

Guidelines for Parliamentarians visiting Defence Bases and Establishments

Written approval must be sought from the Minister for Defence, **prior to any visit** occurring or being arranged. Requests should be submitted to the Office of the Minister for Defence.

The Minister requests a minimum of 10 working days notice for visits to individual bases or establishments, and 15 working days for multiple destinations even if in the same area.

A member should not directly approach a Defence base or establishment without prior consultation with the Office of the Minister for Defence.

An event brief, or briefing material, may be provided by Defence depending on the nature of the visit.

If the approved timing of the visit changes more than twice then the member will be required to seek re-approval from the Office of the Minister for Defence.

Protocols for Visits

Timing

Once approved, the timing of a visit will need to be agreed with the commander/manager of the Defence base or establishment. Visits are not to interfere with operational requirements or the normal running of the base or establishment.

Accompanying Visits

Each visiting member may only be accompanied by one member of staff (adviser or electorate staff) unless otherwise approved by the Minister for Defence.

Media

Media can only accompany visitors to a Defence base or establishment if prior permission has been granted by the Minister for Defence. This applies for official, ceremonial and constituency visits. If the visit is Defence-initiated, the member will be notified of any medial presence prior to the event.

Political material

No political material should be present at a visit or event on a Defence base or establishment. This includes material which bears political logos, messages or is otherwise connected to a political party, representative or candidate. It also includes any material which attempts to influence, or comment upon, a matter which is the subject of a political debate.

Base and Establishment Procedures

Members should comply with any requests from host staff on the Defence base or establishment in relation to work health and safety, security, media or military protocols.

Visitors will be notified prior to the visit of any work health and safety requirements; for example, if closed-in shoes or long pants are required.

For security purposes, visitors may be asked to provide personal information prior to a visit to a Defence base or establishment.

Caretaker Procedures

The Department of Prime Minister and Cabinet issues separate guidelines for the caretaker period that must be adhered to and are separate to these guidelines.

Queries

If you have any queries about these guidelines, please email [Ministerial Services](#).