Department of the Premier and Cabinet
Governance and Engagement Division

SECTION:	Protocol and International Engagement	**NUMBER:**	GES.PRO.013
SUBJECT:	Appointment of Honorary Consuls in Queensland	**AUTHORISED:**	

1. Purpose

1.1 This document outlines the Queensland Government's policy and procedures in relation to the appointment of Honorary Consuls in this State.

2. Scope

2.1 This policy applies to those persons nominated for appointment as an Honorary Consul with jurisdiction within Queensland whether or not the consular post they are to head is based in Queensland or interstate.

3. Definitions

3.1 **"Honorary Consul"** refers to the locally engaged representative of a foreign government who has been appointed to head a consular post. Such representatives are usually Australian citizens or permanent residents of this country and not career officers of the foreign government. The levels of honorary consul include Honorary Consul-General, Honorary Consul, Honorary Vice-Consul and Honorary Consular Agent.

3.2 **"Consular Post"** refers to the office where the consular business of the foreign government is carried out. The various levels of consular post are - Consulate-General; Consulate; Vice-Consulate and Consular Agency.

4. Guidelines

4.1 The selection and nomination of a person for the position of an Honorary Consul in this State is the responsibility of the foreign government concerned.

4.2 The appointment or rejection of a person nominated as an Honorary Consul is the prerogative of the Commonwealth Government. In reaching its decision on such nomination, the Commonwealth Government relies, to a certain extent, on the advice of the State Government concerned.

4.3 For its part, the Queensland Government must be satisfied that any person appointed as an Honorary Consul with jurisdiction in this State is a well-respected and law-abiding member of the community. Such caution is warranted when it is considered that appointment as an Honorary Consul provides the office holder with direct access to government officials and other persons in positions of power and influence as well as entrée to many official functions and ceremonies. Any concerns the Queensland Government might have about the suitability of a nominee should be conveyed to the Commonwealth Government.

4.4 Background checks are to be undertaken into the suitability of each nominee. These checks include -

- Queensland Courts (searches of the Supreme Court registry, District Court registry and Magistrates Court registry)
- the Queensland Government Department responsible for Multicultural Affairs Government Research and Information Library, State Library of Queensland (due diligence search i.e.: bankruptcy directorship search, media and other public reports).

Checks are also undertaken by the Commonwealth Government into the police and criminal records of the proposed Honorary Consul.

5. Responsibilities

5.1 The Director, Protocol and International Engagement, Department of the Premier and Cabinet (DPC), is responsible for the implementation of this policy and for all matters associated with the appointment of Honorary Consuls.

6. Procedures

6.1 The head of the relevant Embassy or High Commission in Australia writes to the Department of Foreign Affairs (DFAT) advising that the government of the country concerned is in the process of appointing an Honorary Consul.

6.2 DFAT, provides application documentation including the Queensland Government Department of the Premier and Cabinet – Privacy Statement and Consent form for completion (**Attachment 1**).

6.3 DFAT writes to Protocol and International Engagement advising the name of the nominee together with a CV of the nominee and a release form (**Attachment 1**) signed by the nominee authorising that relevant background checks can be undertaken by Protocol and International Engagement.

6.4 Protocol and International Engagement initiates a number of background checks (as listed in 4.4) on the individual's background and these are collated to determine a position.

6.5 An email is then prepared from Director Protocol and International Engagement DPC to the DFAT – Diplomatic and Consular Accreditation Section advising whether Queensland will give support or otherwise to the nomination.

6.6 Any unfavourable findings from the background checks obtained by Protocol and International Engagement are not shared with third parties, namely DFAT.

6.7 Should the background checks produce unfavourable findings, Queensland Government's position, through Protocol and International Engagement, will be to propose that DFAT undertakes their own independent searches.

All enquiries regarding the appointment of Honorary Consuls should be directed to:

The Director
Protocol and International Engagement
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002

Telephone: 07 3003 9253
Email: protocol@premiers.qld.gov.au

Department of the Premier and Cabinet

Privacy Statement and Consent:

To assist the Department of Foreign Affairs and Trade in assessing your suitability for appointment as an Honorary Consul with jurisdiction in Queensland, the Department of the Premier and Cabinet, Queensland (the department) will undertake the following background checks:

- Queensland Courts (searches of the Supreme Court, District Court and Magistrates Court Registries);
- Department of Environment and Science (portfolio responsibilities include Multicultural Affairs); and
- Government Research and Information Library, State Library of Queensland (due diligence search, i.e. bankruptcy, directorship, etc.).

In order for the department to progress the assessment of your suitability for appointment as an Honorary Consul, please complete the consent section below.

I,----------(print full name), have read and understand the information provided in this form, and consent for the department to undertake the above listed background searches and understand there is no legal obligation for me to do so.

Signature:---------- Date: ----------

Privacy Statement

Your personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld) (IP Act) and the Queensland Privacy Principles (QPPs).

The information collected is necessary to assess your suitability for appointment as an Honorary Consul with jurisdiction in Queensland. If you choose not to provide this information, we will not be able to proceed with the assessment.

To process your application, it will be necessary for us to disclose your personal information to third parties and/or collect information from third parties including:

- the Department of Foreign Affairs and Trade
- Queensland Courts
- the Queensland Government Department responsible for Multicultural Affairs
- the State Library of Queensland,

Your personal information will not be disclosed outside of Australia.

The privacy policy for the Department of the Premier and Cabinet explains how you may request access to and/or correction of your personal information. Our privacy policy also explains how you can complain to us if you consider we have breached our obligations to manage your personal information in accordance with the QPPs, and how we deal with privacy complaints.

If you have questions regarding how your personal information will be handled contact:

Privacy Contact Officer
Right to Information and Privacy
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002

Telephone: 07 3003 9230
Email: privacy.contact@premiers.qld.gov.au