



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2020-233

| Information to be published                       | Status    |
|---|-----------|
| 1. Access application                             | Published |
| 2. Decision notice                                | Published |
| 3. Documents and schedule                         | Published |
| 4. Additional information identified              | No        |
| 5. Fees   | N/A       |
| 6. Processing time (in working days)              | 2         |
| 7. Decision made by Ombudsman                     | N/A       |
| 8. Additional information identified by Ombudsman | N/A       |
| 9. Decision made by ACAT                          | N/A       |
| 10. Additional information identified by ACAT     | N/A       |

**From:** [REDACTED]  
**To:** [CMTEDD.FOI](#)  
**Subject:** foi  
**Date:** Thursday, 10 December 2020 2:04:00 PM

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**CAUTION:** This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

I wish to request the following information under the 2016 Freedom of Information act:

- locations Commissioner for International Engagement Brendan Smyth travelled (interstate or overseas) and reason for travel since 2017
- cost of all trips taken since 2017
- reports commissioned or produced by Mr Smyth
- a list of international representatives or embassies he has met with in 2020.

Regards,

[REDACTED]

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**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

Our ref: CMTEDDFOI 2020-233

[REDACTED]  
via email [REDACTED]

Dear [REDACTED]

## FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 10 December 2020.

Specifically, you are seeking:

- Locations Commissioner for International Engagement Brendan Smyth travelled (interstate or overseas) and reason for travel since 2017;
- Cost of all trips taken since 2017;
- Reports commissioned or produced by Mr Smyth;
- A list of international representatives or embassies he has met with in 2020.

On 27 January 2021, you agreed to rescope points two and three of your request to the following:

- Summary (spreadsheet) of costs for all trips taken since 2017; and
- Reports commissioned to not include weekly, quarterly or annual reports.

### Authority

I am an Information Officer appointed by the Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

### Timeframes

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your access application by 12 January 2021 however, following on from third party consultations, the due date is now 3 February 2021.

### Decision on access

Searches were completed for relevant documents and 57 documents were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant access in full to 10 documents and partial access to 47 documents relevant to your request.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as **Attachment B** to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below.

## Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request;
- the *Human Rights Act 2004*.

## Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

### Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

### Factors favouring disclosure in the public interest:

*(a) disclosure of the information could reasonably be expected to do any of the following:*

- (i) promote open discussion of public affairs and enhance the government's accountability;*
- (iv) ensure effective oversight of expenditure of public funds.*

Having considered the factors identified above as relevant in this matter, I consider that release of the information contained in the documents may contribute to open discussion of public affairs and assist with ensuring oversight of public funds expenditure.

### Factors favouring nondisclosure in the public interest:

*(a) disclosure of the information could reasonably be expected to do any of the following:*

- (ii) Prejudice the protection of an individual's right to privacy or other rights under the Human Rights Act 2004;*

Having reviewed the documents, I consider that the protection of an individual's right to privacy, especially in the course of dealings with the ACT Government is a significant factor as the parties involved have provided their information for the purposes of working with the ACT Government. This, in my opinion, outweighs the benefit which may be derived from releasing the personal information of the individual's involved in this matter.

I have also considered some details of ACT Public Servants which appear in the documents. I have decided to remove the information that is not publicly available of these individuals including direct phone numbers and signatures.

Individuals are entitled to expect that the personal information they have supplied as part of this process will be dealt with in a manner that protects their privacy. Considering the type of information to be withheld from release, I am satisfied that the factors in favour of release can still be met while protecting the personal information of the individuals involved. I therefore weight the factor for non-disclosure more highly than the factor in favour of release in this instance. As a result, I have decided that release of this information (signatures, addresses, phone numbers, personal identifying details, personal vehicle details and names of individuals not employed by the ACT Public Service) could prejudice their right to privacy under the *Human Rights Act 2004*.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

### **Charges**

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107(2)(b) of the Act.

### **Online publishing – Disclosure Log**

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log three days after the date of my decision. Your personal contact details will not be published.

You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi>

### **Ombudsman Review**

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman  
GPO Box 442  
CANBERRA ACT 2601

Via email: [actfoi@ombudsman.gov.au](mailto:actfoi@ombudsman.gov.au)

## **ACT Civil and Administrative Tribunal (ACAT) Review**

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal  
Level 4, 1 Moore St  
GPO Box 370  
Canberra City ACT 2601  
Telephone: (02) 6207 1740  
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email [CMTEDDFOI@act.gov.au](mailto:CMTEDDFOI@act.gov.au).

Yours sincerely



Philip Dachs  
Information Officer  
Information Access Team  
Chief Minister, Treasury and Economic Development Directorate  
3 February 2021



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## FREEDOM OF INFORMATION REQUEST SCHEDULE

### WHAT ARE THE PARAMETERS OF THE REQUEST

Reference NO.

Locations Commissioner for International Engagement Brendan Smyth travelled (interstate or overseas) and reason for travel since 2017; Cost of all trips taken since 2017; Reports commissioned or produced by Mr Smyth; A list of international representatives or embassies he has met with in 2020.

CMTEDDFOI 2020-233

| Ref No | Page number | Description                           | Date        | Status          | Reason for Exemption | Online Release Status |
|--------|-------------|---------------------------------------|-------------|-----------------|----------------------|-----------------------|
|        |             | <a href="#">Binder 1 Travel 2017</a>  |             |                 |                      |                       |
| 1      | 1-3         | Brief – Travel approval to Singapore  | 9 Feb 2017  | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 2      | 4-5         | Travel form – Canberra to Singapore   | 16 Feb 2017 | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 3      | 6-8         | Brief – Travel approval Wellington NZ | 23 Feb 2017 | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 4      | 9-10        | Travel form – Canberra to Wellington  | 1 Mar 2017  | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 5      | 11-15       | Travel form – using private vehicle   | 23 Mar 2017 | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 6      | 16-17       | Travel form – Canberra to Sydney      | 4 Apr 2017  | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 7      | 18-19       | Email – approval for travel           | 6 Apr 2017  | Full Release    | N/A                  | Yes                   |
| 8      | 20-21       | Travel form – Canberra to Sydney      | 7 Apr 2017  | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 9      | 22-23       | Travel form – Canberra Sydney         | 20 Apr 2017 | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 10     | 24-25       | Travel form – Canberra to Sydney      | 21 Apr 2017 | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 11     | 26-28       | Brief – travel approval to Singapore  | 10 Apr 2017 | Full release    | N/A                  | Yes                   |
| 12     | 29-30       | Travel forms – Canberra – Singapore   | 21 Apr 2017 | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |
| 13     | 31-32       | Travel form – Canberra to Wellington  | 1 May 2017  | Partial release | Sch 2 s2.2 (a)(ii)   | Yes                   |

|    |       |   |             |                 |                                       |     |
|----|-------|---|-------------|-----------------|---------------------------------------|-----|
| 14 | 33-34 | Travel form – Canberra – Singapore – Hong Kong – Tokyo  | 18 Jun 2017 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 15 | 35-49 | Travel form – Canberra – Singapore – New Delhi – Bengaluru including draft program for Australia Business Week in India | 27 Aug 2017 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 16 | 50-51 | Travel form – Canberra – Brisbane – LA – Seattle – San Francisco – Washington – Dallas – Sydney                         | 7 Oct 2017  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 17 | 52-53 | Travel form – Canberra – Wellington   | 19 Oct 2017 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 18 | 54-55 | Travel form – Canberra – Sydney   | 23 Oct 2017 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 19 | 56-57 | Travel form – use of private vehicle to Bateman’s Bay   | 29 Nov 2017 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
|    |       | <b>Binder 2 Travel 2018</b>   |             |                 |                                       |     |
| 20 | 1-3   | Brief – travel approval to Wellington   | 22 Feb 2018 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 21 | 4-5   | Travel forms – Canberra to Wellington   | 5 Mar 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 22 | 6-7   | Travel form – Canberra to Sydney  | 2 Mar 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 23 | 8-12  | Travel form – use of private motor vehicle to meet with NSW Government representative for Austrade                      | 13 Apr 2018 | Partial release | Sch 2 s2.2 (a)(ii) Sch 2 s2.2 (a)(ii) | Yes |
| 24 | 13-17 | Travel form – Canberra to Wagga   | 25 Jun 2018 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 25 | 18-19 | Travel forms – Canberra to Singapore, Hong Kong, South Korea  | 4 Jul 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 26 | 20-21 | Travel form – Canberra to Sydney  | 2 Aug 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 27 | 22-23 | Travel form – Canberra to Sydney  | 31 Aug 2018 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 28 | 24-25 | Travel form – Canberra to Sydney, Jakarta, Singapore,   | 2 Sep 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 29 | 26-27 | Travel forms – Canberra to Melbourne, Tokyo, Brisbane   | 6 Oct 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 30 | 28-30 | Brief – Travel approval to China  | 17 Oct 2018 | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 31 | 31-32 | Travel form – Canberra to Singapore, Shanghai, Beijing  | 3 Nov 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |
| 32 | 33-35 | Brief – Travel approval request to Wellington   | 1 Nov 2018  | Partial release | Sch 2 s2.2 (a)(ii)                    | Yes |



|    |       |  |             |                 |                    |     |
|----|-------|--|-------------|-----------------|--------------------|-----|
| 33 | 36-37 | Travel forms – Canberra to Wellington  | 14 Nov 2018 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
|    |       | <b>Binder 3 Travel 2019</b>  |             |                 |                    |     |
| 34 | 1-2   | Travel form – Canberra to Sydney, Jakarta  | 6 Feb 2019  | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 35 | 3-5   | Brief – Travel approval request to China   | 12 Mar 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 36 | 6-7   | Travel forms – Sydney, Hong Kong, Beijing  | 24 Mar 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 37 | 8-12  | Travel form – use of private motor vehicle Canberra to Wagga                     | 30 Apr 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 38 | 13-15 | Brief – travel approval request to Singapore and Malaysia                        | 1 May 2019  | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 39 | 16-17 | Travel form – Canberra to Singapore, Kuala Lumpur, Sydney                        | 12 May 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 40 | 18-19 | Travel form – Canberra to Sydney   | 17 Jun 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 41 | 20-21 | Travel form – Canberra to Sydney, Wellington                                     | 17 Jul 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 42 | 22-23 | Travel form - use of private motor vehicle Canberra to Young, Yass, Bega, Moruya | 19 Aug 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 43 | 24-26 | Brief – travel approval request to Singapore and Malaysia                        | 16 Sep 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 44 | 27-28 | Travel form – Canberra to Singapore, Kuala Lumpur, Sydney                        | 28 Sep 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 45 | 29-30 | Travel form – Canberra to Melbourne, Wellington                                  | 17 Nov 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 46 | 31-32 | Travel form - use of private motor vehicle Canberra to Moss Vale                 | 25 Nov 2019 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
|    |       | <b>Binder 4 Travel 2020</b>  |             |                 |                    |     |
| 47 | 1-2   | Travel form – Canberra to Singapore, New Delhi, Mumbai                           | 29 Jan 2020 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 48 | 3-4   | Travel form - use of private motor vehicle Canberra to Orange                    | 31 Jul 2020 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
| 49 | 5-6   | Travel form - use of private motor vehicle Canberra to Molong                    | 15 Oct 2020 | Partial release | Sch 2 s2.2 (a)(ii) | Yes |
|    |       | <b>Binder 5 Costs 2017-2020</b>  |             |                 |                    |     |

|                         |       |   |      |              |     |     |
|-------------------------|-------|---|------|--------------|-----|-----|
| 50                      | 1-4   | Summary of costs 2017   | N/A  | Full release | N/A | Yes |
| 51                      | 5-6   | Summary of costs 2018   | N/A  | Full release | N/A | Yes |
| 52                      | 7-11  | Summary of costs 2019   | N/A  | Full release | N/A | Yes |
| 53                      | 12    | Summary of costs 2020   | N/A  | Full release | N/A | Yes |
|                         |       | <b>Binder 6 Commissioned Reports</b>                                    |      |              |     |     |
| 54                      | 1-44  | Canberra's International Engagement Strategy                            | N/A  | Full release | N/A | Yes |
| 55                      | 49-72 | Review of Canberra's International Engagement Strategy                  | N/A  | Full release | N/A | Yes |
| 56                      | 73-87 | Canberra and Wellington Sister City Agreement                           | N/A  | Full release | N/A | Yes |
|                         |       | <b>Binder7 International and Community Representatives 2020</b>         |      |              |     |     |
| 57                      | 1-3   | List of Diplomatic and Community and International Representatives 2020 | 2020 | Full release | N/A | Yes |
| <b>Total No of Docs</b> |       |   |      |              |     |     |
| 57                      |       |   |      |              |     |     |



**ACT**  
Government

**Chief Minister, Treasury  
and Economic  
Development Directorate**

COMPLETED  
MINISTERIAL BRIEF

UNCLASSIFIED

**To:** Chief Minister Tracking No.: BM17/217

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**CC:** Director General, Enterprise Canberra

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**From:** Commissioner for International Engagement

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**Date:** 9 February 2017

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**Subject:** Travel Approval to Singapore (15-19 February 2017)

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**Critical Date:** Monday 13 February 2017

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**Critical Reason:** To ensure that suitable flights and accommodation are booked at a reasonable rate.

• DC Sch 2.2(a)(i) *B./2/17*

**Purpose**

**Recommendations**

That you:

1. Sign the attached travel form (Attachment A); and

*Agreed* / Not Agreed / Please Discuss

2. Note the information contained in this brief;

*Noted* / Please Discuss

Andrew Barr MLA ..... *Andrew Barr* ..... *13/2/17*

Minister's Office Feedback

UNCLASSIFIED

## Background

3. In October 2016, the Chief Minister of the ACT met with the Prime Minister of Singapore.
4. At this meeting it was agreed that an annual dialogue between the public servants of Singapore and the public servants of Canberra on mutually common interests should commence as soon as possible.
5. These common interests would include the following:
  6. Business
  7. Innovation
  8. Research and Development (R&D)
  9. Education
  10. Arts
  11. Defence
  12. Renewable energy
13. With regard to R&D, the Commissioner for International Engagement(CIE) received on Tuesday 7 February an invitation to attend the soft opening of NEC Laboratories – Singapore’s Experimentation Centre on Friday 17 February 2017 (please refer to Attachment B). The opening will be conducted by Sch 2.2(a)(ii) Sch 2.2(a)(ii) Chief Technology Officer and a member of the NEC Board.
14. Attending will assist with developing mutual exchange on innovation and research and development.
15. NEC is the technology partner of the Wellington City Council.
16. NEC is currently growing their workforce in Melbourne with staff from their Singapore Laboratory being transferred to Melbourne.
17. The CIE met with the head of the NEC Laboratories Singapore and two of his staff in November 2016 and conducted a tour of Canberra, detailing Canberra’s R&D attributes.
18. Advice from Innovate Canberra is that NEC is an important organisation in this area and building a relationship with them is desirable. Attending the opening will assist in this.
19. The travel will also allow the CIE to continue in delivering on the commitments in the International Engagement Strategy, particularly those specifically relating to Singapore.
20. Additional meetings with the Singapore business, Canberra Secondary School, film and arts communities will also be arranged.
21. The opportunity will also allow additional preparation work to be undertaken prior to the proposed visit by the Chief Minister later in the year.

## Issues

22. NEC Laboratories are expanding their activities in Australia. The invitation to the

opening of NEC Laboratories Singapore presents the opportunity to make the case of Canberra being a future site for NEC activities.

**Financial Implications**

23. The cost of the travel will be approximately AUD\$6,000.00.

**Consultation**

Internal

24. Internal consultation has taken place with InnovateCanberra.

Cross Directorate

25. Nil.

External

26. External consultation has taken place with the following:

- a. NEC Asia Pacific Pte. Ltd

**Benefits/Sensitivities**

27. Singapore is a priority destination as detailed in the International Engagement Strategy (IES).

28. This will allow the CIE to continue building relationships with key organizations and individuals in Singapore.

29. It will allow advance work to be conducted for future visits by the Chief Minister.

30. Will help build a stronger relations with NEC.

**Media Implications/Media Engagement/Community Engagement**

31. May be interest from the media regarding the cost of the travel.

32. May be interest from the media about the reasoning behind the travel.

33. There may be interest from the media concerning the outcomes of the travel.

Signatory Name: Brendan Smyth

Phone:

Sch 2.2(a)(ii)

Action Officer: Emma Gowling

Phone:

78976

**Attachments**

| Attachment   | Title  |
|--------------|--|
| Attachment A | Travel Form for Brendan Smyth                      |
| Attachment B | Invitation for Brendan Smyth from NEC Laboratories |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |          |         |                 |  |         |  |                           |
|--|----------|---------|-----------------|--|---------|--|---------------------------|
| Name: Brendan Smyth  |          |         |                 | Classification: Sch 2.2(a)(ii)   |         |  |                           |
| Group: Enterprise Canberra   |          |         |                 | Unit: Office of International Engagement   |         |  |                           |
| Work phone: Sch 2.2(a)(ii)   |          | Fax:    |                 | Mobile: Sch 2.2(a)(ii)   |         | Home Phone:                            |                           |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)   |          |         |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |         |  |                           |
| TRAVEL DETAILS   |          |         |                 |  |         |  |                           |
| Reason: To discuss the draft annual framework dialogue agenda with Singapore, including the following sectors of: business, innovation, research and development, education, arts and defence. This travel will also allow meetings with key business groups (including Tamasek), meeting with potential Canberra representative based in Singapore and to conduct site visits for potential activities for Canberra in Singapore event. |          |         |                 |  |         |  |                           |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |          |         |                 |  |         |  |                           |
| Depart location  | Date     | Time    | Arrive location | Date   | Time    | Travel class Economy or Business Class | Airline, flight no.       |
| Canberra   | 16/02/17 | 12:35AM | Singapore       | 16/02/17   | 05:50AM | Business                               | Singapore Airlines, SQ292 |
| Singapore  | 19/02/17 | 23:00PM | Canberra        | 20/02/17   | 09:45AM | Business                               | Singapore Airlines, SQ291 |
|  | //       |         |                 | //   |         |  |                           |
|  | //       |         |                 | //   |         |  |                           |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |          |         |                 |  |         |  |                           |
| Make, model and engine capacity of vehicle:  |          |         |                 |  |         |  |                           |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>  |          |         |                 |  |         |  |                           |
| Domestic   |          |         |                 | International  |         |  |                           |

**TRAVELLER'S DETAILS**

|                  |           |                              |           |                |
|------------------|-----------|------------------------------|-----------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star* | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*   |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star* | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| 16/2/17 | 19/2/17  |                       | 4*            |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |         |             |
|-------------|---------|-------------|
| Advance: \$ | BSB No: | Account No: |
|             |         |             |

Signature of traveller Date 8/2/17

**Supported - funds are available until 31/03/2017**

Signature of supervisor Date / /

**Approval of travel**

Signature of delegate Pos No. Classification Date / /

Signature of Director-General/Chief Minister (for overseas travel only) Date / /

**BOOKING REFERENCE:**

**TRAVEL COSTS: \$3,316.54**

**COST CODES: 14169**

**Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer



**ACT**  
Government

**Chief Minister, Treasury  
and Economic  
Development Directorate**

Emma  
Crawling.  
MINISTERIAL BRIEF

UNCLASSIFIED

To:

~~Chief Minister~~

Tracking No.: BM17/353

~~CC~~

Director General, Economic Development

Sch 2.2(a)(ii)

23/2/17

From:

Commissioner for International Engagement

Date

23 February 2017

Subject:

Travel Approval to Wellington, New Zealand (1-3 March 2017)

Critical Date:

27 February 2017

Critical Reason:

To ensure that suitable flights and accommodation are booked at a reasonable rate.

- DG .../.../...

**Purpose**

**Recommendations**

That you:

1. Sign the attached travel form (Attachment A); and

**Agreed / Not Agreed / Please Discuss**

2. Note the information contained in this brief.

**Noted / Please Discuss**

DAVID DAVIES AGED

Andrew Barr MTA .....

Sch 2.2(a)(ii)

23/2/17

Minister's Office Feedback

*Noted discussion with CMT AND FINANCE.*

UNCLASSIFIED



**Background**

1. Canberra Week in Wellington (CWW) was developed by the Commissioner for International Engagement (CIE) to be run from 14-21 November 2016 to promote the development of the Canberra-Wellington Sister City Agreement.
2. Due to a 7.8 magnitude earthquake that struck off the East Coast of Wellington at approximately 12:00am on Monday, 14 November 2016 CWW was postponed to the new year.
3. From the CWW 2016, conversations between Enterprise Canberra and New Zealand counterparts have continued and created a unique opportunity to grow business and relationships in multiple key priority market areas with a large delegation travelling to Wellington on 1 to 5 March 2017.
4. Key priority market areas that are going to Wellington as part of the delegation include ACT Government employees and the following private sectors:
  - a. Eco-tourism;
  - b. Sports;
  - c. Film industry; and
  - d. Business community.
5. The CIE's role is to be the official presence for the ACT Government.

**Issues**

6. Canberra Week in Wellington 2016 was cancelled due to an earthquake.
7. The Chief Minister committed to a replacement event in Wellington early in 2017.
8. The activities from 1 to 5 March 2017 will fulfill this commitment.

**Financial Implications**

9. Estimated costs for the travel are AUD\$3,000.00. *(Funding issue is being discussed with CM TEDD Strategic Finance)*

**Consultation**

Internal

10. Internal consultation has taken place with the following business areas of CM TEDD: *Noted.*
  - a. VisitCanberra;
  - b. Active Canberra;
  - c. Innovate Canberra; and
  - d. Regulatory Reform.

Cross Directorate

11. Nil.

External

12. External consultation has taken place with the following:
  - a. Australian High Commission;

- b. Wellington City Council;
- c. Wellington Chamber of Commerce;
- d. BizDojo;
- e. Trans Tasman Business Circle;
- f. Canberra Business Chamber; and
- g. Woodlands and Wetlands Trust.

**Benefits/Sensitivities**

- 13. This continues to grow and expand on the relationship with Wellington and uphold the commitments of the Sister City Agreement.
- 14. This provides a key opportunity for the private sectors to connect with their Wellington counterparts and allow business interactions to occur.

**Media Implications/Media Engagement/Community Engagement**

- 15. There may be interest from the media concerning the outcomes of the travel.
- 16. There may be interest from the media regarding the cost of the travel.
- 17. There may be interest from the media regarding the reasoning behind the travel.

Signatory Name: Brendan Smyth  
 Action Officer: Emma Gowling

Phone: Sch 2.2(a)(ii)  
 Phone: X78976

**Attachments**

| Attachment   | Title  |
|--------------|--|
| Attachment A | Travel Form for Brendan Smyth                              |
| Attachment B | Program for Wellington Delegation                          |
| Attachment C | Itinerary for the Commissioner of International Engagement |

*You, as DG, ED, have the delegations to approve international travel up to 4 hours.*

Sch 2.2(a)(ii)

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |          |         |                 |  |         |  |                           |
|--|----------|---------|-----------------|--|---------|--|---------------------------|
| Name: Brendan Smyth  |          |         |                 | Classification: <b>Sch 2.2(a)</b>  |         |  |                           |
| Group: Enterprise Canberra   |          |         |                 | Unit: Office of International Engagement   |         |  |                           |
| Work phone: <b>Sch 2.2(a)(ii)</b>  |          | Fax:    |                 | Mobile: <b>Sch 2.2(a)(ii)</b>  |         | Home Phone:                            |                           |
| Home address: <b>Sch 2.2(a)(ii)</b><br><b>Sch 2.2(a)(ii)</b>   |          |         |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |         |  |                           |
| TRAVEL DETAILS   |          |         |                 |  |         |  |                           |
| Reason: To discuss the draft annual framework dialogue agenda with Singapore, including the following sectors of: business, innovation, research and development, education, arts and defence. This travel will also allow meetings with key business groups (including Tamasek), meeting with potential Canberra representative based in Singapore and to conduct site visits for potential activities for Canberra in Singapore event. |          |         |                 |  |         |  |                           |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |          |         |                 |  |         |  |                           |
| Depart location  | Date     | Time    | Arrive location | Date   | Time    | Travel class Economy or Business Class | Airline, flight no.       |
| Canberra   | 01/03/17 | 11:00AM | Wellington      | 01/03/17   | 16:15PM | Economy                                | Singapore Airlines, SQ291 |
| Wellington   | 03/03/17 | 21:20PM | Canberra        | 03/03/17   | 23:20PM | Economy                                | Singapore Airlines, SQ292 |
|  | //       |         |                 | //   |         |  |                           |
|  | //       |         |                 | //   |         |  |                           |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |          |         |                 |  |         |  |                           |
| Make, model and engine capacity of vehicle:  |          |         |                 |  |         |  |                           |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>  |          |         |                 |  |         |  |                           |
| <b>Domestic</b>  |          |         |                 | <b>International</b>   |         |  |                           |

**TRAVELLER'S DETAILS**

|                  |           |                              |           |                |
|------------------|-----------|------------------------------|-----------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star* | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*   |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star* | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| 1/3/17  | 3/3/17   |                       | 4*            |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller \_\_\_\_\_ Date 8/2/17

**Supported - funds are available and travel is recommended**

Signature of supervisor \_\_\_\_\_ Date / /

**Approval of travel**

Signature of delegate \_\_\_\_\_ Pos No. \_\_\_\_\_ Classification \_\_\_\_\_ Date / /

Signature of Director-General/Chief Minister (for overseas travel only) \_\_\_\_\_ Date / /

|                                 |
|---------------------------------|
| <b>BOOKING REFERENCE:</b>       |
| <b>TRAVEL COSTS: \$3,000.00</b> |
| <b>COST CODES: 14169</b>        |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

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**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: [Redacted]   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: [Redacted]   |           | Fax:                         |                 | Mobile: [Redacted]   |                | Home Phone:                            |                     |
| Home address: [Redacted]   |           |                              |                 | Corporate Frequent Flyer Number:   |                |  |                     |
| [Redacted]   |           |                              |                 | Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: As much detail as possible   |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
|  | //        |                              |                 | //   |                |  |                     |
|  | //        |                              |                 | //   |                |  |                     |
|  | //        |                              |                 | //   |                |  |                     |
|  | //        |                              |                 | //   |                |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.                                      |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle: [Redacted]   |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government. |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$ BSB No: Account No:

Sch 2.2(a)(ii)

Signature of traveller

Date 23/3/17

**Supported - funds are available and travel is recommended**

Signature of supervisor

Date / /

**Approval of travel**

Signature of delegate

Pos No.

Classification

Date / /

Signature of Director-General/Minister (for overseas travel only)

Date / /

**BOOKING REFERENCE:****TRAVEL COSTS:****COST CODES: 14169****Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

\* The reimbursement is through the form specifically designed for the use of private vehicle.

\* Petrol is not to be purchased by Corporate credit card.

\* The calculator for the reimbursement includes the petrol consumption. (advice from Chris Cole, CMTEDD Corporate)

**APPLICATION FOR APPROVAL TO USE PRIVATE MOTOR VEHICLE FOR OFFICIAL PURPOSES**

ACTPS Enterprise Agreement 2013-2017 Annex C  
CMTEDD Travel and Related Services Guidelines 2014  
CMTEDD Director-General Financial Instructions 2.4 Travel

|   |  |   |
|---|--|---|
| Name: Brendan Smyth                               |  |   |
| Vehicle Registration No<br><i>Sch 2.2(a)(ii)</i>  | Make & Body Type<br><i>Sch 2.2(a)(ii)</i>      | Engine capacity (cc)<br><i>Sch 2.2(a)(ii)</i>         |
| Registration Expiry Date<br><i>Sch 2.2(a)(ii)</i> | Insurance Expiry Date<br><i>Sch 2.2(a)(ii)</i> | Driver's Licence Expiry Date<br><i>Sch 2.2(a)(ii)</i> |

NOTE: Copies of the policy verifying these dates MUST accompany each application

|   |                          |
|---|--------------------------|
| Period for which approval is sought         | Maximum kilometres/week: |
| From: 24/03/2017 To: 24/03/2017             |                          |
| <b>Note: Approvals lapse on 31 December</b> |                          |

Reason for travel: To attend the China-Australia State and Provincial Leaders Forum on behalf of the ACT Government at the Chief Minister's request.

Is an official vehicle available? Yes/ No. If Yes, state why it is more efficient or economical to use your vehicle:  
Due to the nature of the trip and the timings of the event, Mr Smyth will be travelling directly to and from the event location from his private residence. Personal vehicle is being used as the flights available on QBT did not allow for return on the Friday night. It should be noted that all corporate cars are either inoperable or in use for the required travel times.

**Conditions for use of Private Vehicle**

- I have confirmed that my insurance policies cover me for business use of my private vehicle.
- If I am involved in an accident whilst driving my vehicle on official business I will still be required to meet any franchise payment in respect of the cost of any repairs under the conditions of my insurance policies including the forfeiture of a "no claim" bonus, if appropriate.
- If in any case the Directorate is adjudged liable, in court proceedings against it, for damages arising out of any accident in which I might be involved whilst using my private vehicle for official purposes, the Directorate will claim against me for the recovery of any damages awarded against it.
- Use of a private vehicle is permissible only when Directorate vehicles are not available.
- Claims are to be submitted monthly. Failure to submit claims promptly may result in non-payment.
- Approval is only for the vehicle identified above. A separate approval is necessary for each vehicle used.

I have read the above conditions and *Sch 2.2(a)(ii)* m.

Signature of Applicant

Date 23/3/17

**APPROVED/ NOT APPROVED**

I certify that the use of a private vehicle is essential for the efficient performance of the applicant's duties.

Name of Delegate David Dawes, DG, ED.

Signature of Delega

*Sch 2.2(a)(ii)*

Date 24/3/17

\* noting this is a considerable cost to flying including taxi hire etc.

Sch 2.2(a)(ii)



Sch 2.2(a)(ii)





# Sch 2.2(a)(ii)

| Sch 2.2(a)(ii) MOTOR VEHICLE INSURANCE<br>RENEWAL SCHEDULE    |                   |
|---|-------------------|
| <b>Policy Number:</b>   | Sch 2.2(a)(ii)    |
| <b>Period of Insurance:</b>                                   | Sch 2.2(a)(ii)    |
| <b>Registered Owners:</b>                                     | MR. BRENDAN SMYTH |
| <b>Mailing Address:</b>                                       | Sch 2.2(a)(ii)    |
| <b>Telephone:</b>   |                   |
| Home:   |                   |
| Work:   |                   |
| Mobile:   |                   |
| <b>Vehicle Garaging:</b>                                      |                   |
| <b>Garaging Address:</b>                                      |                   |
| <b>Vehicle Information:</b>                                   |                   |
| <b>Rego. Number:</b>  |                   |
| <b>Vehicle Usage:</b>   |                   |
| <b>Vehicle Damage:</b>  |                   |
| <b>Type of Finance:</b>                                       |                   |
| <b>Registered for GST:</b>                                    |                   |
| <b>Your ABN:</b>  |                   |
| <b>Input Tax Credit:</b>                                      |                   |
| <b>Interested Parties:</b>                                    | Sch 2.2(a)(ii)    |
| <b>Vehicle Security:</b>                                      | Sch 2.2(a)(ii)    |
| <b>Agreed or Market:</b>                                      | Sch 2.2(a)(ii)    |
| <b>Insured Amount:</b><br>(Incl. Accessories & Modifications) |                   |
| <b>Accessory Values:</b>                                      | 0.00              |
| <b>No Claim Bonus:</b>  | Sch 2.2(a)(ii)    |
| <b>Policy Options</b>   |                   |
| Linked CCI :  | Sch 2.2(a)(ii)    |
| Linked GAP/PPG :  | Sch 2.2(a)(ii)    |
| Linked Tyre & Rim :   | Sch 2.2(a)(ii)    |
| No Claim Bonus Protection :                                   | Sch 2.2(a)(ii)    |
| No excess payable for Windscreen Only Claims (\$65) :         | Sch 2.2(a)(ii)    |
| Please see overleaf for full details of your Policy Options.  |                   |
| <b>PREMIUM:</b>   | Sch 2.2(a)(ii)    |
| Base Premium:   |                   |
| Stamp Duty:   |                   |
| GST:  |                   |
| FSL:  |                   |
| <b>Total Premium:</b>   |                   |
| Your total premium includes a policy administration fee.      |                   |

Excesses - Listed Below are excesses payable in the event of a claim.

| Nominated Drivers | Date Of Birth  | Basic Excess | Car Excess | Imposed Excess | Total Excess |
|-------------------|----------------|--------------|------------|----------------|--------------|
| Mr. BRENDAN SMYTH | Sch 2.2(a)(ii) |              |            |                |              |

| Age Excesses  | Nominated Driver | Non Nominated Driver |
|---|------------------|----------------------|
| Under 21  |                  | Sch 2.2(a)(ii)       |
| 21 - 24/Inexperienced Driver (Aged over 25 but held Aust licence less than 2 years) |                  | Sch 2.2(a)(ii)       |

**Theft Excess**  
You may also be required to pay a theft excess in the event of a claim. Please check the special conditions overleaf.

On receipt of your payment this schedule will become your current schedule and a tax invoice.

# Sch 2.2(a)(ii)



# Travel Form

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For all other travel related information please see Buying Goods and Services Intranet site.

**Travel Requisition No:**

QBT ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: As an agreed action from the International Aviation Working Group (IAG), travel to Sydney and meet with Auxium Group. Meeting with discuss options for advancing freight potential for Canberra and process for commissioning business cases to influence airlines and freights forwarders. Meetings will also take place with DHL to discuss freight opportunities. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 04/04/17  | 0630                         | Sydney          | 04/04/17   | 0725           | Economy                                | QF1510              |
| Sydney   | 04/04/17  | 1655                         | Canberra        | 04/04/17   | 1750           | Economy                                | QF1319              |
|  | //        |                              |                 | //   |                |  |                     |
|  | //        |                              |                 | //   |                |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.   |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |

**TRAVELLER'S DETAILS**

|                |         |               |           |               |
|----------------|---------|---------------|-----------|---------------|
| Non Executives | 3 star* | Economy Class | 3.5 star* | Economy Class |
|----------------|---------|---------------|-----------|---------------|

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details (to be completed after approval to travel is given). Include any private accommodation details**

| Date In | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

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From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

Advance: \$ BSB No: Account No:

Sch 2.2(a)(ii)

Signature of traveller Date: 8/2/17

**Supported - funds are available** Recommended

Signature of supervisor Date / /

App: Sch 2.2(a)(ii) Classification

Date / /  
31/3/17

Signature of Director-General/Chief Minister (for overseas travel only)

Date / /

**BOOKING REFERENCE:**

TRAVEL COSTS: \$441.38

COST CODES: 14169

**Advance and cabcharges acquitted (finance officer):**

Advance and cabcharges reconciled

Signature of finance officer

**From:** "Dawes, David" <David.Dawes@act.gov.au>  
**Sent:** 06/04/2017 10:18 PM  
**To:** "Commissioner for International Engagement" <CIE@act.gov.au>  
**Cc:** "Smyth, Brendan" <Brendan.Smyth@act.gov.au>; "Wilson, Chris" <Chris.Wilson@act.gov.au>  
**Subject:** Re: Travel Approval Request for the Commissioner to travel to Sydney - Friday 7 April 2017  
[SEC=UNCLASSIFIED]

Hi Brendan/Chris

Confirming my verbal approval.

Regards DD

David Dawes | Director-General, Economic Development | Chief Executive Officer, Land Development Agency  
Land Development Agency | Chief Minister, Treasury and Economic Development Directorate | ACT Government  
Phone [02 6207 3331](tel:0262073331) | Fax [02 6205 0386](tel:0262050386) | [david.dawes@act.gov.au](mailto:david.dawes@act.gov.au)  
Level 7 TransACT House, [470 Northbourne Ave](#), Dickson | GPO [Box 158 Canberra ACT 2601](#)

On 6 Apr 2017, at 11:15 am, Commissioner for International Engagement <[CIE@act.gov.au](mailto:CIE@act.gov.au)> wrote:

Dear David

The Commissioner for International Engagement (CIE) has been invited to attend a tour of HMAS Canberra, lunch with senior naval officers followed by a round table with the Canberra Business Chamber (CBC), to discuss future cooperation between HMAS Canberra, the CBC and the ACT Government on Friday 7 April 2017.

The purpose of the tour is to familiarise the Chief Minister with HMAS Canberra. He has accepted to attend the tour and the lunch for tomorrow.

The value in the CIE's attendance is for the CIE to better understand the day-to-day operations of HMAS Canberra. The lunch with senior naval officers will help build the relationship between the RAN, HMAS Canberra, CBC and the ACT Government.

The afternoon's meeting is to specifically discuss the integration of HMAS Canberra in the ACT's International Engagement Strategy (IES). The CIE has had discussions with both the Chief of the Defence Force and Chief of Navy, both of whom are supportive of the cooperation between the ACT and HMAS Canberra, as well as integrating HMAS Canberra's overseas visits into the planned programs of the IES.

Please find attached signed travel form for the CIE. The CIE is seeking your authorisation to travel to Sydney on the 0800 flight to enable adequate travel times to the event, scheduled to commence at 10:00AM.

Please note that the CIE will only require transport to Sydney as he had intended to travel to Sydney COB Friday for a family wedding.

Apologies for the late notice, as the invite was only received late on Tuesday afternoon and the Office was hosting the delegation from Gauteng Province yesterday.

Kind regards

**Emma Gowling**

Executive Officer | Office of International Engagement | Economic Development  
Chief Minister, Treasury and Economic Development Directorate | ACT Government  
[Emma.Gowling@act.gov.au](mailto:Emma.Gowling@act.gov.au) | +61 (2) 6207 8976  
GPO Box 158 Canberra ACT 2601

<20170406110056609.pdf>

# Travel Form

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**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

**TRAVELLER'S DETAILS**

|  |      |                                  |  |  |
|--|------|----------------------------------|--|--|
| Name: Brendan Smyth  |      |                                  | Classification: <b>Sch 2.2(a)(i)</b>   |  |
| Group: Enterprise Canberra                                   |      |                                  | Unit: Office of International Engagement   |  |
| Work phone:<br><b>Sch 2.2(a)(ii)</b>                         | Fax: | Mobile:<br><b>Sch 2.2(a)(ii)</b> | Home Phone:  |  |
| Home address: <b>Sch 2.2(a)(ii)</b><br><b>Sch 2.2(a)(ii)</b> |      |                                  | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |  |

**TRAVEL DETAILS**

**Reason: To attend a tour of HMAS Canberra, lunch with senior naval officers followed by a round table with the Canberra Business Chamber to discuss future cooperation between HMAS Canberra, the Canberra Business Chamber and the ACT Government .**

**Departure and Arrival Details** (complete times and flight details after travel is approved)

| Depart location | Date     | Time | Arrive location | Date     | Time | Travel class<br>Economy or<br>Business<br>Class | Airline, flight no. |
|-----------------|----------|------|-----------------|----------|------|---|---------------------|
| Canberra        | 07/04/17 | 0800 | Sydney          | 07/04/17 | 0850 | Economy   | QF1316              |
|                 | //       |      |                 | //       |      |   |                     |
|                 | //       |      |                 | //       |      |   |                     |
|                 | //       |      |                 | //       |      |   |                     |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS** (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |         |             |
|--------------------|---------|-------------|
| <b>Advance:</b> \$ | BSB No: | Account No: |
|--------------------|---------|-------------|

Signature of traveller

Date 8/2/17

**Supported - funds are available and travel is recommended**

Signature of supervisor

Date / /

**Approval of travel**

Signature of delegate

Pos No.

Classification

Date / /

Signature of Director-General/Chief Minister **(for overseas travel only)**

Date / /

**BOOKING REFERENCE:****TRAVEL COSTS: \$130.16****COST CODES: 14169****Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To attend the Trans Tasman Business Luncheon in Sydney with guest of honour Mr Bill Foo, Singapore Chairman of the Singapore Business Circle. This opportunity allows furthering the Canberra-Singapore relationship (Singapore being a key market as outlined in the IES) and allows high-level networking. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 20/04/17  | 09:15AM                      | Sydney          | 20/04/17   | 10:10AM        | Economy                                | QF1466              |
| Sydney   | 20/04/17  | 15:35PM                      | Canberra        | 20/04/17   | 16:30PM        | Economy                                | VA654               |
|  | / /       |                              |                 | / /  |                |  |                     |
|  | / /       |                              |                 | / /  |                |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>  |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |



**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons: o

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |         |             |
|--------------------|---------|-------------|
| <b>Advance:</b> \$ | BSB No: | Account No: |
|                    |         |             |

Signature of traveller

Sch 2.2(a)(ii)

Date 11/4/17

**Supported - funds are available and travel is recommended**

Signature of supervisor

Date / /

**Approval of travel**

Signature of delegate

Pos No.

Classification

Date / /

Signature of Director-General/Chief Minister **(for overseas travel only)**

Date / /

**BOOKING REFERENCE:****TRAVEL COSTS: \$****COST CODES: 14169****Advance and cabcharges acquitted** (finance officer)

Advance and cabcharges reconciled

Signature of finance officer



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS                            |      |  |             |
|--|------|--|-------------|
| Name: Brendan Smyth                            |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra                     |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)                     | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS   |          |         |                 |          |         |  |                     |
|--|----------|---------|-----------------|----------|---------|--|---------------------|
| Reason: To attend the Trans Tasman Business Luncheon in Sydney with guest of honour Mr Bill Foo, Singapore Chairman of the Singapore Business Circle. This opportunity allows furthering the Canberra-Singapore relationship (Singapore being a key market as outlined in the IES) and allows high-level networking. |          |         |                 |          |         |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |          |         |                 |          |         |  |                     |
| Depart location  | Date     | Time    | Arrive location | Date     | Time    | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 20/04/17 | 09:15AM | Sydney          | 20/04/17 | 10:10AM | Economy                                | QF1466              |
| Sydney   | 20/04/17 | 15:35PM | Canberra        | 20/04/17 | 16:30PM | Economy                                | VA654               |
|  | //       |         |                 | //       |         |  |                     |
|  | //       |         |                 | //       |         |  |                     |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive Insurance.  
Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date In | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |         |             |
|-------------|---------|-------------|
| Advance: \$ | BSB No: | Account No: |
|-------------|---------|-------------|

|                        |              |
|------------------------|--------------|
| Signature of traveller | Date 11/4/17 |
|------------------------|--------------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |              |                |              |
|-----------------------|--------------|----------------|--------------|
| Signature of delegate | Pos No.      | Classification | Date / /     |
| Signature             | travel only) |                | Date 18/4/17 |

|                           |   |
|---------------------------|---|
| <b>BOOKING REFERENCE:</b> | <b>Advance and cabcharges acquitted (finance officer)</b> |
| <b>TRAVEL COSTS: \$</b>   | Advance and cabcharges reconciled                         |
| <b>COST CODES: 14169</b>  | Signature of finance officer                              |

**URGENT**

**Chief Minister, Treasury and Economic  
Development Directorate**

FOR OFFICIAL USE ONLY

**To:** Chief Minister

Tracking No.: BM17/790

**From:** Manager - Innovate Canberra

**Date:** 10 April 2017

**Subject:** Singapore Mission 2017 Travel Approval

**Critical Date:** 13 April 2017

**Critical Reason:** To ensure adequate time in advance of the Singapore Mission to secure travel approval for Directorate staff.

- Do [redacted] 13/4/17

**Purpose**

Travel Approval for Enterprise Canberra officers Mr Brendan Smyth, Mr Jonathan Kobus, Mr Glen Hassett and Ms Jacquie Roberts to support the Singapore Mission from 24 to 27 April 2017.

**Recommendation**

That you:

- approve international travel and sign the four travel approval forms at Attachment A.

**AGREED/NOT AGREED/PLEASE DISCUSS**

Andrew Barr MLA



13 / 4 / 17

Minister's Office Feedback

FOR OFFICIAL USE ONLY

## Background

1. The Singapore Mission is scheduled to run from Monday, 24 April 2017 to Thursday 28 April 2017.
2. The Singapore Mission is being led by the Commissioner for International Engagement, with the development of the program being jointly coordinated across the Innovate Canberra branch and other agencies within the CMTEDD.
3. Innovate Canberra has coordinated the development of specific program elements focused on innovation, defence and tourism industry development.
4. The delivery of the program involves partnerships with Austrade, UNSW, and ScreenACT.
5. Mr Brendan Smyth will travel in his role as Commissioner for International Engagement.
6. Mr Glen Hassett and Mr Jonathan Kobus, will travel to support the business program and use the visit as an opportunity to build business networks across the Singapore business community.
7. Ms Jacquie Roberts will travel to support the tourism program and use the mission to build tourism networks in Singapore.
8. The Singapore Mission program will include the following:

### Tourism:

- Visit to Singapore Airlines Headquarters to consolidate the relationship between ACT Government and the airline;
- Meeting with Singapore Tourism Board to promote further tourism between Canberra and Singapore; and
- Tour of the Coolport at Changi Airport, to understand the required infrastructure for perishable goods at Canberra Airport and training, procedures and policies to handle them.

### Innovation and business development:

- Meeting with Singapore's Minister for Trade and Industry to further collaboration with Singapore business community in areas of technology, innovation and research and the roles of both governments in enhancing this relationship;
- Meeting with former Vice Mayor of Shenzhen to discuss progress under the ACT's MOU agreement with Shenzhen on Renewable energy investment opportunities, as well as consider specific proposals for closer collaboration;
- Innovation Investment meetings facilitated by ANU Connect Venture to discuss Canberra's innovation agenda and collaboration with Singapore investors; and
- Tour of Austrade's Landing Pad to understand the structure and support program of the landing pad and its benefits to the CBR start up community for potential market entry opportunities.

## Issues

9. Innovate Canberra's Executive Director is currently on leave. For the purposes of Directorate delegate approval, Economic Development Director-General is the next senior officer with the appropriate level of authority to authorise this travel.

**Financial Implications**

10. All costs associated with the travel will be met from within existing Innovate Canberra 2016-17 budget resources.

**Consultation**

Internal

11. Nil.

Cross Directorate

12. Nil.

External

13. DFAT/Austrade has been consulted and advised of the visit and program.

**Benefits/Sensitivities**

14. Nil.

**Media Implications**

15. Nil.

Signatory Name: Ellis Maher Phone: x72004  
Action Officer: Cornelius Weber Phone: x51038

**Attachments**

| Attachment   | Title   |
|--------------|---|
| Attachment A | Travel Approval Forms – Brendan Smyth, Jonathan Kobus, Glen Hassett and Jacquie Roberts |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Commissioner   |                |  |                     |
| Group: Office of International Engagement  |           |                              |                 | Unit: EDD  |                |  |                     |
| Work phone: Sch 2.2(a)(i)  | Fax:      | Mobile: Sch 2.2(a)(ii)       |                 | Home: Sch 2.2(a)(ii)   |                |  |                     |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: Support of the Singapore Mission April 2017.   |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 21/04/17  | 23:30                        | Singapore       | 27/04/17   | 0600           |  | SQ 292              |
| Singapore  | 27/04/17  | 23:00                        | Canberra        | 28/04/17   | 08:35          | E                                      | SQ291               |
|  | //        |                              |                 | //   |                |  |                     |
|  | //        |                              |                 | //   |                |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.                                      |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government. |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address                | Phone      |
|---------|----------|-----------------------|---------------|------------------------|------------|
| 22/4/17 | 27/04/17 | JW Marriott           | 4.5           | 30 Beach Rd, Singapore | 6568181888 |
| //      | //       |                       |               |                        |            |
| //      | //       |                       |               |                        |            |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |              |
|------------------------|--------------|
| Signature of traveller | Date 01/4/17 |
|------------------------|--------------|

Supported - funds are available  **Sch 2.2(a)(ii)**

|                         |              |
|-------------------------|--------------|
| Signature of supervisor | Date 01/4/17 |
|-------------------------|--------------|

**Approval of travel**

|                                 |                |             |
|---------------------------------|----------------|-------------|
| Signature <b>Sch 2.2(a)(ii)</b> | Classification | Date 1/4/17 |
|---------------------------------|----------------|-------------|

|   |              |
|---|--------------|
| Signature of Director-General/Minister (for overseas travel only) | Date 01/4/17 |
|---|--------------|

|                           |
|---------------------------|
| <b>BOOKING REFERENCE:</b> |
| <b>TRAVEL COSTS:</b>      |
| <b>COST CODES:</b>        |

|   |
|---|
| <b>Advance and cabcharges acquitted</b> (finance officer) |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

Flights 24 April (SQ 292)  
 CH Arrive 25 April / Depart 26  
 (SQ 291)



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                           |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: [Redacted]   |                |  |                           |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                           |
| Work phone: [Redacted]  |           | Fax: [Redacted]              |                 | Mobile: [Redacted]   |                | Home Phone:                            |                           |
| Home address: [Redacted]  |           |                              |                 | Corporate Frequent Flyer Number:   |                |  |                           |
| [Redacted]  |           |                              |                 | Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                           |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                           |
| Reason: To attend and speak at the Creative Economy Conversation in Wellington, New Zealand as a representative of the ACT Government.                          |           |                              |                 |  |                |  |                           |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                           |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no.       |
| Canberra  | 01/05/17  | 09:50AM                      | Wellington      | 01/05/17   | 15:05PM        | Economy                                | Singapore Airlines, SQ291 |
| Wellington  | 03/05/17  | 20:15PM                      | Canberra        | 03/05/17   | 22:05PM        | Economy                                | Singapore Airlines, SQ292 |
|   | //        |                              |                 | //   |                |  |                           |
|   | //        |                              |                 | //   |                |  |                           |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                           |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                           |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b> |           |                              |                 |  |                |  |                           |
|   | Domestic  |                              |                 | International  |                |  |                           |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                           |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                           |

**TRAVELLER'S DETAILS**

|                |         |               |           |               |
|----------------|---------|---------------|-----------|---------------|
| Non Executives | 3 star* | Economy Class | 3.5 star* | Economy Class |
|----------------|---------|---------------|-----------|---------------|

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date In | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| 1/3/17  | 3/3/17   |                       | 4*            |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller ..... Date 19/4/17

**Supported - funds are recommended**

Signature of supervisor ..... Date / /

**Approval of travel**

|                |                |                     |
|----------------|----------------|---------------------|
| Sch 2.2(a)(ii) | Classification | Date / /<br>19 4 17 |
|                | (Hotel only)   | Date / /<br>19/4/17 |

|                                 |
|---------------------------------|
| <b>BOOKING REFERENCE:</b>       |
| <b>TRAVEL COSTS: \$3,000.00</b> |
| <b>COST CODES: 14169</b>        |

|  |
|--|
| <b>Advance and cabcharges acquitted (finance officer).</b> |
| Advance and cabcharges reconciled                          |
| Signature of finance officer                               |



**ACT**  
Government

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

Travel Requisition No:

QBT ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS  |          |       |                 |   |       |  |                            |
|--|----------|-------|-----------------|---|-------|--|----------------------------|
| Name: Brendan Smyth  |          |       |                 | Classification: [REDACTED]                  |       |  |                            |
| Group: Enterprise Canberra   |          |       |                 | Unit: Office of International Engagement    |       |  |                            |
| Work phone: [REDACTED]   |          | Fax:  |                 | Mobile: [REDACTED]                          |       | Home Phone: [REDACTED]                 |                            |
| Home address: [REDACTED]   |          |       |                 | Corporate Frequent Flyer Number: [REDACTED] |       |  |                            |
| Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression   |          |       |                 |   |       |  |                            |
| TRAVEL DETAILS   |          |       |                 |   |       |  |                            |
| Reason: To accompany the Chief Minister to various meetings in relation to promoting the annual ACT budget. I will also represent the ACT Government at various public functions and private meetings in Singapore, Hong Kong, Guangzhou, Shenzhen, Tokyo and Toyama (Japan) in delivering Canberra's International Engagement Strategy. |          |       |                 |   |       |  |                            |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |          |       |                 |   |       |  |                            |
| Depart location  | Date     | Time  | Arrive location | Date  | Time  | Travel class Economy or Business Class | Airline, flight no.        |
| Canberra   | 18/06/17 | 23:30 | Singapore       | 19/06/17                                    | 05:40 | Business                               | Singapore Airlines, SQ292  |
| Singapore  | 24/06/17 | 15:05 | Hong Kong       | 24/06/17                                    | 18:50 | Business                               | Singapore Airlines, SQ 872 |
| Hong Kong  | 27/06/17 | 15:30 | Tokyo           | 27/06/17                                    | 20:55 | Economy                                | Hong Kong Airlines, HX 610 |
| Tokyo  | 02/07/17 | 14:45 | Singapore       | 02/07/17                                    | 21:00 | Business                               | Singapore Airlines, SQ 011 |
| Singapore  | 02/07/17 | 23:00 | Canberra        | 03/07/17                                    | 08:35 | Business                               | Singapore Airlines, SQ291  |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |          |       |                 |   |       |  |                            |
| Make, model and engine capacity of vehicle:  |          |       |                 |   |       |  |                            |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido)  |          |       |                 |   |       |  |                            |

**TRAVELLER'S DETAILS**

(02) 8585 0806 / 1800 000 469 – option #1 for Government.

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address          | Phone |
|---------|----------|-----------------------|---------------|------------------|-------|
| 18/6/17 | 24/6/17  |                       | 4*            | Singapore        |       |
| 24/6/17 | 26/6/17  |                       | 4*            | Hong Kong, China |       |
| 26/6/17 | 27/6/17  |                       | 4*            | Guangzhou, China |       |
| 27/6/17 | 02/7/17  |                       | 4*            | Tokyo, Japan     |       |

Details of any leave or non-official travel which you intend taking directly before or after your official travel

From: / / To: / / Contact details:

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.

|             |         |             |
|-------------|---------|-------------|
| Advance: \$ | BSB No: | Account No: |
|-------------|---------|-------------|

Sch 2.2(a)(ii)

Signature of traveller Date 2/6/17

Supported - funds are available and travel is recommended

Signature of supervisor Date / /

Approval of travel

Signature of delegate Pos No. Classification Date 13/06/17  
Sch 2.2(a)(ii) DDG

Signature of Director-General/Chief Minister (for overseas travel only) Date 14/6/17

|  |
|--|
| <b>BOOKING REFERENCE:</b>  |
| TRAVEL COSTS: AUD\$4,235.85 – Flights<br>\$5,000 – Accommodation for 13 nights<br>Please note all costs are estimated. |
| COST CODES: 14169  |

|  |
|--|
| Advance and cabcharges acquitted (finance officer) |
| Advance and cabcharges reconciled                  |
| Signature of finance officer                       |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |          |       |                 |  |       |  |                             |
|---|----------|-------|-----------------|--|-------|--|-----------------------------|
| Name: Brendan Smyth   |          |       |                 | Classification: Sch 2.2(a)(ii)   |       |  |                             |
| Group: Enterprise Canberra  |          |       |                 | Unit: Office of International Engagement   |       |  |                             |
| Work phone: Sch 2.2(a)(ii)  |          | Fax:  |                 | Mobile: Sch 2.2(a)(ii)   |       | Home Phone: Sch 2.2(a)(ii)             |                             |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)  |          |       |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |       |  |                             |
| TRAVEL DETAILS  |          |       |                 |  |       |  |                             |
| Reason: To seek your approval for the Commissioner for International Engagement to travel to India to support the ACT Minister for Higher Education and participate in the Federal Government's <i>Australia Business Week in India</i> . |          |       |                 |  |       |  |                             |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |          |       |                 |  |       |  |                             |
| Depart location   | Date     | Time  | Arrive location | Date   | Time  | Travel class Economy or Business Class | Airline, flight no.         |
| Canberra  | 27/08/17 | 23:30 | Singapore       | 28/08/17   | 05:40 | Business                               | Singapore Airlines, SQ 292  |
| Singapore   | 28/08/17 | 08:35 | New Delhi       | 28/08/17   | 11:35 | Business                               | Air India Limited, AI 381   |
| New Delhi   | 30/08/17 | 17:40 | Bengaluru       | 30/08/17   | 20:25 | Business                               | Air India Limited, AI 088   |
| Bengaluru   | 02/09/17 | 09:45 | Singapore       | 02/09/17   | 16:50 | Business                               | Singapore Airlines, SQ 5333 |
| Singapore   | 02/09/17 | 23:00 | Canberra        | 03/09/17   | 08:35 | Business                               | Singapore Airlines, SQ 291  |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |          |       |                 |  |       |  |                             |
| Make, model and engine capacity of vehicle:   |          |       |                 |  |       |  |                             |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido</b>   |          |       |                 |  |       |  |                             |

**TRAVELLER'S DETAILS**

(02) 8585 0806 / 1800 000 469 – option #1 for Government.

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons: Official hotels the ACT Minister for Higher Education and delegation are staying in. Note that these hotels have also been recommended by the Australian Federal Government.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date In | Date out | Hotel/Motel/Apartment | *Accom rating | Address          | Phone |
|---------|----------|-----------------------|---------------|------------------|-------|
| 28/8/17 | 30/8/17  |                       | 4*            | New Delhi, India |       |
| 30/8/17 | 2/9/17   |                       | 4*            | Bengaluru, India |       |
|         |          |                       | 4*            |                  |       |
|         |          |                       | 4*            |                  |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

~~Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.~~

Advance: \$ BSB No: Account No:

Signature of traveller

Date

3/8/17

Supported - funds are recommended

Signature of supervisor

Date / /

**Approval of travel**

Signature of delegate

Pos No.

Classification

Date / /

Signature of Director-General/Chief Minister (for overseas travel only)

Date

3/8/17

**BOOKING REFERENCE:**

TRAVEL COSTS: Total Approx: AUD\$8,180.66

AUD\$6,180.66 – Flights

AUD\$2,000 – Accommodation for 5 nights

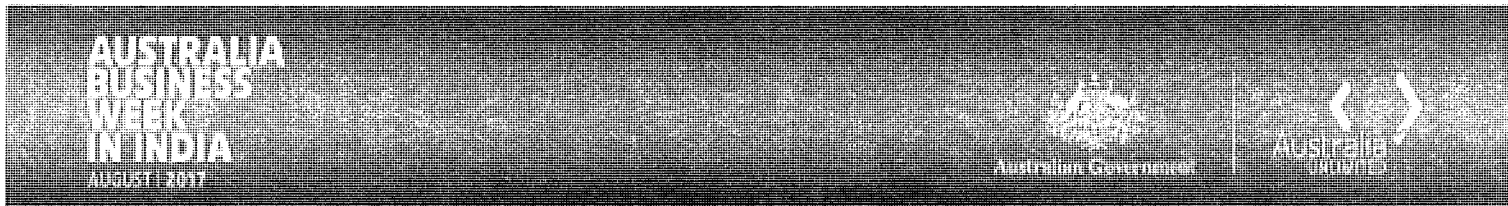
Please note all costs are estimated.

COST CODES: 14169

Advance and cabcharges acquitted (finance officer)

Advance and cabcharges reconciled

Signature of finance officer



## Program Summaries

### Agribusiness – Food Value Chains (New Delhi, Mumbai)

Australia's reputation as a highly efficient food producer is generating strong interest in India as the country looks to Australian technologies and services to improve its food industries, including moving from 'bag to bulk' grain storage and handling. India is looking for partners to help increase productivity, reduce losses, improve logistics, lift food safety and nutritional values, and introduce innovative approaches to manufacturing and packaging. The Food Value Chains program will position Australia as a key food security partner for India – both as a long-term, stable supplier of high-quality food commodities as well as a source of expertise and capabilities that can lift the efficiency and productivity of Indian food production and supply chains. Delegates will receive updated information about the Indian market, including changing patterns of demand, emerging trends and evolving customer requirements. The program will explore direct supply opportunities, focusing on pulses and grains, as well as showcase Australian capabilities in food production, processing and handling. There will be opportunities to deepen networks in India and meet new customers, and to engage with leading Indian food industry representatives and importers. Delegates will be introduced to major food processors and retailers that have the scale and interest to secure direct supplies of Australian premium agro-commodities and foods, offering producers new channels to market and the ability to create value-added products under an identified 'Australia' brand.

### Higher Education (New Delhi, Bangalore)

Population growth, positive demographics and the financial ability of India's growing middle class to promote global ambitions for their children is fuelling demand for high-quality education. Capacity constraints at all levels of the Indian education system provide strong opportunities for Australian institutions. India – Australia's second largest source market of higher education students – also offers opportunities for Australian universities to build more robust Masters and PhD candidate exchanges via stronger university-to-university partnerships (and to leverage those partnerships), and to work with India's corporate sector to support R&D collaboration and technology commercialisation. The Higher Education program provides a platform to investigate issues around barriers and solutions to increasing Masters and PhD candidate exchanges and joint R&D with Indian universities. It also provides an opportunity to meet leading multinationals in India that are keen to engage with international universities on R&D collaboration and commercialisation of research.

### Innovation – Life Sciences and Digital Health (New Delhi, Bangalore)

India's \$5100 billion healthcare market is looking to overcome shortfalls in infrastructure and enable rapid expansion in healthcare service delivery. This expansion is required to address population growth and an increase in the inclusion rate. The Life Sciences and Digital Health program will allow Australian companies to showcase their technologies to leading Indian firms and government regulators driving the healthcare agenda. India's healthcare providers and technology companies have a strong interest in innovative digital health and intelligent health solutions, telemedicine and biopharma research. In addition to growing their businesses in India, Indian private healthcare providers, technology and pharma firms are increasingly focused on growing their global presence, and are looking to access new technologies, including from international partners, to drive revenue growth and business efficiencies. Indian firms are keen to explore opportunities to invest in or license and commercialise Australian digital health and medical innovation for integration into their service offerings. There are opportunities for Australian health and medical technology companies to take advantage of this demand through strategic partnerships, joint research and development, and accelerated product development and commercialisation.

### Mining Equipment, Technology and Services (New Delhi, Hyderabad, Kolkata)

As one of the fastest growing economies in the world, India's energy requirements have increased significantly over the last few decades. India is Asia's second largest energy consumer, with consumption set to grow 4.2 per cent per year through until 2035 – faster than all major global economies. This rapid increase in energy consumption has a direct impact on the mining sector, given mineral resources are the backbone of infrastructure development. The Indian Government has prioritised a doubling of coal production, while seeking to limit the environmental impacts of coal-fired power plants and steel mills. The Indian mining sector has also seen a shift in regulations and policies, as well as an increased focus on new technologies. Along with coal, India has huge reserves of several metallic and non-metallic minerals on which the government seeks to capitalise. While public sector companies own a major share of the mining sector, over the last decade the private sector has played an increasingly active role. Large Indian corporates including Tata Steel, Vedanta, Aditya Birla, Reliance, Adani and Jindal are making significant investments in mining-related technologies and research collaborations. With ambitious new production targets and stricter safety, environmental and water management regulations, there will be a growing appetite for innovative, cost-effective Australian mining equipment, technology and services. Delegates will have the opportunity to meet leading companies and organisations in New Delhi, Hyderabad and the mining hub of Kolkata.

### Smart Infrastructure (New Delhi, Bhopal, Mumbai)

India is expected to face the highest rate of urban migration in the world in the coming decades. Currently 30 per cent of India's population lives in an urban environment, representing approximately 60 per cent of India's GDP. By 2030, 40 per cent of the population are projected to live in urban areas, representing 75 per cent of India's GDP. Most Indian cities have not been planned but have developed through historical overruns of growth, with India's rural to urban migration adding a layer of complexity. Urban sprawl and strained infrastructure have become the hallmarks of cities, contributing to inadequate services for the populations they support. This rapid move to urbanisation in India, combined with the Government of India's '100 smart cities' mission (a nation-building initiative to deliver sustainable growth and innovation to India's urban development process), presents development and consultancy opportunities for Australian companies. India has also embarked on a major electrification plan that is creating significant opportunities for the Australian energy sector, particularly businesses with solutions such as smart grids, renewable energy technology and other systems that can help improve the integrity, security and efficiency of India's electricity system.

Australian infrastructure firms are highly regarded in India by public and private sector decision-makers. Continued promotion of these capabilities will result in commercial outcomes for firms that can deliver solutions for major infrastructure projects across India. The Smart Infrastructure program provides a platform to showcase Australian expertise across urban design and master planning, intelligent transport systems, city water solutions, smart energy, and building technology.

As at 25 July 2017

Please note this draft program is subject to change

|  | Monday<br>28 August  | Tuesday<br>29 August  | Wednesday<br>30 August   | Thursday<br>31 August  | Friday<br>1 September  |
|--|--|---|--|--|--|
| <b>AGRIBUSINESS</b>                              |  |   |  |  |  |
| <b>AM</b><br><br><b>PM</b><br><br><b>Evening</b> | <b>ABWI 2017 opening and High Commissioner India briefing</b><br><br><b>India Food Futures briefing</b><br><br>Update on Indian food security, agriculture production, food industry and processing, consumer demand and changing tastes; logistics, marketing and retail channels (delegates only).<br><br>Agribusiness networking luncheon   | <b>ABWI 2017 opening and High Commissioner India briefing</b><br><br><b>India Food Futures briefing</b><br><br>Update on Indian food security, agriculture production, food industry and processing, consumer demand and changing tastes; logistics, marketing and retail channels (delegates only).<br><br>Agribusiness networking luncheon<br><br><b>Australia-India Food Dialogue</b><br><br>Seminar with Indian government and industry representative to showcase Australian capabilities as both a supplier of high-quality food as well as services, expertise and technologies that can increase the productivity and efficiency of food value chains in India. <ul style="list-style-type: none"> <li>Indian market update – demand trends and outlook for grain, pulses and other food commodities in retail and food processing</li> <li>Pulse, grains and food production update – status of food production in Australia, production trends, emerging varieties and categories</li> <li>Food logistics – bulk handling and processing, cold storage, India's lag to bulk storage strategy</li> <li>Food safety – Australia's food safety and quality assurance systems, developments and emerging standards in India</li> <li>Trading systems – developments in commodity trading, including futures trading.</li> </ul> | <b>Site visit and roundtable: Haldiram Snacks Private Ltd</b><br>Overview of processing, operations and demand.<br><br><b>Site visit and briefing: BigBasket</b><br>A leading grocery e-retailer on the inventory based model. Overview of fulfillment centre operations, bagging and branding pulses and grains, emerging categories and consumer trends. | <b>Roundtable briefings on Indian food processor and retail trends</b><br><br>Interactive session with importers, processors and retailers on dynamics in India's food value chain, including demand for pulses and grains, food storage and handling, reducing losses and maintaining quality, and food safety. <ul style="list-style-type: none"> <li>Indian consumer and industry trends</li> <li>Food logistics – update on India and presentation on Australian food handling capabilities</li> <li>Food handling, packaging and retailing</li> <li>Australian food innovation – nutrition, food safety.</li> </ul>   | <b>Site visit: Indian port for grain and logistics – grain movement, storage, transport process.</b>   |
|  | New Delhi 29-30 August<br>Mumbai 31 August – 1 September   | <b>ABWI 2017 Gala Dinner</b>  | <b>Lunch and discussion on culinary trends in India</b><br><br>Transit to Mumbai   | <b>Networking lunch</b><br><br><b>India-Australia Grain and Pulse Conference</b><br>In association with the Indian Pulses and Grain Association to promote stronger linkages between the Australian industry and key Indian customers, importers and traders. <ul style="list-style-type: none"> <li>Update on Australian cropping and production</li> <li>Briefing on India's current and emerging requirements on quality, specifications and varieties</li> <li>Australian specialty grains, innovative cereals and emerging categories e.g. lupins</li> <li>Mechanisms for strengthening cooperation between Australia and India – reducing volatility and increasing productivity.</li> </ul> | <b>Lunch</b><br><br>Site visit and roundtable with major modern retail group Godrej Nature's Basket/Arcor/Food Hall – Indian modern retail/hypermarket.<br><br>ABWI debriefing and networking session for Agribusiness and Smart Infrastructure delegates.<br><br>End of program |
| <b>HIGHER EDUCATION</b>                          |  |   |  |  |  |
| <b>AM</b><br><br><b>PM</b><br><br><b>Evening</b> | <b>ABWI 2017 opening and High Commissioner India briefing</b><br><br><b>India higher education market update by Department of Education/Austrade</b><br><br>Meeting with the Indian Minister of Education or Minister of Human Resources and Development responsible for R&D programs and promotion for an update on developments in Higher Education and Research and Development policy, including liberalisation of market operating rights for foreign universities.<br>OR<br>Presentation and Q&A with CEQ NITI Aayog | <b>'Australia-India Research Excellence' presentation and introductory seminar showcasing Australia-India research collaboration</b><br><br>University-university partnerships focused on R&D collaboration opportunities. B2B speed dating series<br><br>Networking lunch for university attendees   | <b>Site visits in Bangalore:</b> <ul style="list-style-type: none"> <li>Multinational companies (GE, ABB, Tech Mahindra, Wipro)</li> <li>local R&amp;D centres.</li> </ul>   | <b>Visit to Indian Institute of Science: briefing by the institute on its work and approach to R&amp;D collaboration. Morning tea with key Indian research institutes from South India.</b>  |  |
|  | New Delhi 29-30 August<br>Bangalore 31 August to 1 September   | <b>ABWI 2017 Gala Dinner</b>  | <b>Colloquium and school masterclass partner luncheon</b><br><br>Parallel sessions: <ul style="list-style-type: none"> <li>PhD and research colloquium workshop (Go8 universities)</li> <li>School principals and school counsellor education masterclass (Non-Go8 universities)</li> </ul>  | <b>Networking lunch</b>  | <b>Networking function with innovation stream delegates.</b><br><br>Overcoming barriers to international research collaboration with local industry representatives followed by break-out sessions.<br><br>Debrief and networking session<br><br>End of program                  |



**INNOVATION – LIFE SCIENCES AND DIGITAL HEALTH**

|                           |                                       |  |   |  |   |
|---------------------------|---------------------------------------|--|---|--|---|
| New Delhi<br>28-30 August | AM                                    | <p>ABWI 2017 opening and High Commissioner India briefing</p> <p>Australia-India Digital Health Dialogue in association with MTP Contact, NAGSCOM, NATHEALTH, BRAC.</p>  | <p>Targeted boardroom briefings with government and regulators of healthcare sector in India (Department of Biotechnology, Department of Science and Technology, Ministry of Health Family and Welfare, Indian Council for Medical Research, Healthcare and Life Sciences Sector Skills Council).</p> | <p>Site visit and workshop: Blocon/Narayana Hrudyalaya</p> <p>Networking lunch</p>   | <p>Site visit and group meetings with targeted Indian companies</p> <p>Group business meetings with a selection of companies including Infosys, Apollo Hospitals, Columbia Asia, TCS Lifesciences, Wipro, Teraviva, Curis&amp; Design Lab, Stride Arcolab, Strand Life Science.</p> |
|                           | Bangalore<br>31 August to 1 September | <p>Life Sciences and Healthcare Innovation Partnership luncheon</p> <p>B2B Individual/small group meetings with Indian companies (AIMS, Sun Pharma, Max Healthcare, Apollo Hospitals, Life Discoveries, Oncquest, Translational Research Institute).</p> | <p>Site visit and workshop: Medanta Group</p>   | <p>Australian Innovation Showcase in Life Sciences and Healthcare to exhibit Australian capabilities to India's healthcare and IT industry. Presentation by delegates to the Indian healthcare and life sciences industry.</p> <p>Individual or group business meetings.</p> | <p>Debriefing session</p> <p>End of program</p>   |
|                           | Evening                               | <p>Welcome reception and registration</p> <p>ABWI 2017 Gala Dinner</p>   | <p>Travel to Bangalore</p>  | <p>Innovation Networking dinner</p>  |   |

**MINING EQUIPMENT, TECHNOLOGY AND SERVICES (METS)**

|                           |  |   |   |   |  |
|---------------------------|--|---|---|---|--|
| New Delhi<br>28-30 August | AM   | <p>ABWI 2017 opening and High Commissioner India briefing</p> <p>Indian mining sector overview by BCG: efficiency, skills, environment, exploration, procurement.</p>   | <p>Mining skills opportunities in India: importance of upskilling miners and executives and opportunities in the Indian context (NSDC, FIMI)</p> <p>Interactive session: Essel Mining &amp; Industries Limited</p> <p>Panel discussion: Clean coal technologies</p> | <p>Panel: Overview of Australian METS for India</p> <p>Panel: Mining education and skills</p> <p>Panel: Regulation and safety in India's mining sector</p>  | <p>Interactive session: NSL Consolidated, an Australian perspective</p> <p>Briefing and Q&amp;A by PwC and two public sector majors</p> <p>Indian mining industry overview and future trends, with a special focus on coal and iron ore.</p> |
|                           | Kolkata<br>31 August   | <p>Briefing and Q&amp;A sessions:</p> <ol style="list-style-type: none"> <li>Adani Mining – Technology implementation in mining operations (digitisation, fleet management, slope stability radars).</li> <li>HZL – exploration, modernisation of mines.</li> <li>Bambino – Australian experience and insight in working in the Indian mining sector investment</li> <li>JSPIL – opportunity areas, UCG.</li> </ol> | <p>Travel to Kolkata</p>  | <p>Networking lunch</p> <p>Briefing and Q&amp;A: Coal India Limited</p> <p>Overview of coal industry in India and METS requirements in the medium term</p> <p>Briefing and Q&amp;A: The Metals Scenario in India</p> <p>Organisation review and metrics, requirements of sophisticated METS inputs in the short to medium term.</p> | <p>Networking lunch</p> <p>Interactive session: Contract mining industry</p> <p>Leading private contract mining companies showcase the MDO model and explore opportunities for Australia</p> <p>Debrief session</p> <p>End of Program</p>    |
| Hyderabad<br>1 September  | <p>Welcome reception and registration</p> <p>ABWI 2017 Gala Dinner</p> | <p>Australian Mining Networking Function</p>  | <p>Travel to Hyderabad</p>  |   | <p>[OPTIONAL SATURDAY 2 SEPTEMBER SITE VISIT TO SINGAREM COLLIERIES OPEN-CAST MINE SITE]</p>   |

**SMART INFRASTRUCTURE**

|                           |  |   |  |   |  |
|---------------------------|--|---|--|---|--|
| New Delhi<br>28-30 August | AM   | <p>ABWI 2017 opening and High Commissioner India briefing</p> <p>Briefing on business opportunities in smart urban infrastructure – a multilateral perspective by ADB and World Bank; upcoming opportunities for Australian efforts, and procurement systems.</p> | <p>Smart Infrastructure roundtable with lead consulting firms involved in India's Smart Cities Mission and who are already connected to projects with the mission. Followed by a networking lunch.</p> | <p>Inaugural session with Government of Madhya Pradesh. Briefing with Madhya Pradesh government senior executives involved in managing the multiple Smart Cities programs for the state.</p> <p>Briefing by Smart City SPV CEOs from Madhya Pradesh.</p> <p>Lunch with Madhya Pradesh Government officials.</p> | <p>Roundtable with Shapoorji Patil Group divisions involved in Smart Cities Mission activities and where Australian firms have commercial opportunities.</p> <p>Networking lunch Shapoorji Patil Group senior personnel</p>                          |
|                           | Bhopal<br>31 August  | <p>Roundtable discussion with NITI Aayog/Ministry of Urban Development. Smart City projects, Australian capability, client introductions.</p> <p>Meeting with IL&amp;FS, a leading infrastructure conglomerate.</p>   | <p>Site visit: Leighton Infrastructure</p> <p>Travel to Bhopal</p>   | <p>Site visit: public bike sharing project site and intelligent Transport System – Central Control and Command Centre</p> <p>Travel to Mumbai</p>   | <p>Roundtable with TATA Group divisions involved in Smart Cities Mission activities and where Australian firms have commercial opportunities.</p> <p>ABWI debriefing and networking session for Smart Infrastructure and Agribusiness delegates.</p> |
| Mumbai<br>1 September     | <p>Welcome reception and registration</p> <p>ABWI 2017 Gala Dinner</p> |   |  | <p>End of program</p>   |  |

# AUSTRALIA BUSINESS WEEK IN INDIA

2017



*Draft program as at 20 July*

## Higher Education Program

India's population growth, positive demographics and the financial ability of its growing middle class to promote global ambitions for their children is fuelling demand for high-quality education. Capacity constraints at all levels of the Indian education system provide strong opportunities for Australian institutions.

India – Australia's second largest source market of higher education students – also offers opportunities for Australian universities to build and leverage more robust Masters and PhD candidate exchanges via stronger university-to-university partnerships. There are also prospects to work with India's corporate sector to support R&D collaboration and technology commercialisation.

The Higher Education program provides a platform to investigate issues around barriers and solutions to increasing Masters and PhD candidate exchanges and joint R&D with Indian universities. It also provides an opportunity to meet leading multinationals in India that are keen to engage with international universities on R&D collaboration and commercialisation of research.

### Austrade contacts

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Program Leader

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Program Coordinator

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M: +91 95 0128 8660

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*Please note this program is subject to change*

Australia Business Week in India: Program > 1

## Monday 28 August 2017, New Delhi

| Time                     | Details   |
|--------------------------|---|
|                          | <p><b>Delegates arrive in New Delhi</b></p> <p><b>Recommended accommodation:</b></p> <p>Hyatt Regency Delhi, Bikaji Cama Place, Ring Road<br/>New Delhi 110066</p> <p>Note: Delegates are responsible for their own flight and accommodation bookings. Please refer to Austrade's booking instructions to access the hotel conference rate.</p> |
| 19:00 registration       | <p><b>Welcome reception and registration</b></p> <p>Welcome by Austrade's Senior Trade Commissioner in India and program briefings by sectoral stream leaders.</p>  |
| 19:30 – 21:00 main event | <p>Delegates will register and collect their ABWI delegate pack including a lanyard for security and identification. The lanyard must be worn during all ABWI 2017 events.</p> <p><b>End of Monday program</b></p>  |

## Tuesday 29 August 2017, New Delhi

| Time                          | Details   |
|-------------------------------|---|
|                               | <p><b>Breakfast – delegates own arrangements</b></p> <p>You must wear your ABWI delegate lanyard for identification during the day's events.</p>  |
| 08:30 registration and coffee | <p><b>ABWI 2017 Opening and Australian High Commissioner to India briefing</b></p> <p>The official ABWI launch event to welcome all delegates and hear about Australia and India's business relationship.</p>   |
| 09:00 – 10:30 main event      | <p>Speakers:</p> <ul style="list-style-type: none"> <li>• Attending ministers (TBC)</li> <li>• Austrade CEO Dr Stephanie Fahey</li> <li>• HE Harinder Sidhu, Australian High Commissioner to India.</li> </ul>  |
| 10:30 – 11:00                 | <p><b>Morning tea</b></p>   |
| 11:00 – 12:00                 | <p><b>India higher education market update</b></p> <p>Austrade and the Department of Education will provide an update on the business environment, the broader education opportunity in India and current regulatory settings for operating in the Indian market. Representatives will provide insights on the trends in the research and development ecosystem and undergraduate student recruitment market.</p> |

*Please note this program is subject to change*

| Time                     | Details   |
|--------------------------|---|
|                          | <p>Speakers:</p> <ul style="list-style-type: none"> <li>• Leonie Muldoon, Senior Trade and Investment Commissioner – South Asia</li> <li>• Amanda Day, Counsellor, Department of Education</li> <li>• Arabinda Mitra, Adviser &amp; Head, International Cooperation (Bilateral), Department of Science and Technology, Government of India (TBC)</li> <li>• Namrata Pandey, Ex-Head of Careers Department of The Doon School (TBC).</li> </ul>  |
| 12:00 – 13:30            | <p><b>Meeting with the Indian Minister of Education or Minister of Human Resources and Development</b></p> <p>Delegates will receive an update on recent policy developments in the higher education and research and development sector, including the liberalisation of market operating rights for foreign universities.</p> <p><b>OR</b></p> <p><b>Presentation and Q&amp;A Session with Mr Amitabh Kant, CEO NITI Aayog (TBC)</b></p> <p>The National Institution for Transforming India (NITI Aayog) is the premier policy think tank of the Indian Government. While designing strategic and long-term policies and programs for the Indian Government, NITI Aayog also provides relevant technical advice to the states.</p> <p>Mr Amitabh Kant is a member of the Indian public service and has been a key driver of "Make in India", "Startup India", "Incredible India" campaigns covering infrastructure development, product enhancement, private-public partnership and positioning and tourism branding.</p> |
| 13:30 – 14:30            | <p><b>Colloquium and School Masterclass partner luncheon</b></p> <p>Informal welcome luncheon for ABWI delegates and external participants involved in the parallel afternoon sessions.</p>   |
| 14:30 – 16.00            | <p><u>Parallel session:</u> <b>PhD and Research Colloquium Workshop</b></p> <p>This workshop follows the Group of Eight (Go8) PhD colloquium held earlier this year. It will provide an opportunity to develop an action plan for PhD training and mobility between India and the Go8 as part of the Go8-India Research Strategy, and to develop research collaboration links with Indian institutes to deliver value to industry.</p> <p>Workshop participants will work in four groups to build a realistic action plan based on their previous experience navigating regulatory processes and overcoming perceptual barriers for joint training of students, while seizing opportunities to address both India and Australia's research and development requirements.</p>  |
| <u>Parallel session:</u> | <p><b>School Principals and School Counsellors Education Masterclass</b></p> <p>Professional development workshop/masterclass by selected representatives from the ABWI delegate group, followed by breakout sessions to discuss masterclass techniques and outcomes, including:</p> <ul style="list-style-type: none"> <li>• theories of learning and instructional design principles</li> <li>• creating a culture of enquiry</li> <li>• building professional learning communities</li> <li>• curriculum leadership including design and delivery, pedagogy and assessment methods.</li> </ul>   |

| <b>Time</b>                   | <b>Details</b>   |
|-------------------------------|--|
| 16:00 – 16:30                 | <b>Afternoon tea</b>   |
| 16.30 – 18.00                 | <b>Free time</b>   |
| 19:00 registration            | <b>ABWI Gala Dinner</b>  |
| 19:30 – 21:30 main event      | The Hon Steven Ciobo MP, Minister for Trade, Tourism and Investment, will host the Australia Business Week in India Gala Dinner.<br>You must carry your ABWI delegate lanyard for security and identification. |
| <b>End of Tuesday program</b> |  |

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## Wednesday 30 August 2017, New Delhi

| Time          | Details   |
|---------------|---|
| 9:00 – 10:00  | <p><b>Australia-India Research Excellence presentation</b></p> <p>An introductory seminar highlighting successful Australia-India research collaborations. The panel discussion will showcase successful engagement models that have worked in the Indian market. The panel will comprise leading institutes that have active partnerships and can detail prerequisites for success. The models will cover institute, corporate and government engagement.</p> <p>Chair: Professor Murali Sastry, Monash Research Academy</p> <p>Panellists: (TBC)</p> <ul style="list-style-type: none"><li>• Deakin–TERI University (VC TERI Uni – Dr Leena Srivastava / Alok)</li><li>• Monash Research Academy–IIT Bombay (Professor Murali Sastry)</li><li>• National Trauma Research Institute–AIMS (Professor Amit Gupta).</li><li>• QUT-Birack (Director Satyaprakash Dash)</li></ul> |
| 10:00 – 10:30 | <p><b>Morning tea</b></p>   |
| 10:30 – 12:00 | <p><b>University-to-university partnerships</b></p> <p>Following the morning session, institutions will have informal one-on-one meetings to highlight their own research programs and avenues for collaboration with Indian counterparts.</p> <p>The activity will be conducted in a 'speed dating' style, where institutions will be paired randomly and meet for a set period of time before moving to a subsequent conversation with the next institute.</p>  |
| 12:00 – 13:00 | <p><b>University partnership networking lunch</b></p> <p>Following the university-to-university partnership meetings, institutions will have the opportunity to continue their discussions over a networking lunch. Introductions can be facilitated for those institutions that did not have an interaction during the previous session.</p>   |
| 13:00 – 15:00 | <p><b>Check out of hotel</b></p>  |
| 15:00 – 16:30 | <p><b>Transfer to airport</b></p> <p>Delegates will travel as a group. Transport organised by Austrade.</p>   |
| 18:30 – 21:30 | <p><b>Flight to Bangalore</b></p> <p>Delegates are responsible for booking their own flights.</p> <ul style="list-style-type: none"><li>• Option 1: Jet Airways 9W811 depart 18:35 arrive 21:15</li><li>• Option 2: Indigo 6E637 depart 18:50 arrive 21:25</li></ul> <p>Airport transfers will be arranged by Austrade for the above flights only.</p>  |
| 21.30 – 22.30 | <p><b>Travel from Bengaluru Airport to Taj West End</b></p> <p>Delegates will travel as a group. Transport organised by Austrade.</p>   |

*Please note this program is subject to change*

| Time                            | Details  |
|---------------------------------|--|
| 22.30                           | <b>Recommended accommodation:</b><br>The Taj West End, Bangalore<br>25, Race Course Rd, High Grounds, Sampangi Rama Nagar, Bengaluru, Karnataka 560001<br>Please refer to Austrade's booking instructions to access the hotel conference rate. |
| <b>End of Wednesday program</b> |  |

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## Thursday 31 August 2017, Bangalore

The Bangalore leg of the Higher Education program will focus on institution-to-corporate engagement with a number of world-leading multinational corporations based in India's high tech metropolis. These companies are looking to collaborate with Australian institutions on R&D outcomes or to invest in particular capabilities with a view to supplying global markets.

| Time          | Details  |
|---------------|--|
|               | <b>Breakfast – delegates own arrangements</b><br>You must wear your ABWI delegate lanyard for identification during the day's events.  |
| 8.30 – 9.30   | <b>Assemble in lobby for transfer</b><br>Delegates will travel as a group. Transport organised by Austrade.  |
| 10.00 – 13.00 | <b>Engagement with Bangalore's multinational corporations and business conglomerates (GE, ABB, Tech Mahindra, Wipro) or visit to local R&amp;D centres</b><br>Delegates will break into three small groups of around seven people and travel to different multinational corporations (MNC) based in Bangalore. Morning tea and a short tour of a specific laboratory space will provide a break between sessions.<br><b>Session one:</b><br>Delegates will meet with a leading representative from the MNC before brief introductions by the ABWI delegates. The India MNC representative will then present their key research areas and R&D challenges; funding patterns of businesses in India; collaboration models that are working for the company; and current examples of successful collaboration with Australian or international institutions.<br><b>Session two:</b><br>Breakout sessions will be held with representatives or researchers from a specific technology interest area to deliberate on mutual research interests and possible collaboration models. The session will require ABWI delegates to identify complementary research areas beforehand and particular proposals that Australian institutions can bring to the table. |
| 13.00 – 14.00 | <b>Lunch</b><br>Either hosted by the MNC at the end of the breakout sessions or in a hotel enroute.  |
| 14.00 – 15.30 | <b>Transfer to hotel</b><br>Delegates will travel as a group. Transport organised by Austrade.   |
| 18.45 – 19.00 | <b>Registration for Alumni Reception</b>   |
| 19.00 – 20.45 | <b>Alumni Reception</b><br>A celebration of Australian education that allows a 360-degree networking opportunity for Australian delegates with Indian corporates; international school principals and counsellors, and alumni from Australian institutions.<br><br>Video campaigns will be launched at the reception, highlighting the quality of education in Australia, the Australian learning and living environment, and successful career outcomes for   |



| Time          | Details  |
|---------------|--|
|               | <p>Australian alumni.</p> <p>The Australian Alumni Awards will be presented by Australian Global Alumni Ambassador Kiran Mazumdar Shaw.</p> <ul style="list-style-type: none"> <li>• Video launch of 'Me in a Picture' and 'Inspiring Australian Alumni'</li> <li>• Australian Alumni Awards.</li> </ul> |
| 20.45 – 21.30 | <p><b>Buffet dinner and networking</b></p> <p>Participants from the Alumni Reception are invited to an informal networking dinner.</p>   |
|               | <p><b>End of Thursday program</b></p>  |

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## Friday 1 September 2017, Bangalore

| Time          | Details  |
|---------------|--|
|               | <b>Breakfast – delegates own arrangements</b><br>You must wear your ABWI delegate lanyard for identification during the day's events.  |
| 9.00 – 9.45   | <b>Travel to Indian Institute of Science</b><br>Delegates will travel as a group. Transport organised by Austrade.   |
| 9.45 – 11.00  | <b>Visit to Indian Institute of Science</b><br>Representatives from the Indian Institute of Science (IISc) will provide a briefing to ABWI delegates on their successful models of institutional and R&D collaboration with a range of international partners.<br>IISc will highlight its thematic priorities in R&D and particular industry-sponsored research centres and projects that are currently occurring. Faculty leads will also talk about interdisciplinary research at IISc.  |
| 11:00 – 11:30 | <b>Morning tea hosted by the Indian Institute of Science</b><br>Opportunity for ABWI delegates to continue discussions with IISc representatives and faculty leads on successful engagement models and areas of interest.  |
| 11.30 – 12.00 | <b>Return to hotel</b><br>Delegates will travel as a group. Transport organised by Austrade.   |
| 12.00 – 13:00 | <b>Networking lunch</b><br>Informal welcome luncheon for ABWI delegates and external participants involved in the international research collaboration seminar.  |
| 13:00 – 15.00 | <b>Overcoming barriers to international research collaboration</b><br>The session will invite Indian corporates and local institutions to discuss how India and Australian can better collaborate to achieve shared goals. A panel will profile positive examples of institution-to-corporate engagement.<br>Following the panel session, breakout groups will be formed to workshop a particular known, or perceived, barrier to collaboration in the Indian market and possible pathways through or around that barrier.<br>Breakout topics include: <ul style="list-style-type: none"><li>• managing intellectual property pre-collaboration</li><li>• dealing with publishing and disclosure following collaboration</li><li>• institution-to-corporate relationships – balancing core university business with ad hoc project activities for corporates.</li></ul> Breakout group leaders will report back to the plenary session on each topic with strategies and outcomes from their breakout group. |
| 15.00 – 15.30 | <b>Free time</b>   |

| Time   | Details   |
|--|---|
| 15.30 – 16.00  | <p><b>Australia Business Week in India higher education debrief</b></p> <p>Opportunity for Higher Education stream delegates to reflect on the week and discuss future plans for the Indian market with the group and Austrade representatives.</p> |
| 17:00 – 18.00  | <p><b>Joint networking function with Innovation stream</b></p> <p>Opportunity to meet and network with Australian delegates from the Innovation – Life Sciences and Digital Health stream.</p>  |
| <p><b>End of Australia Business Week in India 2017 program</b></p> |   |

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# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS  |          |       |                 |  |       |  |                          |
|--|----------|-------|-----------------|--|-------|--|--------------------------|
| Name: Brendan Smyth  |          |       |                 | Classification: Sch 2.2(a)(i)  |       |  |                          |
| Group: Enterprise Canberra   |          |       |                 | Unit: Office of International Engagement   |       |  |                          |
| Work phone: Sch 2.2(a)(ii)   |          | Fax:  |                 | Mobile: Sch 2.2(a)(iii)  |       | Home Phone: Sch 2.2(a)(i)              |                          |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)   |          |       |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |       |  |                          |
| TRAVEL DETAILS   |          |       |                 |  |       |  |                          |
| Reason: To accompany the Chief Minister to various meetings and to continue working on Canberra's International Engagement Strategy. |          |       |                 |  |       |  |                          |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |          |       |                 |  |       |  |                          |
| Depart location  | Date     | Time  | Arrive location | Date   | Time  | Travel class Economy or Business Class | Airline, flight no.      |
| Canberra   | 7/10/17  | 06:25 | Brisbane        | 7/10/17  | 07:05 | Business                               | Qantas Airways, QF948    |
| Brisbane   | 7/10/17  | 10:20 | Los Angeles     | 7/10/17  | 06:00 | Business                               | Qantas Airways, QF015    |
| Los Angeles  | 7/10/17  | 08:15 | Seattle         | 7/10/17  | 11:13 | First                                  | Alaska Airlines, AS455   |
| Seattle  | 9/10/17  | 19:25 | San Francisco   | 9/10/17  | 21:29 | First                                  | Alaska Airlines, AS314   |
| San Francisco  | 10/10/17 | 12:55 | Washington      | 10/10/17   | 21:00 | Business                               | United Airlines, UA2046  |
| Washington   | 13/10/17 | 16:35 | Dallas          | 13/13/17   | 18:57 | First                                  | American Airlines, AA327 |
| Dallas   | 13/10/17 | 21:15 | Sydney          | 15/10/17   | 06:05 | Business                               | Qantas Airways, QF008    |
| Sydney   | 15/10/17 | 09:00 | Canberra        | 15/10/17   | 09:55 | Economy                                | Qantas Airways, QF1467   |

**TRAVELLER'S DETAILS**

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive Insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS** (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469; - option #1 for Government.

|                  |           | Domestic                     |           | International  |
|------------------|-----------|------------------------------|-----------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star* | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*   |                |
| Non-Executives   | 3 star*   | Economy Class                | 3.5 star* | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons: Official hotels the Chief Minister and delegation are staying in.

Accommodation details (to be completed after approval to travel is given). Include any private accommodation details:

| Date in  | Date out | Hotel/Motel/Apartment | *Accom rating | Address       | Phone |
|----------|----------|-----------------------|---------------|---------------|-------|
| 7/10/17  | 9/10/17  |                       | 4*            | Seattle       |       |
| 9/10/17  | 10/10/17 |                       | 4*            | San Francisco |       |
| 10/10/17 | 13/10/17 |                       | 4*            | Washington    |       |

Details of any leave or non-official travel which you intend taking directly before or after your official travel:

From: / / To: / / Contact details:

Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted:

Advance: \$ BSB No: Account No:

Signature of traveller Date 20/9/17

**Supported - funds are available and travel is recommended**

Signature of supervisor Date / /

**Approval of travel**

Signature: Pos No. 00672 Classification Date 21/9/17

Signature of Director-General/Chief Minister (for overseas travel only) Date 21/9/17

**BOOKING REFERENCE:**  
**TRAVEL COSTS:** Total Approx: AUD\$17,500.00  
 AUD\$14,617.90 – Flights  
 AUD\$2,400 – Accommodation for 6 nights  
 Please note all costs are estimated.  
**COST CODES:** 14169

Advance and cabcharges acquitted (finance officer)  
 Advance and cabcharges reconciled  
 Signature of finance officer

# Travel Form

**Please note:**

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For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS                            |      |  |             |
|--|------|--|-------------|
| Name: Brendan Smyth                            |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra                     |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)                     | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS   |          |         |                 |          |         |  |                           |
|--|----------|---------|-----------------|----------|---------|--|---------------------------|
| Reason: To hold the annual Canberra Week in Wellington and support the Chief Minister on the delegation. |          |         |                 |          |         |  |                           |
| Departure and Arrival Details (complete times and flight details after travel is approved)               |          |         |                 |          |         |  |                           |
| Depart location  | Date     | Time    | Arrive location | Date     | Time    | Travel class Economy or Business Class | Airline, flight no.       |
| Canberra   | 19/10/17 | 11:55AM | Wellington      | 19/10/17 | 17:10PM | Economy                                | Singapore Airlines, SQ291 |
| Wellington   | 22/10/17 | 20:15PM | Canberra        | 22/10/17 | 21:05PM | Economy                                | Singapore Airlines, SQ292 |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS** (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:  
 Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in  | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|----------|----------|-----------------------|---------------|---------|-------|
| 19/10/17 | 22/10/17 |                       | 4*            |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller \_\_\_\_\_ Date 30/10/17

**Supported - funds are available and travel is recommended**

Signature of supervisor Sch 2.2(a)(ii) \_\_\_\_\_ Date 09/11/17

**Approval of travel**

|   |                |                    |               |
|---|----------------|--------------------|---------------|
| Signature of delegate Sch 2.2(a)(ii) _____                              | Pos No. E00741 | Classification DDG | Date 09/11/17 |
| Signature of Director-General/Chief Minister (for overseas travel only) |                |                    | Date / /      |

|  |
|--|
| <b>BOOKING REFERENCE:</b>                    |
| TRAVEL COSTS: Total Approx. Costs \$1,400.00 |
| Flights AUD\$530.00                          |
| Accommodation AUD\$850.00                    |
| COST CODES: 14169                            |

|  |
|--|
| <b>Advance and cabcharges acquitted (finance officer):</b> |
| Advance and cabcharges reconciled                          |
| Signature of finance officer                               |

# Travel Form

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<http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone: Sch 2.2(a)(ii)             |                     |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To attend the China National Symphony Orchestra - Exclusive concert invitation from the Chinese Ambassador to celebrate the 45th Anniversary of China-Australia Diplomatic Relations in my role as Commissioner for International Engagement. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 23/10/17  | 16:10                        | Sydney          | 23/10/17   | 17:05          | Economy                                | QF1420              |
| Sydney  | 24/10/17  | 08:15                        | Canberra        | 24/10/17   | 09:10          | Economy                                | QF1313              |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle: Sch 2.2(a)(ii)  |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons: Official hotels the Chief Minister and delegation are staying in.   |           |                              |                 |  |                |  |                     |



**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in  | Date out | Hotel/Motel/Apartment                | *Accom rating | Address                             | Phone            |
|----------|----------|--------------------------------------|---------------|-------------------------------------|------------------|
| 23/10/17 | 24/10/17 | Travelodge Hotel Sydney Martin Place | 4             | 165 Phillip Street, Sydney NSW 2000 | + 61 2 8224 9400 |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

|           |         |                  |
|-----------|---------|------------------|
| From: / / | To: / / | Contact details: |
|-----------|---------|------------------|

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                               |             |
|-------------|-------------------------------|-------------|
| Advance: \$ | BSB No: <b>Sch 2.2(a)(ii)</b> | Account No: |
|-------------|-------------------------------|-------------|

|                        |                         |
|------------------------|-------------------------|
| Signature of traveller | Date <i>19 Oct 2017</i> |
|------------------------|-------------------------|

**Supported - funds are available and travel is recommended**

|   |                      |
|---|----------------------|
| Signature of supervisor <b>Sch 2.2(a)(ii)</b> | Date <i>20/10/17</i> |
|---|----------------------|

**Approval of travel**

|                       |         |                |          |
|-----------------------|---------|----------------|----------|
| Signature of delegate | Pos No. | Classification | Date / / |
|-----------------------|---------|----------------|----------|

|   |          |
|---|----------|
| Signature of Director-General/Chief Minister (for overseas travel only) | Date / / |
|---|----------|

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Total: AUD\$455.08</b><br>Flights AUD: \$261.58<br>Accommodation AUD\$193.50 |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification <small>Sch 2.2(a)(ii)</small>   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: <small>Sch 2.2(a)(ii)</small>   |           | Fax:                         |                 | Mobile: <small>Sch 2.2(a)(ii)</small>  |                | Home Phone:                            |                     |
| Home address: <small>Sch 2.2(a)(ii)</small><br><small>Sch 2.2(a)(ii)</small>  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To attend CBRJO Board dinner (dinner to be at Bateman's Bay, NSW) and meeting to provide a presentation as Commissioner for International Engagement.   |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
|   | //        |                              |                 | //   |                |  |                     |
|   | //        |                              |                 | //   |                |  |                     |
|   | //        |                              |                 | //   |                |  |                     |
|   | //        |                              |                 | //   |                |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle: <small>Sch 2.2(a)(ii)</small>   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS</b> (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government. |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |             |
|--------------------|----------------|-------------|
| <b>Advance:</b> \$ | BSB No:        | Account No: |
|                    | Sch 2.2(a)(ii) |             |

Signature of traveller

Date 21/11/17

**Supported - funds are available and travel is recommended**

Signature of supervisor

Date / /

**Approval of travel**

Signature of delegate

Pos No.

Classification

Date 11/17

Sch 2.2(a)(ii)

336

Signature of Director-General/Minister (for overseas travel only)

Date / /

**BOOKING REFERENCE:****TRAVEL COSTS:****COST CODES: 14169****Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer

**Chief Minister, Treasury and Economic  
Development Directorate**

UNCLASSIFIED

**To:** A/g Chief Minister

Tracking No.: CMTEDD2018/946

**Date:** 22 February 2018**From:** Commissioner for International Engagement**Subject:** Travel Approval Request to Wellington, March 2018**Critical Date:** **Friday 23 February 2018****Critical Reason:** To ensure that suitable flights and accommodation are booked within reasonable timeframes and costs.

- DDG .../.../...

**Purpose**

To seek your approval for the Commissioner of International Engagement (CIE) and the Acting Director of VisitCanberra to travel to Wellington, New Zealand in March 2018.

**Recommendations**

That you:

1. Note the information contained in this brief;

**Noted / Please Discuss**

2. Sign the attached travel forms for Mr Brendan Smyth (Attachment A) and Mr Jonathan Kobus (Attachment B).

**Signed / Not Signed / Please Discuss**

Yvette Berry MLA

26/02/18

Minister's Office Feedback

UNCLASSIFIED

## Background

1. On 6 July 2016 the Chief Minister a Sister City Agreement (SCA) with the Mayor of Wellington City Council (WCC) to link Canberra and Wellington. The agreement contains 14 clauses detailing areas of closer cooperation and opportunity.
2. On 21 September 2016 the initial Capital Express flight by Singapore Airlines linking Singapore, Canberra and Wellington occurred.
3. On Wednesday 24 January 2018 Singapore Airlines announced that as of 30 April 2018 they will no longer fly the Canberra-Wellington route.
4. Since the SCA was signed, significant progress has been made delivering programs and activity that support key areas of the agreement. These programs are being led by Government as well as leaders from key industry sectors.
5. Following the Canberra Week in Wellington (CWW), November 2017 WCC produced a document detailing a path forward for the delivery of the SCA (Attachment C).
6. The document proposes a two pronged approach that aims on:
  - a. Improving two way tourism between the two cities; and
  - b. Extending the existing relationship to Singapore.
7. To ensure that the cancellation of direct services does not erode the progress that has been made to date, it is proposed that a visit to Wellington to agree on a SCA servicing model.
8. The visit will reinforce the ACT Government's commitment to the SCA and be a strong signal to business about intention to maintain the relationships that have been established.
9. It will also ensure that re-establishment of a Trans-Tasman service by another carrier will enable commitments under the SCA to continue.
10. Sch 2.2(a)(ii) of the WCC has also flagged the likelihood of a WCC delegation led by Sch 2.2(a)(ii) coming to Canberra towards the end of the first half of 2018.

## Issues

Prior to the cancellation of direct services a number of activities have been planned to expand existing commitments under SCA:

1. CBRIN and WREDA are cooperating to deliver another investor showcase in Singapore in late April, early May this year, as part of the activation of their MOU.
2. Screen Canberra and Screen Wellington continue to work closely on mutually beneficial opportunities and are keen to extend their MOU to include Screen Singapore.
3. The Woodlands and Wetlands Trust (including Mulligans Flat) continue to engage with Zealandia on conservation partnerships.

Given the announcement of the cessation of the direct flights between Canberra and Wellington it is important to ensure the ongoing implementation of the SCA, and build on the momentum already established.

4. The strategy to further the SCA in the light of the cessation of the direct service to Wellington will include the following meetings:
  - a. Officials of WCC to discuss:

- i. The ongoing relationship;
- ii. Future of the SCA;
- iii. Implementation of a "Next Steps" Document.
- iv. Wellington Week 2018.
- b. The new High Commissioner for the Australian High Commission to update on aviation opportunities and future of the SCA.
- c. WREDA officials to discuss ongoing innovation partnerships and the Investor Showcase in Singapore;
- d. Screen Wellington to discuss implementation of the MoU and a potential linkage with Singapore.

**Financial Implications**

- 5. Estimated combined costs for mission are AUD\$3,500.00.

**Consultation**

Internal

- 6. VisitCanberra and artsACT have been consulted on this proposed mission.
- 7. The Communications team in your office will be consulted to determine what media should take place to confirm the on-going commitments from both cities to uphold the SCA.

Cross Directorate

- 8. Nil.

External

- 9. Wellington City Council have been consulted.
- 10. ScreenCanberra have been consulted.
- 11. CraftACT have been consulted.

**Benefits/Sensitivities**

- 12. This continues to grow and expand on the relationship with Wellington and uphold the commitments of the Sister City Agreement.

**Media Implications**

- 13. There may be interest from the media concerning the outcomes of the travel.
- 14. May be interest from the media regarding the cost of the travel.
- 15. May be interest from the media about the reasoning behind the travel.

Signatory Name: Brendan Smyth

Phone:

Sch 2.2(a)(ii)

Action Officer: Emma Gowling

Phone:

x78976

**Attachments**

| Attachment   | Title                                  |
|--------------|--|
| Attachment A | Travel form for Brendan Smyth          |
| Attachment B | Travel form for Jonathan Kobus         |
| Attachment C | Brief from the Wellington City Council |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the

<http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS   |      |  |             |
|---|------|--|-------------|
| Name: Brendan Smyth   |      | Classification: <span style="background-color: #cccccc;">[REDACTED]</span>   |             |
| Group: Enterprise Canberra  |      | Unit: Office of International Engagement   |             |
| Work phone: <span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span>      | Fax: | Mobile: <span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span>   | Home Phone: |
| Home address:<br><span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span> |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS  |        |       |                 |        |       |  |                     |
|---|--------|-------|-----------------|--------|-------|--|---------------------|
| <b>Reason: To reinforce the ACT Government's commitment to the Sister City Agreement and be a strong signal to business about intention to maintain the relationships that have been established.</b> |        |       |                 |        |       |  |                     |
| <b>Departure and Arrival Details (complete times and flight details after travel is approved)</b>   |        |       |                 |        |       |  |                     |
| Depart location   | Date   | Time  | Arrive location | Date   | Time  | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 4/3/18 | 11:55 | Wellington      | 4/3/18 | 17:10 | Economy                                | SQ291               |
| Wellington  | 7/3/18 | 20:15 | Canberra        | 7/3/18 | 22:05 | Economy                                | SQ292               |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  
Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:  
Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date In | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| 4/3/18  | 7/3/18   |                       | 4*            |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

|           |         |                  |
|-----------|---------|------------------|
| From: / / | To: / / | Contact details: |
|-----------|---------|------------------|

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |              |
|------------------------|--------------|
| Signature of traveller | Date 14/2/18 |
|------------------------|--------------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                  |               |
|-----------------------|---------|------------------|---------------|
| Signature of delegate | Pos No. | Classification   | Date / /      |
| Signature of delegate |         | (is travel only) | Date 26/02/18 |

|   |  |
|---|--|
| <b>BOOKING</b>                            | Advance and cabcharges acquitted (finance officer) |
| <b>TRAVEL COSTS: \$1,500.00 (Approx.)</b> | Advance and cabcharges reconciled                  |
| <b>COST CODES: 14169</b>                  | Signature of finance officer                       |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To attend the Australia New Zealand Leadership Forum, in my capacity as Commissioner for International Engagement.  |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 2/3/18    | 06:30                        | Sydney          | 2/3/18   | 07:25          | Economy                                | QA 1510             |
| Sydney  | 2/3/18    | 18:35                        | Canberra        | 2/3/18   | 19:35          | Economy                                | VA 668              |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)</b>  |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:<br>Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located. |           |                              |                 |  |                |  |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller Date 14/2/18

Supported - funds are available Recommended

Signature of supervisor Date / /

**Approval of travel**

Signature of delegate Pos No. Classification Date / /

Signature of Director-General/Chief Minister (for overseas travel only) Date / /

|   |
|---|
| <b>BOOKING REFERENCE:</b>               |
| <b>TRAVEL COSTS: \$250.00 (Approx.)</b> |
| <b>COST CODES: 14169</b>                |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://shedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

Travel Requisition No: \_\_\_\_

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |   |                     |
|---|-----------|------------------------------|-----------------|--|----------------|---|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: <small>Sch 2.2(a)(iii)</small>   |                |   |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |   |                     |
| Work phone: <small>Sch 2.2(a)(ii)</small>   |           | Fax:                         |                 | Mobile: <small>Sch 2.2(a)(ii)</small>  |                | Home Phone:                                     |                     |
| Home address:<br><small>Sch 2.2(a)(ii)</small>  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |   |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |   |                     |
| Reason: To meet with the NSW Government representative responsible for international engagement and the ACT/NSW Manager of Austrade.                            |           |                              |                 |  |                |   |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |   |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class<br>Economy or<br>Business<br>Class | Airline, flight no. |
|   |           |                              |                 |  |                |   |                     |
|   |           |                              |                 |  |                |   |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |   |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |   |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b> |           |                              |                 |  |                |   |                     |
|   | Domestic  |                              |                 | International  |                |   |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |   |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |   |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |   |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:   |           |                              |                 |  |                |   |                     |
| Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.              |           |                              |                 |  |                |   |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / /      To: / /      Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |         |             |
|--------------------|---------|-------------|
| <b>Advance: \$</b> | BSB No: | Account No: |
|                    |         |             |

o

|                        |          |
|------------------------|----------|
| Signature of traveller | Date / / |
|------------------------|----------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |          |
|-----------------------|---------|----------------|----------|
| Signature of delegate | Pos No. | Classification | Date / / |
|-----------------------|---------|----------------|----------|

|  |          |
|--|----------|
| Signature of Director-General/Chief Minister <b>(for overseas travel only)</b> | Date / / |
|--|----------|

|                           |
|---------------------------|
| <b>BOOKING REFERENCE:</b> |
| <b>TRAVEL COSTS:</b>      |
| <b>COST CODES:</b>        |

|   |
|---|
| <b>Advance and cabcharges acquitted</b> (finance officer) |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

**APPLICATION FOR APPROVAL TO USE PRIVATE MOTOR VEHICLE FOR OFFICIAL PURPOSES**

ACTPS Enterprise Agreement 2013-2017 Annex C  
CMTEDD Travel and Related Services Guidelines 2014  
CMTEDD Director-General Financial Instructions 2.4 Travel

|   |  |   |
|---|--|---|
| Name: Brendan Smyth                               |  |   |
| Vehicle Registration No<br><i>Sch 2.2(a)(ii)</i>  | Make & Body Type<br><i>Sch 2.2(a)(ii)</i>      | Engine capacity (cc)<br><i>Sch 2.2(a)(ii)</i>         |
| Registration Expiry Date<br><i>Sch 2.2(a)(ii)</i> | Insurance Expiry Date<br><i>Sch 2.2(a)(ii)</i> | Driver's Licence Expiry Date<br><i>Sch 2.2(a)(ii)</i> |

NOTE: Copies of the policy verifying these dates MUST accompany each application

|   |                          |
|---|--------------------------|
| Period for which approval is sought         | Maximum kilometres/week: |
| From: 17/04/2018 To: 18/04/2018             |                          |
| <b>Note: Approvals lapse on 31 December</b> |                          |

Reason for travel: To meet with the NSW Government representative responsible for international engagement and the ACT/NSW Manager of Austrade.

Is an official vehicle available? **Yes/ No**. If Yes, state why it is more efficient or economical to use your vehicle:  
Due to the nature of the trip and the timings of the event, Mr Smyth will be travelling directly to and from the event location from his private residence. Personal vehicle is being used as all corporate cars are either inoperable or in use for the required travel times.

**Conditions for use of Private Vehicle**

- I have confirmed that my insurance policies cover me for business use of my private vehicle.
- If I am involved in an accident whilst driving my vehicle on official business I will still be required to meet any franchise payment in respect of the cost of any repairs under the conditions of my insurance policies including the forfeiture of a "no claim" bonus, if appropriate.
- If in any case the Directorate is adjudged liable, in court proceedings against it, for damages arising out of any accident in which I might be involved whilst using my private vehicle for official purposes, the Directorate will claim against me for the recovery of any damages awarded against it.
- Use of a private vehicle is permissible only when Directorate vehicles are not available.
- Claims are to be submitted monthly. Failure to submit claims promptly may result in non-payment.
- Approval is only for the vehicle identified above. A separate approval is necessary for each vehicle used.

I have read the above conditions *Sch 2.2(a)(ii)*  
Signature of Applicant *Sch 2.2(a)(ii)* Date 13/4/18

**APPROVED/ NOT APPROVED**  
I certify that the use of a private vehicle is essential for the efficient performance of the applicant's duties.  
Name of Delegate KAREENA ARTHY

Signature of Delegate *Sch 2.2(a)(ii)* Date 13/04/18



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## USE OF PRIVATE MOTOR VEHICLES ON DIRECTORATE BUSINESS

This policy applies to the use of private motor vehicles for official business and incorporates the principles set out in the ACT Public Service Enterprise Agreement 2013-2017.

### Purpose

To inform staff in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on the appropriate method of private motor vehicle use for official business purposes.

### Principles

1. **If employees are required to travel on official business they should:**
  - use a vehicle identified for employee use;
  - use Cabcharge vouchers;
  - use public transport for travel between town centres;
  - hire a rental vehicle (for interstate travel only); or
  - use own private vehicle.
2. Where an employee elects to use their own private vehicle for official business purposes, **prior approval must be granted by the Delegate**. The form for approval to use a private vehicle for official purposes is attached.
3. When considering the use of a private vehicle, the travel should not:
  - result in less efficiency;
  - be more expensive than public transport or the use of an ACTPS vehicle;
  - result in the employee taking more time on the journey than they would otherwise take; or
  - be contrary to the interests of the ACT Government.
4. A private vehicle authorised for official business use must be registered and the driver hold a current driver's license.
5. Employees should check with their insurance company whether cover in excess of normal comprehensive insurance is required for official business use. If an employee is required to pay a higher insurance premium than would otherwise be the case, they are entitled to be reimbursed the additional cost.
6. If a private vehicle is used for official business purposes an allowance is payable for each kilometre travelled.

7. The Directorate does not provide or carry insurance on private motor vehicles used for official purposes.

8. The Directorate will not accept **responsibility** for:

- financial liability or loss through the operation of an “excess” clause or loss of “no-claim bonus” which may be incurred by employees involved in an accident, or as a result of theft;
- an accident;
- mechanical failure;
- flat tyres;
- theft of vehicle parts; or
- any other similar costs.

9. If an employee uses their own private vehicle for official business use without the proper authority, they do so at their own risk and expense.

## Scope

This policy applies to all employees.

## Obligations

Delegate obligations include:

- ensuring that private vehicles have the necessary insurance cover before their use is approved for official business. Please refer to the CMTEDD HR Delegations Schedule regarding staff delegates.

Employee obligations include:

- being appropriately licensed;
- obeying all traffic laws and parking restrictions;
- ensuring the safe and efficient operation of the passenger vehicle and that any cargo is properly secured;
- recording accurate and timely information on use, and comply with the provisions set out in this policy.

## References

ACTPS Enterprise Agreement 2013-2017 Annex C

CMTEDD Travel and Related Services Guidelines 2014

Director-General Financial Instructions 2.4 Travel

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address: Sch 2.2(a)(ii)<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To present to the Wagga Wagga Council and business opportunities in and around Canberra and the surrounding region.                                     |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 25/06/18  |                              | Wagga Wagga     | 25/06/18   |                |  |                     |
| Wagga Wagga   | 25/06/18  |                              | Canberra        | 25/06/18   |                |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle Sch 2.2(a)(ii)   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b> |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |



**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
| //      | //       |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |             |
|--------------------|----------------|-------------|
| <b>Advance:</b> \$ | BSB No:        | Account No: |
|                    | Sch 2.2(a)(ii) |             |

Signature of traveller \_\_\_\_\_ Date 22/6/18

Supported - funds are available \_\_\_\_\_ Recommended

Signature of supervisor \_\_\_\_\_ Date / /

**Approval of travel**

Signature of delegate \_\_\_\_\_ Pos No. \_\_\_\_\_ Classification \_\_\_\_\_ Date 22/06/18  
 Sch 2.2(a)(ii)

Signature of Director-General/Minister (for overseas travel only) \_\_\_\_\_ Date / /

|                           |
|---------------------------|
| <b>BOOKING REFERENCE:</b> |
| <b>TRAVEL COSTS:</b>      |
| <b>COST CODES:</b>        |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

**APPLICATION FOR APPROVAL TO USE PRIVATE MOTOR VEHICLE FOR OFFICIAL PURPOSES**

ACTPS Enterprise Agreement 2013-2017 Annex C  
CMTEDD Travel and Related Services Guidelines 2014  
CMTEDD Director-General Financial Instructions 2.4 Travel

|  |   |  |
|--|---|--|
| Name: Brendan Smyth                        |   |  |
| Vehicle Registration No<br>Sch 2.2(a)(ii)  | Make & Body Type<br>Sch 2.2(a)(ii)      | Engine capacity (cc)<br>Sch 2.2(a)(ii)         |
| Registration Expiry Date<br>Sch 2.2(a)(ii) | Insurance Expiry Date<br>Sch 2.2(a)(ii) | Driver's Licence Expiry Date<br>Sch 2.2(a)(ii) |

*NOTE: Copies of the policy verifying these dates MUST accompany each application*

|   |                          |
|---|--------------------------|
| Period for which approval is sought         | Maximum kilometres/week: |
| From: 25/06/2018 To: 25/06/2018             |                          |
| <b>Note: Approvals lapse on 31 December</b> |                          |

Reason for travel: To present to the Wagga Wagga Council and business opportunities in and around Canberra and the surrounding region.

Is an official vehicle available? **Yes/ No.** If Yes, state why it is more efficient or economical to use your vehicle:  
Due to the nature of the trip and the timings of the event, Mr Smyth will be travelling directly to and from the event location from his private residence. Personal vehicle is being used as the flights available on QBT did not allow for return on the Friday night. It should be noted that all corporate cars are either inoperable or in use for the required travel times.

**Conditions for use of Private Vehicle**

- I have confirmed that my insurance policies cover me for business use of my private vehicle.
- If I am involved in an accident whilst driving my vehicle on official business I will still be required to meet any franchise payment in respect of the cost of any repairs under the conditions of my insurance policies including the forfeiture of a "no claim" bonus, if appropriate.
- If in any case the Directorate is adjudged liable, in court proceedings against it, for damages arising out of any accident in which I might be involved whilst using my private vehicle for official purposes, the Directorate will claim against me for the recovery of any damages awarded against it.
- Use of a private vehicle is permissible only when Directorate vehicles are not available.
- Claims are to be submitted monthly. Failure to submit claims promptly may result in non-payment.
- Approval is only for the vehicle Sch 2.2(a)(ii) approval is necessary for each vehicle used.

I have read the above conditions and agree

Signature of Applicant

Date 22/6/18

|   |
|---|
| <p><b>APPROVED/ NOT APPROVED</b></p> <p>I certify that the use of a private vehicle is essential for the efficient performance of the applicant's duties.</p> <p>Name of Delegate</p> |
|---|

Signature of Delegate

Date



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## USE OF PRIVATE MOTOR VEHICLES ON DIRECTORATE BUSINESS

This policy applies to the use of private motor vehicles for official business and incorporates the principles set out in the ACT Public Service Enterprise Agreement 2013-2017.

### Purpose

To inform staff in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on the appropriate method of private motor vehicle use for official business purposes.

### Principles

1. **If employees are required to travel on official business they should:**
  - use a vehicle identified for employee use;
  - use Cabcharge vouchers;
  - use public transport for travel between town centres;
  - hire a rental vehicle (for interstate travel only); or
  - use own private vehicle.
2. Where an employee elects to use their own private vehicle for official business purposes, **prior approval must be granted by the Delegate**. The form for approval to use a private vehicle for official purposes is attached.
3. When considering the use of a private vehicle, the travel should not:
  - result in less efficiency;
  - be more expensive than public transport or the use of an ACTPS vehicle;
  - result in the employee taking more time on the journey than they would otherwise take; or
  - be contrary to the interests of the ACT Government.
4. A private vehicle authorised for official business use must be registered and the driver hold a current driver's license.
5. Employees should check with their insurance company whether cover in excess of normal comprehensive insurance is required for official business use. If an employee is required to pay a higher insurance premium than would otherwise be the case, they are entitled to be reimbursed the additional cost.
6. If a private vehicle is used for official business purposes an allowance is payable for each kilometre travelled.

7. The Directorate does not provide or carry insurance on private motor vehicles used for official purposes.
8. The Directorate will not accept **responsibility** for:
  - financial liability or loss through the operation of an “excess” clause or loss of “no-claim bonus” which may be incurred by employees involved in an accident, or as a result of theft;
  - an accident;
  - mechanical failure;
  - flat tyres;
  - theft of vehicle parts; or
  - any other similar costs.
9. If an employee uses their own private vehicle for official business use without the proper authority, they do so at their own risk and expense.

## Scope

This policy applies to all employees.

## Obligations

Delegate obligations include:

- ensuring that private vehicles have the necessary insurance cover before their use is approved for official business. Please refer to the CMTEDD [HR Delegations Schedule](#) regarding staff delegates.

Employee obligations include:

- being appropriately licensed;
- obeying all traffic laws and parking restrictions;
- ensuring the safe and efficient operation of the passenger vehicle and that any cargo is properly secured;
- recording accurate and timely information on use, and comply with the provisions set out in this policy.

## References

[ACTPS Enterprise Agreement 2013-2017 Annex C](#)

[CMTEDD Travel and Related Services Guidelines 2014](#)

[Director-General Financial Instructions 2.4 Travel](#)



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS             |      |  |             |
|---------------------------------|------|--|-------------|
| Name: Brendan Smyth             |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra      |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)      | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address:<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

**TRAVEL DETAILS**

**Reason:** To accompany the Chief Minister to various meetings in relation to promoting the annual ACT budget. I will also represent the ACT Government at various public functions and private meetings in Singapore, Hong Kong, and South Korea in delivering Canberra's International Engagement Strategy.

**Departure and Arrival Details (complete times and flight details after travel is approved)**

| Depart location | Date     | Time  | Arrive location | Date     | Time  | Travel class Economy or Business Class | Airline, flight no. |
|-----------------|----------|-------|-----------------|----------|-------|--|---------------------|
| Canberra        | 04/07/18 | 23:15 | Singapore       | 05/07/18 | 05:15 | Business                               |                     |
| Singapore       | 09/07/18 | 13:05 | Hong Kong       | 09/07/18 | 17:05 | Business                               |                     |
| Hong Kong       | 12/07/18 | 14:05 | South Korea     | 12/07/18 | 18:45 | Business                               |                     |
| South Korea     | 14/07/18 | 16:40 | Singapore       | 14/07/18 | 22:05 | Business                               |                     |
| Singapore       | 15/07/18 | 10:30 | Canberra        | 15/07/18 | 22:20 | Business                               |                     |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |

| TRAVELLER'S DETAILS  |         |               |           |               |  |
|--|---------|---------------|-----------|---------------|--|
| Non Executives   | 3 star* | Economy Class | 3.5 star* | Economy Class |  |
| If you intend to seek approval to vary from accommodation standards, please give reasons:  |         |               |           |               |  |
| Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located. |         |               |           |               |  |

| Accommodation details (to be completed after approval to travel is given). Include any private accommodation details: |            |                       |               |             |       |
|---|------------|-----------------------|---------------|-------------|-------|
| Date in   | Date out   | Hotel/Motel/Apartment | *Accom rating | Address     | Phone |
| 5/07/2018   | 9/07/2018  |                       | 4*            | Singapore   |       |
| 9/07/2018   | 12/07/2018 |                       | 4*            | Hong Kong   |       |
| 12/07/2018  | 14/07/2018 |                       | 4*            | South Korea |       |
| 14/07/2018  | 15/07/2018 |                       | 4*            | Singapore   |       |

| Details of any leave or non-official travel which you intend taking directly before or after your official travel                                 |        |                  |
|---|--------|------------------|
| From: //  | To: // | Contact details: |
| Payment of out of pocket expenses: Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses. |        |                  |
| Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.  |        |                  |

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |              |
|------------------------|--------------|
| Signature of traveller | Date 21/5/18 |
|------------------------|--------------|

|  |               |
|--|---------------|
| Supported - funds are available        | ended         |
| Signature of supervisor Sch 2.2(a)(ii) | Date 21/05/18 |

| Approval of travel  |         |                |             |
|---|---------|----------------|-------------|
| Signature of delegate   | Pos No. | Classification | Date 18     |
| Signature of Director-General/Chief Minister (for overseas travel only) |         |                | Date 6/6/18 |
| <i>Andrew Tan</i>   |         |                |             |

| BOOKING REFERENCE:                  |
|-------------------------------------|
| TRAVEL COSTS: Approx AUD\$10,000.00 |
| COST CODES: 14169                   |

| Advance and cab charges acquitted (finance officer) |
|---|
| Advance and cab charges reconciled                  |
| Signature of finance officer                        |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(iii)  |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To attend the exclusive Austrade event <i>An India Economic Strategy to 2035</i> . Speakers at the lunch will include Peter Varghese AO, Chancellor, University of Queensland, Ashok Jacob, Chair, Australian India Council and Shemara Wikramanayake, Head of Asset Management, Macquarie Group. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 02/08/18  | 09:50                        | Sydney          | 02/08/18   | 10:45          | Economy                                | QF1516              |
| Sydney  | 02/08/18  | 15:35                        | Canberra        | 02/08/18   | 16:30          | Economy                                | QF1515              |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:   |           |                              |                 |  |                |  |                     |
| Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.  |           |                              |                 |  |                |  |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |                    |
|--------------------|----------------|--------------------|
| <b>Advance: \$</b> | <b>BSB No:</b> | <b>Account No:</b> |
|                    | Sch 2.2(a)(ii) |                    |

o

Signature of traveller Date 30/7/2018

**Supported - funds are available** **recommended**

Signature of supervisor Date / /

**Approval of travel**

Signature of Date / /  
30/7/18.

Signature of Director-General/Chief Minister **(for overseas travel only)** Date / /

|  |
|--|
| <b>BOOKING REFERENCE:</b>                |
| <b>TRAVEL COSTS: Approx. AUD\$268.22</b> |
| <b>COST CODES: 14169</b>                 |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(i)  |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To attend and participate in the 2018 India Australia Business and Community Awards in my capacity as the Commissioner for International Engagement. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 31/08/18  | 09:10                        | Sydney          | 31/08/18   | 10:05          | Economy                                | QF1466              |
| Sydney   | 31/08/18  | 20:35                        | Canberra        | 31/08/18   | 21:35          | Economy                                | VA672               |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.     |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:  |           |                              |                 |  |                |  |                     |
| Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.           |           |                              |                 |  |                |  |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller Date 28/8/18

**Supported - funds are available** Recommended

Signature of supervisor Date / /

**Approval of travel**

Signature of delegate Pos No. Classification Date 29/8/18  
Sch 2.2(a)(ii) DDG

Signature of Director-General/Chief Minister (for overseas travel only) Date / /

|  |
|--|
| <b>BOOKING REFERENCE:</b>                |
| <b>TRAVEL COSTS: Approx. AUD\$262.83</b> |
| <b>COST CODES: 14169</b>                 |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharingservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(i)  |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To initiate and build relationships of value to Canberra and the ACT Government as a prelude to the Chief Minister's potential mission in 2019 and to continue in delivering Canberra's International Engagement Strategy. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 02/09/18  | 09:10                        | Sydney          | 02/09/18   | 10:05          | Economy                                | QF1466              |
| Sydney   | 02/09/18  | 13:45                        | Jakarta         | 02/09/18   | 18:40          | Economy                                | QF41                |
| Jakarta  | 05/09/18  | 09:50                        | Singapore       | 05/09/18   | 12:40          | Economy                                | QF5202              |
| Singapore  | 05/09/18  | 07:30                        | Sydney          | 06/09/18   | 05:10          | Economy                                | QF2                 |
| Sydney   | 06/09/18  | 06:50                        | Canberra        | 06/09/18   | 07:45          | Economy                                | QF1461              |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.   |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4,5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |

**TRAVELLER'S DETAILS**

|                |         |               |           |               |
|----------------|---------|---------------|-----------|---------------|
| Non Executives | 3 star* | Economy Class | 3.5 star* | Economy Class |
|----------------|---------|---------------|-----------|---------------|

If you intend to seek approval to vary from accommodation standards, please give reasons:  
 Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details (to be completed after approval to travel is given). Include any private accommodation details**

| Date in   | Date out  | Hotel/Motel/Apartment | *Accom rating | Address            | Phone |
|-----------|-----------|-----------------------|---------------|--------------------|-------|
| 2/09/2018 | 5/09/2018 |                       | 4*            | Jakarta, Indonesia |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

|           |         |                  |
|-----------|---------|------------------|
| From: / / | To: / / | Contact details: |
|-----------|---------|------------------|

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |                    |
|--------------------|----------------|--------------------|
| <b>Advance: \$</b> | <b>BSB No:</b> | <b>Account No:</b> |
|                    | Sch 2.2(a)(ii) |                    |

|                        |             |
|------------------------|-------------|
| Signature of traveller | Date 2/8/18 |
|------------------------|-------------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|   |         |                |             |
|---|---------|----------------|-------------|
| Signature of delegate   | Pos No. | Classification | Date / /    |
| Signature of Director-General/Chief Minister (for overseas travel only) |         |                | Date 7/8/18 |
| <i>Andrew Tan</i>   |         |                |             |

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$3,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.  
 For international bookings, please complete the ACT Government Booking form on the  
<http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>  
 For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS             |      |  |             |
|---------------------------------|------|--|-------------|
| Name: Brendan Smyth             |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Economic Development     |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(iii)     | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address:<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS  |          |       |                 |          |       |  |                     |
|---|----------|-------|-----------------|----------|-------|--|---------------------|
| Reason: To accompany the Chief Minister on the Japan Mission and to reinforce the ACT Government's commitment to the Sister City Agreement and be a strong signal to business about intention to maintain the relationships that have been established. |          |       |                 |          |       |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |          |       |                 |          |       |  |                     |
| Depart location   | Date     | Time  | Arrive location | Date     | Time  | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 6/10/18  | 06:10 | Melbourne       | 6/10/18  | 07:20 | Business                               | QF795               |
| Melbourne   | 6/10/18  | 09:10 | Tokyo           | 6/10/18  | 18:35 | Business                               | QF079               |
| Tokyo   | 13/10/18 | 19:55 | Brisbane        | 14/10/18 | 05:55 | Business                               | QF062               |
| Brisbane  | 14/10/18 | 08:45 | Canberra        | 14/10/18 | 11:55 | Business                               | QF2565              |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in  | Date out | Hotel/Motel/Apartment | *Accom rating | Address      | Phone |
|----------|----------|-----------------------|---------------|--------------|-------|
| 6/10/18  | 10/10/18 |                       | 4*            | Tokyo, Japan |       |
| 10/10/18 | 13/10/18 |                       | 4*            | Osaka, Japan |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller [Redacted] Date 24/9/18

**Supported - funds are available and travel is recommended**

Signature of supervisor [Redacted] Date / /

**Approval of travel**

|  |         |                |              |
|--|---------|----------------|--------------|
| Signature of delegate <span style="background-color: grey; color: grey;">[Redacted]</span> | Pos No. | Classification | Date 25/9/18 |
| Signature of Director-General/Chief Minister (for overseas travel only)                    |         |                | Date 26/9/18 |
| <i>Andrew Barr</i>   |         |                |              |

|  |
|--|
| <b>BOOKING REFERENCE:</b>                  |
| <b>TRAVEL COSTS: \$10,000.00 (Approx.)</b> |
| <b>COST CODES:</b>                         |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

**Chief Minister, Treasury and Economic  
Development Directorate**

UNCLASSIFIED

**To:** Chief Minister

Tracking No.: CMTEDD2018/5650

**Date:** 17 October 2018

**From:** Commissioner for International Engagement

**Subject:** Travel Approval Request to China – November 2018

**Critical Date:** 23 October 2018

**Critical Reason:** To arrange meetings and ensure that suitable flights and accommodation are booked within reasonable timeframes and costs.

- DDG .../.../...

**Recommendations**

That you:

1. Note the information contained in this brief;

*Noted* / Please Discuss

2. Sign the attached travel form for Mr Brendan Smyth (Attachment A).

*Signed* / Not Signed / Please Discuss

Andrew Barr MLA .....

*19/10/18*

Minister's Office Feedback

UNCLASSIFIED

### **Background**

1. On 11 December 2017, you agreed and signed the proposed three year forward missions (CMTEDD2018/5577), which includes a delegation led by yourself to China proposed for 2019.
2. The purpose of the Commissioner for International Engagement (CIE) travelling to the countries identified in Canberra's *International Engagement Strategy* (IES) is to initiate and build relationships of value to Canberra and the ACT Government.
3. On 2 July 2018, you agreed and signed the proposal that the CIE would travel to China for the China International Import Expo to represent the ACT Government (CMTEDD2018/3585).
4. Prelude to your visit of 2019 the CIE intends to travel to China to continue to build the relationship, establish connections with the Chinese private sector and local government.
5. This will include the CIE contacting appropriate potential stakeholders in identified key capability areas for that market, as stated in the IES.

### **Issues**

6. The IES identifies education and research, tourism, renewable energy, ICT and e-government and health and sports sciences as the key capabilities to be delivered to China.
7. Intended meetings will include;
  - a. The Australian Embassy
  - b. Austrade
  - c. Australian Defence Attaché
  - d. Chinese Government
  - e. Office of Mayor of Beijing
  - f. Tourism Australia
  - g. Chinese private sector
8. The CIE travelling to China presents the opportunity to scope and plan for your potential mission in 2019.

### **Financial Implications**

9. Expenses will be met from existing funding contained within the Office of International Engagement appropriation.
10. Total costs of travel for the CIE are expected to be less than AUD\$5,000.00, subject to availability and early bookings of flights accommodation.

### **Consultation**

#### Internal

11. Innovation, Industry and Investment and Visit Canberra were consulted.

#### Cross Directorate



12. Nil.

External

13. The Department of Foreign Affairs and Trade was consulted.

14. The Embassy of the People's Republic of China was consulted.

**Work Health and Safety**

15. Nil.

**Benefits/Sensitivities**

16. Continues to deliver on Canberra's *International Engagement Strategy*.

17. Reinvigorates the Canberra-Beijing Sister City Agreement.

**Communications, media and engagement implications**

There will be interest by the media in all international engagement, its costs and outcomes.

Signatory Name: Brendan Smyth

Phone:

Sch 2.2(a)(ii)

Action Officer: Emma Gowling

Phone:

x78976

**Attachments**

| Attachment   | Title   |
|--------------|---|
| Attachment A | Travel form for the Commissioner for International Engagement |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: <span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span>   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: <span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span>  |           | Fax:                         |                 | Mobile: <span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span>   |                | Home Phone:                            |                     |
| Home address:<br><span style="background-color: #cccccc;">Sch 2.2(a)(ii)</span>   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To represent the ACT at the China International Import Expo and to initiate and build relationships of value to Canberra and the ACT Government as a prelude to the Chief Minister's potential mission in 2019 and continue on delivering Canberra's <i>International Engagement Strategy</i> . |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 3/11/18   | 2355                         | Singapore       | 4/11/18  | 0500           | Premium Economy                        | SQ288               |
| Singapore   | 4/11/18   | 0730                         | Shanghai        | 4/11/18  | 1245           | Premium Economy                        | SQ828               |
| Beijing   | 9/11/18   | 0010                         | Singapore       | 9/11/18  | 0645           | Premium Economy                        | SQ801               |
| Singapore   | 9/11/18   | 0935                         | Canberra        | 9/11/18  | 2235           | Premium Economy                        | SQ288               |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |

| TRAVELLER'S DETAILS   |         |                             |           |               |
|---|---------|-----------------------------|-----------|---------------|
| Executives  | 4 star* | over 4 hours Business Class | 4 star*   |               |
| Non Executives  | 3 star* | Economy Class               | 3.5 star* | Economy Class |
| If you intend to seek approval to vary from accommodation standards, please give reasons:   |         |                             |           |               |
| Any accommodation booked that varies from the standards is based from recommendations by DFAT Post, ensuring that the Commissioner is centrally located to the Program. |         |                             |           |               |

| Accommodation details (to be completed after approval to travel is given). Include any private accommodation details |           |                       |               |                 |       |
|--|-----------|-----------------------|---------------|-----------------|-------|
| Date in  | Date out  | Hotel/Motel/Apartment | *Accom rating | Address         | Phone |
| 4/11/2018  | 6/11/2018 |                       | 4*            | Shanghai, China |       |
| 6/11/2018  | 8/11/2018 |                       | 4*            | Beijing, China  |       |

| Details of any leave or non-official travel which you intend taking directly before or after your official travel |         |                  |
|---|---------|------------------|
| From: / /   | To: / / | Contact details: |

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.  
**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |         |             |
|-------------|---------|-------------|
| Advance: \$ | BSB No: | Account No: |
|             |         |             |

|                        |                 |
|------------------------|-----------------|
| Signature of traveller | Date 16.10.2018 |
|------------------------|-----------------|

**Supported - funds are a recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |          |
|-----------------------|---------|----------------|----------|
| Signature of delegate | Pos No. | Classification | Date / / |
|-----------------------|---------|----------------|----------|

|   |               |
|---|---------------|
| Signature of Director-General/Chief Minister (for overseas travel only) | Date 19/10/18 |
|---|---------------|

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$5,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

**Chief Minister, Treasury and Economic  
Development Directorate**

UNCLASSIFIED

**To:** Chief Minister Tracking No.: CMTEDD2018/5981

---

**Date:** Thursday 1 November 2018

---

**From:** Commissioner for International Engagement

---

**Subject:** Travel Approval Request to Wellington – November 2018

---

**Critical Date:** **Friday 9 November 2018**

---

**Critical Reason:** To arrange meetings and ensure that suitable flights and accommodation are booked within reasonable timeframes and costs.

---

- *See p. 8*  
DG .../.../...

**Recommendations**

That you:

1. Note the information contained in this brief;

*Noted* / Please Discuss

2. Sign the attached travel forms for Mr Brendan Smyth (Attachment A) and Mr Jonathan Kobus (Attachment B).

*Signed* / Not Signed / Please Discuss

Andrew Barr MLA ..... *Andrew Barr* ..... *6.11.18*

Minister's Office Feedback

UNCLASSIFIED

### Background

1. On 14 November 2018 you will lead a mission to Wellington to deliver the annual *Canberra Week in Wellington*, which furthers the Sister City relationship.
2. On 6 July 2016 you signed a Sister City Agreement (SCA) with the Mayor of Wellington City Council (WCC) to link Canberra and Wellington. The agreement contains 14 clauses detailing areas of closer cooperation and opportunity.
3. On 21 September 2016 the initial Capital Express flight by Singapore Airlines linking Singapore, Canberra and Wellington occurred.
4. On Wednesday 24 January 2018 Singapore Airlines announce that as of 30 April 2018 they will no longer fly the Canberra-Wellington route.
5. Given the announcement of the cessation of the direct flights between Canberra and Wellington it is important to ensure the ongoing implementation of the SCA, and build on the momentum already established, as well as considering options for alternative providers of direct flights to Wellington specifically and New Zealand in general.
6. Part of the purpose of the mission is continuing discussions with Air New Zealand and with the Wellington Airport Corporation, with a view to the re-establishment of a direct Canberra-Wellington flight.

### Issues

7. The *International Engagement Strategy* identifies education and research, tourism, renewable energy, and defence and cyber security as the key capabilities to be delivered to Wellington.
8. Intended meetings will include;
  - a. The Australian High Commission;
  - b. Air New Zealand;
  - c. Mayor of Wellington;
  - d. Wellington City Council Officials;
  - e. New Zealand Government;
  - f. Wellington Regional Economic Development Agency;
  - g. Wellington Airport;
  - h. New Zealand launch of the *Ale of Two Cities* beer project;
  - i. Launch of the SCA two year report;
  - j. Site visits to the Wellington Zoo; and
  - k. Wellington Botanic Gardens.

### Financial Implications

9. Expenses will be met from existing funding for VisitCanberra for the appropriation for Mr Kobus's expenses
10. Expenses will be met from existing funding contained within the Office of International Engagement appropriation for the Commissioner for International Engagement's (CIE) expenses.

11. Total costs of travel for the Director and CIE is expected to be less than AUD\$3,000.00, each subject to availability and early bookings of flights accommodation.

**Consultation**

Internal

12. Innovation, Industry and Investment and Visit Canberra were consulted.

Cross Directorate

13. Nil.

External

14. The Department of Foreign Affairs and Trade was consulted.
15. The Australian High Commission, Wellington was consulted.
16. The New Zealand High Commission, Canberra was consulted.
17. Wellington City Council.
18. Canberra Region Joint Organisation.

**Work Health and Safety**

19. Nil.

**Benefits/Sensitivities**

20. The mission will continue to deliver on *Canberra's International Engagement Strategy*.
21. Reinforces the Canberra-Wellington Sister City Agreement.

**Communications, media and engagement implications**

There will be interest by the media in all international engagement, its costs and outcomes.

Signatory Name: Brendan Smyth

Phone:

Sch 2.2(a)(ii)

Action Officer: Emma Gowling

Phone:

x78976

**Attachments**

| Attachment   | Title   |
|--------------|---|
| Attachment A | Travel form for the Commissioner for International Engagement |
| Attachment B | Travel form for the Director of VisitCanberra                 |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(i)  |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To accompany the Chief Minister for <i>Canberra Week in Wellington</i> , which is designed to reinforce the ACT Government's commitment to the Sister City Agreement and continue on delivering Canberra's <i>International Engagement Strategy</i> . |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 14/11/18  | 06:30                        | Sydney          | 14/11/18   | 07:25          | Economy                                |                     |
| Sydney  | 14/11/18  | 09:20                        | Wellington      | 14/11/18   | 14:35          | Economy                                |                     |
| Wellington  | 17/11/18  | 16:00                        | Sydney          | 17/11/18   | 17:35          | Economy                                |                     |
| Sydney  | 17/11/18  | 19:35                        | Canberra        | 17/11/18   | 20:30          | Economy                                |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details (to be completed after approval to travel is given). Include any private accommodation details**

| Date In    | Date out   | Hotel/Motel/Apartment | *Accom rating | Address                 | Phone |
|------------|------------|-----------------------|---------------|-------------------------|-------|
| 14/11/2018 | 17/11/2018 |                       | 4*            | Wellington, New Zealand |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |             |
|--------------------|----------------|-------------|
| <b>Advance:</b> \$ | BSB No:        | Account No: |
|                    | Sch 2.2(a)(ii) |             |

|                        |                      |
|------------------------|----------------------|
| Signature of traveller | Date 30 October 2018 |
|------------------------|----------------------|

**Supported - funds are available and recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|   |         |                |              |
|---|---------|----------------|--------------|
| Signature of delegate   | Pos No. | Classification | Date / /     |
| Signature of Director General/Chief Minister (for overseas travel only) |         |                | Date 6/11/18 |

**BOOKING REFERENCE:**

**TRAVEL COSTS:** Approx AUD\$3,000.00 (flights and accommodation)

**COST CODES:** 14169

**Advance and cabcharges acquitted (finance officer)**

Advance and cabcharges reconciled

Signature of finance officer





# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To accompany the Chief Minister to Indonesia and continue building relationships of value to Canberra and the ACT Government, which will also continue in delivering Canberra's International Engagement Strategy. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 6/2/2019  |                              | Sydney          | 6/2/2019   |                | Economy                                |                     |
| Sydney   | 6/2/2019  |                              | Jakarta         | 6/2/2019   |                | Business                               |                     |
| Jakarta  | 8/2/2019  |                              | Sydney          | 8/2/2019   |                | Business                               |                     |
| Sydney   | 9/2/2019  |                              | Canberra        | 9/2/2019   |                | Economy                                |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.   |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:  
 Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address            | Phone |
|---------|----------|-----------------------|---------------|--------------------|-------|
|         |          |                       | 4*            | Jakarta, Indonesia |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: // To: // Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |                    |
|--------------------|----------------|--------------------|
| <b>Advance: \$</b> | <b>BSB No:</b> | <b>Account No:</b> |
|                    |                |                    |

Signature of traveller \_\_\_\_\_ Date 20 December 2018

**Supported - funds are available and travel is recommended**

Signature of supervisor \_\_\_\_\_ Date 14/01/19

**Approval of travel**

Signature of delegate \_\_\_\_\_ Pos No. \_\_\_\_\_ Classification **DDC** Date 11/1/19

Signature of Director-General \_\_\_\_\_ (overseas travel only) Date 15/1/19

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$3,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

Chief Minister, Treasury and Economic  
Development Directorate

UNCLASSIFIED

To: Chief Minister

Tracking No.: CMTEDD2019/1112

Date: 12 March 2019

From: Commissioner for International Engagement

Subject: Travel Approval Request to China – March 2019

Critical Date: **Wednesday 13 March 2019**

Critical Reason: To arrange meetings and ensure that suitable flights and accommodation are booked within reasonable timeframes and costs.

**Recommendations**

That you:

1. Note the information contained in this brief;

*Noted* / Please Discuss

2. Sign the attached travel forms for Mr Brendan Smyth (Attachment A) and Mr Jonathan Kobus (Attachment B).

*Signed* / Not Signed / Please Discuss

Andrew Barr MLA .....



13/3/19

Minister's Office Feedback

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### **Background**

1. On 13 December 2018, you agreed and signed the proposed three year forward missions (CMTEDD2018/6680), which includes a delegation led by yourself to China, proposed for March 2019.
2. The brief also included a proposed program for the Commissioner for International Engagement (CIE).
3. The purpose of the CIE travelling to the countries identified in *Canberra's International Engagement Strategy* (IES) is to initiate and build relationships of value to Canberra and the ACT Government.
4. As a prelude to your visit of 2019 the CIE traveled to China to continue to build the relationship, establish connections with the Chinese private sector and local government.
5. This included the CIE contacting appropriate potential stakeholders in identified key capability areas for that market, as stated in the IES.

### **Issues**

6. The IES identifies education and research, tourism, renewable energy, ICT and e-government and health and sports science as the key capabilities to be delivered to China.
7. Intended meetings will include;
  - a. The Australian Embassy
  - b. Australian Consul-Generals
  - c. Austrade
  - d. Chinese Government Officials
  - e. Mayor of Beijing
  - f. CCPIT
  - g. Air Shenzhen
  - h. Governor of Guangzhou
  - i. Austcham Beijing
  - j. Southern China Airlines
  - k. Guangzhou Airport
  - l. Air China
  - m. The new Beijing Airport
  - n. Potentially others in the tourism and airline/aviation industry

**Financial Implications**

- 8. Expenses will be met from existing funding contained within the Innovate appropriation.
- 9. Total costs of travel for the CIE are expected to be less than AUD\$9,000.00, subject to availability and early bookings of flights accommodation.
- 10. Total costs of travel for the Director of VisitCanberra are expected to be less than AUD\$9,000.00, subject to availability and early bookings of flights accommodation

**Consultation**

Internal

- 11. Investment, Industry and Innovate and VisitCanberra were consulted.

Cross Directorate

- 12. Nil.

External

- 13. The Embassy of the People’s Republic of China was consulted.
- 14. The Australian Embassy based in China was consulted.
- 15. Austrade officials based in China was consulted.
- 16. Tourism Australia based in China was consulted.
- 17. Austcham Beijing was consulted.

**Work Health and Safety**

- 18. Nil.

**Benefits/Sensitivities**

- 19. Continues to deliver on Canberra’s *International Engagement Strategy*.
- 20. Continues to deliver and develop the Canberra-Beijing Sister City Agreement.

**Communications, media and engagement implications**

There will be interest by the media in all international engagement, its costs and outcomes.

|                 |               |        |                |
|-----------------|---------------|--------|----------------|
| Signatory Name: | Brendan Smyth | Phone: | Sch 2.2(a)(ii) |
| Action Officer: | Emma Gowling  | Phone: | x78976         |

**Attachments**

| Attachment   | Title   |
|--------------|---|
| Attachment A | Travel form for the Commissioner for International Engagement |
| Attachment B | Travel form for the Director of VisitCanberra                 |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(i)  |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To accompany the Chief Minister to China and continue building relationships of value to Canberra and the ACT Government, which will also continue in delivering Canberra's International Engagement Strategy and the Sister City Agreement with Beijing. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 24/3/2019 |                              | Sydney          | 24/3/2019  |                | Economy                                |                     |
| Sydney  | 24/3/2019 |                              | Hong Kong       | 24/3/2019  |                | Business                               |                     |
| Guangzhou   | 27/3/2019 |                              | Beijing         | 27/3/2019  |                | Business                               |                     |
| Beijing   | 29/3/2019 |                              | Sydney          | 30/3/2019  |                | Business                               |                     |
| Sydney  | 30/3/2019 |                              | Canberra        | 30/3/2019  |                | Economy                                |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |

**TRAVELLER'S DETAILS**

|                |         |               |           |               |
|----------------|---------|---------------|-----------|---------------|
| Non Executives | 3 star* | Economy Class | 3.5 star* | Economy Class |
|----------------|---------|---------------|-----------|---------------|

If you intend to seek approval to vary from accommodation standards, please give reasons:  
 Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details (to be completed after approval to travel is given). Include any private accommodation details**

| Date In | Date out | Hotel/Motel/Apartment | *Accom rating | Address          | Phone |
|---------|----------|-----------------------|---------------|------------------|-------|
|         |          |                       | 4*            | Hong Kong, China |       |
|         |          |                       | 4*            | Guangzhou, China |       |
|         |          |                       | 4*            | Beijing, China   |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

|           |         |                  |
|-----------|---------|------------------|
| From: / / | To: / / | Contact details: |
|-----------|---------|------------------|

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |         |             |
|-------------|---------|-------------|
| Advance: \$ | BSB No: | Account No: |
|             |         |             |

Sch 2.2(a)(ii)

|                        |                   |
|------------------------|-------------------|
| Signature of traveller | Date 1 March 2019 |
|------------------------|-------------------|

**Supported - funds are recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |          |
|-----------------------|---------|----------------|----------|
| Signature of delegate | Pos No. | Classification | Date / / |
|-----------------------|---------|----------------|----------|

|   |              |
|---|--------------|
| Signature of Director-General/Chief Minister (for overseas travel only) | Date 13/3/19 |
|---|--------------|

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$9,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS             |      |  |             |
|---------------------------------|------|--|-------------|
| Name: Brendan Smyth             |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra      |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)      | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address:<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS   |           |      |                 |           |      |  |                     |
|--|-----------|------|-----------------|-----------|------|--|---------------------|
| Reason: To attend the <i>Wagga to the World</i> business seminar.                          |           |      |                 |           |      |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved) |           |      |                 |           |      |  |                     |
| Depart location  | Date      | Time | Arrive location | Date      | Time | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 30/4/2019 | 1800 | Wagga           | 30/4/2019 | 2100 | -                                      | -                   |
| Wagga  | 1/5/2019  | 1800 | Canberra        | 1/5/2019  | 2100 | -                                      | -                   |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle: Sch 2.2(a)(ii)

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:

Any accommodation booked that varies from the standards is due to the availability of accommodation.



**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in   | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|-----------|----------|-----------------------|---------------|---------|-------|
| 30/4/2019 | 1/5/2019 |                       | 4*            |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

|           |         |                  |
|-----------|---------|------------------|
| From: / / | To: / / | Contact details: |
|-----------|---------|------------------|

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |             |
|--------------------|----------------|-------------|
| <b>Advance:</b> \$ | BSB No:        | Account No: |
|                    | Sch 2.2(a)(ii) |             |

|                        |              |
|------------------------|--------------|
| Signature of traveller | Date 29/4/19 |
|------------------------|--------------|

**Supported - funds are available and recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |              |
|-----------------------|---------|----------------|--------------|
| Signature of delegate | Pos No. | Classification | Date 30/4/19 |
| Sch 2.2(a)(ii)        |         |                |              |

|   |          |
|---|----------|
| Signature of Director-General/Chief Minister (for overseas travel only) | Date / / |
|---|----------|

|                               |
|-------------------------------|
| <b>BOOKING REFERENCE:</b>     |
| <b>TRAVEL COSTS: \$200.00</b> |
| <b>COST CODES: 14169</b>      |

|   |
|---|
| <b>Advance and cabcharges acquitted</b> (finance officer) |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



**APPLICATION FOR APPROVAL TO USE PRIVATE MOTOR VEHICLE FOR OFFICIAL PURPOSES**

ACTPS Enterprise Agreement 2013-2017 Annex C  
CMTEDD Travel and Related Services Guidelines 2014  
CMTEDD Director-General Financial Instructions 2.4 Travel

|  |   |  |
|--|---|--|
| <b>Name:</b> Brendan Smyth                       |   |  |
| <b>Vehicle Registration No</b><br>Sch 2.2(a)(ii) | <b>Make &amp; Body Type</b><br>Sch 2.2(a)(ii) | <b>Engine capacity (cc)</b><br>Sch 2.2(a)(ii)      |
| <b>Registration Expiry Date</b> Sch 2.2(a)(ii)   | <b>Insurance Expiry Date</b> Sch 2.2(a)(ii)   | <b>Driver's Licence Expiry Date</b> Sch 2.2(a)(ii) |

*NOTE: Copies of the policy verifying these dates MUST accompany each application*

|   |                                 |
|---|---------------------------------|
| <b>Period for which approval is sought</b>  | <b>Maximum kilometres/week:</b> |
| From: 30/04/2019      To: 1/05/2019         |                                 |
| <b>Note: Approvals lapse on 31 December</b> |                                 |

Reason for travel: In my capacity as the Commissioner for International Engagement, attend the *Wagga to the World* business seminar. This event is in relation to businesses in the Riverina-Murray who are interested in export opportunities across the eastern seaboard ports.

The seminar provides access to local, state and national experts in exporting, industry and logistics who will give an overview of global trade and export markets.

Is an official vehicle available? **No.** If Yes, state why it is more efficient or economical to use your vehicle:  
Due to the nature of the trip and the timings of the event, Mr Smyth will be travelling directly to and from the event location from his private residence. Personal vehicle is being used as all corporate cars are either inoperable or in use for the required travel times.

**Conditions for use of Private Vehicle**

- I have confirmed that my insurance policies cover me for business use of my private vehicle.
- If I am involved in an accident whilst driving my vehicle on official business I will still be required to meet any franchise payment in respect of the cost of any repairs under the conditions of my insurance policies including the forfeiture of a "no claim" bonus, if appropriate.
- If in any case the Directorate is adjudged liable, in court proceedings against it, for damages arising out of any accident in which I might be involved whilst using my private vehicle for official purposes, the Directorate will claim against me for the recovery of any damages awarded against it.
- Use of a private vehicle is permissible only when Directorate vehicles are not available.
- Claims are to be submitted monthly. Failure to submit claims promptly may result in non-payment.
- Approval is only for the vehicle Sch 2.2(a)(ii) approval is necessary for each vehicle used.

I have read the above conditions and agree

**Signature of Applicant**

Date 29/4/19

|   |
|---|
| <b>APPROVED/ NOT APPROVED</b>   |
| I certify that the use of a private vehicle is essential for the efficient performance of the applicant's duties. |
| Name of Delegate  |

**Signature of Delegate** Sch 2.2(a)(ii)

Date



**ACT**  
Government

Chief Minister, Treasury and  
Economic Development

## USE OF PRIVATE MOTOR VEHICLES ON DIRECTORATE BUSINESS

This policy applies to the use of private motor vehicles for official business and incorporates the principles set out in the ACT Public Service Enterprise Agreement 2013-2017.

### Purpose

To inform staff in the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on the appropriate method of private motor vehicle use for official business purposes.

### Principles

1. **If employees are required to travel on official business they should:**
  - use a vehicle identified for employee use;
  - use Cabcharge vouchers;
  - use public transport for travel between town centres;
  - hire a rental vehicle (for interstate travel only); or
  - use own private vehicle.
2. Where an employee elects to use their own private vehicle for official business purposes, **prior approval must be granted by the Delegate**. The form for approval to use a private vehicle for official purposes is attached.
3. When considering the use of a private vehicle, the travel should not:
  - result in less efficiency;
  - be more expensive than public transport or the use of an ACTPS vehicle;
  - result in the employee taking more time on the journey than they would otherwise take;
  - or
  - be contrary to the interests of the ACT Government.
4. A private vehicle authorised for official business use must be registered and the driver hold a current driver's license.
5. Employees should check with their insurance company whether cover in excess of normal comprehensive insurance is required for official business use. If an employee is required to pay a higher insurance premium than would otherwise be the case, they are entitled to be reimbursed the additional cost.
6. If a private vehicle is used for official business purposes an allowance is payable for each kilometre travelled.

7. The Directorate does not provide or carry insurance on private motor vehicles used for official purposes.
8. The Directorate will not accept **responsibility** for:
  - financial liability or loss through the operation of an “excess” clause or loss of “no-claim bonus” which may be incurred by employees involved in an accident, or as a result of theft;
  - an accident;
  - mechanical failure;
  - flat tyres;
  - theft of vehicle parts; or
  - any other similar costs.
9. If an employee uses their own private vehicle for official business use without the proper authority, they do so at their own risk and expense.

## Scope

This policy applies to all employees.

## Obligations

Delegate obligations include:

- ensuring that private vehicles have the necessary insurance cover before their use is approved for official business. Please refer to the CMTEDD HR Delegations Schedule regarding staff delegates.

Employee obligations include:

- being appropriately licensed;
- obeying all traffic laws and parking restrictions;
- ensuring the safe and efficient operation of the passenger vehicle and that any cargo is properly secured;
- recording accurate and timely information on use, and comply with the provisions set out in this policy.

## References

ACTPS Enterprise Agreement 2013-2017 Annex C

CMTEDD Travel and Related Services Guidelines 2014

Director-General Financial Instructions 2.4 Travel

Chief Minister, Treasury and Economic  
Development Directorate

UNCLASSIFIED

|                         |   |                               |
|-------------------------|---|-------------------------------|
| <b>To:</b>              | Chief Minister  | Tracking No.: CMTEDD2019/2165 |
| <b>Date:</b>            | 1 May 2019  |                               |
| <b>From:</b>            | Commissioner for International Engagement   |                               |
| <b>Subject:</b>         | Travel Approval Request to Singapore and Malaysia – May 2019  |                               |
| <b>Critical Date:</b>   | Friday 3 May 2019   |                               |
| <b>Critical Reason:</b> | To arrange meetings and ensure that suitable flights and accommodation are booked within reasonable timeframes and costs. |                               |

**Recommendations**


That you:

1. Note the information contained in this brief;

Noted / Please Discuss

2. Sign the attached travel form for Mr Brendan Smyth (Attachment A).

Signed / Not Signed / Please Discuss

Andrew Barr MLA .....  ..... 2./5/19

Minister's Office Feedback

UNCLASSIFIED

### Background

1. On 13 December 2018, you agreed and signed the proposed three year forward missions (CMTEDD2018/6680).
2. The brief also included a proposed program for the Commissioner for International Engagement (CIE) to travel to Singapore and Malaysia.
3. The purpose of the CIE travelling to the countries identified in Canberra's *International Engagement Strategy* (IES) is to initiate and build relationships of value to Canberra and the ACT Government.
4. This mission will serve as a dual purpose. The reasoning to re-visit Singapore is to continue on the current working relationships that are now past the "discovery" phase and are into the "building" phase.
5. Also is the opportunity to showcase one of Canberra's key capability areas – defence and cyber security – whilst HMAS Canberra is in Singapore. Defence and cyber security has been identified in the IES as a capability area to promote to this market.
6. As a prelude to your potential mission later in the year, the CIE intends to travel and establish connections with the Malaysian private sector and local government.
7. This will include the CIE contacting appropriate potential stakeholders in identified key capability areas for that market, as stated in the IES.

### Issues

8. The IES identifies education and research, tourism, defence and cyber security, renewable energy, ICT and e-government, space and spatial science and and health and sports science as the key capabilities to be delivered to Singapore.
9. The IES identifies education and research and tourism as the key capabilities to be delivered to Malaysia.

10. Intended meetings will include;

#### *Singapore*

- a. The Australian Embassy, Singapore
- b. HMAS Canberra
- c. Bukit Canberra
- d. Canberra Secondary School
- e. YHD
- f. Menzies Group
- g. Singapore Wildlife Reserves
- h. Singapore Film Commission

#### *Malaysia*

- i. Australian High Commission, Malaysia
- j. Austrade
- k. Local Government representatives

- l. Malaysian Education representatives
- m. Malaysia Tourism representatives

**Financial Implications**

- 11. Total costs of travel for the CIE are expected to be less than AUD\$6,500.00, subject to availability and early bookings of flights accommodation.

**Consultation**

Internal

- 12. Investment, Industry and Innovate and VisitCanberra were consulted.

Cross Directorate

- 13. Nil.

External

- 14. Nil.

**Work Health and Safety**

- 15. Nil.

**Benefits/Sensitivities**

- 16. Continues to deliver on Canberra's *International Engagement Strategy*.

**Communications, media and engagement implications**

There will be interest by the media in all international engagement, its costs and outcomes.

Signatory Name: Brendan Smyth

Phone:

Sch 2.2(a)(ii)

Action Officer: Emma Gowling

Phone:

x72544

**Attachments**

| Attachment   | Title   |
|--------------|---|
| Attachment A | Travel form for the Commissioner for International Engagement |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To continue relations with key stakeholders in the Singapore market and to make initial contact with relevant stakeholders in Malaysia prior to the Chief Minister's potential mission later in the year. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 12/5/2019 |                              | Singapore       | 13/5/2019  |                | Business                               |                     |
| Singapore   | 16/5/2019 |                              | Kuala Lumpur    | 16/5/2019  |                | Economy                                |                     |
| Kuala Lumpur  | 17/5/2019 |                              | Sydney          | 18/5/2019  |                | Business                               |                     |
| Sydney  | 18/5/2019 |                              | Canberra        | 18/5/2019  |                | Economy                                |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |



**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address                | Phone |
|---------|----------|-----------------------|---------------|------------------------|-------|
|         |          |                       | 4*            | Singapore, Singapore   |       |
|         |          |                       | 4*            | Kuala Lumpur, Malaysia |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

Signature of traveller Date 30/4/19

**Supported - funds are available and travel is recommended**

Signature of supervisor Date / /

**Approval of travel**

Signature of delegate *[Signature]* Pos No. Classification Date / /

Signature of Director-General/Chief Minister (for overseas travel only) *[Signature]* Date 2/5/19

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$6,500.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra Economic Development   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To attend a meeting arranged by Austrade with the new Consul-General for New Zealand and the New Zealand Ministry of Foreign Affairs and Trade.         |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 17/6/2019 | 12:35                        | Sydney          | 17/6/2019  | 13:35          | Economy                                | VA645               |
| Sydney  | 17/6/2019 | 18:05                        | Canberra        | 17/6/2019  | 19:05          | Economy                                | VA664               |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b> |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:   |           |                              |                 |  |                |  |                     |
| Any accommodation booked that varies from the standards is due to the availability of accommodation.  |           |                              |                 |  |                |  |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |             |
|------------------------|-------------|
| Signature of traveller | Date 6/6/19 |
|------------------------|-------------|

Supported - funds are available  Recommended

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |               |
|-----------------------|---------|----------------|---------------|
| Signature of delegate | Pos No. | Classification | Date 11/06/19 |
| Sch 2.2(a)(ii)        |         |                |               |

|   |          |
|---|----------|
| Signature of Director-General/Chief Minister (for overseas travel only) | Date / / |
|---|----------|

|                               |
|-------------------------------|
| <b>BOOKING REFERENCE:</b>     |
| <b>TRAVEL COSTS: \$250.00</b> |
| <b>COST CODES: 14169</b>      |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS             |      |  |             |
|---------------------------------|------|--|-------------|
| Name: Brendan Smyth             |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra      |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)      | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address:<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS   |           |      |                 |           |      |  |                     |
|--|-----------|------|-----------------|-----------|------|--|---------------------|
| <b>Reason: To attend and deliver a keynote address at the 2019 Wellington City Council Leadership Conference and continue on progressing conversations around the Canberra-Wellington SCA and the work of the IES.</b> |           |      |                 |           |      |  |                     |
| <b>Departure and Arrival Details</b> (complete times and flight details after travel is approved)  |           |      |                 |           |      |  |                     |
| Depart location  | Date      | Time | Arrive location | Date      | Time | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 17/7/2019 |      | Sydney          | 17/7/2019 |      | Economy                                |                     |
| Sydney   | 17/7/2019 |      | Wellington      | 17/7/2019 |      | Economy                                |                     |
| Wellington   | 19/7/2019 |      | Sydney          | 19/7/2019 |      | Economy                                |                     |
| Sydney   | 19/7/2019 |      | Canberra        | 19/7/2019 |      | Economy                                |                     |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  
 Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS** (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       | 4*            |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |         |             |   |
|--------------------|---------|-------------|---|
| <b>Advance:</b> \$ | BSB No: | Account No: | o |
|                    |         |             |   |


|                        |          |
|------------------------|----------|
| Signature of traveller | Date / / |
|------------------------|----------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |          |
|-----------------------|---------|----------------|----------|
| Signature of delegate | Pos No. | Classification | Date / / |
|-----------------------|---------|----------------|----------|

|   |              |
|---|--------------|
| Signature of Director-General/Chief Minister <b>(for overseas travel only)</b><br> | Date 10/7/19 |
|---|--------------|

|  |
|--|
| <b>BOOKING REFERENCE:</b>  |
| <b>TRAVEL COSTS: \$0.00 – Wellington City Council to cover Flight and Accommodation costs.</b> |
| <b>COST CODES:</b>   |

|   |
|---|
| <b>Advance and cabcharges acquitted</b> (finance officer) |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To attend NSW Export capability program in Young, Yass, Bega and Moruya   |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  | 19/8/2019 | 0600                         | Young           | 19/8/2019  | 0830           | -                                      | -                   |
| Young   | 19/8/2019 | 1500                         | Yass            | 19/8/2019  | 1700           | -                                      | -                   |
| Yass  | 19/8/2019 | 2000                         | Canberra        | 19/8/2019  | 2130           |  |                     |
| Canberra  | 20/8/2019 | 1500                         | Bega            | 20/8/2019  | 1800           |  |                     |
| Bega  | 21/8/2019 | 1400                         | Moruya          | 21/8/2019  | 1600           |  |                     |
| Moruya  | 22/8/2019 | 1400                         | Canberra        | 22/8/2019  | 1600           |  |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle: Sch 2.2(a)(ii)  |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b> |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives  | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:  
 Any accommodation booked that varies from the standards is due to the availability of accommodation.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment     | *Accom rating | Address               | Phone |
|---------|----------|---------------------------|---------------|-----------------------|-------|
| 20/8/19 | 21/8/19  | Sapphire Waters Merimbula | 4*            | 32-34 Merimbula Drive |       |
| 21/8/19 | 22/8/19  | Luhana Motel Moruya       |               | 82 Princes Highway    |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |



Signature of traveller Date 15/8/2019

**Supported - funds are available and travel is recommended**

Signature of supervisor Sch 2.2(a)(ii) Date 22/08/19

**Approval of travel**

|   |         |                |            |
|---|---------|----------------|------------|
| Signature of delegate   | Pos No. | Classification | Date 18/19 |
| Signature of Director-General/Chief Minister (for overseas travel only) |         |                | Date / /   |

|                            |
|----------------------------|
| <b>BOOKING REFERENCE:</b>  |
| <b>TRAVEL COSTS: \$700</b> |
| <b>COST CODES: 14169</b>   |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

**Chief Minister, Treasury and Economic Development Directorate**

UNCLASSIFIED

**To:** Chief Minister

Tracking No.: CMTEDD2019/4701

**Date:** 16/09/2019

**From:** Commissioner for International Engagement

**Subject:** Travel Approval Request to Malaysia and Singapore – October 2019

**Critical Date:** 19/09/2019

**Critical Reason:** To arrange meetings and ensure that suitable flights and accommodation are booked within reasonable timeframes and costs.

**Recommendations**

That you:

1. Note the information contained in this brief; and

*Noted* / Please Discuss

2. Sign the attached travel form.

*Signed* / Not Signed / Please Discuss

Andrew Barr MLA .....



17/9/19

Minister's Office Feedback

UNCLASSIFIED



### **Background**

1. On 7 July, you agreed and signed the proposed three year forward missions (CMTEDD2019/3391).
2. This included the mission to Malaysia and Singapore in the second quarter of the 2019-20 financial year.
3. As the Commissioner for International Engagement, I made a preliminary mission in May of this year to explore what opportunities may be available for Canberra in a new market.

### **Issues**

4. The IES identifies tourism and education and research as key capabilities to be delivered in Malaysia.
5. At the proposed time to be in Malaysia, Tourism Australia's *Australia Marketplace South East Asia* will be taking place.
6. The IES identifies all seven key capability areas to be delivered in Singapore.
7. Whilst in Singapore, it is proposed to meet with the inaugural ACT Government market-embedded officer.

### **Financial Implications**

8. Total costs of travel for the CIE are expected to be less than AUD\$5,000.00, subject to availability and early bookings of flights accommodation

### **Consultation**

#### Internal

9. Nil.

#### Cross Directorate

10. Nil.

#### External

11. Nil.

### **Work Health and Safety**

12. Nil.

### **Benefits/Sensitivities**

13. Continues to deliver on Canberra's *International Engagement Strategy*.

**Communications, media and engagement implications**

14. There will be interest by the media in all international engagement, its costs and outcomes.

Signatory Name: Brendan Smyth

Phone: Sch 2.2(a)(ii)

Action Officer: Emma Gowling

Phone: x72544

**Attachments**

| Attachment   | Title                            |
|--------------|----------------------------------|
| Attachment A | Travel Form for Mr Brendan Smyth |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS             |      |  |             |
|---------------------------------|------|--|-------------|
| Name: Brendan Smyth             |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra      |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)      | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address:<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS  |
|---|
| <b>Reason: To accompany the Chief Minister to Malaysia and Singapore, continuing to build relationships of value to Canberra and the ACT Government, which will also continue in delivering Canberra's International Engagement Strategy.</b> |

| Departure and Arrival Details (complete times and flight details after travel is approved) |         |      |                 |         |      |  |                     |
|--|---------|------|-----------------|---------|------|--|---------------------|
| Depart location  | Date    | Time | Arrive location | Date    | Time | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 28/9/19 |      | Sydney          | 28/9/19 |      |  |                     |
| Sydney   | 28/9/19 |      | Singapore       | 28/9/19 |      |  |                     |
| Singapore  | 28/9/19 |      | Kuala Lumpur    | 28/9/19 |      |  |                     |
| Kuala Lumpur   | 2/10/19 |      | Singapore       | 2/10/19 |      |  |                     |
| Singapore  | 4/10/19 |      | Canberra        | 4/10/19 |      |  |                     |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle:

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |

| TRAVELLER'S DETAILS   |         |               |           |               |
|---|---------|---------------|-----------|---------------|
| Non Executives  | 3 star* | Economy Class | 3.5 star* | Economy Class |
| If you intend to seek approval to vary from accommodation standards, please give reasons:<br>Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located. |         |               |           |               |

| Accommodation details (to be completed after approval to travel is given). Include any private accommodation details |          |                       |               |                        |       |
|--|----------|-----------------------|---------------|------------------------|-------|
| Date in  | Date out | Hotel/Motel/Apartment | *Accom rating | Address                | Phone |
|  |          |                       | 4*            | Kuala Lumpur, Malaysia |       |
|  |          |                       | 4*            | Singapore, Singapore   |       |

| Details of any leave or non-official travel which you intend taking directly before or after your official travel |         |                  |
|---|---------|------------------|
| From: / /   | To: / / | Contact details: |

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.  
**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |                |
|------------------------|----------------|
| Signature of traveller | Date 11/9/2019 |
|------------------------|----------------|

| Supported - funds are available and travel is recommended |          |
|---|----------|
| Signature of supervisor                                   | Date / / |

| Approval of travel  |         |                |              |
|---|---------|----------------|--------------|
| Signature of delegate   | Pos No. | Classification | Date / /     |
| Signature of Director-General/Chief Minister (for overseas travel only) |         |                | Date 17/9/19 |
| <i>Andrew Tan</i>   |         |                |              |

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$5,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

**QBT** → ☎ 1300 797 357

Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To accompany the Minister assisting the Chief Minister on Advanced Technology and Space Industries and for Police and Emergency Services to New Zealand, continuing to build relationships of value to Canberra and the ACT Government, which will also continue in delivering Canberra's International Engagement Strategy. |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 17/11/19  |                              | Melbourne       | 17/11/19   |                | Economy                                |                     |
| Melbourne  | 17/11/19  |                              | Wellington      | 17/11/19   |                | Economy                                |                     |
| Wellington   | 21/11/19  |                              | Melbourne       | 21/11/19   |                | Economy                                |                     |
| Melbourne  | 21/11/19  |                              | Canberra        | 21/11/19   |                | Economy                                |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:  |           |                              |                 |  |                |  |                     |
| ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.   |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |

**TRAVELLER'S DETAILS**

If you intend to seek approval to vary from accommodation standards, please give reasons:

Any accommodation booked that varies from the standards is to match that of the Minister, ensuring that the delegation is centrally located.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address                 | Phone |
|---------|----------|-----------------------|---------------|-------------------------|-------|
|         |          |                       | 4*            | Wellington, New Zealand |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |               |
|------------------------|---------------|
| Signature of traveller | Date 30/10/19 |
|------------------------|---------------|

Supported - funds are available and travel is recommended

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|   |         |                |              |
|---|---------|----------------|--------------|
| Signature of delegate   | Pos No. | Classification | Date / /     |
| Signature of Director-General/Chief Minister (for overseas travel only) |         |                | Date 4/11/19 |

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$5,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the **QBT Online Booking Tool**.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To attend NSW Export capability program in Moss Vale.  |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 25/11/19  | 0700                         | Moss Vale       | 25/11/19   | 1500           | -                                      | -                   |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle: Sch 2.2(a)(ii)   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)</b> |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:  |           |                              |                 |  |                |  |                     |
| Any accommodation booked that varies from the standards is due to the availability of accommodation.   |           |                              |                 |  |                |  |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

|           |         |                  |
|-----------|---------|------------------|
| From: / / | To: / / | Contact details: |
|-----------|---------|------------------|

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

|                        |                 |
|------------------------|-----------------|
| Signature of traveller | Date 25/11/2019 |
|------------------------|-----------------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|   |         |                |            |
|---|---------|----------------|------------|
| Signature of delegate   | Pos No. | Classification | Date / - / |
| Signature of Director-General/Chief Minister (for overseas travel only) |         |                | Date / /   |

|                            |
|----------------------------|
| <b>BOOKING REFERENCE:</b>  |
| <b>TRAVEL COSTS: \$150</b> |
| <b>COST CODES: 14169</b>   |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the QBT Online Booking Tool.

For international bookings, please complete the ACT Government Booking form on the <http://sharedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see Buying Goods and Services intranet site.

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS   |           |                              |                 |  |                |  |                     |
|---|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth   |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra  |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)  |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)   |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS  |           |                              |                 |  |                |  |                     |
| Reason: To accompany Canberra university representatives on the Commonwealth's <i>Australia India Business Exchange</i> higher education program, continuing to build relationships of value to Canberra and the ACT Government, which will also continue in delivering Canberra's <i>International Engagement Strategy</i> . |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)  |           |                              |                 |  |                |  |                     |
| Depart location   | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra  |           |                              | Singapore       |  |                | Economy                                |                     |
| Singapore   |           |                              | New Delhi       |  |                | Economy                                |                     |
| New Delhi   |           |                              | Mumbai          |  |                | Economy                                |                     |
| Mumbai  |           |                              | Singapore       |  |                | Economy                                |                     |
| Singapore   |           |                              | Canberra        |  |                | Economy                                |                     |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.   |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle:   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.</b>   |           |                              |                 |  |                |  |                     |
|   | Domestic  |                              |                 | International  |                |  |                     |
| Director-General  | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives  | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |

**TRAVELLER'S DETAILS**

|                |         |               |           |               |
|----------------|---------|---------------|-----------|---------------|
| Non Executives | 3 star* | Economy Class | 3.5 star* | Economy class |
|----------------|---------|---------------|-----------|---------------|

If you intend to seek approval to vary from accommodation standards, please give reasons:

Any accommodation booked that varies from the standards is to match that of the Austrade Officials, ensuring that the delegation is centrally located.

**Accommodation details (to be completed after approval to travel is given). Include any private accommodation details**

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address          | Phone |
|---------|----------|-----------------------|---------------|------------------|-------|
|         |          |                       | 4*            | New Delhi, India |       |
|         |          |                       | 4*            | Mumbai, India    |       |


**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details:

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|             |                |             |
|-------------|----------------|-------------|
| Advance: \$ | BSB No:        | Account No: |
|             | Sch 2.2(a)(ii) |             |

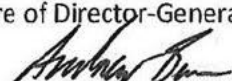
Signature of traveller  Date 27/1/20

**Supported - funds are available and travel is recommended**

Signature of supervisor \_\_\_\_\_ Date / /

**Approval of travel**

Signature of delegate \_\_\_\_\_ Pos No. \_\_\_\_\_ Classification \_\_\_\_\_ Date / /

Signature of Director-General/Chief Minister (for overseas travel only)  Date 29/1/20

|   |
|---|
| <b>BOOKING REFERENCE:</b>   |
| <b>TRAVEL COSTS: Approx AUD\$5,000.00 (flights and accommodation)</b> |
| <b>COST CODES: 14169</b>  |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://shareservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

**Travel Requisition No:**

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS  |           |                              |                 |  |                |  |                     |
|--|-----------|------------------------------|-----------------|--|----------------|--|---------------------|
| Name: Brendan Smyth  |           |                              |                 | Classification: Sch 2.2(a)(ii)   |                |  |                     |
| Group: Enterprise Canberra   |           |                              |                 | Unit: Office of International Engagement   |                |  |                     |
| Work phone: Sch 2.2(a)(ii)   |           | Fax:                         |                 | Mobile: Sch 2.2(a)(ii)   |                | Home Phone:                            |                     |
| Home address:<br>Sch 2.2(a)(ii)  |           |                              |                 | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |                |  |                     |
| TRAVEL DETAILS   |           |                              |                 |  |                |  |                     |
| Reason: To hold the annual Canberra Week in Wellington and support the Chief Minister on the delegation.   |           |                              |                 |  |                |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)   |           |                              |                 |  |                |  |                     |
| Depart location  | Date      | Time                         | Arrive location | Date   | Time           | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 31/7/2020 | 7:00                         | Orange          | 31/7/2020  | 16:00          | N/A                                    | N/A                 |
| If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.  |           |                              |                 |  |                |  |                     |
| Make, model and engine capacity of vehicle: Sch 2.2(a)(ii)   |           |                              |                 |  |                |  |                     |
| <b>ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.)</b> |           |                              |                 |  |                |  |                     |
|  | Domestic  |                              |                 | International  |                |  |                     |
| Director-General   | 4.5 star* | Economy Class under 4 hours, |                 | 4.5 star*  | Business Class |  |                     |
| Executives   | 4 star*   | over 4 hours Business Class  |                 | 4 star*  |                |  |                     |
| Non Executives   | 3 star*   | Economy Class                |                 | 3.5 star*  | Economy Class  |  |                     |
| If you intend to seek approval to vary from accommodation standards, please give reasons:  |           |                              |                 |  |                |  |                     |
| Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.               |           |                              |                 |  |                |  |                     |

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |                |                    |
|--------------------|----------------|--------------------|
| <b>Advance: \$</b> | <b>BSB No:</b> | <b>Account No:</b> |
|                    |                |                    |

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|  |                 |
|--|-----------------|
| Signature of traveller<br>Sch 2.2(a)(ii) | Date 29/07/2020 |
|--|-----------------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|   |         |                |               |
|---|---------|----------------|---------------|
| Signature of delegate<br>Sch 2.2(a)(ii) | Pos No. | Classification | Date 13/08/20 |
|---|---------|----------------|---------------|

|  |          |
|--|----------|
| Signature of Director-General/Chief Minister <b>(for overseas travel only)</b> | Date / / |
|--|----------|

|                           |
|---------------------------|
| <b>BOOKING REFERENCE:</b> |
| <b>TRAVEL COSTS:</b>      |
| <b>COST CODES:</b>        |

|   |
|---|
| <b>Advance and cabcharges acquitted (finance officer)</b> |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |

# Travel Form

**Please note:**

All domestic and trans-Tasman flights must be booked using the [QBT Online Booking Tool](#).

For international bookings, please complete the ACT Government Booking form on the <http://shedservices/ACTGovt/Procurement/Buying/Existing-Contracts/Flight-Bookings.htm>

For all other travel related information please see [Buying Goods and Services intranet site](#).

Travel Requisition No: \_\_\_\_

QBT → ☎ 1300 797 357

**Form to be completed by the traveller and approved by the delegate before any travel or accommodation is booked.**

| TRAVELLER'S DETAILS             |      |  |             |
|---------------------------------|------|--|-------------|
| Name: Brendan Smyth             |      | Classification: Sch 2.2(a)(ii)   |             |
| Group: Enterprise Canberra      |      | Unit: Office of International Engagement   |             |
| Work phone: Sch 2.2(a)(ii)      | Fax: | Mobile: Sch 2.2(a)(ii)   | Home Phone: |
| Home address:<br>Sch 2.2(a)(ii) |      | Corporate Frequent Flyer Number:<br>Note: Frequent Flyer points are no longer accumulated. However, a flight will count towards your airline club status progression |             |

| TRAVEL DETAILS   |            |        |                 |            |         |  |                     |
|--|------------|--------|-----------------|------------|---------|--|---------------------|
| Reason: To hold the annual Canberra Week in Wellington and support the Chief Minister on the delegation. |            |        |                 |            |         |  |                     |
| Departure and Arrival Details (complete times and flight details after travel is approved)               |            |        |                 |            |         |  |                     |
| Depart location  | Date       | Time   | Arrive location | Date       | Time    | Travel class Economy or Business Class | Airline, flight no. |
| Canberra   | 15/10/2020 | 7:00am | Molong, NSW     | 15/10/2020 | 10:30am | N/A                                    | N/A                 |
| Molong, NSW  | 15/10/2020 | 2:30pm | Canberra        | 15/10/2020 | 6:00pm  | N/A                                    | N/A                 |

If travelling by private vehicle please attach copies of your current driver's licence and comprehensive insurance.

Make, model and engine capacity of vehicle: Sch 2.2(a)(ii)

**ACCOMMODATION AND TRAVEL STANDARDS (Note: All accommodation bookings must be made through Lido (02) 8585 0806 / 1800 000 469 – option #1 for Government.**

|                  | Domestic  |                              | International |                |
|------------------|-----------|------------------------------|---------------|----------------|
| Director-General | 4.5 star* | Economy Class under 4 hours, | 4.5 star*     | Business Class |
| Executives       | 4 star*   | over 4 hours Business Class  | 4 star*       |                |
| Non Executives   | 3 star*   | Economy Class                | 3.5 star*     | Economy Class  |

If you intend to seek approval to vary from accommodation standards, please give reasons:  
Any accommodation booked that varies from the standards is to match that of the Chief Minister, ensuring that the delegation is centrally located.

**Accommodation details** (to be completed after approval to travel is given). Include any private accommodation details

| Date in | Date out | Hotel/Motel/Apartment | *Accom rating | Address | Phone |
|---------|----------|-----------------------|---------------|---------|-------|
|         |          |                       |               |         |       |

**Details of any leave or non-official travel which you intend taking directly before or after your official travel**

From: / / To: / / Contact details: o

**Payment of out of pocket expenses:** Corporate credit card or reimbursement are the preferred methods of payment for meals and incidental expenses.

**Actual reasonable costs will be reimbursed upon the provision of receipts. All advances must be acquitted.**

|                    |         |             |
|--------------------|---------|-------------|
| <b>Advance:</b> \$ | BSB No: | Account No: |
|                    |         |             |

o

|   |                 |
|---|-----------------|
| Signature of traveller<br><b>Sch 2.2(a)(ii)</b> | Date 12/10/2020 |
|---|-----------------|

**Supported - funds are available and travel is recommended**

|                         |          |
|-------------------------|----------|
| Signature of supervisor | Date / / |
|-------------------------|----------|

**Approval of travel**

|                       |         |                |          |
|-----------------------|---------|----------------|----------|
| Signature of delegate | Pos No. | Classification | Date / / |
|-----------------------|---------|----------------|----------|

|  |          |
|--|----------|
| Signature of Director-General/Chief Minister <b>(for overseas travel only)</b> | Date / / |
|--|----------|

|                           |
|---------------------------|
| <b>BOOKING REFERENCE:</b> |
| <b>TRAVEL COSTS:</b>      |
| <b>COST CODES:</b>        |

|   |
|---|
| <b>Advance and cabcharges acquitted</b> (finance officer) |
| Advance and cabcharges reconciled                         |
| Signature of finance officer                              |



|           |           |                   |                                   |  |         |      |   |
|-----------|-----------|-------------------|-----------------------------------|--|---------|------|---|
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 19.25   |      | -19.25                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 19.71   |      | -19.71                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 20.66   |      | -20.66                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 22.36   |      | -22.36                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 22.46   |      | -22.46                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 23.26   |      | -23.26                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 23.9    |      | -23.9                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 24.25   |      | -24.25                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 26.71   |      | -26.71                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 29.93   |      | -29.93                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 29.95   |      | -29.95                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 30.2    |      | -30.2                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 38.38   |      | -38.38                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 41.16   |      | -41.16                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare   | 41.75   |      | -41.75                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare   | 44.2    |      | -44.2                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare   | 44.77   |      | -44.77                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare   | 48.59   |      | -48.59                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare   | 54.51   |      | -54.51                                      |
| 30-Jun-17 |           | Adjustment        | 711402 Pay Parking                | Canberra Airport Parking   | 54.55   |      | -54.55                                      |
| 30-Jun-17 |           | Adjustment        | 711402 Pay Parking                | Pay Parking Canberra Int'l Airport   | 109.09  |      | -109.09                                     |
| 30-Jun-17 |           | Adjustment        | 711406 Travel (Domestic)          | Cost of meal whilst Business travel Brisbane   | 34.4    |      | -34.4                                       |
| 30-Jun-17 |           | Adjustment        | 711407 Travel (Overseas)          | Meeting Beverage - Singapore   | 27.55   |      | -27.55                                      |
| 30-Jun-17 |           | Adjustment        | 711407 Travel (Overseas)          | Art Museum Hotel - Meeting Hospitality   | 31.54   |      | -31.54                                      |
| 30-Jun-17 |           | Adjustment        | 711407 Travel (Overseas)          | Cost of meal whilst Business travel Singapore  | 53.05   |      | -53.05                                      |
| 30-Jun-17 |           | Adjustment        | 711407 Travel (Overseas)          | Cost of meal whilst Business travel Singapore  | 146.47  |      | -146.47                                     |
| 30-Jun-17 |           | Adjustment        | 711407 Travel (Overseas)          | Accommodation in Wellington New Zealand  | 751.23  |      | -751.23                                     |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 6.44    |      | -6.44                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 7.09    |      | -7.09                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 8.74    |      | -8.74                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 9.5     |      | -9.5  |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 12.36   |      | -12.36                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 12.43   |      | -12.43                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 13.66   |      | -13.66                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Brisbane  | 14.53   |      | -14.53                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 14.8    |      | -14.8                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 17.96   |      | -17.96                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 22.1    |      | -22.1                                       |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 23.58   |      | -23.58                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 24.21   |      | -24.21                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 25.79   |      | -25.79                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 28.81   |      | -28.81                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Singapore   | 30      |      | -30   |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 30.78   |      | -30.78                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 32.76   |      | -32.76                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 35.98   |      | -35.98                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 36.28   |      | -36.28                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Wellington  | 36.61   |      | -36.61                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Brisbane  | 45.92   |      | -45.92                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Brisbane  | 47.73   |      | -47.73                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Canberra Airport Business Travel  | 51.93   |      | -51.93                                      |
| 30-Jun-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - Brisbane  | 55.8    |      | -55.8                                       |
| 30-Jun-17 |           | Accrual           | 310121 Accrued Expenses - General | Car Hire in Hong Kong  |         | 884  |   |
| 30-Jun-17 |           | Accrual           | 310121 Accrued Expenses - General | Car Hire in Singapore  |         | 1571 |   |
| 30-Jun-17 |           | Accrual           | 711401 Car Hire (Non-Fleet)       | Car Hire in Hong Kong  | 884     |      | -884  |
| 30-Jun-17 |           | Accrual           | 711401 Car Hire (Non-Fleet)       | Car Hire in Singapore  | 1571    |      | -1571                                       |
| 17-Jul-17 |           | Accrual           | 310121 Accrued Expenses - General | Car Hire in Hong Kong  | 884     |      |   |
| 17-Jul-17 |           | Accrual           | 310121 Accrued Expenses - General | Car Hire in Singapore  | 1571    |      |   |
| 17-Jul-17 |           | Accrual           | 711401 Car Hire (Non-Fleet)       | Car Hire in Hong Kong  |         | 884  | 884   |
| 17-Jul-17 |           | Accrual           | 711401 Car Hire (Non-Fleet)       | Car Hire in Singapore  |         | 1571 | 1571  |
| 24-Jul-17 |           | Adjustment        | 711407 Travel (Overseas)          | Cost of passport(travel dates 26-27 June 2017)approved travel  | 277     |      | -277  |
| 24-Jul-17 |           | Adjustment        | 711407 Travel (Overseas)          | Accommodation whilst with CM in Singapore  | 2056.32 |      | -2056.32                                    |
| 24-Jul-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - meeting with Singapore National Arts  | 14.12   |      | -14.12                                      |
| 24-Jul-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare - meeting with Singapore National Arts  | 19.24   |      | -19.24                                      |
| 24-Jul-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare-Airport to Hotel in Wellington  | 35.53   |      | -35.53                                      |
| 24-Jul-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | Cab Fare-Canberra Airport to residence   | 46.01   |      | -46.01                                      |
| 01-Aug-17 | 29-Jun-17 | Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059101441006-29/07/17 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; JUNE FLIGHTS : Dist ID 35472280 | 112.03  |      | -112.03 AMERICAN EXPRESS AUSTRALIA LIMITED  |
| 01-Aug-17 | 29-Jun-17 | Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059101441006-29/07/17 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; JUNE 2017 : Dist ID 35472281    | 5229.11 |      | -5229.11 AMERICAN EXPRESS AUSTRALIA LIMITED |
| 01-Aug-17 | 29-Jun-17 | Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059101441006-29/07/17 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; JUNE FLIGHTS : Dist ID 35472279 | 9895.19 |      | -9895.19 AMERICAN EXPRESS AUSTRALIA LIMITED |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | VisaLink System charges to facilitate travel to China  | 17      |      | -17   |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | TrainFare-HongKong from HK to Shenzhen China   | 18.44   |      | -18.44                                      |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | Incidentals-Singapore Meeting w/National Arts Council 21JUNE2017                                     | 31.35   |      | -31.35                                      |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | Incidentals-Singapore Meeting w/UC Faculty of Arts based in Singapore                                | 45.59   |      | -45.59                                      |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | Incidentals-China Meeting w/Chinese representative   | 60.47   |      | -60.47                                      |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | Cost of Visa For China 26/27 June 2017   | 231.5   |      | -231.5                                      |
| 28-Aug-17 |           | Adjustment        | 711407 Travel (Overseas)          | Accommodation-Singapore 18-24Jun2017   | 2517.6  |      | -2517.6                                     |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | CabFare-Singapore Aus High Commission to Hotel   | 10.02   |      | -10.02                                      |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | CabFare-Singapore Hotel to Brumbies/UC event   | 10.37   |      | -10.37                                      |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | CabFare-Singapore Brumbies/UC evnt to hotel  | 10.7    |      | -10.7                                       |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | CabFare-Singapore Hotel to Aus High Commission   | 11.35   |      | -11.35                                      |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | CabFare-Singapore Austrade meeting to Hotel  | 14.06   |      | -14.06                                      |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire   | CabFare-Singapore Hotel to Brumbies/UC event   | 14.4    |      | -14.4                                       |



|           |           |                   |                                 |  |        |         |                                    |  |
|-----------|-----------|-------------------|---------------------------------|--|--------|---------|------------------------------------|--|
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | CabFare-Singapore Hotel to meeting w/Ministry of Home Affairs  | 15.06  | -15.06  |                                    |  |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | CabFare-Singapore Hotel to Screen Singapore  | 15.5   | -15.5   |                                    |  |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | CabFare - Hotel to Changi Intl Airport   | 18.04  | -18.04  |                                    |  |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | CabFare-Singapore Austrade meeting to National Arts Council  | 18.05  | -18.05  |                                    |  |
| 28-Aug-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | CabFare-Singapore from Austrade meeting to Singapore Agriculture   | 22.52  | -22.52  |                                    |  |
| 13-Oct-17 | 29-May-17 | Purchase Invoices | 711407 Travel (Overseas)        | INV: 376059101441006-29/05/17 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; MAY ACCOM - WEL NZ CENTRAL CITY APT : Dist ID | 360.13 | -360.13 | AMERICAN EXPRESS AUSTRALIA LIMITED | 360.13 MAY ACCOM - WEL NZ CENTRAL CITY APT |
| 18-Oct-17 |           | Adjustment        | 711407 Travel (Overseas)        | Cost of Visa for India 27/8-2/9/2017   | 7.96   | -7.96   |                                    |  |
| 18-Oct-17 |           | Adjustment        | 711407 Travel (Overseas)        | Cost of Visa for India 27/8-2/9/2017   | 17     | -17     |                                    |  |
| 18-Oct-17 |           | Adjustment        | 711407 Travel (Overseas)        | Cost of vaccination to travel to India   | 179.5  | -179.5  |                                    |  |
| 18-Oct-17 |           | Adjustment        | 711407 Travel (Overseas)        | Accommodation in New Delhi   | 659.46 | -659.46 |                                    |  |
| 18-Oct-17 |           | Adjustment        | 711407 Travel (Overseas)        | Accommodation in New Delhi   | 1194.3 | -1194.3 |                                    |  |
| 18-Oct-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | Cab Fare Canberra from Residence to CBR airport  | 48.49  | -48.49  |                                    |  |
| 18-Oct-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | Cab Fare Canberra airport to residence   | 51.07  | -51.07  |                                    |  |
| 29-Nov-17 |           | Adjustment        | 711407 Travel (Overseas)        | Bus Transfer - Tokyo Hilton to Narita Airport  | 38.31  | -38.31  |                                    |  |
| 29-Nov-17 |           | Adjustment        | 711407 Travel (Overseas)        | Incidentals - China - Meeting with Australian consul general 27/06/17  | 90.95  | -90.95  |                                    |  |
| 29-Nov-17 |           | Adjustment        | 711407 Travel (Overseas)        | Accommodation - Hong Kong 24-26/06/17  | 924.35 | -924.35 |                                    |  |
| 29-Nov-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | Cab-Fare Australia - from canberra airport to residence  | 46.68  | -46.68  |                                    |  |
| 29-Nov-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | Cab-Fare - Japan - from osaka airport to osaka hilton  | 201.43 | -201.43 |                                    |  |
| 29-Nov-17 |           | Adjustment        | 711408 Cab Charge and Taxi Hire | Car Hire with Driver -Japan - oaska to Nara and Nara to Osaka  | 605.87 | -605.87 |                                    |  |







|           |                             |                                   |  |         |          |                   |   |
|-----------|-----------------------------|-----------------------------------|--|---------|----------|-------------------|---|
| 30-Jun-19 | Accrual                     | 711304 Accommodation (Staff)      | OIE International Travel June 19   | 2920.68 | -2920.68 |                   |   |
| 09-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | train fare from airport to city  | 9.1     |          |                   |   |
| 09-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | parking  | 27.17   |          |                   |   |
| 09-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | flights from Canberra to Sydney return   | 247.9   |          |                   |   |
| 09-Jul-19 | Accrual                     | 711402 Pay Parking                | parking  |         | 27.17    | 27.17             |   |
| 09-Jul-19 | Accrual                     | 711406 Travel (Domestic)          | train fare from airport to city  |         | 9.1      | 9.1               |   |
| 09-Jul-19 | Accrual                     | 711406 Travel (Domestic)          | flights from Canberra to Sydney return   |         | 247.9    | 247.9             |   |
| 09-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | OIE International Travel June 19   | 2920.68 |          |                   |   |
| 09-Jul-19 | Accrual                     | 711304 Accommodation (Staff)      | OIE International Travel June 19   |         | 2920.68  | 2920.68           |   |
| 31-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | OIE International Travel June 19   |         | 2920.68  |                   |   |
| 31-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | train fare from airport to city  |         | 9.1      |                   |   |
| 31-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | parking  |         | 27.17    |                   |   |
| 31-Jul-19 | Accrual                     | 310121 Accrued Expenses - General | flights from Canberra to Sydney return   |         | 247.9    |                   |   |
| 31-Jul-19 | Accrual                     | 711304 Accommodation (Staff)      | OIE International Travel June 19   | 2920.68 |          | -2920.68          |   |
| 31-Jul-19 | Accrual                     | 711402 Pay Parking                | parking  | 27.17   |          | -27.17            |   |
| 31-Jul-19 | Accrual                     | 711406 Travel (Domestic)          | train fare from airport to city  | 9.1     |          | -9.1              |   |
| 31-Jul-19 | Accrual                     | 711406 Travel (Domestic)          | flights from Canberra to Sydney return   | 247.9   |          | -247.9            |   |
| 12-Aug-19 | Accrual                     | 310121 Accrued Expenses - General | OIE International Travel June 19   | 2920.68 |          |                   |   |
| 12-Aug-19 | Accrual                     | 310121 Accrued Expenses - General | train fare from airport to city  |         | 9.1      |                   |   |
| 12-Aug-19 | Accrual                     | 310121 Accrued Expenses - General | parking  |         | 27.17    |                   |   |
| 12-Aug-19 | Accrual                     | 310121 Accrued Expenses - General | flights from Canberra to Sydney return   |         | 247.9    |                   |   |
| 12-Aug-19 | Accrual                     | 711304 Accommodation (Staff)      | OIE International Travel June 19   |         | 2920.68  | 2920.68           |   |
| 12-Aug-19 | Accrual                     | 711402 Pay Parking                | parking  |         | 27.17    | 27.17             |   |
| 12-Aug-19 | Accrual                     | 711406 Travel (Domestic)          | train fare from airport to city  |         | 9.1      | 9.1               |   |
| 12-Aug-19 | Accrual                     | 711406 Travel (Domestic)          | flights from Canberra to Sydney return   |         | 247.9    | 247.9             |   |
| 31-Oct-19 | 29-Aug-19 Purchase Invoices | 711406 Travel (Domestic)          | INV: 376059215881006-29/08/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX AUG 2019 Statement : Dist ID 40826641  | 3.8     |          | -3.8 AMERICAN     | 3.8 AMEX AUG 2019 Statement   |
| 31-Oct-19 | 29-Aug-19 Purchase Invoices | 711406 Travel (Domestic)          | INV: 376059215881006-29/08/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX AUG 2019 Statement : Dist ID 4082664C  | 401.5   |          | -401.5 AMERICAN   | 401.5 AMEX AUG 2019 Statement   |
| 31-Oct-19 | 29-Aug-19 Purchase Invoices | 711406 Travel (Domestic)          | INV: 376059215881006-29/08/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX AUG 2019 Statement : Dist ID 40826635  | 135.91  |          | -135.91 AMERICAN  | 135.91 AMEX AUG 2019 Statement  |
| 31-Oct-19 | 29-Aug-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/08/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX AUG 2019 Statement : Dist ID 40826642  | 99      |          | -99 AMERICAN      | 99 AMEX AUG 2019 Statement  |
| 31-Oct-19 | 29-Aug-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/08/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX AUG 2019 Statement : Dist ID 40826643  | 6643.21 |          | -6643.21 AMERICAN | 6643.21 AMEX AUG 2019 Statement   |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711406 Travel (Domestic)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860279  | 3.89    |          | -3.89 AMERICAN    | 3.89 AMEX Statement - OIE - Sep 2019  |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711406 Travel (Domestic)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860278  | 126.29  |          | -126.29 AMERICAN  | 126.29 AMEX Statement - OIE - Sep 2019  |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711406 Travel (Domestic)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860280  | 126.36  |          | -126.36 AMERICAN  | 126.36 AMEX Statement - OIE - Sep 2019  |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860285  | 3       |          | -3 AMERICAN       | 3 AMEX Statement - OIE - Sep 2019   |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860283  | 17.36   |          | -17.36 AMERICAN   | 17.36 AMEX Statement - OIE - Sep 2019   |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860281  | 21.17   |          | -21.17 AMERICAN   | 21.17 AMEX Statement - OIE - Sep 2019   |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860286  | 99      |          | -99 AMERICAN      | 99 AMEX Statement - OIE - Sep 2019  |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860284  | 620.04  |          | -620.04 AMERICAN  | 620.04 AMEX Statement - OIE - Sep 2019  |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860282  | 756.18  |          | -756.18 AMERICAN  | 756.18 AMEX Statement - OIE - Sep 2019  |
| 07-Nov-19 | 29-Sep-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059215881006-29/09/19; AMERICAN EXPRESS AUSTRALIA LIMITED; AMEX Statement - OIE - Sep 2019 : Dist ID 40860287  | 2458.17 |          | -2458.17 AMERICAN | 2458.17 AMEX Statement - OIE - Sep 2019                                       |
| 26-Nov-19 | 29-Oct-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059101441006-29/10/19; AMERICAN EXPRESS AUSTRALIA LIMITED; B Smyth Accommodation Malaysia trip - Service fee : Dist ID 40984262                        | 24.42   |          | -24.42 AMERICAN   | 24.42 B Smyth Accommodation Malaysia trip - Service fee                       |
| 26-Nov-19 | 29-Oct-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 376059101441006-29/10/19; AMERICAN EXPRESS AUSTRALIA LIMITED; B Smyth Accommodation Malaysia trip - 28/9-4/10/19 : Dist ID 40984261                       | 872.18  |          | -872.18 AMERICAN  | 872.18 B Smyth Accommodation Malaysia trip - 28/9-4/10/19                     |
| 24-Dec-19 | 29-Nov-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 3760-591014-41006-29/11/19; AMERICAN EXPRESS AUSTRALIA LIMITED; Brendan Smyth - accommodation costs for 16-17 November 2019 Wellington : Dist ID 41190847 | 295.71  |          | -295.71 AMERICAN  | 295.71 Brendan Smyth - accommodation costs for 16-17 November 2019 Wellington |
| 24-Dec-19 | 29-Nov-19 Purchase Invoices | 711407 Travel (Overseas)          | INV: 3760-591014-41006-29/11/19; AMERICAN EXPRESS AUSTRALIA LIMITED; Brendan Smyth - accommodation costs for 17 November 2019 Wellington : Dist ID 41190848    | 2191.21 |          | -2191.21 AMERICAN | 2191.21 Brendan Smyth - accommodation costs for 17 November 2019 Wellington   |

| Acct Date | Transaction Date | Category          | Account | Natural Account Description      | Description  | Debit   | Credit | Total    | Vendor/Customer Name                 | Transaction Amount | Invoice Line                               |
|-----------|------------------|-------------------|---------|----------------------------------|--|---------|--------|----------|--------------------------------------|--------------------|--|
| 02-Jan-20 | 29-Nov-19        | Purchase Invoices | 711406  | Travel (Domestic)                | INV: 376059215881006-29/11/19 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; AMEX OIE STATEMENT - NOV 2019 : Dist ID 41207         | 171.39  |        | -171.39  | AMERICAN EXPRESS AUSTRALIA LIMITED   | 171.39             | AMEX OIE STATEMENT - NOV 2019              |
| 02-Jan-20 | 29-Nov-19        | Purchase Invoices | 711407  | Travel (Overseas)                | INV: 376059215881006-29/11/19 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; AMEX OIE STATEMENT - NOV 2019 : Dist ID 41207         |         | 3      | -3       | AMERICAN EXPRESS AUSTRALIA LIMITED   |                    | 3 AMEX OIE STATEMENT - NOV 2019            |
| 02-Jan-20 | 29-Nov-19        | Purchase Invoices | 711407  | Travel (Overseas)                | INV: 376059215881006-29/11/19 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; AMEX OIE STATEMENT - NOV 2019 : Dist ID 41207         | 1075.82 |        | -1075.82 | AMERICAN EXPRESS AUSTRALIA LIMITED   | 1075.82            | AMEX OIE STATEMENT - NOV 2019              |
| 02-Jan-20 | 29-Nov-19        | Purchase Invoices | 714411  | Other Fees & Charges             | INV: 376059215881006-29/11/19 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; AMEX OIE STATEMENT - NOV 2019 : Dist ID 41207         | 218.92  |        | -218.92  | AMERICAN EXPRESS AUSTRALIA LIMITED   | 218.92             | AMEX OIE STATEMENT - NOV 2019              |
| 03-Jan-20 | 12-Dec-19        | Purchase Invoices | 711401  | Car Hire (Non-Fleet)             | INV: 18641209 ; DEPARTMENT OF FOREIGN AFFAIRS AND TRADE ; Kaula Lumpar Delegation Car Hire Transfers : Dist ID 4121628     | 21.76   |        | -21.76   | DEPARTMENT OF FOREIGN AFFAIRS AND TR | 21.76              | Kaula Lumpar Delegation Car Hire Transfers |
| 11-Mar-20 |                  | Adjustment        | 711402  | Pay Parking                      | Parking at Canberra airport. As part of approved domestic travel   | 27.27   |        | -27.27   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711406  | Travel (Domestic)                | Train from Sydney airport to city. As part of approved domestic travel   | 17.84   |        | -17.84   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711405  | Travel Allowances (Overseas)     | Meals Wellington 18/79/19. As part of approved travel  | 64.81   |        | -64.81   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare Wellington 18/7/19. As part of approved travel   | 21.06   |        | -21.06   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare Wellington17/07/19. As part of approved travel   | 35.59   |        | -35.59   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare Canberra 19/7/19. As part of approved travel   | 47.07   |        | -47.07   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare Canberra 17/07/19. As part of approved travel  | 48.19   |        | -48.19   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Cab Fare - From residence to airport - 30 AUG 19 (as part of approved travel)  | 46.68   |        | -46.68   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Cab Fare - From airport to residence - 6 SEP 19 (as part of approved travel)   | 55.85   |        | -55.85   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711608  | Stationery & Supplies - General  | Big W - USB for purpose of o/s travel (as part of approved travel)   | 29.09   |        | -29.09   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 711608  | Stationery & Supplies - General  | Apple - phone charger for purpose of o/s travel (as part of approved travel)   | 52.72   |        | -52.72   |                                      |                    |  |
| 11-Mar-20 |                  | Adjustment        | 714305  | Official Ceremonies/Functions    | The Taj Mahal Palace - Welcome reception in Mumbai (as part of approved travel) (4 SEP 19)                                 | 3625.98 |        | -3625.98 |                                      |                    |  |
| 20-Mar-20 | 29-Feb-20        | Purchase Invoices | 711407  | Travel (Overseas)                | INV: 376059215881006-29/02/20 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; AMEX statements for Feb 2020 : Dist ID 41677221       |         | 3      | -3       | AMERICAN EXPRESS AUSTRALIA LIMITED   |                    | 3 AMEX statements for Feb 2020             |
| 20-Mar-20 | 29-Feb-20        | Purchase Invoices | 711407  | Travel (Overseas)                | INV: 376059215881006-29/02/20 ; AMERICAN EXPRESS AUSTRALIA LIMITED ; AMEX statements for Feb 2020 : Dist ID 41677222       | 3771.36 |        | -3771.36 | AMERICAN EXPRESS AUSTRALIA LIMITED   | 3771.36            | AMEX statements for Feb 2020               |
| 16-Jun-20 |                  | Adjustment        | 711304  | Accommodation (Staff)            | Acoommodation in New Delhi 22 - 25/2/2020 (as part of approved travel)   | 1452.46 |        | -1452.46 |                                      |                    |  |
| 16-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare from New Delhi Airport to Acoommodation 22/2/2020 (as part of approved travel)                                   | 39.4    |        | -39.4    |                                      |                    |  |
| 16-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare from Residence to Canberra Airport 21/2/2020 (as part of approved travel)  | 55.76   |        | -55.76   |                                      |                    |  |
| 16-Jun-20 |                  | Adjustment        | 711608  | Stationery & Supplies - General  | Passport photo for Brendan Smyth for India Mission 21 - 28/2/2020 (as part of approved travel)                             | 18.13   |        | -18.13   |                                      |                    |  |
| 16-Jun-20 |                  | Adjustment        | 714305  | Official Ceremonies/Functions    | Visa processing fee for Brendan Smyth for India Mission 21 - 28/2/2020 (as part of approved travel)                        | 17      |        | -17      |                                      |                    |  |
| 23-Jun-20 |                  | Adjustment        | 711304  | Accommodation (Staff)            | Accommodation in Mumbai 25 - 27/2/2020 (as part of approved travel)  | 924.31  |        | -924.31  |                                      |                    |  |
| 23-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare from Canberra Airport to residence 28/2/2020 (as part of approved travel)  | 58.13   |        | -58.13   |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 711301  | Meals                            | Official Lunch Meeting as part of Chief Minsiter Trade Mission c   | 735.54  |        | -735.54  |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 711304  | Accommodation (Staff)            | Tourism tax charged by JW Marriott Hotel in Kuala Lumpur 28/9/19 - 1/10/19 (as part of approved travel)                    | 15.4    |        | -15.4    |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 711304  | Accommodation (Staff)            | Accommodation - JW Marriott Hotel in Kuala Lumpur Malaysia 30/9/19 (as part of aproved travel)                             | 410.04  |        | -410.04  |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 711304  | Accommodation (Staff)            | Accommodation - JW Marriott in Singapore 2/10/19 - 4/10/19 (as part of approved travel)                                    | 3102.88 |        | -3102.88 |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi to Canberra Airport 28/9/19 (as part of approved travel)  | 49.55   |        | -49.55   |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi from Canberra Airport to residence 4/10/19 (as part of approved travel)   | 57.37   |        | -57.37   |                                      |                    |  |
| 29-Jun-20 |                  | Adjustment        | 712708  | Hire - Room / Venues (Functions) | The Taj Mahal Palace Mumbai - official function hire (as part of Chief Minsiter Trade Mission (as part of approved travel) | 372.23  |        | -372.23  |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711301  | Meals                            | CC Surcharge/Meal at Melbourne Airport 15/11/19 (as part of approved travel)   | 0.35    |        | -0.35    |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711301  | Meals                            | Meal at Melbourne Airport 15/11/19 (as part of approved travel)  | 29.09   |        | -29.09   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711301  | Meals                            | Meal in Wellington NZ 21/11/19 (as part of approved travel)  | 40.94   |        | -40.94   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711301  | Meals                            | Lunch Meeting with NZ Portrait Gallery 18/11/19 (as part of approved travel)   | 45.68   |        | -45.68   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711301  | Meals                            | Meal in Sofitel Hotel Wellington NZ (as part of approved travel)   | 173.83  |        | -173.83  |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711401  | Car Hire (Non-Fleet)             | Car hire for Minsiter led Trade Mission 21/11/19 (as part of approved travel)  | 351.39  |        | -351.39  |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711401  | Car Hire (Non-Fleet)             | Car hire for Minsiter led Trade Mission 19/11/19 (as part of approved travel)  | 506.14  |        | -506.14  |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711401  | Car Hire (Non-Fleet)             | Car hire for Minsiter led Trade Mission 20/11/19 (as part of approved travel)  | 514.54  |        | -514.54  |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare in Wellington NZ 20/11/19 (as part of approved travel)   | 14.3    |        | -14.3    |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare in Wellington NZ 20/11/19 (as part of approved travel)   | 14.6    |        | -14.6    |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Part of car hire for Minister led Trade Mission on 20/11/19 - \$31.43 was charged separately on 21/11/19                   | 31.43   |        | -31.43   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare in Wellington NZ 22/11/19 (as part of approved travel)   | 39.24   |        | -39.24   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare in Wellington NZ 18/11/19 (as part of approved travel)   | 40.63   |        | -40.63   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare in Wellington NZ 18/11/19 (as part of approved travel)   | 41.69   |        | -41.69   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare in Wellington NZ 17/11/19 (as part of approved travel)   | 42.17   |        | -42.17   |                                      |                    |  |
| 30-Jun-20 |                  | Adjustment        | 711408  | Cab Charge and Taxi Hire         | Taxi fare from Canberra Airport to Residence 22/11/19 (as part of approved travel)   | 56.28   |        | -56.28   |                                      |                    |  |



# CANBERRA'S INTERNATIONAL ENGAGEMENT STRATEGY



CONFIDENT.  
BOLD







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# MESSAGE FROM THE CHIEF MINISTER

Canberra is well on the way to realising our ambition to become a truly internationally engaged, world-leading city of the 21st century. To compete on the world stage we must maintain the momentum.

Canberra is already a globally connected city and we have significant opportunities in front of us to build on our unique advantages and grow our international profile. Building our profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance.

The ACT Government has a clear ambition to connect Canberra and the region with places, markets and sectors where we have shared interests. A coordinated and focused approach to the way in which we engage internationally will enable us to open and diversify our knowledge-based economy, be a genuine player in the global contest for investment and talent and promote the many reasons to visit our city.

The International Engagement Strategy demonstrates a clear commitment to building enduring international relationships for the economic, cultural and social benefit of the ACT. It also provides the framework to inform my Government's approach to international engagement activities and strategy, and provide clear direction and leadership to the business community in Canberra and the region.

## **Andrew Barr MLA**

Chief Minister of the Australian Capital Territory  
8 September 2016





Department of Climate Change  
& Energy Efficiency  
Palace Electric Cinema

Hotel hotel  
Washington Nishi

# EXECUTIVE SUMMARY

Canberra—Australia’s capital—is a dynamic, vibrant city where the interaction between government, science, research, arts, education and business fosters innovation and economic opportunity. Our growing and highly educated population, diverse knowledge-based industries, and high concentration of world-class research institutions are just some of the natural advantages that will catapult Canberra into a globally recognised and respected 21st century city. Canberra will be a globally recognised city that builds on the region’s offering of agricultural, alpine and coastal experiences and produce.

Canberra’s ambition—to be globally recognised and respected will be driven by our liveability, knowledge creation and translation. The path to achieving our ambition has four directions.

Firstly, attracting and retaining talented people. Beginning with a strong arts culture that drives innovation and creativity we will attract and retain those with the Science, Technology, Engineering, arts and Maths (STeAM) skills to drive our productivity and economic growth.

Secondly, we will continue to open and diversify our economy. Diversification and openness means growing our key capability areas and becoming top-of-mind for ideas, study, investment and visitation. We will grow and be the undisputed home of education and research—Australia’s Education Capital. Deepening our international connections economically, culturally and socially will facilitate our diversification, our growth and our jobs.

Thirdly, we will deliver metropolitan infrastructure befitting a global city. Our urban renewal and innovation, with the Light Rail Master Plan and the City-to-the-Lake vision, combined with excellence in urban planning will deliver the urban core reflective of a global city. We will facilitate the increased interactions in our city heart while maintaining the characteristics that make Canberra a great city today.

Finally, we will work across Government and with the local and international community to make the smart city a reality. Adopting the digital mindset we will deliver more efficient, more effective citizen centric government operations, we will engage with the business community on this journey.

Under the four directions there are nine ambitions which will guide the action of the International Engagement in the coordination of the ACT Government’s international promotion and engagement activity.

Building our international profile and promoting Canberra as a place to invest, do business, visit and study is a crucial part of cementing our position as a city of global significance. The ACT Government, through the Office of International Engagement, has developed this International Engagement Strategy in order to focus government efforts in markets that strongly align with the ACT’s key capability areas and provide opportunities to grow the ACT economy.

The strategy sets up a framework for assessing whether government resources can justifiably be directed towards a particular international market. In making such assessments consideration is given to:

- the level of alignment with the ACT’s key capability areas;
- economic indicators; and
- the strategic importance of the relationship to the ACT.

## Key Capability Areas



Education & Research



Tourism



ICT & e-Government



Defence & Cyber Security



Space & Spatial Science



Health & Sports Science



Renewable Energy

## Economic Indicators

- Two-way trade with Australia
- Foreign direct investment
- Current and potential economic growth
- Existence of Free Trade Agreements with Australia
- Source of international visitors
- Source of international students
- Gross and concentrated potential for commercial engagement

## Strategic Importance

- Transport links
- Formal government to government ties
- Current and potential for education and research partnerships
- Overall alignment with ACT Government's strategic vision

Applying these criteria five international priority markets, and within them priority cities, have been identified for immediate targeted engagement. These markets are:

- Singapore
- China (Shenzhen, Guangzhou)
- United States of America (San Francisco, Washington DC)
- New Zealand (Wellington)
- Japan (Tokyo)

The above markets have been chosen because they all have strong economic indicators signalling both capacity and willingness to engage in free trade agreements with Australia and established strong government-to-government relationships. In the case of Singapore and New Zealand, there is also the broader strategic imperative of supporting the 'Capital Express' aviation link between our cities. Direct international access to the Asian-hub of Singapore provides opportunities for both ACT businesses and our visitor economy that are crucial to Canberra's long-term economic expansion.

The ACT Government has also identified other cities within these priority markets with which we will foster economic relationships to open up further opportunities in the future. These include: Beijing, Shanghai and Wu-Han (China), Austin, Denver and Portland (US), Osaka (Japan) and Auckland (NZ).

The Strategy also recognises the significant opportunities presented by India, Indonesia and the broader Asian region. It outlines engagement strategies for developing and strengthening links between the broader Asian Region and the ACT.

The Commissioner for International Engagement, is responsible for coordinating the ACT's international relations. Working across government, and in particular with Enterprise Canberra (where expertise and delivery responsibility rests for visitation, investment facilitation, trade, education and the arts) and in close collaboration with industry and research institutions, the Commissioner will develop programs and strategies in line with the CBR brand to grow Canberra's international reputation.

The Strategy outlines short-term priorities for each of the identified priority markets as well as a broad plan for realising the Government's 2050 ambition for a globally recognised, international city: Canberra.





# INTRODUCTION

The ACT Government has a bold vision for Canberra to position itself as a world-leading city of the 21st century. *Canberra: A Statement of Ambition* identifies four directions of travel setting the path for our vision. The *International Engagement Strategy* sets the path of action within an international context to achieve the 2050 vision in line with the four strategic directions.

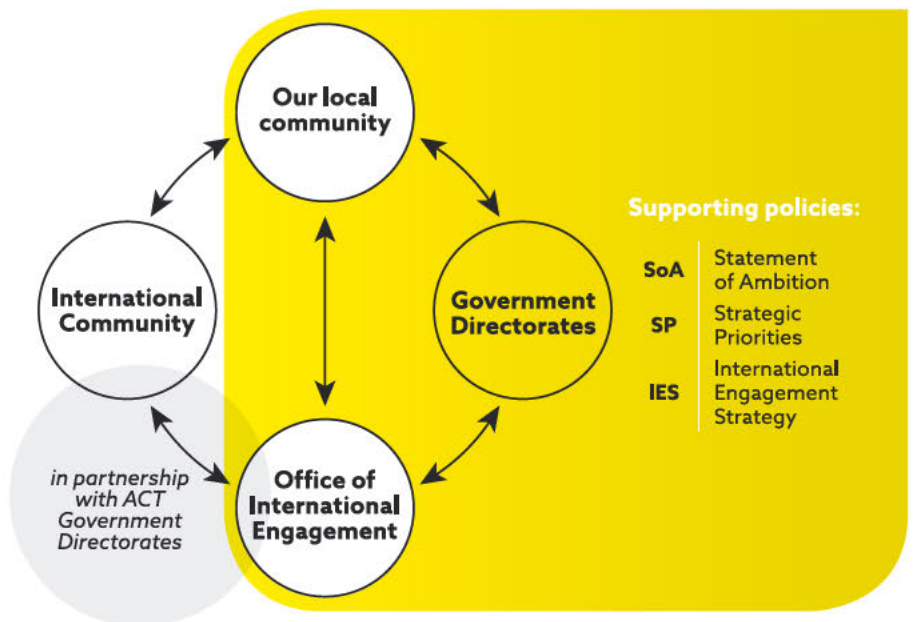
In our business development strategy *Confident and Business Ready*, the Government set down an economic plan designed to create a business environment that would grow local enterprise, accelerate innovation to create wealth and jobs, and support business investment in future growth areas.

Central to this ambition is the internationalisation of Canberra's economy. The ability of Canberra-based businesses and research institutions to establish international connections is key to the ACT's future economic development. The ACT Government can help achieve this objective by promoting Canberra's knowledge-based service industries and investment opportunities in international markets with aligned interests. This is why, in *Confident and Business Ready*, the Government committed to developing a strategy to guide its international engagement efforts. The newly-created position of Commissioner for International Engagement demonstrates the importance placed on building enduring international relationships for the economic benefit of the ACT.

Canberra – with its innovation programs and established strengths in high growth industries of the future – has limitless potential. To make the most of our potential it is important the Government direct its efforts toward international markets that have the strongest strategic and commercial relevance to the ACT's economic landscape.

With our knowledge-based economy, Canberra has significant strengths in growth areas of the future including ICT and e-Government, Renewable Energy,

## A MODEL OF STRATEGIC INTERNATIONAL ENGAGEMENT



Space and Space Science, Defence and Cyber-Security, Tourism, Education, and Health and Sport Sciences. These areas are at the heart of the Government's innovation agenda. The strong connections between Canberra's academic, government and business communities provide attractive opportunities for international investment in these areas.

### The International Engagement Strategy:

- Projects the ACT Government's 2050 vision for a globally recognised and prestigious international city.
- Prioritises the international markets that are important for advancing economic growth in the ACT.
- Links the priority markets to key industry areas central to the economic diversification of Canberra.
- Provides the evidence base to inform export development and Foreign Direct Investment (FDI) programs.

- Provides a template for a coordinated approach to international engagement across government.
- Provides leadership to industry in market engagement.

The International Engagement Strategy recognises that there are individual key capability areas with strategies and specific actions to support the government's economic diversification objectives. These include: *Confident and Business Ready: Building on our strengths*; *Canberra Australia's Education Capital: an International Education Strategy for Canberra*; *2015 ACT Arts Policy and Tourism 2020: Growing the Visitor Economy 2014-20*. The International Engagement Strategy builds on these individual strategies by targeting markets that are important for delivering the goals outlined in these strategies. The International Engagement Strategy also links broadly across Government as to how we achieve our international aspirations.

# HELPING REALISE THE ACT'S AMBITIONS THROUGH INTERNATIONAL ENGAGEMENT

The ACT Government is fortunate to have a number of formal frameworks with other municipal governments in place that serve to strengthen our international ties both on a cultural and economic level.



#### Sister City relationships:

- Nara, Japan
- Beijing, China
- Wellington, New Zealand



#### Memorandum of Understanding (MOU) of economic cooperation:

- Shenzhen, China



#### Friendship agreements:

- Dili, Timor-Leste
- Hangzhou, China


Also of importance are the relationships that have been established because of the strategic advantages that they present. For example, very strong government-to-government relationships have been established with Singapore. ACT Government delegations visiting cities of strategic importance to the ACT have led to strong relationships being fostered with the cities of San Jose, California; Austin, Texas; Portland, Oregon; and Washington DC.

Whether framed by the backdrop of a formal relationship, or through a customised program of engagement, the ACT Government will take steps to build practical and meaningful links with priority international markets and cities for the benefit of Canberra-based businesses.

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Image caption: The Aboriginal Memorial (1987-88) at the National Gallery of Australia consists of 200 hollow log coffins made by Indigenous artists from central Arnhem Land.





The Office of International Engagement, led by the Commissioner for International Engagement, will drive the ACT Government's engagement in a variety of ways and manage specific programs including:

- A targeted program of activities to grow our international reputation and prestige.
- Providing strategic leadership over the international inbound and outbound activities, including our city-to-city engagement.
- Defining and implementing a targeted program of ACT Government, Ministerial and industry trade missions to priority markets.
- Creating an inbound mission facilitation program that qualifies enquiries, proactively targets inbound opportunity and manages program development and delivery for inbound delegation visits.
- Building relationships and liaising with Canberra's diplomatic community.
- Working with the Canberra Business Chamber to connect with International Business Councils and Chambers of Commerce to utilise their networks and market knowledge.
- Working with our Canberra Region partners to enhance export capability and capacity.
- Reinvigorating the ACT's formal government-to-government relationships with a view to raise awareness of the economic opportunities within Canberra's key capability areas.
- Making recommendations for ACT representation (either at an official level or through the Canberra business and research community) at international conferences and trade shows relevant to Canberra's key capability areas.
- Leading engagement with the Australian Government including Austrade and the Department of Foreign Affairs and Trade network to promote ACT opportunities and leverage the incentives and support that are available.
- Ensuring that, at their core, all formal government-to-government arrangements support the growth and economic diversification of the ACT economy and align with the strategic intent of this strategy.
- Ensuring future city-to-city relationships align with ACT Government priorities, share a common economic vision and be proactively resourced and managed to realise economic and cultural benefits for the city.

2050 Vision for Canberra

**TO BE RECOGNISED  
AS ONE OF THE WORLD'S  
GREAT INNOVATION,  
CREATIVE AND GREAT  
CITIES WHILE REMAINING  
THE WORLD'S MOST  
LIVEABLE CITY**

**GLOBAL**

The ACT Government's vision for Canberra is to be one of the world's most liveable and competitive cities—welcoming to all. This vision requires international action and global recognition.

We have strong foundations on which to grow our global recognition and prestige. We are already consistently counted as one of the world's most liveable cities—in a major study of regional wellbeing, the OECD ranked Canberra number one.<sup>1</sup> While Canberra scores highly across the factors considered: income, health, safety, accessibility of services, civic engagement, education, jobs, environment and a newly added criteria of housing we have a considerable challenge to make Canberra top-of-mind for ideas, investment, study and visitation in a competitive global landscape. Being top-of-mind will deliver a dividend of economic and social sustainability. To achieve our vision we must develop our ambition in an international context.

### **Attract and retain talented people**

Our capacity to attract and retain talented people to help make our city great starts with the ability to create vibrant places that attract knowledge workers and entrepreneurs. This begins with arts and culture. David Throsby finds that “a logical sequence can be established, beginning with art and proceeding through artistic creativity, creativity in general, innovation, technological progress, competitive advantage, and other indicators of economic success”. Artistic programs and promotion integration into our business and academic activities—Science, Technology, Engineering, Arts and Maths (STeAM)—will underpin our capacity to attract and retain people with a compelling economic and cultural proposition.

Art and culture is the foundation of a vibrant city and city centre. The importance of a vibrant city centre, with increasing intensification of jobs, activity and people in global city centres, must be embodied in our urban vision for arts, transport, planning and architecture now and into the future.

Arts will be embedded in our international engagement in partnership with our significant drawcard national institutions: the National Gallery of Australia, National Museum of Australia, National Library of Australia, National Portrait Gallery, National Film and Sound Archive and Australian War Memorial as well a thriving national and local art ecosystem. Our arts vision is to be a diverse and dynamic arts ecology which is valued locally, nationally and globally.

*To be recognised globally we must be ranked globally as an innovation city—a creative city—an arts city of the future*

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Innovation in science and technology must come not only through training and educational institution expenditure on research and development but through deep partnerships between the universities, government and industry.

Canberra, with its combination of world renowned research institutions, the seat of the Australian Government where major procurement and policy decisions are made and coordination facilitated by the CBR Innovation Network means Canberra is well placed for leading innovation and collaboration. Canberra can lead Australia from being the lowest ranking of 31 countries, measured by the OECD, for firms collaborating on innovation activities with government and or education providers,<sup>2</sup> to become globally recognised. The CBR Innovation Network is the method by which the ACT Government will support the innovation community to grow jobs and wealth for our people. Underpinning this partnership are well supported businesses and universities whereby the government sets the right economic environment such that the ACT is Confident and Business Ready.

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*Canberra will be globally recognised for knowledge creation, innovation and research translation. We will be Australia's leading innovation jurisdiction.*

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1 OECD Regions at a Glance, 2014 [http://www.oecd-ilibrary.org/governance/oecd-regions-at-a-glance-2016\\_reg\\_glance-2016-en](http://www.oecd-ilibrary.org/governance/oecd-regions-at-a-glance-2016_reg_glance-2016-en)

2 2013 statistics access 12 August 2016 <http://www.oecd.org/innovation/inno-stats.htm#indicators>

## Continuing to open and diversify our local economy

We must continue to open and diversify our local economy, building on the strong position we have as one of Australia's first and most dynamic knowledge based cities. We will maintain our focus on our key capability areas in our knowledge industries. Our focus on growing knowledge industries and innovative ecosystems aims to continue Canberra's high levels of productivity and income when compared globally.

*Canberra will be globally recognised as a centre of expertise for informational translation across key capability areas*

To be attractive globally, we must be accepting internationally. Canberra will be welcoming internationally from the arrival. Growth in our reputation and prestige will come with further work to expand our international connectivity with direct international connections from Canberra Airport.

*Growth in our direct international flight connections to Canberra Airport*

We will continue to expand our multicultural linkages through our diplomatic community and cultural diversity—growing our inclusivity through Canberra events like the Multi-Cultural Festival and closer cultural awareness and shared experiences. We engage our Indigenous community in international events—celebrating the oldest continuing culture on earth.<sup>3</sup> We will continue to lead initiatives that demonstrate our commitment to equality whether on ethnicity, religion, gender or sexuality such as through our, Australian first, recognition of same sex relationships in property rights.

*In the Asian century, Canberra will become more culturally diverse with deeper engagement with Asian cultures and values*

Canberra's recent recognition as a city of the future with our Foreign Direct Investment activities should deliver<sup>4</sup> stronger levels of foreign investment. Foreign investment will facilitate higher levels of productivity through the application of world leading business practices. Further, the cultural linkages that come with investment should not be undersold in the ability to foster further investment and productivity improvements—creating a virtuous cycle. The virtuous cycle begins with engagement. A strategic plan for ministerial, government and industry engagement in our target markets and Asia will strengthen and diversify our economy.

*The ACT will have a coordinated and targeted ministerial, government and industry engagement program with our target markets and Asian neighbours*

Our newly crafted whole-of-city and region CBR brand is central to the promotion of the ACT in the current to medium term. A partnership with the community, embraced by business and supported by Government to sell Canberra to the world, the CBR brand is important in communicating both internally our vision, and building our reputation. This delivers enhanced prestige and awareness of our place as Australia's capital city to the world beyond.

*Canberra aims to be top-of-mind for ideas, study, investment and visitation supported by a consistent and deeply embedded brand*

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3 <http://www.australiangeographic.com.au/news/2011/09/dna-confirms-aboriginal-culture-one-of-earths-oldest/>

4 <http://www.fdiintelligence.com/Locations/Asia-Pacific/fDi-s-Asia-Pacific-Cities-of-the-Future-2015-16-the-winners>

## **Deliver better metropolitan infrastructure**

We must use our integrated government structure to deliver better metropolitan infrastructure that renews our inner precincts, strengthens our suburbs and provides new opportunities for all. Being an international city requires the infrastructure of a global city. As renowned global cities have their own urban reputation and character—we will grow and strengthen ours.

The Government will facilitate the infrastructure for an international city with projects including the Light Rail Masterplan and the City-to-the-Lake vision creating an urban core reflective of a global city. Canberra will pursue design excellence while respecting and building on our legacy as a planned city. We have an opportunity to renew our urban environment and become a network of diverse communities. Our city environment is changing. Globally recognised cities are changing. Increasing levels of agglomeration are driving increased interactions in the heart of cities, between suppliers and customers in a close knit industry ecosystem. Our planning excellence will help facilitate Canberra having a globally recognised metropolitan infrastructure.

*The ACT Government will ensure we have the infrastructure required to be an internationally competitive city for business, leisure and life*

## **Embrace the digital mindset and deliver smart city initiatives**

We must continue to embrace the digital mind set. The digital mindset is to become second nature enabling us to deliver integrated smart city initiatives. The competitiveness of Canberra will be influenced by our capacity to take advantage of the digital revolutions that are disrupting industry, government and ways of life across the globe. A deep integration of digital skills and aptitudes in ACT schools, feeding into business and workplaces is essential in a knowledg- based economy. The ACT has globally competitive programs such as the 'Learn Anywhere Program' and will look to enhance our STEaM capabilities through further programs.

Government is engaged with the key stakeholders around smart city infrastructure and initiatives to build upon our existing strengths and capabilities. The ACT Government's CBRFree WiFi network, smart parking initiative, Access Canberra digital services and the iConnect program are representative of the strong base on which our global reputation will grow from.

*Canberra will be at the forefront of smart city technology creation, adoption and knowledge sharing and recognised for this internationally.*









# CANBERRA'S COMPETITIVE ADVANTAGE

The ACT Government is focused on realising an economic strategic vision for Canberra that capitalises on its well-educated and productive labour force, world-class research and development, scientific and technological reputation. Canberra is the seat of the Australian Government where major policy development and procurement decisions are made. Canberra is home to an extensive diplomatic community. These attributes, together with Canberra's enviable lifestyle, strong and stable economy, and business-friendly environment, has led to its recognition as one of Asia Pacific's cities of the future.

In addition, Canberra's connectivity with Singapore and Wellington will accelerate opportunities to grow international visitation and awareness of the city across Asia.

The ACT Government will work towards boosting international investment in key capability areas in which Canberra already excels and that have potential for continued growth.

The following key capability areas have the potential to advance the ACT's international competitiveness in foreign markets:



Education & Research



Tourism



Defence & Cyber Security



Renewable Energy



ICT & e-Government



Space & Spatial Science



Health & Sports Science

# KEY CAPABILITY AREAS OF THE ACT ECONOMY



## Education & Research

Canberra prides itself on being the innovation and education capital of Australia. It is home to five university campuses, including Australia's highest ranked education provider, the Australian National University (ANU).

Canberra's education and research sector contributes \$2.7 billion to the ACT's economy each year and creates approximately 16,000 jobs. In recognition of the importance of this sector the ACT Government has adopted a strong economic development focus in its relationship with the sector. It is working with the sector to promote its key capabilities by developing partnerships between industry and the institutions.

A particularly important part of the sector is international education, which is Canberra's largest export earner contributing \$451 million in 2015 and creating over 6,000 jobs. The ACT Government's international education strategy highlights the efforts the ACT Government is making to market and promote Canberra as an education destination of choice. It also emphasises the important role that strong educational and research institutions play in driving city development and sustainable growth, and the need for government involvement in development initiatives. The international focus will be on Asian markets recognising the existing and future potential of these markets to provide international students and researchers.



## Tourism

Canberra's visitor economy contributes \$1.7 billion in international and domestic overnight expenditure to the ACT economy. As an industry it is one of the largest private sector employers, employing approximately 16,000 people. Canberra benefits from:

- national attractions and cultural institutions.
- a large international student population which drives visitation from Visiting Friends and Relatives (VFR).
- being a sought-after destination for conferences and events.
- its proven record in hosting major international events, such as the AFC Asian Cup and ICC Cricket World Cup.
- acting as a gateway for travel throughout the Canberra Region with visitor experiences in alpine, tablelands and coastal settings.

Growing Canberra's visitor economy has long been a focus for the ACT Government. This is demonstrated by its *2020 Tourism Strategy: Growing the Visitor Economy 2014-20*, the repositioning of Canberra and successful efforts to establish direct international flights.

The 'Capital Express' route links Singapore, Canberra and Wellington. This connectivity with a critical South-East Asian hub and our trans-Tasman neighbours is predicted to provide significant opportunities for the tourism industry. This service will assist in realising the government's goal of growing the value of international and domestic overnight expenditure to \$2.5 billion by 2020.



## Defence and Cyber Security

Defence and security is one of Canberra's largest industry areas offering capabilities in a range of areas such as cyber-security technologies, advanced radar and communications applications, and precision manufacturing and testing of space-based instruments and small satellites.

In acknowledgment of how essential the Australian defence industry is to the operations of the Australian Defence Force, the Australian Federal Government is investing \$1.6 billion in defence-related innovation, including an allocation of \$730 million for research and development.

The 2016 Defence White Paper (DWP) committed to increase the defence budget from \$32.4 billion per annum in 2016-17 to \$58.7 billion per annum in 2025-26. This includes a capital expenditure of \$190 billion on defence capability over the period 2016-17 to 2025-26, including a commitment to spend 9% of this amount on areas related to cyber security, space and spatial and geo-spatial technologies. The Defence Industry Policy Statement (DIPS), released at the same time as the DWP, heralds a major change in defence industry focus. In particular, the DIPS contains the following critical changes:

- recognition of industry as a fundamental input to capability;
- simplified pathways for innovation and the introduction of locally developed capabilities; and
- the development of Sovereign Industrial Capabilities.

Australia's Cyber Security Strategy also places a focus on innovation, with the establishment of an industry-led Cyber Security Growth Centre to create business opportunities for Australia's cyber security sector. The ACT Government has actively supported the development of the Canberra Cyber Network—a partnership between Data61, ANU, UNSW Canberra, the University of Canberra (UC), Canberra Institute of Technology (CIT) and the CBR Innovation Network—as a precursor to the development of a Canberra Node of the Cyber Security Industry Growth Centre.

Canberra is also home to a significant number of defence prime contractors such as Northrop Grumman, Lockheed Martin, Raytheon, Thales, IBM, BAE Systems, Airbus Defence and Space as well as Australia's largest majority owned defence company CEA Technologies as well as industry leading SMEs such as Quintessence Labs. Growing Canberra's reputation as a leader in defence related innovation, entrepreneurship and capability development is important to attract new investment to support growth and diversification.



## Renewable Energy

The ACT Government is positioning Canberra and the region to be a world-leader in renewable energy development and a test site for new technologies. The Government has set a 100% renewable energy target to be achieved by 2020 and has developed a Renewable Energy Industry Development Strategy to support this objective.

In addition to allocating significant funding to support growth in renewable energy—including in education and training—the Government created a legislated feed-in tariff mechanism and reverse auction process that provides a high degree of investment certainty for project developers and financiers<sup>5</sup>.

In the Asia-Pacific Region the 2014-15 value of new clean energy was \$179 billion.<sup>6</sup> Australia holds an esteemed global reputation in renewable energy innovation, research and has the geographic and climatic conditions that make renewables like wind and solar viable.

Canberra is among the few global regions and cities that have either achieved or set legislated 100% targets for renewable energy. In the Asia Pacific region Canberra is a beacon of both activity and achievement.

At current renewable energy targets, the ACT holds at least a ten year lead on other cities and regions wanting to achieve 100% renewable energy in Australia. That lead translates to an export advantage for the ACT and a knowledge development and market advantage for businesses wanting to compete in this rapidly emerging global industry.



## ICT and e-Government

Canberra's ICT sector is one of its key competitive strengths. It provides essential ICT services and expertise, as well as enabling technology, for the rest of Canberra's knowledge based economy.

The ACT is home to 13,500 private sector jobs in Information Technology, second only to health as a private sector employer. The ACT Government successfully advocated for the creation of the eGov Cluster which brings together Government agencies, industry and the research community to collaboratively advance Australian ICT innovation in the public sector. It is also supporting innovation in the ICT and e-Government industries through a range of initiatives such as CollabIT and the CBR Innovation Network.

The ACT Government's partnership with Data61 is a critical part of Canberra's innovation ecosystem and a significant strategic advantage for advancing international engagement opportunities.

Canberra is growing its reputation as a national leader in ICT digital R&D and innovation. There is considerable opportunity for Canberra to promote its strengths in the digital economy to international markets to attract investment, develop business to business connections, advance smart city solutions and R&D opportunities.

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5 *Electricity Feed in (Large Scale Renewable Energy Generation) Act 2011*

6 *Bloomberg New Energy Finance Clean Energy Investment: Q4 2015 Fact Pack*





SPACE AND



## Space and Spatial Science

Canberra's history as an integral participant in the space industry and spatial research arena dates back over 50 years.<sup>7</sup> The ACT Government is working with the sector to continue its advancement and make Canberra a hub of aeronautical research.

Canberra benefits from leading research institutions and universities, existing space-related infrastructure, and a strong industry presence. It is therefore well-positioned to develop a thriving local space industry.

Recognising the enormous economic potential for the ACT that the global space economy provides<sup>8</sup>, the ACT Government has supported the development of the ACT Space and Spatial Innovation Cluster. The presence in Canberra of many of the world's leading aerospace and defence primes,<sup>9</sup> as well as SME's engaged in space-related work,<sup>10</sup> presents opportunities for enhanced collaboration between industry and researchers. The Space Innovation Cluster will foster the development of such relationships.

The ANU and UNSW Canberra are two of the most active universities in space related disciplines in Australia. The Australian Government and the ANU have invested heavily in spacecraft test facilities at the Advanced Instrumentation and Technology Centre and UNSW Canberra is currently investing \$10 million over 5 years in developing capability and capacity for regular in-orbit space research and technology development. Their research and innovation development covers a range of space-related fields such as:

space engineering (including miniature satellite space mission skills and facilities), instrumentation, space physics, space propulsion, astronomy and astrophysics, earth science, remote sensing and geospatial applications, laser physics, optics and photonics, material science, space dynamics and control, systems engineering and more.

Canberra is also home to other public sector research facilities with key expertise in space activities. These include the Commonwealth Scientific and Industrial Research Organisation (CSIRO)—that works with NASA at the forefront of space science and is internationally renowned for their radio astronomy research and engineering expertise—and Geoscience Australia, EOS Space Systems (including its laser ranging facility) and the Space Environment Research Centre.

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7 In 1965 the Tidbinbilla Deep Space Tracking Station Tidbinbilla Deep Space Tracking Station (now known as the Canberra Deep Space Communication Complex) helped to receive the first images of the Apollo moon landing mission.

8 The global space economy is valued at \$US 330 billion. Source: The Space Foundation, The Space Report 2015.

9 Lockheed Martin, Northrop Grumman, Airbus Defence and Space, and Raytheon are headquartered in Canberra. Boeing, Thales and BAC Systems have branches in Canberra.

10 Electro Optics Systems, Nova Systems, Geospatial Intelligence, Geoplex, Locata, CEA Technologies, Australian Scientific Instruments, Quintessence Labs and SHOAL Group have a presence in Canberra.



## Health and Sports Science

Canberra has a wealth of knowledge and experience in Health and Sports Science. As long-standing pillars of the ACT economy, they are set to become industries of future focus due to research and development initiatives by the ACT's tertiary institutions.

The ANU's John Curtin School of Medical Research (JCSMR) is Australia's national medical research institute. It excels in ground-breaking, multi-disciplinary translational medical research. The ANU Centre for Research on Ageing, Health and Wellbeing hosts a node of the Australian Research Council's Centre of Excellence in Population Aging Research.

Supported by the ACT Government, the University of Canberra (UC) has embarked upon a Health Precinct development to collaborate with business, government and community organisations across areas such as health technology, health care delivery, health systems, e-health, health technologies, biomedical and sport sciences.

UC also has a strategic plan to establish itself as Australia's leading university for sports education and research, building on the living legacy of the Canberra-based Australian Institute of Sport and the Australian Sports Commission.

Governments across the world—particularly in the Asia region—are facing rapidly ageing populations. With this change in demographics come economic opportunities in the health and aged care sector. Canberra has a wealth of knowledge and experience in the Health and Sports Science sectors which the ACT Government will harness through the creation of a Health Innovation Cluster and Sports Technology Cluster. The city is well positioned to promote this as a competitive advantage on the international stage for investment attraction, growing export value and R&D partnerships.







# PRIORITY INTERNATIONAL MARKETS

## Considerations in identifying priority markets

Potential priority markets were assessed against:

- economic indicators.
- the ease of doing business.
- the strategic importance of the relationship to the ACT.

From an economic perspective, consideration was given to the level of two-way trade with Australia, the level of foreign direct investment, current and potential economic growth, and linkages between key capability areas and international target markets.

The existence of Free Trade Agreements with Australia was the primary measure of assessing the ease of doing business with a country. Austrade advice and the experiences of the Canberra business community also informed this criterion.

## Significance of Free Trade Agreements

Free Trade Agreements (FTA's) are fundamental to creating favourable export and investment environments. Although the scope of Australia's FTA's will vary between countries, there are certain aspects that are particularly relevant for the purposes of conducting an assessment of a country's suitability as a priority international market.

This includes the:

- extent that tariffs have been eliminated or reduced.
- existence of a National Treatment obligation to prevent discrimination against Australian service providers in relation to access to the market and their operations once in the market.
- existence of a Market Access obligation to reduce market access barriers.
- existence of protections for investors against discrimination.
- the extent to which government procurement markets can be accessed by Australian exporters of goods and services.

Strategic factors include the existence of formal government-to-government ties with the ACT Government, education and research partnerships, aviation links and overall alignment with the ACT Government's strategic vision.



## Priority markets

Against these parameters, the markets currently of greatest immediate priority to the ACT are Singapore, New Zealand, China, United States (US) and Japan. India, the Republic of Korea, Indonesia, Malaysia, Vietnam, and Thailand are also important markets and will also form part of the engagement strategy. The focus in these markets will be on raising Canberra's profile to create a platform for future trade and investment, or pursuing opportunities that can be realised in the short term.








## Immediate priority markets for ACT engagement

|  | Singapore | New Zealand | China | US | Japan |
|--|-----------|-------------|-------|----|-------|
| Established FTA  | ✓         | ✓           | ✓     | ✓  | ✓     |
| Direct flight connection                                   | ✓         | ✓           |       |    |       |
| Rank as national two way trading partner                   | 5         | 6           | 1     | 2  | 3     |
| Rank as source of international investment into Australia  | 5         | 12          | 7     | 1  | 4     |
| Rank as source of international investment by Australia    | 6         | 3           | 5     | 1  | 4     |
| Rank as top trade relationship with ACT business community | 3         | 4           | 2     | 1  | -     |
| Source of international visitors (national)                | 5         | 1           | 2     | 4  | 6     |
| Source of international visitors (ACT)                     | 6         | 4           | 1     | 3  | 11    |
| Source of international students                           | 8         | 19          | 1     | 17 | 6     |

Source:

Department of Foreign Affairs and Trade, Australia's trade in goods and services by top 15 partners 2015  
 Department of Foreign Affairs and Trade, Which Countries Invest in Australia? 2015  
 Department of Foreign Affairs and Trade, Where does Australia Invest? 2015

# KEY CAPABILITY AREA OPPORTUNITIES BY TARGET MARKET

|  | Singapore | New Zealand | China | US | Japan | Greater Asia |
|--|-----------|-------------|-------|----|-------|--------------|
|  Education and Research       | ✓         | ✓           | ✓     | ✓  | ✓     | ✓            |
|  Tourism                      | ✓         | ✓           | ✓     |    |       | ✓            |
|  Defence and Cyber Security | ✓         | ✓           |       | ✓  | ✓     | ✓            |
|  Renewable Energy           | ✓         | ✓           | ✓     | ✓  | ✓     | ✓            |
|  ICT e-Government           | ✓         |             | ✓     | ✓  | ✓     | ✓            |
|  Space and Spatial Science  | ✓         |             |       | ✓  |       |              |
|  Health and Sports Science  | ✓         |             | ✓     |    |       | ✓            |

WELCOMING  
THE WORLD



# SINGAPORE

The strong and continually deepening Australian-Singaporean relationship, together with the reciprocal economic opportunities that will flow from the direct aviation connection, make Singapore a priority market for the ACT. International flights between Canberra and Singapore provides immediate opportunity to grow the value of the ACT's visitor economy as a gateway to Asia and beyond.

Singapore is Australia's fifth largest export market for services and third largest foreign supplier of services. Foreign direct investment in Australia by Singapore amounted to over \$28 billion in 2015.<sup>11</sup> From an ACT perspective, Canberra-based businesses have links with Singapore, which rates second (to China) as the international market with which they engage the most. These factors are indicators of a receptive market worthy of targeted engagement.

As is the case in the ACT, the services sector dominates Singapore's knowledge-based economy. There are opportunities for ACT businesses in:

- aerospace
- healthcare and aged care
- ICT and e-Government
- renewable energy
- cyber security

Australian and Singaporean businesses and investors have enjoyed an open market environment since the Singapore

Australia Free Trade Agreement (SAFTA) entered into force in 2003. The SAFTA helps create a favourable export and investment environment and supports commercial certainty through the removal of all tariffs, the National Treatment obligation, the market access obligation, secure access to Singaporean Government procurement processes and strong investor protections.

In 2015 the governments of Australia and Singapore decided to elevate the bilateral relationship, announcing a Comprehensive Strategic Partnership (CSP) between the two countries.<sup>12</sup>

As part of that partnership, the governments of Australia and Singapore have agreed to upgrade the SAFTA and work toward establishing a Closer Economic Relationship by 2025,<sup>16</sup> a move that will further expand economic integration between our two countries.

The Australian-Singapore relationship is reaching new heights. There is a commitment under the CSP to expand cooperation not just in the economic field, but in areas such as defence and security, defence science and technology, and education. Long term, this may stimulate demand for ACT services and encourage investment in ACT key capability areas.


Singapore supports a business and innovation-focused culture and is home to approximately 3,600 tech start ups. Singapore is ranked the world's 7th most innovative country and has a Government committed to innovation and entrepreneurship.

<sup>11</sup> Trade at a Glance 2015, DFAT

<sup>12</sup> Joint declaration by the Prime Ministers of Australia and Singapore on a Comprehensive Strategic Partnership, 29 June 2015.

<sup>13</sup> ibid





For example, in response to the challenges presented by Singapore's rapidly aging population (by 2030 one in five people will be aged 65 or older) the Singapore Government is setting aside up to \$200 million for a national innovation challenge for research related to ageing.<sup>14</sup>

Singapore is identified as one of the 'Landing Pad' locations under the Australian Government's National Innovation and Science Agenda providing a platform for Canberra businesses to access the market and scale their business. The ACT business community can also benefit from the presence of an Austrade office in Singapore.

Singapore backed investments into ACT infrastructure are important. For example, Singapore Power International holds, via Jemena, a significant holding in ActewAGL Distribution Limited.

Singapore has a reputation for business-friendly regulatory policies and achieves the number one ranking for ease of doing business in the World Bank report *Doing Business 2016*. English is Singapore's official language of administration and commerce, further making Singapore an attractive business environment for ACT businesses and investors.

## What we will do

The ACT Government will focus on consolidating existing and growing new networks that support key capability area growth. Short term priorities include:

- establishing destination marketing partnerships with Tourism Australia and Singapore Airlines to drive inbound visitation.
- growing international education partnerships with the education sector through Study Canberra.
- leveraging the Australian Government's Singapore 'Landing Pad' to support entrepreneurship and growth of the innovation ecosystem.
- building relationships and driving investment opportunities linked to key capability areas of space and spatial science, cyber security and defence.
- supporting regional freight opportunities and product exports to Singapore in partnership with our partners in the CBR Region.

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<sup>14</sup> Singapore Ministry of Health, Media release: \$3 billion Action Plan to Enable Singaporeans to Age Successfully, 26 August 2016

# NEW ZEALAND



The foundation for Canberra's connection to New Zealand is the direct international aviation link and the opportunities extending from the Sister City agreement with the city of Wellington, signed in July 2016.

Supported by the trans-Tasman relationship, which for generations has enjoyed unparalleled cooperation across cultural, political, defence and economic spheres, the profound economic linkages that exist between us make New Zealand a natural priority market for the ACT.

New Zealand is Australia's fourth largest export market for services and fourth largest foreign supplier of services. Foreign Direct Investment in Australia by New Zealand amounted to over \$5.3 billion in 2015. There are already strong links between Canberra-based businesses and New Zealand, making it the fourth largest international market with which they engage the most.

The trade relationship between Australia and New Zealand is one of the most liberal in the world. The Australia New Zealand Closer Economic Relations Trade Agreement (ANZCERTA) has been in operation since 1983 and makes all trade in goods between Australia and New Zealand duty free and trade in services free of restrictions with very limited exceptions. The trade relationship also benefits from a significant degree of regulatory harmonisation that removes a lot of the 'behind the lines' barriers to the movement of goods and services and reduces compliance costs to businesses. Australia and New Zealand are working towards a Single Economic Market, a goal recently reaffirmed at the Australia-New Zealand Leaders' Meeting in February 2016.

Although New Zealand's economy is primarily driven by agriculture and tourism, the recent Government focus on innovation aims to develop high-value, R&D intensive businesses. Going forward, there will be increasing overlap with many ACT capability areas including ICT, cyber security, renewable energy and space and spatial science. In 2016 the NZ Space Agency was formed to support NZ entrepreneurs<sup>15</sup> operating in space related activities. Development of New Zealand's space capabilities will also drive other high technology businesses that apply associated technologies.

The innovation-driven environment creates opportunities for ACT universities and research institutions to collaborate with their New Zealand counterparts. New Zealand has a number of Centres of Research Excellence. Many of these are relevant to Canberra's key capability areas, for example, the MacDiarmid Institute for Advanced Materials and Nanotechnology, Centre for Quantum Science, the Maurice Wilkins Centre for Molecular Biodiscovery, Genetics Otago and MedTech.


The importance of fostering educational collaboration was recognised at a national level by the Australian and New Zealand Governments who have agreed to develop a science and innovation agreement 'to help share cutting-edge ideas and build economies based on innovative human capital'.<sup>16</sup>

The introduction of direct flights between Canberra and Wellington provides tourism opportunities for the ACT, not just from our Tasman neighbours but potential overflow from the considerable number of international visitors to New Zealand who may be tempted to visit the Canberra region.



15 Most notably, Rocket Lab – a commercial space launch operator

16 Joint Statement, Australia New Zealand Ministers' Meeting, 19 February 2016



The Sister City relationship with Wellington has its strategic roots in the economic opportunities that will flow from the 'Capital Express' route. The many synergies that exist between our two cities—our populations, our public sector dominated economies, our quality of life, our focus on innovation—provide fertile ground for enhanced cooperation across a range of areas. The stated commitment to pursue partnerships in tourism and events, and mutual exchange in smart city technologies and renewable energy is particularly pertinent to Canberra as they correspond with our key capability areas.

New Zealand is ranked 2nd for ease of doing business in the World Bank report *Doing Business 2016*.

## What we will do

The ACT will continue to foster the strong partnership that has been established with Wellington City Council under the Sister City agreement. This will include:

- partnerships that facilitate tourism promotion, marketing and product development.
- government to government collaboration and knowledge sharing across economic, environmental and social priorities.
- jointly supporting innovation and technology start-up ecosystems.
- collaboration on opportunities to secure events, grow partnerships and increase participation in sport.
- mutual exchange regarding smart city technologies and implementation
- mutual exchange of delegations that connect Wellington City Council and the ACT Government.
- programs that support opportunities for Indigenous people from both countries.





# CHINA

As the world's second largest economy with a population of 1.4 billion and a growing affluent consumer class, there is no questioning the benefit of engaging with China.

China is Australia's largest export market for services and eighth largest foreign supplier of services. Foreign Direct Investment in Australia by China amounted to nearly \$3 trillion in 2015. The national relevance of China is replicated in the ACT economy, with China (alongside Singapore) ranking as the international market with the strongest links with ACT businesses.

The China-Australia Free Trade Agreement (ChAFTA) entered into force in 2015. ChAFTA's duty free provisions,<sup>17</sup> National Treatment Obligation and Most-Favoured Nation treatment provision will provide even greater opportunities for Australia's goods and services exports to China, as well as investment inflows.

China's increased focus on innovation and its rapidly growing middle class present opportunities across a range of Canberra's key capability areas, most notably ICT, Renewable Energy, Education and Tourism.

As China's service sector increases, there is a growing demand in R&D services to complement the country's existing manufacturing industry. Canberra's science and technology expertise and cutting-edge research institutions make it well placed to market itself as a leading provider of innovation. China is investing heavily in R&D and is projected to surpass the US in total R&D spending by the end of the decade.<sup>18</sup>

Furthermore, the environment is one of the key themes of China's 13th Five Year Plan, which among other environmental initiatives, places an emphasis on the development of green industries. Spending on R&D in renewable energy amounted to \$US2.8 billion in 2015, with over half of these activities conducted in collaboration with foreign research institutions.<sup>19</sup>

The potential for Canberra's businesses and research institutions to capitalise on China's R&D focus is supported by a number of formal diplomatic agreements that the ACT Government has entered into. Canberra enjoys a productive Sister City relationship with Beijing<sup>20</sup> and an important Memorandum of Understanding (MOU) with the Shenzhen Municipal Government. The MOU is aimed at promoting two-way investment and cooperation between companies, particularly in the fields of innovation and technology. The city of Shenzhen's booming R&D sector was worth \$361.5 billion in 2015, and is expected to grow a further 8-8.5% in 2016.

Shanghai is being positioned as a centre for technology, innovation and entrepreneurship. In recognition of this, Shanghai has been chosen as one of as one of the 'Landing Pad' locations under the Australian Government's National Innovation and Science Agenda.

China's middle class is predicted to account for 95% of its population by 2030. International travel and overseas education are prominent avenues for China's consumer class looking to invest their wealth, presenting significant growth opportunities for the investment, tourism and education sectors.


17 Under ChAFTA, more than 86% of Australian goods exports can now enter China duty free, rising to 94% in January 2019 and 96% in January 2029.

18 Batelle Memorial Institute (2014). *2014 Global R&D Funding Forecast*.

19 Angus McCrone, Ulf Moslener, Francoise d'Estais, Eric Usher and Christine Gruning (2016). *Global Trends in Renewable Energy Investment 2016*

20 Canberra Beijing Sister City Agreement, signed on 14 September 2000





The overwhelming majority of the ACT's international student population is from China, with Chinese students accounting for nearly 48% of international student enrolments. The MOU with Shenzhen also fosters educational ties between our cities and the Innovation Intern Exchange Program is likely to raise the profile of Canberra's tertiary institutions amongst Shenzhen's student population.

The ACT Government's 2020 Tourism Strategy identifies China as a key international market. In consumer demand testing 42% of respondents from China expressed a desire to visit Canberra. Canberra's visitor economy also benefits from visiting friends and relatives associated with international students. Direct international flights to the Asian hub of Singapore will also open up access to China and increase the attractiveness of Canberra as a tourism destination.

While the ACT is largely a service-based economy, the Canberra region does have a thriving boutique wine industry that is forging an international reputation. Australian wines already have a strong foothold in China representing 14% of the market share in volume and 23% of the total value.<sup>21</sup> With wine exports to China set to become duty-free under ChAFTA, there are substantial growth opportunities for Canberra wineries.

Austrade has a strong in-country presence in China, with offices covering the North (Beijing, Qingdao, Shenyang), South (Guangzhou, Shenzhen), East (Shanghai, Nanjing) and West (Chengdu, Wuhan, Kunming).

## What we will do

The ACT Government will continue to foster formal relationships with Beijing and Shenzhen and promote informal relationships in the wider Guangdong region. Activity will focus on:

- growing international education partnerships with the education sector through StudyCanberra.
- growing international visitation in partnership with Tourism Australia and travel trade through VisitCanberra.
- leveraging the established relationship with Shenzhen to provide opportunities for the start-up ecosystem, attract venture capital and create innovation and R&D partnerships.
- promoting and leveraging opportunities linked to the Australian Government 'Landing Pad' in Shanghai.
- supporting regional freight opportunities and product exports to China with our partners in the CBR Region.

<sup>21</sup> Austrade, Wine to China



# UNITED STATES OF AMERICA

Australia's relationship with the US is one of its closest and most enduring. There is strong formal cooperation between our countries across a range of areas, particularly in defence and security. The expertise that the US has in knowledge economy sectors and its strong culture of innovation, coupled with it being the world's largest economy, explain why the US is a priority market for the ACT.

The US is Australia's second largest export market for services and the largest foreign supplier of services. Foreign Direct Investment in Australia by the US amounted to over \$1.63 trillion in 2015. The ACT has strong business links to the US and is the country with which ACT businesses engage the most.

The Australia-United States Free Trade Agreement (AUSFTA) entered into force in 2004. AUSFTA eliminates tariffs on all non-agricultural exports<sup>22</sup> and with respect to trade in services, contains a National Treatment Obligation as well as a Most-Favoured Nation treatment provision. It also gives Australian companies access to the federal government procurement market and the government procurement markets of 31 US States. Under AUSFTA, as an incentive to encourage investment, private US businesses can acquire Australian businesses in non-sensitive areas with assets less than \$1 billion without having to seek approval through Australia's foreign investment screening regime.

The continued commitment by Australia and the US to cooperate on defence science and technology and to pursue innovative collaboration in these fields was reaffirmed at the Australia-United

States Ministerial (AUSMIN) Consultations in 2015. The ACT has extensive expertise in the defence and security sector and a number of US defence primes have offices in Canberra. This places Canberra in a strong position to leverage the broad strategic defence relationship between our countries.

The Australia-United States Ministerial (AUSMIN) Statement also outlines the shared expectation that collaboration on innovation, energy, science, technology, space and health would continue. All of these areas are common to the ACT key capability areas. Certain US states and cities are globally recognised for their expertise and industry in these areas and should be targeted within the US market.

California is renowned for its innovation and ICT sectors with more high tech jobs than any other state in the US.<sup>23</sup> San Francisco was chosen as one of the 'Landing Pad' locations under the Australian Government's National Innovation and Science Agenda primarily because it remains the epicentre of global technology innovation. California also has a prominent renewable energy industry and is an important contributor to the US aerospace industry, with three out of ten NASA Centres located there.

Texas is the traditional bastion in the US for the energy sector and aerospace industry. Although oil and gas is the mainstay of the sector, renewable energy is gaining standing in Texas, supported by the State Government's Texas Emerging Technology Fund which was established to promote research, development and commercialisation of emerging technologies.

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<sup>22</sup> Two thirds of all agricultural tariffs were eliminated on entry into force of AUSFTA in 2005. All tariffs on agricultural goods will eventually be removed (by 2023 at the latest) with two exceptions: dairy and sugar.

<sup>23</sup> State of California Business Investment Guide 2016



Texas is, of course, home to NASA's world-famous Johnson Space Centre and the location of multinational aerospace companies, many of which also have a presence in Canberra.

Colorado also has a strong aerospace industry that is recognised for innovation and research.<sup>24</sup> It ranked as the third-largest space economy in the US in 2013 and the industry is supported by four military commands, eight major space contractors (including Boeing, Lockheed Martin, Northrop Grumman and Raytheon), NASA research activities and several universities involved in space research.<sup>25</sup> The city of Golden in Colorado hosts the National Renewable Energy Lab (NREL). NREL is the US Department of Energy's only laboratory committed to research, development, commercialisation and deployment of renewable energy and energy efficiency. It received \$US357 million in funding in 2015. NREL collaborates with the Australian Solar Institute within the Australian Renewable Energy Agency and the Australian Government supports the NREL's Clean Energy Solutions Centre which helps developing countries advance clean energy policies and solutions.

Like Canberra, Washington DC (DC) is diversifying its economy to reduce its reliance on the public service,<sup>26</sup> while still leveraging the advantages that come from being a capital city at the heart of decision-making power. Home to 16 universities and several hundred government and private sector research institutions,<sup>27</sup> and with a reputation for supporting start-ups, DC has a growing innovation and high-tech economy.

Austrade has a strong in-country presence in US, with offices in Boston, Chicago, Houston, New York, San Francisco and Washington DC.

The US is ranked 7th for ease of doing business in the World Bank report *Doing Business 2016*, and is ranked 1st among countries with populations of more than 100 million.

The US - which already has a strong reputation when it comes to fostering entrepreneurship through access to capital (particularly that provided by angel investors and venture capitalists) is placing even greater emphasis on this through the Startup America initiative.

### What we will do

The ACT Government will focus on programs that grow export opportunities and promote investment in our key capability areas. Short term priorities include:

- promoting and leveraging opportunities linked to the Australian Government 'Landing Pad' in San Francisco.
- delivering targeted programs that promote opportunity for investment in priority areas, particularly, cyber security, space and spatial science, defence, ICT and renewable energy.
- linking trade mission activity to Australian Government initiatives or major trade events that enable business to business connections.
- ensuring city to city engagement continues to enhance relationships already established with San Francisco, Washington DC, Austin and Portland.

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24 The Colorado Office of Economic Development and International Trade reports that 69 Colorado companies have won technology and commercialization grants since 2001 from NASA and a further 193 companies have won grants to develop technologies for the Department of Defence.

25 The Colorado Office of Economic Development and International Trade, Aerospace industry profile.

26 Office of the Deputy Mayor for Planning and Economic Development, Washington DC Technology and Innovation Profile.

27 Washington DC Economic Partnership, Technology Initiatives

# JAPAN

Japan and Australia enjoy a close bilateral relationship and have strong commercial ties. Japan is Australia's ninth largest export market for services and sixth largest foreign supplier of services. Foreign direct investment in Australia by Japan amounted to \$85.9 billion in 2015.

The Japan-Australia Economic Partnership Agreement (JAEPA) entered into force in 2015. When fully implemented, more than 97% of Australia's exports to Japan will receive preferential access or enter duty free. JAEPA also supports further growth of Japanese investment into Australia by liberalising the screening threshold at which private Japanese investment in non-sensitive sectors is considered by the Foreign Investment Review Board.

Japanese investments in our economy are significant. Japanese investors are one of the largest holders of ACT Government bonds. Japanese companies have and continue to make important investments into Canberra. For example, the Mitsubishi Corporation have recently made a long-term commitment to the light rail project.

Canberra is fortunate to have a Sister City relationship with the city of Nara which has driven educational, sporting and cultural activities for over two decades. While there has been a degree of focus on business, the sister city relationship could foster deeper exchanges in this area. For example, since instituting the Nara Prefecture Energy Vision in 2012, increased emphasis has been placed on the renewable energy sector.

Nara Prefecture is also home to the Nara Institute of Science and Technology (NIST), a top ranking national graduate university focusing on information science, biological science and materials science. NIST collaborates with industry and government and also actively pursues international collaboration.<sup>28</sup>

Austrade has offices in Tokyo, Osaka, Sapporo and Fukuoka.

Japan ranked 34th for ease of doing business in the World Bank report *Doing Business 2016*.

## What we will do

The ACT Government will focus on growing the profile of the CBR brand in the Japanese market. Short-term priorities include:

- further promoting the Nara-Canberra sister city relationship.
- exploring potential opportunities in Japan's renewable energy sector.
- Maintaining our deep financial connections particularly in relation to Government bonds.

<sup>28</sup> NIST has Academic Agreements in place with 84 overseas universities.





# PRIORITY CITIES

Within the five immediate priority markets, certain cities have been identified for targeted engagement. Priority cities are cities where there is likely to be strong demand for goods and services produced by the ACT's key capability areas, investors interested in investing these industries, and a large number of businesses working in the ACT's key industries. Based on the above considerations, the following markets are likely to be targeted:

|               | New Zealand | United States                    | China                 | Singapore | Japan |
|---------------|-------------|----------------------------------|-----------------------|-----------|-------|
| <b>Now</b>    | Wellington  | San Francisco<br>Washington D.C. | Shenzhen<br>Guangzhou | Singapore | Tokyo |
| <b>Next</b>   |             | Austin<br>Denver                 | Beijing<br>Shanghai   |           |       |
| <b>Future</b> | Auckland    | Portland                         | WuHan                 |           | Osaka |

## Now

'Now' identifies cities which provide immediate advantage to the ACT in terms of strategic importance as gateways to the country, accessibility in terms of transport and willingness to engage and alignment across all or multiple ACT target capability areas.

## Next

'Next' identifies cities where the ACT Government will foster relationships to open further opportunities in the city. 'Next' cities have close industry alignment to ACT Government strategic priorities, strong existing trade relationships, symbolic Territory and Federal government partnerships, and a degree of existing commercial and trade relationships. Generally, these cities have strategic importance but are yet to introduce direct, access to the ACT.

## Future

'Future' identifies cities with potential capacity to align with the ACT Government strategic vision. This is not an exhaustive list of all opportunities but it does provide an indication as to the where support may be directed in the future. The ACT Government will consider opportunities in other cities on a case-by-case basis. The ACT Government will conduct a review of the International Engagement Strategy in two years.

# CANBERRA AND THE ASIAN CENTURY

Canberra enters the Asian Century with important assets and relationships. We must consolidate and foster closer ties with Asian countries to develop greater economic opportunities. It is therefore important to acknowledge the importance of the value of developing deep relationships with the Asian region broadly.

The Asian Century will see Asia become not only the most populous region within the world; it will be the biggest economic zone, largest consumption zone and home to the majority of the world's middle class. The drivers of growth, population, participation and productivity are all converging to create an economic powerhouse on our front doorstep. The most significant and important of these is productivity. Asia is developing a highly skilled workforce, increasing levels of schooling, adopting and proliferating new advanced technologies. Noting the substantial gap between per capita output in Asian countries and advanced western economies such as the US and Australia, there is substantial growth to come.

Already, the Asian region accounts for approximately 40 percent of the global economy. 11 of Australia's top 15 two-way trading partners are from the Asian region. For the ACT Government, where there are strong capability area opportunities, we will seek to grow the trade, investment, social and cultural relationships with our Asian region neighbours.

Canberra's key sector capabilities provide a base to explore opportunity in the Asian region where opportunity arises. Different parts of the region stand to provide specific opportunities in respect to education, tourism, investment, services and goods exports, arts and culture, innovation and technology.

The future potential of engaging with **India** is considerable. Its economic indicators are strong and it is forecast to be the fastest growing economy in the world from 2016. India is Australia's sixth largest export market for services and 13th largest foreign supplier of services. Foreign direct investment in Australia by India amounted to \$1.5 billion in 2015.

Despite the Australia-India economic relationship growing in recent years, there are still major barriers to trade, including high tariffs and administrative barriers to trade.<sup>29</sup> Negotiations to conclude a Comprehensive Economic Cooperation Agreement between Australia and India began in 2011 and are ongoing. The conclusion of such an agreement will be taken into account monitored by the Office of International Engagement and may provide a catalyst for increased engagement in the future.

In the interim, the Office of International Engagement, in conjunction with StudyCanberra and VisitCanberra, will explore engagement with the Indian market as part of their education and tourism strategies.





## 11 OF AUSTRALIA'S TOP 15 TWO-WAY TRADING PARTNERS ARE FROM THE ASIAN REGION.

India is the 2nd largest source country for overseas students in Australia and the ACT (behind China) and education-related travel contributed just under \$2.1 billion to Australia's economy in 2014-15.<sup>30</sup>

AUSTRADE has offices in New Delhi, Ahmedabad, Bangalore, Chandigarh, Chennai, Hyderabad, Jaipur, Kochi, Kolkata and Mumbai.

As the largest of the ASEAN economies and with strong consumption growth driving its economy,<sup>31</sup> engagement with Indonesia will be of increasing importance to the ACT. Indonesia is Australia's twelfth largest export market for services and eighth largest foreign supplier of services.

Negotiations to conclude an Indonesia-Australia Comprehensive Economic Partnership Agreement (IA-CEPA), which began in 2010, were reactivated in 2016. It is anticipated that the agreement will address impediments to bilateral trade and investment. Opportunities exist in several of the ACT's key capability areas including education, ICT and healthcare.<sup>32</sup>

The direct aviation connection through Singapore opens Canberra to the Asia region, enabling easy two-way people and goods movements and trade and investment opportunities. For example, Malaysia as Australia's second largest ASEAN trading partner and with its close proximity to Singapore provides potential to grow tourism and education exports.

The Republic of Korea has a highly industrialised and internationally competitive economy, and a well established trading relationship with Australia. It is Australia's tenth largest export market for services. The ACT's education sector could also benefit from deeper engagement with Korea, which is the fourth largest source country of international students in Australia and the third largest in Canberra.<sup>33</sup> Korea also presents opportunities for promoting investment in the renewable energy sector.

Australia continued its growing relationship with Thailand following the establishment of Thailand-Australia Free Trade Agreement. The growing affluence of people of Thailand, similar in Vietnam represents an opportunity for enhanced trade and cultural linkages.

India ranked 130th for ease of doing business in the World Bank report *Doing Business 2016*.

### What we will do

- Encourage Canberra-based businesses with an interest in the Indonesian market to engage in DFAT's public submissions process
- Build relationships to facilitate business opportunities once the IA-CEPA is concluded and in effect.
- Grow international education partnerships with the education sector through Study Canberra in relevant markets in partnership with the education sector.
- Explore opportunities linked to the priority sector of renewable energy in South Korea.

The ACT Government will focus on growing the profile of the CBR brand in the Indian market. Short-term priorities include:

- encouraging Canberra-based businesses with an interest in the Indian market to engage in DFAT's public submissions process
- growing international education partnerships with the education sector through StudyCanberra.
- growing international visitation in partnership with Tourism Australia and travel trade through VisitCanberra.

29 DFAT, India Country Brief

30 DFAT, India Country Fact Sheet

31 Austrade, Indonesia Market Profile

32 ibid

33 StudyCBR Study Canberra?, Canberra: Australia's Education Capital



## Important markets for ACT engagement in Greater Asia



Recognising the importance of the Asian region (beyond China, Singapore and Japan) to Canberra this century, the table below provides audit of the results of the current economic relationships. Subsequently, we have identified significant priority sector alignment within a number of these markets for further trade and investment opportunities.

|   | India | S.Korea | Indonesia | Malaysia | Thailand |
|---|-------|---------|-----------|----------|----------|
| <b>Established FTA</b>  |       | ✓       |           | ✓        | ✓        |
| <b>Rank as national two way trading partner</b>                           | 9     | 4       | 12        | 10       | 8        |
| <b>Rank as source of international investment into Australia (top 20)</b> |       | 15      |           | 18       |          |
| <b>Rank as source of international investment by Australia (top 20)</b>   | 18    | 16      |           |          |          |
| <b>Source of international visitors (national)</b>                        | 9     | 8       | 12        | 7        | 17       |
| <b>Source of international students (national)</b>                        | 2     | 4       | 8         | 5        | 7        |

**Source:**

Department of Foreign Affairs and Trade, Australia's Trade In Goods and Services by top 15 partners 2015  
 Department of Foreign Affairs and Trade, Which Countries Invest in Australia? 2015  
 Department of Foreign Affairs and Trade, Where Does Australia Invest? 2015

# KEY CAPABILITY AREA OPPORTUNITIES BY TARGET MARKET

|  | India | Malaysia | S.Korea | Indonesia |
|--|-------|----------|---------|-----------|
|  Education and Research       | ✓     | ✓        | ✓       | ✓         |
|  Tourism                      | ✓     | ✓        |         |           |
|  Defence and Cyber Security |       |          | ✓       |           |
|  Renewable Energy           |       |          | ✓       |           |
|  ICT e-Government           | ✓     |          |         | ✓         |
|  Space and Spatial Science  |       |          |         |           |
|  Health and Sports Science  | ✓     |          |         |           |

# **BROADER** **GLOBAL** **ENGAGEMENT**

The ACT Government will look to maintain our historical relationships in countries across Europe and the United Kingdom. We will on a case-by-case basis look to create and grow relationships with countries and companies where our joint interests closely align. Moreover, we will partner with the Australian Trade and Investment Commission (Austrade) and the Department of Foreign Affairs and Trade to promote the ACT's international trade and education, investment, and tourism interests. Our partnership with Australian Government may see broad activities in the Arab States of the Gulf Coast, the Pacific Alliance and through the broader Trans-Pacific Partnership Agreement. We will further our relationship with the Australian Government and our significant infrastructure program to build the ACT's reputation globally.

## **Inward requests for formal city to city relationships**

As the international awareness of the Canberra brand increases, the ACT Government is likely to receive proposals from other cities for a variety of formal relationships. The ACT Government will consider such requests in view of its resources in line with the following principles:

- Strategic national and city criteria outlined under International Target Market criteria.
- The level of demonstrated commitment to a genuine and ongoing relationship with the ACT
- Capacity of the ACT Government to commit to an ongoing relationship relative to existing relationship efforts.





# CONCLUSION

The ambition of Canberra—to be an international city of global recognition and prestige—requires vision and coordination. The Office of International Engagement was established to cultivate enduring international relationships that will deliver on this ambition to benefit of all Canberrans. The office will serve to work across the ACT Government directorates and business units, including Invest Canberra, VisitCanberra and Study Canberra to deliver coordinated international engagement.

The 2050 ambition for an international city recognises that Canberra requires coordinated activity across four directions:

- Attracting and retaining talented people with STEaM skills.
- Continuing to open and diversify our economy in our capability areas.
- Delivering world-class metropolitan infrastructure to facilitate the increasing business and cultural interactions occurring in heart of global cities.
- Embracing the digital mindset to deliver world-class smart city initiatives.

The ACT Government's international engagement will focus on growing our priority where the ACT Government has competitive advantages in a 21st century knowledge economy:

- ICT and e-Government
- Renewable Energy
- Space and Spatial Science
- Defence and Cyber Security
- Tourism
- Education and Research
- Health and Sports Science

Our five priority markets centre on Singapore and New Zealand with our direct international flight connections, and close cultural and economic relationships. Regions within China and the US provide close alignment with priority sectors and coordinated activity in each of these five markets represents the foremost area of international engagement within the ACT's resources. We will continue to foster our formal Sister City relationships in Japan, China and New Zealand.

The ACT will look to grow our relationship with our Asian neighbours. The ACT Government recognises the Asian century is underway and the growth in economic, cultural and strategic significance that our neighbour countries are undergoing.

The International Engagement Strategy delivers a framework for coordinated international engagement, maximising the strategic opportunity of our resources to deliver an internationally recognised and prestigious city: Canberra.



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# *Review of Canberra's International Engagement Strategy*

*ACT Government Office of  
International Engagement*

*Review of Canberra's  
International Engagement  
Strategy*

*January 2019*

# Executive summary

Since its establishment in August 2016, the Office of International Engagement (the Office) has vigorously pursued a broad and ambitious remit, anchored in the ACT's 2050 Vision:

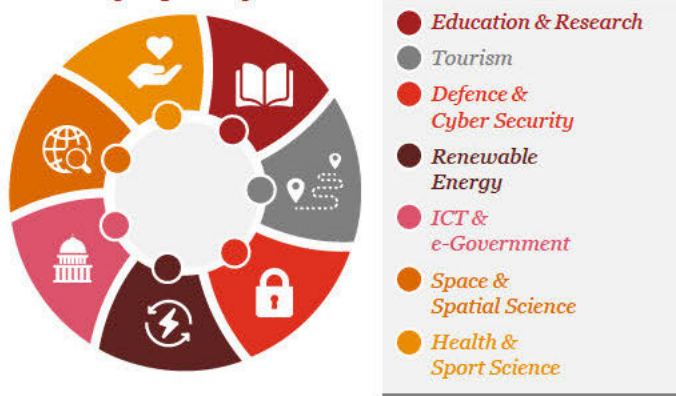
*To be recognised as one of the world's great innovation creative and art cities while remaining the world's most livable city.<sup>1</sup>*

When Mr Brendan Smyth was appointed as the inaugural Commissioner for International Engagement on 1 August 2016, the Government also established the Office of International Engagement. The first task for the Commissioner and the Office was to develop the International Engagement Strategy. The Chief Minister and the Commissioner launched the International Engagement Strategy on 8 September 2016. The Strategy focuses on achieving the ACT's international engagement objectives – supporting the 2050 Vision and Statement of Ambition – through a range of focus areas, the key two of which are:

## Five priority countries



## Seven key capability areas



Within that strategy, the Office has achieved remarkable progress in establishing relationships and beginning to build a strong presence for Canberra through a program of international engagement.

At the time of the release of the Strategy, the ACT Government committed to conduct an independent review of its progress and suitability after two years, which is the purpose of this document. This review concludes that the objectives and strategy are commendable and ambitious, and will bring real change to the lives of Canberrans as they are realised.

1. Canberra's International Engagement Strategy, p. 10.

Further, the Office has made an exceptionally energetic start in delivering this strategy, through a tireless rate of engagement since September 2016.

This report notes that the ACT Government is entering the next stage of Canberra's international engagement, moving from establishing new relationships and forming new connections, to deepening and strengthening these relationships, while continuing to grow its reach and networks. This new phase presents new challenges, and this report makes the following recommendations for the Office in delivering the Strategy to ensure that it continues to have the same success in the future, as it has since 2016:

1. That the ACT adopt a structured lifecycle-based approach to understanding, planning, resourcing, and managing international engagement in order to effectively prioritise and allocate necessary resources,
2. That in order to maximise the effectiveness and efficiency of the Office as the Strategy enters the *build* phase (see p.16), it is recommended that an update for the Strategy be developed.

## Supporting recommendations

3. That the ACT Government consider the development of an overarching whole of Government strategy to deliver Vision 2050, and that it be managed through strengthened governance at that level,
4. That the Office adopt industry best practice enterprise business processes supported by appropriate systems - focusing on Case Management and Customer Relationship Management (CRM),
5. That through the recommended Strategy update, the Office ensure that there is an explicit and agreed connection between staffing levels and the program of work in the forward work plan,
6. That the Office consider the expansion of its current key capability areas to include screen and interactive entertainment, and food and agribusiness,
7. That as part of the recommended Strategy update, the Office also consider the adoption of a refreshed communications, media, and channels strategy – noting the potential value of social media, and
8. That the role of collaborating with Federal Government Agencies and supporting diplomatic presence in Canberra be formalised, and that the Office explore partnerships with the Federal Government in order to provide the resources to continue to effectively deliver this service.



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# *Review*



# Background

The Office of International Engagement (the Office) was established by the ACT Government in August 2016 to help bring Canberra to the world, and the world to Canberra. The objectives and focus areas for achieving that are set out in *Canberra's International Engagement Strategy* (the Strategy). At the same time as appointing Mr. Brendan Smyth as the Territory's first Commissioner for International Engagement, the Office was established. The first task for the Commissioner and the Office was the development of an International Engagement Strategy.

These three pillars of the Office, the Commissioner, and the Strategy work in conjunction to drive a more ambitious, coherent, consistent, accountable, and successful approach to delivering international engagement for the nation's capital.



Figure 1 - Key words within the Strategy



# The objectives

The Strategy is a vital contributing element to the ACT Government's articulated 2050 Vision for Canberra:

*To be recognised as one of the world's great innovation creative and art cities while remaining the world's most livable city.<sup>2</sup>*

That objective is supported by four contributing elements, drawn from Canberra's Statement of Ambition, to: attract and retain talented people, deliver better metropolitan infrastructure, open and diversify the local economy, and embrace the digital mindset.<sup>3</sup>

The 2050 Vision and its supporting elements sit in harmony with a second lens on the objectives of the Strategy, provided in the executive summary of the document, to:

*...focus government efforts in markets that strongly align with the ACT's key capability areas and provide opportunities to grow the ACT economy.<sup>4</sup>*

The strength of these objectives is that they are ambitious, far reaching, and if realised will have an enormous positive impact on the life of Canberrans. Those attributes however pose a challenge for the Office in capturing which key elements of that broad vision should be the focus of the Office over the short and medium term.

The 2050 Vision for Canberra exists at a level which clearly requires whole-of-Government coordination and effort to deliver success. In some cases, the components listed as part of this objective, while valid contributors to the Vision, clearly sit outside the scope of the Office to deliver – for example “deliver better metropolitan infrastructure.”<sup>5</sup> As demonstrated above, implicit throughout the Strategy is also a vital whole-of-Government coordination role for the Office. While this is entailed by the scope of the 2050 Vision, the detail of how the components of the ACT Government can work together to drive a coordinated program of work to achieve the Vision is not covered in detail in this document.

The secondary objective listed above focuses on the economy, which is entirely consistent with the broader objective set out in the Vision.

However, there is overlap between which components of the ACT's economic growth are the remit and responsibility of the Office, or whether the Office is simply intended to coordinate the activities of other engines of the ACT Government.

In summary, the objectives stated are both ambitious and appropriate, and the Office and the program of work defined by the Strategy are key contributors to the vision they communicate. However, the secondary objective is not a complete articulation of the inputs required to achieve the 2050 Vision. There also remains an opportunity to clarify which components of those objectives the Office is intended to deliver and is accountable for, and how that progress could be defined and measured (including to demonstrate value for money to the taxpayer, and prioritise future activity and resource allocation).



<sup>2</sup> Canberra's International Engagement Strategy, p. 10;

<sup>3</sup> Canberra: A Statement of Ambition, p. 11-13;

<sup>4</sup> Canberra's International Engagement Strategy, p. 4;

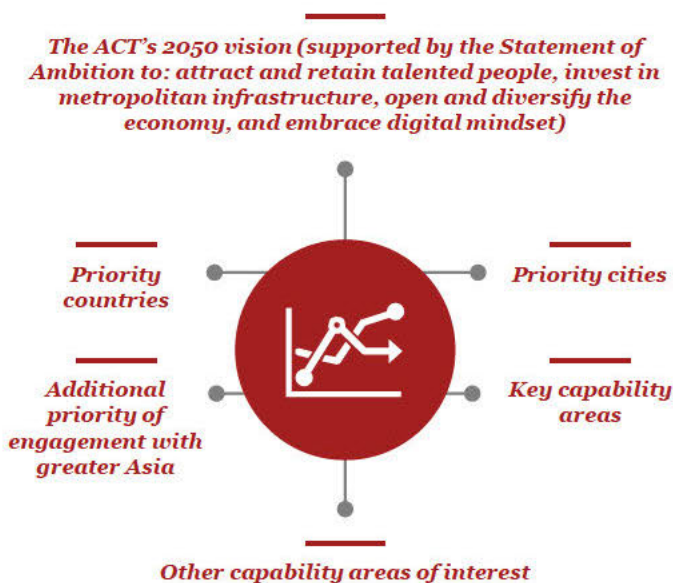
<sup>5</sup> Ibid., p. 13

# The strategy

The ACT Government and the Office are to be commended for an ambitious, wide-ranging strategy that identifies essential partners for the ACT's future, and identifies key capability areas which – if harnessed – would significantly contribute to Canberra's future prosperity.

While the breadth of the Strategy is fitting in comparison to the ACT's 2050 Vision, as noted above, that same scope poses significant challenges in coordination and delivery for the responsible agency.

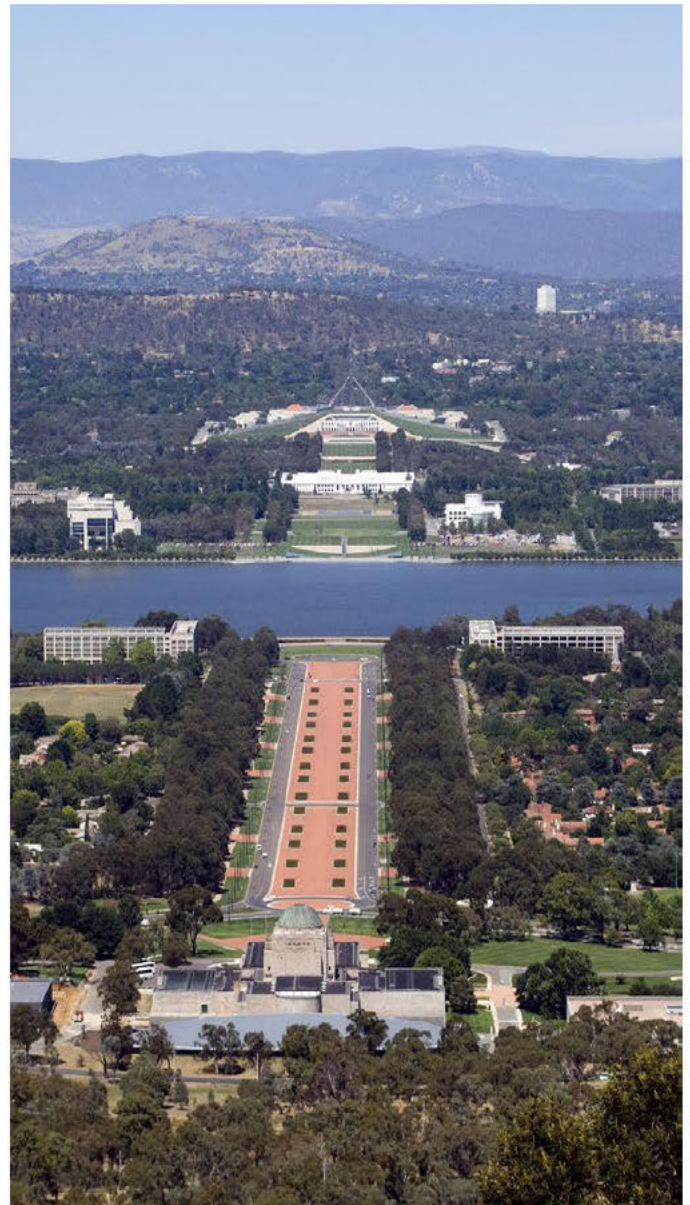
Strategic considerations included in the Strategy:



The Office has been both energetic and successful in delivering substantial progress against this wide-ranging remit. As the Office builds more mature relationships in the region and makes progress in each area, further clarity about the relative priority of these elements of the Strategy would enable a more efficient and effective use of Government resources to deliver the various articulated objectives of the Office.

A key implied, but potentially under-emphasised, element of the Strategy is the role of the Office in coordinating the international engagement activities of other agencies within the ACT Government. The goals of the Strategy span many sectors and industries. In order to successfully execute these goals, it is essential that a variety of government directorates work cohesively. While there appears to be a well-established informal agreement supporting this in a coordinated and targeted fashion, that remit could be further clarified in any future iteration of the Strategy, such as the Strategy update recommended by this report (p.18).

Finally, the Office has played a significant role in recent years in supporting Federal Government agencies with building trusted networks both in Canberra, and overseas. This valuable element of the Office's contribution to Australia's broader national interests is complementary to its declared role – as Canberra is privileged to be the home of international representatives to Australia. However, like the coordination role discussed above, the clear informal agreements which appear to be the basis for this role in practice are not formally articulated nor acknowledged in the Strategy, which could potentially lead to an under estimation of the resources required for the Office.



# The activities

Figure 2 shows clearly the extent of the outgoing engagements conducted by the Office since its establishment. This includes missions the Office has primarily or collaboratively organised and on which the Commissioner has accompanied the Chief Minister. The success of these missions is clear, for example following the Commissioner and Chief Minister’s mission to the United States of America, discussions commenced regarding potential sister city agreements between Washington DC and Canberra. Particularly noteworthy are the numerous trips planned for 2019 that seek to further the goals of the Strategy.

## Timeline of the Office of International Engagement’s major outgoing engagements

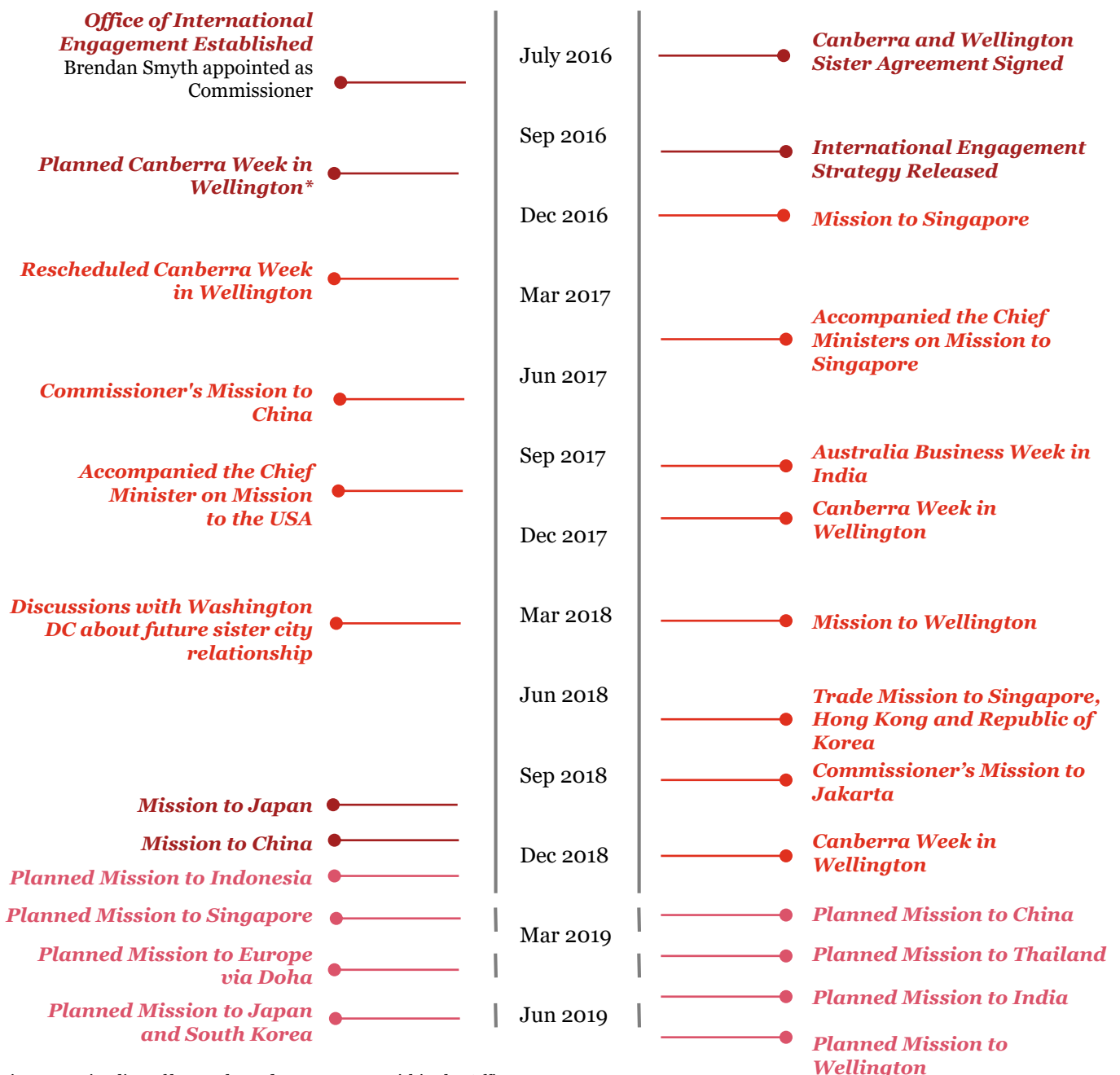


Figure 2 - Timeline of key outbound engagements within the Office

\*Disrupted by earthquake

# The activities (cont'd)

The Office has shown remarkable enthusiasm and commitment to the Strategy in undertaking a demanding and successful program of work since the launch of the Strategy in September 2016. It is to be commended for pursuing so successfully such a high proportion of the broad and ambitious scope of the Strategy, as well as driving complimentary agendas not significantly developed and emphasised in the Strategy. In exploring those activities, this report will primarily look through the two dominant lenses of the Strategy:

1. Priority country engagements, and
2. Key capability areas.

## Summary of engagements

As demonstrated by Figure 3, since September 2016, the Commissioner has embarked on 19 major international engagements to further the development of the strategic goals (it should be noted that this data covers only major delegations and missions overseas, which were supported by a large number of smaller and local activities). These engagements primarily involved the 5 priority countries originally identified, as well as additional cities that the Strategy noted as being destinations which Canberra wished to pursue partnerships with in the near future. Canberra has hosted 26 international delegations over the same time period. These delegations have been utilised to strengthen ties between Canberra and identified priority cities.

## Key delegations and missions since the launch of Canberra's International Engagement Strategy

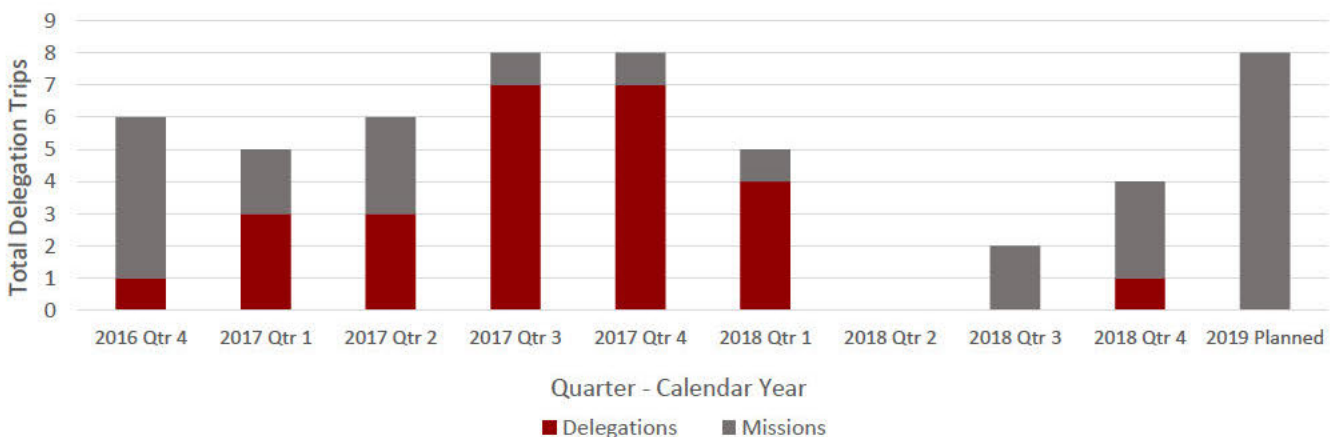


Figure 3 - Key delegations and missions

Figure 3 highlights the steady increase in engagements since the establishment of the Office. It is noted that the majority of these engagements were classified as inbound trips with the Office hosting international delegations in Canberra. There are also numerous outbound engagements planned for the 2019 calendar year which seek to again further the goals of the Strategy.

The lack of engagements during the second quarter of 2018 can be attributed to the cyclical nature of such engagements and the lack of control the Office has over the planning of inbound trips. Outbound trips are usually scheduled to take place post the announcement of the ACT Budget in July hence the decline in engagements prior to this announcement.

Some of the international engagements have included large delegations from the Canberra region. As an example:

- The Chief Minister's recent mission to Singapore recorded close to 60 representatives from the Canberra region in attendance; and

- The mission to the USA in October 2017 made exceptional progress in the key capability areas of defence and cyber security, and space and spatial science.

The direct correlation between priority country and key capability areas is evidence of targeted programs directed to achieving the goals of the Strategy.

The strength of the relationships between Canberra and priority cities has been increasing, resulting in an escalated number of local and international engagements. The lifecycle of these engagements has caused a larger resource and time commitment to be put into maintaining each relationship.

# The activities (cont'd)

## Alignment of priority countries to key capability area

While the prioritisation is not explicit in the Strategy, the Office has in practice pursued suitable key capability areas when engaging with priority countries. This reflects the fact that some countries are naturally better aligned with specific capability areas. The Office has made significant progress in undertaking engagement with priority countries to explore opportunities for building partnerships in appropriate key capability areas.

Since the release of the Strategy in September 2016, there have been numerous inbound and outbound delegations targeted to discuss inter-governmental relations and to further the objectives of the Strategy. Each mission has been conducted to support the capability priorities in the country visited. While not every priority country identified aligns with all seven of the key capability areas, significant steps have been made in all countries in at least two of the key capability areas. This is demonstrated in Figure 4.

### Key capability area

|                  | <i>Education &amp; Research</i> | <i>Tourism</i> | <i>Defence &amp; Cyber Security</i> | <i>Renewable Energy</i> | <i>ICT &amp; e-Government</i> | <i>Space &amp; Spatial Science</i> | <i>Health &amp; Sport Science</i> |
|------------------|---------------------------------|----------------|-------------------------------------|-------------------------|-------------------------------|------------------------------------|-----------------------------------|
| <i>Singapore</i> | ✓                               | ✓              | ✓                                   |                         | ✓                             |                                    | ✓                                 |
| <i>NZ</i>        |                                 | ✓              | ✓                                   |                         | ✓                             | ✓                                  | ✓                                 |
| <i>China</i>     | ✓                               | ✓              |                                     |                         |                               |                                    |                                   |
| <i>USA</i>       | ✓                               |                | ✓                                   |                         | ✓                             | ✓                                  |                                   |
| <i>Japan</i>     | ✓                               | ✓              | ✓                                   | ✓                       |                               | ✓                                  |                                   |

Figure 4 – Matrix of key capability areas engaged with by country

### Success story: Ovolo Hotels

The OIE's targeted engagements overseas have had visible results. The acquisition of the leasehold on New Acton's Hotel Hotel by Hong-Kong based hotel chain, Ovolo Hotels is one such example.

Hotel Hotel has been in existence in the ACT since its creation by Molonglo Group in 2013. On an outbound delegation visit to Hong Kong, the Office of International Engagement facilitated discussions with hotel chains such as Ovolo Hotels seeking to invest within Australia. By targeting tourism as a key capability area, the Office was able to highlight to Ovolo Hotels the benefit of investing in the ACT, delivering a visible impact on the New Acton community. Since the acquisition took place in March 2018, Hotel Hotel, now Ovolo Nishi, has seen a complete rebranding.



# The activities (cont'd)

## Achievement against country objectives

The Office has been active in engaging with the priority markets identified in the Strategy – with particular success notable in the case of the frequency of engagement with New Zealand and Singapore.

## Missions and delegations with priority countries since the launch of the Strategy

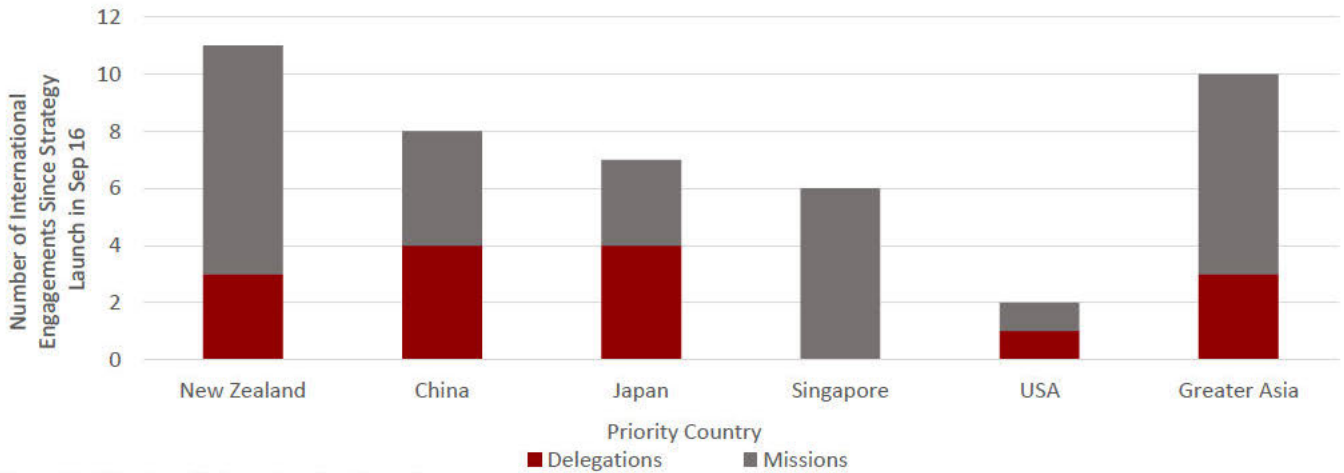


Figure 5 – Number of inbound and outbound engagements

Figure 5 highlights that the priority markets of New Zealand and Singapore have been more heavily engaged with over China, the USA and Japan by number of missions. This reflects the priorities outlined in the Strategy. The engagements with Singapore and New Zealand centre around numerous of the key capability areas and foster improved performance towards achieving the goals of the Strategy. The signing of partnership contracts, freight agreements and the organisation of cultural events, all directly contribute towards the Strategy and the ACT's greater 2050 Vision.

## Success story: Canberra Week in Wellington

The OIE's engagement with Wellington has been a great success, and sets an example of clear and impactful government-government collaboration to encourage increased tourism and business engagement to the ACT.

The development of Canberra Week in Wellington is a particular highlight. Through its inception and implementation, the annual event upholds the 14 clauses of the Sister-City Agreement between Canberra and Wellington and involves the Canberra Business Chamber to help promote business opportunities in the ACT. This has allowed the ACT Government and the Wellington City Council to develop closer relations, support tourism, and strengthen their mutual commitments to business facilitation.

## The activities (cont'd)

Figure 6 below indicates how the Office has made significant steps towards actively visiting the priority cities which it has identified as wanting to target. The Office is now at the stage where it can begin to formalise the relationships between Canberra and the priority cities from the 'Next' phase.

| Phase  | Priority City | Visited |
|--------|---------------|---------|
| Now    | Wellington    | ✓       |
|        | San Francisco | ✓       |
|        | Shenzhen      | ✓       |
|        | Singapore     | ✓       |
|        | Tokyo         | ✓       |
|        | Washington DC | ✓       |
|        | Guangzhou     | ✓       |
| Next   | Austin        |         |
|        | Beijing       | ✓       |
|        | Denver        |         |
| Future | Shanghai      | ✓       |
|        | Auckland      |         |
|        | Portland      |         |
|        | Wuhan         |         |
|        | Osaka         | ✓       |

Figure 6 - Missions of behalf of the Office to priority cities

The Strategy also identifies engagement with "Greater Asia" to be of a priority. This includes countries in Asia, but outside of China, Hong Kong and Singapore. Recent execution of this goal saw the Office engage with South Korea and Indonesia. The large number of relationships that have been established by the Office already, combined with the breadth of the Strategy itself, means that devoting sufficient resources to engaging with Greater Asia would be likely to put significant strain on current resourcing plans. The Office has engaged strongly with this enormous task given its available resources. However, prioritisations will need to be made and a hierarchy of engagements established, to ensure that the Office can continue to develop and manage these relationships.

### Achievement against key capability areas

The Office has actively pursued engagements to further progress against the identified key capability areas. However, the areas which have received more effort are outside this set. Those areas of focus outside the key capability areas have also seen the most engagement with nations outside the five priority countries, as seen in Figure 7.

While Office engagements have targeted key capability areas within the priority markets, they have also extended to other focus areas in the greater Asia region. Here they have discussed wider opportunities of mutual interest such as *Creative Canberra*, intergovernmental relations, investment attraction and trade and export. A large proportion of the international delegations have sought to further intergovernmental relations, which suggests that the relationships would be in their early stages, where relationship building is key. These grass-roots relationships have to be developed before moving to discuss the ACT's specific capability areas.

### Success story: Mission to Southeast Asia

The Office's previous missions have had remarkable success in fostering business relations between representatives of the Canberra business community aligning with key capability areas, and interested international partners. A particular highlight was the outgoing delegation to Singapore, Hong Kong, and the Republic of Korea in July 2018.

Notably, over 60 representatives from Canberra attended programs to foster increased relations with the Singapore business community. With specific focus on tourism destination marketing, screen and interactive entertainment production collaborations, property, cultural, and financial bond market presentations. This engagement has already resulted in a Singapore-based investment group, and a Hong Kong investor expressing interest in potential investment opportunities in Canberra.

# The activities (cont'd)

## Major engagements with priority markets by key capability area

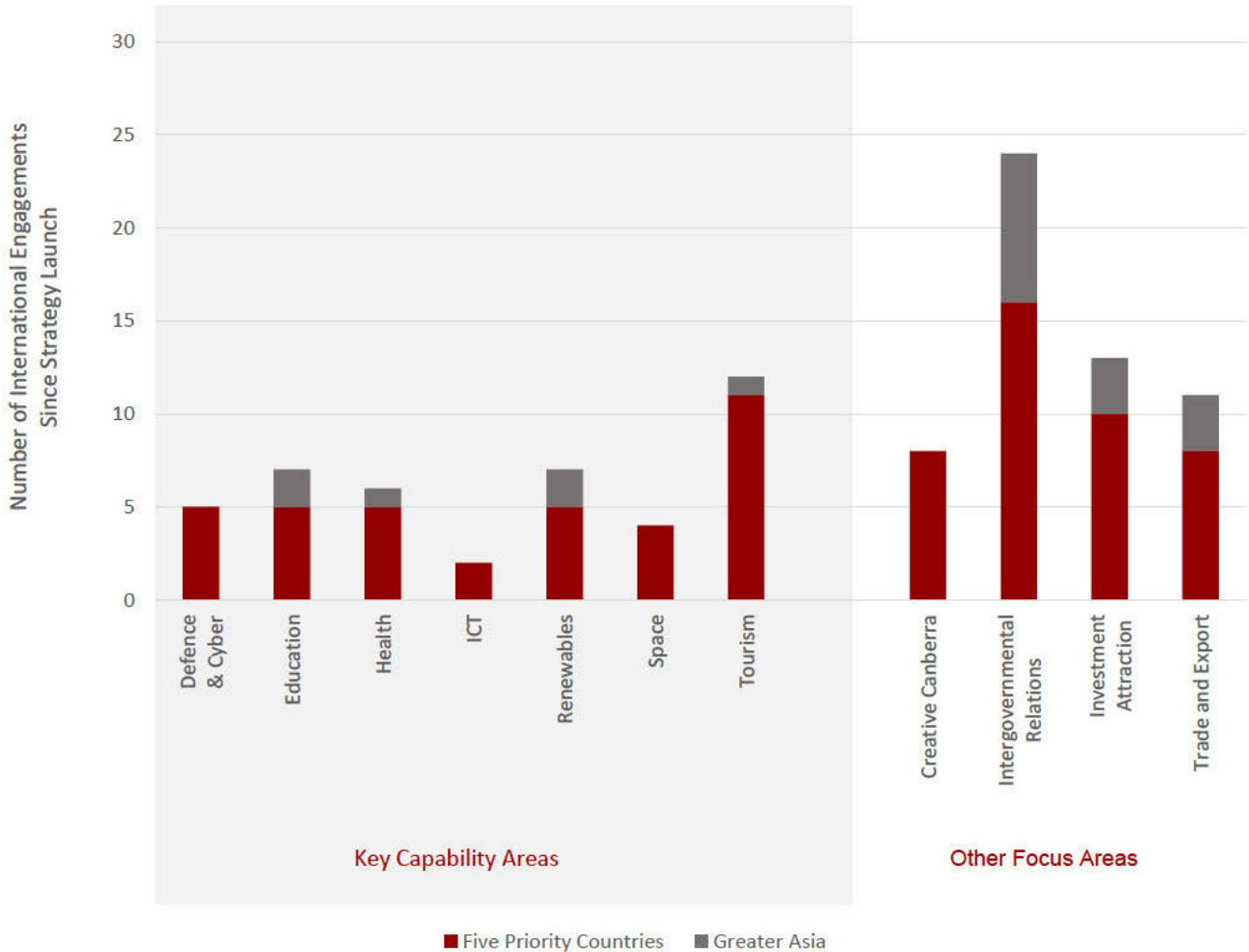


Figure 7 - Engagement with priority markets by key capability area

The most commonly discussed of the key capability areas is tourism, reflecting the large number of engagements targeted towards marketing the ACT and developing further airline partnerships. This is a natural starting point of any mutually beneficial relationship due to the relative gains that can be made quickly by each party. There have also been numerous engagements with the greater Asian region (namely, India, South Korea, Indonesia, Malaysia and Thailand). The engagements have not centered around the key capability areas but more so around firstly building intergovernmental relations, understanding common objectives sought from any relationship and the prospect of mutually beneficial trade and investment engagements. Whilst engagement with Greater Asia is outlined by the Strategy as being of importance, these engagements do not directly address key capability areas but are necessary for building long term sustainable relationships.

Moreover, despite engagement across the wide range of sectors as illustrated above, measuring meaningful development within these engagements proves difficult. There has been significant progress in the number of engagements conducted by the Office, however a lot of this progress is not quantifiable in terms of the key strategic capabilities outlined in the Strategy. For example, a significant outbound delegation to the USA was conducted, to discuss defence innovation leadership, cyber security and ICT. However, while this trade mission permitted the Office to focus discussion on these particular areas, measuring the impact that this mission had on the Strategy's progress remains difficult. This may in part be attributable to the continual growth in the Office's work load following the development of further connections across the globe. As the Office continues to expand its reach, the depth with which it can engage with each of its new partners is stretched more thinly.

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# *Recommendations*



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# Summary of recommendations

## Key recommendations

1. That the ACT Government adopt a lifecycle-based approach to understanding, planning, resourcing, and managing international engagement,
1. That in order to maximise the effectiveness and efficiency of the Office as the Strategy enters the build phase (see p.16), it is recommended that an update for the Strategy be developed.

## Supporting recommendations

3. That the ACT Government consider the development of an overarching whole of Government strategy to deliver Vision 2050, and that it be managed through strengthened governance at that level,
4. That the Office adopt industry best practice enterprise business processes supported by appropriate systems - focusing on Case Management and Customer Relationship Management (CRM),
5. That through the recommended Strategy update, the Office ensure that there is an explicit and agreed connection between staffing levels and the program of work in the forward work plan,
6. That the Office consider the expansion of its current key capability areas to include screen and interactive entertainment, and food and agribusiness,
7. That as part of the recommended Strategy update, the Office also consider the adoption of a refreshed communications, media, and channels strategy – noting the potential value of social media and,
8. That the role of collaborating with Federal Government Agencies and supporting diplomatic presence in Canberra be formalised, and that the Office explore partnerships with the Federal Government in order to provide the resources to continue to effectively deliver this service.



# Key recommendation: international engagement lifecycle approach

## Recommendation 1

It is recommended that the ACT Government adopt a lifecycle-based approach to understanding, planning, resourcing, and managing international engagement. Through understanding where in the engagement lifecycle the ACT government is – whether with regards to the entire program of international engagement, a particular relationship, or a key capability area – the Office will be able to:

- Better understand the volume and type of resources needed to achieve its objectives,
- Frame what success looks like for the Office, through understanding the characteristics of their interim objectives, and
- Maximise the effective and efficient use of public resources in delivering the Strategy, and driving the mandated outcomes.

The framework below explores the lifecycle of any international engagement and the actions involved at each stage. This should serve as a guide for the Office when undertaking engagements and reviewing against the progress of the Strategy.

### International engagement lifecycle

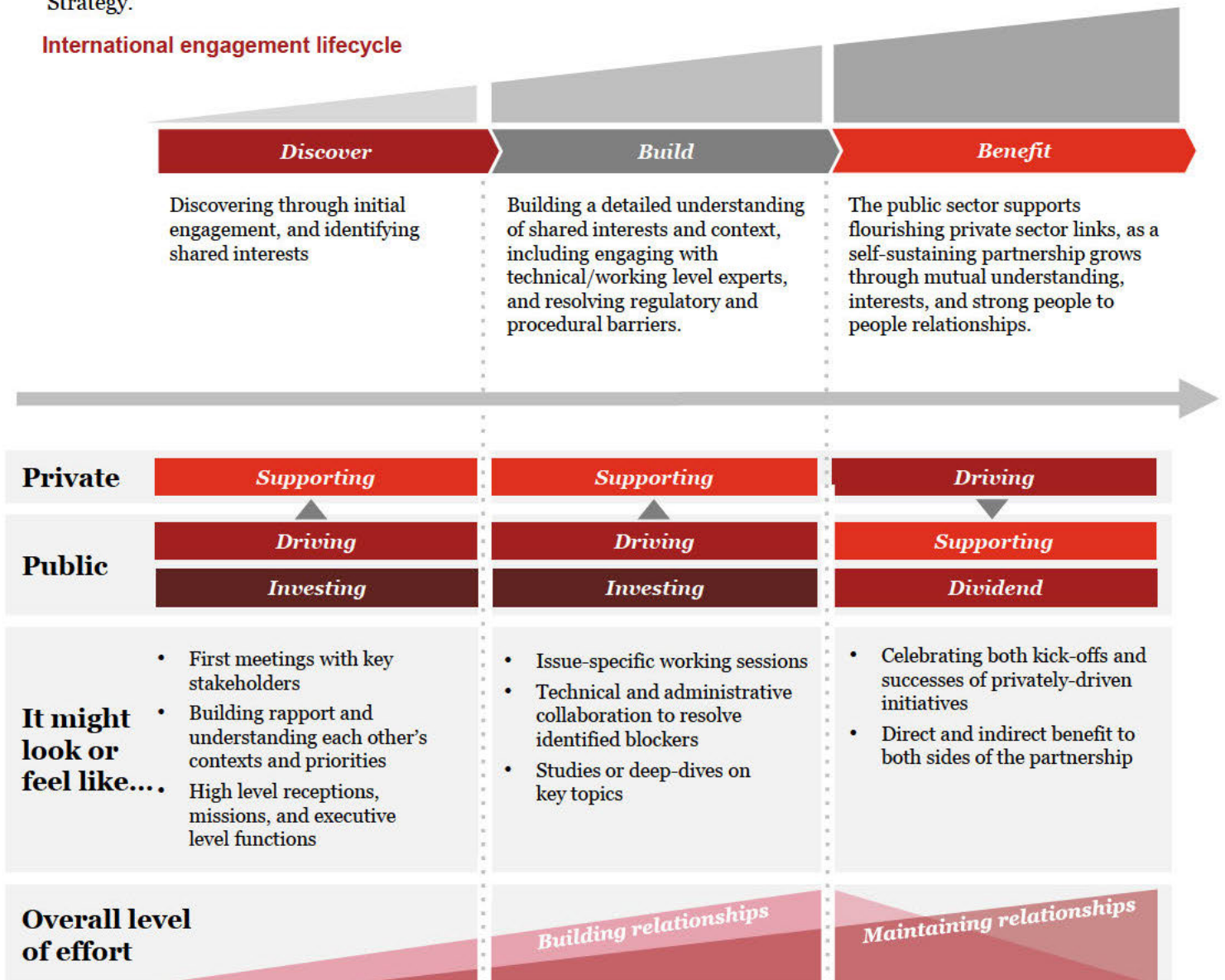


Figure 8 – The International Engagement Lifecycle

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## ***Key recommendation: international engagement lifecycle approach (cont'd)***

The level of focus by areas of government will vary according to the phase of the international engagement lifecycle, aligned to the volume of touch points and depth collaboration between the ACT Government and its partners at each stage.

The Office has a crucial role in managing a large volume of initial engagements, which through coordination and cooperation can be established as official partnerships. Then, as we enter the *build* and *benefit* phases, there is likely to be a demand for greater focus on the expertise of subject-matter specialists both from Chief Minister, Treasury and Economic Development Directorate (CMTEDD), and other areas of Government, as collaboration deepens and progresses. Some, but not all, of the most promising initial conversations and relationships blossom into more structured collaborative work, and eventually develop into concrete partnerships delivering real value for Canberra and the broader ACT. In order to achieve the goals of the Strategy, effective coordination between the various arms of government is required throughout the lifecycle.

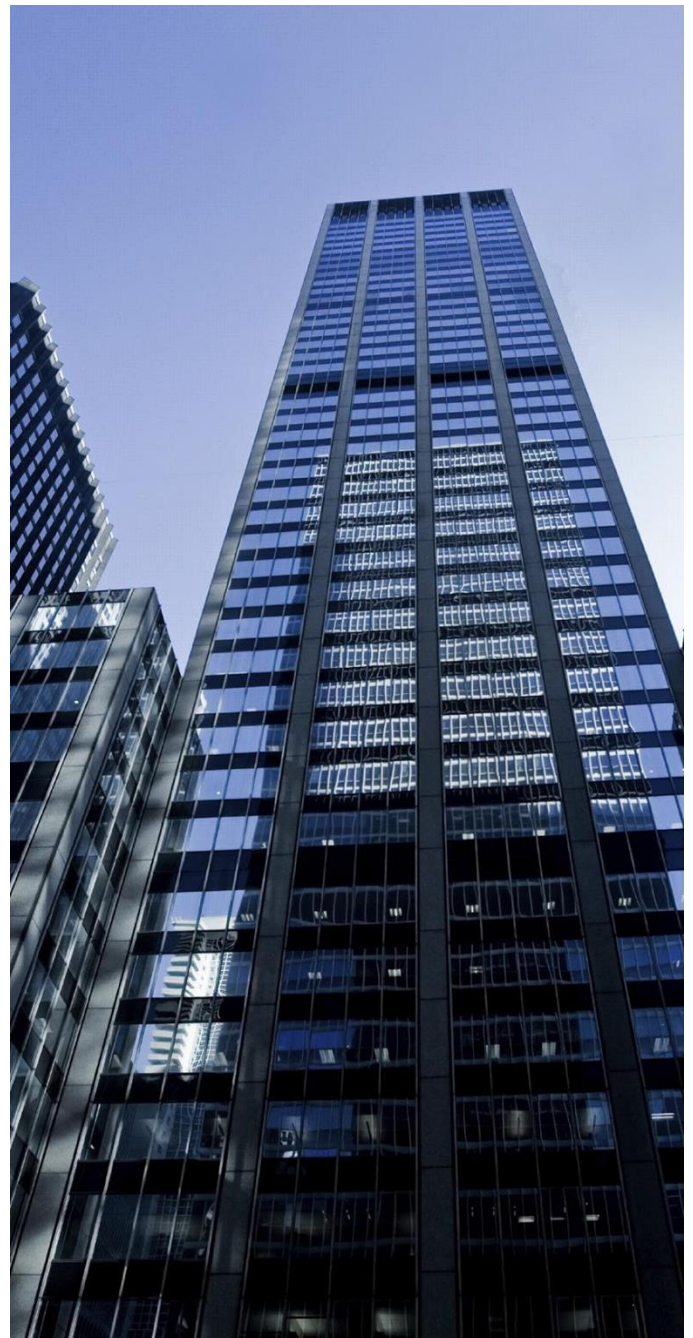
### ***Entering the build phase***

The Office has been operating at a high-tempo since its establishment to drive engagements and build relationships in what can be characterised as the *discover* phase of the international engagement lifecycle.

Today, elements of the program of work are transitioning into the *build* phase. As a result, the ACT Government should expect to see several key changes in its parameters and ways of working:

- The ACT can expect to continue discovering new relationships on one hand, while building on those which it has previously established.
- Resources will need to be devoted to maintaining those relationships which were established during the *discover* phase. These resources will either need to come at the expense of, or in addition to, those devoted to continuing to build new relationships
- The stakeholder landscape will grow more complex, and need to be managed systematically in order to ensure that full value is being gained from the many links formed between the ACT government and its partners during the *discover* phase, and future relationship building.

- The Office could expect to play a greater role in facilitating technical exchange, and other exchanges of ideas at the working level as partnerships mature from statements of intent, to strategic plans, to concrete deliverables.
- The above characteristic of the *build* phase will include the Office playing a larger role in connecting and facilitating relationships between arms of the ACT Government and overseas partners.



# Key recommendation: an update for the strategy

## Recommendation 2

In order to maximise the effectiveness and efficiency of the Office as the Strategy enters the *build* phase, it is recommended that an update for the Strategy be developed. That update would include (but not be limited to) several key components, outlined below.



### *A basis for prioritisation within the program of work of the Strategy*

During the *discover* phase of the Strategy, the Office has had great success adopting a flexible approach to capturing the most aligned opportunities to drive the ACT's international engagement agenda. However, during the *build* phase, it is likely to be necessary to take a longer term view on the most effective and efficient way to allocate effort and resources by the Office.

In order to facilitate this, a Strategy update at this point in the Strategy's life would include a basis for determining which elements would be priority focus areas in the short, medium, and longer term. That framework should be developed to explicitly align the strategies in the Strategy with the stated objectives.



### *A work plan and associated resource plan based on the above prioritisation*

Based on the prioritisation of strategies and objectives suggested above, the Strategy update would also deliver a high-level prioritised work plan, and estimated resource requirement. The formulation of that plan would ensure that the Office and the broader ACT Government were able to work together to ensure a common understanding of scope, objectives, and anticipated resource requirements over the coming years. It is recommended that that this work plan be derived from the existing priorities and key capability areas, noting their continued salience to delivering an appealing and prosperous Canberra.



### *An introduction of the KPI system of progress measurement*

In order to track the progress of the Office through future international engagements, it is recommended to develop a system of key performance indicators (KPIs) within the Strategy update. Such a system would provide the Office with the ability to track the progress of its current engagement strategies. While specifically developing such KPIs is beyond the scope of this report, it is recommended that the Office review exemplar KPIs within other Federal and State Government Offices as a point of comparison. Potential KPI's include;

- Tracking tourism into the ACT against priority countries,
- The awareness of the ACT, including the number of information, project and visitation requests, and stakeholder introductions generated from potential investors, and
- Further through the lifecycle a longer term KPI could involve tracking the amount of investment value associated with foreign direct investment outcomes facilitated by the Office.

These KPIs are tracked through robust measurements and systems, such as surveys of key stakeholders, which are imperative to measuring and reporting the ACT Government's progress.



### *A clarification in ways of working, including strengthened governance*

The *build* phase of the international engagement lifecycle requires deep collaboration to refine specific opportunities, in turn driving tangible benefits for all parties. Therefore there is a persistent need to clarify the way in which the Office will work with other arms of the ACT Government. That will mean supporting the Office in effectively coordinating input from across government, including consideration of how the Office can increasingly play a role as the first point of contact in engaging international stakeholders. The Strategy update would provide an opportunity to articulate how these mechanisms would work, to ensure that all areas of Government are gaining the maximum benefit from the delivery of the Strategy. In particular, the ACT Government may explore establishing a whole of Government governance mechanism to ensure coordination and alignment across the ACT (see Recommendation 3), and develop a Responsible, Accountable, Consulted, and Informed (RACI) matrix to support ongoing clarity over roles and responsibilities between directorates.



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# Supporting recommendations

## Recommendation 3

### *Delivering Vision 2050*

While outside the strict scope of this study, we would also recommend that the ACT Government consider the development of an overarching strategy, to articulate how various arms of Government would collaborate and contribute to the delivery of the ACT's 2050 Vision.

### *Enhanced governance*

It is recommended that this strategy be managed through strengthened governance at the whole-of-Government level. For example through establishing a new international engagement board, or including the coordination and prioritisation of international engagement in the standing functions of the ACT Public Service Strategic Board.

This would provide ongoing clarity on the priorities of the Office in delivering the International Engagement Strategy, as well as clarifying the remit and role of other areas of Government in delivering the Vision 2050. That clarification will enable the Office to most effectively bring specialists and subject matter experts from across the ACT Government to achieve concrete successes as relationships mature, strengthening the Office's capacity to play its vital coordinating role.



## Recommendation 4

It is recommended that that the Office adopt industry best practice enterprise business processes supported by appropriate systems, to support further efficiency in the delivery of the Strategy. While there would be value in a more detailed review of business processes; quick wins could be achieved by implementing two key initiatives:

- ***Introduction of an industry best-practice Customer Relationship Management (CRM) system.*** This will be essential to support the Office to effectively record, analyse, retain, and exploit the high volume of relationship data of great importance to Canberra which it has been collecting for some time now – demonstrated by the large number of engagements shown in section 2 above. Across the ACT Government, a wide volume of stakeholder engagement is conducted in pursuing international engagement activities. For this information to be utilised, it is essential that all engagements be recorded in a CRM system. Having these connections stored in a database will allow for seamless transactions of information across the various arms of Government. There is no current way to formally track the flow on effects that previous meetings have on the ACT economy. With a CRM in place, stakeholder's information and engagements with the ACT will be recorded and can be used as a point of reference when assessing the progress of the goals of the Strategy.
- ***Introduction of a systematic approach to case management.*** As the work of the Office continues, it has not only built a large number of relationships, but also touches a large and growing number of issues. As the Office moves into the *build* phase of Canberra's international engagement, it will become increasingly important that the Office is able to transfer responsibility to, or receive responsibility from, other areas of Government with as little loss of context as is possible. That seamless management of issues across the whole of Government would be most effectively delivered using a systematic approach to case management - which in this context would be the tools, systems, and business processes which support the systematic tracking and management of a given issue or activity which has arisen in the delivery of the Strategy.

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# Supporting recommendations (cont'd)

## Recommendation 5

It is recommended that through conducting an update of the Strategy, the Office ensure that there is an explicit and agreed connection between staffing levels and the program of work in the forward work plan. While the Office has been efficient and effective in pursuing the broad agenda of the Strategy with its current small workforce, a continued mismatch between staff and remit risks putting undue strain on both the personnel and the objectives of the Strategy. In comparison, Victoria has three people working on international engagement in the creative sphere alone, with similar staffing numbers across all relevant industries. In conjunction with recommendation 3, a detailed work plan will provide the ACT Government and Office with the information needed to best calibrate the resources of the Office with its delivery of the Strategy over the coming years, ensuring the most effective and efficient delivery of the Strategy.

## Recommendation 6

It is recommended that when developing the Strategy update the Office consider the expansion of its current key capability areas to include:

- screen and interactive entertainment, and
- food and agribusiness.

This recommendation reflects the increased activity that the Office is undertaking in areas outside its seven key capability areas, namely partnerships within the film and television sector and opportunities arising from food and agribusiness. It is recommended to consider increased engagement in these areas due to the connection that these areas have to other industries and the opportunities to expand. New channels have opened surrounding the agribusiness sector in particular with local wineries looking to export internationally and grow the Canberra wine market. The opportunity to export high value produce aligns with similarly successful campaigns such as New Zealand's "Clean and Green" initiative.



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# Supporting recommendations (cont'd)

## Recommendation 7

It is recommended that as part of the Strategy update, the Office also consider the adoption of a communications, media, and channels strategy, leveraging the existing CBR brand and material. It is essential that the Office expand its dialogue with a broad range of stakeholders using all appropriate channels available. A key way of achieving this is by maintaining a strong social media presence and establishing a media plan prior to international engagements, to maximise exposure during each and every mission. Developing a social media strategy founded on customer self-service permits the Office to engage with a greater number of entities. An example of such a strategy may include:

- A functional and visually capturing website design, with clear links to contact ACT business partners. This allows interested parties to efficiently self-source new relations,
- An active Twitter page, to share up to date information on the international and business communities,
- A LinkedIn page which will service the Canberra business community and can be used as a platform to demonstrate success in the international business community, and
- A Facebook page used as a medium to post photos and videos of previous engagements and success stories.

The development of such a strategy increases the exposure of the Office and reduces the strain on it to facilitate business connections between ACT partners and international investors, allowing it to focus its resources on aligning future partnerships within the key capability areas. This media strategy should be complementary to existing strategies in CMTEDD, and should look to replicate the success of similar institutions' social media campaigns such as that of Austrade.

## Recommendation 8

It is important to note the significant role which the Office has played in supporting and building relations between Australia and the diplomatic community in Canberra. This role appears to have required significantly more effort in practice than was envisioned in the Strategy - in which it is not significantly emphasised or developed. However, it is clear that this program of work delivers significant direct benefit both for the people of Canberra and for Australia as a whole through assisting in the effective operation of the Federal Government.

As such, it is recommended that the scale and scope of the collaboration with Federal Government and supporting the diplomatic presence in Canberra be formalised, and that the Office explore partnerships with the Federal Government in order to provide the resources to continue to effectively deliver this service. For example, participating agencies might assist in contributing to a dedicated position to support consular services in Canberra, or one might be provided on secondment from one of the relevant agencies.

Another opportunity exists with the National Capital Authority (NCA). NCA's international communication channels present an opportunity for the Office to connect and leverage off pre-existing relationships between Canberra and the NCA's overseas counterparts. Moreover, it is recommended to engage them, or local industry, to jointly run embassy events and networking opportunities to further increase the relationships the Office has with Canberra's diplomatic community.



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# *Risks*



# Risks

*There are several risks to the effective delivery of the Strategy that have surfaced through the development of this report.*

There exist several risks when considering the implementation of the recommendations outlined. If the Office wishes to effectively expand its current operations it will need to implement these recommendations. Any attempt to expand operations without the induction of these recommendations may result in an inefficient allocation of resources that may make the Office’s engagements less effective. Some of these risks are outlined below:

| Risk   | Suggested mitigation     | Addressed in recommendations  |
|---|--|--|
| The Office’s resource profile may not be sufficient to deliver the <i>build</i> phase of the lifecycle as effectively as it has delivered the <i>discover</i> phase.  | Match future resourcing to a prioritised forward plan of work.   | 1, 2, 5, and 8   |
| The large amount of relationship data generated by the volume of engagement conducted is currently not stored in a systematic way. That entails a risk that any lack of availability of any member of the small staff of the Office could lead to a substantial loss of valuable information. | Adopt an industry best-practice CRM and case management.   | 4  |
| Other areas of the ACT Government may miss the opportunity to extract full value from the Office without a systematic mechanism for capturing relationship data and communicating relevant insights and opportunities.  | Adopt an industry best-practice CRM and case management.   | 4 and 2  |
| There is a risk that as individual relationships mature, damage will be done to them if the Office or broader ACT Government does not have sufficient resources available to maintain the relationship (as opposed to establishing the relationship in the first instance).                   | Match CRM capability and resourcing plans to meet the requirements of servicing established relationships. | 1, 2, 4, 5, and 8  |

Ultimately, the implementation of the suggested recommendations in this report will allow the to best prioritise, measure, maintain and expand its future engagements, and will put it in a position to effectively pursue the goals outlined in the Strategy, as well as the wider 2050 Vision.

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WL 127067108



Two-Year Report

# Canberra and Wellington Sister City Agreement



Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

# Introduction

...the Sister City relationship is providing for new activity and opportunities for both our cities.



Much has been achieved in the two short years since the capitals of Australia and New Zealand formed a lasting connection as sister cities.

The cities of Canberra and Wellington have many similarities – from our population, our quality of life, focus on innovation and public sector dominated economies.

We continue to collaborate and share knowledge, crossing both public and private sectors. The stated commitment to pursue partnerships in tourism and events, and mutual exchange in smart city technologies and renewable energy is particularly pertinent to Canberra as they correspond with our key capability areas.

This Report highlights the many successes of our relationship. From screen development and innovative start-ups, to growing the partnerships with gardens, zoos and business, the Sister City relationship is providing for new activity and opportunities for both our cities.

I would like to thank the many people involved in the growing success of our relationship. The Canberra-Wellington Sister City

Agreement will ensure an enduring international relationship for the economic, cultural and social benefit of both capital cities.

**Andrew Barr MLA**  
ACT Chief Minister  
Canberra

Our cities are already friends, and for good reason. We are national capitals, we are small and we punch above our weight.



I am pleased to jointly present this report on the Canberra-Wellington Sister City Agreement with ACT Chief Minister Andrew Barr.

When this agreement was signed in 2016, our intention was always that it would be more than a ceremonial relationship. Our cities are already friends, and for good reason. We are national capitals, we are small and we punch above our weight.

I am proud to lead Wellington City Council and to represent our city to the world, a city that has been judged as having the best quality of life by Deutsche Bank – two years running! It is a city that was called the “coolest little capital in the world”, a city renowned for its stunning natural harbour, its compact form, its progressive character and the friendliest people in the world.

Our relationship with Canberra has delivered. This report demonstrates the success our two cities have achieved in delivering on the 14 Sister City Agreement clauses and the exciting opportunities that have come about because we have been able to open the door to each other, even more, through this agreement.

The investment in this relationship has included a focus on opening opportunities to collaborate to achieve improved mutual social, cultural, economic and environmental outcomes. Industry and sector-led cooperation has been happening in the arts, between biodiversity organisations, and in the innovation, screen, tech and tourism sectors. The Council and the ACT Government have exchanged ideas in the development of housing, tourism attraction and trade between our food and beverage sectors. And more!

We can leverage off our success in terms of the Wellington Region and the ACT exploring greater collaboration but also our two cities working with the rest of the world.

I want to thank all those who have been part of our work together as sister cities.

**Justin Lester**  
Mayor  
Wellington



# A special relationship

In February 2016, Singapore Airlines announced that flights from Singapore to Wellington via Canberra would start in September that year.

Following this announcement, officials from the Australian Capital Territory (ACT) Government and Wellington City Council (the Council) began discussing the development of a Wellington and Canberra Sister City Agreement (SCA).

In June 2016, Wellington Mayor Celia Wade-Brown led a delegation to Canberra. Following her meeting with ACT Chief Minister Andrew Barr, officials were directed to complete the terms of the agreement. On 6 July 2016, a delegation from Canberra visited Wellington. Chief Minister Barr and Mayor Wade-Brown signed the SCA at a showcase event.

While developing the SCA, officials worked to identify common challenges and opportunities around which objectives could be set. Both cities are capitals that enjoy well-performing economies with high-quality and well-paid jobs, along with high levels of employment and disposable income in comparison to other cities in Australia and New Zealand.

Both also identified high ambitions across environmental, social, cultural and economic interests. Both the ACT Government and the Council are strongly committed to a low-carbon environment, economic diversification, leveraging respective comparative advantages, supporting social diversity and raising the profile of the arts, indigenous culture and innovation.

It quickly became clear that working together through the SCA would be advantageous to both cities. Importantly, because of their status as capital cities for two countries that arguably share the closest diplomatic relationship in the world, there was an untapped opportunity.

The strength of the relationship between Australia and New Zealand sets high expectations for cities that are cooperating for mutual benefit. This unique agreement was therefore built on a simple but powerful platform:

- Any agreement between Canberra and Wellington would be formed around activities and initiatives you could see, touch and feel the impact of.
- It must be clear to both Canberra and Wellington what we were agreeing to work towards and we would remain focused on delivering those.
- Our relationship as the capital cities of Australia and New Zealand was already special. Our agreement would work to enhance that relationship.



# Sister City Agreement



The SCA is unique amongst sister city agreements generally. For the most part, these agreements are ceremonial and symbolic – appropriately so, in many cases. The opportunity to leverage the then new direct connection from Singapore to Wellington via Canberra and complementary and comparative advantages both cities offer will continue to bring positive results for Canberra and Wellington.

The SCA comprises 14 specific clauses that define the scope of collaboration and partnership:

**1.**

Cultural exchanges that connect arts communities, events development and national institution engagement

**2.**

Partnerships that facilitate tourism promotion, marketing and product development

**3.**

Collaboration and knowledge sharing about urban renewal and sustainable growth

# 4.

Supporting engagement through innovation and technology start-up ecosystems

# 5.

Collaboration on opportunities to secure events, grow partnerships and participation in sport

# 6.

Programmes that support opportunities for first people and indigenous exchange

# 7.

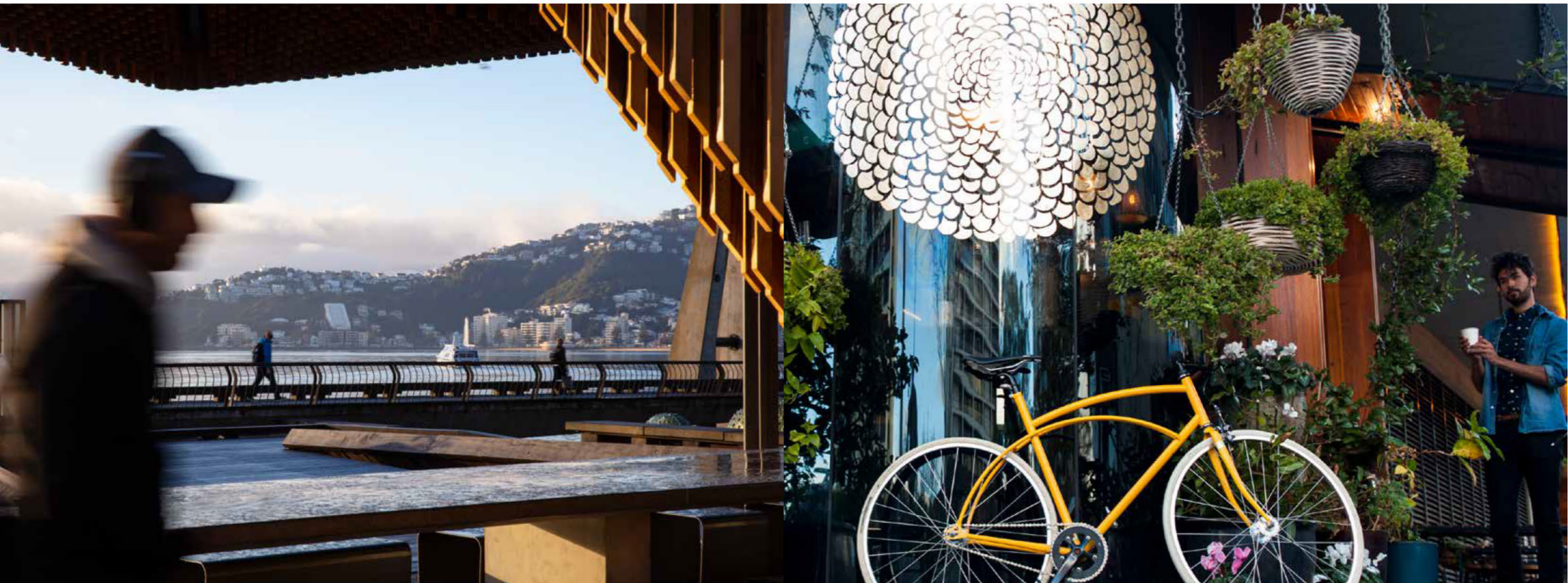
Biodiversity initiatives and nature based partnerships

# 8.

Mutual exchange regarding smart city technologies and implementation

# 9.

Collaboration on community services and affordable housing solutions



# 10.

Collaboration on civic programmes for building Nationhood

# 11.

Collaboration for the development of sustainable transport solutions

# 12.

Mutual exchange regarding renewable / sustainable energy supply

# 13.

Mutual exchange of delegations that connect Wellington City Council and the ACT Government

# 14.

Mutual exchange of delegations that that connect business of each city



# Performance



This performance report outlines key activities that have been undertaken to deliver against each of the clauses. It is presented jointly to the ACT Legislative Assembly, Wellington City Council and the communities of both cities to tell our story of success.

## Clause 1

Cultural exchanges that connect arts communities, events development and national institutions engagement

There has been a strong focus on the arts as a part of visits between our cities. Once the SCA was formalised, ACT officials began to develop Canberra Week in Wellington. This major event on Wellington's summer events calendar was intended to showcase the very best of Canberra's arts, food, beverage, creative and digital sectors.

The offering was tested in November when Canberra musicians played to an appreciative Wellington audience at the Council's annual fireworks event.

Unfortunately, the arrival of a large delegation of Canberra business owners, artists, performers, food and beverage suppliers and officials coincided with one of the largest recorded earthquakes in New Zealand history. While the 7.8 magnitude quake was centred in the South Island town of Kaikoura, it had a significant impact on Wellington.

The earthquake resulted in the cancellation of Canberra Week in Wellington

As part of developing Canberra Week in Wellington, the Council committed to a reciprocal event. This event would be "typically Wellington" and reflect the character of a compact, creative city with a reputation for high-quality food and beverage.

In October 2017, some of the best Wellington-based food and beverage suppliers made NewActon home for a day. Around 2000 people attended the event, which also included many of Canberra's top wine-makers and local music acts.

In September 2018 the National Zoo & Aquarium (Canberra), Wellington Zoo and Wildlife Reserves (Singapore) signed a Memorandum of Understanding (MoU) with a focus on animal conservation and environmental security. The institutions agreed to eight key activities, including to:

- cooperate to deliver staff training
- offer staff exchanges
- share information such as animal care manuals, conservation and sustainability processes

- partner in conservation projects of mutual interest
- conduct joint workshops or roadshows to promote animal welfare.

A significant amount of work has been and will continue to be carried out in the events sector:

- ArtsACT and the Council are in negotiations to develop and implement an artist-in-residence exchange programme between the two cities.
- ACT Government officials have met with teams from Wellington's world-famous World of WearableArt and New Zealand Festival about possible joint and reciprocal activities.
- The Royal New Zealand Ballet has expressed an interest in working with and performing in Canberra. Future activities based around Canberra festivals such as Floriade and Nightfest are being considered.
- Screen Wellington and Screen Canberra have formalised an MoU to support collaboration in the screen industry.
- In March 2017, Screen Canberra ran an intensive script preparation

course in conjunction with Screen Wellington and the New Zealand Film Commission. The organisations have been regularly sharing information.

- Screen Canberra and Screen Wellington are exploring opportunities in Singapore. This is being actively supported by the Council.
- The Museum of New Zealand Te Papa Tongarewa and its cultural incubator, Mahuki, are exploring opportunities for collaboration with Canberra's national institutions.
- A number of Canberra arts organisations, including Canberra Contemporary Art Space and Canberra Youth Theatre, are building stronger relationships with their Wellington counterparts.

Following formalisation of the SCA, the ACT Government and Council officials prioritised Clause 1 for immediate implementation. Significant progress is being made in this area. Importantly, the SCA has enabled key people and organisations to engage without help from the ACT Government or the Council.

The Royal New Zealand Ballet has expressed an interest in working with and performing in Canberra



## Clause 2

Partnerships that facilitate tourism promotion, marketing and product development

Both cities have sought to leverage the investment made by Singapore Airlines to fly to Wellington via Canberra. It created an easy, affordable and high-quality opportunity for residents to share each other's cities.

While the direct connection successfully countered scepticism about its commercial validity, it has been part of the story of collaboration, rather than a keystone.

Flights between Canberra and Wellington generated significant economic benefit, with Wellington benefiting by an additional \$NZD93m in visitor spend, an increase three times greater than increases in spend across New Zealand more generally. The experience for Canberra was also positive, with the number of ACT residents travelling to Wellington increasing by 147% (year ending April 2018). For Canberra, the number of international overnight visitors increased 15.8% over the previous year (year ending March 2018).

In 2018, Singapore Airlines announced its flight from Singapore to Wellington via Canberra was to be moved to Melbourne.

In response, the ACT Chief Minister and the Mayor confirmed that the relationship between the two cities was "more than just a flight" and reaffirmed their mutual commitment to ongoing collaboration. Options are being investigated to re-establish direct flights between Canberra and Wellington.

As well as events like Canberra Week in Wellington, both cities have undertaken promotion activity to develop direct tourism between the two cities. VisitCanberra and WREDA have discussed developing further high-impact marketing.

VisitCanberra has also been working with New Zealand tourism operators and wholesalers to develop and enhance direct tourism offerings. This engagement has included the food and beverage sectors and Wellington International Airport Limited.

As a single set of indicators, the tourism impact and route performance of the connection between Canberra and Wellington can be shown as follows:

### Additional passenger arrivals to Wellington

- Arrivals from Asia are up 24% overall:
  - arrivals from Singapore increased by 103%
  - arrivals from India increased by 94%
  - arrivals from Indonesia increased by 69%.

### Additional visitor spend in Wellington

- Visitor spend in Wellington increased by 23% or an extra \$NZD93m.
- Visitor spend increases in Wellington were three times greater than the rest of New Zealand.

### Route performance from Canberra to Wellington

- Demand for the Wellington/Canberra leg grew 35% in the second of its two years.
- Loadings, which is a measure of how full the planes were, for the Wellington/Canberra leg were above 80% in the second of its two years.

### Route performance from Wellington to Canberra

- The service was well supported and the market grew in each year it operated. In the last six months the market grew by 20%.
- 28% of the market was business travel, reflecting the strong Government and commercial links between Canberra and Wellington.
- Visitation from New Zealand makes up 7.1% of the international market and grew 18% in the last 12 months of the direct service.
- For the year ending March 2018 the number of international overnight visitors climbed to 248,428, a 15.8% increase from the previous year, with the length of time they stayed jumping by a record 20.9%.

## Clause 3

Collaboration and knowledge sharing about urban renewal and sustainable growth

There has been collaboration and knowledge sharing about urban renewal and sustainable growth in areas such as transport, housing, municipal services, smart cities, liveability, the environment and economic development.

This has occurred through government-to-government meetings at elected representatives and official level, forums and site visits. Specifically, Mayor Lester led a delegation to Canberra in early 2017 to learn from the ACT Government's experience of setting up an Urban Development Agency tasked with urban renewal and development.

Through the City Renewal Authority, the ACT Government is delivering significant projects to create a vibrant city centre and shape the future of its 413-hectare city renewal precinct. These projects include pop-up events and works to open up the laneways behind the historic Sydney and Melbourne buildings.

The boardwalk around West Basin on Lake Burly Griffin will also be completed in the coming years. This project will turn a former car

park into new public parks and space, opening up more of the lakeside for all Canberrans and visitors to enjoy. Projects such as these benefit from the two cities sharing similar experiences - like the revitalisation of the Wellington Waterfront.

ACT Deputy Chief Minister Berry has also met with Council officials leading housing development and social housing service provision in Wellington.

There has been collaboration and knowledge sharing about urban renewal and sustainable growth...



#### Clause 4

Jointly supporting innovation and technology start-up ecosystems

Canberra Innovation Network (CBRIN) and Wellington innovation start-up BizDojo have formalised an MoU with a focus on closer collaboration and information sharing.

CBRIN invited BizDojo to nominate market-ready businesses to feature in a joint Investor Showcase in Singapore in April 2017.

There have also been agreements between ACT's Mulligans Flat Woodland Reserve and Wellington's Zealandia, and Canberra's Business Chamber and the Wellington Chamber of Commerce.

In May 2017, the ACT Commissioner for International Engagement participated in the Creative Economy Conversation concerning the growth of New Zealand's creative economy.

#### Clause 5

Collaboration on opportunities, to secure events, grow partnerships and increase participation in sport

There was a strong focus on sport and creating opportunities for exchange in the planned November 2016 Canberra Week in Wellington. A rescheduled exchange in March 2017 facilitated those opportunities. Almost a dozen Canberra sport peak bodies, sport-based businesses and facilities were able to engage with Sport Wellington and the Council's Parks, Sport and Recreation business group.

Progress on this clause is anticipated as a result of those exchanges. In early 2018, the ACT Minister for Sport Yvette Berry MLA met with her elected counterparts in Wellington and with Shift Foundation, a Wellington-based organisation committed to increasing women's participation in sport and sport governance.

Officials in both Wellington and Canberra have also investigated whether the Capital Cup, a trophy awarded as part of the annual Super Rugby series matches between the Canberra Raiders and the Hurricanes could be re-established. Work on

this was put on hold during 2017 - whether further investigation is warranted will be considered at a later date.

The possibility of a joint Canberra/Wellington bid for major events such as the Commonwealth Games, Invictus Games and Rugby League World Cup was investigated by Wellington officials, but quickly ruled out as too costly.

With relationships now established under the SCA, it's expected there will be further cooperation and exchange without direct facilitation from officials in Wellington or Canberra.

A trophy awarded as part of the annual Super Rugby series matches between the Canberra Raiders and the Hurricanes could be re-established

#### Clause 6

Programmes that support opportunities for indigenous people from both countries

An ACT Government official heading indigenous programmes has met with Council officials who lead work to manage and enhance partnerships with local Māori.

Wellington's Deputy Mayor Councillor Jill Day, who holds responsibility for iwi partnerships, has also met with ACT Government officials. The Deputy Mayor expressed an interest in further engagement between the two cities to highlight the indigenous cultures of Australia and New Zealand.

Specifically, there have been early discussions about ACT participation in the Māori New Year festival, Matariki. The Deputy Mayor has been very supportive of this opportunity. Officials will develop proposals for consideration in 2018-19.

Additionally, officials in Wellington have asked that consideration be given to participation in NAIDOC Day in 2019. Further work and consultation will be required to determine whether this is appropriate, subject to that work

proposals can be developed to support a New Zealand component for 2019.

ArtsACT is working with its counterparts at the Council, Screen Wellington and other key cultural organisations to identify opportunities for sharing and exchange. An official approach was made for the establishment of an artist-in-residence exchange programme and this will now commence in April 2019.

The Deputy Mayor has raised potential opportunities around an exchange of young indigenous leaders between Canberra and Wellington. Council officials will investigate this further and develop proposals for consideration as part of the 2019 programme.

Officials from the ACT Government and the Museum of New Zealand Te Papa Tongarewa have also met to discuss possible exchanges, exhibitions and programme inclusions. Work on this will continue through 2018 with a view to developing proposals in late 2018 and early 2019.

...there have been early discussions about ACT participation in the Māori New Year festival, Matariki



### Clause 7 Biodiversity initiatives and nature-based partnerships

The ACT's Mulligans Flat Woodland Reserve Trust and Wellington's Zealandia were among the first organisations to agree a separate MoU facilitated by the SCA, formalised in mid-2016.

The Trust had also been one of a number of key partners in the planned delivery of Canberra Week in Wellington activities. Mayor Lester, former Mayor Wade-Brown and Wellington Councillor Andy Foster have all visited Mulligans Flat as part of their formal visits to Canberra. The Chief Minister was also a guest at Zealandia in Wellington as part of his visit in 2016.

Following the signing of an MoU between the National Botanic Gardens of Singapore and the Canberra International Arboretum, ACT and Wellington officials are developing a proposal to extend it to include the Wellington Botanic Garden. In the interim an MoU has been agreed between Wellington's Botanic Gardens and National Arboretum Canberra.

The ACT Commissioner for International Engagement has worked with Wellington Zoo's Chief Executive Karen Fifield and, with her support, officials have progressed to signing an MoU between Wellington, Canberra and Singapore zoos in September 2018. The MoU outlines the intention for all three zoos to share knowledge, expertise and personnel over the coming years.

### Clause 8 Mutual exchange regarding smart city technologies and implementation

During the March 2017 Canberra Week in Wellington, the then head of the ACT Government's Smart City unit gave a presentation on their programmes.

The Council, in turn, has shared its Smart City work, including its innovative MoU with NEC that has resulted in the development of high-quality but low-cost sensors as part of the Council's data capture work.

NEC also worked with the Council to host ACT Government delegations, so demonstrate the solutions that have been developed as part of the relationship. These include the Council's Smart Board, which allows the Council's Community Services unit to improve its city safety initiatives.

Work is also under way to use new technologies and LED street lighting to help create solutions that enhance city safety during emergencies and significant weather events. This has led to greater ACT Government engagement with NEC labs in Singapore and Tokyo.

There have been preliminary discussions about potential opportunities for Singapore to engage with Wellington's Smart City platform. This is proposed as a basis for developing a broader three-city relationship, building off the success of the Canberra and Wellington SCA.

### Clause 9 Collaboration for the development of community services and affordable housing solutions

There are significant opportunities for Canberra and Wellington to share housing-related experience, expertise and methodology. In particular, both cities are actively engaged in the development and delivery of programmes to provide greater numbers of affordable and social housing.

Former Wellington Mayor Wade-Brown visited the ACT Government's Housing and Community Services as well as leading officials from the Department of Disability, Housing and Community Services. Deputy Chief Minister Berry was also briefed by lead housing development and social housing officials at the Council and visited the Council's new Arlington social housing project.

Initial discussions have also taken place around two initiatives. The first, a joint summit between the two cities, was proposed by former Mayor Wade-Brown; this continues to be an area of interest for officials in Wellington and Canberra.

The purpose of the summit would be to formally share expertise and experience in the development and delivery of housing across the housing spectrum.

A second initiative has been raised around potential secondments between ACT's Housing and Community Services and the Council's Build Wellington and Wellington Housing units. Proposals will be developed and submitted for consideration during 2018/19.

A compact city, Wellington faces an increase of population from 210,000 to 290,000 over the next 25 years. There is increasing pressure on its housing sector, but the Council is already responding. On his election, Wellington Mayor Justin Lester launched the Mayor's Housing Taskforce. This brought together key people from national and local government, housing and the commercial sector with the intention of development comprehensive solutions to the city's housing pressures. Work is under way to deliver on the resulting report's recommendations.

A newly agreed Housing Strategy includes plans to accelerate housing development, with a potential





30,000 new homes built off the back of major transport and infrastructure investment. Minister Berry and senior ACT housing officials have been briefed on the Council's initiatives.

The ACT Government delivers a range of housing services - from public and community housing to homelessness and crisis services. It has 11,935 public housing properties and is in the process of renewing 1,288 properties across the public housing portfolio. The Government is also providing energy-efficient upgrades to reduce power bills for public tenants.

The ACT is also helping more Canberrans own their own homes by lowering stamp duty. From 1 July 2019, eligible first-home buyers will pay no stamp duty.

ACT Government housing officials briefed Mayor Lester on work being undertaken in Canberra during his visit to the city. The Mayor expressed a strong interest in and support for ongoing dialogue between the two cities on the development and implementation of housing solutions that address residents' needs.

### Clause 10 Collaboration on civic programmes for building nationhood

While the 2016 earthquake caused Canberra Week in Wellington to be cancelled and almost all participants to return to Canberra, the Chief Minister and key officials remained.

As part of this show of solidarity, the Chief Minister and Mayor committed to a previously arranged wreath-laying service at the newly opened Australian Memorial - a special Anzac memorial in the heart of Pukeahu, the National War Memorial Park. While a sombre occasion, it was also an opportunity for the Chief Minister to launch the WWI crossing lantern.

The Council has three symbolic locations through the city where traditional green pedestrian crossing lanterns have been replaced with iconic figures from local history. In the Parliamentary precinct, crossing lanterns feature suffrage campaigner Kate Sheppard, while colourful New Zealand-Australian drag queen Carmen Rupe appears in Wellington's vibrant Cuba Quarter. The third installation, unveiled by the Chief Minister, features a WWI 'digger'.

During the ceremony, it was revealed to the Chief Minister and Mayor that a direct descendant of Captain Alfred Shout VC, MC was in attendance. Shout was born in Wellington and served in colonial contingents engaged in the second Boer War. Following service in South Africa, Shout settled in Darlington and was later commissioned in the Australian Expeditionary Force before serving at Gallipoli with the 1st Australian Brigade. He was posthumously awarded the Victoria Cross for his actions at Lone Pine.

The cancellation of Canberra Week in Wellington meant a much-anticipated student programme could not go ahead. The programme, organised by Australia's National Capital Education Tourism Project with support from Council officials, would give school children the opportunity to interview the other country's Prime Minister.

Officials will investigate the possibility of involving New Zealand's Prime Minister Rt Hon Jacinda Ardern and the Australian Prime Minister in a new event in October this year, or as part of a wider programme of engagement through 2018/19.

### Clause 11 Collaboration for the development of sustainable transport solutions

The Council has been particularly interested in Canberra's light rail project, phase one of which will be completed in late 2018. Phase two of that project will connect Civic with Woden, creating enormous public amenity and physically linking the CBD and northern suburbs to the immediate southern areas.

The ACT Government is working on delivering a citywide integrated public transport network that can move people around the city quickly and efficiently, and provides a real alternative to the car. It is also investing in new bike paths and improving active travel facilities across Canberra.

Several delegations from Wellington have met with the Canberra Light Rail project team, including a delegation of Greater Wellington Regional Councillors, at their own cost, to learn from the work.

Wellington faces significant challenges arising from population growth. Demand for affordable and

high-quality housing, transport solutions and public amenities is already beginning to place pressure on Wellington's existing infrastructure and services.

The Council is addressing this through its 10-year budget. Officials from Canberra and Wellington, including the Chief Minister and the Mayor, are sharing their experiences and lessons learned from dealing with these challenges.

In addition, ACT Government officials were able to view the Council's work around smart traffic management as part of the Chief Minister's delegation visit.

### Clause 12 Mutual exchange regarding renewable and sustainable energy supply

Canberra is powering forward to using 100% renewable energy by 2020, leading Australian action on climate change while creating new jobs in sunrise industries.

The ACT pioneered an innovative 'reverse auction' process to ensure residents get the best value for their renewable energy. Four reverse auctions were held for large-scale solar and wind between 2012 and 2016, in which companies competed to offer renewable energy at the lowest cost (but biggest benefit) to Canberra.

Transitioning to 100% renewable energy will require innovation in technology, regulation and new business models - with low-cost smart energy storage being a vital piece of the puzzle. The ACT Next Generation Energy Storage Programme is supporting the roll-out of 36 MW of smart solar battery storage systems in more than 5,000 homes and small businesses. These batteries will not only reduce the demand on the grid, but will also



collect valuable data for use by local researchers and businesses. As a first mover in energy storage, the ACT economy is well placed to thrive in this multi-trillion dollar global industry.

The ACT Government and the Commissioner for International Engagement have had discussions with the Mayor of Wellington and the Council about the ACT Government's 100% renewable energy target and how it will be reached. Given New Zealand's renewable energy sector is markedly different to Australia's, the Council is considering how they may take a similar approach to energy management.

Wellington is one of the Southern Hemisphere's standout performers in terms of carbon emissions. In 2015, it reported a 2% reduction on its 2000 emissions base. In addition, around 85% of the city's residential energy needs can be met by local sustainable energy production – mainly wind energy.

The Council has had preliminary discussions with electricity and gas distribution company Vector about a pilot project in its social

housing stock. The project would involve installing Tesla storage batteries to store energy captured via photovoltaic cells, which could then be used to 'smooth out' demand peaks and troughs.

The anticipated advantage of such a scheme would be greater certainty for energy retailers and, consequentially, stabilisation of retail energy prices for consumers. Further investigation has been paused as battery technology develops. Currently, the cost of a retrofit at this scale is prohibitive, but as technology improves, further investigation can be carried out. This is of interest to officials in both cities.

It should be noted, officials anticipate that the development of new technologies will accelerate following the newly elected New Zealand Government's announcement that new permits for offshore energy exploration will not be granted in the near future.

**Clause 13**  
Mutual exchange of delegations that would connect Wellington City Council and the ACT Government

**Wellington Delegations**

- April 2016 led by Mayor Wade-Brown
- May 2017 led by Mayor Lester
- October 2017 led by Deputy Mayor Day

**Canberra Delegations**

- July 2016 led by Chief Minister Andrew Barr
- October 2016 led by the Commissioner for International Engagement
- November 2016 led by Chief Minister Andrew Barr (activities cancelled due to earthquake)
- February 2016 Deputy Chief Minister Yvette Berry
- March 2017 led by the Commissioner for International Engagement
- May 2017 led by the Commissioner for International Engagement
- November 2017 led by Chief Minister Andrew Barr
- March 2018 led by the

**Commissioner for International Engagement**

There has been a continuous programme of delegations connecting the two cities, facilitating relationships between public and commercial organisations. Council officials have also facilitated meetings for the Chief Minister with former New Zealand Prime Minister Rt Hon Sir John Key and, more recently, Tourism Minister Hon Kelvin Davis.

Wellington officials facilitated meetings for Minister Berry with Urban Development, Housing and Transport Minister Hon Phil Twyford and Finance and Sport Minister Hon Grant Robertson. Minister Berry also met with the Wellington Stadium Trust and the management of Wellington's Australian A-League football team The Phoenix.

The ACT Government's Commissioner for International Engagement has made several trips to Wellington to develop the relationship with his counterpart from Wellington, prepare for Canberra Week in Wellington, to travel with the Chief Minister and to participate in various forums.

Council officials have made several trips to Canberra to support the development of the relationship, prepare for and deliver Capital

Collab, facilitate formal relationships between government and commercial organisations now collaborating under the SCA and to support the Mayor and represent Wellington at various forums.

A range of business opportunities are being created through relationships formed as a result of the Sister City Agreement.

**Clause 14**  
Mutual exchange of delegations that connect businesses of each city

The March 2017 Canberra Week in Wellington and October 2016 Capital Collab have jointly provided a strong platform for business-to-business activity between the two cities. This has been achieved by working with the Canberra Business Chamber and the Wellington Chamber of Commerce, both as part of their own MoU and under the auspices of the SCA, to deliver business-oriented activities that promote co-operation and opportunity.

A range of business opportunities are being created through relationships formed as a result of the SCA, including Screen Wellington and Screen Canberra, Mulligans Flat Woodland Reserve Trust and Zealandia, and emerging relationships between the cities' zoos and a number of other organisations.

Included in the small number of Canberra Week in Wellington activities that went ahead despite the earthquake was a Property Forum, where information about the Canberra property market was delivered to Wellington investors.

# Summary

We believe the Canberra and Wellington SCA is an exemplar of a results-focused relationship. It embodies a modern approach to international relationships that seeks to exploit complementary and comparative advantages.

The special character of the relationship between Canberra and Wellington is based not only on the existing historical ties between Australia and New Zealand, but also the many similarities between our two capitals.

Finally, the relationship is remarkable because of the concerted effort of a small group of key personnel in both cities that has been committed in its pursuit of success. The substantive delivery of 14 clauses of an international relationship that collectively delivers on our mutual economic, social, cultural and environmental aspirations through collaboration and sharing is leading by example.

The relationship has set a robust platform for ongoing collaboration and, while there is more work to be done, we are looking to the future. Canberra and Wellington can work together and, in a few small ways already, have demonstrated their ability to create a joint-offer to the world. On that basis, we want to build on the relationship and find opportunities to include Singapore in areas of mutual interest and advantage.

The future for Canberra and Wellington - working together, taking on the world - is full of opportunity and potential.

**Andrew Barr**  
Chief Minister  
ACT  
Canberra

**Justin Lester**  
Mayor  
Wellington

The future for Canberra and Wellington – working together, taking on the world – is full of opportunity and potential.

# Acknowledgements

In presenting this report we acknowledge the following people, whose contributions have helped make the Canberra and Wellington Sister City Agreement a success.

**Celia Wade-Brown**  
Former Mayor  
Wellington

We acknowledge the significant contribution and leadership of former Wellington Mayor Celia Wade-Brown. Ms Wade-Brown championed the development, agreement and implementation of the Sister City Agreement on behalf of Wellington.

**Brendan Smyth**  
Commissioner for International Engagement, ACT Government  
Canberra

We acknowledge the stewardship of Mr Smyth and the Office of the Commissioner for their relentless pursuit of success in the implementation of the Sister City Agreement.

**Kaine Thompson**  
Office of the Chief Executive  
Wellington

We acknowledge the leadership of Mr Thompson and his development and enhancement of the very special relationship that now exists between our two cities.

**Jonathan Kobus**  
Director, VisitCanberra  
ACT Government

We acknowledge the significant contribution of Mr Kobus and his innovative, creative and service-oriented approach in supporting both the development and ongoing delivery of the Sister City Agreement.

**...thank you**

We would also like to acknowledge and thank the many officials in both cities who have committed their skills and expertise to delivering on the Sister City Agreement, and our partners for their support and commitment:

Wellington Chamber of Commerce  
Canberra Business Chamber  
Zealandia  
Mulligans Flat Woodland Reserve  
BizDojo  
Canberra Innovation Network  
Screen Wellington  
Screen Canberra  
Wellington Zoo Trust  
Canberra National Zoo & Aquarium

Most importantly, we acknowledge and thank the many thousands of Canberrans and Wellingtonians who have crossed the Tasman to create new economic, cultural and social opportunities.

The work put into this Sister City Agreement is for your benefit.





**Absolutely Positively**  
**Wellington City Council**  
Me Heke Ki Pōneke

## List of Diplomatic Community and International Representatives 2020

- Embassy of the Islamic Republic of Afghanistan
- Embassy of the Republic of Azerbaijan
- Royal Belgian Embassy
- Embassy of Bosnia and Herzegovina
- British High Commission
- High Commission of Canada
- Embassy of the People's Republic of China
- Embassy of the Republic of Cuba
- Embassy of the Czech Republic
- Embassy of the Federal Democratic Republic of Ethiopia
- Embassy of Finland
- Embassy of France
- Embassy of the Republic of Indonesia
- Embassy of Israel
- Embassy of Italy
- Embassy of Japan
- Embassy of the Republic of Korea
- High Commission of Malta
- New Caledonia
- New Zealand High Commission
- Embassy of the Philippines
- High Commission of the Republic of Singapore
- Embassy of the Slovak Republic
- Embassy of Spain
- Embassy of Switzerland
- Royal Thai Embassy
- Embassy of the United States of America
- High Commission of the Republic of Vanuatu

9 January – French Civil Aviation Delegation – guided through ESA headquarters

14 January – Met with High Commissioner for Singapore

15 January – Met with Embassy of the Republic of Korea

17 January – Met with Embassy of Japan

21 January – Met with Embassy of the Democratic Republic of Timor-Leste

22 January – Met with High Commissioner for India

10 February – Met with Ambassador of the Philippines

11 February – Met with Ambassador for the Republic of Korea

24 February – 12th Anniversary of the Independence of the Republic of Kosovo

25 February – National Day of Cuba

26 February – 36th National Day of Brunei Darussalam

26 February – CRJO Cocktail Reception at Parliament House

27 February – Japanese Emperor's Birthday Celebration

3 March – Met with New Zealand High Commission

5 March – Met with High Commission of the Republic of Fiji  
5 March – Concert & Reception at German Embassy  
11 March – Met with Embassy of the United States of America and ANU Space  
12 March – Met with High Commissioner for Singapore  
12 March – Met with Taipei Economic and Cultural Office  
13 March – The Indigenous Aboriginal Smoking Ceremony - Australian Maori National Committee of Performing Arts Inc (High Commissioner for NZ attended)  
14 March – The 8th Australian National Kapa Haka Qualifying Festival  
15 March – Memorial for Christchurch  
16 March – Rugby Italia 90+1 Exhibition Opening  
17 March – Met with Embassy of the People's Republic of China  
25 March – Met with High Commission of the Republic of Fiji  
25 March – Met with Ambassador of Bosnia and Herzegovina  
26 March – Met with the Polish Investment Trade Agency  
10 June - Met with Singapore High Commission  
7 July – Met with Embassy of Israel officials  
14 July – Attended French National Day  
7 August – Attended Singapore National Day  
20 August – Attended Swiss Night Reception  
26 August – Attended Exhibition: Day of Memory of the Victims of the 1968 invasion, hosted by Ambassador of Czech Republic and Ambassador of Slovak Republic  
8 September – Met with Deputy Head of Mission, Royal Belgium Embassy  
8 September – Met with Embassy of Japan officials  
8 September – Attended DESIGN Canberra international debut: Venice Glass week 2020 at Embassy of Italy  
15 September – Met with High Commissioner of Republic of Vanuatu  
15 September – Met with Deputy Head of Mission of Royal Belgium Embassy, DFAT and National Capital Authority  
17 September – Attended Half Way to St Patrick' Day  
22 September – Met with High Commissioner for Malta  
23 September – Met with officials of Embassy of the United States of America  
24 September – Met with Ambassador for Italy  
13 October – Met with Air Force Attaché, Embassy of the USA  
14 October – Attended a farewell meeting for French Ambassador  
14 October – Attended a farewell reception at Italian Embassy  
15 October – Attended Canberra Nara Candle Festival and dinner reception  
18 October – Attended Bledisloe Cup with NZ High Commission  
21 October – Attended Art in Embassies Exhibition at US Embassy  
23 October – Met with High Commissioner for Singapore  
4 November - Attended commemoration at British High Commission  
11 November – Attended Diplomatic community lunch  
13 November – Attended King's Day, Royal Belgium Embassy  
16 November – Met with Indonesian Embassy  
18 November – Attended Diplomatic community lunch  
23 November – Attended the Opening Night of the Week of the Extraordinary Italian Taste  
25 November – Met with New Zealand High Commission  
25 November – Attended Italian Night function

26 November - Attended Canberra Beijing Sister City 20<sup>th</sup> Anniversary lunch  
3 December – Attended National Day of Thailand  
3 December – Met with Singapore High Commission  
7 December – Attended Deputy Chief of Navy hosted Service Attachés and Advisor Group function  
8 December – Hosted Canberra Nara Sister City Committee meeting  
8 December – Attended Irish and Christmas music and song function

## International Engagement

23 – 27 February – India mission  
26 May – Conference with Wellington, New Zealand

## Delegations

9 January – French Civil Aviation Delegation  
5 February – United Arab Emirates Delegation  
5 February – Japanese Delegation  
7 February – GreenUp Australia  
7 February – Omiya Bonsai Art Museum, Japan Delegation