

# **International Travel Proposal**

- 1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including <u>AAI 2.8 Official Travel.</u>
- 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 <u>International Travel Calendar</u>
- Complete a <u>Risk Assessment: International Travel</u> **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 <u>International Travel Calendar</u> 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 <u>Security Travel team</u> when planning travel to determine the need for a security briefing.
- Register travel with <u>DFAT Smartraveller</u>.
- Download the <u>International SOS</u> assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, <u>Travel Doctor</u> 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Note: Approval to travel may be withdrawn, subject to the assessment of risk at the time of departure.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**

nternational trip details					<u> Paraka Terakan da</u>
Main Traveller/Trip Leader Details	Name Main traveller/Trip leade s. 22(1)(a)(ii) Kuwait_Qatar_UAE_Obs	servation_March 2019		·	
	APS level: APS6	Security clearance lev	el: No Clearance	•	
	Position: Departmental Veterinary Office	er			
	Group/Division/Branch: VEMS		· · · · · · · · · · · · · · · · · · ·		
ravel dates	Proposed Departure Date		14/03/2019		
•	Proposed Return Date		2/04/2019		
	Are the travel dates flexible?	•	Yes		
	Essential Travel		Essential		
Reason for travel / Business case	Biosecurity Activity		Biosecurity Activity		
•	International Activity Type	•	Inspection		,
	2017, a departmental represer to depart Fremantle on 14 Ma vessel.	ntative (s. 22(1)(a)(ii)) will k rch 2019. <sup>s. 22(1)(a)(ii)</sup> role will	be travelling on a vessel carry be to observe the activities,	enboard mortalities of sheep to thing cattle to Kuwalt/Qatar/UAE. The animal treatment and conditions of the conditions	112 12 20 Hearing
Other Departmental Travellers	Name of other department is traveller/s	Branch/Division	APS Level		Clearance
Not applicable	Click here to enter name of other department traveller OR delete if	Click here to enter Branch / Division,	Choose APS Level.	Click here to enter Branch / Division.	Choose level
	not relevant.  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	Click here to enter Branch / Division	Choose APS Level.	Click here to enter Branch / Division.	Choose level
			1		
	not relevant.  Click here to enter name of other department traveller OR delete if	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	. Choose level

Non – Department travellers	Name		Department/Company		3 M (AR) - M (	Role/Position	
Not applicable	Click here to enter nar travellers.	ne of non-Ag				Click here to enter text.	
	Click here to enter nar travellers.	ne of non-Ag	Click here to enter name of Departs	ment/Compa	ny.	Click here to enter text.	
	Click here to enter nar travellers.	ne of non-Ag	Click here to enter name of Departs	nent/Compa	ny.	Click here to enter text.	
Estimated cost to department	Costs			ne in the season of	\$AUD (	approx.)	
	Flights				\$8,000.0		
Shared cost	Accommodation			\$1,000.0	51,000.00		
Externally funded	Taxi and transfers \$			\$500.00	0.00		
	Travel allowance			\$3,000.0	\$3,000.00		
	Other \$				\$3,000.0	00	
	TOTAL \$15,5			\$15,500	.00		
	If Other is over \$1 (		nised here:  ur spreadsheet to the international	colondar o			
	Gran, riere to effici de		ar spreadsneet to the international	caleridar er	itry.		
Cost centre:	Code:	L59		Location:	300		
e e	Natural Account:	6923		· <del>-</del> ·		-	
Class of airfare:	Business						
Note: Refer to the travel policy	If 'Other', provide deta	ail: Click here to	enter description of class of air	fare .			

### 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 to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	International SOS medical risk rating:	international SOS travel security risk
Jebel Ali, United Arab Emirates	1. Exercise Normal Safety Precautions	1. Low	1. Low or Insignificant
Primary destination - region or city: Not applicable	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 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:
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 lea	aden, Lacknowledge that:	Yes	No .
I will ensure that any safety a possible) minimised to an accunless safe to do so.	nd security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not septable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed	×	
physically fit for international	travellers under my control, if any) have completed required training, are well prepared, are both mentally and travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	×	
copy to my international cale	te: Emergency communication and recovery plan and given this document to my Supervisor/Manager and uploaded a ndar entry	×	
	ersion of the International SOS app on to my mobile telephone.	⊠	
I will complete the Internatio	nal SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.		$\vdash$
Signature	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Departmental Veterinery Officer	·	
Date	27/02/2019	· · · · · · · · · · · · · · · · · · ·	
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

# **Acknowledgement: Other Departmental Travellers**

	official travelling on this trip, I acknowledge that:	Yes	No
	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.		
Not applicable 🛚	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature		-	<del> </del>
Name	Click here to add text.	<del> </del>	<del>  -</del>
Date (required)	Click here to enter a date.		<u>}</u>

As the other denortment	al official travelling on this trip, l acknowledge that:	Yes	No
	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.		
Not applicable 🗵	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.	_	<del> </del>
Date (required)	Click here to enter a date	l	· _

### **Endorsement Supervisor/ Director**

APPROVED⊠ NOT APROVED □		
l acknowledge that:	Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.	×	
Sufficient uncommitted funds are available for this trip.	Ø	
S. 47F(1)	٠.	

Position A/g Director – VEMS IO Section	
1. Va Total to decital	 
Date (required) 28/02/2019	 <del></del>

### **Assistant Secretary approval**

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

APPROVED \(\sqrt{A}\) NAT APPROVED \(\sqrt{A}\)
s. 47F(1)
Dennis Way
Assistant Secretary – VEMS V
Click here to enter date signed.
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   NO	T APPROVED						
Signature	s. 47F(1)			and the second second	a competition in participation	<u> </u>		
Name	Mark Simpson				<del></del>		· · · · · · · · · · · · · · · · · · ·	<u>:'.</u>
Position	A/g First Assistant Secretary	**	•					·
Date (required)	Click here to enter date signed.	4/3/19		-	· · · · · · · · · · · · · · · · · · ·		<u> </u>	<del></del>
Comment	Click here to enter text.	<del></del>	•		-			<u> </u>

### PGPA Act 3 (23) Approval

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

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

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<sup>&</sup>lt;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>&</sup>lt;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 Last reviewed 27 August 2018

> \$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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  - 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 <u>International Travel Calendar</u> 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 <u>DFAT Smartraveller</u>.
- Download the International SOS assistance appoints your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, <u>Travel Doctor</u> 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 defails					· · · · · · · · · · · · · · · ·
Main Traveller/Trip Leader Details	Name Main traveller/Trip les s. 22(1)(a)(ii) Israel_Jordan_Marc	ader: ch_2019			
	APS level: APS6	<del></del>	vel: No Clearance		
	Position: Veterinary Officer				<u> </u>
	Group/Division/Branch: VEMS				
ravel dates	Proposed Departure Date		8/03/2019		<del>-</del>
	Proposed Return Date	•	26/03/2019		
	Are the travel dates flexible?		Yes		
Reason for travel / Business case	Essential Travel		Essential		<del></del>
	Biosecurity Activity	-	Biosecurity Activity		· · · · · · · · · · · · · · · · · · ·
	International Activity Type		Inspection	·	
		will be to observe the activi	INK Oπ a vessei carrvin <i>a c</i> aff	onboard mortalities of sheep to t le to Israel. This is scheduled to de condtions on board the vessel.	he Middle East part Fremantle
her Departmental Travellers	Name of other department traveller/s	Branch/Division	APS Level	Position	Security
tapplicable 🗍	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 fevel
	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 Jevél.
	Click here to enter name of other department traveller OR delete if not relevant.	Click here to enter Branch / DMsion.	Choose APS Level.	Click here to enter Branch / Division.	Choose level

	Click here to enter name of o department traveller OR dele not relevant.	1	k here to enter Branch / sion.	Choose APS Level		Click here to enter Branch / Division.	Choose level.	
Non - Department travellers	Name		Department Company					
Not applicable □	Click here to enter name of n travellers.	on-Ag	Click here to enter name of			Role/Position Click bere to enter text.		Ŧ
	Click here to enter name of ne travellers.	on-Ag	Click here to enter name of	f Department/Compa	ny.	Click here to enter text.	<u> </u>	+-
	Click here to enter name of no travellers.	on-Ag	Click here to enter name of	f Department/Compa	ny.	Click here to enter text.		+
Estimated cost to department	Costs							+
	The second of th				SAUD (a	эргох		+
Shared cost □	Flights	<u> </u>			\$8000			╁
Externally funded	Accommodation				\$1000		<del></del>	╀
,	Taxi and transfers				\$3500			┼-
	Travel allowance	· · · · · ·			\$3000			╄.
	Other		<u></u>	<u> </u>		***	<del></del> .	$\perp$
	TOTAL					e to enter approx. costs.		L
			<u> </u>		\$15,500			
-	If Other is over \$1 000 pro	ovide item	ised here:					Γ
•	Click here to enter details or	attach you	r spreadsheet to the inter-	national calendar en	ateur		•	
					ici y.	,		
	<u> </u>					·	-	ĺ
Cost centre:	Code: [-59			Location:	300			ĺ
	Natural Account: 6923	3			1			
Class of airfare:	Choose airfare class.			<u> </u>				-
Note: Refer to the travel policy	If 'Other', provide detail: Clic	ck here to	enter description of clas	s of airfare .			-	

# Destination/s and risk ratings

### INSTRUCTIONS:

- To determine if a risk assessment is required complete the table below
- Go to <u>DFAT Smartraveller</u>, 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 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 cating:	International SOS travel security risk rating:
srael 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:

	<b>→</b>	
		<del></del>
Trip risk rating: 2. Medium		
	<del></del>	

### Acknowledgement: Main Traveller/Trip Leader

As the Main traveller/trip is	ader, lacknowledge that:	Yes	No
I will ensure that any safety possible) minimised to an ac unless safe to do so.	and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not exceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed	Ø	
	r travellers under my control, if any) have completed required training, are well prepared, are both mentally and all travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	Ø	
I have completed the <i>Tempi</i> copy to my international cal	ate: Emergency communication and recovery plan and given this document to my Supervisor/Manager and uploaded a	M	
I will download the current v	version of the <i>international SOS</i> app on to my mobile telephone.	<b>⊠</b>	
I will complete the Internati	onal SOS elearning package and contact the Security Team regarding briefing requirements prior to departure.	Ø	
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 department	al official travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	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.		
# 20	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.		
	I will download the current version of the International SOS app onto my mobile telephone		П
Signature			
Name	Click here to add text.	-	
Date (required)	Click here to enter a date.	_	+

As the other departmental of	fficial travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	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.		
©	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.		
70. No.	I will download the current version of the International SOS app onto my mobile telephone		
Signature		7774	
Name	Click here to add text.	T	
Date (required)	Click here to enter a date.		

### **Endorsement Supervisor/ Director**

		The second secon		
	APPROVED 🗵	NOT APROVED □	- N <sup>2</sup>	^ #
I acknowledge that:			Yes	No
I have verified that any	safety and security hazards/risks a	ssociated with the trip have been effectively	X	
assessed and managed		- 47E(1)		
Sufficient uncommitte	d funds are available for this trip.	5. 4/F(I)	1	
Signature	s. 47F(	1)	NI -	an an
Name	s. 22(1)(a)(ii)	DIRECTOR		
Position	Click here to enter text.			
Date (required)	Click here to enter date signed.	05/03/10		

### **Assistant Secretary approval**

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

	APPROVED S NOT APPROVED =
Signature	s 47F(1)
Name	Dennis Way
Position -	Assistant Secretary – VEMS
Date (required)	Click here to enter date signed.
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 MOTAPPROVED D
Signature	s. 47F(1)
Name	Mark Simpson
Position	A/g First Assistant Secretary
Date (required)	Click here to enter date signed. $6/3//9$
Comment	Click here to enter text.

PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capabiliand deployments	
\$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>&</sup>lt;sup>1</sup>S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>&</sup>lt;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

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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			on the second		
Main Traveller/Trip Leader Details	Name Main traveller/Trip lea			The second secon	
	APS level: APS5	Security clearance le	vel: Baseline	· ·	
1	Position: Departmental Officer			· ·	
	Group/Division/Branch: BOD				
Travel dates	Proposed Departure Date		14/03/2019		
	Proposed Return Date		26/03/2019		<del></del> -
	Are the travel dates flexible?		Yes	,	
Reason for travel / Business case	Essential Travel		Essential		
and the second s	Biosecurity Activity	• .	Biosecurity Activity	·	
•	International Activity Type		Inspection		
	ZULI, a departmental veterina	ary officer (S. 22(1)(a)(II)) will t	e travelling on a vessel carr	onboard mortalities of sheep to the ying cattle to Vietnam. This is scheward to the conditions on board to	dulad to donost
Other Departmental Travellers	traveller/s	Branch/Division	ar aAPS Level	Position	Security Clearance
Not applicable 🛚	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.

Non – Department travellers	Name		Department/Company	<b>24</b> /0.70 / 0.70		Role/Position		
Not applicable 🛛	Click here to enter no travellers	Click here to enter name of non-Ag  Click here to enter name of Department/Company		any.	Role/Position Click here to enter text.			
•	travellers.			aņy.	Click here to enter text.			
	Click here to enter n travellers.	ame of non-Ag	Click here to enter name of De	partment/Comp	any.	Click here to enter text.		
Estimated cost to department	Costs							
	Flights	THE REPORT OF THE PARTY OF THE				(approx.)		
Shared cost □ Externally funded □	Accommodation					\$8,000.00		
		Tayland transfers				\$1,000.00		
		Travel allowance			\$500.0			
•		· · · · · · · · · · · · · · · · · · ·			\$3,000	0.00		
•	Other				\$3,000	.00		
•	TOTAL	<del></del>			\$15,50	0.00		
•	If Other is over \$1	. 000 provide ite	mised here:					
•			our spreadsheet to the internation	ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ ـ				
•	j	, , -		mai calendar ei	ntry.			
Cost centre:	Code:	159		Location:	300			
	Natural Account:	6923			<u> </u>			
lass of airfare:	Business							
ote: Refer to the travel policy	If 'Other', provide de	etail: Click here t	o enter description of class o	fairfara				

# Destination/s and risk ratings

### **INSTRUCTIONS:**

- To determine if a risk assessment is required complete the table below
- Go to <u>DFAT Smartraveller</u>, find country, region or city risk levels and enter below
- Go to <u>International SOS</u>, 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 listravel 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 to receive the final risk rating for the trip.

Primary destination - country	DFAT rating:	international SOS medical risk rating: a	International SOS travel security risk
Vietnam	1. Exercise Normal Safety Precautions	3. High	1. Low or Insignificant
Primary destination - region or city: Not applicable □	DFAT rating:	International SOS medical risk rating:	International SOS travel security risk arrange
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
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 lead	er, Lacknowledge that:	11 Page 12 12 12 12 12 12 12 12 12 12 12 12 12	<mark>Bega</mark> s of Pisas
I i will elignie fliat any safety and	I Security hazards/risks associated with the trin are assessed and either climinated and the article and the security hazards/risks associated with the trin are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed and either climinated and the security hazards are assessed as a security hazards are assessed as a security hazards are a security hazards.	The property of the best of	No
possible) minimised to an accep	otable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed	⊠	
4.11c33 3d1c to do 30.	$\cdot$		
I will ensure that I (and other tr	avellers under my control, if any) have completed required training, are well prepared, are both mentally and		
physically fit for international tr	ravel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	×	
I have completed the Template	Exergency communication and recovery plan and given this document to my Supervisor/Manager and uploaded a		
copy to my international calend	iai entry	⊠ ·	. 🗆
I will download the current vers	sion of the International SOS app on to my mobile telephone.		_
I will complete the Internationa	SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.	×	<u> </u>
Signature		☒	
	s. 47F(1)		
Name	s. 22(1)(a)(ii)		
Position	Biosecurity Officer	<del> </del>	
Date	4/03/2019		<u></u>
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		
	The transfer of the Leader Raille.		
<del>-</del>			ļ

# Acknowledgement: Other Departmental Travellers

	tal official travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	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.		
	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature	and international 303 app onto my mobile telephone		
Name	Click here to add text.		
Date (required)	Click here to enter a date.		

As the other department	al official travelling on this trip, I acknowledge that:		
Not applicable ⊠	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.	Yes	No
14	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.	1-	
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.		

# **Endorsement Supervisor/Director**

	APPROVED 🖾	NOT APROVED □			
I acknowledge that	:		Yes	NI-	()
I have verified that	any safety and security hazards/risks	s associated with the trip have been effectivel		No	
assessed and manag	ged.	s associated with the trip have been effectivel			
	itted funds are available for this trig	17[/1]	is		
Signature	9	S. 4/ F( I )			
Name	s. 22(1)(a)(ii) S. 47	7F(1)			
Position	Director – VEMS IO Section	ela.			
Date (required)	Click here to enter date signed.				

### **Assistant Secretary approval**

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

APPROVED X NOT APPROVED C
c /7F(1)
Dennis Way 5. 471 (1)
Assistant Secretary – VEMS
Click here to enter date signed.
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  NOT APPROVED
s. 47F(1)
Mark Simpson
A/g First Assistant Secretary
Click here to enter date signed. 6/3/19
Click here to enter text.

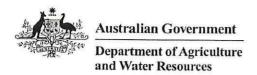
PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability building and deployments	Non-blosecurity 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 Secret	Secretary

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

<sup>&</sup>lt;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>&</sup>lt;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 Last reviewed 27 August 2018



# **International Travel Proposal**

- 1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including <u>AAI 2.8 Official Travel.</u>
- 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 <u>International Travel Calendar</u>
- Complete a <u>Risk Assessment: International Travel</u> 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 <u>International Travel Calendar</u> 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 <u>Security Travel team</u> when planning travel to determine the need for a security briefing.
- Register travel with <u>DFAT Smartraveller</u>.
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, <u>Travel Doctor</u> 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**

nternational trip details							
Main Traveller/Trip Leader Details	Name Main traveller/Trip leade s. 22(1)(a)(ii)_Indonesia_Observatio		)(a)(ii)		·		
	APS level: APS5	Security clearance leve	l: No Clearance				
	Position: Biosecurity Operations		-				
	Group/Division/Branch: BOD				<u> </u>		
ravel dates	Proposed Departure Date		15/03/2019				
	Proposed Return Date	·	23/03/2019				
•	Are the travel dates flexible?		Yes				
	Essential Travel		Essential				
teason for travel / Business case	Biosecurity Activity		Biosecurity Activity				
			,				
	International Activity Type		Inspection				
	2017 a denartmental represer	ntative (S. 22(1)(a)(II)) w depart Townsville on 15 M	rill be travelling on a vessel (	onboard mortalities of sheep to the carrying cattle to Panjang, Indones will be to observe the activities, and	ia via Jakarta,		
Other Departmental Travellers	Name of other department traveller/s	Branch/Division	APS Level	Position	Security Clearance		
-	<ul> <li>The file manufactured to the description of the descripti</li></ul>	Branch/Division  Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose level.		
Other Departmental Travellers  Not applicable	traveller/s Click here to enter name of other department traveller OR delete if	Click here to enter Branch /		Click here to enter Branch /	Clearance		

	Click here to enter na department traveller not relevant.	me of other OR delete if	Click here to enter Branch / Division	Choose APS Level.		Click here to enter Branch / Division.	Choose level.	
Non – Department travellers	Name	a a a a a a a a a a a a a a a a a a a	*Department/Company		· · · . ].	Role/Position		$\downarrow$
Not applicable ⊠	Click here to enter na travellers.	me of non-Ag	Click here to enter name			-Click here to enter text.		$\dagger$
	Click here to enter na travellers.	me of non-Ag	Click here to enter name of	of Department/Compa	ny.	Click here to enter text.		t
	Click here to enter na travellers.	me of non-Ag	Click here to enter name of	of Department/Compa	ny.	Click here to enter text.		t
					L			+
Estimated cost to department	Costs				\$AUD (a	pprox.)		†
	Flights				\$8,000.0			t
Shared cost	Accommodation				\$1,000.0	)		t
Externally funded	Taxi and transfers	<u> </u>			\$500.00			†
	Travel allowance				\$3,000.0	)		+
	Other				\$3,000.00		<del></del>	+
	TOTAL		•		\$15,500.0			$\dagger$
	If Other is over \$1 Click here to enter de		temised here: your spreadsheet to the inter	national calendar er	ntry.			
Cost centre:	Code:	L59		Location:	300			1
,	Natural Account:	6923			<u></u>			1
Class of airfare:	Business					·		1
Note: Refer to the travel policy	If 'Other', provide det	tail: Click her	e to enter description of cla	ass 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 <u>International SOS</u>, 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 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: Not applicable □	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 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 lead	er, Jacknowledge that:	<del></del>	
I will ensure that any safety and	security hazards/ricks associated with the Adia	Yes	No
possible) minimised to an accelunless safe to do so.	d security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not proceed ptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed	⊠ .	
			ł
Will ensure that I (and other tr	avellers under my control, if any) have completed required training, are well prepared, are both mentally and	<del>  </del>	<del></del>
	raver and topos, and have appropriately managed any modical conditions in accordance to the	⋈	
I have completed the Template	Exercises the second communication and recovery plan and given this document to my Supervisor/Manager and uploaded a		
copy to my international calend	far entry	Ø	
I will download the current vers	sion of the International SOS app on to my mobile telephone.		
I will complete the Internationa	I SOS el earning package and enabered a Communication of the Communicati	⊠	
Signature	SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.	X	
- Signature			· · · · · · · · · · · · · · · · · · ·
	s. 47F(1)		- 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.	<u> </u>	
	The same of the sa		
			ĺ.

# **Acknowledgement: Other Departmental Travellers**

		Yes	No			
As the other departmental	official travelling on this trip, I acknowledge that:  I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for					
	I will ensure that I have completed required training, I am well prepared, I am both mentally and properties international travel and tasks, and have appropriately managed any medical conditions in accordance with department					
•						
Not applicable 🛛	guidelines.  In the event that new safety and security hazards/risks arise before or during travel, I will assess the risk and will not					
	In the event that new safety and security hazards/risks arise before or daring war-sy					
	proceed unless safe to do so.  I will download the current version of the International SOS app onto my mobile telephone					
	Will download the current version of the international 300 dpp onto my		{			
Signature						
Name	Click here to add text.					
Date (required)	Click here to enter a date.					
		Yes	No			
As the other departmental	official travelling on this trip, I acknowledge that:		ΤΠ			
A STATE OF THE STA	the state of the second of additional from the state of the second of the state of the second of the		-			
·	international travel and tasks, and have appropriately managed any medical conditions in accordance with department					
Not applicable	guidelines.					
	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.					
<b>\</b> .	I will download the current version of the International SOS app onto my mobile telephone	-	-			
		†	<del>                                     </del>			
Signature						
Name	Click here to add text.		1			
Date (required)	Click here to enter a date.					
<b>Endorsement Supe</b>	rvisor/ Director		-			
	APPROVED X					
l acknowledge that:	Yes No					
I have verified that any sa	Tety and security hazards/risks associated with the trip have been effectively □ □		ł			
assessed and managed.						
Sufficient uncommitted for	unds are available for this trip.		<b></b> ∤			
Signature		•	1			
Jigiracure						
	s. 47F(1)					
.} ·	O. 1/1 ( 1 <i>)</i>					

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  S. 47F(1) NOT APPROVED □
Signature	c 17F(1)
Name	Dennis Way 5. 47 [ ]
Position	Assistant Secretary - VEMS
Date (required)	Click here to enter date signed.
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 ☑ NOT APPROVED □	
Signature	s. 47F(1)	50.00 NO.00
Name	Mark Simpson	100
Position	A/g First Assistant Secretary	
Date (required)	Click here to enter date signed. (2/3/()	
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>&</sup>lt;sup>1</sup>S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>&</sup>lt;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>&</sup>lt;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 Last reviewed 27 August 2018

>\$50,000	Minister via Secretary through EMC	Minister via Secretary through EMC
Ten or more Commonwealth officials	Minister	Minister
DEAT 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 <u>AAI 2.8 Official Travel</u>.
- 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 <u>International Travel Calendar</u>
- Complete a <u>Risk Assessment: International Travel</u> 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 <u>International Travel Calendar</u> 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 <u>Security Travel team</u> when planning travel to determine the need for a security briefing.
- Register travel with <u>DFAT Smartraveller</u>.
- Download the International SOS assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, <u>Travel Doctor</u> 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 lead s. 22(1)(a)(ii)_Indonesia_Observatio				
	APS level: APS5	Security clearance lev	vel: Baseline		
	Position: Departmental Officer				
	Group/Division/Branch: BOD				
Fravel dates	Proposed Departure Date		8/03/2019		
	Proposed Return Date		15/03/2019		
	Are the travel dates flexible?		Yes		
Reason for travel / Business case	Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		·
	2017, a departmental represe	ntative (s. 22(1)(a)(ii)	vill be travelling on a vessel	onboard mortalities of sheep to the carrying cattle to Indonesia. This is animal treatment and conditions of	scheduled to
Other Departmental Travellers	Name of other department traveller/s	Branch/Division	APS Level	Position	Security
Olliei Debai linentai maveneis				소설(전환) 전환 이 전환 이 보고 있다. 전환 시간 시절시( <u>) 스스트 전환 전하다. (() 다시 () 스스트 스트트 스</u>	Clearance
Not applicable	Click here to enter name of other department traveller OR delete if	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	
	Click here to enter name of other	1	Choose APS Level.  Choose APS Level.	Division.  Click here to enter Branch / Division.	Clearance
	Click here to enter name of other department traveller OR delete if not relevant.  Click here to enter name of other	Division.  Click here to enter Branch /		Division.  Click here to enter Branch /	Clearance Choose level.

LEX 33287			Document 5			Page 33 of 167	
Non – Department travellers	Name		Department/Company			Role/Position	
Not applicable ⊠	Click here to enter na travellers.	ame of non-Ag	Click here to enter name of Depart	ne of Department/Company.		Click here to enter text.	100000000000000000000000000000000000000
	Click here to enter na travellers.	ame of non-Ag	Click herê to enter name of Depart	ment/Compa	ny.	Click here to enter text.	
	Click here to enter na travellers.	ame of non-Ag	Click here to enter name of Depart	ment/Compa	ny.	Click here to enter text.	
Estimated cost to department	Costs				\$AU	D (approx.)	
1869 B 254	Flights					00.00	STATE OF THE PARTY
Shared cost				00.00			
Externally funded	Taxi and transfers \$50			\$500	00.00		
	Travel allowance .			\$3,000.00			
	Other				\$3,000.00		
	TOTAL				\$15,500.00		
	If Other is over \$1 Click here to enter d		emised here: rour spreadsheet to the internationa	l calendar e	ntry.		
Cost centre:	Code:	L59		Location:	300		
	Natural Account:	6923			-L		
Class of airfare:	Business						
Note: Refer to the travel policy	If 'Other', provide de	etail: Click here	to enter description of class of a	irfare .			

# 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 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 □	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 le		Yes	No
I will ensure that any safety possible) minimised to an acunless safe to do so.	and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not ceptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed		
	r travellers under my control, if any) have completed required training, are well prepared, are both mentally and al travel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	×	
I have completed the <b>Templ</b> copy to my international cal	ate: Emergency communication and recovery plan and given this document to my Supervisor/Manager and uploaded a	×	
I will download the current v	version of the International SOS app on to my mobile telephone.		
I will complete the Internation	onal SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.		
Signature	s. 47F(1)	<u> </u>	
Name	s. 22(1)(a)(ii)	·	
Position	Departmental Officer	<u> </u>	
Date	26/02/2019		
Comment (if required):	Click here to enter Main Traveller / Trip Leader name.		

# **Acknowledgement: Other Departmental Travellers**

As the other department	al official travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	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.		
	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.		

As the other department	tal official travelling on this trip, l acknowledge that:	Yes	No
Not applicable ⊠	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.		
	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.		1 .

# **Endorsement Supervisor/Director**

APPROVED 🗷 NOT APROVED 🗆					
l acknowledge that:	Yes	No			
I have verified that any safety and security hazards/risks associated with the trip have been effectively					
assessed and managed.					
Sufficient uncommitted funds are available for this trip.					
s. 47F(1)					

LEX 33287	Document 5	Page 37 of 167
Name	s. 22(1)(a)(ii)	•
Position	A/g Director – VEMS IO Section	1 W-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-
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 ☑ NOT APPROVED □
Signature	s. 47F(1)
Name	Dennis Way
Position	Assistant Secretary – VEMS
Date (required)	Click here to enter date signed. 27 219.
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 ☑ NOT APPROVED □
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	

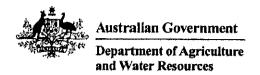
<sup>&</sup>lt;sup>1</sup>S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

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

<sup>&</sup>lt;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 <u>AAI 2.8 Official Travel</u>.
- 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 leade s. 22(1)(a)(ii)_China_Observation	_March_ 2019 ( )	÷		
_	APS level: APS5	Security clearance lev	rel: No Clearance		
¥	Position: Independent Observer	*) "		9	
8	Group/Division/Branch: BOD/VEMS				
Travel dates	Proposed Departure Date		9/03/2019		
	Proposed Return Date		23/03/2019		
	Are the travel dates flexible?		Yes		
	Essential Travel	.7	Essential	9	
Reason for travel / Business case	Biosecurity Activity		Biosecurity Activity	и	
¥	International Activity Type		Inspection		
Other Departmental Travellers	2017, a departmental represen	ntative (s. 22(1)(a)(ii)	vill be travelling on a vessel o	onboard mortalities of sheep to the carrying cattle to Tianjin, China. Thing the I treatment and condtions on boar Position	is is scheduled to
Proposition of the control of the co	Click here to enter name of other	Click here to enter Branch /	Choose APS Level.	Click here to enter Branch /	Choose level.
Not applicable ⊠	department traveller OR delete if not relevant.	Division.		Division.	2
8	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.
4	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.
s *	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.

Non – Department travellers	Name	Department/Company		Role/Position	
Not applicable ⊠	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/Compan	у-	Click here to enter text.	
Estimated cost to department	Costs		SAUD (	approx.)	
	Flights			00	
Shared cost	Accommodation \$1,000.0		.00		
Externally funded	Taxi and transfers \$500.00		)		
	Travel allowance \$3,000		\$3,000.0	0.00	
	Other \$3,000.00			00	
•	TOTAL \$15,500,00				
	If Other is over \$1 000 provide item Click here to enter details or attach you	nised here: ur spreadsheet to the international calendar ent	try.		
Cost centre:	Code: L59	Location:	300		
,	Natural Account: 6923				
Class of airfare:	Business				
Note: Refer to the travel policy	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 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:
Tlanjin, China	Exercise Normal Safety     Precautions	3. High	1. Low or Insignificant
Primary destination - region or city: Not applicable ⊠	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

	raveller/trip leader, lacknowledge that:	Yes	No
I will ensure t	hat any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination i	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		,
·	ed unless safe to do so.		
I will ensure t	hat 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			<u> </u>
unloaded a co	ted the <i>Template: Emergency communication and recovery plan</i> and given this document to my Supervisor/Manager and py to my international calendar entry	×	🗆
	d the current version of the <i>International SOS</i> app on to my mobile telephone.	⊠ .	<del></del>
	e the International SOS eLearning package and contact the Security Team regarding briefing requirements prior to departur		
Signature	the international 300 eceanning package and contact the security ream regarding priefing requirements prior to departur	re. 🛛	<u> </u>
0.5		-	·
•		٠	
	s. 47F(1)		
].		• •	
Name	s. 22(1)(a)(ii)		
Position	Independent Observer	•	
Date	21/02/2019	•	
Comment (if	Click here to enter Main Traveller / Trip Leader name.	•	
required):		•	

# Acknowledgement: Other Departmental Travellers

As the other departmental offic	ial travelling on this trip, I acknowledge that	Yes	No
Not applicable ⊠	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.		
	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature		ļ	<u> </u>
Name	Click here to add text.		<b> </b>
Date (required)	Click here to enter a date.	<u> </u>	1

As the other department	il official travelling on this trip; I acknowledge that:	Yes	No
Not applicable ⊠	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.		
Not applicable 22	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		<u> </u>
Date (required)	Click here to enter a date.		

# **Endorsement Supervisor/ Director**

APPROVED ☑ NOT APROVED □		
acknowledge that:	Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.		
Sufficient uncommitted funds are available for this trip.	×	
Signature S. 47F(1)	•	

Name	s. 22(1)(a)(ii)				
Position	A/g Director - VEMS	 <del></del>	 	 	
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 Es. 47F(1) NOT APPROVED	
Signature		
Name	Dennis Way 🗸	
Position	Assistant Secretary - VEMS	
Date (required)	Click here to enter date signed.	
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 ☑ NOT APPROVED □					••
Signature	s. 47F(1)			٨		•
Name	Mark Simpson				<del> </del>	
Position	A/g First Assistant Secretary				······································	
Date (required)	Click here to enter date signed. 14/3/19					
Comment	Click here to enter text. Pls surve that al	I whenut we lan	rided - driver of 8.1	· ·	·	

PGPA Act 3 (23) Approval

。 【 · 图 · 2 · 2 · 2 · 2 · 2 · 2 · 2 · 2 · 2	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

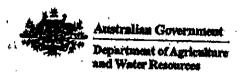
<sup>&</sup>lt;sup>1</sup>S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

<sup>&</sup>lt;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>&</sup>lt;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 Last reviewed 27 August 2018

> \$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)



# **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 <u>International Travel Calendar</u>
- Complete a <u>Risk Assessment: International Travel</u> 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 SQS 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
- Upload the completed document into the online <u>international Travel Calendar</u> entry you have created along with flight and accommodation quotes and the endorsed final Risk Assessment if required for your destination.

#### BEFORE TRAVELLING SHIPS AND THE PARTY WAS NOT

- Call the Security Tracel team when planning travel to determine the need for a security briefly the paster travel with DEAT Shartraveller.
- Download the discriptions SOS assistance with prior your modes phone.

  Follow a not of DEAT Smart revenue, mean about a SOS <u>litered boxos</u> and the Security if evenue.
- Acte. Approved to trave may be withdrawn, subject to the assessment of nat at the time of departure

International Travel Trip Details

nternational Travel Trip					
iain Traveller/Trip Leader	Name Main traveller/Trip leader: s. 22(1)(a)(ii) Vietnam_Observation_l	anuary_2019			
Eduina	APS level: APS5	Security clearance level:	Don't know		
	Position: Departmental Veterinary Officer				•
	Group/Division/Branch: BOD		52 (5) (2019		
	Proposed Departure Date		22/01/2019		<u> </u>
avel dates	Proposed Return Date		28/01/2019	-	
	Are the travel dates flexible?		Yes		
Reason for traval / Business case	. Essential Travel		Essential		
	Biosecurity Activity		Biosecurity Activity		
•	International Activity Type		Inspection	to a desirate of cheen to the	e Middle East in
	As part of the Department of A 2017, a departmental officer (s	riculture and Water Resource. 22(1)(a)(ii) will be tra (1)(a)(ii) role will be to obser	ve the activities, animal tres	inboard mortalities of sheep to the attle to Indonesia. This is schedul timent and conditions on board the Position	ed to depart e vessel.
	Mame of other department	BARBICAL HARMAN	(PELIPPE	A POSTION	Clearatica
Other Departmental Traveller	traveller/s Click here to enter name of other	Click here to enter Branch / . Division.	Choose APS Lavel.	Clickhere to emer Branch / DMsion.	Choose level.
vot analicable 🕅	denortment traveller OR delette II		•	/ dear Temple	
Not applicable 🖾	department traveller OR delete if not relevant.  Click here to enter name of other	Click here to enter Branch /	choose APS Level.	Click here to enter Branch / Division.	Choose level.
Not applicable 🗵	not relevant.  Click here to enter name of other department traveller if relevant.  Click here to enter name of other	Click here to enter Branch / Division. Click here to enter Branch /	Choose APS Level.		
Not applicable 🛭 🖾	not relevant. Click here to enter name of other department traveller if relevant.	Click here to enter Branch /		Division. Click here to enter Branch /	Choose level.  Choose level.  Choose level.

**Assistant Secretary approval** 

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

Signature	APPROVED NOT APPROVED □	
Name ·	Dennis Way	
Position	Assistant Secretary – VEMS	
Date (required)	Click here to enter date signed.	
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:

Signature	S. 47F(1)
Name	Nico Padovan
Position	First Assistant Secretary
Date (required)	Click here to enter date signed. 11304 2019
Comment	Click here to enter text.

PGPA Act 3 (23) Approval

Criteria	Biosecurity activities, postings, missions, capability build and deployments	ing Non-biosecurity activities
\$0.70 \$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>&</sup>lt;sup>1</sup>S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

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

<sup>&</sup>lt;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 Last reviewed 27 August 2018

# Acknowledgement: Other Departmental Travellers

As the other departm	ntal official travelling on th	is trip Lacknowledge that:	Yes	-No
Not applicable ⊠	i will ensure that I international travi guidelines.	I have completed required training, I am well prepared, I am both mentally and physically fit for rel and tasks, and have appropriately managed any medical conditions in accordance with department		
-	proceed unless sa			
	I will download th	ne current version of the international SOS app onto my mobile telephone		
Signature				
Name	Click here to add	text.		
Date (required)	Click here to ente	er a date.		
	-			
As the other departm	intal official travelling on th	is trip, Lacinowiesige that:	Yes	. No
Not applicable ⊠	I will ensure that	I have completed required training, I am well prepared, I am both mentally and physically fit for vel and tasks, and have appropriately managed any medical conditions in accordance with department		
	In the event that proceed unless sa	new safety and security hazards/risks arise before or during travel, I will assess the risk and will not afe to do so.		
	I will download th	he current version of the International SOS app onto my mobile telephone		
Signature				
Name	Click here to add	text.		
Date (required)	Click here to ente	er a date.		<u> </u>
<b>Endorsement Si</b>	pervisor/ Director			
	APPROVED X	NOT ARROVED E	1	
I acknowledge that:				
		s/risks associated with the trip have been effectively 🔯 🗆	•.	
assessed and manage				
Sufficient uncommit	d funds are available for th	ile trip.	-	
Signature		s. 47F(1)		
Name	s. 22(1)(a)(ii)			
Position	Director - VEMS 10 Section			
Date (required)	Click here to enter date s	signed. 10/0//20/9		

Page 6 of 8

# Acknowledgement: Main Traveller/Trip Leader

As the Main preveller/trip leade	n l'actrovielle that	Ves a	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	<b>9</b> 25	
possible) minimised to an accept	table level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed	. سمرا	-
unless safe to do so.			
physically fit for international tra	wellers under my control, if any) have completed required training, are well prepared, are both mentally and awel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	<b>X</b> 0 -	
copy to my international calend		X	
I will download the current vers	ion of the <i>international SOS</i> app on to my mobile telephone.	· <b>9</b>	
I will complete the international	SOS elearning parties and contact tim Security Team regarding briefing requirements prior to departure.	20	□
Signature	s. 47F(1)	<del> </del>	
Name	s. 22(1)(a)(ii)		<del></del> -
Position	Biosecurity Officer		
Date	Click here to enter a date.	· · ·	
Comment (if required):	Click here to enter a date.  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 littraveries to a country rated.

- DEAT level 2: 3 or 4 (Exercise a High Degree of Caution of above)
- international SOS is high onextreme medical asic
- International SQS is high presidence 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 helpdask@auriculture.gov au to receive the final its crating for the frip.

Primary destination: country	OF ATTracting:	International SOS medical rescribes	
Indonesia	2. Exercise a High Degree of Caution	3. High	2. Medium
Primary destination - region or city. Not applicable 13	DYAT willing	interruptional SQS medical risk cyting:	Interpretional SOS travel security risk
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	DEAT rating:	International 305 medical risk caring:	Einthemational SOS travel accurity flab
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					*
·	•	į	1	, <del>-</del>	Page 4 nf R

ion - Department travellers	THE REAL PROPERTY.	and the same	Department/Comp	NY STATE OF THE PARTY OF THE PA		Role/Position	4 44 4	
lot applicable 🗵	Click here to enter nam travellers.					Click here to enter text.		
	Click here to enter nam travellers.	e of non-Ag	Click here to enter nar	ne of Department/Compan	ıy.	Click here to enter text.	_	
	Click here to enter nam travellers.	e of non-Ag	Click here to enter nat	ne of Department/Compar	ly.	Click here to enter text.		•
stimated cost to department	Costs	EMY.		Water Freit	SAUD	Approxi)	YEST \$2.50	۶٠.j
•	Flights				\$8,000.	00		
hared cost 🔲 🗀	Accommodation		•		\$1,000	<b>0</b> 0		•
externally funded	Taxi and transfers				\$500.00	)	<del>-</del>	
	Travel allowance				\$3,000.	00 -		
<u> </u>	Other		•		\$3,000.	.00		
	TOTAL				\$15,500	0.00		
	If Other is over \$1 0	00 provide it	emised here:				- A	-
	Click here to enter de	talls or attach y	our spreadsheet to the 1	nternational calendar er	itry.		٠٠.	
	ļ. · ·			-			<u>-</u>	
Cost centre:	Code:	L59	-	Location:	300			
	Natural Account:	6923	*			•	•	
lass of airfare:	Business			<del>.</del>		•	-	
liota: Refer to the travel policy	if 'Other', provide det	ail: Click here	to enter description o	f class of airfare .	•			

# Destination/s and risk ratings

#### INSTRUCTIONS:

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



# **International Travel Proposal**

Council formal and the formal and the second of the formal properties and a second of the formal properties and the formal and

- 1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including <u>AAI 2.8 Official Travel</u>.
- 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 leade s. 22(1)(a)(ii) China_Observation				
	APS level: APS5	Security clearance lev	rel: Baseline		
	Position: Biosecurity Operations				
	Group/Division/Branch: BOD				
ravel dates	Proposed Departure Date	· · · · · · · · · · · · · · · · · · ·	8/03/2019		
	Proposed Return Date		22/03/2019		
	Are the travel dates flexible?		Yes		
1/2 1	Essential Travel		Essential		
eason for travel / Business case	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
	2017, a departmental represen	ntatīve S. 22(1)(a)(ii) wi	il be travelling on a vessel car	onboard mortalities of sheep to the rying cattle to China. This is sched tment and condtions on board the	uled to depart vessel.
ther Departmental Travellers	Name of other department traveller/s	Branch/Oivision	APS Level	Position	Security Clearance
ot applicable 🛛	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 no department traveller not relevant.		Click here to enter Book Division.	ranch /	Choose APS Level.		Click here to enter Branch / Division.	Choose level.
Non - Department travellers	Name	- military Education	Departmen	t/Company		Access to the second	Office of the Color of the Colo	
Not applicable	Click here to enter na travellers.	me of non-Ag			Department/Compar	ıy.	Role/Position  Click here to enter text.	
	Click here to enter no travellers.	me of non-Ag	Click here to	enter name of	Department/Compan	ıy.	Click here to enter text.	
	Click here to enter no traveliers.	ime of non-Ag	Click here to	enter name of	Department/Compan	ıy.	Click here to enter text.	
Estimated cost to department	Costs	an saidh an saidh an saidh an s		New College of College				
astimated cost to department	Flights						pprox.)	
Shared cost	Accommodation	<u> </u>	<u> </u>			\$8,000.0		· · ·
Externally funded	Taxi and transfer	<u> </u>		<del></del>		\$1,000.0 \$500.00		
	Travel allowance					\$3,000.0		
	Other	•		<u> </u>		\$3,000.0		
	TOTAL				<del></del>	\$15,500.		
	If Other is over \$1				<u> </u>			
	Click here to enter d	etails or attach	your spreadsheet	to the intern	ational calendar en	try.		
Cost centre:	Code:	L59		<del></del> -	Location:	300		
	Natural Account:	6923	ζ.		<u> </u>		· · · · · · · · · · · · · · · · · · ·	
Class of airfare:	Business				·	· · · · · · · · · · · · · · · · · · ·		·····
Note: Refer to the travel policy	If 'Other', provide de	tail: Click he	e to enter descrip	otion of clas	s 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 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	DFAT rating:	International SOS medical risk rating:	International SQS 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 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:

l	Trip	risk	rating	: 3. H	ligh

# Acknowledgement: Main Traveller/Trip Leader

As the Main traveller/trip lead	er. acknowledge that:		<u> </u>
I will ensure that any safety and	security hazarde/ricks accordated with the arts and all the	Yes	No
unless safe to do so.	d security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is not ptable level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed		
professional fitter tractional fi	ravellers under my control, if any) have completed required training, are well prepared, are both mentally and ravel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	⊠ .	
copy to my international calend	tar entry communication and recovery plan and given this document to my Supervisor/Manager and uploaded a	×.	
twill download the current vers	sion of the <i>international SOS</i> app on to my mobile telephone.	Ø	
I will complete the Internationa	I SOS elearning package and contact the Security Team regarding briefing requirements prior to departure.	×	
Signature	s.47F(1)	-	
Name	s. 22(1)(a)(ii)		<del></del>
Position	Biosecurity Operations		
Date		<del></del> -	
Comment (if required):	Clîck here to enter Main Traveller / Trip Leader name.	<del></del> _	

# **Acknowledgement: Other Departmental Travellers**

As the other departmen	ntal official travelling on this trip, Lacknowledge that:	Yes	No
Not applicable ⊠	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.		
	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			<u> </u>
Name	Click here to add text.		ļ
Date (required)	Click here to enter a date.		<u> </u>

As the other department	al official travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	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.		
	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		<u> </u>
Date (required)	Click here to enter a date.		

# **Endorsement Supervisor/ Director**

APPROVED ☑ NOT APROVED □		
l acknowledge that:	Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively	$\boxtimes$	
assessed and managed.		
Sufficient uncommitted funds are available for this trip.	$\boxtimes$	
Signature		
s 47F(1)		
S <sub>-</sub> 4/ F(   )		

Name	s. 22(1)(a)(ii)		· · · · · · · · · · · · · · · · · · ·		·
Position	Director - VEMS IO Section			<u> </u>	
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 APPROVED	The state of the		
Signature	S. 4/F(1)			**************************************
Name	Dennis Way	T.,		
Position	Assistant Secretary - VEMS		· · · · · · · · · · · · · · · · · · ·	
Date (required)	Click here to enter date signed. 6-3-19	<del></del>		
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:

				i.
APPROVED I	OT APPROVED 🗆			
s. 47F(1)	•	the state of the s		
Mark Simpson				
A/g First Assistant Secretary	,			· · · · · · · · · · · · · · · · · · ·
Click here to enter date signed	. 7/43			
Click here to enter text.	7 . 7 . 9		· · · · · · · · · · · · · · · · · · ·	<u> </u>
	S. 47F(1) Mark Simpson  A/g First Assistant Secretary  Click here to enter date signed	S. 47F(1) Mark Simpson  A/g First Assistant Secretary  Click here to enter date signed. 7/4/3	APPROVED NOT APPROVED S. 47F(1) Mark Simpson  A/g First Assistant Secretary  Click here to enter date signed. 7/(/3	S. 47F(1) Mark Simpson  A/g First Assistant Secretary Click here to enter date signed. 7/4/3

PGPA Act 3 (23) Approval

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

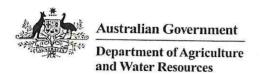
Last reviewed 27 August 2018

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

<sup>&</sup>lt;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



# **International Travel Proposal**

- 1. This template meets the requirements of the Whole of Australian Government travel arrangements and departmental policies and procedures including <u>AAI 2.8 Official Travel.</u>
- 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 <u>International Travel Calendar</u>
- Complete a <u>Risk Assessment: International Travel</u> **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 <u>International Travel Calendar</u> 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 <u>Security Travel team</u> when planning travel to determine the need for a security briefing.
- Register travel with <u>DFAT Smartraveller</u>.
- Download the <u>International SOS</u> assistance app onto your mobile phone.
- Follow advice of DFAT Smartraveller, International SOS, <u>Travel Doctor</u> 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**

ternational trip details					
ain Traveller/Trip Leader tails	Name Main traveller/Trip leaders. 22(1)(a)(ii) Indonesia_Observation	_March 2019			· · · · · · · · · · · · · · · · · · ·
• •	APS level: APS5	Security clearance level	: No Clearance	·	
	Position: Biosecurity Operations		·		·
	Group/Division/Branch:		·		- <del></del>
vel dates	Proposed Departure Date		6/03/2019	·	
ive: dates	Proposed Return Date		15/03/2019		
	Are the travel dates flexible?		Yes		<u></u> _
	Essential Travel		Essential	·	
ason for travel / Business case	Biosecurity Activity		Biosecurity Activity		
	International Activity Type		Inspection		
		tative $S \cdot \frac{22(1)(a)(II)}{2}$ will be , indonesia. This is schedule	travelling on a vessel carr ed to depart Townsville on	onboard mortalities of sheep to th ying cattle to Jakarta, Indonesia via 06 March 2019. <sup>s. 22(1)(a)(ii)</sup> role will be	
	Name of other department	Branch/Division	APS:Level	Position	Security Clearance
ther Departmental Travellers of applicable	Click here to enter name of other department traveller OR delete if	Click here to enter Branch / Division.	Choose APS Level.	Click here to enter Branch / Division.	Choose leve
· ·				Click here to enter Branch /	
	not relevant.  Click here to enter name of other department traveller if relevant.	Click here to enter Branch / Division.	Choose APS Level.	Division.  Click here to enter Branch /	Choose leve

	Click here to enter name department traveller OR not relevant.		k here to enter Branch / ision.	Choose APS Level.		Click here to enter Branch / Division.	Choose level.		
		Drawn and the Store	The second of the second of the						
Non - Department travellers	Name:		Department/Company			Role/Position	of salar after the con-		
Not applicable ⊠	Click here to enter name travellers.	me of non-Ag Click here to enter name of Department/Company.				Click here to enter text.			
	Click here to enter name travellers.	of non-Ag	Click here to enter name o	f Department/Compar	ny.	Click here to enter text.	•		
	Click here to enter name travellers.	of non-Ag	Click here to enter name o	f Department/Compar	iy. (	Click here to enter text.			
	-		-						
Estimated cost to department	Costs				\$AUD (a)	pprox.)			
	Flights			\$8,000.00	\$8,000.00				
Shared cost	Accommodation			\$1,000.00	\$1,000.00				
Externally funded	Taxi and transfers				\$500.00				
	Travel allowance				\$3,000.00				
·	Other			\$3,000.00	1.				
·	TOTAL				\$15,500.0	0			
	If Other is over \$1 00 Click here to enter deta	•	mised here: our spreadsheet to the inter	national calendar en	itry.				
Cost centre:	Code:	L59		Location:	300	· .			
	Natural Account:	6923							
Class of airfare:	Business								
Note: Refer to the travel policy	If 'Other', provide detai	I: Click here	to enter description of cla	ss of airfare .		•	ļ		

### 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 <u>International SOS</u>, 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 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: Not applicable: □	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 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 <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 QR 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 leade	er, l'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 accep	table level. In the event that new hazards/risks arise before or during travel, I will assess the risk and will not proceed	i.	
unless safe to do so.			
I will ensure that I (and other tra	avellers under my control, if any) have completed required training, are well prepared, are both mentally and	×	
physically fit for international tr	avel and tasks, and have appropriately managed any medical conditions in accordance with departmental guidelines.	<u> </u>	l
I have completed the Template:	Emergency communication and recovery plan and given this document to my Supervisor/Manager and uploaded a	<b>×</b>	
copy to my international calend	ar entry		
I will download the current version of the <i>International SOS</i> app on to my mobile telephone.			
I will complete the International	SQS elearning package and contact the Security Team regarding briefing requirements prior to departure.	×	
Signature	o 17E(1)		
·	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 off	icial travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for national travel and tasks, and have appropriately managed any medical conditions in accordance with department elines.		
	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.		
·	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.		<u> </u>

As the other departments	al official travelling on this trip, I acknowledge that:	Yes	No
Not applicable ⊠	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.		
·	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.		
	I will download the current version of the International SOS app onto my mobile telephone		
Signature			
Name	Click here to add text.		
Date (required)	Click here to enter a date.	-	

# **Endorsement Supervisor/ Director**

APPROVED █ NOT APROVED □		
I acknowledge that:	Yés	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.	×	
Sufficient uncommitted funds are available for this trip.	×	
S. 47F(1)	•	

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_M	
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:

"懂得多,我会可靠是	APPROVED 🖫 NOT APPROVED 🗉		4、美国70%	这事的X:			green age in the first	5.5
Signature	s. 47F(1)							
Name	Mark Simpson							
Position	A/g First Assistant Secretary	<del>.</del>	· <u></u>		•	·		
Date (required)	Click here to enter date signed. 7/3/19			·				
Comment	Click here to enter text.		·	<u>.</u>		·		

PGPA Act 3 (23) Approval

1 C1 11 101 C (20) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Criteria	Biosecurity activities, postings, missions, capa	bility building Non-biosecurity activities
	and deployments	
\$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>&</sup>lt;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>&</sup>lt;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 Last reviewed 27 August 2018

> \$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 <u>AAI 2.8 Official Travel.</u>
- 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			a fer distinct
nternational trip details				
Main Traveller/Trip Leader	Name Main traveller/Trip leader: S. 22(1)(a)(ii) s. 22(1)(a)(ii) Indonesia_Observation_February 2019			
•	APS level: Security clearance leve APS5	l: Baseline		
	Position: Independent Observer			· ·
	Group/Division/Branch: BOD/VEMS		· · · · · · · · · · · · · · · · · · ·	•
	Proposed Departure Date	23/02/2019		
Travel dates	Proposed Return Date	5/03/2019		
•	Are the travel dates flexible?	Yes		
	Essential Travel	Essential		
Reason for travel / Business cas	Biosecurity Activity	Biosecurity Activity	· ·	
	International Activity Type	Inspection		- Middle Fact in
	As part of the Department of Agriculture and Water Resolution 2017, a departmental representative (s. 22(1)(a)(ii) scheduled to depart Townsville on 23 February 2019. s. 2 on board the vessel.			and condtions .
	Name of other department Branch/Division	APS Level	Position	Security Clearance
Other Departmental Travellers	Click here to enter name of other   Click here to enter Branch /	Choose APS Level.	Click here to enter Branch / Division.	Choose level.
Not applicable 🛛	department traveller OR delete if not relevant.  Click here to enter name of other Click here to enter Branch /	Choose APS Level.	Click here to enter Branch /	Choose level.
	department traveller if relevant.  Click here to enter name of other department traveller OR delete if not relevant.  Division.  Click here to enter Branch / Division.	Choose APS Level.	Division.  Click here to enter Branch / D'vision.	Choose level.

	Click here to enter name of othe department traveller OR delete not relevant.		Choose APS Level		Click here to enter Branch / Division.	Choose level.	
Non - Department travellers	Name	Department/Compar		la tenni i i i i i i i i	Role/Position		
Not applicable ☑ `	Click here to enter name of non- travellers.	Ag Click here to enter name	of Department/Compa	iny.	Click here to enter text.	<u> </u>	
	Click here to enter name of non- travellers.	Ag Click here to enter name	of Department/Compa	эпу.	Click here to enter text.		
	Click here to enter name of non- travellers.	Ag Click here to enter name	of Department/Compa	iny.	Click here to enter text.		
Estimated cost to department	Costs			SAUD (	oprov		
Cl	Flights			\$AUD (approx.) \$8,000.00			
Shared cost	Accommodation				\$1,000.00		
Externally funded 🗔	Taxi and transfers				\$500.00		
	Travel allowance				\$3,000.00		
•	Other		\$3,000.0				
	TOTAL			\$15,500.			
	If Other is over \$1 000 proving Click here to enter details or at	ide itemised here: tach your spreadsheet to the inte	ernational calendar ei	ntry.	.*		
Cost centre:	Code; L59	•	Location:	300		<del></del>	
•	Natural Account: 6923	·					
Class of airfare:	Business						
Note: Refer to the travel policy	If 'Other', provide detail: Click	here to enter description of c	ass 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 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	DFAT rating:	International SOS medical risk rating:	international SOS travel security risk rating:
Not applicable :	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	DEAT rating	international SOS medical risk rating:	International SOS travel security risk rating:
Click here to enter other country destinations OR	Select DFAT level.	Select International SOS Medical risk rating.	Select International SQS Travel Security risk rating.
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	raveller/trip leader, lacknowledge that:	Yes	No
i will ensure t	hat any safety and security hazards/risks associated with the trip are assessed and either eliminated or (where elimination is	×	<u> </u>
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		ш
will not proce	ed unless safe to do so.		
I will ensure t	hat I (and other travellers under my control, if any) have completed required training, are well prepared, are both mentally	×	
and physically	of fit for international travel and tasks, and have appropriately managed any medical conditions in accordance with		
departmental	guidelines.		
I have comple	ted the Template: Emergency communication and recovery plan and given this document to my Supervisor/Manager and	⊠	
uploaded a co	py to my international calendar entry	<del>     </del>	. ليا
I will downloa	d the current version of the International SOS app on to my mobile telephone.	⊠	$\overline{}$
	e the International SOS eLearning package and contact the Security Team regarding briefing requirements prior to departure.	⊠.	
Signature	o, some country realities briefing requirements prior to departure.	[ M.	L
,	s. 47F(1)		
	3.471(1)		
i			
Name	s. 22(1)(a)(ii)		
Position	Independent Observer		
Date	13/02/2019	• . •	
Comment (if	Click here to enter Main Traveller / Trip Leader name.	-	
required):			

# Acknowledgement: Other Departmental Travellers

The second state of the second second section is	And the season of the second o	Yes	No
is the other departm	ental official travelling on this trip, I acknowledge that:    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	1	
			ي ا
Not applicable 🛛	guidelines.  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.		<u> </u>
•	I will download the current version of the International SOS app onto my mobile telephone		
	i Will download the carrent value.		
Signature	Click here to add text.		
Name	Click here to enter a date.		
Date (required)	Click liefe to effect a date.		
		Yes	No
As the other departm	ental official travelling on this trip, I acknowledge that:    I will ensure that I have completed required training, I am well prepared, I am both mentally and physically fit for	10	
	international travel and tasks, and have appropriately managed any medical conditions in accordance with department	-	
_			
Not applicable 🛛	guidelines.  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.	1.0	
•	I will download the current version of the International SOS app onto my mobile telephone	$\cdot$	-
Signature	Click here to add text.		
Name	Click here to add text.  Click here to enter a date.		
Date (required)			
Endorsement S	apervisor/ Director		
	APPROVED ☑ NOT APROVED □	Market in the Color	
lacknowledge that:	Yes No		
I have verified that a	ny safety and security hazards/risks associated with the trip have been effectively		1
assessed and manag	ed.		$\dashv$
Sufficient uncommit	ted funds are available for this trip.		
Signature	475(4)		
<u></u> -	-\$ 22(1)(a)(ii) $-$ \$ . 4/ $+$ (1)		
Name	0. 22(1)(a)(ii)		
	Drug share 10 Calabian		
Position Date (required)	Director – IO Section 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 ☐ NOT APPROVED ☐
Signature	c /7F(1)
Name	Dennis Way
Position	Assistant Secretary - VEMS
Date (required)	Click here to enter date signed. 15 72 - 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 □ NOT APPROVED □
Signature	s. 47F(1)
Name	Nico Padovan
Position	First Assistant Secretary
Date (required)	Click here to enter date signed. 2066 2013
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>&</sup>lt;sup>1</sup> S 23(3) Public Governance and Accountability Act 2013 and Public Governance and Accountability Rules 2014

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

<sup>&</sup>lt;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 Last reviewed 27 August 2018

## **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 <sup>s. 47G(1)(a)</sup> during the period <sup>s. 47G(1)(a)</sup>/2023 to <sup>s. 47G(1)(a)</sup>/2023 inclusive.

**Approved / Please Discuss** 

Date: 19-12-2027

s. 47F(1)

Signature:

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. 22(1)(a)(ii)will be accompanying a livestock consignment to s. 47G(1)(a) The vessel is scheduled to departs. 47G(1)(a) for s. 47G(1)(a) on 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**

#### 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		
International Flights*:	\$16000.00		
International Accommodation:	\$800.00		
TA:	\$1500.00		
Other**:	\$4000.00		
Contingency: 10%	\$2230.00		
Total:	\$24530.00		
Cost Centre:	L59		

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

<sup>\*\*</sup>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 acco	ount codes (con	tact 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:		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.	×	
s. 47F(1)		il —

s. 47				
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.				
my Supervisor/Mana			×	
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.				
	I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.			
I understand the risks adhere to requirement	s outlined in the International Travel Risk Assess nts and accept risks	ment and	×	
	s. 22(1)(a)(ii)			
Signature	s. 47F(1)			

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.

APPROVED I	X	NOT APROVED □		
l acknowledg			Yes	No
I have verified		security hazards/risks associated with the trip	×	
		e available for this trip.	×	
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.

APPROVED O	
Signature	s. 47F(1)
Name	Matthew Koval
Date	15/12/2022
Comments	

#### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. 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: 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 oversees 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

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
Indicate if not applicable

Not Applicable

#### **ATTACHMENT B**

### **DRAFT TRAVEL PROGRAM**

بالمتوا	s. 47G(1)(a) <sup>2023</sup>
Time	Activity
	Depart s. 47G(1)(a) — Economy Class Flight  Time and flight to be confirmed*
	Transfer to Hotel*
	s. 47G(1)(a) <sup>2023</sup>
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
	s. 47G(1)(a)
	Arrive and Unload livestock in s. 47G(1)(a)
90/880095040-1	
	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. 47G(1)(a) for <sup>s. 47G(1)(a)</sup> – 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)

**Signature** 

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

Approved / Please Discuss

Date: 24/2/2023

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. 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**

#### 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	

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

<sup>\*\*</sup>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.		

s. 47F(1)					L
mentally and physicall	e completed required tra y fit for international trav conditions in accordanc	el and tasks and h	ave appropriately		
I have completed the my Supervisor/Manag	Femplate: Emergency ( er.	Contacts and give	n this document to		
I have subscribed to It SOS app on to my mo	nternational SOS and w bile telephone.	ill download the cu	rrent International		
•	rnational SOS eLearning g requirements prior to d	• •	tact the Security		
I understand the risks adhere to requirement	outlined in the Internatio s and accept risks	nal Travel Risk As	sessment and		
	s. 22(1)(a)(ii)			1,1	9 9 1
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.

APPROVED ⊠	PROVED □				
I acknowledge th	at:			Yes	No
I have verified that have been effective		curity hazards/risks associated with the managed.	e trip	×	
Sufficient uncom	mitted funds are	available for this trip.			
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.

APPROVED		NOT APPROVED □
Signature		
Name	Andrew McDonald	
Date		
Comments		

#### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. 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:	"是"的"是"的"是"。 第15章 是一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个一个
If applicable, have you contacted the overseas counsellor to discuss event attendance? If not, why?	The oversees 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)

 Must complete the e-customs arrival declaration within 3 days of departure from https://ecd.beacukai.go.id/

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
Indicate if not applicable

Not Applicable

#### **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
Mar L	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*
157	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 incountry 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

Date: 19/2/2023

Signature:

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. 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.

<sup>\*\*</sup> 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

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

<sup>\*\*</sup>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 acco	ount codes (con	tact 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.	×	
s. 47F(1)		

S. 4/F(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.						
·	I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.					
I have subscribed to In SOS app on to my mo	ternational SOS and w bile telephone.	ill download the cu	rrent International	×		
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.						
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks						
	s. 22(1)(a)(ii)				T. Car	
Signature	s. 47F(1)					
Date:	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.

APPROVED ⊠		NOT APROVED []		
I acknowledge th	at:		Yes	No
I have verified that any safety and security hazards/risks associated with the trip have been effectively assessed and managed.				
Sufficient uncommitted funds are available for this trip.				
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.

APPROVED [	NOT APPROVED
Signature	s. 47F(1)
Name	Andrew McDonald
Date	17/2/2023
Comments	

#### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. 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 oversees 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	

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 Indicate if not applicable Not Applicable

<sup>\*\*</sup> 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**

1 - 16	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)
to deliminabili andi-	At Sea – undertaking Independent Observer activities
	Monday, 13 March 2023
	Arrive and Unload livestock in Shuwaikh, Kuwait
	At Sea – undertaking Independent Observer activities
N.	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*
743	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.

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Ľ	nseri	urip	name	1111	une	Lavit	: DEION	ŧ.

Trip Name: E.g.: Smith_USA_Inspection_Feb_2016		s. 22(1)(a)(ii) Oman_Ind	ependent (	Observer_February_2023		
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 progra (Canberra)  Daily contact with Point of Contact via Satellite phone, communication Apps such as WhatsApp, SMS, email				
Client contacts		N	ot applicable 🗆			
Name / company:		Address:		Teleph	none:	
s. 47F(1) Rural Export and Trading (WA) Pty Ltd		43 Ventnor Avenue, West Perth, WA 6005		s. 47F	· · · · · · · · · · · · · · · · · · ·	
Click here to enter text.		Click here to enter text.		Click h	Click here to enter text.	
Click here to enter text.		Click here to enter text.		Click h	Click here to enter text.	
Emergency communication	on device¹	No	ot applicable 🗆			
Device Type: Satellite Phone	ID No:	Wh	o will receive message N	I/A 🗆	Daily Point of Contact	
Emergency contacts – de	stination					
Country 1:	Oman		Country 2:	Country 2:		
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 - Aus	stralia					
	Name:		Landline:		Mobile:	
Supervisor Manager Contact officer	s. 22(1)(a)(ii)		s. 22(1)(a)	(ii)	s. 47F(1)	
Assistant Secretary	Joffrid M	lackatt	+612 6272 5435			
Einst assistant Secretary	Matthou			+612 6272 5455		

<sup>&</sup>lt;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
Nearest Australian embassy, high commission or consulate:	Abdullah bin Hozafa Al-Sahmi Avenue, Diplomatic Quarter, Riyadh, Saudi Arabia	+966 11 250 0900

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

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

#### Employee Assistance Program contact details - Optum.

Counselling Service:	+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

#### **QBT**

Afterhours/emergency	+61 3 8413 2079 from overseas	1300 659 177 from within Australia

#### **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.

If an incident or emergency occurs	Arrangement
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):	<ol> <li>Emergency Contacts – Australia.</li> <li>International SOS (coordinate evacuation).</li> </ol> DFAT Consular Assistance.

Further Information:	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 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, A 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** 

05/02/2023

s. 47F(1)

Signature:

Date:

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
- 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

#### Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

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

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

<sup>\*\*</sup>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):				-41
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.		

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.					2
I have completed the T my Supervisor/Manage		Contacts and give	en this document to		
I have subscribed to In SOS app on to my mo		will download the c	urrent <b>International</b>		
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.					
I understand the risks adhere to requirement		ional Travel Risk As	ssessment and		
	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.

APPROVED	$\boxtimes$	NOT APROVED □		
I acknowledg	je that:		Yes	No
	I that any safety and ectively assessed an	security hazards/risks associated with the trip		
		e available for this trip.	$\boxtimes$	
Signature	s. 47			
Name	s. 22(1)(a)(i			
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.

APPROVED M	/ NOT A	PPROVED
Signature	s. 47F(1)	
Name	Matthew Koval	
Date	3/2/2023.	
Comments		

#### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. 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: 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 oversees post will be notified via cable prior to departure of the livestock vessel from Australia of the voyage details including observer name, vesse name, unloading ports and expected date of arriva 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)

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
Indicate if not applicable

Not Applicable

## **ATTACHMENT B**

## **DRAFT TRAVEL PROGRAM**

	s. 47G(1)(a) <sup>2023</sup>
Time	Activity
	Departs. 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) <sup>2023</sup>
	Arrive and Unload livestock in S. 47G(1)(a)
	Arrive and Final unloading of livestock in s. 47G(1)(a)
	s. 47G(1)(a) <sup>2023</sup>
	Disembark vessel
	Transfer to hotel*
	s. 47G(1)(a) 2023
	s. 47G(1)(a) for <sup>s. 47G(1)(a)</sup> – Business Class Time and flight to be confirmed*
	*Flights and accommodation are booked within 12-24 hours before departing for domestic ports and incountry destinations. These dates and times are subject to change depending on shipping schedules, delays, unloading times and flight availability.

LEX 33287

Document 15

Japrove the based regulation 167 s. 22(1)(a)(ii). Page 111 of 167 s. 47F(1) S. 47F(1) 22/3/2023

Approved /-Please Discuss

## 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.

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

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**

## **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.
  - o 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.
  - o 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.

## 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		
International Flights*:	\$15500.00		
International Accommodation:	\$800.00		
TA:	\$1500.00		
Other**:	\$4000.00		
Contingency: 10%	\$2180.00		
Total:	\$23980.00		
Cost Centre:	L59		

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

<sup>\*\*</sup>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.	×		

s. 4	7F(1)			
I will ensure that mentally and phy managed any m	riately	Ø		
I have complete my Supervisor/N	d the <b>Template: Emergency Contacts</b> and given this docu Manager.	ment to	×	
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.				
I will complete the International SOS eLearning package and contact the Security team regarding briefing requirements prior to departure.				
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks				
	s. 22(1)(a)(ii)			
Signature	s. 47F(1)			
Date:	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.

APPROVED ☑ NOT APROVED □				
I acknowledge th	at:		Yes	No
I have verified that have been effective		curity hazards/risks associated with the trip managed.	×	
Sufficient uncom	mitted funds are	available for this trip.	×	
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.

APPROVED I	↑ NOT APPROVED □
Signature	s. 47F(1)
Name	Andrew,McDonald
Date	21/03/2025
Comments	

## **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. International Travel Risk Assessment

## **ATTACHMENT A**

## **TRIP DETAILS**

Activity details	Independent Observer Deployment
Destination(s)	Muscat, Oman
Travel dates	Departing: 04/04/2023
	Anticipated return to Australia:30/04/2023
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 oversees 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

Indicate if not applicable

## s. 47F(1) International Activity Type - Biosecurity or Non-Non-biosecurity activity - assurance. Biosecurity. (Examples of Biosecurity activities are but The Independent Observer program is responsible not limited to assessments, surveillance, inspections, for deploying observers on live animal export audits and assurance). 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. Not Applicable Non-department travellers

## ATTACHMENT B

## **DRAFT TRAVEL PROGRAM**

	Tuesday, 4 April 2023
Activity	
•	for Perth – Economy Class Flight to be confirmed*
Transfer to Hote	el*
-	Thursday, 6 April 2023
Board livestock	vessel,s. 47G(1)(a)
At Sea – under	taking Independent Observer activities
	Saturday, 22 April 2023
Arrive and Unio	ad livestock in Shuwaikh, Kuwait
At Sea – under	taking Independent Observer activities
1 4 7	Tuesday, 25 April 2023
Arrive and Unio	ad livestock in Jebel Ali, UAE
At Sea – under	taking Independent Observer activities
	Friday, 28 April 2023
Arrive and Fina	l unloading of livestock in Muscat, Oman
Disembark ves	sel, Transfer to hotel*
	Sunday, 30 April 2023
•	Oman for Darwin, Australia – Business Class to be confirmed*
Flights and accom destinations. These and flight availabilit	modation are booked within 12-24 hours before departing for domestic ports and in- country dates and times are subject to change depending on shipping schedules, delays, unloading times

## **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.
  - o 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.
  - o 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

Date: 39/3/2023

Signature:

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) on 2023\*.
- 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)

## Costs, program and Trip Risk Rating

1. Costs associated with the programme are detailed below:

	s. 22(1)(a)(ii) s. 4/5(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	

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

<sup>\*\*</sup>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 (<u>Attachment A</u>).
- 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.			
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		厂(	'	4	<b>5.</b>
	. •	• \			

mentally ar managed a	e that I have completed required training, are well prepared, are both nd physically fit for international travel and tasks and have appropriately any medical conditions in accordance with departmental guidelines.	×	]
my Supervi	pleted the <b>Template: Emergency Contacts</b> and given this document to sor/Manager.	Ø	]
	scribed to International SOS and will download the current International n to my mobile telephone.	×	1
team regard	ete the International SOS eLearning package and contact the Security ding briefing requirements prior to departure.	×	1
adhere to re	d the risks outlined in the International Travel Risk Assessment and equirements and accept risks	×	]
	s. 22(1)(a)(ii)		
_	s. 47F(1)		
Signature			
Date:	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.

APPROVED	Ø	NOT APROVED □		
l acknowledg	ge that:		Yes	No
	i that any safety and fectively assessed an	security hazards/risks associated with the trip	×	
		re available for this trip.	×	
Signature	s. 47	=(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.

APPROVED I		ROVED
Signature	s. 47F(1)	
Name	Andrew/McDonald	
Date	29/03/2013	
Comments	1	

### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. International Travel Risk Assessment

## **ATTACHMENT A**

## TRIP DETAILS

Activity details	Independent Observer Deployment
Destination(s)	s. 47G(1)(a)
Travel dates	Departing: <sup>s. 47G(1)(a)</sup> /2023  Anticipated return to Australia: <sup>s. 47G(1)(a)</sup> /2023
Officials Travelling	Name: s. 22(1)(a)(ii) Independent Observer, Traceability, 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 oversees 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)

# s. 47F(1)

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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 Indicate if not applicable 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)
	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) <sub>2023</sub>
	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 incountry 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: 8th 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 – 2023 inclusive.

s. 47F(1)

Approved Please Discuss

Date: 17/5/2023

Signature:

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 The vessel is scheduled to departs. 47G(1)(a) for s. 47G(1)(a) on \*.47G(1)(a) on \*.4
- 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)

## 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		

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

<sup>\*\*</sup>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:		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.		
s. 47F(1)		

C	1	7	1	
<b>5.</b>	4			

I will ensure that I have mentally and physicall managed any medical	×					
my Supervisor/Manage	I have completed the <b>Template: Emergency Contacts</b> and given this document to my Supervisor/Manager.					
SOS app on to my mol	I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.					
I will complete the Inte	×					
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks						
	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.

APPROVED I	₹	NOT APROVED □			
I acknowledg	e that:		Yes		
	that any safety and sectively assessed and	security hazards/risks associated with the trip			
		e available for this trip.	×		
Signature	s. 47F	(1)	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.

APPROVED I	/NOT APPROVED
Signature	s. 47F(1)
Name	Andrew McDonald
Date	15/5/10/3
Comments	

### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. 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)/23
•	Anticipated return to Australia: s. 47G(1)(a)23
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 oversees 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

Non-biosecurity activity - assurance. International Activity Type - Biosecurity or Non-Biosecurity. (Examples of Biosecurity activities are but The Independent Observer program is responsible not limited to assessments, surveillance, inspections, for deploying observers on live animal export audits and assurance). 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. Not Applicable Non-department travellers Indicate if not applicable

## ATTACHMENT B

## **DRAFT TRAVEL PROGRAM**

Time	Activity
	Departs. 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,
	Board livestock vessel, s. 47G(1)(a)
	At Sea – undertaking Independent Observer activities
	s. 47G(1)(a) 2023
	Arrive and Unload livestock in <sup>S. 47G(1)(a)</sup>
	s. 47G(1)(a) 2023
	Arrive and Unload livestock in S. 47G(1)(a)
	s. 47G(1)(a) <sup>2023</sup>
	Disembark vessel
	Transfer to hotel*
T T	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.

s. 47F(1)

Signature:

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)

Approved / Please Discuss

Date:

4/5/2023

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**

## **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.
  - o 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		

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

<sup>\*\*</sup>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 acco	ount codes (con	tact 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.	×	

C	1	7	1	
<b>5.</b>	4			

				_		
I will ensure that I have mentally and physically managed any medical						
I have completed the T my Supervisor/Manage						
I have subscribed to <b>International SOS</b> and will download the current <b>International SOS</b> app on to my mobile telephone.						
will complete the Inter team regarding briefing	y 🛭					
I understand the risks outlined in the International Travel Risk Assessment and adhere to requirements and accept risks						
	s. 22(1)(a)(ii)	HERRIE		4 B B		
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.

APPROVED ⊠		NOT APROVED		
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.				
Sufficient uncommitted funds are available for this trip.		×		
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.

APPROVED W	NOT APPROVED
Signature	s. 47F(1)
Name	Andrew McDonald
Date	2 MAY 2025
Comments	

#### **ATTACHMENTS**

- A. Trip details
- B. Draft Travel Program
- C. International Travel Risk Assessment

## **ATTACHMENT A**

## TRIP DETAILS

Activity details	Independent Observer Deployment		
Destination(s)	Jebel Ali, UAE		
Travel dates	Departing:12/05/2023		
	Anticipated return to Australia:05/06/2023		
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 oversees 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		

Indicate if not applicable

## s. 47F(1) International Activity Type - Biosecurity or Non-Non-biosecurity activity - assurance. Biosecurity. (Examples of Biosecurity activities are but The Independent Observer program is responsible not limited to assessments, surveillance, inspections, for deploying observers on live animal export audits and assurance). 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. Not Applicable Non-department travellers

## ATTACHMENT B

## **DRAFT TRAVEL PROGRAM**

	Friday, 12 May 2023
ime	Activity
	Depart Canberra for Perth – Economy Class Flight Time and flight to be confirmed*
	Transfer to Hotei*
	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
- A (	Saturday, 3 June 2023
	Arrive and Unload livestock in Jebel Ali
rodofedda	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.

Reference 100688

### International Travel Proposal

Document 19

Allocated to Finance - International Travel Proposal Processing for Review from You

Page 143 of 167
PENDING REVIEW

### **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 (separate Minute will need to be submitted to Minister via PDMS)	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



Is traveller/s departing within 5 days?

Short description, one sentence



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

○ Yes ◎ No

(required)

(required)

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

Why? (required)

This role can only be fulfilled by an Independent Observer.

Is this an Independent Observer Trip?



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

(required)



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
2

✓ 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?



Are any non-departmental travellers included in this proposal?

(required)



Cost centre

(required)



Departure date

(required)

13/09/2023

Return date

(required)

5/10/2023

Cost of flights (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.



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

○ Yes ◎ No

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

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

Shuwaikh, Kuwait and Jebel Ali, United Arab Emirates

Document 19

#### **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?

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?

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

#### **Risk Advice**

^----ments if relevant

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.

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

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.

#### 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)	<ul> <li>Level 1 - Exercise Normal Safety Precautions</li> <li>Level 2 - Exercise a High Degree of Caution</li> <li>Level 3 - Reconsider Your Need to Travel</li> <li>Level 4 - Do Not Travel</li> </ul>	

Primary destination International SOS medical risk rating

Low or insignificant

and Corrective Action Register (RACAR)
System that covers these activities?
(required)

Please contact

WHS whs.admin@agriculture.gov.au for further advice.

auvice.

Provide the RACAR Number

(required)

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

Yes ○ No

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

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

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

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

^

# International Travel Proposal Document 19

required LEX 33287

1 No uploaded files.

Page 149 of 167

Deputy Secretary/BOD or Trade and International Division FAS

Nicola HINDER (s. 47F(1) ) 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

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

Document 20 Outcome: Approved

**LEX 33287** Reference **98752**  Page 150 of 167 COMPLETE

#### **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.

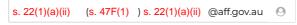
PGPA Act Approval requirements

Criteria	Delegate
Less than \$50,000 PGPA Act s23 (3)	Deputy Secretary
Greater than \$50,000 PGPA Act s71 (separate Minute will need to be submitted to Minister via PDMS)	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.
- $9. \, \text{International Travel Team to calculate and pay travel allowance}$  if requested

Lead Traveller/Contact officer (required)



#### **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





## International Travel Proposal

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endorsement by 3287 Secretary. Note all persons in this section will have read only access.

Trir	Name

(required)

Short description, one sentence

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

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?

○ Yes ◎ No

(required)

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

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

s. 47F(1)

Full contact number

(required)

Please include area code - if possible, provide

mobile.

**APS Classification** 

APS6 ₩

(required)

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

Division/Branch/Team (required)

Is this application for multiple travellers? (required)

○ Yes ◎ No

Are any non-departmental travellers included in this proposal?

○ Yes ◎ No

Cost centre

(required)

L59

Departure date

s. 47G(1)(a) 2023

When will costs be invoiced?

Total travel cost recovered

3/10 s. 22(1)(a)(ii)

\$13,300.00

month, year LEX 33287

Page 153 of 167 Document 20 One month after voyage

#### Is the travel externally funded?

There is no upfront cost to the department.

O 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.



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



#### Business purpose and outcomes

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.

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?



## Why?

The outcomes cannot be achieved without the travel.

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

(required)



Has the lowest practical fare for International travel been selected?

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○ Yes ◎ No

Why? (required)

(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)

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

○ Yes ○ No

Business

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

^+--- ments 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.

#### 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

s. 47G(1)(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

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 for further advice.

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.

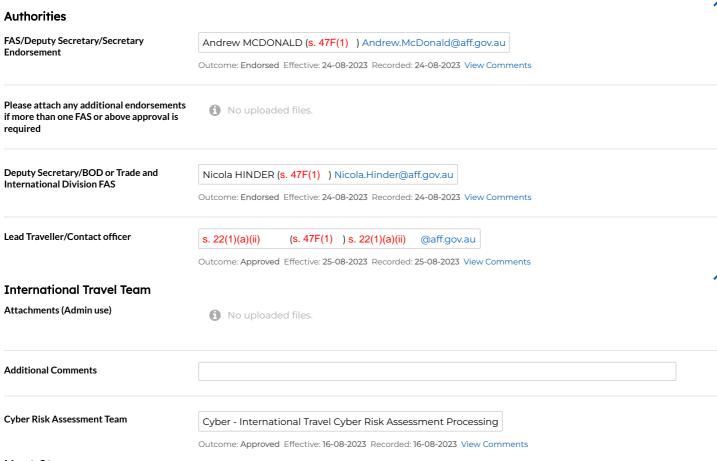
International Travel Team

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.



### **Next Steps**

Lead Traveller/Contact officer

- 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 High destination 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 s. 47G(1)(a travel - High Risk.docx Attachments W

s. 22(1)(a)(ii) 7/10

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

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9/28/23, 11:17 AM

Document 20

LEX 33287 Cutcome: Approved Effective: 22-08-2023 Recorded: 22-08-2023 View Comments

## **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 I	Form	^
International Travel Risk Advice Form (required) International travel risk advice and awareness	s. 47G(1)(a) - International Travel Risk Advice Awareness Form - Observer - s. 47G(1)(a) docx	
form		
Complete one form per traveller		
Personal Risk Assessment Team	DDCD Jatomatica of Toront Biologopassis as	
reisonal Risk Assessment Team	PPSD - International Travel Risk Assessment Processing  Outcome: Approved Effective: 22-08-2023 Recorded: 22-08-2023 View Comments	
Next Steps	Outcome. Approved Effective. 22-06-2023 Recorded. 22-06-2023 View Comments	
<ol> <li>Attach completed International t</li> <li>Click the submit button below.</li> <li>The form will then workflow to Pe</li> </ol>		
Personnel Security Rating Assess	ment	^
Admin Use Only		
International Travel Risk Advice Awareness (ITRAA) reviewed (required)	<ul> <li>Personnel Security have reviewed attached ITRAA forms.</li> <li>Attached ITRAA forms not reviewed.</li> </ul>	
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)	<ul> <li>Provided based on overall trip risk rating per traveller.</li> <li>Not applicable.</li> </ul>	
Additional Comments		
Attachments	No uploaded files.	
FAS or Above Delegate Acknowle	edgement	^
This section is to be completed by the F		
I have reviewed DFAT Smartraveller, International SOS and Travel Doctor. (required)		
I have reviewed the traveller's compliance to relevant department guidelines and instructional material (required)	⊚ Yes ○ No	

9/28/23, 11:17 AM		International Travel Prop	
I have reviewed the hazards associated with this trip (required)	● Yes ○ No	Document 20	Page 158 of 167
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)	<ul><li>Yes</li><li>No</li><li>NA</li></ul>		
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 acheived 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) - Dra	aft Travel Plan -Observer.docx	
Do you want to receive travel allowance before your departure? (required)	○ Yes ● No		
International Travel Team		onal Travel Proposal Processing	
	Outcome: Approved Ef	ffective: 28-08-2023 Recorded: 28-08-2023 Vie	w 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.

9/10

Vessel	Species and destination	Voyage date
s. 47G(1)(a)	Cattle and Sheep to Kuwait and Qatar	Mar-19
	Cattle and Sheep to Israel and Jordan	Mar-19
	Cattle to Vietnam	Mar-19
	Cattle to Indonesia	Mar-19
	Cattle to Indonesia	Mar-19
	Cattle to China	Mar-19
	Cattle to Indonesia	Mar-19
	Cattle to China	Mar-19
	Cattle to Indonesia	Mar-19
	Cattle to Indonesia	Mar-19

Exporter	LNC	Observer
Rural Export & Trading (WA) Pty Ltd	s. 47G(1)(a)	s. 22(1)(a)(ii)
Livestock Shipping Services Pty Ltd		
South East Asian Livestock Services Pty Ltd		
Wellard Rural Exports Pty Ltd South East Asian Livestock Services Pty Ltd Frontier International Northern Pty Ltd		
International Livestock Export Pty Ltd		
Australian Rural Exports Pty Ltd		
Livestock Shipping Services Pty Ltd		
North Australian Cattle Co Pty Ltd		
Australian Rural Exports Pty Ltd		
Frontier International Northern Pty Ltd		

Return	PNR
Flight Date	
9-Apr-19	s. 22(1)(a)(ii)
3-Api-13	
9-Apr-19	
9-Api-19	
4-Apr-19	
4 Apr 15	
28-Mar-19	
23-Mar-19	
31-Mar-19	<u> </u>
22-Mar-19	
27-Mar-19	
19-Mar-19	
7-Mar-19	
7 Hai 13	

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
Lowest fare  Lowest fare
Lowest fale

v. i	lo · ı	
Vessel	Species and	Voyage date
	destination	
s. 47G(1)(a)	s. 47G(1)(a)	s. 47G(1)(a)
	Cattle to Indonesia	Feb-23
	Cattle and sheep to Middle East	Feb-23
	s. 47G(1)(a)	s. 47G(1)(a)
	Cattle and sheep to Middle East	23-Apr
	s. 47G(1)(a)	s. 47G(1)(a)
	s. 47G(1)(a)	s. 47G(1)(a)
	Cattle and sheep to Kuwait and UAE	23-May
	Sheep to Kuwait and UAE	23-Sep
	s. 47G(1)(a)	s. 47G(1)(a)
	1	

Exporter	LNC	Observer
S. 47G(1)(a)  Australian Rural Exports Pty Ltd  Rural Export & Trading (WA) Pty Ltd	s. 47G(1)(a)	s. 22(1)(a)(ii)
s. 47G(1)(a)		
S. 47G(1)(a)		-
s. 47G(1)(a)		
Rural Export & Trading (WA) Pty Ltd		
Emanuel Exports Pty Ltd  s. 47G(1)(a)		

	PNR	Policy code
Date		
s. 47G(1)(a) -23	s. 22(1)(a)(ii)	Lowest Fare
14-Mar-23		Lowest Fare
27-Mar-23		Lowest Fare
s. 47G(1)(a)-23		Lowest Fare
28-Apr-23		Lowest Fare
		Lowest Fare
s. 47G(1)(a) -23		Lowest Fare
s. 47G(1)(a) -23		Lowest Fare
4 lun 22		Lowest Fare
4-Jun-23		Lowest Fale
7-Oct-23		Lowest Fare
s. 47G(1)(a) -23		Lowest Fare