

**Wilson, Chris**

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**From:** Ireland, Dianne  
**Sent:** Tuesday, 20 March 2012 1:26 PM  
**To:** Wilson, Chris  
**Cc:** O'Leary, Shane; Guthrie, Neale  
**Subject:** RE: Queen's Diamond Jubilee - Screening of Coronation movie

Hi Chris,

Yes, we can confirm that we are planning something for the last Sunday of Floriade. Conceptually, it will be along the lines of a "Royal Garden Party" with a Proms feel.

Cheers

Di

---

**From:** Wilson, Chris  
**Sent:** Tuesday, 20 March 2012 1:18 PM  
**To:** Ireland, Dianne  
**Subject:** RE: Queen's Diamond Jubilee - Screening of Coronation movie

Hi Di,

Are you in a position to provide confirmation that something can be done during Floriade – even if details are yet to be finalised?

Chris

---

**From:** Wilson, Chris  
**Sent:** Tuesday, 13 March 2012 3:13 PM  
**To:** Ireland, Dianne  
**Cc:** O'Leary, Shane; Stratford, Heidi; Lasek, Jeremy  
**Subject:** RE: Queen's Diamond Jubilee - Screening of Coronation movie

I should also mention that we understand the CM spoke with Andrew Barr about this and he was in favour.

Chris

---

**From:** Wilson, Chris  
**Sent:** Tuesday, 13 March 2012 3:07 PM  
**To:** Ireland, Dianne  
**Cc:** O'Leary, Shane; Stratford, Heidi; Lasek, Jeremy  
**Subject:** Queen's Diamond Jubilee - Screening of Coronation movie  
**Importance:** High

Hi Di,

As you probably know, various options are being explored for how the ACT might recognise the Queen's Diamond Jubilee. The Chief Minister has shown a preference for a special screening of the Queen's Coronation movie during Nightfest (or on another Floriade night). Two concerns have been raised about this. Firstly, as Nightfest is a paid event, it wouldn't be accessible to everyone, and secondly, it may not fit with the Floriade theme. As this is something the Chief Minister has requested, we'd like to find a way to overcome these issues if at all possible.

I have been told that there may be some activities associated with Floriade held 'off-site', possibly including a large screen (sounds too good to be true!). Is this correct and, if so, is there an option to fit in a screening of the Coronation movie? If this is an option, would you be able to provide an indicative cost for adding this screening, bearing in mind that there is currently no budget for this, but something the Government wants to do.

I'd appreciate any info you can provide.

Chris

Chris Wilson | Manager | Chief Minister's Support and Protocol | Chief Minister and Cabinet  
☎ 02 6205 0192 | Fax: 02 6205 0289 | ✉ [chris.wilson@act.gov.au](mailto:chris.wilson@act.gov.au)  
Level 2, ACT Legislative Assembly | GPO Box 1020, Canberra ACT 2601



70  
COPY

**Katy Gallagher MLA**

**CHIEF MINISTER**

**MINISTER FOR HEALTH**

**MINISTER FOR TERRITORY AND MUNICIPAL SERVICES**

**MEMBER FOR MOLONGLO**

Mr Andrew Barr MLA  
Treasurer  
ACT Legislative Assembly

Dear Treasurer *Andrew*

I am writing to seek your agreement to a Treasurer's Advance of \$100,000 to facilitate an ACT Government contribution to The Queen Elizabeth Diamond Jubilee Trust, as part of Australia's commemoration of the Diamond Jubilee.

On 7 February 2012, the Prime Minister announced a pledge of \$5 million to the Trust (Attachment A) and has encouraged the States and Territories to collectively match the Commonwealth's contribution on a population share basis. I have agreed to contribute \$100,000 to the Trust.

This is an unforeseen cost, and the Chief Minister and Cabinet Directorate does not have the capacity to absorb the contribution.

In accordance with section 18(2) of the *Financial Management Act 1996*, you are able to authorise an appropriation from the Treasurer's Advance if satisfied that there is an urgent need for the expenditure; and the expenditure is not provided for, or is insufficiently provided for, because of a prescribed circumstance; and the total expenditure authorised under this section in any financial year does not exceed the amount appropriated for that year for this section.

I am also currently considering other options for ways to celebrate the Diamond Jubilee.

Yours sincerely

*Katy Gallagher*

Katy Gallagher MLA  
Chief Minister

20.3.12

ACT LEGISLATIVE ASSEMBLY

69  
PO Box 3658  
MANUKA ACT 2603

19 March 2012

Ms Katy Gallagher MLA  
Chief Minister of the ACT  
GPO Box 1020  
CANBERRA ACT 2601

Dear Chief Minister,

On 22 September 2011 you wrote in reply to my letter of 15 September 2011 regarding how the ACT would recognise the Diamond Jubilee of Her Majesty, Queen Elizabeth II (I have enclosed a copy of your reply).

To date, I am not aware of any public celebration, nor have I been exposed to any public acknowledgement by the ACT Government of this remarkable milestone and in your reply of last year you mentioned that the ACT was "considering options to consider this special occasion". Are you able to provide an update as to where these considerations are at?

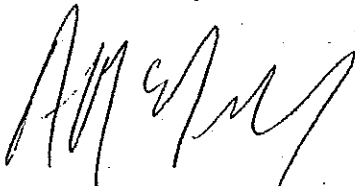
On the same topic, you would be aware of the public request of the Prime Minister, the Hon Julia Gillard MP to all Premiers and Chief Ministers, to follow the lead of the Commonwealth and contribute to the Queen's Diamond Jubilee Trust. Can you advise if the ACT will contribute to this worthwhile fund?

In regards to the Centenary of Canberra, I would like to congratulate you and your Government on the funds and tireless efforts that are being invested in preparation for the Centenary of Canberra celebrations. 2013 is set to be a memorable year for the Capital. In correspondence of 14 October 2010 you confirmed that the ACT Government had asked the Commonwealth to invite Her Majesty Queen Elizabeth II to Canberra to during the Centenary year (see enclosed letter). Are you able to advise if this invitation has been pursued?

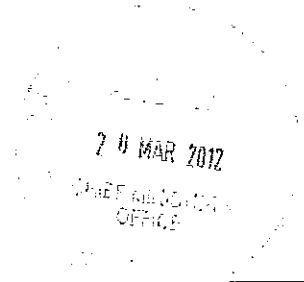
The Diamond Jubilee and the Centenary of Canberra are both occasions to be celebrated and I like many others commend you and your Government on your efforts thus far.

I eagerly await and thank you in anticipation of your response.

Yours sincerely,



AARON McDONNELL



Ref: C393/12

Date 16 March 2012

To Chief Minister

- Director-General
- Deputy Director-General, Policy and Cabinet Division

From Chief Finance Officer

Subject Treasurer's Advance Request - Queen's Diamond Jubilee Trust

*[Handwritten signature]*

**Critical date and reason**

As soon as possible.

**Purpose**

Your signature is sought for the attached letter to the Treasurer, seeking agreement to access the Treasurer's Advance (TA) to facilitate an ACT Government contribution of \$100,000 to The Queen Elizabeth Diamond Jubilee Trust as part of Australia's commemoration of the Diamond Jubilee.

**Background / Issues**

On 7 February 2012, the Prime Minister announced a pledge of \$5 million to the Trust (Attachment A) and has encouraged the States and Territories to collectively match the Commonwealth's contribution on a population share basis.

Prior to this, on 6 February 2012, you agreed to contribute \$100,000 to the Trust (Attachment B), following receipt of advice from Treasury that the ACT's contribution would be approximately \$83,000, based on the ACT's population.

The Chief Minister and Cabinet Directorate does not have capacity to absorb the cost of this contribution.

Section 18(2) of the *Financial Management Act 1996* allows the Treasurer to authorise an appropriation from the Treasurer's Advance if s/he is satisfied that there is an urgent need for the expenditure; and the expenditure is not provided for, or is insufficiently provided for, because of a prescribed circumstance; and the total expenditure authorised under this section in any financial year does not exceed the amount appropriated for that year for this section.

A letter to the Treasurer is provided at Attachment C seeking agreement to access the Treasurer's Advance to facilitate the Government's contribution to the Trust.

**Consultation**

The Chief Minister's Support and Protocol unit has been consulted in the preparation of this brief.

**Recommendations**

That you:

- note the information contained in this brief; and

**NOTED/PLEASE DISCUSS**

- agree to sign the attached letter to the Treasurer, seeking his agreement for the Chief Minister and Cabinet Directorate to access the Treasurer's Advance to facilitate the ACT Government's contribution of \$100,000 to The Queen Elizabeth Diamond Jubilee Trust.

**AGREED/NOT AGREED/PLEASE DISCUSS**



Paul Ogden

David Morgan:  
Phone: Ext 73637

*Katy Gallagher*  
Katy Gallagher MLA ..... 20/3/12

Wilson, Chris

---

**From:** Wilson, Chris  
**Sent:** Wednesday, 14 March 2012 10:25 AM  
**To:** Exempt s41 Lasek, Jeremy  
**Subject:** RE: Request from Australian High Commission London - Diamond Jubilee Flotilla

Hi all,

Thank you for your responses on this one. There has been a further development and the High Commission has indicated that they will no longer be seeking to have States and Territories represented in the Flotilla. See advice below:

Unfortunately, we have not been able to secure funding for all States and Territories to be represented in the Flotilla.

After consultation with the High Commissioner, we have decided that rather than risk causing offence by having only some of the States and Territories represented in the Flotilla, the entire fleet will be funded under the Australia Unlimited brand. Unfortunately, this means that we will not be proceeding with our initial idea of having each State and Territory represented in the cluster of surf boats, and as such will no longer be seeking funding from the ACT.

One less thing to worry about!

Chris

---

**From:** Wilson, Chris  
**Sent:** Tuesday, 28 February 2012 12:50 PM  
**To:** Exempt s41 Lasek, Jeremy  
**Subject:** Request from Australian High Commission London - Diamond Jubilee Flotilla  
**Importance:** High

Hi all,

The ACT Gov has received a letter from HE John Dauth AO LVO, Australia's High Commissioner to London, regarding possible participation by the ACT Government in the Queen's Diamond Jubilee Flotilla. The Flotilla will comprise 1000 boats on the Thames on 3 June 2012. I understand similar requests have been sent to each state/territory Government (the letter says that other states have responded 'very positively').

Essentially, the request is for a contribution of £1800 which will get your state flag printed on the side of a boat that will participate in the Flotilla. The boats will be rowed by members of Surf Lifesaving Australia.

My sense is that it's unlikely we would do this (we will probably be doing other things and contributing to the Trust), but we wouldn't want to be out of step with other jurisdictions. If/when you receive the letter, I would be interested in whether your Government will be participating.

Chris

Chris Wilson | Manager | Chief Minister's Support and Protocol | Chief Minister and Cabinet  
☎ 02 6205 0192 | Fax: 02 6205 0289 | ✉ [chris.wilson@act.gov.au](mailto:chris.wilson@act.gov.au)  
Level 2, ACT Legislative Assembly | GPO Box 1020, Canberra ACT 2601

**Wilson, Chris**

---

**From:** Wilson, Chris  
**Sent:** Wednesday, 14 March 2012 10:18 AM  
**To:** CMCD DLO  
**Subject:** RE: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Cool, thanks

---

**From:** CMCD DLO  
**Sent:** Wednesday, 14 March 2012 10:13 AM  
**To:** Wilson, Chris  
**Subject:** FW: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Hi Chris

Further information on this one - no further action.

Thanks  
Karen

---

**From:** Scrivener, Sharon **On Behalf Of** GALLAGHER  
**Sent:** Wednesday, 14 March 2012 9:39 AM  
**To:** CMCD DLO  
**Subject:** FW: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Sharon Scrivener | Executive Officer to the Chief Minister | Office of the Chief Minister  
t: 620 50287 | f: 620 53030 | sharon.scrivener@act.gov.au | www.chiefminister.act.gov.au

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**From:** Mcdonald, Tiffany [mailto:Tiffany.Mcdonald@dfat.gov.au]  
**Sent:** Wednesday, 14 March 2012 5:41 AM  
**To:** GALLAGHER  
**Cc:** Schembri, Karen  
**Subject:** RE: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Dear Karen

As you know, we are busy preparing for the High Commission's contribution to the Diamond Jubilee Flotilla on 3 June 2012. Unfortunately, we have not been able to secure funding for all States and Territories to be represented in the Flotilla.

After consultation with the High Commissioner, we have decided that rather than risk causing offence by having only some of the States and Territories represented in the Flotilla, the entire fleet will be funded under the Australia



Unlimited brand. Unfortunately, this means that we will not be proceeding with our initial idea of having each State and Territory represented in the cluster of surf boats, and as such will no longer be seeking funding from the ACT.

My apologies for any inconvenience caused by this change of course.

Kind regards

Tiffany

-----  
Tiffany McDonald  
First Secretary  
Political Branch  
Australian High Commission, London

Australia House | Strand | London WC2B 4LA  
T: +44 (0) 20 7887 5263 | F: +44 (0) 20 7465 8212  
M: +44 (0) 790 953 7097  
E: tiffany.mcdonald@dfat.gov.au

-----  
**From:** Schembri, Karen [mailto:Karen.Schembri@act.gov.au] **On Behalf Of** GALLAGHER  
**Sent:** Sunday, 26 February 2012 11:20 PM  
**To:** Mcdonald, Tiffany  
**Subject:** RE: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Dear Ms McDonald

Thank you for your correspondence of 25 February which will be provided to the Chief Minister.

regards

**Karen Schembri** | Office of the Chief Minister  
t: 620 50840 | fx: 620 53030 | [karen.schembri@act.gov.au](mailto:karen.schembri@act.gov.au) | [www.chiefminister.act.gov.au](http://www.chiefminister.act.gov.au)

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**From:** Mcdonald, Tiffany [mailto:Tiffany.Mcdonald@dfat.gov.au]  
**Sent:** Saturday, 25 February 2012 4:06 AM  
**To:** GALLAGHER  
**Cc:** Cirson, Adina  
**Subject:** Request from Australian High Commission London [SEC=UNCLASSIFIED]

Dear Chief Minister

Please find attached a letter from the HE John Dauth AO LVO, Australia's High Commissioner to London. The letter is regarding possible participation by the ACT Government in celebrations in the UK to mark The Queen's Diamond Jubilee.

The original has been sent by diplomatic bag.

With kind regards

Tiffany

---

Tiffany McDonald  
First Secretary  
Political Branch  
Australian High Commission, London

Australia House | Strand | London WC2B 4LA  
T: +44 (0) 20 7887 5263 | F: +44 (0) 20 7465 8212  
M: +44 (0) 790 953 7097  
E: [tiffany.mcdonald@dfat.gov.au](mailto:tiffany.mcdonald@dfat.gov.au)

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**Wilson, Chris**

---

**From:** Wilson, Chris  
**Sent:** Tuesday, 13 March 2012 3:13 PM  
**To:** Ireland, Dianne  
**Cc:** O'Leary, Shane; Stratford, Heidi; Lasek, Jeremy  
**Subject:** RE: Queen's Diamond Jubilee - Screening of Coronation movie

I should also mention that we understand the CM spoke with Andrew Barr about this and he was in favour.

Chris

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**To:** Ireland, Dianne  
**Cc:** O'Leary, Shane; Stratford, Heidi; Lasek, Jeremy  
**Subject:** Queen's Diamond Jubilee - Screening of Coronation movie  
**Importance:** High

Hi Di,

As you probably know, various options are being explored for how the ACT might recognise the Queen's Diamond Jubilee. The Chief Minister has shown a preference for a special screening of the Queen's Coronation movie during Nightfest (or on another Floriade night). Two concerns have been raised about this. Firstly, as Nightfest is a paid event, it wouldn't be accessible to everyone, and secondly, it may not fit with the Floriade theme. As this is something the Chief Minister has requested, we'd like to find a way to overcome these issues if at all possible.

I have been told that there may be some activities associated with Floriade held 'off-site', possibly including a large screen (sounds too good to be true!). Is this correct and, if so, is there an option to fit in a screening of the Coronation movie? If this is an option, would you be able to provide an indicative cost for adding this screening, bearing in mind that there is currently no budget for this, but something the Government wants to do.

I'd appreciate any info you can provide.

Chris

Chris Wilson | Manager | Chief Minister's Support and Protocol | Chief Minister and Cabinet  
☎ 02 6205 0192 | Fax: 02 6205 0289 | ✉ [chris.wilson@act.gov.au](mailto:chris.wilson@act.gov.au)  
Level 2, ACT Legislative Assembly | GPO Box 1020, Canberra ACT 2601

**Wilson, Chris**

---

**From:** Wilson, Chris  
**Sent:** Wednesday, 7 March 2012 7:37 PM  
**To:** Tatipata, Shonella  
**Subject:** RE: URGENT - Queen's Diamond Jubilee Trust

That's great, thanks for your help Shonella.

Chris

---

**From:** Tatipata, Shonella  
**Sent:** Wednesday, 7 March 2012 18:05  
**To:** Wilson, Chris  
**Subject:** RE: URGENT - Queen's Diamond Jubilee Trust


Hi Chris

As discussed, I have touch base with my Chief Executive, who has advised me to forward all the documentation provided back to Treasury for processing.

At this stage, no concerns have been raised but if they do have any, someone from the Budget Division will contact you.

Kind Regards  
 Shonella

Directorate Liaison Officer | Treasury Directorate, ACT Government  
 ☎ (02) 620 53033 ☎ 0418 632 500 | ✉ [Shonella.Tatipata@act.gov.au](mailto:Shonella.Tatipata@act.gov.au) | Legislative Assembly Building, Civic Square, London Circuit, Canberra City.

 please consider the environment before printing this e-mail

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**From:** Wilson, Chris  
**Sent:** Wednesday, 7 March 2012 5:23 PM  
**To:** Tatipata, Shonella  
**Cc:** Ogden, Paul; Lasek, Jeremy  
**Subject:** URGENT - Queen's Diamond Jubilee Trust  
**Importance:** High

Hi Shonella,

Last month, the CM agreed to contribute \$100k to the Queen's Diamond Jubilee Trust Fund. At the time, I understood that Treasury had been notified of this, but I am concerned that may not actually be the case.

I have attached a copy of the Chief Minister's agreement. Could you check whether Treasury is aware of this and what additional information/authorisation may be required in order to allocate/transmit the funds. The CM intends to write to the Prime Minister very soon to advise her of the ACT Government contribution, however I want to confirm that everything has been signed off before that occurs.

Chris

Chris Wilson | Manager | Chief Minister's Support and Protocol | Chief Minister and Cabinet  
 ☎ 02 6205 0192 | Fax: 02 6205 0289 | ✉ [chris.wilson@act.gov.au](mailto:chris.wilson@act.gov.au)  
 Level 2, ACT Legislative Assembly | GPO Box 1020, Canberra ACT 2601

**Wilson, Chris**

---

**From:** Wilson, Chris  
**Sent:** Wednesday, 7 March 2012 5:45 PM  
**To:** Lasek, Jeremy  
**Subject:** FW: Diamond Jubilee  
**Attachments:** 20120307163343408.pdf

Hi Jeremy,

You will have seen my email to Treasury about the \$100k for the Diamond Jubilee trust. I'm afraid I dropped the ball on this one. I had assumed that there had been other conversations initiating the \$100k, but I now realise it was up to me to progress this. I've just heard back and they're now going to push it forward.

In relation to other activities for the Diamond Jubilee, I have attached a list, but I'm not sure who produced it and what activities have been agreed. Do you know? The CM has also received a letter from Alistair Coe asking whether the Gov will contribute to the Trust and what other activities we will be doing. The CM is also yet to formally respond to the PM (as we were waiting to see what was agreed). I think the best way forward may be for me to write another brief to the CM setting out when/how the funds will be provided to the Trust, listing all of the proposed activities for the local celebrations, seeking her agreement to what the ACT will do, and seeking her agreement to write to Alistair Coe and the PM to advise them about what we'll be doing.

Does that sound okay? Sorry about this.

Chris

**Wilson, Chris**

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**From:** Pearson, Karen on behalf of CMCD DLO  
**Sent:** Tuesday, 28 February 2012 9:23 AM  
**To:** Wilson, Chris  
**Subject:** FW: Request from Australian High Commission London [SEC=UNCLASSIFIED]  
**Attachments:** Surf boat decals example only.pdf; Surf boat in Great River Race.pdf

Chris

Further information.

Thanks

*Karen Pearson* | A/g Directorate Liaison Officer  
Chief Minister and Cabinet Directorate | ACT Government  
Phone: 6205 3029 | Fax: 6205 3030 | Email: [karen.pearson@act.gov.au](mailto:karen.pearson@act.gov.au)

---

**From:** Schembri, Karen **On Behalf Of** GALLAGHER  
**Sent:** Tuesday, 28 February 2012 8:55 AM  
**To:** CMCD DLO  
**Subject:** FW: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Karen

This is further to yesterdays corro from the High Commission London

Karen

**Karen Schembri** | Office of the Chief Minister  
t: 620 50840 | fx: 620 53030 | [karen.schembri@act.gov.au](mailto:karen.schembri@act.gov.au) | [www.chiefminister.act.gov.au](http://www.chiefminister.act.gov.au)

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**From:** Mcdonald, Tiffany [<mailto:Tiffany.Mcdonald@dfat.gov.au>]  
**Sent:** Monday, 27 February 2012 8:30 PM  
**To:** GALLAGHER  
**Subject:** RE: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Many thanks.

I look forward to hearing from you.

Please find attached a picture of one of the surf boats we will be using in the Diamond Jubilee flotilla, and an example of how the boats may be "branded" for each State and Territory. We don't propose to use the flags in the branding, but are open to suggestions.

Kind regards

Tiffany

-----  
Tiffany McDonald  
First Secretary  
Political Branch  
Australian High Commission, London

Australia House | Strand | London WC2B 4LA  
T: +44 (0) 20 7887 5263 | F: +44 (0) 20 7465 8212  
M: +44 (0) 790 953 7097  
E: [tiffany.mcdonald@dfat.gov.au](mailto:tiffany.mcdonald@dfat.gov.au)

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**To:** Mcdonald, Tiffany  
**Subject:** RE: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Dear Ms McDonald

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regards

**Karen Schembri** | Office of the Chief Minister  
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The original has been sent by diplomatic bag.

With kind regards

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Tiffany McDonald  
First Secretary  
Political Branch  
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**Wilson, Chris**

---

**From:** CMCD DLO  
**Sent:** Monday, 27 February 2012 11:27 AM  
**To:** Wilson, Chris  
**Subject:** FW: Request from Australian High Commission London [SEC=UNCLASSIFIED]  
**Attachments:** Letter to ACT Chief Minister from HC\_24 Feb0001.pdf

**Importance:** High

Hi Chris

Is this something you are managing

Karen

---

**From:** Schembri, Karen **On Behalf Of** GALLAGHER  
**Sent:** Monday, 27 February 2012 10:22 AM  
**To:** CMCD DLO  
**Cc:** Layland, Penelope  
**Subject:** FW: Request from Australian High Commission London [SEC=UNCLASSIFIED]

Hi Karen

For response from CM

**Karen Schembri** | Office of the Chief Minister  
 t: 620 50840 | fx: 620 53030 | [karen.schembri@act.gov.au](mailto:karen.schembri@act.gov.au) | [www.chiefminister.act.gov.au](http://www.chiefminister.act.gov.au)

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**Sent:** Saturday, 25 February 2012 4:06 AM  
**To:** GALLAGHER  
**Cc:** Cirson, Adina  
**Subject:** Request from Australian High Commission London [SEC=UNCLASSIFIED]

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Tiffany

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Tiffany McDonald  
First Secretary  
Political Branch  
Australian High Commission, London

Australia House | Strand | London WC2B 4LA  
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M: +44 (0) 790 953 7097  
E: [tiffany.mcdonald@dfat.gov.au](mailto:tiffany.mcdonald@dfat.gov.au)



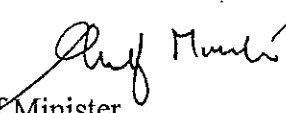
THE HIGH COMMISSIONER

42  
AUSTRALIA HOUSE  
LONDON

24 February 2012

Chief Minister Katy Gallagher, MLA  
ACT Legislative Assembly  
GPO Box 1020  
CANBERRA ACT 2601

8 MAR 2012

  
Dear Chief Minister

I am writing to see whether the ACT Government is able to contribute funds towards our participation in The Queen's Diamond Jubilee Flotilla. The Diamond Jubilee Flotilla will see 1,000 boats on the Thames on 3 June 2012 assembled from across the UK, the Commonwealth and around the world.

With over one million people expected to line the Thames and a television audience of up to 2 billion people, the Diamond Jubilee Flotilla promises to be an exciting spectacle. It will be one of the central features of the Diamond Jubilee Weekend and the Australian Government is strongly committed to appropriate celebrations of Her Majesty's Diamond Jubilee. Her Excellency, the Governor-General will be on one of the lead vessels in the Flotilla.

We have been working hard to find ways to take part in the Flotilla in a manner that will both reflect Australia's culture and be a fitting tribute to the loyal service provided by The Queen during her sixty year reign. As images of rolling waves, beaches, surfers and bronzed 'Aussies' are very much part of the image of Australia, we have arranged for a cluster of up to nine 'Australian' surfboats to be part of the Flotilla. Ideally, we would like a surf boat to represent each of the Australian States and Territories.

The UK Surf Rowers League (UK SRL) has agreed to loan us surf boats for the event, which will be rowed by members of Surf Life Saving Australia. While UK SRL is not charging for the use of the surf boats, we need to cover the costs of transportation and signage for the boats (£1800 per boat).

We have approached all the other States and Territories, who have responded very positively. Representation of the ACT would be a very welcome contribution. I would be grateful for your advice by 23 March about whether the ACT Government is able to providing funding to enable preparations of an ACT badged Surf Boat.

Yours sincerely

A handwritten signature in cursive script that reads "John Dauth".

John Dauth

**Wilson, Chris**

---

**From:** Wilson, Chris  
**Sent:** Wednesday, 22 February 2012 3:15 PM  
**To:**  
**Subject:** RE: **Exempt s41** Diamond Jubilee - Jubilee Trust Fund

The Chief Minister has agreed to a contribution to the Trust based on a per capita proportion of the \$5m committed by the Federal Gov. This works out to around \$85,000 (it's nice to be a small jurisdiction sometimes!)

Chris

---

**From:**  
**Sent:** Wednesday, 22 February 2012 1:59 PM  
**To:** Wilson, Chris **Exempt s41**  
**Subject:** Diamond Jubilee - Jubilee Trust Fund

Hello All

**I begin by stating I understand completely if you are unable to share what could be confidential information.**

Consideration is currently been given to a State gift to celebrate the Diamond Jubilee, as part of the plans the State Government will donate to the Jubilee Trust Fund. I would appreciate an indication only of the approximate amount your State/Territory might be considering, if in fact a donation to the Trust is part of your discussions.

With kind regards as always.

**Exempt s41**

Wilson, Chris

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**From:** Lasek, Jeremy  
**Sent:** Tuesday, 21 February 2012 6:34 PM  
**To:** O'Leary, Shane; Guthrie, Neale  
**Cc:** Wilson, Chris  
**Subject:** Diamond Jubilee

Evening Gents

The Chief Minister has apparently spoken to Mr Barr about an event to mark the Jubilee connected to Floriade in 2012.

It seems they are both comfortable with doing something.

I am out of action for the next few days but if possible can we catch up – or have a phone chat - Friday or early next week?

Exempt s34

Exempt s45

Cheers

Jeremy



Liberal Member for Ginninderra

**Alistair Coe MLA**

Australian Capital Territory

Shadow Minister for Urban Services  
Transport Services; Housing;  
Heritage; and Youth

15 FEB 2012  
10:11 AM  
1000

Ms Katy Gallagher  
Chief Minister  
ACT Legislative Assembly

Dear Chief Minister,

I draw your attention to the speech I made in the Adjournment Debate yesterday regarding the Queen's Diamond Jubilee.

My speech included:

The stability, wisdom and guidance she has offered Australia, and indeed all members of the Commonwealth, has been extraordinary. I think we all take for granted just how stable our constitutional monarchy is and how dependable the Queen has been...She has lived through an extraordinary time and her leadership has been timeless.

I also made mention of the Prime Minister's request to all Premiers and Chief Ministers to contribute to the Queen Elizabeth Diamond Jubilee Trust. Would you please advise what your response will be and provide a copy of your reply to the Prime Minister? Would you also advise whether the ACT Government plans to mark the Diamond Jubilee in the chamber or in another forum?

I look forward to your response.

Yours sincerely,

Alistair Coe MLA

15 February 2012

**Wilson, Chris**

---

**From:** Wilson, Chris  
**Sent:** Wednesday, 8 February 2012 3:41 PM  
**To:** Morgan, David  
**Cc:** Lasek, Jeremy  
**Subject:** Queen's Diamond Jubilee  
**Attachments:** 20120207154603093.pdf; ATT00001.htm

Hi David, as discussed, the CM has indicated her support for an ACT contribution to the Queen's Diamond Jubilee Trust. Finer details of where the funds would be drawn from and how they would be transmitted (and the exact amount) have not yet been determined.

Chris



**Wilson, Chris**

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**From:** Lasek, Jeremy  
**Sent:** Thursday, 2 February 2012 4:59 PM  
**To:** O'Leary, Shane  
**Cc:** Wilson, Chris  
**Subject:** The fun just never stops

Hi Shane

This may warrant a quick phone call when you have a three minute gap.

Exempt s34

Exempt s45

Confidentially, the PM will announce the Commonwealth's involvement in the Diamond Jubilee next Tuesday when parliament resumes and this will probably prompt media enquiries about what the ACT may do for the occasion.

Up for a quick chat?

JL



**ACT**  
Government

Chief Minister and Cabinet

**URGENT**

**MINUTE**



Ref: C146/12

Date 2 February 2012

To Chief Minister

• Director-General *Copy provided S. Reardon*

• Executive Director, Culture and Communications *Shorel*

From Manager, Chief Minister's Support and Protocol

Subject Recognition of the Queen's Diamond Jubilee

**Critical date and reason**

6 February 2012, prior to the Prime Minister's announcement of initiatives being undertaken by the Commonwealth Government to mark the Diamond Jubilee.

**Purpose**

**Exempt s34**

**Exempt s34**

**Exempt s45**

**Background**

The Queen's Diamond Jubilee falls on 4 June 2012. It is customary for Commonwealth countries to mark such occasions.

**Issues**

The Prime Minister wrote to you on 28 January setting out initiatives that will be undertaken by the Commonwealth Government to mark the Diamond Jubilee. These are:

- The lighting of a beacon on Parliament House (similar beacons will be lit in other Commonwealth countries).
- Renaming a road within the Parliamentary Triangle to "Queen Elizabeth Terrace".
- Development of a Queen's Birthday stamp and commemorative coin.
- Creation of an annual scholarship in perpetuity focussing on women's leadership.
- An essay competition for secondary school students.
- Contribution of \$5m to the Queen Elizabeth Diamond Jubilee Trust.

The Prime Minister has encouraged all jurisdictions to collectively match the Commonwealth Government's contribution to the Trust on a population share basis. Based on the ACT population, Treasury advise that this would be approximately \$83,000.

Recognition by the ACT

The Diamond Jubilee is a significant occasion, particularly for supporters of the monarchy. You have already received representations from people interested in how the ACT will mark the occasion. The Prime Minister's announcement on 7 February is likely to spark interest in how the milestone will be celebrated locally.

There are two main options for recognition of the Diamond Jubilee, 1. a community event, and/or 2. provision of a gift. The establishment of the Queen Elizabeth Diamond Jubilee Trust effectively negates the need to provide a gift, as a contribution to the Trust would be in lieu of a gift. It is likely that other jurisdictions will follow the Commonwealth's lead by contributing to the Trust. It is not yet known whether other jurisdictions will host community celebrations, however it is likely.

**Exempt s34**

**Exempt s45**

If a public event is held, it is proposed that primary responsibility for arrangements would be through Events ACT within the Economic Development Directorate. It should

be noted, however, that October is a peak period for that area with Floriade and the Candle Festival both held during that month.

You may prefer an alternative means of commemorating the Diamond Jubilee. In this case, it may be preferable to wait to see what other jurisdictions will be doing.

**Consultation**

Exempt s34

Officials within the Economic Development Directorate have agreed to take carriage of event arrangements, should the Government agree to hold a community event.

**Financial**

The estimated cost for holding a community event involving up to 10,000 people is between \$80,000-\$100,000 (including promotion). This would be in addition to any contribution made to the Queen Elizabeth Diamond Jubilee Trust, which is estimated by Treasury at \$83,000. Funding for the contribution and/or community event would need to be sourced through the 2012-13 Budget.

**Media**

There is likely to be strong media interest in events associated with the Queen's Diamond Jubilee.

**Recommendations**

That you:

- note that, on 7 February, the Prime Minister will announce initiatives that will be undertaken by the Commonwealth Government to mark the Queen's Diamond Jubilee;

NOTED/PLEASE DISCUSS

- agree to contribute to the Queen Elizabeth Diamond Jubilee Trust, on a population share basis, subject to other jurisdictions also contributing to the Trust, with funding provided through the 2012-13 budget;

— \$100 K

AGREED/NOT AGREED/PLEASE DISCUSS

Exempt s34

Exempt s45

• Indicate your support for:

Exempt s34

- b. a community event at another location; or YES/NO
- c. hold off on a decision until other jurisdictions have announced YES/NO  
their plans YES/NO

*for discussion'*

Chris Wilson  
Phone: x50192

Katy Gallagher MLA ..... 6/4/12

I think we  
 should do  
 something around  
 The ~~proposed~~  
actual date  
 June 4

Wilson, Chris

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From: Lasek, Jeremy  
Sent: Thursday, 2 February 2012 11:43 AM  
To: Cappie-Wood, Andrew; Smithies, Megan; Gillespie, Margaret  
Cc: Wilson, Chris  
Subject: FW: Queen's Diamond Jubilee  
Attachments: 20120202102518459.pdf

Dear all

The attached letter just received from the PM to the CM is related to the Commonwealth's plans to mark the Queen's Diamond Jubilee (which is in 2012).

Amongst many proposals is the creation of a \$5 million Trust for international development projects.

The PM is asking state and territory governments to collectively match the Commonwealth Government's contribution to the Trust on a population share basis.

My understanding is that the PM will announce the Commonwealth's plans for the Jubilee when Parliament resumes its sittings next Tuesday.

No doubt the media will ask the CM next Tuesday if the ACT will contribute to the Trust (and how much).

We (CMCD Protocol, Chris Wilson) very happy to coordinate the response if that is ok with all of you?

The ACT Government may wish to consider what else it may wish to do in relation to the Diamond Jubilee.

Exempt s34

I will report back after that meeting and, of course, will make no commitments.

BTW, I assume the Commonwealth can name a road on 'national land' Queen Elizabeth Terrace' even though Her Majesty is still living?

Regards

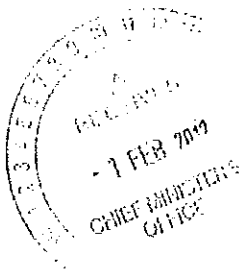
Jeremy

12  
C146/12



PRIME MINISTER  
CANBERRA

Ms Katy Gallagher MLA  
ACT Legislative Assembly  
GPO Box 1020  
CANBERRA ACT 2601



Reference: B12/150

28 JAN 2012

Dear ~~Chief~~ <sup>Katy</sup> Minister

This year marks the Diamond Jubilee of Her Majesty The Queen.

In recognition of this historic occasion, the Commonwealth Government will be undertaking a number of initiatives, including lighting a beacon on top of Parliament House on 4 June 2012. The Queen's Diamond Jubilee Beacons will be lit across the Commonwealth, including in the United Kingdom where Her Majesty will personally light one.

The Commonwealth Government will also re-name a road in Canberra "Queen Elizabeth Terrace". The road to be re-named is the northern most east-west road in the Parliamentary Zone (currently Parkes Place). The re-naming of this road is consistent with the theme of commemorating monarchs with naming of roads in this area. Existing east-west roads in the Parliamentary Zone are Queen Victoria Terrace, King George Terrace and King Edward Terrace.

Australia Post will be developing a Queen's Birthday stamp which focuses on the Diamond Jubilee. Likewise, the Australian Mint will issue a coin to commemorate the anniversary.

Two new initiatives related to education will be unveiled in honour of the Diamond Jubilee. The first will be the creation of an annual scholarship in perpetuity, which will focus on women's leadership, and themes of commitment, dedication to duty, service and loyalty. The second will be an essay competition for secondary school students which will explore the strengths and weaknesses of the Commonwealth.

A key initiative of Buckingham Palace will be the creation of The Queen Elizabeth Diamond Jubilee Trust (the Trust). The Trust will reflect Her Majesty's commitment to helping those in need within the Commonwealth. The chair of the Trust, Sir John Major, has invited Commonwealth member countries, businesses and individuals to make contributions. Sir John has also suggested that each country

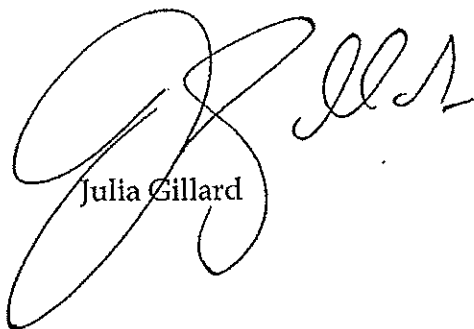
select a "fund-raising figurehead" to increase the profile of the trust and lead the private sector fundraising effort. I will be nominating a suitable candidate(s) shortly.

The Commonwealth Government will be pledging up to \$5 million to the Trust for international development projects. I encourage the state and territory governments to collectively match the Commonwealth Government's contribution to the Trust on a population share basis.

I have written to the other state and territory first ministers in similar terms.

I look forward to working with you in 2012.

Yours sincerely



Julia Gillard





Katy Gallagher MLA

CHIEF MINISTER

MINISTER FOR HEALTH

MINISTER FOR TERRITORY AND MUNICIPAL SERVICES

MEMBER FOR MOLONGLO

16 JAN 2012

10  
C80/12

Exempt s41

Dear Exempt s41

Thank you for your email of 13 January 2011 about the Queen's Diamond Jubilee.

I appreciate you taking the time to write to me and I have noted your comments in regard to this anniversary. The ACT Government is awaiting an announcement from the Commonwealth about its plans to mark Her Majesty's Diamond Jubilee. We expect that announcement to be made in the near future. We will then look to see how we can best support those plans.

We are aware that the Prince of Wales and the Duchess of Cornwall will visit Australia later this year as a part of the Queen's Jubilee celebrations and we are hopeful that after the hugely successful visit by Her Majesty and the Duke of Edinburgh late last year, that they will pay Canberra a visit.

Once again, thank you for writing.

Yours sincerely

Katy Gallagher MLA  
Chief Minister

16 JAN 2012

ACT LEGISLATIVE ASSEMBLY

London Circuit, Canberra ACT 2601 GPO Box 1020, Canberra ACT 2601  
Phone (02) 6205 0840 Fax (02) 6205 3030 Email: gallagher@act.gov.au

**Krix, Mary**

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**From:** Lasek, Jeremy  
**Sent:** Friday, 13 January 2012 11:44 AM  
**To:** Krix, Mary  
**Cc:** Gillespie, Margaret; Davoren, Pam; Cappie-Wood, Andrew; Wilson, Chris; Coyles, Laurel  
**Subject:** RE: Her Majesty's diamond jubilee?

This can be the response...

The ACT Government is awaiting an announcement from the Commonwealth about its plans to mark Her Majesty's Diamond Jubilee. We expect that announcement to be made in the near future. We will then look to see how we can best support those plans.

We are aware that the Prince of Wales and the Duchess of Cornwall will visit Australia later this year as a part of the Queen's Jubilee celebrations and we are hopeful that after the hugely successful visit by Her Majesty and the Duke of Edinburgh late last year, that they will pay Canberra a visit.

Cheers

Jeremy

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**From:** Krix, Mary  
**Sent:** Friday, 13 January 2012 11:28 AM  
**To:** Lasek, Jeremy  
**Subject:** FW: Her Majesty's diamond jubilee?  
**Importance:** High

Hi Jeremy – over to you (see below)

Mary Krix Honours and Awards Officer  
Phone: +61 2 62053031 | Email: [mary.krix@act.gov.au](mailto:mary.krix@act.gov.au)  
Chief Minister's Support and Protocol | Chief Minister and Cabinet | ACT Government  
Level 2, ACT Legislative Assembly | GPO Box 1020, Canberra ACT 2601

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**From:** CMCD DLO  
**Sent:** Friday, 13 January 2012 10:49 AM  
**To:** Krix, Mary  
**Subject:** FW: Her Majesty's diamond jubilee?  
**Importance:** High

Hi Mary

Forwarding to you in Laurel's absence.

Thanks

---

**From:** CMCD DLO  
**Sent:** Friday, 13 January 2012 10:48 AM  
**To:** Coyles, Laurel  
**Cc:** Plenge, Lars  
**Subject:** FW: Her Majesty's diamond jubilee?  
**Importance:** High

Hi Laurel

Please forward to Jeremy Lasek for brief and response please. Urgent advice please.

Thanks  
Karen

*Karen Pearson* | A/g Directorate Liaison Officer  
Chief Minister and Cabinet Directorate | ACT Government  
Phone: 6205 3029 | Fax: 6205 3030 | Email: [karen.pearson@act.gov.au](mailto:karen.pearson@act.gov.au)

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**From:** Schembri, Karen **On Behalf Of** GALLAGHER  
**Sent:** Friday, 13 January 2012 10:39 AM  
**To:** CMCD DLO  
**Subject:** FW: Her Majesty's diamond jubilee?

Hi Karen

For response from CM please

Karen

Karen Schembri | Office of the Chief Minister  
t: 620 50840 | fx: 620 53030 | [karen.schembri@act.gov.au](mailto:karen.schembri@act.gov.au) | [www.chiefminister.act.gov.au](http://www.chiefminister.act.gov.au)

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**Exempt s41**

**From:**  
**Sent:** Friday, 13 January 2012 9:30 AM  
**To:** GALLAGHER  
**Subject:** Her Majesty's diamond jubilee?

Dear Chief Minister,

Can you please send me a programme of the ACT's event to mark Her Majesty's 60 years on the throne?  
With the anniversary of her accession coming up next month, I am amazed that there is nothing listed on the ACT govt's events webpage.

I presume there will be a holiday at some time during the year, and fireworks, official church services etc?  
Perhaps a special session of the LA, with lots of room for the public, in which loyal speeches are made by each member?

Could I suggest that the government provide portraits of the queen (Dargie's painted portrait, or a more recent photo portrait) to all schools for display in their hall or entrance, and also that all government offices have a portrait in their lobby or main public area?

I look forward to finding out how I can join in celebrating this auspicious and happy event.

Thank you

**Exempt s41**



Katy Gallagher MLA

CHIEF MINISTER  
MINISTER FOR HEALTH  
MINISTER FOR INDUSTRIAL RELATIONS

MEMBER FOR MOLONGLO

Exempt s41

Australian Monarchist League

Dear Exempt s41

Thank you for your letter of 8 October 2011 about celebrations for the Diamond Jubilee of HM Queen Elizabeth II.

Currently most states and territories are waiting on advice from the Commonwealth regarding the celebration of Her Majesty's Diamond Jubilee. It is expected that the Commonwealth's position on celebrations will be advised by the end of the year and the outcome of this will determine the activities held in each state and territory including the ACT.

Thank you for your offer of assistance and interest in this matter.

Yours sincerely

Katy Gallagher MLA  
Chief Minister

8.11.11

ACT LEGISLATIVE ASSEMBLY

London Circuit, Canberra ACT 2601 GPO Box 1020, Canberra ACT 2601  
Phone (02) 6205 0840 Fax (02) 6205 3030 Email: gallagher@act.gov.au

5  
C2863/K



# Australian Monarchist League

The  
Australian  
Monarchist League Inc

Exempt s41



Ms Katy Gallagher  
Chief Minister  
ACT Legislative Assembly  
GPO Box 1020  
CANBERRA, ACT 2601

Dear Chief Minister:

## Diamond Jubilee of HM Queen Elizabeth II

Her Majesty Queen Elizabeth II will celebrate the 60th anniversary of her accession to the throne on 6 February next year. It has been widely reported that local, state and national governments across Her Majesty's realms, including in Australia, plan to mark the Jubilee in a number of ways. Earlier this year Her Excellency the Governor General wrote to Her Majesty that "*Australians... are looking forward to celebrating The Queen's Diamond Jubilee next year with a host of national and community events throughout the Commonwealth.*"

The Australian Monarchist League shares Her Excellency's enthusiasm. The Jubilee will indeed be a most remarkable milestone, and rightly a cause for celebration by all Territorians.

We are keen to know how the ACT Government plans to commemorate this event, and would like to offer to you any assistance we can provide for your planning and preparations.

Yours sincerely,

Exempt s41

8 October 2011



Katy Gallagher MLA

CHIEF MINISTER

MINISTER FOR HEALTH

MINISTER FOR INDUSTRIAL RELATIONS

MEMBER FOR MOLONGLO

Mr Aaron McDonnell

COPY

Exempt s41

Dear Mr McDonnell

Thank you for your letter of 15 September 2011 regarding celebrations for the Queen's Diamond Jubilee in 2012.

As noted in your letter, celebrations for the Queen's Diamond Jubilee will, primarily, be undertaken by the Commonwealth. The ACT is, however, considering options for marking this special occasion. I have asked my Directorate to ensure that any local events are broadly advertised throughout the community.

Once again, thank you for writing.

Yours sincerely

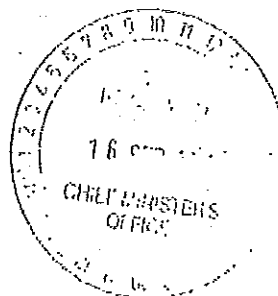
Katy Gallagher MLA  
Chief Minister

22 SEP 2011

ACT LEGISLATIVE ASSEMBLY

Exempt s41

15 September 2011



Ms Katy Gallagher MLA  
Chief Minister of the ACT  
GPO Box 1020  
CANBERRA ACT 2601

Dear Chief Minister,

As you would be aware, Her Majesty Queen Elizabeth II will celebrate her Diamond Jubilee in 2012, marking 60 years since her ascension to the throne, reigning over us as Sovereign.

Her Excellency the Governor-General, Quentin Bryce AC recently announced that the Queen's Diamond Jubilee would be celebrated "with a host of national and community events throughout the Commonwealth", are you able to advise if the ACT Government will be marking this special occasion, and if so how will it be recognised?

I look forward to and thank you for your reply.

Yours sincerely,

AARON McDONNELL





# Jon Stanhope MLA

CHIEF MINISTER

MINISTER FOR TRANSPORT MINISTER FOR TERRITORY AND MUNICIPAL SERVICES  
MINISTER FOR BUSINESS AND ECONOMIC DEVELOPMENT MINISTER FOR LAND AND PROPERTY SERVICES  
MINISTER FOR ABORIGINAL AND TORRES STRAIT ISLANDER AFFAIRS  
MINISTER FOR THE ARTS AND HERITAGE

MEMBER FOR GINNINDERRA

Exempt s41

Dear Exempt s41

Thank you for your letter, dated 30 May 2010, regarding Her Majesty the Queen's Diamond Jubilee anniversary celebrations in 2012. In particular, your request to observe a national public holiday in honour of the event on 2-5 June in that year.

The issue of nationally harmonizing public holidays can be problematic. This is because the states and territories individually regulate the observance of holidays within their own jurisdiction. Consequently, no matter what the Australian Capital Territory may do in the future, other jurisdictions may, for a variety of reasons, choose to declare, not to declare or revoke altogether any observed or additional public holidays in the future.

While it is not my intention to request or instruct the citizens of the Australian Capital Territory to respect Her Majesty's Diamond Jubilee anniversary by declaring additional public holidays in 2012, the reduction of red tape and the harmonisation of regulations, including public holidays, across borders is a key priority for all the states and territories, and all First Ministers remain committed to broadening the harmonisation agenda.

Therefore should the celebration of Her Majesty's Diamond Jubilee anniversary arise in a future national forum lead by the Commonwealth Government, then the Australian Capital Territory would consider the matter in that context at that time.

Thank you again for raising this matter with me.

Yours sincerely

Jon Stanhope MLA  
Chief Minister

22 JUN 2010

ACT LEGISLATIVE ASSEMBLY

C1366/10

Exempt s41



30 May 2010

Chief Minister,

I write to you today on behalf of the members of the **Exempt s41** and acting on advice received from the Prime Minister and Cabinet regarding Her Majesty the Queen's Diamond Jubilee anniversary celebrations in 2012.

On 5 January 2010 Buckingham Palace, Lord Mandelson and the Department for Culture, Media and Sport advised that HM the Queen's Jubilee public holiday (Bank Holiday) be observed on 2<sup>nd</sup>-5<sup>th</sup> June 2012.

Chief Minister, I ask you firstly if you have any intentions to ask for or instruct your state that Australia also pays respect to Her Majesty's Diamond Jubilee anniversary by declaring, at the same time as the United Kingdom, a public holiday to honour Her Majesty in order that all Commonwealth Realms may celebrate together.

I am commanded by the members of the **Exempt s41** to express to you their wishes that the entire nation, regardless of political position or belief, be entitled to celebrate this truly amazing achievement, last celebrated by Queen Victoria in 1896. It was then that the Colonial Secretary, Joseph Chamberlain proposed that the Diamond Jubilee be made a festival throughout the British Empire.

I believe it the responsibility and civic duty of the of the Federal and State Government's and the office of the Chief Minister, in its Vice-Regal capacity, to observe this occasion by way of both state and national public holiday to observe the Diamond Jubilee of their Sovereign, Elizabeth II, Queen of Australia and the Lady whom you swear allegiance to when assuming office.

To ignore Her Majesties Diamond Jubilee and deny the people of Australia their right to celebrate their Queen's 60<sup>th</sup> anniversary of being on the throne is unacceptable. Regardless if you are a Monarchist or Republican, the Diamond Jubilee is much more than "another day"; it's a chance for all Australians to pay homage to their Queen and to celebrate a lifetime's achievement.

I strongly urge you to take seriously my request of allowing the entire nation of Australia to observe Her Majesties Diamond Jubilee in 2012.

The **Exempt s41** provides information to its members of the Institution of Monarchy in the world, focusing on the latest news and information from all Royal Houses and how the "Crown" in Australia is valid in today's society.

Chief Minister, I thank you for your time and I look forward to your reply shortly.

Yours Sincerely,

Exempt s41