

SPECIAL PURPOSE AIRCRAFT

Royal Australian Air Force



SPA Travel Request Federal Election Campaign - Government

Travel using Special Purpose Aircraft (SPA) is available to *Authorised Persons* when approved by an *Approving Authority*. Guidelines for the use of SPA including definitions and responsibilities of *Authorised Persons* and *Approving Authorities* are available in the [Guidelines for the use of Special Purpose Aircraft](#) (the Guidelines).

The form should be used to request SPA travel requests during the Federal Election Campaign. Please note all SPA flights require a complete and approved SPA Travel Request.

Authorised Person

Please provide details of the *Authorised Person* making this request. Descriptions and definitions of eligible *Authorised Persons* can be found at paragraph 3b of the Guidelines.

Name of requesting Authorised Person

Type of Authorised Person

Choose an item.

Portfolio(s) and/or High Office represented

Requestor submitting on behalf of the *Authorised Person*

Name

Email

Organisation

Position

Mobile

Other Phone

Approving Authority

The *Approving Authority* for this request is:

Prime Minister

Approval

The *Approving Authority* (or their delegate) will consider this request in line with the requirements outlined in the Guidelines. The *Approving Authority* (or their delegate) confirms that the nature and importance of the commitment and alternate transport options were assessed prior to submitting this SPA request.

Approved

Approved By

Date

Comments

Requestor submitting to RAAF VIP Operations on behalf of the *Approving Authority*

Name

Email

Organisation

Position

Mobile

Other Phone

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Request Details

Itinerary and meals

List requested departure date and time or requested arrival date and time. Indicate the meal service preferred for each leg from; Breakfast (B), Lunch (L), Dinner (D), Refreshment (R).

Leg	Departure			Arrival			Meal Service
	Date (Local)	Doors Close	Location	Date (Local)	Doors Open	Location	
1	Click or tap to enter a date.			Click or tap to enter a date.			
2	Click or tap to enter a date.			Click or tap to enter a date.			
3	Click or tap to enter a date.			Click or tap to enter a date.			
4	Click or tap to enter a date.			Click or tap to enter a date.			

Travelling party

Passengers

List intended passengers that will form the travelling party. RAAF VIP Operations will seek additional passenger information as required. Descriptions and definitions of eligible members of the travelling party can be found at paragraph 3c of the Guidelines.

	Official Title	Full Name	Organisation	Position	Designation	Spec. Req.	Cost Rec.	Legs travelling
1					Choose an item.	No	No	
2					Choose an item.	No	No	
3					Choose an item.	No	No	
4					Choose an item.	No	No	
5					Choose an item.	No	No	
6					Choose an item.	No	No	
7					Choose an item.	No	No	
8					Choose an item.	No	No	
9					Choose an item.	No	No	
10					Choose an item.	No	No	
11					Choose an item.	No	No	
12					Choose an item.	No	No	
13					Choose an item.	No	No	
14					Choose an item.	No	No	
15					Choose an item.	No	No	
16					Choose an item.	No	No	
17					Choose an item.	No	No	
18					Choose an item.	No	No	
19					Choose an item.	No	No	
20					Choose an item.	No	No	
21					Choose an item.	No	No	
22					Choose an item.	No	No	
23					Choose an item.	No	No	
24					Choose an item.	No	No	

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Special Requirements

If indicated **Spec. Req. Yes** above please provide details of the relevant Special Requirements, including dietary needs, for each relevant passenger.

Full Name	Type	Specific Requirement	Add to SPA passenger record?
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.
	Choose an item.		Choose an item.

Cost Recovery

When informed on this form by the *Approving Authority* Defence will perform recovery of the associated cost of passengers travelling under paragraph 3c (4) & 3c (7) of the Guidelines.

The associated cost will be determined by Defence. The associated cost will be an equivalent commercial fully flexible economy class fare at an equivalent date and time. The *Authorised Person* requesting approval for persons travelling on a cost recovery basis is responsible for notifying relevant passengers of the cost of travel prior to departure.

If indicated **Cost Rec. Yes** above please provide the following details of all passengers travelling on a cost recovery basis.

Full Name	Organisation	Position	Phone No.	Mobile No.	Billing Address	Email Address

Additional comments

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Privacy Notice

Defence Privacy Service

Privacy collection (Australian Privacy Principle 5)

Within the Department of Defence (Defence), Royal Australian Air Force (RAAF) provides support to authorised persons to travel using Special Purpose Aircraft. In accordance with the Privacy Act 1988 (Privacy Act), this collection notice describes how Defence, specifically through RAAF, collects, uses and discloses personal information associated with such travel.

For further information about how the Department collects and manages personal information more generally, see our Privacy Policy available at <https://www1.defence.gov.au/privacy>.

If you are completing this form on behalf of others, you are required to provide them a copy of this privacy notice and ensure the person is aware of the collection and use of their personal information.

How and when do we collect your personal information?

We collect your personal information where it is reasonably necessary for or directly related to the performance of our functions or activities.

In particular, RAAF collects personal information including:

- full name,
- date of birth,
- contact details,
- passport information,
- position title,
- accessibility and/or dietary requirements

when flying on Special Purpose Aircraft.

We collect this personal information from you at the time you complete this form.

Why do we collect your sensitive information?

We collect your sensitive information – specifically your dietary requirements and health issues (if any) – that may be relevant to your travel so that we can cater appropriately and have any special requirements in place that may be needed.

We will require your consent to the collection of these specific items of sensitive information. As such, by providing the relevant information in this form, we will proceed on the basis you have implicitly consented to the collection of the disclosed sensitive information which is provided to us for use in accordance with this Notice.

Why do we collect your personal information?

We collect your personal information to comply with both domestic and international aviation requirements to maintain a proper passenger manifest and to facilitate entry into foreign countries.

It is also a legislative requirement that this information be collected so that use of RAAF Special Purpose Aircraft can be properly audited.

Collection and disclosure of this personal information is required or authorised by or under an Australian law, namely:

- Defence Aviation Safety Regulations (issued by the Defence Aviation Safety Authority under Joint Directive 21/2021, as authorised under the *Defence Act 1903*),
- *Customs Act 1901*,
- *Migration Act 1957*, and
- *Parliamentary Business Resources Act 2017*.

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What happens if we do not collect your sensitive information?

If we do not collect your sensitive information, we cannot cater appropriately, and therefore cannot guarantee that your dietary needs will be met on board. Additionally if we are unaware of any special requirements due to health issues, then we may not have the appropriate measures in place to comfortably or safely accommodate you on board.

What happens if we do not collect your personal information?

If we do not collect your personal information, the flight manifest cannot be completed, which would result in Defence not complying with its obligations under domestic and international aviation safety laws. Entry to the aircraft and destination country may be restricted.

Who do we disclose your personal information to?

We may disclose your personal information outside the Department of Defence in accordance with international aviation laws, domestic aviation laws and international agreements to the following entities, bodies or persons:

- International law enforcement agencies, governments and regulatory authorities
- Domestic law enforcement agencies, governments and regulatory authorities

We may also be required to disclose your personal information to another entity by or under an Australian law or court or tribunal order, or if another exception exists under the Privacy Act.

Will we send your personal information overseas?

In the conduct of international flights, we will send the personal information we collect to the country of arrival government, law enforcement agencies and regulatory authorities for security, customs and immigration purposes to allow entry into the country.

We may also be required to disclose your personal information to an overseas entity by or under an Australian law or court order or if another exception exists under the Privacy Act.

How do you find out more about our privacy practices?

Our Privacy Policy describes how we protect and manage personal information, including sensitive information, consistent with our obligations under the Privacy Act and the Australian Privacy Principles (APPs).

Our Privacy Policy is available at <https://www1.defence.gov.au/privacy>.

To find out more about how we manage personal information you can contact the Defence Privacy Service at:

Email: [REDACTED]@defence.gov.au

Post: [REDACTED], PO Box 7927 Canberra BC ACT 2610

If you want to request access to your personal information or request corrections to any inaccurate, incomplete, irrelevant or misleading content about yourself, you may also contact Defence through the above details.

From time to time, we will review and revise this privacy collection notice. We reserve the right to amend this notice at any time.

Date last updated: 01 Jul 24