

## SPECIAL PURPOSE AIRCRAFT (SPA) REQUEST FORM

Please email your completed SPA Request form to:  
robyn.mills@defence.gov.au AND Cc spa.request@defence.gov.au

Parliamentary queries relating to Special Purpose Aircraft requests to:  
 Robyn Mills, SPA Liaison, Senator the Hon David Johnston, Minister for Defence  
robyn.mills@defence.gov.au office phone 02 6277 7800 mobile 47F

*Please ensure all sections of the Request Form are completed: (use TAB key to create extra rows)*

Name of Entitled Person(s) Requesting SPA: <b>PARSPEC</b>	Office Use Only			
Title:		Actioned	Checked	
		DTG		
	A292		DEV	

**Trip details:**

*delete or insert rows; no need to account for aircraft positioning or aircraft type; list only the departure/arrival times you are sure of*

Leg No.	Date	Dep Time	Departure From	To Destination	Arr Time	Meal Type
1	13 Jul 14	1730	Perth	Canberra	2320	D
2						

**Passenger details (remove or insert extra rows)**

Leg No.	Name of Passenger	Designation and Organisation (identify if Personal or Departmental staff)	Contact Phone	Cost Recovery	Leg Number for each passenger (1,2,3)
1	Hon David Johnston	<span style="border: 1px solid black; padding: 0 20px;">47F</span>	47F		
2	Minister Mathias Cormann				
3	Hon Michael Keenan MP				
4	Christian Porter MP	<a href="mailto:Christian.porter.mp@aph.gov.au">Christian.porter.mp@aph.gov.au</a>			
5	Melissa Price MP	<a href="mailto:Melissa.Price.MP@aph.gov.au">Melissa.Price.MP@aph.gov.au</a>			
6	Dr Dennis Jensen MP	<span style="border: 1px solid black; padding: 0 20px;">47F</span>			
7	Don Randall MP	<span style="border: 1px solid black; padding: 0 20px;">47F</span>			
8	Stephen Irons MP	<a href="mailto:steve.ironson@aph.gov.au">steve.ironson@aph.gov.au</a>			
9	Don Randall MP	<a href="mailto:don.randall.mp@aph.gov.au">don.randall.mp@aph.gov.au</a>			
	Tim Wellington	<span style="border: 1px solid black; padding: 0 20px;">47F</span>			

Kim Pervan	47F	47F			
Chamonix Terblanche					
Desmond Headland					
David Forbes					

*Please provide the address where the invoice can be sent for passenger/s travelling on a cost recovery basis. It is the requirement of the office of the entitled person to advise such passenger/s of the cost of their travel before departure. This cost can be sourced from VIP Operations before the flight:*

*Please provide full details of the office holder's engagement/s including event/s start/finish time/s and commitments on adjacent days to the SPA Request:*

*Please list full details of all nearest available commercial airline flight times to the Minister's portfolio commitment and explain why these commercial options cannot be used:*

*For Parliamentary Secretaries representing the Senior Portfolio Minister:*

*Has approval for travel been received from the Prime Minister or Senior Portfolio Minister? Yes/No please attach official confirmation to the SPA Request*

*For overseas travel on parliamentary business:*

*Has approval been received from the Prime Minister/Minister for Defence? Yes / No please attach official confirmation to the SPA Request*

*Comments and Notes (please include names of passengers with dietary restrictions)*

Signature of Minister's nominated representative submitting the SPA request:	Name: Robyn Mills	Ph: 02 6277 7800	Mobile phone: 47F	Date: 12/06/14
	Title: SPA Coordinator	Email: robyn.mills@defence.gov.au		
Name of staff member travelling with Minister:				
Mobile phone:				

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*VIP Operations email flight confirmation manifests, with all official departure and arrival times to the nominated representative submitting this request*

*Amendments to any task must be formatted in bold on the original Request Form and emailed to:*

*robyn.mills@defence.gov.au AND spa.request@defence.gov.au*

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**SPECIAL PURPOSE AIRCRAFT REQUEST (fax / email to (02) 6127 6229 / SPA.Request@defence.gov.au)**

<b>Name of Entitled Person(s):</b> Hon Tony Abbott MP
<b>Designation:</b> Prime Minister

Office Use Only			
<b>Actioned/Checked</b>			
DTG			
<b>A292</b>		<b>DEV</b>	

**Trip Legs (delete / insert rows as appropriate)**

Leg No.	Date	Dept Time	Departure From	To Destination	ArrTime	Meal Type
1	Tue 15 Jul	0815 0830	Canberra	Williamtown	0915 0930	Breakfast
2	Tue 15 Jul	1330	Williamtown	Canberra	1430	Lunch
3	Tue 15 Jul	1730	Canberra	Sydney	1820	Refreshment
4	Tue 15 Jul	2210	Sydney	Canberra	2300	Refreshment

**Passengers (delete / insert rows to a maximum of 26)**

Name	Designation and Organisation (Include whether personal or departmental staff)	Cost Recovery	Legs on which each passenger is travelling
<b>AUSTRALIA</b>			
<b>CANBERRA – WILLIAMTOWN</b>			
1	Hon Tony Abbott MP <i>(entitled person listed above)</i>	Prime Minister	No All
2	Senator the Hon David Johnston	Minister for Defence	No All
3	Hon Bill Shorten MP	Leader of the Opposition	No All
4	Senator the Hon Stephen Conroy	Shadow Minister for Defence	No All
5	ACM Mark Binskin	Chief of Defence Force	No All
6	LTGEN David Morrison	Chief of Army	No All
7	BRIG Dan McDaniels	47F	No All
8	Mr Adrian Barrett		No All
9	Ms Gemma Iafrate		No All
10	Mr James Hart		No All
11	FLTLT Cameron Warne		No All
12	FLTLT Karen Brown		No All
13	CAPT Melinda Salter		No All
14	WO1 David Ashley		No All
15	CAPT Nicholas Whitehead		No All
16	WO1 Darren Hunt		No All
17	Mr Mike Kelly	Senior Adviser, Leader of the Opposition's Office	No All
18	47F		No All
19			No All
			No All
			No All
<b>WILLIAMTOWN – CANBERRA</b>			
1	Senator the Hon David Johnston <i>(entitled person listed above)</i>	Minister for Defence	No All
2	Hon Bill Shorten MP	Leader of the Opposition	No All
3	Senator the Hon Stephen Conroy	Shadow Minister for Defence	No All
4	ACM Mark Binskin	Chief of Defence Force	No All
5	LTGEN David Morrison	Chief of Army	No All

6	BRIG Dan McDaniels	47F	No	All
7	FLTLT Cameron Warne		No	All
8	FLTLT Karen Brown		No	All
9	CAPT Melinda Salter		No	All
10	WO1 David Ashley		No	All
11	CAPT Nicholas Whitehead		No	All
12	WO1 Darren Hunt		No	All
13	Mr Mike Kelly	Senior Adviser, Leader of the Opposition's Office	No	All
<b>CANBERRA – SYDNEY</b>				
1	Hon Julie Bishop MP	Minister for Foreign Affairs	No	All
	<i>(entitled person listed above)</i>			
2	Hon Joe Hockey MP	Treasurer	No	All
3	Senator Hon George Brandis	Attorney-General	No	All
4	Hon Malcolm Turnbull MP	Minister for Communications	No	All
5	Ms Peta Credlin	47F	No	All
6	Mr Murray Hansen		No	All
7	Mr Grant Lovett		No	All
<b>SYDNEY – CANBERRA</b>				
1	Hon Tony Abbott MP	Prime Minister	No	All
	<i>(entitled person listed above)</i>			
2	Hon Julie Bishop MP	Minister for Foreign Affairs	No	All
3	Hon Joe Hockey MP	Treasurer	No	All
4	Senator Hon George Brandis	Attorney-General	No	All
5	Hon Malcolm Turnbull MP	Minister for Communications	No	All
6	Ms Peta Credlin	47F	No	All
7	Mr Adrian Barrett		No	All
8	Mr Murray Hansen		No	All
9	Mr Grant Lovett		No	All
10	Ms Gemma Iafrate		No	All
11	Mr James Hart		No	All
12	47F			No
13			No	All

**For non-entitled passengers covered by 2.(b) (5) what are the particular circumstances that justify the travel?**

N/A

**Please provide the address where the bill can be sent to any passenger/s travelling on a cost recovery basis. Please also note the requirement (20 (a)) to inform such passenger/s of the cost of their travel before departure.**

N/A

**What are the nearest available commercial transport options to the time of the engagement?**

**What are the reasons commercial transport options cannot be used?**

**If for overseas travel, has approval been received from delegate (Prime Minister / Minister for Defence) Y / N**

**Comments and Notes (including passenger dietary restrictions)**

**Requesting Officer (if the point of contact regarding the task is different to the requesting officer, please provide their details in the above comments section)**

47F	Head of Programme	Tel: 02 6277 7700	47F	47F	15/07/2014
(Signature)	Appointment	Fax: 6277 8562	Email	A/H Mobile	Date

## SPECIAL PURPOSE AIRCRAFT (SPA) REQUEST FORM

Please email your completed SPA Request form to:  
[robyn.mills@defence.gov.au](mailto:robyn.mills@defence.gov.au) AND [spa.request@defence.gov.au](mailto:spa.request@defence.gov.au)

Parliamentary queries relating to Special Purpose Aircraft Requests to:  
 Robyn Mills, SPA Liaison; Senator the Hon David Johnston, Minister for Defence  
[robyn.mills@defence.gov.au](mailto:robyn.mills@defence.gov.au) office phone 02 6277 7800 mobile 0412 097 090

*Please ensure all sections of the Request Form are completed: (use TAB key to create extra rows)*

Name of Entitled Person requesting SPA: <b>PARLSPEC</b>
Title:

Office Use Only			
Actioned/Checked			
DTG			
A292		DEV	

*Trip details:*

*delete or insert rows; no need to account for aircraft positioning or aircraft type; list only the departure/arrival times you are sure of*

Leg No.	Date	Dép Time	Departure/From	To/Destination	Arr Time	Meal Type
1	18/07/2014	1940	Canberra	Perth		

*Passenger details (delete or insert extra rows)*

	Name of Passenger	Designation and Organisation (identify if Personal or Departmental staff)	Contact Phone	Cost Recovery	Leg Number for each passenger (1,2,3)
1	Senator the Hon David Johnston	MINDEF		NA	1
2	Senator Chris Back	Senator for Western Australia			1
3	Senator Linda Reynolds	Senator for Western Australia			1
4	Senator Sue Lines	Senator for Western Australia			1
5	Hon Christian Porter MP	Member for Pearce			
6					
7					
8					
9					

*Please provide the address where the invoice can be sent for passenger/s travelling on a cost recovery basis. It is the requirement of the office of the entitled person to advise such passenger/s of the cost of their travel before departure. This cost can be sourced from VIP Operations before the flight:*

NA
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*Please provide brief details of the office holder's engagement/s including event/s start time/s:*

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*Please list full details of all nearest available commercial airline flight times to the Minister's portfolio commitments and explain why these commercial options cannot be used, including adjacent day's commitments if relevant:*

NA

*For Parliamentary Secretaries representing the Senior Portfolio Minister:*

*Has approval for travel been received from the Prime Minister or Senior Portfolio Minister? Yes/No please attach official confirmation to the SPA Request*

*For overseas travel on parliamentary business:*

*Has approval has been received from the Prime Minister/Minister for Defence? Yes / No please attach official confirmation to the SPA Request*

*Comments and Notes (please include names of passengers with dietary restrictions)*

Signature of Minister's nominated representative submitting the SPA request:	Name: Robyn Mills	Ph: 02 6277 7800	Mobile phone: 47F	Date: 18/07/2014 ,
	Title: SPA Coordinator	Email: <a href="mailto:Robyn.mills@defence.gov.au">Robyn.mills@defence.gov.au</a>		
Name of staff member travelling with Minister:				
Mobile phone:				

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*VIP Operations will email flight confirmation manifests, with all official departure and arrival times, to the nominated representative submitting this Request.*

*Amendments to the Request must be formatted in bold on the original Request Form and emailed to:*

**[robyn.mills@defence.gov.au](mailto:robyn.mills@defence.gov.au) AND [spa.request@defence.gov.au](mailto:spa.request@defence.gov.au)**



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Parliamentary queries relating to Special Purpose Aircraft requests to:  
 Robyn Mills, SPA Liaison, Senator the Hon David Johnston, Minister for Defence  
robyn.mills@defence.gov.au office phone 02 6277 7800 mobile 47F

*Please ensure all sections of the Request Form are completed: (use TAB key to create extra rows)*

Name of Entitled Person(s) Requesting SPA: <b>Senator David Johnston</b>	Office Use Only			
Title: <b>Minister for Defence</b>	Actioned/Checked			
	DTG			
	A292		DEV	

*Trip details:  
 delete or insert rows; no need to account for aircraft positioning or aircraft type; list only the departure/arrival times you are sure of*

Leg No.	Date	Dep Time	Departure From	To Destination	Arr Time	Meal Type
1	29 Jul 14		Canberra	Adelaide	0800h	Breakfast
2	29 Jul 14	1415h	Adelaide	Canberra		

*Passenger details (remove or insert extra rows)*

Leg No.	Name of Passenger	Designation and Organisation (identify if Personal or Departmental staff)	Contact Phone	Cost Recovery	Leg Number for each passenger (1,2,3)
1	Minister David Johnston	MINDEF		N	1-2
2	Mr Sean Costello	47F	47F	N	1-2
3	Mr Mark Dodd			N	1-2
4	FLTLT Cam Warne			N	1-2
5	Mr Andrew Nicholls			N	1

*Please provide the address where the invoice can be sent for passenger/s travelling on a cost recovery basis. It is the requirement of the office of the entitled person to advise such passenger/s of the cost of their travel before departure. This cost can be sourced from VIP Operations before the flight:*

*Please provide full details of the office holder's engagement/s including event/s start/finish time/s and commitments on adjacent days to the SPA Request:*

Minister Johnston is presenting at the Defence and Industry Conference in Adelaide on the morning of 29 Jul 14, and has commitments in Canberra on both the evening of 28 Jul and the evening of 29 Jul that commercial options would preclude him from attending.

Please list full details of all nearest available commercial airline flight times to the Minister's portfolio commitment and explain why these commercial options cannot be used:

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For Parliamentary Secretaries representing the Senior Portfolio Minister:

Has approval for travel been received from the Prime Minister or Senior Portfolio Minister? Yes/No please attach official confirmation to the SPA Request
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For overseas travel on parliamentary business:

Has approval been received from the Prime Minister/Minister for Defence? Yes /No please attach official confirmation to the SPA Request
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Comments and Notes (please include names of passengers with dietary restrictions)

Signature of Minister's nominated representative submitting the SPA request:  47F	Name: Ms Jenny Brennan	Ph: (02) 6277 7800	Mobile phone: 47F	Date: 28 Jul 14
	Title: Office Manager	Email: jenny.brennan@defence.gov.au		

Name of staff member travelling with Minister: Flight Lieutenant Cameron Warne Mobile phone: 0438 019 068
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robyn.mills@defence.gov.au office phone 02 6277 7800 mobile 47F

*Please ensure all sections of the Request Form are completed: (use TAB key to create extra rows)*

Name of Entitled Person(s) Requesting SPA: Jenny Brennan
Title: Office Manager


**Trip details:**

*delete or insert rows; no need to account for aircraft positioning or aircraft type; list only the departure/arrival times you are sure of*

Leg No.	Date	Dep Time	Departure From	To Destination	Arr Time	Meal Type
1	30 July 2014	9.00pm	Fairbairn	Perth		Light
2						

**Passenger details (remove or insert extra rows)**

	Name of Passenger	Designation and Organisation (identify if Personal or Departmental staff)	Contact Phone	Cost Recovery	Leg Number for each passenger (1,2,3)
1	Senator the Hon David Johnston	Minister for Defence	62777800		1
2	Kirsten Davidson	47F	62777800		1
3	FLTLT Cameron Warne		62777800		1
4					
5					
6					
7					
8					
9					

*Please provide the address where the invoice can be sent for passenger/s travelling on a cost recovery basis. It is the requirement of the office of the entitled person to advise such passenger/s of the cost of their travel before departure. This cost can be sourced from VIP Operations before the flight:*

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*Please provide full details of the office holder's engagement/s including event/s start/finish time/s and commitments on adjacent days to the SPA Request:*

Meeting with Prime Minister until 2030. Commitments in Perth at 10.00am on Thursday 31 July 2014.
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*Please list full details of all nearest available commercial airline flight times to the Minister's portfolio commitment and explain why these commercial options cannot be used:*

Nil

*For Parliamentary Secretaries representing the Senior Portfolio Minister:*

*Has approval for travel been received from the Prime Minister or Senior Portfolio Minister? Yes/No please attach official confirmation to the SPA Request*

*For overseas travel on parliamentary business:*

*Has approval been received from the Prime Minister/Minister for Defence? Yes / No please attach official confirmation to the SPA Request*

*Comments and Notes (please include names of passengers with dietary restrictions)*

Signature of Minister's nominated representative submitting the SPA request:	Name: Jenny Brennan	Ph: 62777800	Mobile phone: 47F	Date: 29 July 2014
	Title: Office Manager	Email: jenny.brennan@defence.gov.au		
Name of staff member travelling with Minister: FLTLT Cameron Warne				
Mobile phone: 47F				

\*\*\*\*\*  
*VIP Operations email flight confirmation manifests, with all official departure and arrival times to the nominated representative submitting this request*

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robyn.mills@defence.gov.au AND spu.request@defence.gov.au

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