

s 22(1)(a)(ii)

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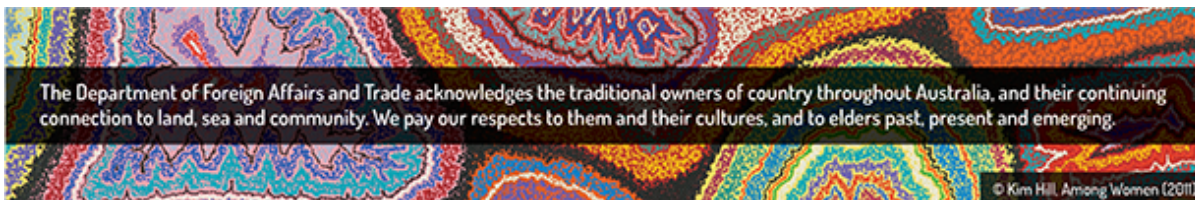
**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 22 June 2022 3:17 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) ; Ian Biggs; s 22(1)(a)(ii)  
**Subject:** RE: DG Grossi Guest of Govt - FM Lunch recommendations  
[REDACTED]

Hi s 22(1)(a)(ii)

Lovely to speak with you just now and thanks for the heads up on the FM's possible movements. Pending your confirmation, we'll look at some alternative arrangements in case the FM meeting & lunch with DG Grossi need to move to Canberra on 5 July.

s 22(1)(a)(ii)

Best regards  
s 22(1)(a)(ii)



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**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 21 June 2022 7:16 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; Ian Biggs <Ian.Biggs@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** DG Grossi Guest of Govt - FM Lunch recommendations [REDACTED]

Hi s 22(1)(a)(ii)

I promised to get back to you with some recommendations for venues and attendees for the FM-hosted lunch with IAEA Director General Grossi in Adelaide on Monday 4 July.

On venues, the State Office has recommended the private room (capacity 24 ppl) at **George's Restaurant**. It is one of the few private rooms in town and offers an excellent standard of food and service. s 47E(d)

The venue is not open to the public on Mondays but they would be happy open privately for this event. [Functions | Georges on Waymouth](#).

As an alternative, s 22(1)(a) has also suggested **Fugazzi Italian Restaurant**. This is set on a picturesque laneway. As it's a relatively new restaurant, the State Office has not yet tested the private room, s 47E(d)

The private room (capacity around 20) is separated from the rest of the restaurant by a curtain only, so this is a less private option and background noise may be an issue as the venue will be open to the public that day. <https://fugazzi.com.au/gallery>

Both venues are located within the CBD.

s 22(1)(a)(ii)

I look forward to your thoughts and very happy to discuss further.

Best regards

s 22(1)(a)(ii)

A/g Director | AUKUS Non-Proliferation Coordination & Advocacy Section

Arms Control and Counter-Proliferation Branch

s 22(1)(a)(ii)



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From: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>

Sent: Friday, 17 June 2022 5:34 PM

To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>

Subject: RE: Seeking FMO views - DG Grossi Guest of Govt - draft program [REDACTED]

[REDACTED]

Hi <sup>s 22(1)(a)(ii)</sup>

s 22(1)(a)(ii)

We've pencilled in a lunch on the Monday in Adelaide, but will need to lock down a few moving parts before I can confirm with you. In the meantime could you please provide the office with some recommendations on size/attendees and potential venues in Adelaide? The State Office (s 22(1)(a)(ii) ) should be able to help with venue recommendations. Early next week is fine.

Cheers  
s 22(1)(a)(ii)

Departmental Liaison Officer (interim)  
Foreign Minister's Office  
s 22(1)(a)(ii)  
Email s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)

---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Friday, 17 June 2022 10:09 AM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: Seeking FMO views - DG Grossi Guest of Govt - draft program [REDACTED]

[REDACTED]

Hi <sup>s 22(1)(a)(ii)</sup>

As discussed, the program on DG Grossi.

Best  
s 22(1)(a)(ii)

A/g Director | AUKUS Non-Proliferation Coordination & Advocacy Section  
Arms Control and Counter-Proliferation Branch  
s 22(1)(a)(ii)



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**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 16 June 2022 6:13 PM  
**To:** Marco Salvio <[Marco.Salvio@dfat.gov.au](mailto:Marco.Salvio@dfat.gov.au)>; s 47F(1)  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; Ian Biggs <[Ian.Biggs@dfat.gov.au](mailto:Ian.Biggs@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>; Lauren Bain <[Lauren.Bain@dfat.gov.au](mailto:Lauren.Bain@dfat.gov.au)>; Benjamin Hayes

<[Benjamin.Hayes@dfat.gov.au](mailto:Benjamin.Hayes@dfat.gov.au)>; s 22(1)(a)(ii)  
@dfat.gov.au>

@dfat.gov.au>; s 22(1)(a)(ii)

**Subject:** Seeking FMO views - DG Grossi Guest of Govt - draft program [REDACTED]

Hi Marco, s 47F(1)

Attaching an updated program for the Guest of Government visit by DG Grossi (3-9 July). This now includes an Adelaide component to allow for the FM's availability.

Welcome your views on the program, in particular confirmation of Minister Wong's availability to meet with Grossi and to host a lunch reception in Adelaide on 4 July.

If agreed, we'd welcome your guidance regarding the Minister's preferred venue and format for the lunch. s 22(1)(a)(ii)  
s 22(1)(a)(ii)

Best  
s 22(1)(a)(ii)

AUKUS Non-Proliferation Coordination & Advocacy Section  
Arms Control and Counter-Proliferation Branch

s 22(1)(a)(ii)



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**From:** s 22(1)(a)(ii)

**Sent:** Wednesday, 8 June 2022 1:10 PM

**To:** Marco Salvio <[Marco.Salvio@dfat.gov.au](mailto:Marco.Salvio@dfat.gov.au)>

**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Sarah Roberts <[Sarah.Roberts@dfat.gov.au](mailto:Sarah.Roberts@dfat.gov.au)>; Lauren Bain

<[Lauren.Bain@dfat.gov.au](mailto:Lauren.Bain@dfat.gov.au)>; Benjamin Hayes <[Benjamin.Hayes@dfat.gov.au](mailto:Benjamin.Hayes@dfat.gov.au)>; Dave Vosen

<[Dave.Vosen@dfat.gov.au](mailto:Dave.Vosen@dfat.gov.au)>; s 22(1)(a)(ii) @dfat.gov.au>

**Subject:** RE: Seeking FMO views - DG Grossi Guest of Govt - draft program [REDACTED]

Marco

s 22(1)(a)(ii)

As host of the visit, would the FM be able to offer hospitality that evening?

I'm happy to follow up directly with MEL.



thanks  
s 22(1)(a)(ii)



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**From:** Marco Salvio <[Marco.Salvio@dfat.gov.au](mailto:Marco.Salvio@dfat.gov.au)>  
**Sent:** Wednesday, 8 June 2022 12:41 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Sarah Roberts <[Sarah.Roberts@dfat.gov.au](mailto:Sarah.Roberts@dfat.gov.au)>; Lauren Bain <[Lauren.Bain@dfat.gov.au](mailto:Lauren.Bain@dfat.gov.au)>; Benjamin Hayes <[Benjamin.Hayes@dfat.gov.au](mailto:Benjamin.Hayes@dfat.gov.au)>; Dave Vosen <[Dave.Vosen@dfat.gov.au](mailto:Dave.Vosen@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: Seeking FMO views - DG Grossi Guest of Govt - draft program [REDACTED]

Hi s 22(1)(a)(ii)

s 22(1)(a)(ii)

Best  
Marco

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**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 7 June 2022 6:21 PM  
**To:** Marco Salvio <[Marco.Salvio@dfat.gov.au](mailto:Marco.Salvio@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Sarah Roberts <[Sarah.Roberts@dfat.gov.au](mailto:Sarah.Roberts@dfat.gov.au)>; Lauren Bain <[Lauren.Bain@dfat.gov.au](mailto:Lauren.Bain@dfat.gov.au)>; Benjamin Hayes <[Benjamin.Hayes@dfat.gov.au](mailto:Benjamin.Hayes@dfat.gov.au)>; Dave Vosen <[Dave.Vosen@dfat.gov.au](mailto:Dave.Vosen@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** Seeking FMO views - DG Grossi Guest of Govt - draft program [REDACTED]

Hi Marco

s 22(1)(a)(ii)

You'll also see we've proposed an official hospitality element, [s 22\(1\)\(a\)\(ii\)](#)

If this is suitable, we'll work with DFAT's Executive Events team and the office to take this forward, including to develop a guestlist.

[s 22\(1\)\(a\)\(ii\)](#)

Happy to discuss or provide any additional detail.

Best regards

[s 22\(1\)\(a\)\(ii\)](#)

A/g Director | AUKUS Non-Proliferation Coordination & Advocacy Section  
Arms Control and Counter-Proliferation Branch

[s 22\(1\)\(a\)\(ii\)](#)



s 22(1)(a)(ii)

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**From:** Info <info@georgesonwaymouth.com.au>  
**Sent:** Wednesday, 29 June 2022 12:42 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** [EXTERNAL] Re: Monday 4th July Lunch @ Georges [REDACTED]  
**Attachments:** Group-Set-Menu-June-2022.pdf; Wine List June 2022.pdf

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

All noted and confirmed.

When convenient, please complete the attached confirmation form and return.

Will then forward a tax invoice for the deposit paid with the balance payable on the day as discussed.

Confirming-

10 guests.

12-12.30pm arrival.

3 course set menu with choices (3 entrees, 4 mains plus sides, 2 desserts, please advise of any allergies/dietaries).

Minimum spend \$2.5k.

1x table of 10 in the restaurant but if you wanted a larger square like table with 3 either side and 2 on each end for group discussion/conversation this would work best in the private dining room, please confirm?

Have attached our current wine list, would you like to pre-select any beverages for the group to be offered throughout the lunch?

Thank you again s 22(1)(a)(ii) and have a great day!

Warm regards,

s 22(1)(a)(ii)

georges \_\_\_\_\_  
on waymouth est 2002

20 Waymouth Street  
Adelaide SA 5000  
p +61 8 8211 6960  
<https://www.georgesonwaymouth.com.au/>

**Crowned a Delicious 100 Restaurant 2019**  
**Celebrating 20 years in business 2022**

**Lunch** Tuesday to Friday

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 1 July 2022 3:13 PM  
**To:** Jeff Robinson  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: S23 approvals: DG Grossi visit - FM-hosted lunch and DFAT-hosted lunch [REDACTED]

[REDACTED]  
Thanks Jeff

-----Original Message-----

**From:** Jeff Robinson <Jeff.Robinson@dfat.gov.au>  
**Sent:** Friday, 1 July 2022 3:11 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au  
**Subject:** RE: S23 approvals: DG Grossi visit - FM-hosted lunch and DFAT-hosted lunch [REDACTED]

[REDACTED]  
Thanks s 22(1)(a)(ii)

The two spending proposals as outlined below are approved.

Jeff

Jeff Robinson  
Assistant Secretary, Disarmament Strategy and Capability Office of the Ambassador for Arms Control and Counter-Proliferation (ACD) Department of Foreign Affairs and Trade  
Email: jeff.robinson@dfat.gov.au  
Tel (office): +61 2 6261 3265; (mobile): s 22(1)(a)(ii)

-----Original Message-----

**From:** s 22(1)(a)(ii) @dfat.gov.au  
**Sent:** Friday, 1 July 2022 3:05 PM  
**To:** Jeff Robinson <Jeff.Robinson@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au  
**Subject:** S23 approvals: DG Grossi visit - FM-hosted lunch and DFAT-hosted lunch [REDACTED]

[REDACTED]  
Hi Jeff

As discussed, grateful your S23 approval for two functions scheduled during the visit by IAEA DG Grossi.

1. FM-hosted lunch at George's restaurant in Adelaide on 4 July. Guests: 11  
Expected cost: \$2,500 Per the attached advice, the venue will be hosting the lunch as a private event the cost includes venue hire, staffing costs, food and drinks. With your approval, \$500 will be paid as a deposit, with the remaining \$2000 to be paid on the day.  
DFAT will seek to recover the cost of this event from PM&C, in line with Guest of Government arrangements to cover one hospitality event.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

A/g Director | AUKUS Non-Proliferation Coordination & Advocacy Section  
Arms Control and Counter-Proliferation Branch

s 22(1)(a)(ii)



**georges**  
on waymouth

CONFIRMATION FORM FOR GROUP BOOKINGS & PRIVATE EVENTS (12 plus guests)

In order to secure your reservation at georges on waymouth, please complete this form and return the signed copy to us at your earliest convenience, by scanning and emailing. Please ensure you have read and understand the terms and conditions below.

**We look forward to welcoming you and your guests to Georges on Waymouth and thank you for your support!**

RESERVATION NAME:	Department of Foreign Affairs and Trade		
DATE & ARRIVAL TIME	Monday 4 July 2022, Approx 12:30pm		
NO. OF GUESTS DINING	10		
TELEPHONE NO:	s 22(1)(a)(ii)	FAX NO:	
MOBILE:			
EMAIL:			
POSTAL ADDRESS:	Department of Foreign Affairs and Trade, R.G. Casey Building, Barton, ACT, 2600		

CREDIT CARD DETAILS

CARDHOLDERS NAME:	s 22(1)(a)(ii)		
CREDIT CARD NO.:	s 47F(1)		
EXPIRY DATE:		CCV	s 47F(1)
TYPE OF CREDIT CARD:			

I confirm that I allow Kazcorp Inv. Pty Ltd (T/A Georges on Waymouth) to debit the amount of \$ 500 and accept the terms and conditions set below.

**s 47F(1)**

Signed: \_\_\_\_\_ Date 30 / 06 / 2022

Terms & Conditions

**Confirmation of bookings**

In order to secure your reservation, the booking confirmation form must be completed, signed and returned.

**Deposits**

A deposit of \$500- is required to secure the booking once the reservation has been made by EFT or credit card. This amount is deducted from the final bill on the day of your booking.

**Room Hire**

For bookings in our private dining room attended by 12 or less guests, an exclusive use room hire charge of \$250 applies.

**Guaranteed Numbers & Terms of Payment**

To ensure maximum efficiency, a guaranteed number of guests is required 3 full working days prior to the confirmed date. At this time, we require payment, in full, for food costs per person, of confirmed numbers. The balance will then consist of any beverage costs, and (if applicable) charges for additional guests.

**Cancellation/COVID 19**

Cancellation of less than 21 days' notice will unfortunately forfeit the deposit, but a credit can be arranged towards a future booking with no time limit to book or a gift voucher provided. If the restaurant is forced to close due to staff shortages (quarantining) or government order a full refund will be given of the deposit.

**Terms of Payment**

Settlement of accounts must be made on day of booking. Please note, payment by American Express will incur a fee of 2.5%.

GEORGES ON WAYMOUTH  
 ABN: 94 247 063 849  
 20 Waymouth St Adelaide SA 5000  
 E: info@georgesonwaymouth.com.au  
 T: 08 82116960

## TAX INVOICE

04/07/2022 - 12:13pm

TABLE: 1 COVERS: 12

1	Room Hire & Staffing	\$880.00
1	Beverage Package	\$540.00
	DFAT	

-----  
 MISC TOTAL: \$1,420.00

12	3 courses	\$1,080.00
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-----  
 FOOD TOTAL: \$1,080.00

<b>TOTAL</b>	<b>\$2,500.00</b>
<i>Includes GST</i>	\$227.27
PAID	\$500.00
<b>BALANCE</b>	<b>\$2,000.00</b>

<b>TIP:</b>	\$ _____
<b>TOTAL:</b>	\$ _____

\* = GST free item

Staff: GEORGE

**PAYMENTS**  
 DEPOSIT \$500.00

George & staff thank you for your patronage.  
 Sorry, no separate accounts.

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii)  
**Sent:** Thursday, 9 March 2023 10:18 AM  
**To:** s 22(1)(a)(ii)  
**Subject:** FW: Grossi Visit [REDACTED]  
**Attachments:** Copy of DG Grossi costs.xlsx

s 22(1)(a)(i) here is the email chain I have with PM&C regarding the reimbursement, noting I've not been able to review the costs for follow up with PM&C.

Regards  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @pmc.gov.au>  
**Sent:** Thursday, 1 December 2022 5:49 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: Grossi Visit [REDACTED]

Hello s 22(1)(a)(ii)

Thank you for sending this information through and for your patience also!

PM&C will cover costs of the Director General plus one GoG plus the one DFAT visit officer.

s 22(1)(a)(ii)

Grateful if you can please review the attached and advise what costs are for the Director General and plus 1 GoG and the one DFAT visit officer.

Thanks again  
s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 25 November 2022 3:20 PM  
**To:** s 22(1)(a)(ii) @pmc.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** FW: Grossi Visit [REDACTED]

Hi s 22(1)(a)(ii)

I have extracted all the payments from our cost centre that were relating to the GoG Grossi visit.

Please let me know which transactions PM&C will be refunding DFAT and I can sort out an invoice and supply supporting invoices.

s 22(1)(a)(ii)

Kind Regards

s 22(1)(a)(ii)

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Executive Officer to Ian Biggs  
Office for Arms Control and Counter-Proliferation  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



© Kim Hill, *Among Women* (2011)

*We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.*

s 22(1)(a)(ii)







Assignment	Ref Document Number	Document Date	Document Number	Document type	Cost Element	Name	Personnel Number	Posting Date	Val/COArea Crcy	WBS Element	Document Header Text	User Name
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s 22(1)(a)(ii)

7/10/2022 s 22(1)(a)(ii)	27889088	G0020	22315		-1,818.18	Ministerial Represen		-1,818.18	-1,818.18	GEORGES ON WA\ Grossi	DRAJIC	Meeting room/ conference venue hire
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s 47E(d)

DOUBLETREE BY HILTON KUALA LUMPUR  
(Company No:1087061-K)  
The Intermark  
348, Jalan Tun Razak  
50400 Kuala Lumpur, Malaysia

SST NO: W10-1808-31011474

C&E

Check: 6291282 Table: BALL  
Server: s 47F(1) Guests: 100  
Date: 6/29/2022 10:15

In House  
100 Meeting Package 18000.00  
@ 180.00  
BFAST MTG PKG  
2 Meeting Package 403.44  
@ 201.72  
FLOWER

Sub-Total 18403.44  
Discount 0.00  
Service 10% 1840.34  
SST 1104.21  
Tip 0.00  
Rounding 0.01

Total Due 21348.00

s 47F(1)

Do  
ru

DOUBLETREE BY HILTON KUALA LUMPUR

Room Charge 21348.00  
GMAUSA  
AUSTRALIA HIGH COMMISSION

GRAND TOTAL 21348.00

T629 C4600008 6/29/2022 10:39

Food 18403.44

DOUBLETREE BY HILTON KUALA LUMPUR  
(Company No:1087061-K)  
The Intermark  
348, Jalan Tun Razak  
50400 Kuala Lumpur, Malaysia

SST NO: W10-1808-31011474

C&E

Check: 6291282 Table: BALL  
Server: s 47F(1) Guests: 100  
Date: 6/29/2022 10:15

In House  
100 Meeting Package 18000.00  
@ 180.00  
BFAST MTG PKG  
2 Meeting Package 403.44  
@ 201.72  
FLOWER

Sub-Total 18403.44  
Discount 0.00  
Service 10% 1840.34  
SST 1104.21  
Tip 0.00  
Rounding 0.01

Total Due 21348.00

348 Jalan Tun Razak, 50400 Kuala Lumpur  
Tel: 603 21727272 Fax: 603 2172727829 C4600008 6/29/2022 10:15  
KL.DoubleTreebyHilton.com

Signature : \_\_\_\_\_

Print Name : \_\_\_\_\_

Room No : \_\_\_\_\_

Food 18403.44



DOUBLETREE  
by Hilton™

## EXPRESS AGREEMENT

**DoubleTree by Hilton Kuala Lumpur**  
The Intermark 348, Jalan Tun Razak  
50400 Kuala Lumpur, Malaysia

This Express Agreement ("Event Agreement") between the parties identified immediately below as Client and Hotel is intended to be helpful to both you and us and result in your satisfaction with our performance.

<b>Client Name:</b> Australian High Commission ("Group" or "you" or "your")		<b>Hotel Owner Name:</b> Hiranandani Hotels Sdn Bhd (1087061-K), currently trading as <b>Hotel Name:</b> DoubleTree by Hilton Kuala Lumpur, (collectively, "Hotel" or "we" or "our" or "us") <b>SST Registration No.:</b> W10-1808-38011474	
<b>Client Mailing Address:</b>	6 Jalan Yap Kwan Seng Kuala Lumpur Wilayah Persekutuan 50450 Malaysia	<b>Hotel Address:</b>	The Intermark 348, Jalan Tun Razak 50400 Kuala Lumpur Malaysia
<b>Client Contact Name:</b>	s 22(1)(a)(ii)	<b>Hotel Contact Name:</b>	s 47F(1)
<b>Title:</b>		<b>Title:</b>	Director of Sales
<b>E-mail address:</b>	s 22(1)(a)(ii)	<b>E-mail address:</b>	s 47F(1)
<b>Phone:</b>		<b>Phone:</b>	
<b>Fax:</b>		<b>Fax:</b>	
<b>Event Agreement Issue Date:</b>	Wednesday, 22 June 2022	<b>Agreement Number:</b>	221288951
<b>Event Start Date:</b>	29 June 2022	<b>Name of Event ("Event"):</b>	Australian High Commission - Meeting on 29 June 2022
<b>Arrival Date:</b>	29 June 2022	<b>Post to Reader Board As:</b>	

Please review the Event Details outlined below to ensure that this accurately reflects your requirements under this "Express Agreement"

s 22(1)(a)(ii)



**Function Booking Details**

FUNCTION DETAILS						
DATE	TIME	FUNCTION	VENUE*	SETUP	NO. OF PEOPLE	CHARGES (MYR)
Wed, 29-Jun-2022	8:30 AM - 10:30 AM	Breakfast Meeting	Ballroom B Level 10	Half rounds	100	Breakfast meeting package at <b>RM 180.00++</b> per person per day

\*Subject to change at our discretion

DELEGATE PACKAGE INFORMATION	MENU REQUIREMENTS
<p><b>Breakfast Meeting Package</b> Our meeting package is at <b>RM 180.00++</b> per person per day</p> <p>All the above meeting package is inclusive of the following benefits and based on a minimum guarantee attendance of <del>150 persons:</del> <b>100 s 47f(1)</b>.</p> <ul style="list-style-type: none"> <li>• Business breakfast buffet at the function space</li> <li>• Use of the main function room according to the size of meeting</li> <li>• Use of the built-in projection screen (size: 20ft (L) x 12ft (H) / 12ft (L) x 7ft (H))</li> <li>• Use of the built-in LCD projector (power: 10,000 Ansi Lumens / 6,500 Ansi Lumens)</li> <li>• Use of existing hotel wireless internet access on a sharing basis</li> <li>• Use of meeting amenities, bottled water and mints for all conference guests (pads and pencils)</li> <li>• Use of one (1) flipchart with assorted colour markers. Subsequent request of flipchart is chargeable at MYR 50.00++ (MYR 58.00nett) per unit per day</li> <li>• Use of stationary box for conference organizer</li> <li>• Use of rostrum with microphone. Subsequent request of microphone is chargeable at MYR 150.00++ (MYR 174.00nett) per unit per day</li> </ul>	<p>Choice of freshly chilled orange juice or apple juice * * *</p> <p>Selection of bakeries and breads accompanied with butter, fruit preserves and marmalade * * *</p> <p>Scrambled egg served with roasted tomato, sautéed mushrooms, hashed brown potatoes, grilled chicken sausage and streaky beef bacon * * *</p> <p>Seasonal fresh fruit platter combination of freshly cut fruits platter with low fat yoghurt * * *</p> <p>Selected freshly brewed coffee, decaffeinated or tea</p>
	AUDIO VISUAL REQUIREMENTS
	<ul style="list-style-type: none"> <li>• Use of the built-in projection screen (size: 20ft (L) x 12ft (H) / 12ft (L) x 7ft (H))</li> <li>• Use of the built-in LCD projector (power: 10,000 Ansi Lumens / 6,500 Ansi Lumens)</li> <li>• Use of rostrum with microphone.</li> </ul>
	ADDITIONAL REQUIREMENTS
	<ul style="list-style-type: none"> <li>• Please advice if any.</li> </ul>

**Parking**

- In-house guest self-parking is complimentary (multiple entry per day with validation at Concierge Desk, Lobby Level by providing guest name and room number).
- Event guest self-parking is **RM 10.00nett** per day for weekday and **RM 5.00nett** for weekend (single entry per day with validation at Business Centre, Level 10 by providing guest name and event name). Prices are subject to change without prior notice.

**Hilton Honors Event Planner Program**

The designated "Event Planner" eligible to receive the Event Planner Bonus Point for this Event is \_\_\_\_\_  
The Event Planner's Hilton Honors Account Number is \_\_\_\_\_

Eligible revenue for the Event Planner Bonus Programme will include **delegate package revenue, food and beverage revenue, and meeting room revenue** – exclusive of service charges and prevailing taxes. For this Event, the Event Planner will earn one bonus points for every eligible one U.S. Dollar spent. There is no minimum amount you need to spend, and you can earn Points on up to \$100,000 USD of your bill.





### Breakdown of Total Anticipated Revenue

Summary of Total Anticipated Revenue for this Express Agreement	
<b>Total Anticipated Food &amp; Beverage Revenue*</b>	
Breakfast meeting package @RM 180.00++ per person per day x 100 persons x 1 days	<b>MYR 18,000.00</b>
<b>Total Anticipated Revenue, excluding service charge and tax</b>	<b>MYR18,000.00</b>
<b>Total 10% Service Charge</b>	<b>MYR 1,800.00</b>
<b>Total 6% Service Tax</b>	<b>MYR1,080.00</b>
<b>Total Anticipated Revenue, including service charge and tax</b>	<b>MYR 20,880.00</b>

\*Does not include gratuities, labor surcharge, applicable national or local taxes or any other fees outside of food and beverage product sales.

\*\*Any discounts are based on Group's achievement of performance requirements.

**Confirmation of Event Details:** The Function Details listed on the first page of this Express Agreement indicates the space that is tentatively being held for you. You agree to confirm with us the assigned function space before printing any materials listing specific meeting or function locations. Please contact the Hotel at least **14 days** before your Event to review and confirm the details for your Event, including menus, decorations, entertainment and beverage service. Event Orders will be sent to you to confirm all final arrangements and prices. These Event Orders will serve as a part of this Express Agreement. If you do not advise us of any changes on the Event Orders by the date requested by Hotel, you agree that the Event Orders will be considered accepted by you as correct and you will be billed accordingly.

**Guarantee of Final Numbers:** At least **48 hours (two days)** before your Event, you must inform us of the exact number of people who will attend your Event by contacting your designated Event Manager by phone. Any meeting rooms and/or F&B added after the date of signing will automatically be subject to this Express Agreement's terms and conditions, including, but not limited to, full cancellation and performance damages policies. The arrangements set forth on the Express Agreement will serve as the final arrangements for your Event. The services, products, fees, etc., as noted will be provided at the time of your Event and you will be charged based on the Event guarantee that you give us or the number of people indicated at the time you signed the Express Agreement, whichever is greater. We will not undertake to serve more than **3%** more than this guaranteed minimum.

**Full Cancellation:** You may cancel this Express Agreement only upon giving written notice to us. No cancellation fees will be owed for cancellation between date of signing and **8 days** in advance of the Event. Cancellation notices received less than **8 days** in advance of the Event will incur a full cancellation fee equal to **100%** of the charges (including labor, gratuities, and service charges, rentals and applicable taxes) for the final guarantee or contracted number of guests, as products and services must be purchased and scheduled in advance, whichever is higher.

**Performance Damages:** If the Event is held, but the Hotel does not realize the Total Anticipated Revenue from your Event, you agree to pay the Hotel an amount equal to **100%** of the charges (including labor, gratuities, and service charges, rentals and applicable taxes) for the final guarantee or contracted number of guests, whichever is higher.

**Payment Terms:** We require you to provide a deposit of **MYR 20,880.00** by credit card, cash, company check or certified check. Such deposit is fully refundable up to **14** calendar days in advance of Arrival Date, after which **the entire deposit is non-refundable**. At the time of contracting, you must provide us with a valid credit card (unless you have established sufficient credit facilities with Hilton Worldwide or Hotel). Currently, Hilton Worldwide accepts MasterCard, Visa, Diners Club, American Express and JCB International. All charges or amounts owed by you will be charged to the credit card supplied at the time of contracting unless you make acceptable alternative payment arrangements (cash, cheque, or other credit card(s)) directly with us prior to the time that the amount becomes due. The credit card will only be charged in the following instances: 1) all estimated Event charges will be charged **24 hours** before the start of your Event; 2) for any additional charges you incur during your Event; and 3) if full cancellation damages are assessed. If you have established sufficient credit facilities with us or Hilton Worldwide, payment of all Event charges will be due within **fourteen (14)** days after receipt of the final bill. Accounts 30 days past due will be considered delinquent and may be charged interest at a rate of **4%** above the **Barclays** base rate (or any local base rate equivalent) per month or the maximum rate allowable under applicable law or regulation (whichever is lower). If any charges are disputed in good faith, then you agree to pay us all undisputed amounts within 30 days of invoice date.

s 22(1)(a)(ii)



Payments can be made either by certified cheque, made payable to 'Hiranandani Hotels Sdn Bhd' or by major credit card as per the Standard Terms and Conditions (see under Terms of Payment), or by Bank Transfer to the following details:

Account Number	: s 47G(1)(a)
Beneficiary Account Name	:
Bank / Branch Name	:
Address of Bank	:
SWIFT CODE	:

Please send your remittance advice direct to s 47F(1) or fax to 603-2172-7732, stating the invoices being paid and date of payment to our account. To note that all bank transfer and indifferences in currency exchange are to be borne by the remitter.

Your Event must not be connected with, or be a part of, any larger conference or meeting being held or booked at the Hotel over the Event Dates.

**ADDITIONAL TERMS AND CONDITIONS:** In addition to the terms and conditions of this Express Agreement as outlined above, this Express Agreement is also comprised of all the general terms and conditions set forth in the **Express Agreement – Additional Terms and Conditions** located on the following web site: <http://hiltondistribution.com/expresstcs-apac-english/addlterms.htm>.

Please sign and return this Express Agreement to us by **Friday, 24 June 2022**. We may release your tentatively reserved bedrooms and/or facilities, or review our rates, if we do not receive your signed Express Agreement by the applicable due date. No cancellation fee shall apply in such circumstances. To expedite the processing of this short term booking commitment, we only require your signature below. Once we receive this Event Agreement signed by you, this Event Agreement will become a binding commitment on both parties; *provided, however*, that if this Express Agreement is returned signed by you but you have made any handwritten or typed changes to the document, it shall not constitute an acceptance, but rather a counteroffer by you that may be accepted or rejected in writing by us in our sole discretion.

By signing below, you agree and warrant that you are authorized to sign and enter into this Express Agreement on behalf of the Client, and if you are required to provide a credit card at time of contracting, you further authorize the Hotel to charge your credit card for the amounts indicated in this Express Agreement.

**Client: Australian High Commission**

s 22(1)(a)(ii)

By:

Title: \_\_\_\_\_

Name:

Dated. 24 June 2022

Counsellor and Consul-General  
Australian High Commission  
Kuala Lumpur, Malaysia





## EXPRESS AGREEMENT – ADDITIONAL TERMS AND CONDITIONS

These **Additional Terms and Conditions** and the **Express Agreement**, each hereby made a part hereof (collectively, this "Agreement") is entered into by and between the Hotel and the Client as such terms are defined in the Express Agreement. All capitalized terms as used herein that are not specifically defined shall have the meaning ascribed to them in the Express Agreement. For the entire term of your use and occupancy of the Hotel premises during your Event, you shall comply with all of the requirements set forth herein as posted on this website.

1. **ADDITIONAL SPEND:** You agree to pay the Hotel for any food, beverages and other services not expressly set out in the Express Agreement and any appendix but provided on your request during the Event. On or before the arrival date, you will confirm to us in writing the names of those persons who you have authorized to sanction additional spend at the Event over and above the contracted amounts. All our records for additional spend (meeting room rental, audio/visual equipment, flipcharts, F&B functions and other incidentals) will be presented to one of your authorized signatories to be checked and signed on a daily basis. Failure of your authorized signatory to review any or all charges on a daily basis will not be grounds for disputing the charges.
2. **OUTSIDE FOOD AND BEVERAGE:** Due to applicable law, you may not bring alcoholic beverages into the Hotel for your Event. You must obtain our prior approval before you bring any food or non-alcoholic beverages from outside sources into our Hotel. Service fees will apply to any outside food or beverage served in our function space, regardless whether Hotel labor is required.
3. **DELIVERIES:** Arrangements for delivery of packages should be made through your designated Event manager. Receiving, handling and shipping charges may apply. No packages will be accepted by us that require us to pay shipping costs. Deliveries will only be accepted within 48 hours prior to your arrival date, unless otherwise agreed by us in advance. All deliveries must be correctly labeled as per our guidelines. To the fullest extent permitted by applicable law, we shall not be responsible for any damage to or loss of your packages.
4. **OUTSIDE CONTRACTORS:** Should you elect to utilize outside contractors on Hotel premises during your Event, you must notify us at least 10 days in advance of your Event. We may require that your outside contractors sign a hold harmless, indemnification and insurance agreement in the form currently in use at the Hotel for similar outside contractors, and provide proof of insurance in amounts acceptable to us (amounts and types of insurance to be determined in our sole discretion based on the type of services the outside contractor will be providing) before the outside contractor will be allowed to provide services on our Hotel premises. In some instances, Hotel may be required, pursuant to obligations imposed on Hotel by labor unions or collective bargaining agreements, to utilize Hotel labor to provide certain services, and you agree to pay the fees and/or charges associated with these services.
5. **CONDUCT OF EVENT:** To the fullest extent permitted by law, you assume full responsibility for any damage done to our premises during your Event, including, but not limited to, damage caused by you, your employees, guests, agents, and contractors and any damage done resulting from the installation, placement, and removal of your displays, equipment, exhibits, or other items. For purposes of clarity, you shall not be responsible for damage to guest sleeping rooms or to public spaces of the Hotel not occupied by you; in those instances, Hotel shall seek payment for damage from the responsible guest(s). You are advised to obtain and keep in force the appropriate insurance, a certificate or proof of which may be requested by the Hotel. You may, at your option, purchase insurance to cover your decorations, special objects and other property. The Hotel has no insurance for and, to the fullest extent permitted by applicable law, the Hotel shall not be responsible for any damage to or loss of your property. If required, in our sole and reasonable judgment, in order to maintain adequate security measures in light of the size and/or nature of your function, you will provide, at your expense, security personnel supplied by a reputable licensed guard or security agency doing business in the city or country in which we are located, which agency will be subject to our prior approval. Such security personnel may not carry weapons.
6. **COMPLIANCE WITH LAWS:** You agree to comply with all applicable laws and regulations, including without limitation, health and safety codes, anti-terrorism, anti-corruption, anti-money laundering laws and regulations, and fire regulations. You represent and warrant that you are currently not on the OFAC List, nor on any similar restricted party listings, including those maintained by other governments pursuant to applicable United Nations, regional or national trade or financial sanctions. If you are added to any such restricted party list prior to your arrival date, then you must notify us immediately. The OFAC List can be found by visiting <http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>.
7. **CANCELLATION FOR CAUSE:** In addition to any other legal rights and remedies available to us under applicable laws, we may cancel your Event and the Express Agreement without liability under any of the following circumstances: (i) if advance payments or deposits are not paid on a timely basis; (ii) if you, or any of your employees, agents, sub-contractors or officers, commit any illegal act, or act in such a way as is likely to adversely affect the reputation of the Hotel or Hilton Worldwide; or (iii) for other reasons if we reasonably believe it is necessary to do so in order for us to comply with our obligations under applicable laws or regulations, including if you are added to any restricted party listings as described in the preceding clause. In the event that we cancel your Event for cause as provided for under this clause, then we will be entitled to the full cancellation damages as provided in the Express Agreement.
8. **HOTEL'S RIGHT TO CANCEL FUTURE EVENTS:** We may elect to cancel any agreements separately made between you and the Hotel for additional meetings/functions to be held in the future without any liability to you for such cancellation (no fees, charges, damages or penalties shall be due from the Hotel as a result of the cancellation and no claim shall be brought against the Hotel as a result of the cancellation) if any of the following occurs: (i) the master account for a completed Event remains unpaid after 60 days; (ii) should your employees, agents, contractors or attendees cause unreasonable damage or disruption to Hotel's premises, operations or guests; (iii) in the event of any criminal activity on Hotel's premises arising out of or related to your Event; or (iv) if you book and subsequently cancel an excessive number of confirmed events, as determined by Hotel in its sole discretion.
9. **PROMOTIONAL CONSIDERATIONS:** We have the right to review and approve any advertisements or promotional materials in connection with your Event that specifically reference the name of the Hotel or a name or logo owned by a subsidiary of Hilton Worldwide. You agree that we may share your Event and Planner information with our third party providers who offer support services to groups holding meetings/functions at our Hotel, including audio/visual services, decorators, florists, and others.
10. **DISPUTE RESOLUTION / GOVERNING LAW:** The parties agree to use their commercially reasonable efforts to informally and timely resolve any dispute concerning any matter related to the Express Agreement by presenting the dispute to senior representatives of each party for their discussion and possible resolution in the order set forth herein; *provided, however*, a dispute relating to infringement of intellectual property rights shall not be subject to this provision. If within thirty (30) calendar days after submission of a disputed matter in accordance with this clause, the parties are unable to agree upon a resolution of such dispute, then either party may give notice to the other party of its intention to pursue arbitration or litigation. The Express Agreement will be governed by and interpreted pursuant to the laws of the country in which Hotel is located, excluding any laws regarding the choice or conflict of laws. Arbitration of disputes (if selected by the filing party) arising out of or in connection with the Express Agreement shall be resolved in the jurisdiction in which the Hotel is located under the Rules of Arbitration of the International Chamber of Commerce by one or more arbitrators appointed in accordance with said Rules. Litigation of disputes (if selected by the filing party) arising out of or in connection with the Express Agreement will be resolved in a court of competent jurisdiction in the city and country in which Hotel is located (or the closest available location), and the parties expressly waive the right to a jury trial.

s 22(1)(a)(ii)



11. **COLLECTION / LEGAL FEES:** The parties agree that in the event that any dispute arises in any way relating to or arising out of the Express Agreement, the prevailing party in any arbitration or court proceeding will be entitled to recover an award of its legal fees and costs, plus pre and post judgment interest. If we retain the services of a collection agency or legal representative to assist in the collection of any amounts due to us under the Express Agreement, you will pay all expenses incurred by us in such collection efforts.
12. **SUCCESSORS AND ASSIGNS:** The commitments made by each party will be binding on their respective successors and assigns. You not may assign the Express Agreement or any rights hereunder without prior written approval of Hotel. Further, the facilities contracted in the Agreement, including the meeting rooms, are for your exclusive use. You may not re-sell reservations. If we become aware of any violation of this section, we may immediately terminate the Agreement without incurring any liability to you for contracted rooms or rates and you will be responsible for any damages resulting from the cancellation as set forth herein.
13. **IMPOSSIBILITY:** Neither party shall be responsible for failure to perform the Express Agreement if circumstances beyond their control, including, but not limited to; acts of God, terrorist attacks in the city in which Hotel is located, or declared war in the country in which Hotel is located, make it illegal or impossible for the Hotel to hold the Event. The affected party may terminate the Express Agreement without liability upon providing written notice to the other party within ten (10) days of any such occurrence.
14. **NO BINDING PRECEDENT:** Given that each group booking opportunity is evaluated by Hotel based on numerous factors (including, but not limited to, rate and room availability, total minimum anticipated revenue, seasonal demands, etc ), for the avoidance of doubt, the terms and conditions agreed to in this Agreement by Hotel, including but not limited to the special rates and concessions described herein, are for the benefit of the Event set out in this Agreement only and cannot be used to create a binding precedent by Client for future events at our Hotel or at any other hotel operating within the Hilton Worldwide portfolio of hotels.
15. **MISCELLANEOUS:** Any amendments or changes to the arrangements described in the Express Agreement must be made in writing, signed by both you and us, provided, however, that your final guarantee of attendance may be made by phone. Any provision in the Express Agreement that is held to be illegal or unenforceable in any jurisdiction shall be ineffective to the extent of such illegality or unenforceability without invalidating the remaining provisions, and any such illegal or unenforceable provision shall be deemed to be restated to reflect as nearly as possible the original intentions of the parties in accordance with applicable law.

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 24 June 2022 10:29 AM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: Costing for accommodation, IT and receptions - Please ignored previous email that I has been recalled [REDACTED]

[REDACTED]

Hi s 22(1)(a)(ii)

Many thanks for this summary. So the Four Seasons IT tech will only be charged if we use them?

s 22(1)(a)(ii) – I seek your s23 approval for these accommodation and office-related costs that would be incurred to post for the visit.

Cheers

s 22(1)(a)(ii)

*Written confirmation  
of my verbal s23  
approval* s 47F(1)  
s 47F(1)

s 22(1)(a)(ii)  
Second Secretary (Political-Economic)  
Australian High Commission, Kuala Lumpur  
Phone s 22(1)(a)(ii) | Mobile s 22(1)(a)(ii)  
[malaysia.highcommission.gov.au](http://malaysia.highcommission.gov.au)  
[Twitter](#) | [Facebook](#) | [Instagram](#)

*27/6/22*



**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 24 June 2022 10:00 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: Costing for accommodation, IT and receptions - Please ignored previous email that I has been recalled [REDACTED]

[REDACTED]

Hi,

The latest costing amounts to **RM 108,186.72** including flights; catering for the receptions in KL and KK; IT services for both temporary offices in Four Seasons and Le Meridien KK; and rooms for accommodation, storage and temporary offices.



s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Wednesday, 6 July 2022 10:43 AM
To: s 22(1)(a)(ii)
Subject: FW: Costing for accommodation, IT and receptions - Please ignored previous email that I has been recalled

[Redacted]

From: s 22(1)(a)(ii) @dfat.gov.au
Sent: Friday, 24 June 2022 10:29 AM
To: s 22(1)(a)(ii) @dfat.gov.au, s 22(1)(a)(ii) @dfat.gov.au
Cc: s 22(1)(a)(ii) @dfat.gov.au, s 22(1)(a)(ii) @dfat.gov.au
Subject: RE: Costing for accommodation, IT and receptions - Please ignored previous email that I has been recalled

[Redacted]

Hi s 22(1)(a)(ii)

Many thanks for this summary. So the Four Seasons IT tech will only be charged if we use them?

s 22(1)(a)(ii) - I seek your s23 approval for these accommodation and office-related costs that would be incurred to post for the visit

Cheers

s 22(1)(a)(ii)

s 22(1)(a)(ii)
Second Secretary (Political-Economic)
Australian High Commission, Kuala Lumpur
Phone s 22(1)(a)(ii) | Mobile s 22(1)(a)(ii)
malaysia.highcommission.gov.au
Twitter | Facebook | Instagram



From: s 22(1)(a)(ii) @dfat.gov.au
Sent: Friday, 24 June 2022 10:00 AM
To: s 22(1)(a)(ii) @dfat.gov.au
Cc: s 22(1)(a)(ii) @dfat.gov.au, s 22(1)(a)(ii) @dfat.gov.au, s 22(1)(a)(ii) @dfat.gov.au
Subject: RE: Costing for accommodation, IT and receptions - Please ignored previous email that I has been recalled

[Redacted]

Hi,

The latest costing amounts to RM 108,186.72 including flights, catering for the receptions in KL and KK; IT services for both temporary offices in Four Seasons and Le Meridien KK; and rooms for accommodation, storage and temporary offices

The amount does not include cost of service to be rendered by the standby IT technician at Four Season. Previously, Mandarin Oriental's charges was RM2,900 but this should not be taken as a standard rate for such services as all the hotels used in the past for ministerial visits had different charges.

There's no change to the KL costing details as sent on Wednesday, 22 June

Happy to discuss

s 22(1)(a)(ii)

**COST FOR POST**

**Accommodation (KK)**

s 47E(d)

	Room Rate Per night	Total	Hotel confirmation #
	498 00	498 00	TBA
	498 00	1,743 00	TBA
	498 00	1,743 00	TBA
	498 00	498 00	TBA
	498 00	1,992 00	TBA
	498 00	1,494 00	TBA
	445 00	890 00	TBA
	445 00	445 00	TBA
	280 00	980 00	TBA
	<b>Grand Total</b>	<b>10,283 00</b>	

**IT**

Items	Check-in	Check-out	Number of Nights	Room Block	Rate	Total
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2 x PC + services	Monday, 27 Jun	Thursday, 30 Jun	3	1026	4,300 00	4,300 00
1 x Multi functional printer and services	Monday, 27 Jun	Thursday, 30 Jun	3	1026	3,800 00	3,800 00
1 x Dedicated line Unifi	Monday, 27 Jun	Thursday, 30 Jun	3	1026	2,500 00	2,500 00
1 x 10 port switch supply by hotel				1026	300 00	300 00
s 47E(d)	Monday, 27 Jun	Thursday, 30 Jun	3	1026	1,250 00	1,250 00
Grand Total						12,150 00

## Reception

Items	Time	Check-out	Units	Rate	Total
Reception - Food (RM 65 nett per person) for 150 pax	Wednesday, 29 Jun, 19 30	Wednesday, 29 Jun, 20 30	150	65 00	9,750 00
Reception Alcoholic Drinks wine (RM130 per bottle)	Wednesday, 29 Jun, 19 30	Wednesday, 29 Jun, 20 30	60	130 00	7,800 00
Reception Alcoholic Drinks Beer (RM1300 per barrel)	Wednesday, 29 Jun, 19 30	Wednesday, 29 Jun, 20 30	5	1,300 00	6,500 00
Grand Total					24,050 00

## Flight

Passenger Name	Outbound	Inbound	KL-KK Flight	Depart @ KL	Arrival @ KK	KK-KL Flight	Depart @ KK	Arrival @ KK	Cost
HE Justin Lance Lee, High Commissioner	Wednesday, 29 Jun	Thursday, 30 Jun	Not required			MH2645 (Business)	17 30	20 05	1,354 74
s 22(1)(a)(ii)	Wednesday, 29 Jun	Thursday, 30 Jun	Not required	-	-	MH2631 (Economy)	19 05	21 40	500 38
s 22(1)(a)(ii)	Sunday, 26 Jun	Thursday, 30 Jun	MH2638 (Economy)	18 10	20 50	MH2631 (Economy)	19 05	21 40	1,776 93
s 22(1)(a)(ii) (s 47F(1))	Monday, 27 Jun	Thursday, 30 Jun	MH2638 (Economy)	18 10	20 50	MH2631 (Economy)	19 05	21 40	1,027 51
s 22(1)(a)(ii)	Monday, 27 Jun	Thursday, 30 Jun	MH2638 (Economy)	18 10	20 50	MH2631 (Economy)	19 05	21 40	1,027 51
s 22(1)(a)(ii)	Monday, 27 Jun	Thursday, 30 Jun	MH2638 (Economy)	18 10	20 50	MH2631 (Economy)	19 05	21 40	1,027 51
s 22(1)(a)(ii) (s 47F(1))	Wednesday, 29 Jun	Thursday, 30 Jun	MH2616 (Economy)	14 00	16 40	MH2631 (Economy)	19 05	21 40	958 64

Grand Total	7,673.22
-------------	----------

RM  
 Total cost for post (KL) 54,030.50  
 Total cost for post (KK) 54,156.22

From: s 22(1)(a)(ii)  
 Sent: Wednesday, 22 June 2022 5:45 PM  
 To: s 22(1)(a)(ii) @dfat.gov.au>  
 Cc: s 22(1)(a)(ii) @dfat.gov.au>, s 22(1)(a)(ii) @dfat.gov.au>, s 22(1)(a)(ii) @dfat.gov.au>  
 Subject: Costing for accommodation, IT and receptions [REDACTED]

H s 22(1)(a)(ii),

Based on my calculation, the cost for Post is RM 110,160.50 and for Canberra is RM 9,337.00

Note that Four Seasons has not included the cost of having a standby technician for IT services. Also, my calculation for both the receptions in KL and KK is based on 150

Please see breakdown below and let me know if there's anything I may have missed out.

**COST FOR CBR (KK)**

**Accommodation**

Guest name	Check-in	Check-out	Number of Nights	Room Type	Special Request	Room Block	Room Rate Per night	Total	Hotel confirmation
s 47E(d)							731.00	731.00	
							498.00	498.00	
							498.00	498.00	
							445.00	445.00	
							445.00	445.00	
							498.00	498.00	

s 47E(d)

445 00	445 00	
Grand Total	3,560 00	

COST FOR POST  
Accommodation

s 47E(d)

Guest name	Check-in	Check-out	Number of Nights	Room Type	Special Request	Room Block	Room Rate Per night	Total	Hotel confirmation
							498 00	498 00	
							498 00	1,743 00	
							498 00	1,743 00	
							498 00	498 00	
							498 00	1,494 00	
							498 00	1,494 00	
							445 00	1,335 00	
							445 00	445 00	
							280 00	980 00	
							Grand Total	10,230 00	

IT

Items	Check-in	Check-out	Number of Nights			Room Block	Rate	Total	Hotel confirmation
2 x PC + services	Monday, 27 Jun	Thursday, 30 Jun	3			1026	4,300 00	4,300 00	
1 x Multi-functional printer and services	Monday, 27 Jun	Thursday, 30 Jun	3			1026	3,800 00	3,800 00	

1 x Dedicated line Unifi	Monday, 27 Jun	Thursday, 30 Jun	3			1026	2,500.00	2,500.00	
1 x 10 port switch supply by hotel						1026	300.00	300.00	
s 47E(d)	Monday, 27 Jun	Thursday, 30 Jun	3			1026	1,250.00	1,250.00	
								Grand Total	12,150.00

**Reception**

Items	Time	Check-out	Number of pax			Room Block	Rate	Total	Hotel confirmation
Reception with food (RM 85 nett per person) and drinks (RM140 per person)	Wednesday, 29 Jun, 19:30	Wednesday, 29 Jun, 20:30	150				225.00	33,750.00	
								Grand Total	33,750.00

Total cost for CBR                      RM 3,560.00  
 Total cost for post                      RM 56,130.00

**COST FOR CBR**

**Accommodation**

Guest name	Check-in	Check-out	Number of Nights	Room Type	Special Request	Room Block	Room Rate Per night	Total	Hotel confirmation
s 47E(d)							1,378.00	1,378.00	
							662.50	662.50	
							662.50	662.50	
							768.50	768.50	
							768.50	768.50	

s 47E(d)

768 50	768 50	
768 50	768 50	
Grand Total	5,777 00	

**COST FOR POST  
Accommodation**

Guest name	Check-in	Check-out	Number of Nights	Room Type	Special Request	Room Block	Room Rate Per night	Total	Hotel confirmation
s 47E(d)							768 50	768 50	
							768 50	768 50	
							1,378 00	4,134 00	
							662 50	1,987 50	
							Grand Total	7,658 50	

**Dismantling of Furniture**

Guest name	Check-in	Check-out	Number of Nights	Room Type	Special Request	Room Block	Rate	Total	Hotel confirmation
						902 / 901	3,180 00	3,180 00	

**IT**

Items	Check-in	Check-out	Number of Nights			Room Block	Rate	Total	Hotel confirmation
2 x PC	Monday, 27 Jun	Thursday, 30 Jun	3			902	477 00	2,862 00	
Printer	Monday, 27 Jun	Thursday, 30 Jun	3			902	530 00	1,590 00	
Internet line 3 days	Monday, 27 Jun	Thursday, 30 Jun	3			902	7,420 00	7,420 00	
Standby technician	Monday, 27 Jun	Thursday, 30 Jun	3			902		-	
							Grand Total	11,872 00	



Reception

Items	Time	Check-out	Number of pax			Room Block	Rate	Total	Hotel confirmation
Reception with food (RM 208.80 nett per person)	Wednesday, 29 Jun, 08:30	Wednesday, 29 Jun, 10:30	150				208.80	31,320.00	

Total cost for CBR                      RM 5,777.00  
 Total cost for post                      RM 54,030.50

s 22(1)(a)(ii)



AUSTRALIAN HIGH COMMISSION  
KUALA LUMPUR

24 June 2022

**s 47F(1)** , Director of Sales – Groups, Meetings & Events  
DoubleTree by Hilton Kuala Lumpur  
The Intermark  
348 Jalan Tun Razak  
50400 Kuala Lumpur

### Letter of Undertaking – Morning Reception, 9 June 2022

With reference to the above matter, Australian High Commission wish to formally confirm our event arrangements with your hotel to be held from 8.30am to 10:00am, 9 June 2022.

We would be grateful for your hotel to issue the invoice listing the service charge and taxes as separate items for tax refund purposes.

All charges incurred will be borne by Australian High Commission unless stated otherwise. Kindly forward the invoice(s) to:

Australian High Commission  
6 Jalan Yap Kwan Seng  
50450 Kuala Lumpur  
Attention: **s 22(1)(a)(ii)** ,  
Tel **s 22(1)(a)(ii)** .

Should you require further information and confirmation, please do not hesitate to call me at **s 22(1)(a)(ii)** .

Sincerely,

**s 47F(1)**

**s 22(1)(a)(ii)**  
Counsellor & Consul General

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 24 June 2022 6:40 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** FW: spending approval - Foreign Minister brunch event - 29 June 2022  
[REDACTED]  
**Attachments:** 221288951- Australian High Commission - Meeting on 29 June 2022.pdf  
**Importance:** High

[REDACTED]

Dear s 22(1)(a)(ii)

Thanks for your email and the attached agreement.

Your request below is approved. S23 approval granted.

Regards

s 22(1)(a)  
(ii)

---

Counsellor (Management) and Consul-General  
Australian High Commission  
Kuala Lumpur  
M | s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 24 June 2022 3:15 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** spending approval - Foreign Minister brunch event - 29 June 2022 [REDACTED]  
**Importance:** High

[REDACTED]

Hi s 22(1)(a)(ii)

I am writing seeking authority under section 23 of the *Public Governance, Performance and Accountability Act 2013* to spend money to run an event – specifically, a brunch event hosted by Foreign Minister Wong, at the DoubleTree by Hilton Hotel in Kuala Lumpur on the morning of 29 April 2022.

The costs of the venue are comparable with other venues inspected for this event, s 47E(d)  
A copy of the proposed contract is attached.

There is no venue hire cost. Rather, the venue charges on a per person basis – at a cost of RM180 per person plus taxes. There is a minimum spend requirement of 100 pax (or RM18,000 plus tax). Based on RSVPs received to date, I consider it likely the final cost will be for the 100 pax.

While we have invited 190 pax to this event, with expected drop offs, we anticipate an absolute maximum of 150 at the event. I therefore anticipate the maximum cost of the event will be RM31,320 (comprised of RM180 x 150 pax + 10% service charge and 6% service tax). While not anticipated, there could be sundry expenses (e.g. associated with audio-visual rental or an additional registration table).

For that reason, I am seeking your authority to spend up to **RM33,000** to run this event.

I have attached the contract for your consideration.

Kind regards - s 22(1)(a)(ii)

s 22(1)(a)(ii)

First Secretary (Trade and Economic)

Australian High Commission, Kuala Lumpur

Phone | s 22(1)(a)(ii) Mobile | s 22(1)(a)(ii)

[malaysia.highcommission.gov.au](http://malaysia.highcommission.gov.au)

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s 22(1)(a)(ii)

**From:** s 47F(1)  
**Sent:** Tuesday, 21 June 2022 7:08 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 47F(1)  
**Subject:** [EXTERNAL] RE: Proposal: Australian High Commission Networking Breakfast on 29 June 2022 at DoubleTree by Hilton Kuala Lumpur [REDACTED]  
**Attachments:** Ballroom B - Cabaret.pdf; Ballroom B - Cabaret (1).pdf

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear <sup>s 22(1)(a)(ii)</sup>

Thank you for your email. Please find below our responses

Best regards  
 s 47F(1)

s 47F(1)

**Director of Sales – Groups, Meetings & Events**  
 Mobile s 47F(1) | Fax s 47F(1)

DoubleTree by Hilton Kuala Lumpur  
 The Intermark, 348 Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia  
[Hotel Website](#) | [Become a fan on Facebook](#) | [Follow us on Instagram](#)



**Your Warm  
 Cookie Awaits**

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** 21 June 2022 2:26 PM  
**To:** s 47F(1) s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 47F(1)  
**Subject:** RE: Proposal: Australian High Commission Networking Breakfast on 29 June 2022 at DoubleTree by Hilton Kuala Lumpur [REDACTED]

Hi <sup>s 47F(1)</sup>,

Thank you again for showing me through Ballroom B at the Doubletree last week.

I'm writing with a few questions.

- 1) Can you please send me a floor plan for 150 guests and 120 guests in Ballroom B?

Hotel: please see attached layout based on 150 guests ( 17 rounds of 9) and 120 guests (15 rounds of 8) in ballroom B

- 2) Can you please confirm to me whether it would be possible to have the lift ready in the basement for our VIP/keynote speaker when she arrives (i.e. she won't have to wait there a long time)?

Hotel: I have checked and the hotel will not be able to hold the carpark elevators from basement to level 10 ballroom as it is being controlled by the building management and not the hotel. Hotel can assist to hold hotel elevators from lobby level 1 to level 10 ballroom

- 3) Can you confirm that there is a 'holding room' near the Ballroom for the VIP if we need one?

Hotel: yes we have assigned lotus room as a holding room for the VIP which is located on the same floor as the ballroom – level 10

- 4) Would it be possible to have a bigger table in the centre, close to the stage for VIPs? Ideally, this would hold 12 people.

Hotel: yes we can arrange to have a 9ft table for 12 persons seating instead of the regular 6ft table

- 5) Can you please confirm 1) if we chose breakfast set menu 1 @ RM180, what food would already be on the table and 2) how long it would take for all the hot food to be served (e.g. for all attendees to have hot food delivered to their tables).

Hotel: first we will offer beverage which are juice options or coffee/ tea followed by eggs then fruits. The items that are pre-set on table would be the bread and pastries with the jams. Served food will take from 30-45 minutes for all 100 guests

- 6) Will coffee/tea be served to tables, or is there a special area for guests to serve themselves?

Hotel: coffee tea will be served to table and refilled as required

Many thanks for your help with this <sup>s 47F(1)</sup>.

Kind regards - <sup>s 22(1)(a)(ii)</sup>

<sup>s 22(1)(a)(ii)</sup>

First Secretary (Trade and Economic)

Australian High Commission, Kuala Lumpur

Phone | <sup>s 22(1)(a)(ii)</sup> Mobile | <sup>s 22(1)(a)(ii)</sup>

[malaysia.highcommission.gov.au](http://malaysia.highcommission.gov.au)

[Twitter](#) | [Facebook](#) | [Instagram](#)



**From:** <sup>s 47F(1)</sup>

**Sent:** Thursday, 16 June 2022 10:44 AM

**To:** <sup>s 22(1)(a)(ii)</sup> [@dfat.gov.au](mailto:dfat.gov.au)

**Cc:** <sup>s 47F(1)</sup>

**Subject:** [EXTERNAL] Proposal: Australian High Commission Networking Breakfast on 29 June 2022 at DoubleTree by Hilton Kuala Lumpur

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender

Dear <sup>s 22(1)(a)(ii)</sup>

Greetings from DoubleTree by Hilton Kuala Lumpur!



It was a pleasure speaking to you earlier. Thank you for considering us as a venue for this upcoming event on **29 June 2022**

DoubleTree by Hilton Kuala Lumpur is directly connected to The Intermark Tower shopping and business center. The Petronas Twin Towers, Kuala Lumpur Convention Centre, and KLCC Park are within two miles and we're 10 minutes from the city center. We also have 16 meeting rooms including the naturally lit Trees Foyer Room.

Further to your enquiry, please find below proposal for your kind consideration -

#### Event schedule:

Date	Start Time End Time	Function	Venue	Setup	No. of persons	Charges
29 June 2022	8 30AM 10 30AM	Breakfast meeting	Ballroom B Level 10	Rounds	150	Breakfast meeting package at <b>RM 180.00++</b> per person per day

#### Meeting @ DoubleTree by Hilton™

Breakfast Meeting Package comes with one lunch buffet and one coffee break session. Our meeting package is at **RM 180.00++** per person per day.

All the above meeting package is inclusive of the following benefits and based on a minimum guarantee attendance of **150 persons**

- Business breakfast buffet at the function space
- Use of the main function room according to the size of meeting
- Use of the built-in projection screen (size 20ft (L) x 12ft (H) / 12ft (L) x 7ft (H))
- Use of the built-in LCD projector (power 10,000 Ansi Lumens / 6,500 Ansi Lumens)
- Use of existing hotel wireless internet access on a sharing basis
- Use of meeting amenities, bottled water and mints for all conference guests (pads and pencils)
- Use of one (1) flipchart with assorted colour markers. Subsequent request of flipchart is chargeable at **MYR 50.00++ (MYR 58.00nett)** per unit per day
- Use of stationary box for conference organizer
- Use of rostrum with microphone. Subsequent request of microphone is chargeable at **MYR 150.00++ (MYR 174.00nett)** per unit per day

#### Beverage Arrangement

We are pleased to enclose our beverage bar and package list for your consideration. Kindly advise us if drinks will be hosted or on individual guests' accounts.

#### HALAL certified

DoubleTree by Hilton Kuala Lumpur is committed to using the freshest and highest quality ingredients for each dish on our menu. We would like to announce that our all-day dining restaurant, Makan Kitchen and banquet production kitchen are Halal certified by the Jabatan Kemajuan Islam Malaysia (JAKIM) as of 01 November 2011 and that the Hotel is practicing trans-fat free and non-usage of MSG in all our food productions.

#### Backdrop

Backdrop and corporate logos can be arranged through the Hotel. A minimum cost will be determined by the Hotel, upon receipt of the visual artwork 14 working days prior to the event.

#### Audio Visual and Internet Access

We are pleased to inform that our Hotel carries a wide range of audio visual equipment for your event. A list of generic equipment is available on request basis.

We also offer interactive wireless High Speed Internet Access (200 megabytes) on sharing-basis in all of its Hotel's accommodation rooms, meeting and conference venues. A separate dedicated broadband access for your event is also available with applicable minimum cost. For more information, please contact us.

#### Parking

- In-house guest self-parking is complimentary (multiple entry per day with validation at Concierge Desk, Lobby Level by providing guest name and room number)



- Event guest self-parking is RM 10.00nett per day for weekday and RM 5 00nett for weekend (single entry per day with validation at Business Centre, Level 10 by providing guest name and event name) Prices are subject to change without prior notice.

The rate quoted is subject to 10% Service Charge and prevailing government taxes.

### 3 MORE REASONS TO CHOOSE DOUBLETREE BY HILTON KUALA LUMPUR



#### HILTON CLEANSTAY & Event Ready

The global Hilton CleanStay program is setting the new standard of hotel cleanliness and disinfection in Hilton properties around the world. Hilton has partnered with RB, maker of Lysol & Dettol to develop Hilton CleanStay so guests can enjoy a worry-free stay. Click [here](#) for more info.

Hilton has developed EventReady with CleanStay, a global meeting and events program designed to create event experiences that are clean, flexible, safe and socially responsible. EventReady provides curated solutions with creative food and beverage offerings, thoughtful technology resources, elevated standards and practices with redesigned spaces for physical distancing and reimagined ways to meet and gather. The goal is to create a safe and comfortable environment for event professionals and their attendees. Click [here](#) for more info.

#### Hilton Worldwide Clean Air Program

Sustainability is and remains a core pillar of Hilton Worldwide's corporate responsibility commitment, Travel with Purpose. The Clean Air Program helps organizations and individuals to hold more eco-friendly events and serves to create positive change for our society and planet. From 1 May 2015, Hilton Worldwide will offer the Clean Air Program at all participating hotels across Asia Pacific to help our guests and meeting professionals hold more eco-friendly events – be it a meeting, conference or wedding.

Hilton Worldwide Clean Air Program aims to reduce the environmental impact of meetings and events held at more than 90 participating Hilton Worldwide hotels and resorts in Asia Pacific. We use our **LightStay** system to calculate the carbon emissions generated by all meetings and events and purchase carbon credits to offset these. The credits fund different projects that reduce greenhouse gas emissions. The program provides organizations and individuals an opportunity to support environmentally conscious projects in this region, at no additional cost.

#### Hilton Honors™: All About Benefits

No other guest loyalty program offers more ways to use Points. Transform your Hilton Honors Points into experiences you cannot help but share at more than 4,800 hotels and resorts worldwide. Rewards include free nights with no blackout dates — you can even use Points to book our most luxurious suites. You can also redeem Hilton Honors Points with our travel, shopping, dining and entertainment partners. Start getting more today, Free WIFI, Digital Check In, Points towards free nights and much more.

Through the Hilton Honors Event Planner Program, you can earn Bonus Points for meetings, conferences, family reunions, weddings and other special events held at participating hotels within the Hilton Portfolio worldwide. Use these Points for your next meeting or event, or even your next getaway. To learn more, visit [HiltonHonors.com/EventPlanner](http://HiltonHonors.com/EventPlanner)

Earn 1 Bonus Point per \$1 USD spent on guest rooms, meeting rooms and more on qualifying events at participating hotels within the Hilton Portfolio. There's no minimum amount you need to spend, and you can earn Points on up to \$100,000 USD of your bill. Click [here](#) for full Event Planner program Terms & Conditions. Join our award winning loyalty program Hilton Honors. It is simple and completely FREE to join. Click [here](#) to become a member today.



**PLAN IT FORWARD Offer**

Make your next meeting or event even more impactful with our Plan It Forward offer. When you host an event at a participating hotel between March 21, 2022 and December 31, 2022, you can elect to host a Carbon Neutral Meeting or earn double Hilton Honors Event Planner Points. It's a planner-friendly offer that wraps its arms around the world, and you. For more information and a list of participating hotels visit [www.events.hilton.com/planitforward](http://www.events.hilton.com/planitforward)

**Mode of Payment**

## Payment Schedule

All deposits and/or payments paid are non-refundable and non-transferable. A detailed tax invoice indicating the event cost breakdown will be forwarded to you upon the confirmation of this event.

Upon Confirmation	20% of the total anticipated cost
45 days prior to event	60% of the total anticipated cost
14 days prior to event	Full amount of the total anticipated cost

**Booking status**

As agreed we are not currently holding a provisional booking for you, and whilst the dates are currently available we cannot guarantee the same space or rates being offered in the future

If you would like to come and view our facilities, or discuss your booking in person, myself or one of our Sales Team Members would be happy to meet with you

DoubleTree by Hilton Kuala Lumpur looks forward to working with you on this event

Best regards

s 47F(1)

s 47F(1)

**Director of Sales – Groups, Meetings & Events**

Mobile s 47F(1) | Fax +603 2172 7732

DoubleTree by Hilton Kuala Lumpur  
The Intermark, 348 Jalan Tun Razak, 50400 Kuala Lumpur, Malaysia  
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s 22(1)(a)(ii)

**From:** s 47F(1)  
**Sent:** Monday, 13 June 2022 6:29 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) ; s 47F(1) ; s 22(1)(a)(ii)  
**Subject:** [EXTERNAL] RE: Australian High Commission - VIP Visit [REDACTED]  
**Attachments:** Australian High Commission Delegation June 2022.pdf

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear s 22(1)(a)(ii),

Good evening!

Please find attached the quotation (including all the details discussed and as per the floor plan shared by you earlier) for your reference.

For the breakfast venue we would recommend to use private & exclusive space, Gallery 7A, as there will be setup done in part of Grand Ballroom that morning for another event. Let us know if that is workable for you.

I would like to share with you also hereby that there will be power rectification works ongoing in the whole building on 27-28 June (updates from the building management just now); hence by 28 June evening all works should be completed. As a result there will be adjustment of the available elevators, nevertheless we will ensure all goes smooth for your guests' arrival and that 1 elevator will be allocated for the VIPs arrival on 28 June and departure on 29 June. During these 2 days the Spa will be closed, however certain treatments would be still available but will be done at the guest rooms.

Let us know should you have any additional questions or comments on the proposed, so we could go it through from our side and confirm all the arrangements.

With best regards,

s 47F(1)

Senior Director of Sales  
Four Seasons Hotel Kuala Lumpur  
Four Seasons Resort Langkawi

145, Jalan Ampang, 50450, Kuala Lumpur, Malaysia

Voice: s 47F(1)

Mob: s 47F(1)

Email: s 47F(1)

Web: [www.fourseasons.com/kualalumpur](http://www.fourseasons.com/kualalumpur) | [www.fourseasons.com/langkawi](http://www.fourseasons.com/langkawi)

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 2020 Conde Nast Traveler Readers' Choice Awards - Number 1 Resort in Malaysia (Four Seasons Resort Langkawi)  
 2020 - 2022 Asia's 50 Best Bar Awards - Best Bar in Malaysia (Four Seasons Hotel Kuala Lumpur)

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, June 13, 2022 5:53 PM  
**To:** s 47F(1)  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1) s 22(1)(a)(ii)  
 @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii)  
 @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: Australian High Commission - VIP Visit [REDACTED]

Hi s 47F(1)

It would be 100-150 pax. Probably a max of 150.

s 22(1)(a)(ii)

Second Secretary  
 Australian High Commission, Kuala Lumpur  
 Phone s 22(1)(a)(ii) | Mobile s 22(1)(a)(ii)  
[malaysia.highcommission.gov.au](http://malaysia.highcommission.gov.au)  
[Twitter](#) | [Facebook](#) | [Instagram](#)



**From:** s 47F(1)  
**Sent:** Monday, 13 June 2022 5:52 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 47F(1) s 22(1)(a)(ii)  
 @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii)  
 @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** [EXTERNAL] RE: Australian High Commission - VIP Visit [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear s 22(1)(a)(ii)

Good evening!

Thank you so much for the updates on the event part. Kindly advise how many people you will be looking at for breakfast? I will be sending the quotation with all the discussed over shortly.

With best regards,

s 47F(1)

Senior Director of Sales  
Four Seasons Hotel Kuala Lumpur  
Four Seasons Resort Langkawi

145, Jalan Ampang, 50450, Kuala Lumpur, Malaysia

Voice: s 47F(1)

Mob: s 47F(1)

Email: s 47F(1)

Web: [www.fourseasons.com/kualalumpur](http://www.fourseasons.com/kualalumpur) | [www.fourseasons.com/langkawi](http://www.fourseasons.com/langkawi)

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2020 Conde Nast Traveler Readers' Choice Awards - Number 1 Resort in Malaysia (Four Seasons Resort Langkawi)

2020 - 2022 Asia's 50 Best Bar Awards - Best Bar in Malaysia (Four Seasons Hotel Kuala Lumpur)

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>

**Sent:** Monday, June 13, 2022 5:22 PM

**To:** s 47F(1)

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>; s 47F(1)

s 22(1)(a)(ii)

[@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii)

[@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii)

[@dfat.gov.au](mailto:@dfat.gov.au)>; s 22(1)(a)(ii)

[@dfat.gov.au](mailto:@dfat.gov.au)>

**Subject:** RE: Australian High Commission - VIP Visit [REDACTED]

**Importance:** High

Dear s 47F(1)

A quick update – we are now looking at the 2/3rds of the Grand Ballroom for a breakfast event on the morning of 29 June. This would take place instead of the previously proposed dinner on 28 June. Can you please let us know if a booking between approx. 8.30-10am on 29 June is possible?

Cheers

s 22(1)(a)(ii)



s 22(1)(a)(ii)

Second Secretary  
 Australian High Commission, Kuala Lumpur  
 Phone s 22(1)(a)(ii) | Mobile s 22(1)(a)(ii)  
[malaysia.highcommission.gov.au](http://malaysia.highcommission.gov.au)  
[Twitter](#) | [Facebook](#) | [Instagram](#)



From: s 47F(1)

Sent: Monday, 13 June 2022 10:41 AM

To: s 22(1)(a)(ii) @dfat.gov.au&gt;

Cc: s 22(1)(a)(ii) @dfat.gov.au&gt;; s 22(1)(a)(ii) @dfat.gov.au&gt;; s 22(1)(a)(ii) @dfat.gov.au&gt;; s 47F(1) @dfat.gov.au&gt;; s 22(1)(a)(ii) @dfat.gov.au&gt;

Subject: [EXTERNAL] RE: Australian High Commission - VIP Visit [REDACTED]

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Dear s 22(1)(a)(ii),

Good morning!

s 47E(d) We are in the midst of compiling all the information and shall send the quote over to you shortly within today. In the meanwhile, should you have any additional questions, please let me know.

With best regards,

s 47F(1)

Senior Director of Sales  
 Four Seasons Hotel Kuala Lumpur  
 Four Seasons Resort Langkawi

145, Jalan Ampang, 50450, Kuala Lumpur, Malaysia

Voice: s 47F(1)

Mob: s 47F(1)

Email: s 47F(1)

Web: [www.fourseasons.com/kualalumpur](http://www.fourseasons.com/kualalumpur) | [www.fourseasons.com/langkawi](http://www.fourseasons.com/langkawi)For the latest news, connect with us on the [Press Room](#)



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 2020 Conde Nast Traveler Readers' Choice Awards - Number 1 Resort in Malaysia (Four Seasons Resort Langkawi)  
 2020 - 2022 Asia's 50 Best Bar Awards - Best Bar in Malaysia (Four Seasons Hotel Kuala Lumpur)

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, June 13, 2022 9:02 AM  
**To:** s 47F(1)  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: Australian High Commission - VIP Visit [REDACTED]

Hi s 47F(1)

s 47E(d) . We have now assigned the rooms (please see attached).

Grateful if you could kindly provide a quote for the accommodation as well as a proposal for a reception at the grand ballroom.

Kind regards,  
 s 22(1)(a)(ii)

Visits and Travel Coordinator  
 Australian High Commission, Kuala Lumpur  
 Phone s 22(1)(a)(ii) | Mobile s 22(1)(a)(ii)  
<http://malaysia.highcommission.gov.au/>  
[Twitter](#) | [Facebook](#)

**From:** s 47F(1)  
**Sent:** Friday, 10 June 2022 6:50 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 47F(1)  
**Subject:** [EXTERNAL] RE: Australian High Commission - VIP Visit [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear <sup>s 22(1)(a)(ii)</sup>

Good evening!

Glad all looks good in below. <sup>s 47E(d)</sup>

Grand Ballroom I believe we should have a good chance to clear it for you, hence would be able to reconfirm back on that by Monday.

Thank you so much once again and wish you a lovely weekend ahead,

<sup>s 47F(1)</sup>

Senior Director of Sales  
Four Seasons Hotel Kuala Lumpur  
Four Seasons Resort Langkawi

145, Jalan Ampang, 50450, Kuala Lumpur, Malaysia

Voice: <sup>s 47F(1)</sup>Mob: <sup>s 47F(1)</sup>Email: <sup>s 47F(1)</sup>Web: [www.fourseasons.com/kualalumpur](http://www.fourseasons.com/kualalumpur) | [www.fourseasons.com/langkawi](http://www.fourseasons.com/langkawi)For the latest news, connect with us on the [Press Room](#)Email [res.kualalumpur@fourseasons.com](mailto:res.kualalumpur@fourseasons.com) or call +603-2382 8788Need Anything? Click [HERE](#) to Chat with us.

2020 Condé Nast Traveler Readers' Choice Awards - Number 1 Hotel in Asia (Four Seasons Hotel Kuala Lumpur)

2020 Conde Nast Traveler Readers' Choice Awards - Number 1 Resort in Malaysia (Four Seasons Resort Langkawi)

2020 - 2022 Asia's 50 Best Bar Awards - Best Bar in Malaysia (Four Seasons Hotel Kuala Lumpur)

**From:** <sup>s 22(1)(a)(ii)</sup> [@dfat.gov.au](mailto:dfat.gov.au)>**Sent:** Friday, June 10, 2022 6:47 PM**To:** <sup>s 47F(1)</sup><sup>s 22(1)(a)(ii)</sup>[@dfat.gov.au](mailto:dfat.gov.au)>; <sup>s 22(1)(a)(ii)</sup>[@dfat.gov.au](mailto:dfat.gov.au)>; <sup>s 22(1)(a)(ii)</sup>[@dfat.gov.au](mailto:dfat.gov.au)>; <sup>s 22(1)(a)(ii)</sup>[@dfat.gov.au](mailto:dfat.gov.au)>**Cc:** <sup>s 47F(1)</sup>**Subject:** RE: Australian High Commission - VIP Visit [REDACTED]Hi <sup>s 47F(1)</sup>

Thanks again for your time today. The below all looks accurate. We should be able to reply on Monday to make a tentative reservation.

Please let us know how firm the booking for the Grand Ballroom is on the night of 28 June.

s 47E(d)

Many thanks and have a great weekend.

s 22(1)(a)(ii)

Second Secretary  
 Australian High Commission, Kuala Lumpur  
 Phone s 22(1)(a)(ii) | Mobile s 22(1)(a)(ii)  
[malaysia.highcommission.gov.au](http://malaysia.highcommission.gov.au)  
[Twitter](#) | [Facebook](#) | [Instagram](#)



From: s 47F(1)

Sent: Friday, 10 June 2022 5:47 PM

To: s 22(1)(a)(ii)

[@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au); s 22(1)(a)(ii)[@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au);

s 22(1)(a)(ii)

[@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au); s 22(1)(a)(ii)[@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au); s 22(1)(a)(ii)[@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

Cc: s 47F(1)

Subject: [EXTERNAL] Australian High Commission - VIP Visit

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear s 22(1)(a)(ii),

It was a great pleasure meeting you all earlier today and walk through the space, rooms once again for the upcoming **VIP visit 28-29 June 2022**.

#### Recap of the discussed:

- Ideally 9<sup>th</sup> floor, alternatively 8<sup>th</sup> floor considering the configuration of rooms
- 28-29 June – main delegation  
ETA 28 June 6pm  
ETD 29 June 9am
- 27-29 June – VIP s 47E(d)
- 27-30 June – office s 47E(d) – possible setup earlier, depend how much time needed for furniture removal  
Need special office lighting – hotel to check on this with the partner company & provide quotation.  
Remove all the furniture possible from the living room; arrange banquet tables and chairs (details to be confirmed)
- 27-30 June – storage (#903 or #803)
- 28 June 7pm Dinner – 2 parts of Grand Ballroom, 150-300 pers. s 47E(d)
- VIP arrival – either from main lobby to level 7A and then to the guest room OR using fire lift (Hotel and High Commission Security team to discuss)

Please find below the answers to the main questions raised:



s 47E(d)

- Dinner venue for 28 June evening (150-300 pers) – **currently has a prospect booking but we will try to clear.** Dinner Menu prices are starting from MYR 280+ per person
- Park View Junior Suite floor plan is attached (will be sending one over with **the detailed measurements** shortly too).

Once we have the "green light" from you will proceed with the quotation and contract.

In case I have missed anything out of you have any further questions, please let us know. Both me and <sup>s 47F(1)</sup> are here to support you with this VIP visit.

With best regards,

s 47F(1)

Senior Director of Sales  
Four Seasons Hotel Kuala Lumpur  
Four Seasons Resort Langkawi

145, Jalan Ampang, 50450, Kuala Lumpur, Malaysia

Voice: s 47F(1)

Mob: s 47F(1)

Email: s 47F(1)

Web: [www.fourseasons.com/kualalumpur](http://www.fourseasons.com/kualalumpur) | [www.fourseasons.com/langkawi](http://www.fourseasons.com/langkawi)

For the latest news, connect with us on the [Press Room](#)



Email [res.kualalumpur@fourseasons.com](mailto:res.kualalumpur@fourseasons.com) or call +603-2382 8788

Need Anything? Click [HERE](#) to Chat with us.



2020 Condé Nast Traveler Readers' Choice Awards - Number 1 Hotel in Asia (Four Seasons Hotel Kuala Lumpur)

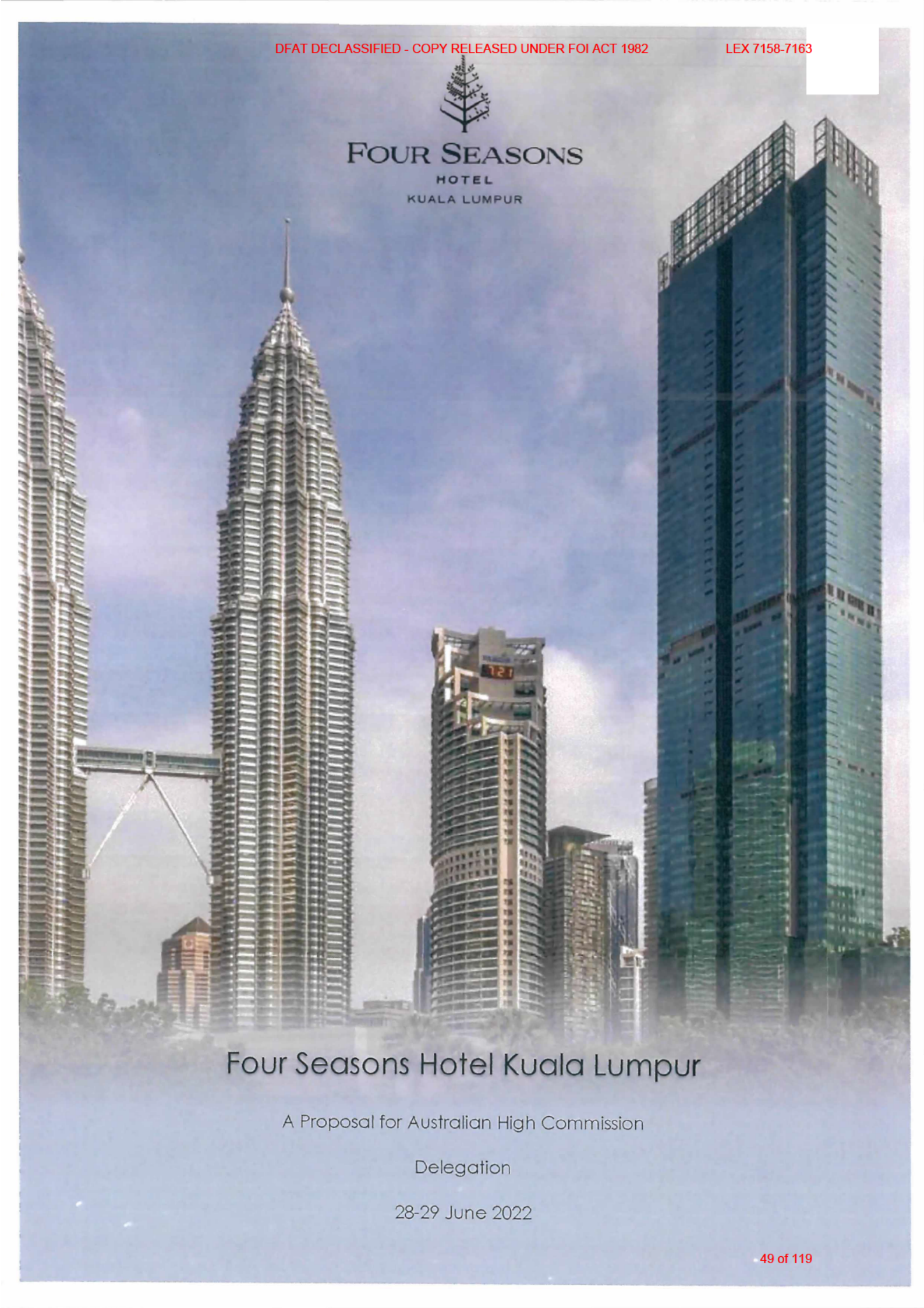
2020 Conde Nast Traveler Readers' Choice Awards - Number 1 Resort in Malaysia (Four Seasons Resort Langkawi)

2020 - 2022 Asia's 50 Best Bar Awards - Best Bar in Malaysia (Four Seasons Hotel Kuala Lumpur)





**FOUR SEASONS**  
HOTEL  
KUALA LUMPUR

A photograph of the Kuala Lumpur skyline, featuring the Petronas Twin Towers and other skyscrapers. The image is used as a background for the document.

## Four Seasons Hotel Kuala Lumpur

A Proposal for Australian High Commission

Delegation

28-29 June 2022



Monday, 13 June, 2022

s 22(1)(a)(ii)  
Second Secretary  
**Australian High Commission**  
Kuala Lumpur  
Malaysia

Phone s 22(1)(a)(ii)  
Mob  
Email

Dear s 22(1)(a)(ii),

**RE: Proposal for Australian High Commission – Delegation– from 28 to 29 June 2022**

Greetings from Four Seasons Hotel, Kuala Lumpur.

We would like to thank you for considering Four Seasons Hotel, Kuala Lumpur as the venue for your upcoming delegation from 28 to 29 June 2022.

Four Seasons Hotel Kuala Lumpur takes centre stage with panache. Combining extraordinary dining, sleek and spacious accommodations and legendary Four Seasons service, the Hotel is the city's nexus of success and style. Conveniently located within the grounds of KLCC Park, only steps away from the Petronas Twin Towers and KLCC Convention Centre, the Hotel has 236 luxurious accommodations and exclusive serviced apartments; four restaurants and an award-winning sustainable bar; a restorative spa and a wellness-focused fitness centre. Our event spaces come with a variety of room sizes from our Grand Ballroom and Four Seasons Ballroom to the meeting rooms that are ideal for every type of function from an intimate celebration to business conference and exhibition events.

At Four Seasons we thoughtfully personalize our service and elevate every moment, creating an unparalleled experience for you and your guests. Please let me know should you require further information – it would be a pleasure to be of service to you and your organization.

Further to your inquiry, we are pleased to forward herewith a preliminary proposal for your review.

We look forward to hearing from you soon.

Yours sincerely,  
s 47F(1)

Senior Director of Sales  
Four Seasons Hotel, Kuala Lumpur  
145, Jalan Ampang  
50450 Kuala Lumpur  
Malaysia  
Mobile s 47F(1)  
Email :





## ACCOMMODATION

The Hotel, at the present time is not holding any room and function space, and it will be subject to availability upon booking.

s 47E(d)

### Remarks

- All rates quoted are in Malaysian Ringgit (MYR) and is subject to 6% Service Tax per room per night.
- As on September 1, 2017, the Malaysian Government has imposed a Tourism Tax of MYR 10.00nett per room per night for foreign nationals with the exemption to Malaysian citizens and permanent residents of Malaysia. Effective 1 July 2020, the tourism tax for all foreign passport holders is exempted until 31 December 2022, unless otherwise stated.
- All rates quoted are inclusive of one (01) daily breakfast at Curate, all-day dining restaurant. Additional breakfast is chargeable at MYR 115.00+ (MYR121.90nett) per person per day. Not included in the Storage Room and Office rates.
- Extra bed is chargeable at MYR 150.00+ (MYR159.00nett) per unit per room per night, for adults 19 years and older.
- Complimentary Premium WIFI access (bandwidth of 20mb) is available in all guestrooms with unlimited devices.
- Executive Club Floor benefits are available at an additional MYR 400.00+ (MYR424.00nett) per person, per room per night for guests staying at City View, Park View, Pool Garden View and Premier Park View.
- Hotel room drop is chargeable at MYR 30.00+ (MYR31.80nett) on a per drop per room basis.
- Guestrooms consists a mixture of king and twin beds.
- All room rates quoted above are valid until **17 June 2022**. The Hotel reserves the right to amend all rates after this date and rates will be determined by the hotel.
- Check-in time is from 1500hrs and check out time is at 1200hrs. Early check-in and late checkout request is subject to room availability upon arrival. Early check-in before 1000hrs is subject to Pre- Registered Reservation with one (01) night charge. Late check-out 1400hrs to 1800hrs is subject to 50% fee of the room rate. Late check-out later than 18:00 is subject to one (01) night charge.
- ETA: 28 June 6pm; ETD: 29 June 10am – to be re-confirmed.
- **Dismantling of furniture in Office** (living room area of Park View Junior Suite) – MYR 3,000+
- **Equipment in the Office:**
  - Windows 10 PCs – MYR 450.00+ per pc per day
  - High Speed MFD Printer with finishing unit Staple/Fold/Hole punching – MYR 500.00+ per pc day (need 3-4 days to prepare the machine); copy charge MYR 1.00+ per colour copy; MYR 0.500+per black/white copy.
  - 20Mb dedicated internet line – MYR 7,000.00+ for 3 days
  - Additional charge if vendor/ technician is required standby throughout 3 days.
  - Special lighting – price to be re-confirmed.



### Special Concession:

- The group will be entitled to 20% Food & Beverage discount (excluding tobacco, retail items and alcoholic beverages) at our dining outlets (Curate, YUN House, Pool Bar & Grill, The Lounge at Four Seasons, In-Room Dining & Bar Trigona) for the individual delegates.
- The group will be entitled to 20% SPA discount on all treatments excluding merchandise.

### In-room Feature:

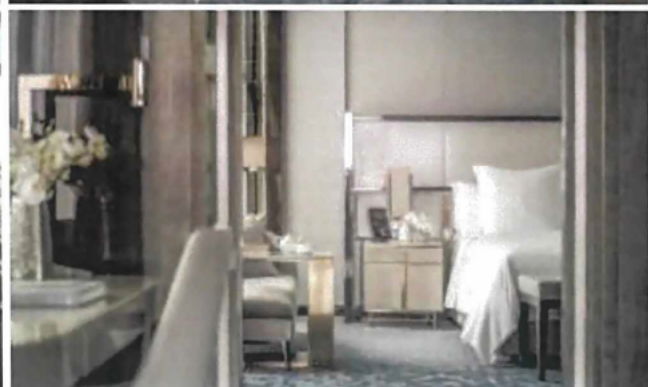
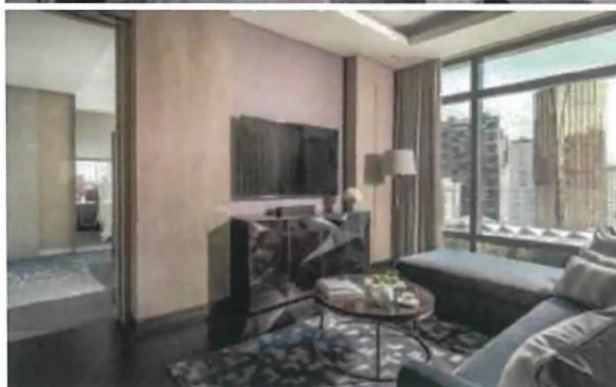
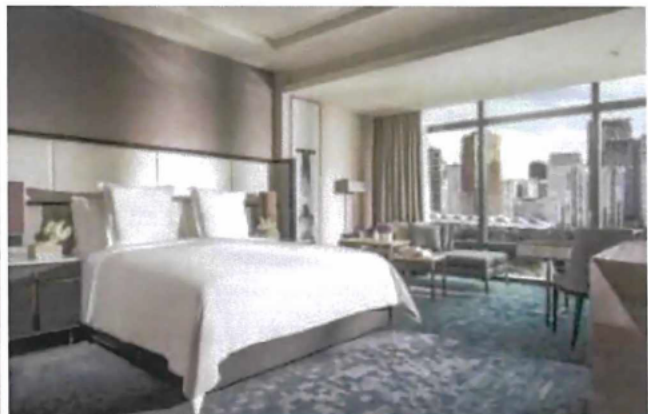
- ✓ Exclusive Four Seasons Signature Bed
- ✓ iPad for all your accommodation communications
- ✓ Smart in-room temperature control and mood setting lighting feature
- ✓ 55inch Flat screen TV
- ✓ Intelligent toilet system with built-in light sensor and touch-screen remote control feature
- ✓ Premium bathroom amenities, bathrobes, slippers, weighing scales, vanity mirror
- ✓ Mini-bar, coffee machine with selection of gourmet coffee and premium tea
- ✓ Digital safety-box locker
- ✓ 24 hours Room Service
- ✓ Four Seasons Concierge service

### Executive Club Facilities:

- ✓ Breakfast, Afternoon Tea, Sundown Cocktail, Light Dinner and All-day Refreshment
- ✓ Use of Club Floor Boardroom for two (2) hours per day, subject to availability
- ✓ Dedicated Executive Club Concierge Service
- ✓ Two (2) pieces of Dry Cleaning or Laundry per day
- ✓ 15% Discount on SPA Treatment excluding merchandise

## LUXURIOUS ACCOMMODATION

Warm, modern interiors overlooking the Kuala Lumpur's bustling cityscape and lush green KLCC Park, our 209 guest rooms and suites, as well as 27 serviced apartments, feature soundproofing design, in-room temperature controls and our Four Seasons Signature Bed, making each room a true sleeping sanctuary.







## SPA & WELLNESS INDULGENCE

Whether you're staying at Four Seasons for work or leisure, step into our Spa & Wellness sanctuary, covering two floors are 8 treatment rooms, a salon for hair, skin and nail and a fitness centre that is overlooking an outdoor garden pool.



## GOURMANDS' PARADISE

Alongside sweeping city views, experience a range of enticing dining & drinks options at five (5) of our exclusive restaurants and our sophisticated mixology bar that served handcrafted cocktail.







# FUNCTION SPACE ASSIGNMENT

## Function Space Assignment

Date	Start Time	End Time	Event Type	Function Room	Setup	No. of Guest	Rates (MYR)
Wed 29 Jun 2022	0830hrs	1000hrs	Breakfast	Gallery 7A	Rounds	130- 150	Breakfast Menu starting from MYR 250+ per person

### Room Rental

Room rental surcharge will be applicable should the guaranteed attendance be less than the minimum requirement.

### Pre-Setup & Rehearsal

Early access for pre-setup and/or rehearsal is subject to availability of the function room and room rental charge is applicable.

### Backdrop Charges

The Hotel can arrange customized backdrop ranging from **MYR1,800.00+ (MYR1,908.00nett)** onwards. The Hotel requires a minimum of 7 working days prior to the date of the event.

*The above rates are applicable for a minimum of 130 persons as indicated above.*

*Rates quoted in Ringgit Malaysia and subject to 6% Sales & Service Tax, subject to change without notice.*

## Food and Beverage Pricing

Menu	Price
Cocktail menu	Ranging from MYR 240.00+ (MYR 254.40nett) per person onwards
Chinese set menu	Ranging from MYR 280.00+ (MYR 296.80nett) per person onwards
Western set menu	Ranging from MYR 280.00+ (MYR 296.80nett) per person onwards
Muhibbah set menu	Ranging from MYR 270.00+ (MYR 286.20nett) per person onwards
International buffet menu	Ranging from MYR 280.00+ (MYR 296.80nett) per person onwards
Fusion set menu	Ranging from MYR 350.00+ (MYR 371.00nett) per person onwards
Buffet Lunch @ curate	Ranging from MYR 168.00+ (MYR 157.00nett) per person onwards
Buffet Dinner @ curate	Ranging from MYR 198.00+ (MYR 189.00nett) per person onwards

## Beverage Pricing

### Package Bar 1 at **MYR 208.00+ (MYR 220.48nett)** per person (maximum 3 hours)

Free flow of Draught Beer, House Wines (Red and White), Soft Drinks (Coke, Sprite and Ginger Ale), and Fruit Juices (Orange, Mango and Guava).

**Subsequent hour is chargeable at MYR85+ (MYR 90.10nett) per person**

### Package Bar 2 at **MYR350.00+ (MYR 371.00nett)** per person (maximum 3 hours)

Free flow Regular Bar consists of House Pouring Brands i.e Gin, Vodka, Whiskey, Rum, Brandy, Draught Beer, House Wines (Red and White), Soft Drinks (Coke, Sprite and Ginger Ale), Fruit Juices (Orange, Mango and Guava) and Natural Water & Sparkling Water

**Subsequent hour is chargeable at MYR110+ (MYR 116.60nett) per person**

### Package Bar 3 at **MYR450.00+ (MYR 477.00nett)** per person (maximum 3 hours)

Free flow Premium Bar consists of House Pouring Brands i.e Gin, Vodka, Whiskey, Rum, Tequila, Brandy, Draught Beer, House Wines (Red and White), Soft Drinks (Coke, Sprite and Ginger Ale), Fruit Juices (Orange, Mango and Guava) and Natural Water & Sparkling Water

**Subsequent hour is chargeable at MYR120+ (MYR 127.20nett) per person**



Beverages	Unit Price
Soft drinks	MYR 18.00+ (MYR 19.80nett) per glass MYR 45.00+ (MYR 47.70nett) free flow per person (max. 4 hours)
Chilled fruit juices	MYR 23.00+ (MYR 24.38nett) per glass MYR 55.00+ (MYR 58.30nett) free flow per person (max. 4 hours)
Soft drinks and chilled fruit juices	MYR 65.00+ (MYR 68.90nett) free flow per person (max. 4 hours)
* Beer (draught)	MYR 30.00+ (MYR 31.80nett) per glass MYR 1,800.00+ (MYR 1,908.00nett) per 30-litre barrel
* House wine	MYR 56.00+ (MYR 59.36nett) per glass MYR 250.00+ (MYR 265.00nett) per bottle
* Champagne	MYR 115.00+ (MYR 121.90nett) per glass MYR 530.00+ (MYR 561.80nett) per bottle

#### Corkage Charge

Beer (draught)	MYR 750.00+ (MYR 795.00nett) per barrel opened
Wine	MYR 180.00+ (MYR 190.80nett) per bottle opened
Hard Liquor or Spirit	MYR 300.00+ (MYR 318.00nett) per bottle opened
Champagne	MYR 180.00+ (MYR 190.80nett) per bottle opened

Note: All prices quoted for alcoholic drinks are subject to increase without prior notice. All beverage brought into the hotel must be duty paid. Duty free items are strictly not allowed.

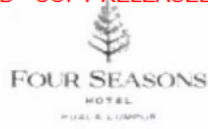


### Audio Visual Equipment

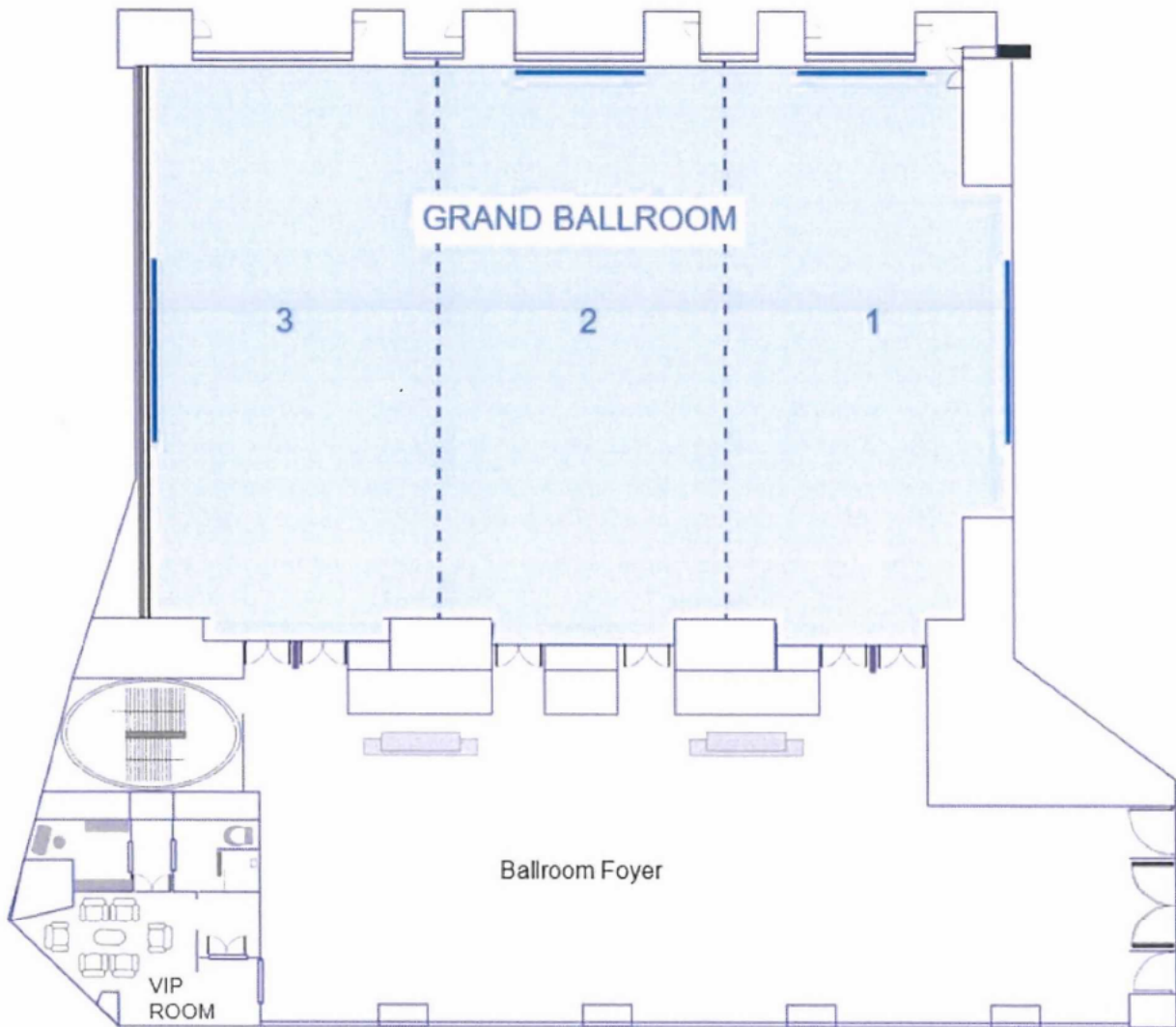
Please refer to the following audio visual price list for your kind review:

Equipment	Daily Rental Rate Per Unit (MYR)
<b>Display TV</b>	
50" LED TV (16.9 wide format) with TV stand/floor	700.00+ (742.00nett)
60" LED TV (16.9 wide format) with TV stand/floor	800.00+ (848.00nett)
70" LED TV (16.9 wide format) with TV stand/floor	1,050.00+ (1,113.00nett)
<b>Audio Equipment</b>	
Polycom set (for teleconferencing)	550.00+ (583.00nett)
Conference microphone	200.00+ (212.00nett)
Lapel microphone	250.00+ (265.00nett)
Cordless mic (Sennheiser)	250.00+ (265.00nett)
Handheld mic (Sennheiser)	180.00+ (190.80nett)
Wireless clicker with built-in pointer	150.00+ (159.00nett)
Perfect cue (long range with laser pointer)	250.00+ (265.00nett)
Extension Cord	150.00+ (159.00nett)
<b>LED Screen</b> *applicable for ballroom function room only*	
Option 1 : 24ft (W) x 14ft (H) P4	18,000.00+ (19,080.00nett)
Option 2 : 36ft (W) x 14ft (H) P4	25,000.00+ (26,500.00nett)
<b>Multimedia LCD Projector with projection screen</b>	
3,500 ansi lumens with screen size 8.5ft x 5ft (built-in)	1,200.00+ (1,272.00nett)
6,500 ansi lumens with screen size 11.6ft x 6.6ft (built-in)	1,800.00+ (1,908.00nett)
8,500 ansi lumens with screen size 16ft x 9ft	2,500.00+ (2650.00nett)
12,000 ansi lumens with screen size 19.6ft x 11ft (built-in)	4,500.00+ (4,770.00nett)
20,000 ansi lumens with screen size 24ft x 13.5ft	6,500.00+ (6,890.00nett)
21,000 ansi lumens with screen size 25.6ft x 14ft (built-in)	7,000.00+ (7,420.00nett)
<b>AV Accessories</b>	
Seamless switcher	750.00+ (795.00nett)
VGA/HDMI splitter	200.00+ (212.00nett)
<b>Lighting System</b>	
LED Pointe beam moving head	350.00+ (371.00nett)
LED Citi color	350.00+ (371.00nett)
LED Bar	250.00+ (265.00nett)
Lighting controller	500.00+ (530.00nett)
<b>Technician Assistance</b>	
1 (one) AV floor manager	1,000.00+ p/p (1,060.00nett)
1 (one) video operator	1,200.00+ p/p (1,272.00nett)
1 (one) certified sound technician	1,200.00+ p/p (1,272.00nett)
1 (one) certified lighting technician	1,200.00+ p/p (1,272.00nett)

Rates quoted in Ringgit Malaysia and subject to 6% Sales & Service Tax, subject to change without notice.



# GRAND BALLROOM

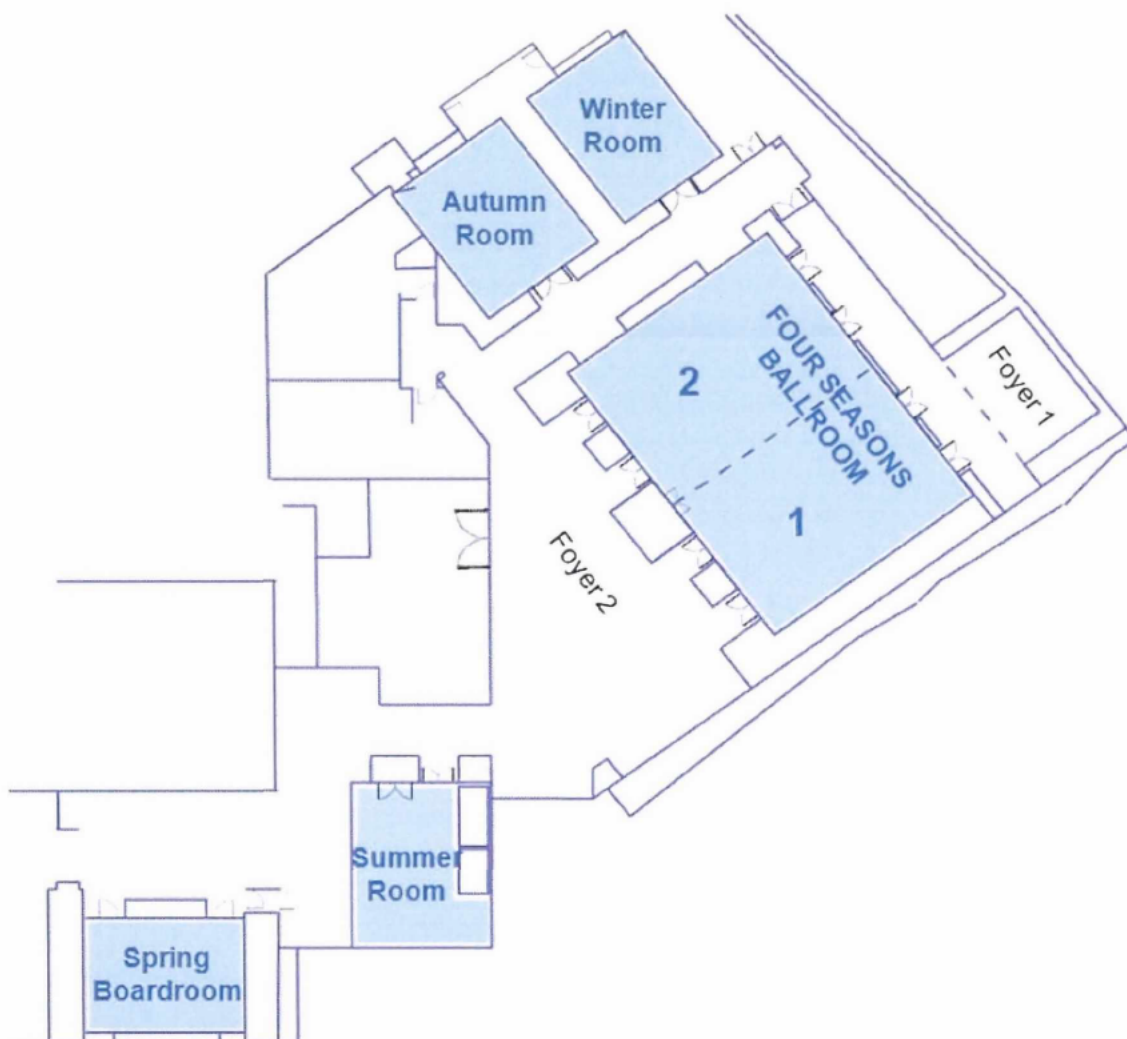


GRAND BALLROOM CAPACITY									
	Dimensions (ft)	Dimensions (m)	Reception	Banquet	Theatre	Classroom	Boardroom	U-Shape	Hollow Square
Grand Ballroom	72 x 116	22 x 35	950	540	1080	540	x	x	x
Ballroom 1	72 x 38	22 x 11	250	160	323	144	62	63	72
Ballroom 2	72 x 38	22 x 11	300	180	380	156	62	63	72
Ballroom 3	72 x 40	22 x 11	300	180	380	162	62	54	84
Ballroom 1 & 2	72 x 76	22 x 22	x	360	722	378	60	72	114
Ballroom 2 & 3	72 x 78	22 x 22	x	360	760	378	66	75	120
Grand Ballroom Foyer	88 x 40	27 x 12	600	x	x	x	x	x	x





# FUNCTION ROOMS



FUNCTION ROOMS CAPACITY									
	Dimensions (ft)	Dimensions (m)	Reception	Banquet	Theatre	Classroom	Boardroom	U-Shape	Hollow Square
Four Seasons Ballroom	39 x 53	12 x 16	220	120	238	150	44	54	66
Four Seasons Ballroom 1	39 x 27	12 x 8	90	60	126	75	20	30	42
Four Seasons Ballroom 2	39 x 25	12 x 7	90	60	112	75	20	30	42
Four Seasons Ballroom Foyer	19 x 55	7 x 17	150	x	x	x	x	x	x
Summer Room	26 x 16	7 x 5	40	20	54	24	20	18	24
Autumn Room	25 x 18	7 x 5.5	45	20	60	24	20	18	24
Winter Room	24 x 18	7x 5.5	45	20	60	24	20	18	24
Spring Boardroom	20 x 24	6 x 7.3	x	x	x	x	12	x	x





## TRANSPORTATION RATES

### Airport Transfer (by Hotel Limousine)

Route (Per car per way)	Mercedes Benz S-Class MYR	Mercedes Benz E-Class MYR	Toyota Alphard / Vellfire / Mercedes Vito MYR
KLIA/KLIA2 to Hotel	585.00	410.00	365.00
Subang Airport to Hotel	435.00	255.00	212.00
Hourly (per hour)	435.00	255.00	170.00
Daily Hire (Per day-12 hours)	4350.00	2120.00	1700.00
KLIA/KLIA2 to Hotel (Return Transfer)	N/A	815.00	725.00

\*\* S-Class & E-Class up to 3 passengers

\*\* Toyota Alphard/Vellfire /Mercedes Vito up to 5 passengers

### **Terms & Conditions:**

1. All rates are quoted in Malaysian Ringgit (MYR) and is inclusive of 6% Sales and Service Tax (SST).
2. All rates are inclusive of vehicle hire, chauffeur, fuel, toll and parking charges only.
3. 50% surcharge is applicable during the hours of 12.00am to 06.00am.
4. Local rates are valid for destination(s) within 50km radius from Kuala Lumpur city centre.
5. Outstation rates are valid for destination(s) outside the 50km radius from Kuala Lumpur city centre.
6. Outstation/Overnight stay: A minimum levy of MYR150.00 for chauffeur's food and lodging applies (depending on location)
7. Airport Transfer rates include a 60-minute waiting period at KLIA (calculated from the scheduled flight arrival). In case of flight delay or any waiting above 60 minutes, additional charges apply under hourly hire.
8. Hourly and daily usage are calculated from the time of booking to the time of arrival at the required destination.
9. Hourly rates are valid for a minimum usage of two (02) hours.
10. Daily rates are limited to twelve (12) continuous hours per day. Additional hire is chargeable under hourly hire.
11. All Reservations must be notified in writing, 24-hours in advance to our 24-hours Concierge Centre. All confirmation of reservations are subject to availability of vehicles. Any last minute booking (less than 24 hours), it will be subject to availability.



### **Four Seasons Lead With Care**

Four Seasons is incredibly proud to collaborate with the experts to strengthen our already stringent health and safety measures through our new Lead with Care program.

With guidance from internationally recognized experts, Four Seasons has developed Lead with Care, our enhanced global health and safety program focused on providing care, confidence and comfort to all guests, employees and residents within the new COVID-19 environment.

Our Four Seasons App and Chat will be an important part of this new reality, providing a contactless and controlled experience that doesn't compromise Four Seasons signature service.

For more information about **Lead with Care**, please click on the link below.

<https://press.fourseasons.com/news-releases/2020/lead-with-care-program/>

Bookmark **Welcome Back** <https://www.fourseasons.com/welcome-back/>, your go-to reference for the latest information about property re-openings and current facility availability, including any temporary changes to property offerings.

### **Four Seasons App & Chat (At Your Service, Everywhere)**

Four Seasons service reaches new heights with digital tools that are as mobile as you are – and as human and thoughtful as ever. If you are staying with us or are a meeting planner, easiest way to reach our team for any support, please click on the link below.

<https://www.fourseasons.com/landing-pages/corporate/mobile-app/> OR  
<https://wa.me/60323828888> for more info.

### **Corporate Social Responsibility (CSR)**

As part of a global initiative, Four Seasons Hotel is committed to make local society different. With social responsibility programs, we strive to impact communities and inspire people around through our signature activities:

- 1) Adopt your own beehive. Give back to the local community by helping to care for your own beehive and receive amazing Trigona honey for you to add into a cocktail or mocktail of your choice.
- 2) In collaboration with [Inkaa](#), Four Seasons Hotel Kuala Lumpur is a proud supplier of linens to be repurposed into beautifully crafted batik pieces of fashion.

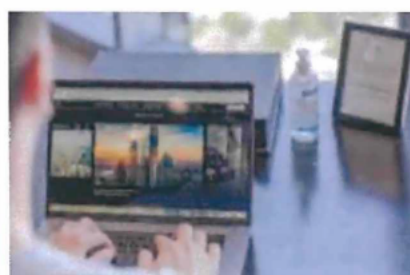
### **Four Seasons Work at Leisure**

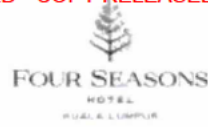
As the leader of global luxury travel, Four Seasons continues to take the stress out of business travel by having necessary Work at Leisure items available on request.

From express lunches to hassle-free technology and private space, let our team make your stay both comfortable and efficient. Order any of the Work at Leisure items to your room through the Four Seasons App.

For more information about Work at Leisure, please click on the link below:

[www.fourseasons.com/kualalumpur/landing-pages/property/work-at-leisure/](http://www.fourseasons.com/kualalumpur/landing-pages/property/work-at-leisure/)





## FROM ASIA'S FINEST TO MALAYSIA'S FINEST

### From the vibrant Four Seasons Kuala Lumpur to a re-imagined paradise for groups at Four Seasons Resort Langkawi

Spread over a mile-long stretch of pristine coastline and surrounded by ancient rainforests, this lush beach hideaway is just minutes away from Kilim Karst Geopark, a protected UNESCO Heritage site. Spacious indoor-outdoor accommodations, including 68 pavilions and 24 villas, immerse guests in the inspiring landscape. Four Seasons experts curate a variety of memorable moments – from tailored adventures between land and sea, to inventive dining and drinking experiences, to award-winning elemental treatments at the Geo Spa. The property boasts 2,150 square feet (200 square metres) of meeting and event space and re-imagined private dining room for a more intimate gathering or destination wedding.

Last year, Four Seasons Resort Langkawi was named the highest ranked Resort in Malaysia by Condé Nast Traveler's 2020 Readers' Choice Award, the most renowned international travel publication in the travel industry.

Group Rates start at MYR 1,600 per room per night. For more information or enquiries, please contact Imbi Sarv, Senior Director of Sales at [imbi.sarv@fourseasons.com](mailto:imbi.sarv@fourseasons.com) or visit our [website](#).

### Only in Langkawi

Whether in search of adventure, culture, or relaxation, Four Seasons Resort Langkawi showcases a bespoke collection of experiences that captures the warmth of the culture and offers a deep sense of place. The Resort allows premier access to exclusive experiences and award-winning luxury getaway like no other, matched by the warmth, richness and authenticity of Malaysian culture.

- **A hidden gem.** Discover a world of natural wonders at Southeast Asia's first UNESCO Geopark. Glide through mysterious forests between land and sea at the Mangroves & Eagles Safari with our Adventure Team.
- **Mile-long beach.** Our private white sand beach is the best in the Langkawi, ideal for private events, teambuilding activities, gala dinners and water & land sports for those seeking adventure.
- **Rumah Ikan Fish House.** Experience generations-old fishing methods at our traditional fish house which transforms to an exclusive event space situated on a mile-long private beach, offers the ideal setting to gather with colleagues, brainstorm new ideas and map a path for the future.





**From:** s 47E(d)  
**To:** s 47G(1)(a) s 22(1)(a)(ii)  
**Cc:** s 47G(1)(a) s 47E(d) s 22(1)(a)(ii)  
**Subject:** RE: [EXTERNAL] 27 July - flowers [REDACTED]  
**Date:** Tuesday, 26 July 2022 2:57:45 PM  
**Attachments:** [image001.jpg](#)

Hi <sup>s 47F(1)</sup>

The flowers are for tomorrow please, Wednesday, the 27th July.  
Please deliver by 3pm tomorrow.

Thank you.

Kind regards

<sup>s 22(1)(a)(ii)</sup>

Events Officer | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P** <sup>s 22(1)(a)(ii)</sup>

[dfat.gov.au](http://dfat.gov.au) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



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**From:** s 47G(1)(a)

**Sent:** Tuesday, 26 July 2022 2:51 PM

**To:** s 22(1)(a)(ii) @dfat.gov.au>

**Cc:** s 47G(1)(a) s 47E(d) @dfat.gov.au;>

s 22(1)(a)(ii) @dfat.gov.au>

**Subject:** [EXTERNAL] Re: 27 July - flowers [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi team,

The 27th is tomorrow (Wednesday). Can you please confirm if it is tomorrow or Thursday 28th you need the flowers for.

Thanks so much

<sup>s 47F(1)</sup>

On Mon, 18 Jul 2022 at 12:58, <sup>s 22(1)(a)(ii)</sup>

[@dfat.gov.au](#)> wrote:

Good Afternoon

DFAT will be hosting an event on Thursday 27 July 2022 can we please order 2 lectern flowers to be delivered by 15:00.

Thank you

<sup>s 22(1)(a)(ii)</sup>

Assistant Director | Ministerial and Executive Events

Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
**Ps 22(1)(a)(ii)** |



**From:** s 22(1)(a)(ii)  
**To:** s 47G(1)(a)  
**Cc:** s 47E(d) ; s 22(1)(a)(ii)  
**Subject:** 27 July Casual Wait Staff required [REDACTED]  
**Date:** Wednesday, 20 July 2022 12:59:22 PM  
**Attachments:** [image001.jpg](#)

---

[REDACTED]

Good afternoon

DFAT will be hosting a cocktail function on 27 July between 1730-1830 and we are looking to have five casual staff in including s 47F(1) to assist with the event. Noting the event is a cocktail reception grateful if you can provide staff who are comfortable serving drinks and trays of canapes.

As the event starts at 1730, we would ask that the staff can arrive at 1700, due to clean up it is the staff will finish around 2000.

Please let me know if you have any questions.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
[dfat.gov.au](#) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

[REDACTED]

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**From:** s 22(1)(a)(ii)  
**To:** s 22(1)(a)(ii)  
**Cc:** s 47E(d)  
**Subject:** RE: S23 approval required - FM Dip Corps event tonight [REDACTED]  
**Date:** Wednesday, 27 July 2022 1:57:00 PM  
**Attachments:** [FAS\\_EXD\\_approval\\_for\\_FM\\_Dip\\_Corps\\_event\\_27July2022.pdf](#)  
[image001.jpg](#)

Hi s 22(1)(a)(ii) [REDACTED]

Resending the attachment as the scan didn't work the first time.

Kind regards

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 27 July 2022 1:52 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** s 47E(d) @dfat.gov.au  
**Subject:** RE: S23 approval required - FM Dip Corps event tonight [REDACTED]

Hi s 22(1)(a)(ii) [REDACTED]

Please find attached the signed approval from John.

Kind regards

s 22(1)(a)(ii)

| Executive Assistant to

John Geering | First Assistant Secretary

Executive Division

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) M s 22(1)(a)(ii)

[dfat.gov.au](#) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

**From:** s 22(1)(a)(ii) @dfat.gov.au  
**Sent:** Wednesday, 27 July 2022 1:25 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** s 47E(d) @dfat.gov.au  
**Subject:** S23 approval required - FM Dip Corps event tonight [REDACTED]

Hi s 22(1)(a)(ii),

Lisa had approved the expenditure for tonight's event (based on John's verbal ok), but as this will come out of John's budget grateful if you could please ask him to approve (via return email or signature).

Thank you,

s 22(1)(a)(ii)

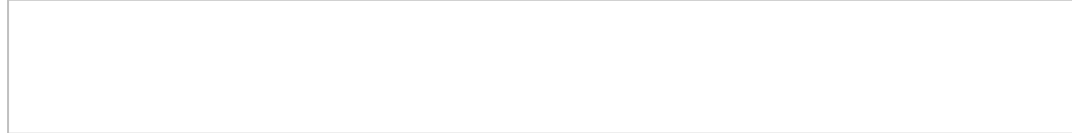
**From:** Lisa Wright <[Lisa.Wright@dfat.gov.au](mailto:Lisa.Wright@dfat.gov.au)>  
**Sent:** Monday, 25 July 2022 5:55 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** s 47E(d) @dfat.gov.au  
**Subject:** FW: S23 approval required - FM Dip Corps event 27 July [REDACTED]

Approved.

Lisa Wright

---

Assistant Secretary  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
T +61 2 6261 9255 | M **s 22(1)(a)(ii)**  
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---

**From:** **s 47E(d)** [@dfat.gov.au](mailto:@dfat.gov.au)  
**Sent:** Monday, 25 July 2022 5:20 PM  
**To:** Lisa Wright <[Lisa.Wright@dfat.gov.au](mailto:Lisa.Wright@dfat.gov.au)>  
**Cc:** John Geering <[John.Geering@dfat.gov.au](mailto:John.Geering@dfat.gov.au)>; **s 47E(d)**  
[@dfat.gov.au](mailto:@dfat.gov.au)  
**Subject:** S23 approval required - FM Dip Corps event 27 July [REDACTED]

Hi Lisa,

Grateful for approval for the costs for this Wednesday's FM Dip Corps event, as agreed by John. Total costs are \$9,011.88 (including F&B, flowers, stage and sound, welcome to country and additional security guards).

Thank you,  
**s 22(1)(a)(ii)**

A/g Director | Ministerial and Executive Events  
Phone: **s 22(1)(a)(ii)**  
Public Diplomacy Branch | Communications Division  
Department of Foreign Affairs and Trade

## ESTIMATED FUNCTIONS COST # 055

**Division:** EXD  
**Cost Centre/GL Code:** tbc  
**From:** MEE/PUB/EXD  
**Function:** Reception - FM and diplomatic corps  
**Host:** FM  
**Attending:** 120 pax

**Location:** C1 Atrium  
**Date:** 27/07/2022

COSTS INCURRED	Cost per unit	Units	GST	ex GST
<b>Beverages:</b>				
- orange juice (2 lt)	\$5.30		\$0.00	\$0.00
- orange juice (3 lt)	\$7.50	8	\$0.00	\$60.00
- mineral water	\$1.00	30	\$2.73	\$27.27
- bottled water	\$0.40		\$0.00	\$0.00
- soft drink (Coca Cola)	\$0.71	24	\$1.55	\$15.49
- Capital Brewing Co - "Coast Ale"	\$3.66		\$0.00	\$0.00
- Young Henry's Natural Lager	\$3.00	48	\$13.09	\$130.91
- White wine Shaw and Smith Sav Blanc (SA)	\$28.50	36	\$93.27	\$932.73
- Red wine Peter Lehman Bond Grenache (SA)	\$21.61	36	\$70.72	\$707.24
- Sparking Wine	\$0.00		\$0.00	\$0.00
<b>Food:</b>				
Kitchen Witchery	\$0.00	1	\$323.31	\$3,233.09
Café Brindabella (Incl mineral water and orange juice-lunch orders only)	\$0.00		\$0.00	\$0.00
Hyatt Hotel Catering	\$0.00		\$0.00	\$0.00
<b>Flowers:</b>				
- cocktail arrangement	\$66.00		\$0.00	\$0.00
- small long, low arrangement	\$71.50		\$0.00	\$0.00
- long, low arrangement	\$88.00		\$0.00	\$0.00
- large, low arrangement	\$132.00		\$0.00	\$0.00
- lectern arrangement	\$88.00	2	\$16.00	\$160.00
<b>Linen:</b>				
- burgundy overlay	\$2.70	10	\$2.45	\$24.55
- napkins	\$0.80	0	\$0.00	\$0.00
- tea towels	\$0.72	20	\$1.31	\$13.09
- tablecloths (224x224)	\$6.63	10	\$6.03	\$60.27
<b>Paper Products:</b>				
- cocktail napkins	\$0.02	240	\$0.39	\$3.93
- lunch napkins	\$0.03	0	\$0.00	\$0.00
<b>Stationery:</b>				
- crested menu cards	\$1.00		\$0.00	\$0.00
- crested name cards	\$0.50		\$0.00	\$0.00
<b>Tea &amp; Coffee:</b>				
Tea & Coffee @12:00	\$1.00	0	\$0.00	\$0.00
Tea, coffee & biscuits	\$1.50		\$0.00	\$0.00
<b>Casual Staff (min 3 hrs):</b>				
ExpressPro Recruitment - Mon-Fri - 7am-7pm	\$48.22		\$0.00	\$0.00
ExpressPro Recruitment - Mon-Fri - 7pm-12am	\$51.50	18	\$84.27	\$842.73
<b>Other costs:</b>				
Welcome to Country			s 47G(1)(a), s 47G(1)(b)	
DFAT Shuttle Bus (Civic-Barton-Civic)				
Additional Security Guards (x2)	\$250.00	4	\$90.91	\$909.09
<b>Equipment Hire:</b>				
Individual - Audio & stage set up (stage/screen/speakers/TVs/live video feed, 2 opt)	\$1,530.65	1	\$139.15	\$1,391.50
Piano hire (incl tuning, delivery, pick up)			\$0.00	\$0.00
Barlens/ YES - hire (tables, chairs, table cloths)			\$0.00	\$0.00
Capitol Indoor Plant Hire			\$0.00	\$0.00

GST removed prior to invoicing	
<b>TOTAL</b>	<b>\$845.19      \$9,011.88</b>
DFAT approval of commitment of relevant money - PGPA ACT SECTION 23	
I approve this spending proposal in accordance with PGPA ACT s 47F(1)	
Name: <b>JOHN GEERING</b>	Signature: _____
Date: <b>27/7/22</b>	Date: _____
Position title: <b>FA SE XD</b>	Position number: _____

**From:** [Kitchen Witchery](#)  
**To:** s 47E(d)  
**Subject:** [EXTERNAL] RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]  
**Date:** Friday, 22 July 2022 1:25:43 PM  
**Attachments:** [image004.png](#)  
[image005.jpg](#)  
[image006.png](#)  
[image007.png](#)  
[036 - Cocktail Reception 27 July 2022.docx](#)

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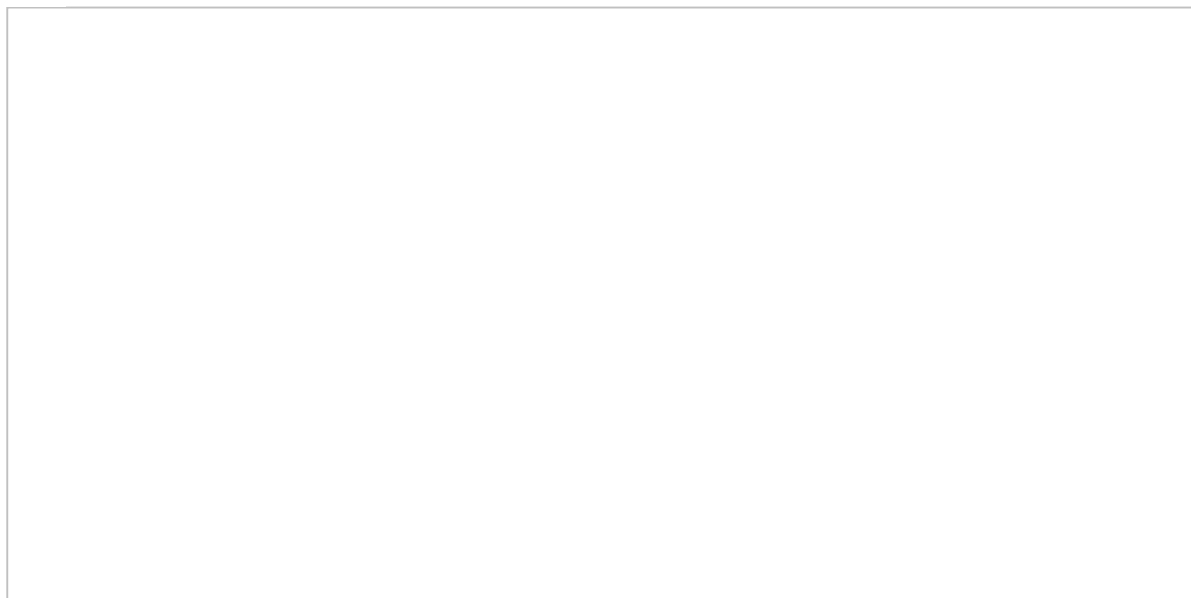
**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii),

Please find work order 36 attached. In your text below you say 17.30- 19.30 but the work order says 17.00-19.30 which is it?

Regards

s 47F(1)



**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Friday, 22 July 2022 8:24 AM  
**To:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>  
**Cc:** s 47E(d) @dfat.gov.au>  
**Subject:** RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

Good morning s 47F(1)

I have been advised the event will now run from 1730-1930 amended work order attached.

s 22(1)(a)(ii)

---

**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Thursday, 21 July 2022 4:27 PM  
**To:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>  
**Cc:** s 47E(d) @dfat.gov.au>  
**Subject:** RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

Afternoon s 47F(1)

Please see attached work order.

Thank you

s 22(1)(a)(ii)



---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P s 22(1)(a)(ii)** |

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---

**From:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>

**Sent:** Thursday, 21 July 2022 12:24 PM

**To:** **s 47E(d)** [@dfat.gov.au](#)

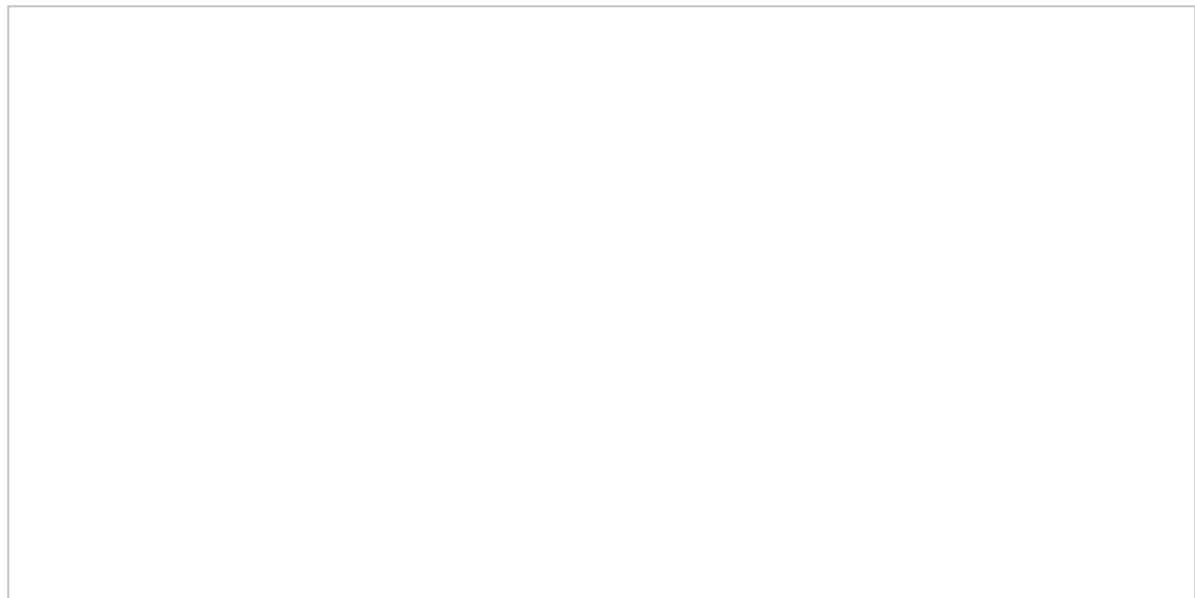
**Subject:** [EXTERNAL] RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Thanks **s 22(1)(a)(ii)**, I will wait for the work order.

Regards

**s 47F(1)**



**From:** **s 47E(d)** [@dfat.gov.au](#)

**Sent:** Wednesday, 20 July 2022 3:41 PM

**To:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>; **s 47E(d)** [@dfat.gov.au](#)

**Cc:** **s 22(1)(a)(ii)** [@dfat.gov.au](#)

**Subject:** RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

Hi **s 47F(1)**

Thank you for the below we are happy to go ahead with the quote.

**s 22(1)(a)(ii)**

---

**From:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>

**Sent:** Wednesday, 20 July 2022 1:54 PM

**To:** **s 47E(d)** [@dfat.gov.au](#)

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)

**Subject:** [EXTERNAL] RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Your suggested menu as requested for Wednesday 27<sup>th</sup> July

- BBQ duck crepes with cucumber.
- Parmesan baskets with goat's cream & fresh herbs (v, g/f)
- Tom Yum prawn rice paper rolls (g/f)
- Crisp chicken dumplings
- Pea & potato samosa (v)
- Smoked salmon on potato roesti horse radish, capers & dill (g/f)

The above menu is all Halal.

The cost for the above menu is as follows,

- Canapes 6p/p @ \$24.24p/p x 125 \$3030.00
- 3 hour chef's charge \$190.59
- Delivery \$12.50
- Total \$3233.09

Please confirm that you are happy to proceed with the above menu & costing.

Regards

s 47F(1)

**From:** s 47E(d) [@dfat.gov.au](mailto:@dfat.gov.au)

**Sent:** Tuesday, 19 July 2022 2:13 PM

**To:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>; s 47E(d) [@dfat.gov.au](mailto:@dfat.gov.au)

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)

**Subject:** RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

Hi s 47F(1)

The correct date is Wednesday 27 July 2022.

s 22(1)(a)(ii)

**From:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>

**Sent:** Tuesday, 19 July 2022 1:50 PM

**To:** s 47E(d) [@dfat.gov.au](mailto:@dfat.gov.au)

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** [EXTERNAL] RE: 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

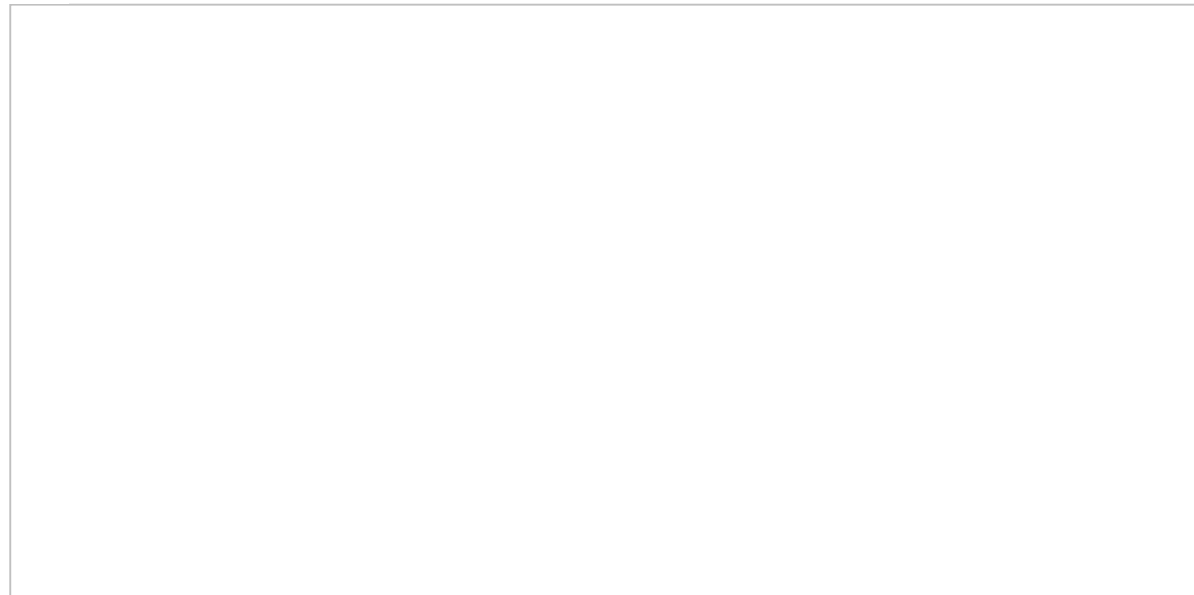
**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Is it Thursday 28<sup>th</sup> or Wednesday 27<sup>th</sup>?

Regards

s 47F(1)



**From:** s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au)>

**Sent:** Tuesday, 19 July 2022 1:27 PM

**To:** Kitchen Witchery <[admin@kitchenwitchery.com.au](mailto:admin@kitchenwitchery.com.au)>

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>; s 47E(d)

[@dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** 27 July - Cocktail reception 17:00 -18:30 or 17:30 -18:00 [REDACTED]

**Importance:** High

Good afternoon s 47F(1)

DFAT will be hosting a cocktail reception on Thursday 27 July between 1700 -1830 or 1730-1900 and would like to request the services of Kitchen Witchery. Grateful if you can advise if you are able to assist with the following.

- Canapes for 125 guest's - if you can provide 3 hot and 3 cold suggestions, Including gluten free, vegetarian and halal options.
- A chef to prepare canapes.

Grateful If you can confirm availability as soon as possible.

If you have any questions, please let me know.

s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events

Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
**Ps 22(1)(a)(ii)** |

## Work Order – DFAT and Purfect Pty Ltd, trading as Kitchen Witchery Catering

This Work Order (Contract) is issued pursuant to clause 4.4 of the Deed of Standing Offer entered into between the Commonwealth of Australia represented by Department of Foreign Affairs and Trade (DFAT) (ABN 47 065 634 525) and Purfect Pty Ltd, trading as Kitchen Witchery Catering (ABN 93 108 423 516) (Deed) dated **26/11/19** and comprises this Work Order and any attachments. The terms and conditions of the Deed govern this Contract. Unless other stated, all terms defined in this Work Order have the same meaning as in the Deed.

1	<b>Date of Work Order:</b>	21/07/22
2	<b>Work Order Reference Number:</b>	036
3	<b>Date and time of function:</b>	<b>EVENT 1:</b> Wednesday 27 July 2022 17:00-1930
4	<b>Type of function:</b>	Cocktail reception
5	<b>Number of guests:</b>	125
6	<b>Services required:</b> (i.e. type of catering required)	<b>EVENT 1:</b> <b>Cocktail reception</b> <ul style="list-style-type: none"> <li>• BBQ duck crepes with cucumber.</li> <li>• Parmesan baskets with goat's cream &amp; fresh herbs (v, g/f)</li> <li>• Tom Yum prawn rice paper rolls (g/f)</li> <li>• Crisp chicken dumplings</li> <li>• Pea &amp; potato samosa (v)</li> <li>• Smoked salmon on potato roesti horse radish, capers &amp; dill (g/f)</li> </ul> The above menu is all Halal.
7	<b>Other requirements</b> - e.g. any special instructions, security clearance, etc)	
08	<b>Specified Personnel</b> (i.e. a Chef)	Chef
9	<b>Location of function / delivery address</b>	<b>EVENT 1:</b> C1 Atrium
10	<b>Contract price (including GST)</b> (include break down of all Costs/Fees/Rates for provision of the Services, including any Contractor Personnel rates)	<b>\$3233.09 including chef &amp; delivery</b>
11	<b>DFAT Supplied Items</b> (insert details of items to be supplied by DFAT or made available to the Contractor for the purposes of the Contract)	NA
12	<b>DFAT Contact Officer and address for notices</b>	Events Team Tel: s 47E(d) , Email: s 47E(d) <a href="mailto:s 47E(d)@dfat.gov.au">@dfat.gov.au</a>

**SIGNED FOR AND ON BEHALF  
OF THE COMMONWEALTH OF  
AUSTRALIA** by its authorised representative

**SIGNED FOR AND ON BEHALF  
OF THE CONTRACTOR** by its authorised  
representative:

s 47F(1)



Signature of Authorised Representative

s 22(1)(a)(ii)

Name of Authorised Representative

Date: 21/07/2022

Signature of Authorised Representative

s 47F(1)

Name of Authorised Representative (print)

Date: 22/07/22

**From:** [canberra@indivisual.net.au](mailto:canberra@indivisual.net.au)  
**To:** s 47E(d)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** [EXTERNAL] RE: 27 July - Cocktail reception 17:00 -18:30 AV Requirements [REDACTED]  
**Date:** Monday, 18 July 2022 9:18:14 PM  
**Attachments:** [image001.jpg](#)  
[Quote DFAT2022Q202 Atrium 27 July.s 22\(1\)\(a\)\(ii\).pdf](#)

---

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Please find attached a quote for the cocktail event in the atrium on 27 July.

Kind regards,

s 47F(1)

s 47F(1)

s 47F(1)

Managing Director

[www.indivisual.net.au](http://www.indivisual.net.au)

144square white



---

**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Monday, 18 July 2022 12:39 PM  
**To:** canberra@indivisual.net.au  
**Cc:** s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** 27 July - Cocktail reception 17:00 -18:30 AV Requirements [REDACTED]

Good afternoon s 47F(1)

DFAT will be hosting a cocktail reception on Thursday 27 July between 1700 -1830 and would like to request the Hyatt's services. Grateful if you can advise if you are able to assist with the following.

- Stage
- Sound
- Lighting
- Black back drop
- 2 microphones, one fixed and a second for the MC.

Please let me know if you have any questions.

Thank you

s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P s 22(1)(a)(ii)** |



**indivisual**  
EVENT PRODUCTION

ABN: 13610191832

ACN: 610191832

[Canberra@Indivisual.net.au](mailto:Canberra@Indivisual.net.au)

02 6258 2666

## QUOTE

Quote#: DFAT2022Q202

Date: 18/07/2022

Prepared by <sup>s 47F(1)</sup>

Client: DFAT

Contact: s 22(1)(a)(ii)

Venue: DFAT RG Casey Atrium

Event Date: 27/07/2022 Cocktail function 17:00-18:30

**BRIEF: Provide A/V for 1.5 hour atrium event**

Supply stage (2.4m x 1.8m), PA, Lectern mic + handheld wireless mic

\*\*Background music if requested\*\*

Use lectern from treaties room. Provide mic, and vertical TV screen for front logo

Black drape backdrop behind stage

Include setup, packup, and 1 operator for 2 hours

**SUMMARY:**

Equipment	incl. GST	\$ 1,054.90
Labour	incl. GST	\$ 475.75

<b>TOTAL</b>	Ex GST	\$ 1,391.50
	GST	\$ 139.15
	Inc GST	\$ 1,530.65

Cost breakdown on following page.....

Quote: DFAT2022Q202

continued

<b>Equipment</b>	<b>QTY</b>	<b>\$ EACH</b>	<b>DAYS</b>	<b>\$ TOTAL</b>
<b>Audio</b>				
Digital Audio mixer 16ch 4xAux + ipad remote	1	\$ 110.00	1	\$ 110.00
PA Speaker Bose L1 Compact line array	4	\$ 88.00	1	\$ 352.00
Lectern microphone	1	\$ 16.50	1	\$ 16.50
Handheld Wireless Mic Sennheiser on stand	1	\$ 110.00	1	\$ 110.00
<b>Video</b>				
40" HD TV vertical for front of lectern	1	\$ -	1	\$ -
<b>Lighting</b>				
90w LED light on stand, adj. colour/dimmable	2	\$ 55.00	1	\$ 110.00
<b>Staging</b>				
Folding stage 2.4x1.8m, black carpet 40/60cm	1	\$ 110.00	1	\$ 110.00
Steps for 60cm stage	1	\$ 33.00	1	\$ 33.00
Black skirting for 40cm stage per metre	8	\$ 3.30	1	\$ 26.40
Black Drape incl pole supports <4m high per metre	6	\$ 27.50	1	\$ 165.00
<b>Consumables</b>				
Gaffa Tape - DFAT 4 speaker	1	\$ 22.00	1	\$ 22.00
<b>EQUIPMENT TOTAL (Inc GST)</b>	.			<b>\$ 1,054.90</b>

<b>Labour</b>	<b>STAFF</b>	<b>\$/HOUR</b>	<b>HOURS</b>	<b>\$ TOTAL</b>
27/07/2022 In/Setup 13:30-16:30	1	\$ 71.50	3	\$ 214.50
27/07/2022 Operator 16:30 - 18:30	1	\$ 77.00	2	\$ 154.00
27/07/2022 Pack-up	1	\$ 71.50	1.5	\$ 107.25
<b>LABOUR TOTAL (Inc GST)</b>				<b>\$ 475.75</b>



**From:** [canberra@indivisual.net.au](mailto:canberra@indivisual.net.au)  
**To:** s 22(1)(a)(ii)  
**Subject:** [EXTERNAL] Revised quote for AV for cocktail event on 27 July  
**Date:** Tuesday, 26 July 2022 2:18:43 PM  
**Attachments:** [image001.jpg](#)  
[Quote DFAT2022Q202v2 Atrium 27 July.s 22\(1\)\(a\)\(ii\).pdf](#)

---

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii),

Please find attached a revised (v2) quote for the event tomorrow.

I've removed the black drape backdrop, and added in 8 uplights (green & gold) for mood lighting.

Kind regards,

s 47F(1)

**Managing Director**  
[www.indivisual.net.au](http://www.indivisual.net.au)

144square white





**indivisual**  
EVENT PRODUCTION

ABN: 13610191832

ACN: 610191832

[Canberra@Indivisual.net.au](mailto:Canberra@Indivisual.net.au)

02 6258 2666

## QUOTE

Quote#: DFAT2022Q202v2

Date: 26/07/2022

Prepared by <sup>s 47F(1)</sup>

Client: DFAT

Contact: s 22(1)(a)(ii)

Venue: DFAT RG Casey Atrium

Event Date: 27/07/2022 Cocktail function 17:00-18:30

**BRIEF: Provide A/V for 1.5 hour atrium event**

Supply stage (2.4m x 1.8m), PA, Lectern mic + handheld wireless mic

\*\*Background music if requested\*\*

Use lectern from treaties room. Provide mic, and vertical TV screen for front logo

Include setup, packup, and 1 operator for 2 hours

Green and gold mood lighting

**SUMMARY:**

Equipment	incl. GST	\$ 1,065.90
Labour	incl. GST	\$ 475.75

<b>TOTAL</b>	Ex GST	\$ 1,401.50
	GST	\$ 140.15
	Inc GST	\$ 1,541.65

Cost breakdown on following page.....

Quote: DFAT2022Q202v2 continued

<b>Equipment</b>	<b>QTY</b>	<b>\$ EACH</b>	<b>DAYS</b>	<b>\$ TOTAL</b>
<b>Audio</b>				
Digital Audio mixer 16ch 4xAux + ipad remote	1	\$ 110.00	1	\$ 110.00
PA Speaker Bose L1 Compact line array	4	\$ 88.00	1	\$ 352.00
Lectern microphone	1	\$ 16.50	1	\$ 16.50
Handheld Wireless Mic Sennheiser on stand	1	\$ 110.00	1	\$ 110.00
<b>Video</b>				
40" HD TV vertical for front of lectern	1	\$ -	1	\$ -
<b>Lighting</b>				
90w LED light on stand, adj. colour/dimmable	2	\$ 55.00	1	\$ 110.00
RGBAW LED Wall wash light	8	\$ 22.00	1	\$ 176.00
<b>Staging</b>				
Folding stage 2.4x1.8m, black carpet 40/60cm	1	\$ 110.00	1	\$ 110.00
Steps for 60cm stage	1	\$ 33.00	1	\$ 33.00
Black skirting for 40cm stage per metre	8	\$ 3.30	1	\$ 26.40
<b>Consumables</b>				
Gaffa Tape - DFAT 4 speaker	1	\$ 22.00	1	\$ 22.00
<b>EQUIPMENT TOTAL (Inc GST)</b>	.			<b>\$ 1,065.90</b>

<b>Labour</b>	<b>STAFF</b>	<b>\$/HOUR</b>	<b>HOURS</b>	<b>\$ TOTAL</b>
27/07/2022 In/Setup 13:30-16:30	1	\$ 71.50	3	\$ 214.50
27/07/2022 Operator 16:30 - 18:30	1	\$ 77.00	2	\$ 154.00
27/07/2022 Pack-up	1	\$ 71.50	1.5	\$ 107.25
<b>LABOUR TOTAL (Inc GST)</b>				<b>\$ 475.75</b>

**From:** s 47E(d)  
**To:** s 22(1)(a)(ii)  
**Cc:** s 47E(d)  
**Subject:** FM Dip Corps Event 27.07.22 - invoice and journal [REDACTED]  
**Date:** Monday, 19 September 2022 6:34:38 PM  
**Attachments:** [008 \(Invoice\) Reception - FM and diplomatic corps 27.07.2022.xlsx](#)  
[image002.jpg](#)

---

[REDACTED]

Hi <sup>s 22(1)(a)(ii)</sup>

Please find attached the invoice for the 27 July FM Dip Corps Event. Please note we journaled the costs from the EXD cost centre to ours. Ref #s 47E(d) . No further action is required.

Cheers,

s 22(1)(a)(ii)

\_\_\_\_\_  
A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P** s 22(1)(a)(ii) | **M** s 22(1)(a)(ii)

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## FUNCTIONS INVOICE # 008

**Division:** EXD  
**Cost Centre/GL Code:** s 47E(d)  
**From:** MEE/PUB/EXD  
**Function:** Reception - FM and diplomatic corps  
**Host:** FM  
**Attending:** 120 pax

**Location:** C1 Atrium  
**Date:** 27/07/2022

<b>COSTS INCURRED</b>	<b>Cost per unit</b>	<b>Units</b>	<b>GST</b>	<b>ex GST</b>
<b>Beverages:</b>				
- orange juice (2 lt)	\$5.30		\$0.00	\$0.00
- orange juice (3 lt)	\$7.50	2	\$1.50	\$15.00
- mineral water	\$1.00	11	\$1.00	\$10.00
- bottled water	\$0.40		\$0.00	\$0.00
- soft drink (Coca Cola)	\$0.71	7	\$0.45	\$4.52
- Capital Brewing Co - "Coast Ale"	\$3.66		\$0.00	\$0.00
- Young Henry's Natural Lager	\$3.00	11	\$3.00	\$30.00
- White wine Shaw and Smith Sav Blanc (SA)	\$28.50	8	\$20.73	\$207.27
- Red wine Peter Lehman Bond Grenache (SA)	\$21.61	7	\$13.75	\$137.52
- Sparking Wine	\$0.00		\$0.00	\$0.00
<b>Food:</b>				
Kitchen Witchery	\$3,233.09	1	\$293.92	\$2,939.17
Café Brindabella ( <i>Incl mineral water and orange juice-lunch orders only</i> )	\$0.00		\$0.00	\$0.00
Hyatt Hotel Catering	\$0.00		\$0.00	\$0.00
<b>Flowers:</b>				
- cocktail arrangement	\$66.00		\$0.00	\$0.00
- small long, low arrangement	\$71.50		\$0.00	\$0.00
- long, low arrangement	\$88.00		\$0.00	\$0.00
- large, low arrangement	\$132.00		\$0.00	\$0.00
- lectern arrangement	\$88.00	2	\$16.00	\$160.00
<b>Linen:</b>				
- burgundy overlay	\$2.70	10	\$2.45	\$24.55
- napkins	\$0.80		\$0.00	\$0.00
- tea towels	\$0.72	20	\$1.31	\$13.09
- tablecloths (224x224)	\$6.63	10	\$6.03	\$60.27
<b>Paper Products:</b>				
- cocktail napkins	\$0.02	240	\$0.39	\$3.93
- lunch napkins	\$0.03		\$0.00	\$0.00
<b>Stationery:</b>				
- crested menu cards	\$1.00		\$0.00	\$0.00
- crested name cards	\$0.50		\$0.00	\$0.00
<b>Tea &amp; Coffee:</b>				
Tea & Coffee @12:00	\$1.00		\$0.00	\$0.00
Tea, coffee & biscuits	\$1.50		\$0.00	\$0.00
<b>Casual Staff (min 3 hrs):</b>				
ExpressPro Recruitment	\$590.33	1	\$53.67	\$536.66
<b>Other costs:</b>				
Welcome to Country	s 47G(1)(a), s 47G(1)(b)			
DFAT Shuttle Bus (Civic-Barton-Civic)				
Additional Security Guards (x2)	\$760.80	1	\$69.16	\$691.64
<b>Equipment Hire:</b>				
Individual - Audio & stage set up (stage/screen/speakers/TVs/live video feed, 2 ope	\$1,541.65	1	\$140.15	\$1,401.50
Piano hire (incl tuning, delivery, pick up)			\$0.00	\$0.00
Barlens/ YES - hire ( <i>tables, chairs, table cloths</i> )			\$0.00	\$0.00
Capitol Indoor Plant Hire			\$0.00	\$0.00
<b>TOTAL</b>			<b>\$623.51</b>	<b>\$6,735.12</b>

GST removed prior to invoicing

**TOTAL**

**\$623.51**

**\$6,735.12**



**From:** s 47E(d)  
**To:** s 22(1)(a)(ii) ; s 47F(1)  
Mcconville; s 22(1)(a)(ii) s 47E(d) ; s 22(1)(a)(ii) ; Ian  
s 22(1)(a)(ii)  
**Cc:** Lisa Wright; s 47E(d)  
**Subject:** Heads Up - Potential Portfolio Ministers all Staff Address - 2 August 1130-1215 [REDACTED]  
**Date:** Tuesday, 19 July 2022 3:49:42 PM

---

[REDACTED]  
Good Afternoon

We Just wanted to give you a heads up that the Foreign Minister has proposed to hold an all staff address on Tuesday 2 August between 11-30-1215 in the RG Casey atrium. It is expected that the Foreign Minister and Trade Minister will address staff with all portfolio ministers in attendance.

Once further details have been confirmed we will arrange a planning meeting in the coming days to discuss requirements for the event.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |

**From:** s 47E(d)  
**To:** s 47G(1)(a)  
**Cc:** s 47E(d) ; s 22(1)(a)(ii)  
**Subject:** 02 August - flowers [REDACTED]  
**Date:** Thursday, 21 July 2022 12:36:09 PM

---

Good Afternoon

DFAT will be hosting an event on Tuesday 02 August 2022 can we please order 1 lectern flowers to be delivered by 0930.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |

**From:** s 47E(d)  
**To:** [canberra@indivisual.net.au](mailto:canberra@indivisual.net.au)  
**Cc:** s 47E(d) ; s 22(1)(a)(ii) ; s 47E(d)  
**Subject:** 02 August DFAT event 1130 -1215 AV requirements. [REDACTED]  
**Date:** Thursday, 21 July 2022 12:24:47 PM

---

Good afternoon [REDACTED] s 47F(1)

DFAT will be hosting an event on Friday 2 August between 1130 -1215 for approximately, 400 people and would like to request your services. Grateful if you can advise if you are able to assist with the following.

- Large stage
- Sound
- Lighting
- Audio feed
- 2 microphones, one fixed and a second for the MC.

Please note the event will be lived streamed to staff in Canberra, the multimedia team will set up video feed, we will advise you if this changes.

The multimedia team has been cc'd if you have any questions for them.

Please let me know if you have any questions.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |

**From:** s 47E(d)  
**To:** [Qcity Charter Team](#)  
**Cc:** s 22(1)(a)(ii); s 47E(d)  
**Subject:** RE: 2 August - Extra Busses required [REDACTED]  
**Date:** Thursday, 28 July 2022 12:33:59 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Q\\_City\\_bus\\_02.08.22 - acceptance.pdf](#)  
[image003.jpg](#)  
[image004.jpg](#)

Hi s 47F(1)

Thank you for the revised quote. Please find the signed quote attached.

Thank you,  
s 22(1)(a)(ii)

A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) | M s 22(1)(a)(ii)  
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**From:** Qcity Charter Team <qbncharter@cdbcus.com.au>  
**Sent:** Wednesday, 27 July 2022 10:17 AM  
**To:** s 47E(d) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** [EXTERNAL] Re: 2 August - Extra Busses required [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Good morning

No worries, please see attached the amended quote now for just the 1 bus!

If you wish to proceed with the quote, please sign and return via email

Kind Regards.

s 47F(1)

**Charter Consultants**  
**Regional Australia Division**

T s 47F(1)

A 11 Bass St Queanbeyan East NSW 2620

E [qbncharter@cdbcus.com.au](mailto:qbncharter@cdbcus.com.au)

W [www.qcitytransit.com.au](http://www.qcitytransit.com.au) | [www.transborder.com.au](http://www.transborder.com.au)

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\*If contact needs to be made **urgently** for issues relating to after-hours charters , please phone our on-call operations staff on **s 47F(1)** . This is NOT a hotline number for quotes. Operations staff will not be able to assist with any pricing related queries. All general charter enquiries must be directed to the Charter Team via email or phone and will be responded to during business hours.

---

**From:** **s 47E(d)** <[s47e@dfat.gov.au](mailto:s47e@dfat.gov.au)>  
**Sent:** Wednesday, 27 July 2022 10:08 AM  
**To:** Qcity Charter Team <[qbncharter@cdcbus.com.au](mailto:qbncharter@cdcbus.com.au)>  
**Cc:** **s 22(1)(a)(ii)** <[s22@dfat.gov.au](mailto:s22@dfat.gov.au)>; **s 47E(d)** <[s47e@dfat.gov.au](mailto:s47e@dfat.gov.au)>  
**Subject:** RE: 2 August - Extra Busses required [REDACTED]

Good morning,

Thank you for the quote. Could we please ask for a revised quote for one additional bus only **s 47E(d)**

Thank you,  
**s 22(1)(a)(ii)**

---

A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
**P s 22(1)(a)(ii)** | **M s 22(1)(a)(ii)**  
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---

**From:** Qcity Charter Team <[qbncharter@cdcbus.com.au](mailto:qbncharter@cdcbus.com.au)>  
**Sent:** Friday, 22 July 2022 9:40 AM  
**To:** **s 47E(d)** <[s47e@dfat.gov.au](mailto:s47e@dfat.gov.au)>  
**Cc:** **s 22(1)(a)(ii)** <[s22@dfat.gov.au](mailto:s22@dfat.gov.au)>; **s 22(1)(a)(ii)** <[s22@dfat.gov.au](mailto:s22@dfat.gov.au)>

**Subject:** [EXTERNAL] Re: 22 July - Extra Busses required [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi **s 22(1)(a)(ii)**



Please see attached the completed work order for the 2 additional buses on 2<sup>nd</sup> Aug

Thank you

Kind Regards.

s 47F(1)

**Charter Consultants  
Regional Australia Division**

[Redacted]

T s 47F(1)

A 11 Bass St Queanbeyan East NSW 2620

E [qbncharter@cdcbus.com.au](mailto:qbncharter@cdcbus.com.au)

W [www.qcitytransit.com.au](http://www.qcitytransit.com.au) | [www.transborder.com.au](http://www.transborder.com.au)

[Redacted]

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\*If contact needs to be made **urgently** for issues relating to after-hours charters , please phone our on-call operations staff on s 47F(1) . This is NOT a hotline number for quotes. Operations staff will not be able to assist with any pricing related queries. All general charter enquiries must be directed to the Charter Team via email or phone and will be responded to during business hours.

---

**From:** Qcity Charter Team <[qbncharter@cdcbus.com.au](mailto:qbncharter@cdcbus.com.au)>

**Sent:** Thursday, 21 July 2022 4:22 PM

**To:** s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au)>

**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>; s 22(1)(a)(ii)

[@dfat.gov.au](mailto:dfat.gov.au)>

**Subject:** Re: 22 July - Extra Busses required [REDACTED]

Good afternoon s 22(1)(a)(ii)

Thank you for your email, please see attached the quote for the 2 additional buses on 2<sup>nd</sup> August.

If you wish to proceed with the quote, please sign and return via email

Kind Regards.

s 47F(1)

**Charter Consultants  
Regional Australia Division**

[Redacted]

T s 47F(1)

A 11 Bass St Queanbeyan East NSW 2620

E [qbncharter@cdcbus.com.au](mailto:qbncharter@cdcbus.com.au)

W [www.qcitytransit.com.au](http://www.qcitytransit.com.au) | [www.transborder.com.au](http://www.transborder.com.au)

[Redacted]

We acknowledge Aboriginal and Torres Strait Islander peoples as the First Australians and Traditional Custodians of the lands where we live, learn and work.

\*If contact needs to be made **urgently** for issues relating to after-hours charters , please phone our on-call operations staff on s 47F(1) . This is NOT a hotline number for quotes. Operations staff will not be able to assist with any pricing related queries. All general charter enquiries must be directed to the Charter Team via email or phone and will be responded to during business hours.

---

**From:** s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au)>

**Sent:** Thursday, 21 July 2022 1:23 PM

**To:** Qcity Charter Team <[qbncharter@cdcbus.com.au](mailto:qbncharter@cdcbus.com.au)>  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:); s 22(1)(a)(ii) [@dfat.gov.au](mailto:); s 47E(d) [@dfat.gov.au](mailto:)>  
**Subject:** RE: 22 July - Extra Buses required [REDACTED]

Good afternoon

There will be an event held at the RG Casey building on Tuesday 02 August 2022 at 1115 and we will require extra busses to transport staff between London Circuit and RG Casey.

Can you please advise availability and provide a quote for the following?

**Two buses** s 47E(d)

**Two buses**

Please let me know if you have any questions.

Thank you

s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |

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## QUOTATION

Phone 1800 780 935  
 Email qbncharter@cdcbus.com.au  
 Quotation date 21/07/2022  
 Updated date 27/07/2022

From **s 47F(1)**

To DEPARTMENT OF FOREIGN AFFAIRS & TRADE  
 ATTN: **s 22(1)(a)(ii)**  
 RG CASEY BUILDING  
 JOHN MCEWEN CRESCENT  
 BARTON ACT  
 0221

**C11168**

Email: **s 22(1)(a)(ii)**@dfat.gov.au  
 Phone: **s 22(1)(a)(ii)**

## QUOTATION REFERENCE

QU00093850-2

WAIT AND RETURN

Your group's nominated contact is recorded as **s 22(1)(a)(ii)** on **s 22(1)(a)(ii)** for this booking.

Thank you for your transport requirements with CDC. If there is a need to alter any of your booking details, please make contact with your consultant 48hrs prior to your departure time.

## FORWARD JOURNEY

1 \* 47 SEAT BUS (46 + 1 WHEELCHAIR)

2/08/2022 **s 47E(d)**

## PICKUP LOCATION

Department of Foreign Affairs and Trade (Civic) - Allara st opposite Civic Pool

## DROP LOCATION

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE - R. G. CASEY BUILDING  
 , JOHN MACWEEN CRESCENT, BARTON

## RETURN JOURNEY

2/08/2022 **s 47E(d)**

## PICKUP LOCATION

DEPARTMENT OF FOREIGN AFFAIRS AND TRADE - R. G. CASEY BUILDING  
 , JOHN MACWEEN CRESCENT, BARTON

## DROP LOCATION

Department of Foreign Affairs and Trade (Civic) - Allara st opposite Civic Pool

**TOTAL (EX GST)**

**s 47G(1)(a), s 47G(1)**

**GST**

**TOTAL COST**



## QUOTATION

Phone 1800 780 935  
Email qbncharter@cdcbus.com.au  
Quotation date 21/07/2022  
Updated date 27/07/2022

QCity Transit and Transborder Express will price match other operators quotes.  
\*\*Subject to availability of vehicles\*\*

QCity Transit and Transborder Express are not affiliated in any way with Deane Transport Services.

To accept this quotation, please sign and return a copy to your charter consultant via email to qbncharter@cdcbus.com.au.

For your quoted price to remain valid, please return your signed quotation within one month from the Quotation Date. Please note that while your requested requirements may be available at the time of your enquiry, availability will not be confirmed until your acceptance of this quote is received

Accept Quote: Yes/No  
s 47F(1)

---  
SIGN HERE

Date 28, 7, 22

Any and all damages caused to QCity vehicles by the group will remain the responsibility of the hirer who would therefore be liable for all costs incurred to return the vehicle to normal service. At the completion of your requirements, if a vehicle is left in an unacceptable manner, a cleaning fee of \$220 per vehicle will be added to your invoice.

Kind Regards  
Queanbeyan  
s 47F(1)  
QUEANBEYAN  
NSW 2620

**From:** s 22(1)(a)(ii)  
**To:** s 47E(d)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: S23 - 056 - Portfolio Minister s All Staff Address [REDACTED]  
**Date:** Monday, 1 August 2022 3:17:57 PM  
**Attachments:** [image001.jpg](#)  
[01082022160055-0001.pdf](#)

---

Hi s 22(1)(a)(ii) [REDACTED]

Have passed original to Lisa. Please also see attached.

s 22(1)(a)(ii)

---

Executive Officer to First Assistant Secretary John Geering  
Executive Division  
Department of Foreign Affairs and Trade  
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

---

**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Monday, 1 August 2022 12:56 PM  
**To:** John Geering <John.Geering@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>;  
s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>  
**Subject:** S23 - 056 - Portfolio Minister s All Staff Address [REDACTED]

Good afternoon John

Please see attached Section 23 for the Ministers all staff address for you approval.

Please let me know if you have any questions.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
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### ESTIMATED FUNCTIONS COST # 056

**Division:** EXD  
**Cost Centre/GL Code:** N0000  
**From:** MEE/PUB/EXD  
**Function:** Portfolio ministers - all staff Address  
**Host:** FM and Secretary  
**Attending:** 250 pax

**Location:** C1 Atrium  
**Date:** 2/08/2022

COSTS INCURRED	Cost per unit	Units	GST	ex GST
<b>Beverages:</b>				
- orange juice (2 lt)	\$5.30		\$0.00	\$0.00
- orange juice (3 lt)	\$7.50		\$0.00	\$0.00
- mineral water	\$1.00		\$0.00	\$0.00
- bottled water	\$0.40		\$0.00	\$0.00
- soft drink (Coca Cola)	\$0.71		\$0.00	\$0.00
- Capital Brewing Co - "Coast Ale"	\$3.66		\$0.00	\$0.00
- Young Henry's Natural Lager	\$3.00		\$0.00	\$0.00
- White wine	\$28.50		\$0.00	\$0.00
- Red wine	\$21.61		\$0.00	\$0.00
- Sparking Wine	\$0.00		\$0.00	\$0.00
<b>Food:</b>				
Kitchen Witchery	\$0.00		\$0.00	\$0.00
Café Brindabella (Incl mineral water and orange juice-lunch orders only)	\$0.00		\$0.00	\$0.00
Hyatt Hotel Catering	\$0.00		\$0.00	\$0.00
<b>Flowers:</b>				
- cocktail arrangement	\$66.00		\$0.00	\$0.00
- small long, low arrangement	\$71.50		\$0.00	\$0.00
- long, low arrangement	\$88.00		\$0.00	\$0.00
- large, low arrangement	\$132.00		\$0.00	\$0.00
- lectern arrangement	\$88.00	1	\$8.00	\$80.00
<b>Linen:</b>				
- burgundy overlay	\$2.70	2	\$0.49	\$4.91
- napkins	\$0.80	0	\$0.00	\$0.00
- tea towels	\$0.72	5	\$0.33	\$3.27
- tablecloths (224x224)	\$6.63	4	\$2.41	\$24.11
<b>Paper Products:</b>				
- cocktail napkins	\$0.02		\$0.00	\$0.00
- lunch napkins	\$0.03		\$0.00	\$0.00
<b>Stationery:</b>				
- crested menu cards	\$1.00		\$0.00	\$0.00
- crested name cards	\$0.50		\$0.00	\$0.00
<b>Tea &amp; Coffee:</b>				
Tea & Coffee @12:00	\$1.00		\$0.00	\$0.00
Tea, coffee & biscuits	\$1.50		\$0.00	\$0.00
<b>Casual Staff (min 3 hrs):</b>				
ExpressPro Recruitment - Mon-Fri - 7am-7pm	\$48.22		\$0.00	\$0.00
ExpressPro Recruitment - Mon-Fri - 7pm-12am	\$51.50		\$0.00	\$0.00
<b>Other costs:</b>				
Welcome to Country	s 47G(1)(a), s 47G(1)(b)			
DFAT Shuttle Bus (Civic-Barton-Civic)				
Additional Security Guards (x2)	\$250.00	2	\$45.45	\$454.55
<b>Equipment Hire:</b>				
Individual - Audio & stage set up (stage/screen/speakers/TVs/live video feed, 2 opt)	\$1,995.40	1	\$181.40	\$1,814.00
Piano hire (incl tuning, delivery, pick up)			\$0.00	\$0.00
Barlens/ YES - hire (tables, chairs, table cloths)			\$0.00	\$0.00
Capitol Indoor Plant Hire			\$0.00	\$0.00

GST removed prior to invoicing		<b>\$278.01</b>	<b>\$3,280.11</b>
<b>TOTAL</b>			
DFAT approval of commitment of relevant money - PGPA ACT SECTION 23			
I approve this spending proposal in accordance with PGPA ACTs 47F(1)			
Name.....	<i>JOHN GEERIE</i>	Signature.....	Date..... <i>1/8/22</i>
Position title.....	Position number.....		

**From:** s 47E(d)  
**To:** s 22(1)(a)(ii)  
**Cc:** s 47E(d)  
**Subject:** 2 August Ministers" all staff address - invoice and journal [REDACTED]  
**Date:** Monday, 19 September 2022 8:39:19 PM  
**Attachments:** [009 \(Invoice\) - Portfolio Minister s All Staff Address 2 Aug 22.XLSX](#)  
[image002.jpg](#)

---

[REDACTED]

Hi <sup>s 22(1)(a)(ii)</sup>

Please find attached the invoice for the 2 August Ministers' all staff address. We have journaled the funds across from your to our cost centre, so no further action required. Ref # 27866479.

Cheers,

<sup>s 22(1)(a)(ii)</sup>

---

A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P** <sup>s 22(1)(a)(ii)</sup> | **M** <sup>s 22(1)(a)(ii)</sup>

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## FUNCTIONS INVOICE # 009

**Division:** EXD  
**Cost Centre/GL Code:** s 47E(d)  
**From:** MEE/PUB/EXD  
**Function:** Portfolio ministers - all staff Address  
**Host:** FM and Secretary  
**Attending:** 250 pax

**Location:** C1 Atrium  
**Date:** 2/08/2022

<b>COSTS INCURRED</b>	<b>Cost per unit</b>	<b>Units</b>	<b>GST</b>	<b>ex GST</b>
<b>Beverages:</b>				
- orange juice (2 lt)	\$5.30		\$0.00	\$0.00
- orange juice (3 lt)	\$7.50		\$0.00	\$0.00
- mineral water	\$1.00		\$0.00	\$0.00
- bottled water	\$0.40		\$0.00	\$0.00
- soft drink (Coca Cola)	\$0.71		\$0.00	\$0.00
- Capital Brewing Co - "Coast Ale"	\$3.66		\$0.00	\$0.00
- Young Henry's Natural Lager	\$3.00		\$0.00	\$0.00
- White wine	\$28.50		\$0.00	\$0.00
- Red wine	\$21.61		\$0.00	\$0.00
- Sparking Wine	\$0.00		\$0.00	\$0.00
<b>Food:</b>				
Kitchen Witchery	\$0.00		\$0.00	\$0.00
Café Brindabella ( <i>Incl mineral water and orange juice-lunch orders only</i> )	\$0.00		\$0.00	\$0.00
Hyatt Hotel Catering	\$0.00		\$0.00	\$0.00
<b>Flowers:</b>				
- cocktail arrangement	\$66.00		\$0.00	\$0.00
- small long, low arrangement	\$71.50		\$0.00	\$0.00
- long, low arrangement	\$88.00		\$0.00	\$0.00
- large, low arrangement	\$132.00		\$0.00	\$0.00
- lectern arrangement	\$88.00	1	\$8.00	\$80.00
<b>Linen:</b>				
- burgundy overlay	\$2.70	2	\$0.49	\$4.91
- napkins	\$0.80		\$0.00	\$0.00
- tea towels	\$0.72		\$0.00	\$0.00
- tablecloths (224x224)	\$6.63	2	\$1.21	\$12.05
<b>Paper Products:</b>				
- cocktail napkins	\$0.02		\$0.00	\$0.00
- lunch napkins	\$0.03		\$0.00	\$0.00
<b>Stationery:</b>				
- crested menu cards	\$1.00		\$0.00	\$0.00
- crested name cards	\$0.50		\$0.00	\$0.00
<b>Tea &amp; Coffee:</b>				
Tea & Coffee @12:00	\$1.00		\$0.00	\$0.00
Tea, coffee & biscuits	\$1.50		\$0.00	\$0.00
<b>Casual Staff (min 3 hrs):</b>				
ExpressPro Recruitment - Mon-Fri - 7am-7pm	\$48.22		\$0.00	\$0.00
ExpressPro Recruitment - Mon-Fri - 7pm-12am	\$51.50		\$0.00	\$0.00
<b>Other costs:</b>				
Welcome to Country	s 47G(1)(a), s 47G(1)(b)			
DFAT Shuttle Bus (Civic-Barton-Civic)				
Additional Security Guards (x2)	\$407.04	1	\$37.00	\$370.04
<b>Equipment Hire:</b>				
Indivisual - Audio & stage set up (stage/screen/speakers/TVs/live video feed, 2 ope	\$1,995.40	1	\$181.40	\$1,814.00
Piano hire (incl tuning, delivery, pick up)			\$0.00	\$0.00
Barlens/ YES - hire ( <i>tables, chairs, table cloths</i> )			\$0.00	\$0.00
Capitol Indoor Plant Hire			\$0.00	\$0.00

GST removed prior to invoicing

<b>TOTAL</b>			<b>\$268.03</b>	<b>\$3,180.27</b>
--------------	--	--	-----------------	-------------------

**From:** s 22(1)(a)(ii)  
**To:** s 47E(d)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: S23 - 061 Atea and Reception - FM NGO Sector Meeting 23 August 2022(2).XLSX [REDACTED]  
**Date:** Tuesday, 16 August 2022 6:28:56 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[RE For approval S23 and Welcome to Country SECOFFICIAL.msg](#)

---

Hi s 22(1)(a)(ii)

Thanks for that – I have my delegate’s approval on the s23. Please see attached (I hope email approval is ok?). I have received no dietary requirements thus far, but will confirm any, and final numbers by this Friday COB. (that would be two working days before the event) – hope that’s ok.

Hi s 22(1)(a)(ii)

s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii)

---

**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Tuesday, 16 August 2022 9:23 AM  
**To:** s 22(1)(a)(ii) s 47E(d)  
@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: S23 - 061 Atea and Reception - FM NGO Sector Meeting 23 August 2022(2).XLSX [REDACTED]

Good morning s 22(1)(a)(ii)

The S23 is based of the advised number of 70 this can be amended up until two days prior to the event, after the event an invoice will be generated with costings based on final numbers.

If you can advise numbers and dietary requirements once know.

s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |

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---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Monday, 15 August 2022 4:58 PM  
**To:** s 47E(d) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: S23 - 061 Atea and Reception - FM NGO Sector Meeting 23 August 2022(2).XLSX

[REDACTED]

Hi s 22(1)(a)(ii)

Thanks very much for this! I see you have 70 pax noted, RSVPs should come by Wed 17 Aug. If we approve this s23 are we locked in at 70 pax, or can I provide an updated number once RSVPs come in? We will also have dietary requirements coming through as well

Many thanks

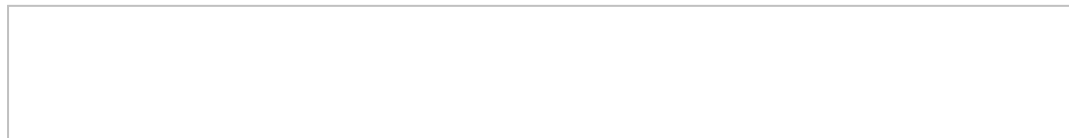
s 22(1)(a)(ii)

---

Assistant Director | NGO Program and Partnerships Section (NPQ)  
Global Programs and Partnerships Branch (GPB) | Development Policy Division (DPD)  
Department of Foreign Affairs and Trade

M s 22(1)(a)(ii)

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---

**From:** s 47E(d) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Monday, 15 August 2022 4:10 PM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>; s 47E(d) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** S23 - 061 Atea and Reception - FM NGO Sector Meeting 23 August 2022(2).XLSX

[REDACTED]

Good afternoon s 22(1)(a)(ii)

Please see attached S23 for next Tuesday NGO event for your delegates approval.

Thank you

s 22(1)(a)(ii)

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**Ps 22(1)(a)(ii)** |

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**From:** [Aedan Whyatt](#)  
**To:** s 22(1)(a)(ii)  
**Subject:** RE: For approval: S23 and Welcome to Country [REDACTED]  
**Date:** Tuesday, 16 August 2022 3:17:43 PM  
**Attachments:** [image001.jpg](#)

---

Hi <sup>s 22(1)(a)(ii)</sup>

Approved, thanks.

I'm happy for EXD to lead on catering/drinks and factoring in dietary requirements.

For acknowledgements, I think <sup>s 22(1)(a)(ii)</sup> and <sup>s 22(1)(a)(ii)</sup> for their respective roles and to acknowledge all NGO CEOs.

Regards, Aedan

### Aedan Whyatt

---

Assistant Secretary | Global Programs and Partnerships Branch  
Development Policy Division  
Department of Foreign Affairs and Trade  
P +61 2 6178 6114 | M <sup>s 22(1)(a)(ii)</sup>

---

**From:** <sup>s 22(1)(a)(ii)</sup> @dfat.gov.au>  
**Sent:** Tuesday, 16 August 2022 3:10 PM  
**To:** Aedan Whyatt <Aedan.Whyatt@dfat.gov.au>; <sup>s 22(1)(a)(ii)</sup> @dfat.gov.au>  
**Subject:** For approval: S23 and Welcome to Country [REDACTED]

Hi Aedan and <sup>s 22(1)(a)(i)</sup>

Please find attached an **s23 for approval** – apologies I'm not sure who my 'delegate' is (finding financial delegations is on my list!)

- The s23 covers catering & drinks for the afternoon tea and reception, as well as some flower décor (recommended by EXD) and welcome to country. The S23 is based on the advised number of 70 people and I've been told this can be amended up until two days prior to the event, after the event an invoice will be generated with costings based on final numbers.
- Do you have any thoughts on food / drink preferences – I've left for EXD to choose the options (do I need to consult anyone on this? Note that we will get dietary requirements).

For the **welcome to country** I need to send EXD a few dots points to help facilitate. For your clearance please (feel free to edit as needed):

s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii)

---

**From:** s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au)>  
**Sent:** Monday, 15 August 2022 4:10 PM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>  
**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>; s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au)>  
**Subject:** S23 - 061 Atea and Reception - FM NGO Sector Meeting 23 August 2022(2).XLSX  
[REDACTED]

Good afternoon s 22(1)(a)(ii)

Please see attached S23 for next Tuesday NGO event for your delegates approval.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
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**From:** s 47E(d)  
**To:** s 47E(d)  
**Cc:** s 47E(d)  
**Subject:** 23 August Flowers [REDACTED]  
**Date:** Friday, 12 August 2022 12:43:46 PM  
**Attachments:** [image001.jpg](#)  
[image004.jpg](#)

---

Good afternoon

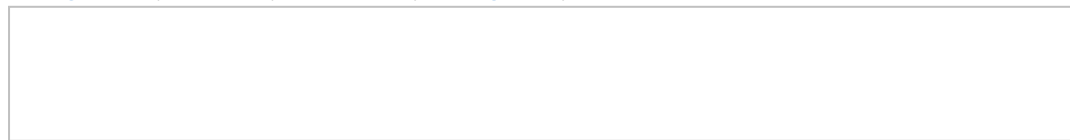
we will be holding an event at DFAT on 23 August can we please order two cocktail arrangements to be delivered by 10:00am please.

Please note we already have an order for the same day this is for a second event.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
[dfat.gov.au](#) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)



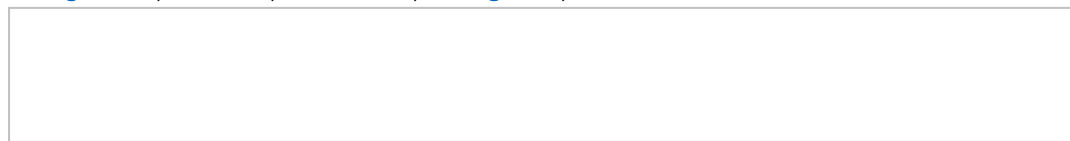
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s 22(1)(a)(ii)

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Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
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**From:** s 47E(d)  
**To:** [mail@sittingducks.com.au](mailto:mail@sittingducks.com.au)  
**Cc:** s 22(1)(a)(ii) ; s 47E(d)  
**Subject:** Quote 23 August Afternoon Tea and Canape reception [REDACTED]  
**Date:** Thursday, 11 August 2022 1:52:41 PM  
**Attachments:** [image001.jpg](#)

---

[REDACTED]

Good afternoon

DFAT will be holding an afternoon tea and canape reception on for 70 people on 23 August in the Walter Turnbull grateful if you can provide a quote for the following.

Afternoon tea 1430-1530.

- Mixed platter including fruit skewers for 70
- Tea and coffee
- Sugar and milk
- Sugar and milk containers
- Coffee cups and saucers and teaspoons for 70
- Plates for 70
- serving utensils
- Cocktail napkins

Canape reception 1630-1730.

- Canapes for 70, as the event is at the diplomatic academy, we will require pre prepared options half hot and half cold with vegetarian options, grateful if you can advise your preferred options.
- Cocktail napkins
- Wine glasses and tumblers if you can supply these (enough for people to have more than one drink)

Also, if you have wait staff grateful if you can include staff costings for both the afternoon tea and canape reception.

Grateful if you can provide a quote and canape suggestions as soon ass possible.

Thank you

s 22(1)(a)(ii)

---

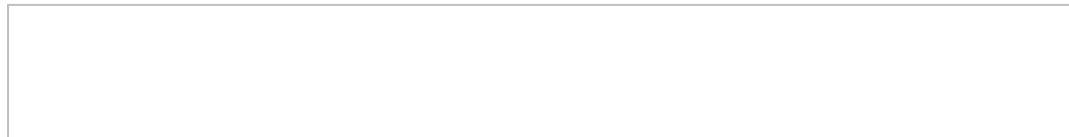
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**P s 22(1)(a)(ii)** |

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## FUNCTIONS INVOICE # 019

**Division:** NPQ/GPB/DPD  
**Cost Centre/GL Code:** s 47E(d)  
**From:** MEE/PUB/EXD  
**Function:** Afternoon tea and Reception - FM NGO Sector Meeting  
**Host:** FM  
**Attending:** 70 pax

**Location:** Diplomatic Academy  
**Date:** 23/08/2022

<b>COSTS INCURRED</b>	<b>Cost per unit</b>	<b>Units</b>	<b>GST</b>	<b>ex GST</b>
<b>Beverages:</b>				
- orange juice (2 lt)	\$5.30		\$0.00	\$0.00
- orange juice (3 lt)	\$7.50	2	\$1.50	\$15.00
- mineral water	\$1.00	5	\$0.45	\$4.55
- bottled water	\$0.40		\$0.00	\$0.00
- soft drink (Coca Cola)	\$0.71	18	\$1.16	\$11.62
- Capital Brewing Co - "Coast Ale"	\$3.66	7	\$2.33	\$23.29
- Young Henry's Natural Lager	\$3.00		\$0.00	\$0.00
- White wine Lock & Key Sav Blanc	\$22.00	5	\$10.00	\$100.00
- Red wine Peter Lehman Bond Grenache	\$25.37	4	\$9.23	\$92.25
- Sparking Wine	\$0.00		\$0.00	\$0.00
<b>Food:</b>				
Kitchen Witchery	\$0.00		\$0.00	\$0.00
Café Brindabella ( <i>Incl mineral water and orange juice-lunch orders only</i> )	\$0.00		\$0.00	\$0.00
Hudsons Catering Catering and wait staff	\$3,947.00	1	\$358.82	\$3,588.18
<b>Flowers:</b>				
- cocktail arrangement x3	\$143.00	1	\$13.00	\$130.00
- small long, low arrangement	\$71.50		\$0.00	\$0.00
- long, low arrangement	\$88.00		\$0.00	\$0.00
- large, low arrangement	\$132.00		\$0.00	\$0.00
- lectern arrangement	\$88.00		\$0.00	\$0.00
<b>Linen:</b>				
- burgundy overlay	\$2.70	9	\$2.21	\$22.09
- napkins	\$0.80		\$0.00	\$0.00
- tea towels	\$0.72	7	\$0.46	\$4.58
- tablecloths (224x224)	\$6.63	5	\$3.01	\$30.14
<b>Paper Products:</b>				
- cocktail napkins	\$0.02	210	\$0.34	\$3.44
- lunch napkins	\$0.03		\$0.00	\$0.00
<b>Stationery:</b>				
- crested menu cards	\$1.00		\$0.00	\$0.00
- crested name cards	\$0.50		\$0.00	\$0.00
<b>Tea &amp; Coffee:</b>				
Tea & Coffee @12:00	\$1.00		\$0.00	\$0.00
Tea, coffee & biscuits	\$1.50		\$0.00	\$0.00
<b>Casual Staff (min 3 hrs):</b>				
ExpressPro Recruitment - Mon-Fri - 7am-7pm	\$48.22		\$0.00	\$0.00
ExpressPro Recruitment - Mon-Fri - 7pm-12am	\$51.50		\$0.00	\$0.00
<b>Other costs:</b>				
Welcome to Country				
DFAT Shuttle Bus (Civic-Barton-Civic)				
Additional Security Guards (x2)	\$250.00		\$0.00	\$0.00
<b>Equipment Hire:</b>				
Indivisual - Audio & stage set up (stage/screen/speakers/TVs/live video feed, 2 operators)			\$0.00	\$0.00
Piano hire (incl tuning, delivery, pick up)			\$0.00	\$0.00
Barlens/ YES - hire ( <i>tables, chairs, table cloths</i> )			\$0.00	\$0.00
Capitol Indoor Plant Hire			\$0.00	\$0.00
<b>TOTAL</b>			<b>\$402.51</b>	<b>\$4,625.14</b>

GST removed prior to invoicing

**From:** s 47F(1)  
**To:** s 47E(d)  
**Subject:** [EXTERNAL] Re: Invoice from s 47F(1) for Welcome to Country 23 August [REDACTED]  
**Date:** Friday, 26 August 2022 5:55:06 PM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[DFAT\\_230822.docx](#)

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Was great meeting everyone I am emailing my invoice for payment for the WTC any questions please contact me.

Kind regards

s 47F(1)

Ngunnawal Elder

---

**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Monday, 22 August 2022 10:42 AM  
**To:** s 47F(1)  
**Cc:** s 47E(d) @dfat.gov.au>  
**Subject:** RE: Welcome to Country 23 August [REDACTED]

Hi s 47F(1),

Thank you for your time on the phone and your car registration details. I have saved them on our file so we don't need to ask you again next time.

As mentioned, the Secretary's car park is available for you.

The event will be across the road (Sydney Avenue) at the Walter Turnbull Building in the Diplomatic Academy. s 22(1)(a)(ii) will meet you on arrival. s 22(1)(a)(ii) number is s 22(1)(a)(ii) .

We look forward to seeing you tomorrow.

Regards,

s 22(1)(a)(ii)

---

A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
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P s 22(1)(a)(ii) | M s 22(1)(a)(ii)

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---

**From:** s 47F(1)

**Sent:** Sunday, 21 August 2022 9:28 PM

**To:** s 47E(d) @dfat.gov.au>

**Cc:** s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii)

@dfat.gov.au>

**Subject:** [EXTERNAL] Re: Welcome to Country 23 August [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii)

Just following up on the event on 23rd August at 3.30pm could you please arrange a car park for me please

Regards

s 47F(1)

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---

**From:** s 47E(d) @dfat.gov.au>

**Sent:** Wednesday, August 17, 2022 10:56:28 AM

**To:** s 47F(1)

**Cc:** s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii)

@dfat.gov.au>

**Subject:** RE: Welcome to Country 23 August [REDACTED]

Good morning s 47F(1)

Please see below further information regarding the event on Tuesday 23 August to assist you in preparing the Welcome to country.

s 22(1)(a)(ii)

Thank you

s 22(1)(a)(ii)

---

**From:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Monday, 15 August 2022 10:56 AM  
**To:** s 47F(1) <[@dfat.gov.au](mailto:s 47E(d))>  
**Cc:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: Welcome to Country 23 August [REDACTED]

Good morning s 47F(1)

Thank you for the confirmation I will be in touch shortly with further information.  
Please let me know if you require any further information.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
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---

**From:** s 47F(1)  
**Sent:** Monday, 15 August 2022 9:48 AM  
**To:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** [EXTERNAL] Re: Welcome to Country 23 August [REDACTED]

**CAUTION:** This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Morning s 22(1)(a)(ii)

Was lovely speaking with you, yes I am available to perform welcome for you on 23rd August 2022 my fee s 47G(1)(a), s 47G(1)(b)

Kind regards  
s 22(1)(a)(ii)

Ngunnawal Elder  
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---

**From:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Monday, August 15, 2022 9:12:09 AM  
**To:** s 47F(1)  
**Cc:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** Welcome to Country 23 August [REDACTED]

Good morning s 47F(1)

Thank you for your time this morning as discussed DFAT will be holding an event on Tuesday 23 August with our Non-Government Organisation partners (NGO) and we would like to do the Welcome to Country. I am currently awaiting further details and the exact timing however grateful if you can confirm your availability between 1400-1600 it is likely formal proceedings will commence at 1530, I will provide exact details asap.

Minister for Foreign Affairs, Senator the Hon. Penny Wong and Minister for International Development and the Pacific the Hon Pat Conroy MP prior to the event I will provide further information and attendees to assist you with the welcome to country.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P s 22(1)(a)(ii)** |

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**From:** s 47E(d)  
**To:** s 47E(d) ; s 47F(1)  
**Cc:** Ian Mcconville; s 22(1)(a)(ii)  
**Subject:** RE: [EXTERNAL] Welcome to Country - 02 August 2022 [REDACTED]  
**Date:** Tuesday, 2 August 2022 9:04:00 AM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)

Good morning s  
s 22(1)(a)(ii)

Thank you  
s 22(1)(a)(ii)

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
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**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Tuesday, 2 August 2022 8:52 AM  
**To:** s 47F(1)  
**Cc:** Ian Mcconville <Ian.Mcconville@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: [EXTERNAL] Welcome to Country - 02 August 2022 [REDACTED]

Good morning s 47F(1)

Thank you for your time just now.

As discussed, my colleague s 22(1)(a)(ii) will be your point of contact for today event, when you arrive at the RG Casey Building please contact s 22(1)(a)(ii)

Thank you  
s 22(1)(a)(ii)

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade  
P s 22(1)(a)(ii) |  
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---

**From:** Executive Events

**Sent:** Monday, 1 August 2022 11:14 AM

**To:** s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au); s 47F(1)

**Cc:** Ian Mcconville <[Ian.Mcconville@dfat.gov.au](mailto:Ian.Mcconville@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au); Lisa Wright <[Lisa.Wright@dfat.gov.au](mailto:Lisa.Wright@dfat.gov.au)>

**Subject:** RE: [EXTERNAL] Welcome to Country - 02 August 2022 [REDACTED]

Good morning s 47F(1)

Thank you for your time just now confirming your attendance at tomorrow's event.

As discussed, grateful if you can arrive at the RG Casey building at 11:00am on arrival please park at the front building.

Please let me know if you have any questions.

Thank you  
s 22(1)(a)(ii)

---

Assistant Director | Ministerial and Executive Events

Public Diplomacy Branch | Executive Division

Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) |

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---

**From:** Executive Events

**Sent:** Thursday, 28 July 2022 3:09 PM

**To:** s 47F(1)

**Cc:** s 47E(d) [@dfat.gov.au](mailto:dfat.gov.au); Ian Mcconville

<[Ian.Mcconville@dfat.gov.au](mailto:Ian.Mcconville@dfat.gov.au)>; s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au); Lisa Wright

<[Lisa.Wright@dfat.gov.au](mailto:Lisa.Wright@dfat.gov.au)>

**Subject:** RE: [EXTERNAL] Welcome to Country - 02 August 2022 [REDACTED]

Hi s 47F(1)

I just wanted to confirm the arrangements for next Tuesday, 2 August. The event will take place from 11.30am to 12.15pm in the DFAT RG Casey Building C1 Atrium. Could we please ask you to arrive at 11.00. We will reserve a car park for you in the same location. I will confirm who will meet you on arrival.

s 22(1)(a)(ii)

I have attached a draft agenda. I note we are still tightening the timing as the ministers will need to return promptly to Parliament House. We are envisaging five minutes for your Welcome to Country. I hope that works with you.

We look forward to having you with us again on Tuesday.

Regards,

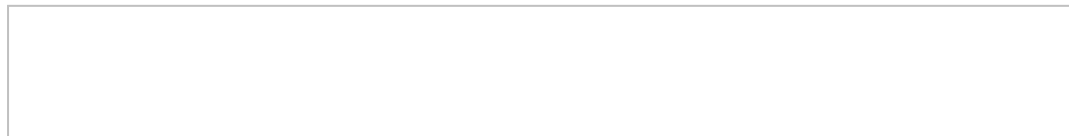
s 22(1)(a)(ii)

---

A/g Director | Ministerial and Executive Events Section  
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s 22(1)(a)(ii)

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---

**From:** s 47F(1)

**Sent:** Friday, 22 July 2022 1:40 PM

**To:** s 47E(d) <[@dfat.gov.au](mailto:@dfat.gov.au)>

**Subject:** [EXTERNAL] Re: Welcome to Country - 27 July and 02 August 2022 [REDACTED]

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Hi s 22(1)(a)(ii)

As discussed. I am available for the 2nd August.

I've just had the suggestion of my 27 July engagement being postponed. And they will let me know tonight. I may be available for it if still needed.

s 22(1)(a)(ii)

On 21 Jul 2022, at 11:30 am, s 47E(d)

<[@dfat.gov.au](mailto:@dfat.gov.au)> wrote:



Good morning **s 47F(1)**

Thank you for your time early as discussed DFAT is holding to events and would like to seek your availability to undertake the welcome to country, grateful if you can advise if you are available at the following timings.

**27 July 2022** – The foreign minister is holding a Diplomatic Core event which is scheduled to start at 1730 or 1800 the time will be confirmed shortly.

**02 August 2022** – Portfolio Minister's will be addressing DFAT staff the event is scheduled for 1115- 1230.

Please let me know if you have any questions.

Thank you  
**s 22(1)(a)(ii)**

---

Assistant Director | Ministerial and Executive Events

Public Diplomacy Branch | Executive Division

Department of Foreign Affairs and Trade

**P s 22(1)(a)(ii)** |

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image001.jpg

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**From:** s 47E(d)  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) s 47E(d)  
**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]  
**Date:** Thursday, 4 August 2022 11:58:27 AM  
**Attachments:** [055 -FM Dip Corps event 27July2022.pdf](#)  
[056 - Portfolio Ministers All Staff Address.pdf](#)  
[image005.jpg](#)  
[image006.jpg](#)  
[image002.jpg](#)

Hi s 22(1)(a)(ii)

Please find attached the S23 for both the events, the cost centre is s 47E(d) and the GL s 47E(d).

Thank you  
s 22(1)(a)(ii)

Assistant Director | Ministerial and Executive Events  
Public Diplomacy Branch | Executive Division  
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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Thursday, 4 August 2022 11:23 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>  
**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

I've spoken to s 22(1)(a)(ii). We will try to process the invoice against both cost centres without having to do a journal.

Can you please send us a copy of your s23 for the s 47G(1)(a), s 4 and the cost centre and GL code that you would like us to charge it against?

If there are any issues, s 22(1)(a)(ii) will be in touch.

Thanks

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Wednesday, 3 August 2022 1:36 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>  
**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

If you pay we will raise a journal to refund you the s 47G(1)(a), s 4 for our two events. All we need is your cost centre and GL code (and company code if other than 1000).

Cheers,

s 22(1)(a)(ii)

A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division

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s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Wednesday, 3 August 2022 1:30 PM  
**To:** s 47E(d) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

I'll have a chat to my colleague s 22(1)(a)(ii), who looks after our budget but is away today, about the best way to do this and get back to you soon.

Kind regards

s 22(1)(a)(ii)

**From:** s 47E(d) @dfat.gov.au>  
**Sent:** Wednesday, 3 August 2022 1:18 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

Thank you for email.

Grateful if you could please pay the total amount.

Please send us your cost centre and GL code and we will re imbure you for the two events on 27 July and 2 August.

Thank you.

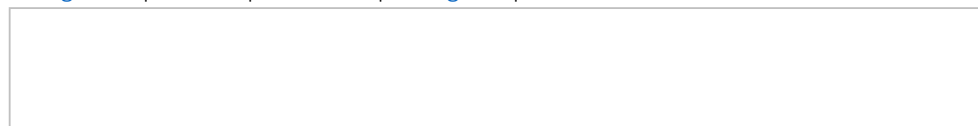
Kind regards

s 22(1)(a)(ii)

Events Officer | Ministerial and Executive Events Section  
 Public Diplomacy Branch | Executive Division  
 Department of Foreign Affairs and Trade

P s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Wednesday, 3 August 2022 9:53 AM  
**To:** s 47E(d) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** FW: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

Please see attached/below an invoice from s 47F(1) for the welcomes to country. I understand

Ministerial and Executive Events will pay for the events on 27 July and 2 August. The credentials ceremony on 26 July was a separate event for PRB. If it suits you, we can put it through as two separate transactions in the payments app – or I can give you the PRB cost centre and s23 for the 26 July event for bulk payment.

Please let me know which you prefer.

Kind regards

s 22(1)(a)(ii)

**s 47G(1)(a), s 47G(1)(b)**

**From:** s 22(1)(a)(ii)  
**To:** s 22(1)(a)(ii); s 47E(d)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]  
**Date:** Thursday, 4 August 2022 2:56:47 PM

---

Hi s 22(1)(a)(ii) ,

Thank you for this. We have posted the journal from our side. Let's hope it went through ok.

Document 27815198 was posted in company code 1000.

Cheers,

s 22(1)(a)(ii)

---

A/g Director | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

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---

**From:** s 22(1)(a)(ii) @dfat.gov.au>

**Sent:** Thursday, 4 August 2022 2:16 PM

**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d)

@dfat.gov.au>

**Cc:** s 22(1)(a)(ii) @dfat.gov.au>

**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Good afternoon s 22(1)(a)(ii)

We have processed the invoice as below.

Please journal s 47G(1)(a), s to the following cost centre:

Cost centre: s 47E(d)

GL code: s 47E(d)

s 47G(1)(a), s 47G(1)(b)

s 22(1)(a)(ii)

Protocol Officer

Protection, Privileges and Immunities Section  
 Protocol Branch  
 Department of Foreign Affairs and Trade

E | s 22(1)(a)(ii) @dfat.gov.au  
 T | s 22(1)(a)(ii)

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**From:** s 47E(d) @dfat.gov.au>

**Sent:** Thursday, 4 August 2022 11:58 AM

**To:** s 22(1)(a)(ii) @dfat.gov.au>

**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>

**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

Please find attached the S23 for both the events, the cost centre is s 47E(d) and the GL s 47E(d).

Thank you

s 22(1)(a)(ii)

Assistant Director | Ministerial and Executive Events  
 Public Diplomacy Branch | Executive Division  
 Department of Foreign Affairs and Trade

P s 22(1)(a)(ii) |  
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**From:** s 22(1)(a)(ii) @dfat.gov.au>

**Sent:** Thursday, 4 August 2022 11:23 AM

**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>

**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

I've spoken to s 22(1)(a). We will try to process the invoice against both cost centres without having to do a journal.

Can you please send us a copy of your s23 for the s 47G(1)(a) and the cost centre and GL code that you would like us to charge it against?

If there are any issues, s 22(1)(a) will be in touch.

Thanks

s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) @dfat.gov.au>

**Sent:** Wednesday, 3 August 2022 1:36 PM

**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>

**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

If you pay we will raise a journal to refund you the s 47G(1)(a) for our two events. All we need is your cost centre and GL code (and company code if other than 1000).

Cheers,

s 22(1)(a)(ii)

A/g Director | Ministerial and Executive Events Section  
 Public Diplomacy Branch | Executive Division  
 Department of Foreign Affairs and Trade

s 22(1)(a)(ii)  
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**From:** s 22(1)(a)(ii) @dfat.gov.au>



**Sent:** Wednesday, 3 August 2022 1:30 PM

**To:** s 47E(d) @dfat.gov.au>

**Cc:** s 22(1)(a)(ii) @dfat.gov.au>

**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

I'll have a chat to my colleague s 22(1)(a), who looks after our budget but is away today, about the best way to do this and get back to you soon.

Kind regards

s 22(1)(a)(ii)

**From:** s 47E(d) @dfat.gov.au>

**Sent:** Wednesday, 3 August 2022 1:18 PM

**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>

**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

**Subject:** RE: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

Thank you for email.

Grateful if you could please pay the total amount.

Please send us your cost centre and GL code and we will re imbuse you for the two events on 27 July and 2 August.

Thank you.

Kind regards

s 22(1)(a)(ii)

Events Officer | Ministerial and Executive Events Section  
Public Diplomacy Branch | Executive Division  
Department of Foreign Affairs and Trade

**P** s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>

**Sent:** Wednesday, 3 August 2022 9:53 AM

**To:** s 47E(d) @dfat.gov.au>

**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>

**Subject:** FW: [EXTERNAL] Invoice 3345; From s 47G(1)(a) [REDACTED]

Hi s 22(1)(a)(ii)

Please see attached/below an invoice from s 47F(1) for the welcomes to country. I understand Ministerial and Executive Events will pay for the events on 27 July and 2 August. The credentials ceremony on 26 July was a separate event for PRB. If it suits you, we can put it through as two separate transactions in the payments app – or I can give you the PRB cost centre and s23 for the 26 July event for bulk payment.

Please let me know which you prefer.

Kind regards

s 22(1)(a)(ii)

s 47G(1)(a), s 47G(1)(b)

