

Premier's Circular

Number:	2010/05
Issue Date:	25/10/2010
Review Date:	25/10/2016

TITLE

VISITS BY MINISTERS OF FOREIGN NATIONAL GOVERNMENTS AND OTHER DIGNITARIES AND PROCEDURE FOR ISSUING INVITATIONS

POLICY

Visits to Western Australia by Ministers of foreign national governments and other foreign dignitaries of ministerial level or above are to be arranged in accordance with the guidelines contained in this Circular.

BACKGROUND

To ensure that the national standards for dignitary protection are adhered to, it is important that official visits by high level foreign dignitaries be coordinated through the Protocol Branch of the Department of the Premier and Cabinet.

In the case of private or working visits by high level foreign dignitaries, where State Government departments are involved, early notification of the visit to the Chief of Protocol is requested in order that timely assessments of security and sensitivity issues can be made.

In the case of official visits, invitations to foreign dignitaries are generally extended by the Commonwealth Government which then meets the cost of accommodation and transport within Australia. This does not preclude the State Government from issuing invitations directly; however, if this is done the following guidelines should be followed.

GUIDELINES

Recommendations for an invitation to be extended to a foreign Minister or other high level dignitary to visit Western Australia should be referred to the Premier through the Chief of Protocol for consideration. The recommendation should include details of the purpose of the proposed visit, the suggested programme, the anticipated benefits and estimated costs to the State.

The Protocol Branch of the Department of the Premier and Cabinet, which is responsible for coordinating official visits to the State, will liaise with the Department of the Prime Minister and Cabinet to ascertain the likelihood of the particular dignitary being invited as a guest of the Commonwealth Government.

If this is not the case and it is considered appropriate that an invitation be extended by the State, the usual practice is for the invitation to be extended by the Premier. Should the invitation be accepted, responsibility for the visit may be delegated to the relevant Minister.

Prior to issuing an invitation, it is important that there is a clear understanding of the scope of the invitation, i.e. the level of costs to be met including airfares, ground transport, accommodation and hospitality provided by the Western Australian Government.

In conjunction with other relevant Government agencies, the Protocol Branch of the Department of the Premier and Cabinet, will coordinate arrangements for the visit to ensure that the expected courtesies are observed and security issues are appropriately addressed.

COLIN BARNETT MLA
PREMIER

For enquiries contact:	Peta Arbuckle 9222 9226 Chief of Protocol Department of the Premier and Cabinet
Other relevant Circulars:	nil
Circular/s replaced by this Circular:	21/96, 30/93, 2004/07