total estimated travel costs (GST inclusive) are more than \$10 000 Deputy Secretary, Enabling Services approval is required. The travel team will advise the outcome of the travel proposal.
- If the total estimated travel costs (GST inclusive) is valued at \$10 000 or less the relevant Deputy Secretary approval is required
- Upload the completed document into the online *International Travel Calendar* entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

### BEFORE TRAVELLING all travellers must:

- Call the Security Travel team when planning travel to determine the need for a security briefing.
- Register travel with DFAT Smartraveller.
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, Travel Doctor and the Security Travel team.

Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.

## International Travel Trip Details

International trip details					
Main Traveller/Trip Leader Details	Name Main traveller/Trip leader: <b>s. 22(1)(a)(ii)</b> <b>s. 22(1)(a)(ii)</b> Indonesia_Observation_February 2019				
	APS level: APS5		Security clearance level: Baseline		
	Position: Independent Observer				
	Group/Division/Branch: BOD/VEMS				
Travel dates	Proposed Departure Date		23/02/2019		
	Proposed Return Date		5/03/2019		
	Are the travel dates flexible?		Yes		
Reason for travel / Business case	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	As part of the Department of Agriculture and Water Resources Investigation into the onboard mortalities of sheep to the Middle East in 2017, a departmental representative ( <b>s. 22(1)(a)(ii)</b> ) will be travelling on a vessel carrying cattle to Panjang, Indonesia. This is scheduled to depart Townsville on 23 February 2019. <b>s. 22(1)(a)(ii)</b> role will be to observe the activities, animal treatment and conditions on board the vessel.				
Other Departmental Travellers Not applicable <input checked="" type="checkbox"/>	Name of other department traveller/s	Branch/Division	APS Level	Position	Security Clearance
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.

	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.														
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<b>TOTAL</b>	<b>\$15,500.00</b>																		
<b>Cost centre:</b>	Code:	L59	Location:	300															
	Natural Account:	6923																	
<b>Class of airfare:</b> Note: Refer to the travel policy	Business If 'Other', provide detail: Click here to enter description of class of airfare .																		

## Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to DFAT Smartraveller, find country, region or city risk levels and enter below



- Go to International SOS, find overall country risk levels and enter in table below in the primary and other destination
- If region and/or city risk level is different to the overall country risk level, enter in table "region or city"
- Add or delete extra rows as required.

**The Risk Assessment – International** must be completed and attached to the calendar entry if travel is to a country rated:

- DFAT level 2, 3 or 4 – (Exercise a High Degree of Caution or above)
- International SOS is high or extreme medical risk
- International SOS is high or extreme travel security risk OR
- Where country is not rated by DFAT or International SOS OR as otherwise required by an official of the department.
- Email the completed form to [security\\_helpdesk@agriculture.gov.au](mailto:security_helpdesk@agriculture.gov.au) to receive the final risk rating for the trip.

Primary destination – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Panjang Indonesia	2. Exercise a High Degree of Caution	3. High	2. Medium
Primary destination – region or city: Not applicable <input checked="" type="checkbox"/>	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
If risk rating of Region or City is different to Country rating for primary destination click here to enter rating OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
Other destination/s – country	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR delete if not relevant.	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.
	Select DFAT level.	Select International SOS Medical risk rating.	Select International SOS Travel Security risk rating.

**Trip risk rating**

Taking into account all known factors; suitability and availability of controls, my assessment of the overall level of risk for this trip is (refer to *International Travel Risk Assessment*. Where a formal risk assessment is required according to the department's risk matrix for guidance on risk levels:

Trip risk rating: 3. High

**Acknowledgement: Main Traveller/Trip Leader**

As the Main traveller/trip leader, I acknowledge that:		Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will ensure that I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and uploaded a copy to my international calendar entry		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Independent Observer		
Date	13/02/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

**Acknowledgement: Other Departmental Travellers**

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

As the other departmental official travelling on this trip, I acknowledge that:		Yes	No
Not applicable <input checked="" type="checkbox"/>	I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with department guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
	In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input type="checkbox"/>	<input type="checkbox"/>
	I will download the current version of the International SOS app onto my mobile telephone	<input type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		Click here to add text.	
Date (required)		Click here to enter a date.	

**Endorsement Supervisor/ Director**

APPROVED <input checked="" type="checkbox"/>		NOT APPROVED <input type="checkbox"/>	
I acknowledge that:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature			
Name		s. 22(1)(a)(ii) <b>S. 47F(1)</b>	
Position		Director – IO Section	
Date (required)		15/02/2018	

### Assistant Secretary approval

In accordance with legislated requirements<sup>1</sup>, departmental instructions<sup>2</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Dennis Way	
Position	Assistant Secretary - VEMS	
Date (required)	Click here to enter date signed. 15-2-19.	
Comment	Click here to enter text.	

### First Assistant Secretary

In accordance with legislated requirements<sup>3</sup>, departmental instructions<sup>4</sup>, and departmental guidelines, this travel is:

	APPROVED <input checked="" type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Signature	s. 47F(1)	
Name	Nico Padovan	
Position	First Assistant Secretary	
Date (required)	Click here to enter date signed. 20 Feb 2019	
Comment	Click here to enter text.	

### PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-biosecurity activities
\$0 to \$10,000	First Assistant Secretary	Relevant Deputy Secretary
>\$10,000 to < \$50 000	First Assistant Secretary	Deputy Secretary, Enabling Services
> \$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DFAT Level 4 – Do Not Travel	Secretary	Secretary

<sup>1</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>2</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*

<sup>3</sup> S 23(3) *Public Governance and Accountability Act 2013* and *Public Governance and Accountability Rules 2014*

<sup>4</sup> Accountable Authority Instructions: AAI 2.8 *Official Travel*; AAI 6.2 *Custody, Use and Management of Property*; AAI 6.3 *Loss and Recovery of Property*





## International Travel Proposal

International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

### INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure the international travel proposal includes the entire travelling delegation.
- Obtain written SES Band 2 equivalent endorsement to travel internationally. The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- Complete an International Risk Assessment Form
- All international travel will be approved as per the PGPA Delegations Instrument, by the relevant Delegate.
  - Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and 10 per cent provision for variation) and the travel is not politically sensitive.
  - Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

### PGPA Act Approval

Criteria	Delegate
< \$50 000 PGPA Act s23 (3)	Deputy Secretary
> \$50,000 PGPA Act s71	Minister via Secretary
Ten or more Commonwealth officials	Minister
DFAT Level 4 – Do Not Travel	Secretary

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

Send your approved international travel proposal to the international travel helpdesk.

# INTERNATIONAL TRAVEL PROPOSAL

**To:** Nicola Hinder, A/G Deputy Secretary  
**Through:** Matthew Koval, First Assistant Secretary, Plant and Live Animal Exports  
**Cc:** Joffrid Mackett, Assistant Secretary, Live Animals Export Branch  
**Date:** 13/12/22

## Recommendation/s:

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$24 530.00 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to s. 47G(1)(a) during the period s. 47G(1)(a) /2023 to s. 47G(1)(a) /2023 inclusive.

**Approved / Please Discuss**

**s. 47F(1)**

**Signature:**

**Date:** 19-12-2022

**Comments:**

**Clearing Officer:**

s. 22(1)(a)(ii)

Director, Live Animal Exports, Regulatory

Performance

Ph: s. 22(1)(a)(ii)

**Contact Officer:**

s. 22(1)(a)(ii)

Administration Officer

Ph s. 22(1)(a)(ii)

## Key Points

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observers s. 22(1)(a)(ii) will be accompanying a livestock consignment to s. 47G(1)(a). The vessel is scheduled to depart s. 47G(1)(a) for s. 47G(1)(a) on s. 47G(1)(a) /2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

## Background

**s. 47F(1)**

## s. 47F(1)

### Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) s. 47G(1)(a) 2023 – 2023			
<b>International Flights*:</b>	\$16000.00			
<b>International Accommodation:</b>	\$800.00			
<b>TA:</b>	\$1500.00			
<b>Other**:</b>	\$4000.00			
<b>Contingency: 10%</b>	\$2230.00			
<b>Total:</b>	\$24530.00			
<b>Cost Centre:</b>	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

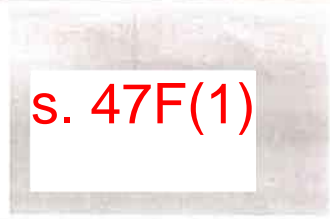
TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## s. 47F(1)

# s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks		<input checked="" type="checkbox"/>	<input type="checkbox"/>
s. 22(1)(a)(ii)			
Signature			
Date:	9/12/2022		

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- *Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.*

<b>APPROVED <input checked="" type="checkbox"/></b>		<b>NOT APPROVED <input type="checkbox"/></b>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	15/12/2022		

**First Assistant Secretary Endorsement**

- *I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.*
- *Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.*
- *An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.*
- *Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.*

<b>APPROVED <input checked="" type="checkbox"/></b>		<b>NOT APPROVED <input type="checkbox"/></b>	
Signature	s. 47F(1)		
Name	Matthew Koval		
Date	15/12/2022		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment



## ATTACHMENT A

## TRIP DETAILS

Activity details	Independent Observer Deployment
Destination(s)	s. 47G(1)(a)
Travel dates	Departing: s. 47G(1)(a) 2023 Anticipated return to Australia: s. 47G(1)(a) 2023
Officials Travelling	Name: Name: s. 22(1)(a)(ii) Independent Observer, Plant and Live Animal Export Division, Security Clearance N/A
Hotel(s)	
Mandatory questions:	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
Class of airfare	Business
Essential Travel	Yes
Are the travel dates flexible?	No

s. 47F(1)

# S. 47F(1)

<p><b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i></p>	<p><b>Non-biosecurity activity – assurance.</b></p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
<p>Non-department travellers</p> <p>Indicate if not applicable</p>	<p>Not Applicable</p>

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

s. 47G(1)(a) 2023	
Time	Activity
	Depart s. 47G(1)(a) – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
s. 47G(1)(a) 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
s. 47G(1)(a) 2023	
	Arrive and Unload livestock in s. 47G(1)(a)
s. 47G(1)(a) 2023	
	Arrive and Final unloading of livestock in s. 47G(1)(a)
	Disembark vessel
	Transfer to hotel*
s. 47G(1)(a) 2023	
	Departs s. 47G(1)(a) for s. 47G(1)(a) – Business Class Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.

# INTERNATIONAL TRAVEL PROPOSAL

**To:** Matthew Koval, A/g Deputy Secretary  
**Through:** Andrew McDonald, A/g First Assistant Secretary, Traceability Plant and Live Animal Exports  
**Cc:** Joffrid Mackett, Assistant Secretary, Live Animals Export Branch  
**Date:** 23/02/2023

**Recommendation/s:**

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$11,880.00 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to Indonesia during the period 26/02/2023 – 14/03/2023 inclusive.

**s. 47F(1)**

Approved / Please Discuss

**Signature**

Date: 24/2/2023

**Comments:**

Clearing Officer:

s. 22(1)(a)(ii)

Director, Live Animal Exports, Regulatory  
Performance

Ph: s. 22(1)(a)(ii)

Contact Officer:

s. 22(1)(a)(ii)

Administration Officer

Ph s. 22(1)(a)(ii)

**Key Points**

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer s. 22(1)(a)(ii) will be accompanying a livestock consignment to Indonesia. The vessel is scheduled to depart Townsville for Jakarta and Panjang, Indonesia on 26/02/2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

**Background**

**s. 47F(1)**

# s. 47F(1)

## Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) 26/2/23-14/3/23			
International Flights*:	\$4500.00			
International Accommodation:	\$800.00			
TA:	\$1500.00			
Other**:	\$4000.00			
Contingency: 10%	\$1080.00			
Total:	\$11880.00			
Cost Centre:	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# s. 47F(1)

s. 47F(1)



## s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	s. 22(1)(a)(ii)		
Signature	s. 47F(1)		
Date:	21/02/23		

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- *Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.*

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sufficient uncommitted funds are available for this trip.</b>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	21/2/2023		

**First Assistant Secretary Endorsement**

- *I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.*
- *Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.*
- *An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.*
- *Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.*

<b>APPROVED</b> <input type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature			
Name	Andrew McDonald		
Date			
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment

## ATTACHMENT A

## TRIP DETAILS

Activity details	Independent Observer Deployment
Destination(s)	Jakarta and Panjang, Indonesia
Travel dates	Departing: 26/02/2023 Anticipated return to Australia: 14/03/2023
Officials Travelling	Name: Name: s. 22(1)(a)(ii) Independent Observer, Plant and Live Animal Export Division; Security Clearance N/A
Hotel(s)	
Mandatory questions:	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
Class of airfare	Business
Essential Travel	Yes
Are the travel dates flexible?	No

s. 47F(1)

s. 47F(1)

	<p style="font-size: 2em; color: red; text-align: center;">S. 47F(1)</p> <ul style="list-style-type: none"> <li>• Must complete the e-customs arrival declaration within 3 days of departure from <a href="https://ecd.beacukai.go.id/">https://ecd.beacukai.go.id/</a></li> </ul> <p style="font-size: 2em; color: red; text-align: center;">S. 47F(1)</p>
<p><b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i></p>	<p>Non-biosecurity activity – assurance.</p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
<p>Non-department travellers</p> <p>Indicate if not applicable</p>	<p>Not Applicable</p>

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

Sunday, 26 February 2023	
Time	Activity
	Depart Darwin for Townsville – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
Tuesday, 28 February 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
Friday, 10 March 2023	
	Arrive and Unload livestock in Jakarta, Indonesia
	At Sea – undertaking Independent Observer activities
Sunday, 12 March 2023	
	Arrive and Unload livestock in Panjang, Indonesia.
	Disembark vessel
	Transfer to hotel*
Tuesday, 14 March 2023	
	Depart Jakarta, Indonesia for Darwin – Business Class Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.



# INTERNATIONAL TRAVEL PROPOSAL

**To:** Matthew Koval, A/G Deputy Secretary  
**Through:** Andrew McDonald, A/g First Assistant Secretary, Plant and Live Animal Exports  
**Cc:** Joffrid Mackett, Assistant Secretary, Live Animals Export Branch  
**Date:** 14/02/2023

**Recommendation/s:**

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$23,980.00 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to Oman during the period 23/02/2023 to 22/03/2023 inclusive.

**s. 47F(1)**

Approved / Please Discuss

**Signature:**

Date: 19/2/2023

**Comments:**

**Clearing Officer:**

s. 22(1)(a)(ii)

Director, Live Animal Exports, Regulatory  
Performance

Ph: s. 22(1)(a)(ii)

**Contact Officer:**

s. 22(1)(a)(ii)

Administration Officer  
Ph s. 22(1)(a)(ii)

**Key Points**

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer s. 22(1)(a)(ii) will be accompanying a livestock consignment to Oman. The vessel is scheduled to depart Fremantle for Muscat, Oman\*\* on 25/02/2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

\*\* Informal advice from Australian Embassy, Riyadh, Saudi Arabia as of 01/02/2023 confirms Oman Visa on arrival. Observer may disembark at UAE if required.

## Background

# s. 47F(1)

## Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) [date to date]			
International Flights*:	\$15,500.00			
International Accommodation:	\$800.00			
TA:	\$1500.00			
Other**:	\$4000.00			
Contingency: 10%	\$2180.00			
Total:	\$23980.00			
Cost Centre:	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

s. 47F(1)

# s. 47F(1)

## s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks		<input checked="" type="checkbox"/>	<input type="checkbox"/>
		s. 22(1)(a)(ii)	
<b>Signature</b>	s. 47F(1)		
<b>Date:</b>	02/02/2023		

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- *Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.*

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	14/2/2023		

**First Assistant Secretary Endorsement**

- *I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.*
- *Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.*
- *An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.*
- *Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.*

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature	s. 47F(1)		
Name	Andrew McDonald		
Date	17/2/2023		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment

## ATTACHMENT A

## TRIP DETAILS

Activity details	Independent Observer Deployment
Destination(s)	Muscat, Oman**
Travel dates	Departing: 23/02/2023 Anticipated return to Australia: 22/03/2023
Officials Travelling	Name: s. 22(1)(a)(ii) Independent Observer, Plant and Live Animal Export Division, Security Clearance NV1
Hotel(s)	
Mandatory questions:	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
Class of airfare	Business
Essential Travel	Yes
Are the travel dates flexible?	No

**S. 47F(1)**



	<h1 style="color: red; text-align: center;">S. 47F(1)</h1>
<p><b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i></p>	<p>Non-biosecurity activity – assurance.</p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
<p>Non-department travellers</p> <p>Indicate if not applicable</p>	<p>Not Applicable</p>

\*\* Informal advice from Australian Embassy, Riyadh, Saudi Arabia as of 01/02/2023 confirms Oman Visa on arrival. Observer may disembark at UAE if required.

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

Thursday, 23 February 2023	
Time	Activity
	Depart Narooma for Perth – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
Saturday, 25 February 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
Monday, 13 March 2023	
	Arrive and Unload livestock in Shuwaikh, Kuwait
	At Sea – undertaking Independent Observer activities
Thursday, 16 March 2023	
	Arrive and Unload livestock in Jebel Ali, UAE
	At Sea – undertaking Independent Observer activities
Sunday, 19 March 2023	
	Arrive and Unload livestock in Muscat, Oman
	Transfer to hotel*
Tuesday, 21 March 2023	
	Depart Muscat, Oman for Narooma – Business Class International Flights only Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.



## Emergency communication & recovery plan: International

### Instructions for completing this form

1. This template is to be completed for all international travel prior to departure.
2. A copy of the completed template is to be provided to the Supervisor/Manager and travellers (contact details should be carried by travellers in a secure location such as mobile telephone).
3. File this form locally and email a copy to the Security Travel Help Desk.
4. Attached a completed copy to the International Travel Calendar entry.

### Insert trip name in the table below.

Trip Name: E.g.: Smith_USA_Inspection_Feb_2016	s. 22(1)(a)(ii) Oman_Independent Observer_February_2023
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### Scheduled contact / check-in plan

Note method, frequency and time of scheduled contact planned with contact officer &/or supervisor/manager.	Daily ship reports to the IO team (Brisbane) and LAE program (Canberra) Daily contact with Point of Contact via Satellite phone, communication Apps such as WhatsApp, SMS, email
--	---

### Client contacts

Not applicable ☐

Name / company:	Address:	Telephone:
s. 47F(1) Rural Export and Trading (WA) Pty Ltd	43 Ventnor Avenue, West Perth, WA 6005	s. 47F(1)
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

### Emergency communication device<sup>1</sup>

Not applicable ☐

Device Type: Satellite Phone	ID No:	Who will receive message N/A <input type="checkbox"/>	Daily Point of Contact
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### Emergency contacts – destination

Country 1:	Oman	Country 2:	Click here to enter text.
Police	9999	Police	Click here to enter text.
Ambulance	9999	Ambulance	Click here to enter text.
Fire	9999	Fire	Click here to enter text.

### Emergency contacts - Australia

	Name:	Landline:	Mobile:
Supervisor	s. 22(1)(a)(ii)	s. 22(1)(a)(ii)	s. 47F(1)
Manager			
Contact officer			
Assistant Secretary	Joffrid Mackett	+612 6272 5435	
First assistant Secretary	Matthew Koval	+612 6272 5014	

<sup>1</sup> E.g. Emergency Position Indicating Radio Beacon (EPIRB) or satellite messaging device of the type produced by Vismo.

**DFAT 24-Hour Consular Emergency Centre**

+61 2 6261 3305 from overseas	SMS +61 421 269 080	1300 555 135 from Australia
<b>Nearest Australian embassy, high commission or consulate:</b>	<i>Abdullah bin Hozafa Al-Sahmi Avenue, Diplomatic Quarter, Riyadh, Saudi Arabia</i>	+966 11 250 0900

**International SOS – Overseas medical and travel assistance****Member No: 12ACMA000001**

<b>Sydney Assistance Centre</b>	from Australia	Call collect: <b>+61 2 9372 2468</b>
<b>Singapore Assistance Centre</b>	from Asia or the Pacific Rim	Call collect: <b>+65 6338 7800</b>
<b>London Assistance Centre</b>	from Europe, CIS, Africa or the Middle East	Call collect: <b>+44 208 762 8008</b>
<b>Philadelphia, PA Assistance Centre</b>	From U.S or Canada	<b>1800 523 6586</b> Call collect: <b>+1 215 942 8226</b>

**Employee Assistance Program contact details – Optum.**

<b>Counselling Service:</b>	+61 2 9368 0056 from overseas	1800 273 865 from within Australia
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**Report lost or stolen corporate credit card**

<b>Diners Customer Service</b>	+61 3 8643 2210 from overseas	1800 105 660 from within Australia
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**QBT**

<b>Afterhours/emergency</b>	+61 3 8413 2079 from overseas	1300 659 177 from within Australia
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**Recovery plan**

In the event of an incident or emergency (including illness, injury, accident, natural disaster, extreme weather event and/or terrorist threat) the arrangements detailed in the following table are in place to move the traveller to safety.

<b>If an incident or emergency occurs</b>	<b>Arrangement</b>
1. What is the primary method of communication?	Contact to ship via captain
2. If the primary method of communication fails (e.g. due to system overload or infrastructure breakdown), what is the alternate method of communication?	Satellite phone, communication Apps such as WhatsApp, SMS, email
3. How will the traveller's current location be known?	Daily ship reports to the IO team (Brisbane) and LAE program (Canberra); Vessel tracker website; Daily reporting from vessel.
4. In the event of an incident the traveller will:	Move to nearest safe location. If practical, report status to International SOS and/or one of the Emergency Contacts – Australia by primary communication method or if this not available by alternate communication method
5. In the event of an incident the supervisor/manager or contact officer will advise (as appropriate):	1. Emergency Contacts – Australia. 2. International SOS (coordinate evacuation).  DFAT Consular Assistance.

<b>Further Information:</b>	E: FaBS Service Centre P: +61 2 6272 3227
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# International Travel Proposal

International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

## INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure the international travel proposal includes the entire travelling delegation.
- Obtain written SES Band 2 equivalent endorsement to travel internationally. The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- Complete an International Risk Assessment Form
- All international travel will be approved as per the PGPA Delegations Instrument, by the relevant Delegate.
  - Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and 10 per cent provision for variation) and the travel is not politically sensitive.
  - Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

## PGPA Act Approval

Criteria	Delegate
< \$50 000 <b>PGPA Act s23 (3)</b>	Deputy Secretary
> \$50,000 <b>PGPA Act s71</b>	Minister via Secretary
Ten or more Commonwealth officials	Minister
DFAT Level 4 – Do Not Travel	Secretary

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

Send your approved international travel proposal to the international travel helpdesk.



# INTERNATIONAL TRAVEL PROPOSAL

To: Nicola Hinder, A/G Deputy Secretary

Through: Matthew Koval, A/G First Assistant Secretary, Plant and Live Animal Exports

Cc: Joffrid Mackett, Assistant Secretary, Live Animals Export Branch

Date: 27/01/2023

## Recommendation/s:

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$24,530.00 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to s. 47G(1)(a) during the period s. 47G(1)(a) 2023 to s. 47G(1)(a) 2023 inclusive.

Approved / Please Discuss

**s. 47F(1)**

Signature:

Date: 05/02/2023

## Comments:

Clearing Officer:

s. 22(1)(a)(ii)

Director, Live Animal Exports, Regulatory

Performance

Ph: s. 22(1)(a)(ii)

Contact Officer:

s. 22(1)(a)(ii)

Administration Officer

Ph s. 22(1)(a)(ii)

## Key Points

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer s. 22(1)(a)(ii) will be accompanying a livestock consignment to s. 47G(1)(a). The vessel is scheduled to depart s. 47G(1)(a) for s. 47G(1)(a) on s. 47G(1)(a) 2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

## Background

**s. 47F(1)**

# s. 47F(1)

## Costs, program and Trip Risk Rating

- Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii)			
	s. 47G(1)(a) 23	s. 47G(1)(a) 23		
<b>International Flights*:</b>	\$16000.00			
<b>International Accommodation:</b>	\$800.00			
<b>TA:</b>	\$1500.00			
<b>Other**:</b>	\$4000.00			
<b>Contingency: 10%</b>	\$2230.00			
<b>Total:</b>	\$24530.00			
<b>Cost Centre:</b>	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

- International travel – trip details (Attachment A).
- The proposed travel program is at Attachment B and includes [0] days of personal travel.
- Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# s. 47F(1)

## s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.					<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks					<input checked="" type="checkbox"/>	<input type="checkbox"/>
		s. 22(1)(a)(ii)				
Signature		s. 47F(1)				
Date:	20/01/2023					

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	31/1/2023		

**First Assistant Secretary Endorsement**

- I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.
- Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.
- An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.
- Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature	s. 47F(1)		
Name	Matthew Koval		
Date	3/2/2023.		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment

## ATTACHMENT A

## TRIP DETAILS

Activity details	Independent Observer Deployment
Destination(s)	s. 47G(1)(a)
Travel dates	Departing: s. 47G(1)(a) 2023 Anticipated return to Australia: s. 47G(1)(a) 2023
Officials Travelling	Name: s. 22(1)(a)(ii), Independent Observer, Plant and Live Animal Export Division, Security Clearance N/A
Hotel(s)	
Mandatory questions:	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
Class of airfare	Business
Essential Travel	Yes
Are the travel dates flexible?	No

**S. 47F(1)**



# S. 47F(1)

**International Activity Type - Biosecurity or Non-Biosecurity.** *(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).*

Non-biosecurity activity – assurance.

The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.

The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.

Non-department travellers

Not Applicable

Indicate if not applicable

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

s. 47G(1)(a) 2023	
Time	Activity
	Depart s. 47G(1)(a) – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
s. 47G(1)(a) 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
s. 47G(1)(a) 2023	
	Arrive and Unload livestock in s. 47G(1)(a)
	Arrive and Final unloading of livestock in s. 47G(1)(a)
s. 47G(1)(a) 2023	
	Disembark vessel
	Transfer to hotel*
s. 47G(1)(a) 2023	
	s. 47G(1)(a) for s. 47G(1)(a) – Business Class Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.

*I approve the travel request for*  
*s. 22(1)(a)(ii)*  
*s. 47F(1)*  
*S. 47F(1)*  
*22/3/2023*

## INTERNATIONAL TRAVEL PROPOSAL

To: Matthew Koval, A/g Deputy Secretary

Through: Andrew McDonald, A/g First Assistant Secretary, Traceability, Plant and Live Animal Exports

Cc: Joffrid Mackett, Assistant Secretary, Live Animals Export Branch

Date: 17/03/2023

### Recommendation/s:

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$23,980.00 (including GST) related to international travel to be taken by **s. 22(1)(a)(ii)** to Oman during the period 04/04/2023 – 30/04/2023 inclusive.

Approved / Please Discuss

Signature: **S. 47F(1)**

Date: *23/03/2023*

### Comments:

Clearing Officer:

**s. 22(1)(a)(ii)**

Director, Live Animal Exports, Regulatory

Performance

Ph: **s. 22(1)(a)(ii)**

Contact Officer:

**s. 22(1)(a)(ii)**

Administration Officer

Ph **s. 22(1)(a)(ii)**

### Key Points

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer **s. 22(1)(a)(ii)** will be accompanying a livestock consignment to Oman. The vessel is scheduled to depart Fremantle for Muscat, Oman on 06/04/2023\*.
3. **s. 22(1)(a)(ii)** will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

### Background

**S. 47F(1)**

## International Travel Proposal

**International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.**

### INSTRUCTIONS

**Prior to submitting this form for approval ensure the following steps are completed.**

- Ensure the international travel proposal includes the entire travelling delegation.
- Obtain written SES Band 2 equivalent endorsement to travel internationally. The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- Complete an International Risk Assessment Form
- All international travel will be approved as per the PGPA Delegations Instrument, by the relevant Delegate.
  - Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and 10 per cent provision for variation) and the travel is not politically sensitive.
  - Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

### PGPA Act Approval

Criteria	Delegate
< \$50 000 <b>PGPA Act s23 (3)</b>	Deputy Secretary
> \$50,000 <b>PGPA Act s71</b>	Minister via Secretary
Ten or more Commonwealth officials	Minister
DFAT Level 4 – Do Not Travel	Secretary

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

Send your approved international travel proposal to the international travel helpdesk.

# s. 47F(1)

## Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) 04/04/2023 – 30/04/2023			
<b>International Flights*:</b>	\$15500.00			
<b>International Accommodation:</b>	\$800.00			
<b>TA:</b>	\$1500.00			
<b>Other**:</b>	\$4000.00			
<b>Contingency: 10%</b>	\$2180.00			
<b>Total:</b>	\$23980.00			
<b>Cost Centre:</b>	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# s. 47F(1)



# s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
s. 22(1)(a)(ii)		
<b>Signature</b>	s. 47F(1)	
<b>Date:</b>	14/03/2023	

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	20 March 2023		

**First Assistant Secretary Endorsement**

- I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.
- Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.
- An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.
- Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature	s. 47F(1)		
Name	Andrew McDonald		
Date	21/03/2023		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment

## ATTACHMENT A

## TRIP DETAILS

<b>Activity details</b>	Independent Observer Deployment
<b>Destination(s)</b>	Muscat, Oman
<b>Travel dates</b>	Departing: 04/04/2023 Anticipated return to Australia: 30/04/2023
<b>Officials Travelling</b>	Name: s. 22(1)(a)(ii) Independent Observer, Plant and Live Animal Export Division, Security Clearance N/A
<b>Hotel(s)</b>	
<b>Mandatory questions:</b>	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
<b>Class of airfare</b>	Business
<b>Essential Travel</b>	Yes
<b>Are the travel dates flexible?</b>	No

**S. 47F(1)**

	<b>s. 47F(1)</b>
<b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i>	<p>Non-biosecurity activity – assurance.</p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
Non-department travellers Indicate if not applicable	Not Applicable

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

Tuesday, 4 April 2023	
<b>Activity</b>	
Depart Darwin for Perth – Economy Class Flight	
Time and flight to be confirmed*	
Transfer to Hotel*	
Thursday, 6 April 2023	
Board livestock vessel, s. 47G(1)(a)	
At Sea – undertaking Independent Observer activities	
Saturday, 22 April 2023	
Arrive and Unload livestock in Shuwaikh, Kuwait	
At Sea – undertaking Independent Observer activities	
Tuesday, 25 April 2023	
Arrive and Unload livestock in Jebel Ali, UAE	
At Sea – undertaking Independent Observer activities	
Friday, 28 April 2023	
Arrive and Final unloading of livestock in Muscat, Oman	
Disembark vessel, Transfer to hotel*	
Sunday, 30 April 2023	
Depart Muscat, Oman for Darwin, Australia – Business Class	
Time and flight to be confirmed*	
<p>*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in- country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.</p>	

# International Travel Proposal

International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

## INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure the international travel proposal includes the entire travelling delegation.
- Obtain written SES Band 2 equivalent endorsement to travel internationally. The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- Complete an International Risk Assessment Form
- All international travel will be approved as per the PGPA Delegations Instrument, by the relevant Delegate.
  - Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and 10 per cent provision for variation) and the travel is not politically sensitive.
  - Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

## PGPA Act Approval

Criteria	Delegate
< \$50 000 PGPA Act s23 (3)	Deputy Secretary
> \$50,000 PGPA Act s71	Minister via Secretary
Ten or more Commonwealth officials	Minister
DFAT Level 4 – Do Not Travel	Secretary

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

Send your approved international travel proposal to the international travel helpdesk.



# INTERNATIONAL TRAVEL PROPOSAL

**To:** Matthew Koval, A/G Deputy Secretary  
**Through:** Andrew McDonald, A/G First Assistant Secretary, Traceability, Plant and Live Animal Exports  
**Cc:** Joffrid Mackett, Assistant Secretary, Live Animal Export Branch  
**Date:** 22/3/23

## Recommendation/s:

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$21780.00 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to s. 47G(1)(a) during the period s. 47G(1)(a) 2023 to s. 47G(1)(a) 2023 inclusive.

**s. 47F(1)**

**Approved / Please Discuss**

**Signature:**

**Date:** 30/3/2023

## Comments:

**Clearing Officer:**

s. 22(1)(a)(ii)  
 Director, Live Animal Exports, Regulatory  
 Performance  
 Ph: s. 22(1)(a)(ii)

**Contact Officer:**

s. 22(1)(a)(ii)  
 Administration Officer  
 Ph s. 22(1)(a)(ii)

## Key Points

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer s. 22(1)(a)(ii) will be accompanying a livestock consignment to s. 47G(1)(a). The vessel is scheduled to depart s. 47G(1)(a) for s. 47G(1)(a) on s. 47G(1)(a) 2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

## Background

**s. 47F(1)**

# s. 47F(1)

## Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) s. 47(1)(a) 2023- 2023			
International Flights*:	\$13500.00			
International Accommodation:	\$800.00			
TA:	\$1500.00			
Other**:	\$4000.00			
Contingency: 10%	\$1980.00			
Total:	\$21780.00			
Cost Centre:	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.



TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# s. 47F(1)

# s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
s. 22(1)(a)(ii)		
<b>Signature</b>   s. 47F(1)		
<b>Date:</b> 20/3/23		

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	28/3/2023		

**First Assistant Secretary Endorsement**

- I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.
- Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.
- An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.
- Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature	s. 47F(1)		
Name	Andrew McDonald		
Date	29/03/2023		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment

## ATTACHMENT A

## TRIP DETAILS

<b>Activity details</b>	Independent Observer Deployment
<b>Destination(s)</b>	s. 47G(1)(a)
<b>Travel dates</b>	Departing: s. 47G(1)(a)/2023 Anticipated return to Australia: s. 47G(1)(a)/2023
<b>Officials Travelling</b>	Name: s. 22(1)(a)(ii) Independent Observer, Traceability, Plant and Live Animal Export Division, Security Clearance N/A
<b>Hotel(s)</b>	
<b>Mandatory questions:</b>	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
<b>Class of airfare</b>	Business
<b>Essential Travel</b>	Yes
<b>Are the travel dates flexible?</b>	No
<div style="font-size: 48pt; color: red; text-align: center;"> s. 47F(1) s. 47F(1) </div>	

	<h1 style="color: red; margin: 0;">S. 47F(1)</h1>
<p><b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i></p>	<p>Non-biosecurity activity – assurance.</p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
<p>Non-department travellers</p> <p>Indicate if not applicable</p>	<p>Not Applicable</p>



## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

s. 47G(1)(a) 2023	
Time	Activity
	Depart s. 47G(1)(a) – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
s. 47G(1)(a) 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
s. 47G(1)(a) 2023	
	Arrive and Unload livestock in s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
s. 47G(1)(a) 2023	
	Arrive and Final unloading of livestock in s. 47G(1)(a)
	Disembark vessel
	Transfer to hotel*
s. 47G(1)(a) 2023	
	Depart s. 47G(1)(a) for s. 47G(1)(a) – Business Class Time and flight to be confirmed*
*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.	

# International Travel Proposal

International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

## INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure the international travel proposal includes the entire travelling delegation.
- Obtain written SES Band 2 equivalent endorsement to travel internationally. The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- Complete an International Risk Assessment Form
- All international travel will be approved as per the PGPA Delegations Instrument, by the relevant Delegate.
  - Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and 10 per cent provision for variation) and the travel is not politically sensitive.
  - Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

## PGPA Act Approval

Criteria	Delegate
< \$50 000 PGPA Act s23 (3)	Deputy Secretary
> \$50,000 PGPA Act s71	Minister via Secretary
Ten or more Commonwealth officials	Minister
DFAT Level 4 – Do Not Travel	Secretary

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

Send your approved international travel proposal to the international travel helpdesk.

# INTERNATIONAL TRAVEL PROPOSAL

**To:** Matthew Koval, A/g Deputy Secretary

**Through:** Andrew McDonald, A/g First Assistant Secretary, Traceability, Plant and Live Animal Exports

**Cc:** Joffrid Mackett, Assistant Secretary, Live Animal Export Branch

**Date:** 8<sup>th</sup> May 2023

## Recommendation/s:

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$25492.50 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to s. 47G(1)(a) during the period s. 47G(1)(a) 2023 – s. 47G(1)(a) 2023 inclusive.

**s. 47F(1)**

**Approved / Please Discuss**

**Signature:**

Date:  
17/5/2023

**Comments:**

**Clearing Officer:**  
s. 22(1)(a)(ii)  
A/g Director, Operations and IO Deployment,  
Live Animal Exports Branch  
Ph: s. 22(1)(a)(ii)

**Contact Officer:**  
s. 22(1)(a)(ii)  
Administration Officer  
Ph s. 22(1)(a)(ii)

## Key Points

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer s. 22(1)(a)(ii) will be accompanying a livestock consignment to s. 47G(1)(a). The vessel is scheduled to depart s. 47G(1)(a) for s. 47G(1)(a) on s. 47G(1)(a) 2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

## Background

**s. 47F(1)**

## s. 47F(1)

### Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii)			
	s. 47G(1)(a)	23 to 23		
International Flights*:	\$16875.00			
International Accommodation:	\$800.00			
TA:	\$1500.00			
Other**:	\$4000.00			
Contingency: 10%	\$2317.50			
Total:	\$25492.50			
Cost Centre:	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## s. 47F(1)

# s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	s. 22(1)(a)(ii)		
Signature	s. 47F(1)		
Date:	4/05/2023		

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	12 May 2023		

**First Assistant Secretary Endorsement**

- I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.
- Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.
- An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.
- Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature	s. 47F(1)		
Name	Andrew McDonald		
Date	15/5/2023		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment



## ATTACHMENT A

## TRIP DETAILS

<b>Activity details</b>	Independent Observer Deployment
<b>Destination(s)</b>	s. 47G(1)(a)
<b>Travel dates</b>	Departing: s. 47G(1)(a) 23 Anticipated return to Australia: s. 47G(1)(a) 23
<b>Officials Travelling</b>	Name: s. 22(1)(a)(ii) Independent Observer, Plant and Live Animal Export Division, Security Clearance N/A
<b>Hotel(s)</b>	
<b>Mandatory questions:</b>	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
<b>Class of airfare</b>	Business
<b>Essential Travel</b>	Yes
<b>Are the travel dates flexible?</b>	No

**S. 47F(1)**

<p><b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i></p>	<p><b>Non-biosecurity activity – assurance.</b></p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
<p>Non-department travellers</p> <p>Indicate if not applicable</p>	<p>Not Applicable</p>

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

s. 47G(1)(a) 2023	
Time	Activity
	Depart s. 47G(1)(a) – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
	Observe loading of livestock until departure
s. 47G(1)(a) 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
s. 47G(1)(a) 2023	
	Arrive and Unload livestock in s. 47G(1)(a)
s. 47G(1)(a) 2023	
	Arrive and Unload livestock in s. 47G(1)(a)
s. 47G(1)(a) 2023	
	Disembark vessel
	Transfer to hotel*
s. 47G(1)(a) 2023	
	Depart s. 47G(1)(a) for s. 47G(1)(a) – Business Class Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.

# INTERNATIONAL TRAVEL PROPOSAL

**To:** Matthew Koval, A/g Deputy Secretary  
**Through:** Andrew McDonald, A/g First Assistant Secretary, Traceability, Plant and Live Animal Exports  
**Cc:** Oriana Mamone, A/g Assistant Secretary, Live Animals Export Branch  
**Date:** 26/04/2023

**Recommendation/s:**

That you approve as the PGPA Act s23(3) travel delegate costs of up to \$22330.00 (including GST) related to international travel to be taken by s. 22(1)(a)(ii) to UAE during the period 12/05/2023 to 05/06/2023 inclusive.

Approved / Please Discuss

s. 47F(1)

**Signature:**

**Date:**

4/5/2023

**Comments:**

**Clearing Officer:**

s. 22(1)(a)(ii)

A/g Director, Operations and IO Deployment,  
Live Animal Exports Branch

Ph: s. 22(1)(a)(ii)

**Contact Officer:**

s. 22(1)(a)(ii)

Administration Officer

Ph s. 22(1)(a)(ii)

**Key Points**

1. The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. All independent observers are authorised officers under section 291(1) of the Export Control Act. It is the department's policy that independent observers will be directed under sections 313(1) and 314(1) of the Export Control Act to accompany livestock export voyages by sea.
2. Independent observer s. 22(1)(a)(ii) will be accompanying a livestock consignment to UAE. The vessel is scheduled to depart Fremantle for Jebel Ali, UAE on 14/05/2023\*.
3. s. 22(1)(a)(ii) will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.
4. The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
5. The outcomes cannot be achieved without the travel.

\* The departure date and port are subject to change depending on shipping schedules.

**Background**

s. 47F(1)

## International Travel Proposal

International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

### INSTRUCTIONS

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure the international travel proposal includes the entire travelling delegation.
- Obtain written SES Band 2 equivalent endorsement to travel internationally. The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- Complete an International Risk Assessment Form
- All international travel will be approved as per the PGPA Delegations Instrument, by the relevant Delegate.
  - Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and 10 per cent provision for variation) and the travel is not politically sensitive.
  - Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

### PGPA Act Approval

Criteria	Delegate
< \$50 000 PGPA Act s23 (3)	Deputy Secretary
> \$50,000 PGPA Act s71	Minister via Secretary
Ten or more Commonwealth officials	Minister
DFAT Level 4 – Do Not Travel	Secretary

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

Send your approved international travel proposal to the international travel helpdesk.

The observer will carry a copy of the Certificate of Currency which notes COVID-19 coverage under the department's travel insurance policy.

### Costs, program, and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) 12/05/2023 to 05/06/2023			
International Flights*:	\$14000.00			
International Accommodation:	\$800.00			
TA:	\$1500.00			
Other**:	\$4000.00			
Contingency: 10%	\$2030.00			
Total:	\$22330.00			
Cost Centre:	L59			

\*International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours.

\*\*Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

TechOne/SAP account codes (contact division's Business Partners if unsure):			
Cost Centre (TechOne/SAP):	L59	Location (TechOne)/ Company Code (SAP):	000
Natural Account (TechOne only):	6923	Project Code (SAP Only):	

6. International travel – trip details (Attachment A).
7. The proposed travel program is at Attachment B and includes [0] days of personal travel.
8. Risk advice and acceptance for this trip is Attachment C.

As the traveller, I acknowledge that:	Yes	No
I will ensure that any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not possible) minimised to an acceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed unless safe to do so.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

# s. 47F(1)



# s. 47F(1)

I will ensure that I have completed required training, are well prepared, are both mentally and physically fit for international travel and tasks and have appropriately managed any medical conditions in accordance with departmental guidelines.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks		<input checked="" type="checkbox"/>	<input type="checkbox"/>
	s. 22(1)(a)(ii)		
Signature	s. 47F(1)		
Date:	21/04/2023		

**Endorsement Supervisor/ Director / Manager Offshore Administration**

- Travelling staff understand their obligation to develop and obtain appropriate approval of travel delegation instructions ahead of travel and to ensure that the department is provided with timely and accurate reporting of the meeting.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
<b>I acknowledge that:</b>		<b>Yes</b>	<b>No</b>
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sufficient uncommitted funds are available for this trip.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Date	27 April 2023		

**First Assistant Secretary Endorsement**

- I have assessed the proposed travel and determined it to be safe, complying with the department's work health and safety assessment; and an efficient, effective, economical, and ethical use of Commonwealth resources, and not inconsistent with the policies of the Commonwealth or department.
- Selected airfares are in accordance with the Best Fare of the Day for Official International Air Travel.
- An adequate risk assessment has been undertaken to ensure the identification, assessment, control, and clear documentation of potential hazards likely to be encountered en route and at intended destination.
- Travelling staff and any external members of the delegation are aware of their security obligations, have consulted or will consult appropriately on security issues before travelling, and have appropriate security clearance.

<b>APPROVED</b> <input checked="" type="checkbox"/>		<b>NOT APPROVED</b> <input type="checkbox"/>	
Signature	s. 47F(1)		
Name	Andrew McDonald		
Date	2 MAY 2023		
Comments			

**ATTACHMENTS**

- Trip details
- Draft Travel Program
- International Travel Risk Assessment

## ATTACHMENT A

## TRIP DETAILS

<b>Activity details</b>	Independent Observer Deployment
<b>Destination(s)</b>	Jebel Ali, UAE
<b>Travel dates</b>	Departing:12/05/2023 Anticipated return to Australia:05/06/2023
<b>Officials Travelling</b>	Name: s. 22(1)(a)(ii) Independent Observer, Plant and Live Animal Export Division, Security Clearance N/A
<b>Hotel(s)</b>	
<b>Mandatory questions:</b>	
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.
If applicable, can the counsellor in the region attend this event? If not, why?	The observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home.
Has the travel been budgeted for?	Yes
If you have more than one delegate travelling to the event, please explain why this is necessary.	Not Applicable
Can this International travel be delayed?	No, travel is dependent on the departure of the livestock vessel.
Has the Best Fare of the Day for International been selected? If not, why?	On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.
<b>Class of airfare</b>	Business
<b>Essential Travel</b>	Yes
<b>Are the travel dates flexible?</b>	No

**S. 47F(1)**

	<b>s. 47F(1)</b>
<b>International Activity Type - Biosecurity or Non-Biosecurity.</b> <i>(Examples of Biosecurity activities are but not limited to assessments, surveillance, inspections, audits and assurance).</i>	<p>Non-biosecurity activity – assurance.</p> <p>The Independent Observer program is responsible for deploying observers on live animal export vessels. The observer's role is to perform assurance activities (including monitoring, reviewing, and auditing) relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. The observer provides regular reporting to the department regarding exporter arrangements, including compliance with the legislative and regulatory framework, such as the Australian Standards for the Export of Livestock (ASEL), Approved Arrangements (AA's), Approved Export Programs (AEP's) and Voyage Instructions.</p> <p>The Independent Observer role is integral in providing assurance to industry, the public and government that the health and welfare of live animals being transported on vessels is being appropriately managed.</p>
Non-department travellers Indicate if not applicable	Not Applicable

## ATTACHMENT B

## DRAFT TRAVEL PROGRAM

Friday, 12 May 2023	
Time	Activity
	Depart Canberra for Perth – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotel*
Sunday, 14 May 2023	
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
Monday, 29 May 2023	
	Arrive and Unload livestock in Shuwaikh, Kuwait
	At Sea – undertaking Independent Observer activities
Saturday, 3 June 2023	
	Arrive and Unload livestock in Jebel Ali
	Disembark vessel
	Transfer to hotel*
Monday, 5 June 2023	
	Depart Jebel Ali, UAE for Canberra – Business Class Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and in-country destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.

Finance - International Travel Proposal

International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

INSTRUCTIONS

Where possible it is recommended to allow 4 weeks to complete the process prior to the form being ready for delegate sign off.

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure you contact [Trade and International Division](#) to discuss if a counsellor in the region can attend this event or conduct duties.
- Ensure the international travel proposal (ITP) form includes the entire travelling delegation irrespective of travellers from separate Divisions/Branches.
- Your ITP must be endorsed by the relevant SES Band 2 or above to travel internationally.
- The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- You are required to attach a completed [international travel risk advice and awareness form](#) for each traveller.
- All international travel must be approved as per the [PGPA Delegations Instrument](#), by the relevant Delegate.
- For travel over \$50,000 or politically sensitive, you must also complete a travel minute and submit via PDMS to the Minister's Office.

Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and provisions for variation) and the travel is not politically sensitive.

Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks (via PDMS) to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

PGPA Act Approval requirements

Criteria	Delegate
Less than \$50,000 PGPA Act s23 (3)	Deputy Secretary
Greater than \$50,000 PGPA Act s71 <i>(separate Minute will need to be submitted to Minister via PDMS)</i>	Minister via Secretary
DFAT Level 4 - Do Not Travel - Security Risk Rating for destination	Secretary

Workflow Steps you can expect for your proposal

1. International Travel Team to review
2. Cyber Security to review
3. Submitter to add the completed **International Travel Risk and Awareness Form** for each traveller.
4. Personnel Security
5. FAS
6. Deputy Secretary
7. Secretary (only if politically sensitive or over \$50,000)
8. Submitter to add the final **Travel Plan** and **International Travel Allowance Request Form** if travel allowance is required before travel.
9. International Travel Team to calculate and pay travel allowance if requested

Lead Traveller/Contact officer  
(required)

s. 22(1)(a)(ii) (s. 47F(1) ) s. 22(1)(a)(ii) @aff.gov.au

Additional Contacts

None recorded.

Trip Name  
(required)  
Short description, one sentence

s. 47G(1)(a) - s. 22(1)(a)(ii) - Kuwait UAE

Is traveller/s departing within 5 days?



☐ Yes ☒ No

Have you contacted Trade and International Division to discuss if a counsellor in the region can attend this event or conduct duties?

(required)

It is the responsibility of the traveller to explore all opportunities, including engaging the overseas counsellor network, prior to submitting this form.

☐ Yes ☒ No

Why?

(required)

This role can only be fulfilled by an Independent Observer.

Is this an Independent Observer Trip?

(required)

☒ Yes ☐ No

Is this travel for Trade International Division or Biosecurity Operations Division (BOD)?

(required)

☐ Trade and International Division  
☐ Biosecurity Operations Division  
☒ No

Is the cost of your travel \$50,000 or above, or is the purpose of your travel politically sensitive? Tick all that apply.

(required)

☐ Travel is \$50,000 or higher  
☐ Travel is politically sensitive  
☒ No

Full contact number

(required)

Please include area code - if possible, provide mobile.

s. 22(1)(a)(ii) s. 47F(1)

APS Classification

(required)

APS6 ▾

Division/Branch/Team

(required)

...Traceability PI Live Exp / Live Animal Exports / Independent Observers

Is this application for multiple travellers?

(required)

☐ Yes ☒ No

Are any non-departmental travellers included in this proposal?

(required)

☐ Yes ☒ No

Cost centre

(required)

L59

Departure date

(required)

13/09/2023

Return date

(required)

5/10/2023

Cost of flights

(required)

\$12,000.00

**Cost of accommodation**  
(required)

\$1,500.00

**Travel allowance**  
(required)

Please contact the [internationaltravel@aff.gov.au](mailto:internationaltravel@aff.gov.au) mailbox to request the daily rate for the country you are travelling to.

\$1,500.00

**Other**  
(required)

Taxis, transfer, etc

\$4,000.00

**Contingency**  
(required)

You must include the contingency % for this proposal to cover increased costs in flight or other potential travel changes.

\$1,900.00

**Total travel cost**  
(required)

Total requested amount for PGPA approval

\$20,900.00

**Attach travel quotes**  
(required)



s. 47G(1)(a) - Flight Quote - s. 22(1)(a)(ii) - UAE.pdf

**Comments on costs**

Flights and Accommodation are booked as flexible due to the changing nature of the voyage. Additional allowance made for short booking time frame for flights

**Is the travel cost recovered?**  
(required)

Cost recovered travel is where the Department pays for the upfront travel cost but then seeks reimbursement of those costs once the travel is completed.

☒ Yes ☐ No

**Cost of flights recovered**  
(required)

\$12,000.00

**Cost of accomodation recovered**  
(required)

\$0.00

**Travel allowance recovered**  
(required)

\$0.00

**Other recovered**  
(required)

\$0.00

**Contingency recovered**  
(required)

\$0.00

**Total travel cost recovered**  
(required)

\$12,000.00

**When will costs be invoiced?**  
(required)

month, year

Within 1 month of return.

**Is the travel externally funded?**  
(required)

There is no upfront cost to the department.

☐ Yes ☒ No

**Will Trade and International Division charge your area for any part of this travel?**  
(required)

There is a possibility that if you use an outposted officer for this travel there could be a charge from Trade and International Division (TID) for any part of this travel. Request costing from TID if applicable.

☐ Yes ☒ No

**List all destination countries including stopover/transits**  
(required)

Shuwaikh, Kuwait and Jebel Ali, United Arab Emirates

**Business purpose and outcomes**

(required)  
Short description

The Independent Observer program is responsible for deploying observers on live animal export vessels, performing assurance activities relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. They will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.

**Key Points**

(required)  
This includes outlining alignment of travel to the Department's priorities, outcomes expected from the international engagement, and requirement of Australian based officer/s to attend instead of staff posted offshore, rationale for number of delegates (if more than 2)].

All Observers are Authorised Officers. They will be accompanying a livestock consignment to Kuwait and United Arab Emirates. The vessel is scheduled to depart Fremantle for Jebel Ali, United Arab Emirates on 15/09/23. The Observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home. The outcomes cannot be achieved without the travel.

**Background**

(required)  
Outline any issues/risks/sensitivities; noting any political sensitivities related to the proposed travel. Personal leave dates to be included.

S. 47F(1)

**International activity type**

(required)  
Examples of Biosecurity activities include but not limited to assessments, surveillance, inspections, audits and assurance

☒ Biosecurity  
☐ Non-biosecurity

**Is this travel essential travel?**

(required)

☒ Yes ☐ No

**Why?**

(required)

The outcomes cannot be achieved without the travel.

**Do you have funding in your budget for this travel request?**

(required)

☒ Yes ☐ No

**Has the lowest practical fare for International travel been selected?**

(required)

☐ Yes ☒ No

**Why?**

(required)

On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.

**Class of airfare**

s. 22(1)(a)(ii)

Business

Will there be charter flights, boats, helicopters or buses NOT booked from WoAG provider (CTM)?  
(required)

☐ Yes ☒ No

Additional information

Draft Travel Plan  
(required)  
Draft Travel Plan template

 s. 47G(1)(a) - Draft Travel Plan - s. 22(1)(a)(ii).docx

Attachments if relevant

 s. 47G(1)(a) - Emergency comms and recovery plan - s. 22(1)(a)(ii) - UAE.docx

Risk Advice

Privacy Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable. The Department collects your personal information (as defined by the Privacy Act 1988) for the purposes of assessing your application. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application. The department may disclose your personal information to other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988 (Privacy Act). Your personal information will be used and stored in accordance with the Australian Privacy Principles. See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

All international trips require a completed International Travel Risk advice and awareness form to ensure that safety and security risks associated with the proposed international travel arrangements are identified, assessed, and accepted by travellers and decision makers (delegates).

It is a legislative requirement to identify hazards and attempt to eliminate or minimise risk by seeking to reduce the consequence or likelihood of that risk being realised.

In some instances of international travel, the likelihood and consequence outcomes may not be able to be lowered to an acceptable residual risk level. To ensure staff are supported and safe in their various workplaces, the department provides preparedness training to increase an individual's situational awareness and readiness to respond to incidents they may experience whilst travelling. The Department of Foreign Affairs and Trade (DFAT) is responsible for assessing a variety of risks Australians may experience whilst overseas. The [DFAT Smarttraveller website](#) provides current risk information and advice compiled from a variety of sources and assigns a scalable advisory rating level to inform risk decisions. The Department of Agriculture, Fisheries and Forestry has embedded DFAT's expert risk information, advice, and advisory rating levels into the risk decision process below to inform travellers and delegates.

Each traveller is required to complete the **International Travel Risk Advice Awareness form**. A completed form will need to be attached to the Lighthouse form at **step 3** when workflowed back to you.

**NOTE: The decision to accept risks outlined in this document is owned by each traveller, their manager, and the delegate.**

The [Security Guideline for International Official Travel](#) outlines security briefing and/or preparedness requirements. You can check the validity of your previously completed training by emailing [security.clearances@agriculture.gov.au](mailto:security.clearances@agriculture.gov.au).

Travel Training

The Department hosts [Personal Safety Awareness Training](#) (PSA) Module 1 sessions. This course is mandatory for any employees travelling overseas for work purposes. This course is required for all international travel. If you are undertaking international travel for work purposes, and cannot attend this session, please contact [Security Clearances team](#) to make alternate arrangements.

To register for this event, please log on to [LearnHub](#), enrol in the "Live Learning: Personal Safety Awareness - Module 1 course", and click on the session to register. Please contact [Security Clearances team](#) if any traveller is unable to enrol via LearnHub or attend the PSA Module 1 Course.

For countries rated "Reconsider Your Need to Travel" Personal Safety & Confrontation Management Module 2 training is required. Enrol via [Learnhub](#) or contact the [Security Clearances team](#) to make alternative arrangements.

Primary Destination  
(required)  
Country, region or city

Jebel Ali, United Arab Emirates

Primary destination DFAT rating  
(required)

- ☒ Level 1 - Exercise Normal Safety Precautions  
☐ Level 2 - Exercise a High Degree of Caution  
☐ Level 3 - Reconsider Your Need to Travel  
☐ Level 4 - Do Not Travel

Primary destination International SOS  
medical risk rating

☒ Low or insignificant

(required) **LEX 33287**  
The 'medical risk rating' can be obtained by navigating to the [International SOS member portal](#) website. Please contact [insurance.helpdesk@agriculture.gov.au](mailto:insurance.helpdesk@agriculture.gov.au) for advice or assistance.

- ☐ Medium  
☐ High  
☒ Extreme

Document 19

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**List all other destinations including transit stops and their respective DFAT rating**

(required)  
Country, region or city

Shuwaikh, Kuwait

**Highest DFAT rating for other destinations and transit stops**

(required)

- ☐ Level 1 - Exercise normal safety precautions  
☒ Level 2 - Exercise high degree of caution  
☐ Level 3 - Reconsider your need to travel  
☐ Level 4 - Do not travel  
☐ N/A

**Are you conducting hazardous work or operational activities whilst overseas?**

(required)  
ie. military/vehicle inspections, live animal exports, field work, use of charter aircraft or vessels

☒ Yes ☐ No

**Is there a risk assessment in the WHS Risk and Corrective Action Register (RACAR) System that covers these activities?**

(required)  
Please contact WHS [whs.admin@agriculture.gov.au](mailto:whs.admin@agriculture.gov.au) for further advice.

☒ Yes ☐ No

**Provide the RACAR Number**

(required)

s. 22(1)(a)(ii)

Cyber Security will provide advice on the cyber risk profile and risk level of the country (and any transit-based stopover countries) and confirm what departmental devices may/may not be suitable to take. Please note:

- If your trip includes a stopover or transit through a higher-risk country, your entire overseas trip is considered as being at that higher-risk level. The suitability of IT equipment device(s) and precautions due to that higher risk level apply to your entire trip.
- In order to inform this assessment fully, Cyber Security may advise you to seek further information or confirmation from DFAT or local Post about the country's local import/export laws involving technology before being able to finalise a risk level for your travel. Including:
- Whether you require prior written approval or appropriate license from any country's appropriate authority for permission to import laptops, smartphones, satellite phones or other electronic equipment with you under "personal use" conditions.
- Confirm any in-country cyber laws that may impact your ability to use departmental apps and tools such as; broadband internet, social media or other digital based censoring, and/or restrictions in the use of; VPN or other (mass-market) encryption services, including any VoIP or "collaboration" based services (i.e Microsoft Teams, WhatsApp, FaceTime, Viber etc)

All travellers must read and comply with the Department's [Security Guidelines for Official International Travel](#) which defines the requirement for travellers to undertake travel preparedness training. The Personnel Security team can facilitate the provision of training modules relevant to the overall risk rating for your trip.

**International Travel Team**

Finance - International Travel Proposal Processing

Outcome: (pending) Effective: (pending) Recorded: (pending)

**Next Steps**

1. Please select yourself as the submitter so that after obtaining final delegate sign off, the form can be returned to you to attach the finalised travel itinerary to enable travel allowance calculation and payment.
2. Once you have completed the section above, please click the **submit** button below.
3. The form will then workflow to the International Travel Team for review.

**Authorities**

FAS/Deputy Secretary/Secretary  
Endorsement

Andrew MCDONALD (s. 47F(1) ) [Andrew.McDonald@aff.gov.au](mailto:Andrew.McDonald@aff.gov.au)

Outcome: (pending) Effective: (pending) Recorded: (pending)

Please attach any additional endorsements if more than one FAS or above approval is

 No uploaded files.

Deputy Secretary/BOD or Trade and  
International Division FAS

Nicola HINDER (s. 47F(1) ) [Nicola.Hinder@aff.gov.au](mailto:Nicola.Hinder@aff.gov.au)

Outcome: (pending) Effective: (pending) Recorded: (pending)

Lead Traveller/Contact officer

s. 22(1)(a)(ii) (s. 47F(1) ) s. 22(1)(a)(ii) [@aff.gov.au](mailto:@aff.gov.au)

Outcome: (pending) Effective: (pending) Recorded: (pending)



Finance - International Travel Proposal

**i** International travel can only be undertaken for essential purposes and the delegate will assess all international travel proposals on a case-by-case basis.

INSTRUCTIONS

Where possible it is recommended to allow 4 weeks to complete the process prior to the form being ready for delegate sign off.

Prior to submitting this form for approval ensure the following steps are completed.

- Ensure you contact [Trade and International Division](#) to discuss if a counsellor in the region can attend this event or conduct duties.
- Ensure the international travel proposal (ITP) form includes the entire travelling delegation irrespective of travellers from separate Divisions/Branches.
- Your ITP must be endorsed by the relevant SES Band 2 or above to travel internationally.
- The endorser must consider the criticality of the meeting and the risks to the department and employee when endorsing international travel.
- You are required to attach a completed [international travel risk advice and awareness form](#) for each traveller.
- All international travel must be approved as per the [PGPA Delegations Instrument](#), by the relevant Delegate.
- For travel over \$50,000 or politically sensitive, you must also complete a travel minute and submit via PDMS to the Minister's Office.

Relevant delegates can approve travel if the estimated cost to the Department is less than \$50,000 (including GST and provisions for variation) and the travel is not politically sensitive.

Where the cost to the Department is greater than \$50,000 or the travel is politically sensitive, travel approval must be sought from the Minister after endorsement from the Secretary.

**Note:** The international travel proposal must be provided to the delegate no less than three weeks before travel. Late submission may result in the travel being declined.

The Minister also requires four weeks (via PDMS) to consider all travel minutes. You should therefore allow at least six to eight weeks for the total consultation period from Secretary through to the Minister.

PGPA Act Approval requirements

Criteria	Delegate
Less than \$50,000 PGPA Act s23 (3)	Deputy Secretary
Greater than \$50,000 PGPA Act s71 <i>(separate Minute will need to be submitted to Minister via PDMS)</i>	Minister via Secretary
DFAT Level 4 - Do Not Travel - Security Risk Rating for destination	Secretary

Workflow Steps you can expect for your proposal

1. International Travel Team to review
2. Cyber Security to review
3. Submitter to add the completed **International Travel Risk and Awareness Form** for each traveller.
4. Personnel Security
5. FAS
6. Deputy Secretary
7. Secretary (only if politically sensitive or over \$50,000)
8. Submitter to add the final **Travel Plan** and **International Travel Allowance Request Form** if travel allowance is required before travel.
9. International Travel Team to calculate and pay travel allowance if requested

Lead Traveller/Contact officer  
(required)

**s. 22(1)(a)(ii)**   **(s. 47F(1))**   **s. 22(1)(a)(ii)**   @aff.gov.au  

Additional Contacts

Please provide names of additional travellers and/or contacts in case of unplanned leave by the travel booker and this ITP form needs to be progressed. Should this be the case, someone from the list must contact the international travel team to request the form be allocated to a person listed in this section. A Deputy Secretary EA Only is also to be added if the form requires

Person or Group  
 **s. 22(1)(a)(ii)**  
Independent Observers

Phone No.  
**s. 47F(1)**

Role  
**Team Leader**

LEX 33287  
endorsement by a Deputy Secretary.  
**Note** all persons in this section will have read only access.

**Trip Name**  
(required)  
Short description, one sentence

s. 47G(1)(a) - s. 47G(1)(a) - s. 22(1)(a)(ii) - s. 47G(1)(c) 2023

**Is traveller/s departing within 5 days?**  
(required)

☐ Yes ☒ No

**Have you contacted Trade and International Division to discuss if a counsellor in the region can attend this event or conduct duties?**  
(required)  
It is the responsibility of the traveller to explore all opportunities, including engaging the overseas counsellor network, prior to submitting this form.

☐ Yes ☒ No

**Why?**  
(required)

The overseas post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vessel name, unloading ports and expected date of arrival into country.

**Is this an Independent Observer Trip?**  
(required)

☒ Yes ☐ No

**Is this travel for Trade International Division or Biosecurity Operations Division (BOD)?**  
(required)

☐ Trade and International Division  
☐ Biosecurity Operations Division  
☒ No

**Is the cost of your travel \$50,000 or above, or is the purpose of your travel politically sensitive? Tick all that apply.**  
(required)

☐ Travel is \$50,000 or higher  
☐ Travel is politically sensitive  
☒ No

**Full contact number**  
(required)  
Please include area code - if possible, provide mobile.

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**APS Classification**  
(required)

APS6 ▾

**Division/Branch/Team**  
(required)

...Traceability PI Live Exp / Live Animal Exports / Independent Observers

**Is this application for multiple travellers?**  
(required)

☐ Yes ☒ No

**Are any non-departmental travellers included in this proposal?**  
(required)

☐ Yes ☒ No

**Cost centre**  
(required)

L59

**Departure date**  
(required)

s. 47G(1)(a) 2023

**Return date**  
(required)

s. 47G(1)(a)  
2023

**Cost of flights**  
(required)

\$13,300.00

**Cost of accommodation**  
(required)

\$800.00

**Travel allowance**  
(required)

Please contact the  
[internationaltravel@aff.gov.au](mailto:internationaltravel@aff.gov.au) mailbox to  
request the daily rate for the country you are  
travelling to.

\$1,500.00

**Other**  
(required)

Taxis, transfer, etc

\$4,000.00

**Contingency**  
(required)

You must include the contingency % for this  
proposal to cover increased costs in flight or  
other potential travel changes.

\$1,960.00

**Total travel cost**  
(required)

Total requested amount for PGPA approval

\$21,560.00

**Attach travel quotes**  
(required)



Quote for s. 22(1)(a)(ii)

.pdf

**Comments on costs**

Flights and Accommodation are booked as flexible due to the changing nature of the voyage. International Flights are booked 6-12 hours before departing in-country destination, therefore quotes obtained are based on flying within 24 hours. Other includes Domestic flights, Domestic accommodation, Domestic Taxi and transfers and all incidentals including wellness checks, passports, visas, PPE, equipment, At Sea Allowance and Outdoor Work Allowance.

**Is the travel cost recovered?**  
(required)

Cost recovered travel is where the Department  
pays for the upfront travel cost but then seeks  
reimbursement of those costs once the travel is  
completed.

☒ Yes ☐ No

**Cost of flights recovered**  
(required)

\$13,300.00

**Cost of accommodation recovered**  
(required)

\$0.00

**Travel allowance recovered**  
(required)

\$0.00

**Other recovered**  
(required)

\$0.00

**Contingency recovered**  
(required)

\$0.00

**Total travel cost recovered**  
(required)

\$13,300.00

**When will costs be invoiced?**  
(required)

One month after voyage

**Is the travel externally funded?**

(required)

There is no upfront cost to the department.

☐ Yes ☒ No

**Will Trade and International Division charge your area for any part of this travel?**

(required)

There is a possibility that if you use an outposted officer for this travel there could be a charge from Trade and International Division (TID) for any part of this travel. Request costing from TID if applicable.

☐ Yes ☒ No

**List all destination countries including stopover/transits**

(required)

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**Business purpose and outcomes**

(required)

Short description

The Independent Observer program is responsible for deploying observers on live animal export vessels, performing assurance activities relating to the implementation and effectiveness of exporter arrangements to manage the health and welfare of livestock exported by sea. They will undertake some or all the activities in an approved export program set by the Secretary, or to monitor, review or audit the activities of Australian Government Accredited Veterinarians (AAVs) and exporters under their approved export program for the voyage.

**Key Points**

(required)

This includes outlining alignment of travel to the Department's priorities, outcomes expected from the international engagement, and requirement of Australian based officer/s to attend instead of staff posted offshore, rationale for number of delegates (if more than 2)].

All Observers are authorised officers. They will be accompanying a livestock consignment to Israel. The vessel is scheduled to depart s. 47G(1)(a) for s. 47G(1)(a) on 2023. The Observer will not undertake any official duties once he disembarks the livestock vessel and will return to Australia within 24-48 hours, dependent on the most direct route home. The outcomes cannot be achieved without the travel.

**Background**

(required)

Outline any issues/risks/sensitivities; noting any political sensitivities related to the proposed travel. Personal leave dates to be included.

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**International activity type**

(required)

Examples of Biosecurity activities include but not limited to assessments, surveillance, inspections, audits and assurance

☐ Biosecurity ☒ Non-biosecurity

**Is this travel essential travel?**

(required)

☒ Yes ☐ No

**Why?**

(required)

The outcomes cannot be achieved without the travel.

**Do you have funding in your budget for this travel request?**

(required)

☒ Yes ☐ No

**Has the lowest practical fare for International travel been selected?**

☐ Yes ☒ No

Why?  
(required)

On the day of booking, the best flight option providing the most direct route to return the Independent Observer to Australia as soon as possible will be selected.

Class of airfare  
(required)

Business


Will there be charter flights, boats, helicopters or buses NOT booked from WoAG provider (CTM)?  
(required)

☐ Yes ☒ No

Additional information

These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.

Draft Travel Plan  
(required)  
Draft Travel Plan template

 s. 47G(1)(a) - Draft Travel Plan -Observer.docx

Attachments if relevant

 s. 47G(1)(a) - Emergency comms and recovery plan - s. 22(1)(a)(ii) - s. 47G(1)(a).docx

Risk Advice

Privacy Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable. The Department collects your personal information (as defined by the Privacy Act 1988) for the purposes of assessing your application. If you fail to provide some or all of the personal information requested in this form, the department will be unable to process your application. The department may disclose your personal information to other Australian government agencies, persons or organisations where necessary for the above purposes, provided the disclosure is consistent with relevant laws, in particular the Privacy Act 1988 (Privacy Act). Your personal information will be used and stored in accordance with the Australian Privacy Principles. See the department's [Privacy Policy](#) to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.

All international trips require a completed International Travel Risk advice and awareness form to ensure that safety and security risks associated with the proposed international travel arrangements are identified, assessed, and accepted by travellers and decision makers (delegates).

It is a legislative requirement to identify hazards and attempt to eliminate or minimise risk by seeking to reduce the consequence or likelihood of that risk being realised.

In some instances of international travel, the likelihood and consequence outcomes may not be able to be lowered to an acceptable residual risk level. To ensure staff are supported and safe in their various workplaces, the department provides preparedness training to increase an individual's situational awareness and readiness to respond to incidents they may experience whilst travelling. The Department of Foreign Affairs and Trade (DFAT) is responsible for assessing a variety of risks Australians may experience whilst overseas. The [DFAT Smartraveller website](#) provides current risk information and advice compiled from a variety of sources and assigns a scalable advisory rating level to inform risk decisions. The Department of Agriculture, Fisheries and Forestry has embedded DFAT's expert risk information, advice, and advisory rating levels into the risk decision process below to inform travellers and delegates.

Each traveller is required to complete the **International Travel Risk Advice Awareness form**. A completed form will need to be attached to the Lighthouse form at **step 3** when workflowed back to you.

**NOTE: The decision to accept risks outlined in this document is owned by each traveller, their manager, and the delegate.**

The [Security Guideline for International Official Travel](#) outlines security briefing and/or preparedness requirements. You can check the validity of your previously completed training by emailing [security.clearances@agriculture.gov.au](mailto:security.clearances@agriculture.gov.au).

Travel Training

The Department hosts [Personal Safety Awareness Training](#) (PSA) Module 1 sessions. This course is mandatory for any employees travelling overseas for work purposes. This course is required for all international travel.

If you are undertaking international travel for work purposes, and cannot attend this session, please contact [Security Clearances team](#) to make alternate arrangements.

To register for this event, please log on to [LearnHub](#), enrol in the "Live Learning: Personal Safety Awareness - Module 1 course", and click on the session to register.

Please contact [Security Clearances team](#) if any traveller is unable to enrol via LearnHub or attend the PSA Module 1 Course.

For countries rated "Reconsider Your Need to Travel" Personal Safety & Confrontation Management Module 2 training is required. Enrol via [Learnhub](#) or contact the [Security Clearances team](#) to make alternative arrangements.

Primary Destination  
(required)  
Country, region or city

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**Primary destination DFAT rating**  
(required)

- ☐ Level 1 - Exercise Normal Safety Precautions
- ☒ Level 2 - Exercise a High Degree of Caution
- ☐ Level 3 - Reconsider Your Need to Travel
- ☐ Level 4 - Do Not Travel

**Primary destination International SOS medical risk rating**  
(required)

The 'medical risk rating' can be obtained by navigating to the [International SOS member portal](#) website. Please contact [insurance.helpdesk@agriculture.gov.au](mailto:insurance.helpdesk@agriculture.gov.au) for advice or assistance.

- ☒ Low or insignificant
- ☐ Medium
- ☐ High
- ☐ Extreme

**List all other destinations including transit stops and their respective DFAT rating**  
(required)

Country, region or city

NA

**Highest DFAT rating for other destinations and transit stops**  
(required)

- ☐ Level 1 - Exercise normal safety precautions
- ☐ Level 2 - Exercise high degree of caution
- ☐ Level 3 - Reconsider your need to travel
- ☐ Level 4 - Do not travel
- ☒ N/A

**Are you conducting hazardous work or operational activities whilst overseas?**  
(required)

ie. military/vehicle inspections, live animal exports, field work, use of charter aircraft or vessels

☒ Yes ☐ No

**Is there a risk assessment in the WHS Risk and Corrective Action Register (RACAR) System that covers these activities?**  
(required)

Please contact WHS [whs.admin@agriculture.gov.au](mailto:whs.admin@agriculture.gov.au) for further advice.

☒ Yes ☐ No

**Provide the RACAR Number**  
(required)

s. 22(1)(a)(ii)

Cyber Security will provide advice on the cyber risk profile and risk level of the country (and any transit-based stopover countries) and confirm what departmental devices may/may not be suitable to take. Please note:

- If your trip includes a stopover or transit through a higher-risk country, your entire overseas trip is considered as being at that higher-risk level. The suitability of IT equipment device(s) and precautions due to that higher risk level apply to your entire trip.
- In order to inform this assessment fully, Cyber Security may advise you to seek further information or confirmation from DFAT or local Post about the country's local import/export laws involving technology before being able to finalise a risk level for your travel. Including:
- Whether you require prior written approval or appropriate license from any country's appropriate authority for permission to import laptops, smartphones, satellite phones or other electronic equipment with you under "personal use" conditions.
- Confirm any in-country cyber laws that may impact your ability to use departmental apps and tools such as; broadband internet, social media or other digital based censoring, and/or restrictions in the use of; VPN or other (mass-market) encryption services, including any VoIP or "collaboration" based services (i.e Microsoft Teams, WhatsApp, FaceTime, Viber etc)

All travellers must read and comply with the Department's [Security Guidelines for Official International Travel](#) which defines the requirement for travellers to undertake travel preparedness training. The Personnel Security team can facilitate the provision of training modules relevant to the overall risk rating for your trip.

**International Travel Team**

Finance - International Travel Proposal Processing

Outcome: Reviewed Effective: 15-08-2023 Recorded: 15-08-2023 [View Comments](#)

**Next Steps**

1. Please select yourself as the submitter so that after obtaining final delegate sign off, the form can be returned to you to attach the finalised travel itinerary to enable travel allowance calculation and payment.
2. Once you have completed the section above, please click the **submit** button below.



Authorities

FAS/Deputy Secretary/Secretary  
Endorsement

Andrew MCDONALD (s. 47F(1) ) [Andrew.McDonald@aff.gov.au](mailto:Andrew.McDonald@aff.gov.au)

Outcome: Endorsed Effective: 24-08-2023 Recorded: 24-08-2023 [View Comments](#)

Please attach any additional endorsements if more than one FAS or above approval is required

 No uploaded files.

Deputy Secretary/BOD or Trade and  
International Division FAS

Nicola HINDER (s. 47F(1) ) [Nicola.Hinder@aff.gov.au](mailto:Nicola.Hinder@aff.gov.au)

Outcome: Endorsed Effective: 24-08-2023 Recorded: 24-08-2023 [View Comments](#)

Lead Traveller/Contact officer

s. 22(1)(a)(ii) (s. 47F(1) ) s. 22(1)(a)(ii) [@aff.gov.au](mailto:@aff.gov.au)

Outcome: Approved Effective: 25-08-2023 Recorded: 25-08-2023 [View Comments](#)

International Travel Team

Attachments (Admin use)

 No uploaded files.

Additional Comments

Cyber Risk Assessment Team

Cyber - International Travel Cyber Risk Assessment Processing

Outcome: Approved Effective: 16-08-2023 Recorded: 16-08-2023 [View Comments](#)

Next Steps

1. Once you have completed the section above, please click the **submit** button below.
2. The form will then workflow to the Cyber Risk Assessment team for review.

Cyber Security Rating Assessment

Cyber Security rating assessment - primary  
destination

High

Cyber Security rating assessment - other  
destination

Overall Cyber Security rating assessment

High

Additional Comment

Loan ICT Travel Devices (laptop or iPad and phone) only to be taken. Can be requested via IT Services Portal - <https://smp.agdaff.gov.au/sm/ess/offeringPage/LoanDevice-International?query=international&TENANTID=805477764>

- Please refer to attached destination specific advice paper for full outline of risks and cyber safe mitigation behaviours to be followed with department loan ICT devices during this travel.

\*On this trip it would be prudent to minimise overall number of any type of electronic/ICT devices taken – do not travel with additional private owned devices unless considered personally essential

Attachments

 s. 47G(1)(a) [travel - High Risk.docx](#)

Lead Traveller/Contact officer

s. 22(1)(a)(ii) (s. 47F(1) ) s. 22(1)(a)(ii) [@aff.gov.au](mailto:@aff.gov.au)

Next Steps

1. Please select the Lead Traveller/Contact Office.
2. Once you have completed the section above, please click the **submit** button below.
3. The form will then workflow to the Lead Traveller/Contact Officer.

International Travel Risk Advice Form

International Travel Risk Advice Form  
(required)  
[International travel risk advice and awareness form](#)

 [s. 47G\(1\)\(a\) - International Travel Risk Advice Awareness Form - Observer - s. 47G\(1\)\(a\).docx](#)

Complete one form per traveller

Personal Risk Assessment Team

PPSD - International Travel Risk Assessment Processing

Outcome: Approved Effective: 22-08-2023 Recorded: 22-08-2023 [View Comments](#)

Next Steps

1. Attach completed International travel risk and awareness form/s
2. Click the submit button below.
3. The form will then workflow to Personal Security for review.

Personnel Security Rating Assessment

Admin Use Only

International Travel Risk Advice Awareness (ITRAA) reviewed  
(required)

- ☒ Personnel Security have reviewed attached ITRAA forms.
- ☐ Attached ITRAA forms not reviewed.

Travel awareness training  
(required)

It is the responsibility of individual travellers to ensure their travel training requirements are met and to raise any outstanding travel training requirements with the delegate.

- ☒ Personnel Security confirm all travellers meet training requirements.
- ☐ Individual travellers have not yet met training requirements

Specific country briefings  
(required)

- ☐ Provided based on overall trip risk rating per traveller.
- ☒ Not applicable.

Additional Comments

Attachments

 No uploaded files.

FAS or Above Delegate Acknowledgement

This section is to be completed by the PGPA Delegate

I have reviewed DFAT Smartraveller, International SOS and Travel Doctor.  
(required)

- ☒ Yes
- ☐ No

I have reviewed the traveller's compliance to relevant department guidelines and instructional material  
(required)

- ☒ Yes
- ☐ No

**I have reviewed the hazards associated with this trip**  
(required)

LEX 33287

☒ Yes ☐ No

Document 20

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**I have reviewed the Cyber Security advice for this trip**  
(required)

☒ Yes ☐ No

**I have reviewed "Level 4 - Do Not Travel" advice from DFAT/Personnel Security, and I accept the risk and approve the travel.**  
(required)

☒ Yes  
☐ No  
☐ NA

Acceptance of Risk

**I am informed about the risks associated with this trip**  
(required)

☒ Yes ☐ No

**I am the appropriate delegate to endorse this risk assessment.**  
(required)

☒ Yes ☐ No

**I am satisfied that attempts to minimise or eliminate risks associated with this trip.**  
(required)

This is achieved through the application of requirements established in Security Guideline for International Official Travel and any additional tailored advice, are proportionate, appropriate, and support a safe working arrangement for travelling department staff.

☒ Yes ☐ No

**I accept the risks associated with this trip and endorse this trip.**  
(required)

☒ Yes ☐ No

Finalised travel Plan

**Final Travel Plan**  
(required)

or confirmed flights and accommodation bookings.



s. 47G(1)(a) - Draft Travel Plan -Observer.docx

**Do you want to receive travel allowance before your departure?**  
(required)

☐ Yes ☒ No

International Travel Team

Finance - International Travel Proposal Processing

Outcome: Approved Effective: 28-08-2023 Recorded: 28-08-2023 [View Comments](#)

Next Steps

1. Once you have completed the section above, please click the **submit** button below.
2. The form will then workflow to the International Travel Team for finalisation.



[illegible]

[illegible]



[illegible]

Policy code

Lowest fare

Lowest fare

Lowest fare

Unsuitable due to time routing connections or baggage charges

Lowest fare

Lowest fare

Unsuitable due to time routing connections or baggage charges

Lowest fare

Lowest fare

Lowest fare



[illegible]

[illegible]

[illegible]