

From: s 22(1)(a)(ii)  
To: s 47F(1)  
Subject: RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]  
Date: Monday, 25 August 2025 11:19:00 AM

Thank you! And thank you!

I'll sit tight for a couple days, easy.

s 22(1)(a)(ii)

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s 22(1)(a)(ii)

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From: s 47F(1) @ihg.com>  
Sent: Monday, 25 August 2025 11:06 AM  
To: s 22(1)(a)(ii) @dfat.gov.au>  
Subject: RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Thank you for this, I am doing everything I can to get you the 5 rooms, please give me one or two more days on that.

Good news: we assigned dedicated service managers on Friday and Jaime will be with you!

I will get her up to speed asap this week and she will be in touch.

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

s 47F(1)

s 47F(1)

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From: s 22(1)(a)(ii) @dfat.gov.au>  
Sent: Monday, August 25, 2025 11:03 AM  
To: s 47F(1) @ihg.com>  
Subject: RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Hi s 47F(1)

I am still seeking another 5 rooms if you have anything freed up. (I have back up plans if you are unable to)

One of those rooms could be a suite as well (just cannot be beside the principal's suite which might be problematic if I remember the floor configuration).

I also have a working matrix of specific accommodation needs and I'm particularly keen to get the advance teams rooms booked in – they are starting to arrive from the 13<sup>th</sup>.

This is my working matrix including the 1 x suite in 20 Sep, and out 25 September

| 14-Sep | 15-Sep | 16-Sep | 17-Sep | 18-Sep | 19-Sep | 20-Sep | 21-Sep | 22-Sep | 23-Sep | 24-Sep | 25-Sep | 26-Sep | 27-Sep |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 5      | 10     | 12     | 13     | 20     | 23     | 60     | 60     | 60     | 60     | 60     | 19     | 7      | 1      |

Our circumstances are a lot different this year, so I'm eager to start talking with this year's Jaime (I have all my fingers and toes crossed for Jaime lol).

Do you know when this role will be assigned?

Many thanks

s 22(1)(a)(ii)

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**From:** s 47F(1) <[@ihg.com](mailto:@ihg.com)>

**Sent:** Tuesday, 19 August 2025 11:45 AM

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

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Thanks for this heads up.

Once you have a clear picture of what you need to add Monday let me know and we will go from there. I don't have the five rooms at the moment but possible I will get some back after Friday, as a lot of cut offs are scheduled for then.

Thanks,

s 47F(1)

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

**Sent:** Monday, August 18, 2025 3:10 PM

**To:** s 47F(1) <[@ihg.com](mailto:@ihg.com)>

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Hi s 47F(1)

Could I enquire if you have another 5 rooms?

I know it was challenging last week, so I'm expecting you may not be able to fulfil.

I would also like to widen the core block to an arrival of 20 September, departure 25 September.

I'm going to have a better idea of arrival/departure dates next Monday, so happy to work with you on what will be best.

Many thanks

s 22(1)(a)(ii)

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**From:** s 47F(1) <[@ihg.com](mailto:@ihg.com)>

**Sent:** Wednesday, 13 August 2025 2:01 PM

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

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Thank you, countersigned copy attached for your records.

Regards,

s 47F(1)

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**From:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:)>  
**Sent:** Tuesday, August 12, 2025 6:40 PM  
**To:** s 47F(1) <[@ihg.com](mailto:)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

HS 47F(1)

I'm so glad you followed up. I sent this through a couple hours ago and I'm not sure what has happened.

Thank you so much for your patience and support for our growing visit.

Many thanks

s 22(1)(a)(ii)

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**From:** s 47F(1) <[@ihg.com](mailto:)>  
**Sent:** Wednesday, August 13, 2025 8:11 AM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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HS 22(1)(a)(ii)

Just checking in on that addendum, sorry to pester.

Thanks,

s 47F(1)

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**From:** s 47F(1)  
**Sent:** Monday, August 11, 2025 2:05 PM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Sounds good, thanks s 22(1)(a)(ii)

s 47F(1)

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**From:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:)>  
**Sent:** Monday, August 11, 2025 1:58 PM  
**To:** s 47F(1) <[@ihg.com](mailto:)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Thank you s 47F(1)

Will get this signed and back to you in the next 24 hours. (signatory will either be myself or s 22(1)(a)(ii) , I'll update directly)

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

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**From:** s 47F(1) <[s 47F\(1\)@ihg.com](mailto:s 47F(1)@ihg.com)>  
**Sent:** Monday, 11 August 2025 12:53 PM  
**To:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Please find the addendum to contract attached for your review, signature and return.

Thank you,

s 47F(1)

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**From:** s 47F(1) <[s 47F\(1\)@dfat.gov.au](mailto:s 47F(1)@dfat.gov.au)>  
**Sent:** Friday, August 8, 2025 2:44 PM  
**To:** s 47F(1) <[s 47F\(1\)@ihg.com](mailto:s 47F(1)@ihg.com)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Thanks s 47F(1)

Suggest we contract all in from 20<sup>th</sup>, out 25<sup>th</sup>, then I can start to work on the individual requirements

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

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**From:** s 47F(1) <[s 47F\(1\)@ihg.com](mailto:s 47F(1)@ihg.com)>  
**Sent:** Friday, 8 August 2025 2:37 PM  
**To:** s 47F(1) <[s 47F\(1\)@dfat.gov.au](mailto:s 47F(1)@dfat.gov.au)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

The dates for the suite + additional 12 rooms is Sep 21-26?

s 47F(1)

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**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Friday, August 8, 2025 1:45 PM  
**To:** s 47F(1) <[s47F\(1\)@ihg.com](mailto:s47F(1)@ihg.com)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Thank you s 47F(1)

Grateful if you could move forward to add 1 x suite and 12 x guest rooms.

I'll be ready to action the addendum quickly (will actually be s 22(1)(a)(ii) signing as s 22(1)(a)(ii) is away for two weeks)

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

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**From:** s 47F(1) <[s47F\(1\)@ihg.com](mailto:s47F(1)@ihg.com)>  
**Sent:** Friday, 8 August 2025 1:41 AM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Thank you for this important information.

As it stands I can take the additional suite and the 10-12 rooms – we will need to move fast though to prepare a contract addendum and have that signed and returned.

Noted re your request for floors 7,8 or 9 – we will do our very best to accommodate this.

All of the 2<sup>nd</sup> floor meeting space is sold out, it may be possible to still book Salon 1 (only available after breakfast) which can hold up to 20 people or Salon 2 (up to 10, 8 comfortably) or Salon 3 (same as Salon 2).

I'll wait to hear from you to give me the go ahead to prepare the contract addendum to secure the additional inventory.

Regards,

s 47F(1)

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**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Thursday, August 7, 2025 2:18 PM  
**To:** s 47F(1) <[s47F\(1\)@ihg.com](mailto:s47F(1)@ihg.com)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Hi s 47F(1)

We have had some movement with my delegation build overnight.

I'm working out the specifics and drafting a matrix to share, but key updates:

- 1 x suite
- +10-12 rooms – appreciate very tight inventory so let me know what you can do. I'm working on backup plans concurrently following our chat.

Also to note:

- 7-9 rooms from Monday 15 September: For the advance party
- Principal delegate arrival & departure:
  - In Sat 20 Sep (earliest and likely) or Mon 22 Sep – this will be confirmed around ~22 August
  - Out Thu 25 Sep

## Meeting rooms/offices:

- We will have 3 x offices and 2 x meeting rooms for this visit (confirming we have allowed for 2 x storerooms)
- Likely build of offices/meeting rooms will be staggered – Wed 17, Thu 18, Fri 19
- For consideration:
  - Over the years we have most usually been located on floors 7 or 9 and this has really been helpful with dealing with elevator traffic, particularly when there is a swift departure and possibly 3 x lifts worth of people!
  - Could we put in a request to be on one of those floors?
- Meeting rooms
  - Am I right that all meeting rooms would be sold out now?

I'm expecting to have a matrix to you tomorrow (I have a few more details coming to me tonight to finesse).

As always thank you for your help!

Many thanks

s 22(1)(a)(ii)

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s 22(1)(a)(ii)

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**From:** s 47F(1) <[@ihg.com](mailto:@ihg.com)>

**Sent:** Tuesday, 5 August 2025 5:39 PM

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

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Thank you. Countersigned contract attached for your records.

We really look forward to working with you once again for this year's UNGA.

Regards,

s 47F(1)

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

**Sent:** Tuesday, August 5, 2025 12:21 PM

**To:** s 47F(1) <[@ihg.com](mailto:@ihg.com)>

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Welcome back s 47F(1)

Please find attached the signed contract (I kept the name as s 22(1)(a)(ii) Consul as per past iterations for this contract).

Once I get the countersigned contract back I will be able to start the the back of house administration here to set up payment for the deposit etc.

It takes a couple of weeks to get that going, so will keep my eye out.

I'll also need an invoice, but as soon as I have the countersigned contract back happy to reach out to Charmaine directly to do that and set up the Tax Exemption forms etc.

Many thanks

s 22(1)(a)(ii)

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s 22(1)(a)(ii)

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**From:** s 47F(1) <[s 47F\(1\)@ihg.com](mailto:s 47F(1)@ihg.com)>  
**Sent:** Tuesday, 5 August 2025 4:58 AM  
**To:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Thank you!

Please find the revised clean contract attached for final review and signature.

Best regards,

s 47F(1)

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**From:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Friday, July 25, 2025 11:16 AM  
**To:** s 47F(1) <[s 47F\(1\)@ihg.com](mailto:s 47F(1)@ihg.com)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

H s 47F(1)

Thank you so much for flagging the potential misunderstanding on cancellation policy, and your patience given I was on leave without email/phone contact.

As I mentioned, I had misunderstood, so I'm grateful for your time to explain and clarify for me. Thank you.

I've discussed with management here and a larger delegation is still not off the table.

With that in mind, I have trimmed back our Thursday rooms just to provide us with some flexibility if the delegation does proceed in a smaller capacity. Hopefully to make it easier I have marked up the existing contract we signed, but very happy to sign a new contract copy if preferred.

When will you be back? Love to have a chat when you're back.

Many thanks

s 22(1)(a)(ii)

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**From:** s 47F(1) <[s 47F\(1\)@ihg.com](mailto:s 47F(1)@ihg.com)>  
**Sent:** Wednesday, 9 July 2025 4:16 PM  
**To:** s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Got your OOO – hope you are having a great time!

Wanted to get this to you before I countersign so you are fully aware:

By signing you are essentially committed to the 40 rooms. The 30 days cancellation policy doesn't apply to dropping some rooms, it only applies to full contract cancellation – as in, they're not coming.

I just wanted to make that super clear to give you a chance to contract less (to be cautious) in case you think it is possible you may not actualize at the 40. Of course if you do contract less and it transpires you need more, that would be subject to availability.

Let me know if you'd like me to revise the contract or if you want me to go ahead and countersign it.

Thanks <sup>s 22(1)</sup> and sorry to disturb!

**s 47F(1)**

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

**Sent:** Wednesday, July 9, 2025 1:51 PM

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

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Please give me a call when you can re the contract.

Thanks,

**s 47F(1)**

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

**Sent:** Thursday, July 3, 2025 12:54 PM

**To:** **s 47F(1)** [@ihg.com](#)>

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Hi **s 47F(1)**

Please find attached the signed contract.

**s 22(1)(a)(ii)** is currently away, but **s 22(1)(a)(ii)**, Acting Deputy Consul General has signed in <sup>s 22(1)</sup> stead (I updated the name and title).

Thank you for accommodating us and offering us a little more flexibility this year while I sort things out.

Looking forward to working with you and the team once again!

Many thanks

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

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**From:** **s 47F(1)** [@ihg.com](#)>

**Sent:** Monday, 30 June 2025 3:45 AM

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

**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

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

Please find the contract attached as promised, for your review and signature on or before the due date please.

Thank you,

**s 47F(1)**

s 47F(1)

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**From:** s 22(1)(a)(ii) [@dfat.gov.au](#)>  
**Sent:** Friday, June 27, 2025 2:29 PM  
**To:** s 47F(1) [@ihg.com](#)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

H s 47F(1)

I'm going to be on leave for two weeks from next Thursday 3 July (afternoon).

Hoping to get a contract together before I go – what do you think?

Many thanks

s 22(1)(a)(ii)

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s 22(1)(a)(ii)  
[dfat.gov.au](#) | [Australia Consulate on Facebook](#) | [Instagram](#) | [Twitter](#)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 20 June 2025 6:10 PM  
**To:** s 47F(1) [@ihg.com](#)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Thanks s 47F(1)

Great – let's work on that next week.

s 22(1)(a)(ii)

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Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612  
s 22(1)(a)(ii)  
[dfat.gov.au](#) | [Australia Consulate on Facebook](#) | [Instagram](#) | [Twitter](#)

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**From:** s 47F(1) [@ihg.com](#)>  
**Sent:** Friday, 20 June 2025 3:56 PM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](#)>  
**Subject:** RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

**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)

That's probably the wise thing to do.

Yes, contract and deposit not required until we pass the 30-day CXL mark.

Thanks,

s 47F(1)

INTERCONTINENTAL® NEW YORK BARCLAY  
2025 Condé Nast Traveler Nominee - [VOTE NOW!](#)

s 47F(1)  
[Website](#) | [Virtual Tour](#) | [Journey to 100](#)

---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](#)>  
**Sent:** Friday, June 20, 2025 12:27 PM

To: s 47F(1) <[@ihg.com](mailto:@ihg.com)>  
Subject: RE: [EXTERNAL] UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

Thanks s 47F(1)

I think it would be safest for us to plan for the larger group, in fact I'm inclined to increase the rooms to 40 given your advice about capacity (and including the offices we need).

With the 30 days' cancellation policy, I think I can work with that.

Imagine we would need a contract and deposit to move forward?

Many thanks

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

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---

From: s 47F(1) <[@ihg.com](mailto:@ihg.com)>  
Sent: Thursday, 19 June 2025 4:23 PM  
To: s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
Subject: [EXTERNAL] RE: UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

**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)

Thanks very much for your email, much appreciated.

To be very transparent we are currently about 95% occupied already – remaining 5% of inventory is for a discussion with yourself and one other very loyal and regular delegation. So, I'm glad you beat me to it because you were on my list to contact when I return to the office tomorrow!

With all that said, and provided the below rates and information is approved, do you see a possibility where we would know if it is more likely to be option a or b before August? Quite a difference between the two and would be most helpful to know – appreciate that this is something you simply may not be able to answer.

Please see rates below in the table along with other bits of information.

Thanks once again for considering us s 22(1)(a)(ii)

Regards,

s 47F(1)

INTERCONTINENTAL® NEW YORK BARCLAY  
2025 Condé Nast Traveler Nominee - [VOTE NOW!](#)

s 47F(1)  
[Website](#) | [Virtual Tour](#) | [Journey to 100](#)

---

From: s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
Sent: Wednesday, June 18, 2025 5:02 PM  
To: s 47F(1) <[@ihg.com](mailto:@ihg.com)>  
Subject: UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=UNOFFICIAL]

H s 47F(1)

Grateful for your advice on costs/availability for Intercontinental Barclay for UNGA this year.

Australia's delegation is unlikely to be firmed up until August, but currently we are working towards two delegation options – one that looks like 2024/2023 arrangements or one that looks like 2021 arrangements.

Appreciating that accommodation will book out, we would like to start the discussion with potential principals so we can be on the front foot.

Below is still a work in progress and as per tradition, numbers may increase, but I would be grateful on receiving what you can based on the below.

|                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hotel</b>                                                                                      | Intercontinental Barclay                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Check in</b>                                                                                   | Sunday 21 September 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Check out</b>                                                                                  | Friday 26 September 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>GUEST ACCOMMODATION</b>                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Number of rooms</b>                                                                            | <p>Option a) 10 x <u>Standard guest rooms</u> for delegation members (if you do not have standard guest rooms available, please advise what rooms are available)</p> <p>Standard Guestrooms <b>s 47G(1)(a)</b> per room per night</p> <p>Option b) 30 x <u>Standard guest rooms</u> for delegation members (if you do not have standard guest rooms available, please advise what rooms are available)</p> <p>Standard Guestrooms <b>s 47G(1)(a)</b> per room per night</p> <p>Preference would be for delegation to be co-located on the same floor. Well Noted</p> |
| <b>DELEGATION TEMPORARY OFFICE</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Number of rooms (in addition to above)</b>                                                     | <p>1 x Standard guest room to be used as a delegation office (large furniture removed) Copy, group rate</p> <p>1 x Standard guest room to be used as a delegation meeting room (large furniture removed) Copy, group rate</p> <p>1 x Standard guest room to be used for furniture storage (for above two rooms) Copy, group rate</p> <p>* Please advise of fees for removing/relocating furniture from hotel rooms</p> <p>\$450.00 flat fee per room, one time</p>                                                                                                   |
| <b>Additional requirements</b>                                                                    | <p>To assist the set-up of the delegation meeting room and office: Copy</p> <p>1 x Round banquet table to seat 10</p> <p>10 x banquet chairs</p> <p>3 x rectangular/trestle tables</p>                                                                                                                                                                                                                                                                                                                                                                               |
| <b>ADDITIONAL INFORMATION REQUIRED</b>                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Please advise of cancellation/change policy including attrition rates 30 days CXL / 90% attrition |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

Grateful for your advice.

Many thanks

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

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

Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42nd Street, Floor 34, New York, NY 10017-5612

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

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This letter of agreement ("Agreement") dated 2025-06-30 ("Agreement Effective Date"), is entered into by and between IHG Management (Maryland) LLC, as manager and authorized agent of 111 East 48<sup>th</sup> Street Holdings, LLC, owner of the InterContinental New York Barclay ("Hotel") and Australian Consulate General (the "Client") and outlines the understanding of the terms and conditions for this event identified below ("Event")

| CLIENT CONTACT    |                                                         | HOTEL SALES CONTACT |                                   |
|-------------------|---------------------------------------------------------|---------------------|-----------------------------------|
| Name:             | s 22(1)(a)(ii)                                          | Name:               | s 47F(1)                          |
| Title:            | Visits Officer                                          | Title:              |                                   |
| Company:          | Australian Consulate General New York                   | Company:            | InterContinental New York Barclay |
| Address:          | 150 East 42 <sup>nd</sup> Street, Floor 34              | Address:            | 111 East 48 <sup>th</sup> Street  |
| City, State, Zip: | New York, NY 10017-5612                                 | City, State, Zip:   | New York, New York 10017          |
| Phone:            |                                                         | Phone:              | s 47F(1)                          |
| Email:            | s 22(1)(a)(ii) @dfat.gov.au                             | Email:              | s 47F(1) @ihg.com                 |
| Group Name:       | Australia - UNGA '80                                    |                     |                                   |
| Program Dates:    | Sunday, September 21, 2025 - Friday, September 26, 2025 |                     |                                   |
| ResID:            | BJZ                                                     |                     |                                   |
| Issue Date:       | Monday, June 30, 2025                                   |                     |                                   |

The following outlines the understanding of the terms and conditions for this Group Sales Contract ("Contract") between ("Hotel") and Australian Consulate General ("Group")

1. **PRINCIPAL BUSINESS TERMS.** The following is a summary of the principal business terms of this Contract. The terms and conditions described in this Section 1 are set out more fully in, and are subject to, the further provisions of this Contract

**1.1 Room Nights and Room Revenue Commitment.**

a. Room Nights: s 47G(1)(a) Room Revenue Commitment: s 47G(1)(a) plus applicable taxes and fees outlined in Section 3 below. s 47G(1)(a) s 22(1)(a)(ii)

| King Classic KSUG |       |             |
|-------------------|-------|-------------|
|                   | Rooms | Rate        |
| Sun 09/21/2025    | 40    | s 47G(1)(a) |
| Mon 09/22/2025    | 40    |             |
| Tue 09/23/2025    | 40    |             |
| Wed 09/24/2025    | 40    |             |
| Thu 09/25/2025    | 40    |             |

**1.2 Deposit Schedule:**

Group agrees to the following deposit schedule.

|                   | Due Date                                                | Amount                                 | s 47G(1)(a) |
|-------------------|---------------------------------------------------------|----------------------------------------|-------------|
| Initial Deposit   | Due on or prior to Friday, August 22 <sup>nd</sup> 2025 | 50% (40% of Total Anticipated Revenue) |             |
| Remaining Balance | Due (2) weeks prior to date of first guest's arrival    | s 47G(1)(a)                            |             |

s 22(1)  
CLIENT (a)(ii)

1

HOTEL \_\_\_\_\_



**1.3 Attrition:** Hotel agrees to (10%) reduction in the Room Revenue Commitment in written request on or before cut-off date. At the conclusion of the Event, Hotel will take the revenue derived from rooms revenue and will charge the amount of the unmet Room Revenue Commitment. This is explained more fully in Section 14 below.

**1.4 Cancellation.** You may cancel this Agreement only upon giving written notice to us. Cancellation refers to the complete deletion of the meeting, not elimination of portions of the program or to individual room cancellations. Should there be a cancellation of the entire event/program, the cancellation policy overrides the attrition allowances as set forth in this Agreement. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, the parties agree on the following amounts to be paid by you to us as liquidated damages in the event of cancellation which are reflective of the Room Revenue Commitment in this Agreement. All cancellation charges are due and payable upon receipt of Hotel invoice.

| Time Period                                                                    | Percentage of Room Revenue Commitment Due             |
|--------------------------------------------------------------------------------|-------------------------------------------------------|
| From <sup>s 47G(1)(a)</sup> days or less prior to Group scheduled arrival date | <sup>s 47G(1)(a)</sup> 00% <sup>s 22(1) (a)(ii)</sup> |

**2. GUEST ROOM BLOCK.** Once this Contract is accepted, Hotel will remove from its inventory, and consider sold to the Group, room nights pursuant to the arrival and departure pattern set forth in Section 1.1 above. Hotel, if availability allows, will honor reservation requests by Group and its attendees ("Attendees") for three (3) days before Group arrival and three (3) days after Group departure at the then prevailing rate upon execution of an addendum.

**3. GUEST ROOM RATES.** The rates are confirmed as indicated above in Section 1.1. Room rates above are non-commissionable, net rates, subject to tax, which is currently (i) New York State hotel tax of 14.75%; (ii) New York City occupancy tax of \$2.00 per room nightly; and (iii) the New York City Convention Center tax of \$1.50 per room nightly, and any fees set forth below.

**4. ROOM RESERVATION PROCEDURES.** From the moment this Agreement is accepted, Hotel will hold the contracted guest room block for the use of Group and Attendees. Thirty (30) days prior to the arrival date (**Sunday, September 21, 2025**), all room nights that have not been reserved as described below will be deemed to be room nights that the Group will not use, and they will become subject to the attrition provisions herein. Such room nights will on that date be returned to the Hotel's general inventory. Reservation requests from Attendees received less than thirty (30) days prior to the arrival date will be accepted on a space available basis, at the higher of the Agreement rate or the rate available at that time. Any added room nights above what has been contracted above will be subject to all the same terms of this Agreement, thereby increasing the Room Revenue Commitment. Should such requests be accepted, such room nights will be credited to the Group's block for purposes of any calculation of attrition.

To assign individuals to specific rooms, room reservations will be required. To process a room reservation, the Hotel must receive guest name, requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites), check-in and check-out dates, and if applicable, VIP status. Any requests for special room arrangements should be indicated accordingly. The Hotel does not confirm reservations in writing to individual guests.

Group has elected for the following reservation method:

**Rooming List.** Group will provide a rooming list to the Hotel fourteen (14) prior to the arrival date (**Sunday, September 21, 2025**).

**5. CHECK-IN | CHECK-OUT.** Check-in time is 3:00PM. Check-out time is 11:00AM. Special requests for early arrival or late departures cannot be guaranteed, however, we will do our best to accommodate individual requests.

**6. FEES.** The following charges will be posted to the Master Account.

- Porterage:** Porterage refers to the service of transporting luggage for guests and is mandatory for any group of ten (10) or more rooms on peak, only if the group is billed to a Master Account. This includes both groups arriving by means of common transportation (i.e. bus) or groups arriving in a series of vehicles (i.e. taxi, limo, etc.). The prevailing charge for porterage is \$11.52 per luggage (as of July 1, 2025, subject to annual IWA increases) which includes both arrival and departure service. Porterage applies at a rate of two (2) luggage per guest or a total of \$23.04. Additional movements if required will be billed accordingly. If luggage assistance is requested for Group to store luggage after checkout for late departure, a double handling charge will apply. Porterage cannot be charged to individual guests.

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

CLIENT <sup>(a)(ii)</sup>

2

HOTEL \_\_\_\_\_

- **Room Delivery Fees:** If requested by Group are \$5.74 per item per room as of July 1, 2025, subject to annual IWA increases. Room delivery fees cannot be charged to individual guests.
- **Overnight Parking:** Valet parking at the hotel for a standard vehicle is \$90.00 plus taxes for 24 hours and \$130.00 plus taxes for 36 hours. SUV/oversized vehicles are \$110.00 plus taxes for 24 hours and \$150.00 plus taxes for 36 hours. In/out privileges are not permitted.
- **Smoking:** The Hotel is a smoke free building in guest rooms, meeting rooms, and public areas. Violation of the Hotel's smoking policy in guest room(s) will result in a cleaning fee of \$1,000.00 per room.
- **Early Departure Fee:** Equal to one night's room and tax based on contracted group rate.
- **Storage and Delivery:** Arrangements for delivery of packages must be made through your designated Event Manager no later than one (1) week prior to the date of arrival. Receiving, handling and shipping charges are listed below. All packages must arrive prepaid, or they will not be accepted. Packages will not be accepted earlier than two (2) days prior to the first day of your Event. A storage fee of \$1,000.00 per day will be billed to the Master Account for any packages received prior to that time without written consent from Hotel. All packages must be removed from the premises within twenty-four (24) hours after the conclusion of the event. All packages will be discarded after this time.

| Receiving, Handling and Shipping Charges |                     |
|------------------------------------------|---------------------|
| Mail Envelopes                           | Complimentary       |
| 1-10 Pounds                              | \$14.50 each        |
| 11-21 Pounds                             | \$25.00 each        |
| 22-41 Pounds                             | \$60.00 each        |
| 42 Pounds & Over                         | \$120.00 each       |
| Exhibit & Outside AV cases               | \$120.00 each       |
| Pallets / Skids                          | \$300.00 per pallet |
| Handling / Breakdown Fees                | \$120.00 flat rate  |

Group is solely and fully responsible for informing attendees, prior to making reservations, of these charges and that they are separate and distinct from and in addition to the room rate and from taxes. Group will not, in any printed materials regarding the meeting or in any other manner, combine these charges and applicable taxes thereon into any category such as taxes or room rate.

**7. GUEST ROOM CHARGES.** It is our understanding that Group will sign for only room, taxes and fees to be charged to the master account. To be able to access the ancillary services of the Hotel, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the Hotel's ancillary services. Should any guest not settle his or her account in full upon departure, the Group will be responsible for those charges.

**8. OUTSIDE CONTRACTORS.** The Hotel is a signatory to a collective bargaining agreement with New York Hotel Motel Trades Council representing employees performing work on its premises. In accordance with this Agreement, all work performed on Employer's premises and all products produced on the Employer's premises by employees covered by this Agreement shall not be performed or produced by persons not covered by this Agreement. If you elect to outsource or provide any function associated with your event to a third-party vendor who utilizes non-union employees, then you will be responsible for any fees or penalties assessed to the Hotel. This includes but is not limited to Audio Visual companies who utilize labor that is not part of The Hotel Trade Council Local Union 1 or any outside food and beverage brought into the hotel for preparation or consumption.

The Hotel offers all services necessary for a successful meeting but if the Group finds it necessary to use outside services, then any contractors, subcontractors, vendors, individuals and groups ("**Contractors**") hired by or on behalf of Group will be subject to Hotel's prior approval. Group will be fully responsible for the actions of any contractor. The Hotel reserves the right to charge a fee for outside services brought into the Hotel. Group will have written contracts with its contractors that will specify that the Contractor and the Group will indemnify and hold the Hotel harmless from any and all damages or liabilities that may result from such Contractor's activities on the Hotel premises. All Contractors will maintain and provide proof prior to commencement of work or services at the Hotel of all legally required worker's compensation insurance for employees who will work on Hotel premises and at least One Million Dollars (\$1,000,000) of general liability insurance coverage naming IHG Management (Maryland) LLC, as manager and authorized agent of 111 East 48<sup>th</sup> Street Holdings, LLC ("**Manager**") as additional insureds.

**9. REVENUE COMMITMENT.** When Group contracts for a block of rooms, meeting facilities and for food and beverage services, those

CLIENT

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HOTEL \_\_\_\_\_



room nights, facilities and services are removed from Hotel's inventory and considered sold to Group, and the Hotel makes financial plans based upon the revenues it expects to achieve from Group's full performance of the Contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell Group's contracted room nights, services or facilities if Group does not use them, either as the result of a cancellation of the Event or as the result of less than contracted room block usage ("attrition") or less than contracted usage of food and beverage functions. In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups that would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities. While Group's room block has been held out of Hotel's inventory, the Hotel may have turned away more lucrative business in order to meet its commitment to the Group.

Group and the Hotel agree that in the event of cancellation or attrition, the charges described in Section 1, subject to the permissible attrition clause, represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, will be due as liquidated damages, which are not a penalty. Because the Hotel reasonably expects to derive revenue from the Event above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue that may be derived from the Event, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation.

If Hotel must attempt to resell the cancelled guest rooms and function space in order to recover the lost revenue, it will be subject to selling unused inventory outside the Group's block first. Should Hotel be unable to resell the rooms and function space at an equivalent or greater rate, the schedule as outlined herein will apply to all unsold guest rooms and function space. Hotel wishes to make it perfectly clear that these policies are not designed to generate revenue for it. It is applied only as a means of protection against unrecoverable losses from attrition.

**10. ATTRITION CHARGES.** Hotel agrees to allow for a <sup>s 47G(1)</sup> reduction in Room Revenue Commitment provided that Group (i) makes a written request (email will suffice) for that reduction between the date of the Contract and at least **s 47G(1)(a)** days prior to Group's arrival date; and (ii) notifies the Hotel at the time of the written request which room nights within the contracted block it will not use which will cumulatively account for the reduction in room revenue. Any such room reduction must be spread proportionately through the contracted block, both in terms of room types and dates.

At the conclusion of Group's meeting, Hotel will subtract the rooms revenue derived from Group's meeting (excluding revenue derived from rooms outside the contracted pattern and excluding pre- and post- program stays) from the Room Revenue Commitment as set forth above, adjusted if applicable for permitted attrition as set forth above. Any remaining amount, plus applicable taxes, will be posted as a charge to Group's Master Account.

**11. BILLING AND DEPOSIT POLICIES.** Payments and deposits are accepted via check or wire transfer. The balance of your anticipated Master Account must be prepaid in full (2) weeks prior to arrival (by check or wire transfer) unless credit/direct billing has been approved. Failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the Group and the Group will be liable for amounts as described in the cancellation provisions. In such a case all cancellation fees outlined within will still apply and you will be invoiced accordingly. All deposits may be applied to fees or charges due to cancellation or attrition.

If your organization wishes to apply for credit/direct billing, you must request and submit a completed credit application a maximum of ninety (90) days and a minimum of forty-five (45) days prior to arrival to the Hotel Accounting Department. The Hotel will provide this application to you upon request. The application must be fully completed and signed to be processed. Based upon The Hotel's standard criteria and results of your credit review, an appropriate credit limit will be established. The Hotel reserves the right to require additional advance deposits, including prepayment in full, for the accommodations and other services to be provided. For customers with an approved credit line, payment terms are net thirty (30) days.

Regardless of the method by which the Group books reservations and whether or not guest room charges are paid by the Group or the individual guests, by signing this Contract, Group agrees that it is ultimately responsible for the following items that will be assigned to the Master Account: guest rooms, taxes, fees, incidentals, banquet food and beverage charges, attrition charges, meeting space rental charges (if any), cancellation charges (if any), and any other charges billed to the Master Account at the request of the authorized representative of the Group, as designated by the Group in advance of the commencement of the meeting. All master account charges not paid within thirty (30) days of the billing date will bear interest at the lower of the rate of one and one-half percent (1.5%) per month,

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

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HOTEL \_\_\_\_\_

compounded monthly, or the highest rate permissible by law. Should the Hotel, in its sole discretion, deem collection action necessary regarding outstanding balances hereunder, all costs associated with that collection action, including attorneys' fees, will be posted to the Master Account. Should the Group elect to have individual guests pay for room, taxes, fees, incidentals and other charges, such payments received by the Hotel will be credited to the Master Account. Individual guest accounts are payable at check-out.

**12. COMPLIANCE WITH LAWS.** Each party will comply with all applicable federal, state, and local laws, government regulations and orders in connection with this Contract.

**13. OPTION DATE.** Please return this signed Agreement by **Thursday, July 3, 2025**. The inventory will be held until this date. If, by this time, we have not received a signed agreement, all rooms will be released.

**ACCEPTED AND AGREED TO:**

|                                       |                                                                                                                        |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Australian Consulate General New York | 111 East 48th Street Holdings, LLC, owner of the InterContinental New York Barclay<br>By IHG Management (Maryland) LLC |
| s 22(1)(a)(ii)                        |                                                                                                                        |
| Signature                             | Signature.                                                                                                             |
| Print Name s 22(1)(a)(ii)             | Print Name s 47F(1)                                                                                                    |
| Title, Acting Deputy Consul-General   | Title s 47F(1)                                                                                                         |
| Date 02 July 2025                     | Date.                                                                                                                  |

|                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|
| 111 East 48th Street Holdings, LLC, owner of the InterContinental New York Barclay<br>By IHG Management (Maryland) LLC |
| Signature                                                                                                              |
| Print Name. s 47F(1)                                                                                                   |
| Title s 47F(1)                                                                                                         |
| Date                                                                                                                   |

s 22(1)(a)(ii)

CLIENT

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HOTEL



This letter of agreement ("**Agreement**") dated 2025-06-30 ("**Agreement Effective Date**"), is entered into by and between IHG Management (Maryland) LLC, as manager and authorized agent of 111 East 48<sup>th</sup> Street Holdings, LLC, owner of the InterContinental New York Barclay ("**Hotel**") and Australian Consulate General (the "**Client**") and outlines the understanding of the terms and conditions for this event identified below ("**Event**").

| CLIENT CONTACT    |                                                           | HOTEL SALES CONTACT |                                   |
|-------------------|-----------------------------------------------------------|---------------------|-----------------------------------|
| Name:             | s 22(1)(a)(ii)                                            | Name:               | s 47F(1)                          |
| Title:            | Visits Officer                                            | Title:              |                                   |
| Company:          | Australian Consulate General New York                     | Company:            | InterContinental New York Barclay |
| Address:          | 150 East 42 <sup>nd</sup> Street, Floor 34                | Address:            | 111 East 48 <sup>th</sup> Street  |
| City, State, Zip: | New York, NY 10017-5612                                   | City, State, Zip:   | New York, New York 10017          |
| Phone:            | s 22(1)(a)(ii)                                            | Phone:              | s 47F(1)                          |
| Email:            | s 22(1)(a)(ii) @dfat.gov.au                               | Email:              | s 47F(1) @ihg.com                 |
| Group Name:       | Australia - UNGA '80                                      |                     |                                   |
| Program Dates:    | Sunday, September 21, 2025 - Thursday, September 25, 2025 |                     |                                   |
| ResID:            | BJZ                                                       |                     |                                   |
| Issue Date:       | Monday, June 30, 2025                                     |                     |                                   |

The following outlines the understanding of the terms and conditions for this Group Sales Contract ("**Contract**") between ("**Hotel**") and Australian Consulate General ("**Group**").

**1. PRINCIPAL BUSINESS TERMS.** The following is a summary of the principal business terms of this Contract. The terms and conditions described in this Section 1 are set out more fully in, and are subject to, the further provisions of this Contract.

**1.1 Room Nights and Room Revenue Commitment.**

a. Room Nights: s 47G(1)(a) Room Revenue Commitment: s 47G(1)(a) plus applicable taxes and fees outlined in Section 3. below.

|                | King Classic KSUG |             |
|----------------|-------------------|-------------|
|                | Rooms             | Rate        |
| Sun 09/21/2025 | 40                | s 47G(1)(a) |
| Mon 09/22/2025 | 40                |             |
| Tue 09/23/2025 | 40                |             |
| Wed 09/24/2025 | 40                |             |

**1.2 Deposit Schedule:**

Group agrees to the following deposit schedule:

|                   | Due Date                                                | Amount                                            |
|-------------------|---------------------------------------------------------|---------------------------------------------------|
| Initial Deposit   | Due on or prior to Friday, August 22 <sup>nd</sup> 2025 | s 47G(1)(a)<br>(50% of Total Anticipated Revenue) |
| Remaining Balance | Due (2) weeks prior to date of first guest's arrival    | s 47G(1)(a)                                       |

s 22(1)(a)(ii)  
CLIENT

1

s 47F(1)  
HOTEL



**1.3 Attrition:** Hotel agrees to <sup>s 47G(1)(a)</sup> reduction in the Room Revenue Commitment <sup>s 47G(1)(a)</sup> upon written request on or before cut-off date. At the conclusion of the Event, Hotel will take the revenue derived from rooms revenue and will charge the amount of the unmet Room Revenue Commitment. This is explained more fully in Section 14 below.

**1.4 Cancellation.** You may cancel this Agreement only upon giving written notice to us. Cancellation refers to the complete deletion of the meeting, not elimination of portions of the program or to individual room cancellations. Should there be a cancellation of the entire event/program, the cancellation policy overrides the attrition allowances as set forth in this Agreement. The parties agree and understand that in the event of a cancellation, our actual damages would be difficult to determine. Therefore, the parties agree on the following amounts to be paid by you to us as liquidated damages in the event of cancellation which are reflective of the Room Revenue Commitment in this Agreement. All cancellation charges are due and payable upon receipt of Hotel invoice.

| Time Period                                                                    | Percentage of Room Revenue Commitment Due |
|--------------------------------------------------------------------------------|-------------------------------------------|
| From <sup>s 47G(1)(a)</sup> days or less prior to Group scheduled arrival date | <sup>s 47G(1)(a)</sup> 100%               |

**2. GUEST ROOM BLOCK.** Once this Contract is accepted, Hotel will remove from its inventory, and consider sold to the Group, room nights pursuant to the arrival and departure pattern set forth in Section 1.1 above. Hotel, if availability allows, will honor reservation requests by Group and its attendees ("**Attendees**") for three (3) days before Group arrival and three (3) days after Group departure at the then prevailing rate upon execution of an addendum.

**3. GUEST ROOM RATES.** The rates are confirmed as indicated above in Section 1.1. Room rates above are non-commissionable, net rates, subject to tax, which is currently (i) New York State hotel tax of 14.75%; (ii) New York City occupancy tax of \$2.00 per room nightly; and (iii) the New York City Convention Center tax of \$1.50 per room nightly, and any fees set forth below.

**4. ROOM RESERVATION PROCEDURES.** From the moment this Agreement is accepted, Hotel will hold the contracted guest room block for the use of Group and Attendees. Thirty (30) days prior to the arrival date (**Sunday, September 21, 2025**), all room nights that have not been reserved as described below will be deemed to be room nights that the Group will not use, and they will become subject to the attrition provisions herein. Such room nights will on that date be returned to the Hotel's general inventory. Reservation requests from Attendees received less than thirty (30) days prior to the arrival date will be accepted on a space available basis, at the higher of the Agreement rate or the rate available at that time. Any added room nights above what has been contracted above will be subject to all the same terms of this Agreement, thereby increasing the Room Revenue Commitment. Should such requests be accepted, such room nights will be credited to the Group's block for purposes of any calculation of attrition.

To assign individuals to specific rooms, room reservations will be required. To process a room reservation, the Hotel must receive guest name, requested type of room, requested bed type (i.e. king, double/double, queen, twin or suites), check-in and check-out dates, and if applicable, VIP status. Any requests for special room arrangements should be indicated accordingly. The Hotel does not confirm reservations in writing to individual guests.

Group has elected for the following reservation method:

**Rooming List.** Group will provide a rooming list to the Hotel fourteen (14) prior to the arrival date (**Sunday, September 21, 2025**).

**5. CHECK-IN | CHECK-OUT.** Check-in time is 3:00PM. Check-out time is 11:00AM. Special requests for early arrival or late departures cannot be guaranteed, however, we will do our best to accommodate individual requests.

**6. FEES.** The following charges will be posted to the Master Account.

- Porterage:** Porterage refers to the service of transporting luggage for guests and is mandatory for any group of ten (10) or more rooms on peak, only if the group is billed to a Master Account. This includes both groups arriving by means of common transportation (i.e. bus) or groups arriving in a series of vehicles (i.e. taxi, limo, etc.). The prevailing charge for porterage is \$11.52 per luggage (as of July 1, 2025, subject to annual IWA increases) which includes both arrival and departure service. Porterage applies at a rate of two (2) luggage per guest or a total of \$23.04. Additional movements if required will be billed accordingly. If luggage assistance is requested for Group to store luggage after checkout for late departure, a double handling charge will apply. Porterage cannot be charged to individual guests.

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

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

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HOTEL



- Room Delivery Fees: If requested by Group are \$5.74 per item per room as of July 1, 2025, subject to annual IWA increases. Room delivery fees cannot be charged to individual guests.
- Overnight Parking: Valet parking at the hotel for a standard vehicle is \$90.00 plus taxes for 24 hours and \$130.00 plus taxes for 36 hours. SUV/oversized vehicles are \$110.00 plus taxes for 24 hours and \$150.00 plus taxes for 36 hours. In/out privileges are not permitted.
- Smoking: The Hotel is a smoke free building in guest rooms, meeting rooms, and public areas. Violation of the Hotel's smoking policy in guest room(s) will result in a cleaning fee of \$1,000.00 per room.
- Early Departure Fee: Equal to one night's room and tax based on contracted group rate.
- Storage and Delivery: Arrangements for delivery of packages must be made through your designated Event Manager no later than one (1) week prior to the date of arrival. Receiving, handling and shipping charges are listed below. All packages must arrive prepaid, or they will not be accepted. Packages will not be accepted earlier than two (2) days prior to the first day of your Event. A storage fee of \$1,000.00 per day will be billed to the Master Account for any packages received prior to that time without written consent from Hotel. All packages must be removed from the premises within twenty-four (24) hours after the conclusion of the event. All packages will be discarded after this time.

| Receiving, Handling and Shipping Charges |                     |
|------------------------------------------|---------------------|
| Mail Envelopes                           | Complimentary       |
| 1-10 Pounds                              | \$14.50 each        |
| 11-21 Pounds                             | \$25.00 each        |
| 22-41 Pounds                             | \$60.00 each        |
| 42 Pounds & Over                         | \$120.00 each       |
| Exhibit & Outside AV cases               | \$120.00 each       |
| Pallets / Skids                          | \$300.00 per pallet |
| Handling / Breakdown Fees                | \$120.00 flat rate  |

Group is solely and fully responsible for informing attendees, prior to making reservations, of these charges and that they are separate and distinct from and in addition to the room rate and from taxes. Group will not, in any printed materials regarding the meeting or in any other manner, combine these charges and applicable taxes thereon into any category such as taxes or room rate.

**7. GUEST ROOM CHARGES.** It is our understanding that Group will sign for only room, taxes and fees to be charged to the master account. To be able to access the ancillary services of the Hotel, each guest will be required to present a valid credit card upon check-in, on which an amount of sufficient pre-authorization can be obtained to cover the anticipated use of the Hotel's ancillary services. Should any guest not settle his or her account in full upon departure, the Group will be responsible for those charges.

**8. OUTSIDE CONTRACTORS.** The Hotel is a signatory to a collective bargaining agreement with New York Hotel Motel Trades Council representing employees performing work on its premises. In accordance with this Agreement, all work performed on Employer's premises and all products produced on the Employer's premises by employees covered by this Agreement shall not be performed or produced by persons not covered by this Agreement. If you elect to outsource or provide any function associated with your event to a third-party vendor who utilizes non-union employees, then you will be responsible for any fees or penalties assessed to the Hotel. This includes but is not limited to Audio Visual companies who utilize labor that is not part of The Hotel Trade Council Local Union 1 or any outside food and beverage brought into the hotel for preparation or consumption.

The Hotel offers all services necessary for a successful meeting but if the Group finds it necessary to use outside services, then any contractors, subcontractors, vendors, individuals and groups ("**Contractors**") hired by or on behalf of Group will be subject to Hotel's prior approval. Group will be fully responsible for the actions of any contractor. The Hotel reserves the right to charge a fee for outside services brought into the Hotel. Group will have written contracts with its contractors that will specify that the Contractor and the Group will indemnify and hold the Hotel harmless from any and all damages or liabilities that may result from such Contractor's activities on the Hotel premises. All Contractors will maintain and provide proof prior to commencement of work or services at the Hotel of all legally required worker's compensation insurance for employees who will work on Hotel premises and at least One Million Dollars (\$1,000,000) of general liability insurance coverage naming IHG Management (Maryland) LLC, as manager and authorized agent of 111 East 48<sup>th</sup> Street Holdings, LLC ("**Manager**") as additional insureds.

**9. REVENUE COMMITMENT.** When Group contracts for a block of rooms, meeting facilities and for food and beverage services, those

s 22(1)(a)(ii)

s 47F(1)

CLIENT

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HOTEL



room nights, facilities and services are removed from Hotel's inventory and considered sold to Group, and the Hotel makes financial plans based upon the revenues it expects to achieve from Group's full performance of the Contract. It is impossible for the Hotel to know in advance whether or under what circumstances or at what rates it would be able to resell Group's contracted room nights, services or facilities if Group does not use them, either as the result of a cancellation of the Event or as the result of less than contracted room block usage ("attrition") or less than contracted usage of food and beverage functions. In most instances, when groups do not use their contracted room nights or services, the Hotel is unable to resell those room nights or services and even when room nights or services are resold, they are generally not resold at the same rates, may be resold to groups that would have utilized the Hotel at another time, are not resold to groups that have the same needs as the original group, etc. Even when rooms or services may be resold, it is costly to re-market the rooms and facilities. While Group's room block has been held out of Hotel's inventory, the Hotel may have turned away more lucrative business in order to meet its commitment to the Group.

Group and the Hotel agree that in the event of cancellation or attrition, the charges described in Section 1, subject to the permissible attrition clause, represent a reasonable effort on behalf of the Hotel to establish its loss prospectively, will be due as liquidated damages, which are not a penalty. Because the Hotel reasonably expects to derive revenue from the Event above and beyond that revenue derived from the provision of room nights and food and beverage services, and because it is difficult to estimate the actual revenue that may be derived from the Event, the amounts due as and for liquidated damages are intended to compensate the Hotel for all of its losses associated with cancellation.

If Hotel must attempt to resell the cancelled guest rooms and function space in order to recover the lost revenue, it will be subject to selling unused inventory outside the Group's block first. Should Hotel be unable to resell the rooms and function space at an equivalent or greater rate, the schedule as outlined herein will apply to all unsold guest rooms and function space. Hotel wishes to make it perfectly clear that these policies are not designed to generate revenue for it. It is applied only as a means of protection against unrecoverable losses from attrition.

**10. ATTRITION CHARGES.** Hotel agrees to allow for a <sup>s 47G(1)(a)</sup> reduction in Room Revenue Commitment provided that Group (i) makes a written request (email will suffice) for that reduction between the date of the Contract and at least thirty (30) days prior to Group's arrival date; and (ii) notifies the Hotel at the time of the written request which room nights within the contracted block it will not use which will cumulatively account for the reduction in room revenue. Any such room reduction must be spread proportionately through the contracted block, both in terms of room types and dates.

At the conclusion of Group's meeting, Hotel will subtract the rooms revenue derived from Group's meeting (excluding revenue derived from rooms outside the contracted pattern and excluding pre- and post- program stays) from the Room Revenue Commitment as set forth above, adjusted if applicable for permitted attrition as set forth above. Any remaining amount, plus applicable taxes, will be posted as a charge to Group's Master Account.

**11. BILLING AND DEPOSIT POLICIES.** Payments and deposits are accepted via check or wire transfer. The balance of your anticipated Master Account must be prepaid in full (2) weeks prior to arrival (by check or wire transfer) unless credit/direct billing has been approved. Failure to remit the appropriate pre-payment on a timely basis will be considered a cancellation by the Group and the Group will be liable for amounts as described in the cancellation provisions. In such a case all cancellation fees outlined within will still apply and you will be invoiced accordingly. All deposits may be applied to fees or charges due to cancellation or attrition.

If your organization wishes to apply for credit/direct billing, you must request and submit a completed credit application a maximum of ninety (90) days and a minimum of forty-five (45) days prior to arrival to the Hotel Accounting Department. The Hotel will provide this application to you upon request. The application must be fully completed and signed to be processed. Based upon The Hotel's standard criteria and results of your credit review, an appropriate credit limit will be established. The Hotel reserves the right to require additional advance deposits, including prepayment in full, for the accommodations and other services to be provided. For customers with an approved credit line, payment terms are net thirty (30) days.

Regardless of the method by which the Group books reservations and whether or not guest room charges are paid by the Group or the individual guests, by signing this Contract, Group agrees that it is ultimately responsible for the following items that will be assigned to the Master Account: guest rooms, taxes, fees, incidentals, banquet food and beverage charges, attrition charges, meeting space rental charges (if any), cancellation charges (if any), and any other charges billed to the Master Account at the request of the authorized representative of the Group, as designated by the Group in advance of the commencement of the meeting. All master account charges not paid within thirty (30) days of the billing date will bear interest at the lower of the rate of one and one-half percent (1 1/2%) per month

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

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



compounded monthly, or the highest rate permissible by law. Should the Hotel, in its sole discretion, deem collection action necessary regarding outstanding balances hereunder, all costs associated with that collection action, including attorneys' fees, will be posted to the Master Account. Should the Group elect to have individual guests pay for room, taxes, fees, incidentals and other charges, such payments received by the Hotel will be credited to the Master Account. Individual guest accounts are payable at check-out.

**12. COMPLIANCE WITH LAWS.** Each party will comply with all applicable federal, state, and local laws, government regulations and orders in connection with this Contract.

**13. OPTION DATE.** Please return this signed Agreement by **Thursday, July 3, 2025**. The inventory will be held until this date. If, by this time, we have not received a signed agreement, all rooms will be released.

**ACCEPTED AND AGREED TO:**

|                                             |                                                                                                                         |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Australian Consulate General New York       | 111 East 48th Street Holdings, LLC, owner of the InterContinental New York Barclay<br>By: IHG Management (Maryland) LLC |
| Signature: s 22(1)(a)(ii)                   | Signature: s 47F(1)                                                                                                     |
| Print Name: s 22(1)(a)(ii)                  | Print Name: s 47F(1)                                                                                                    |
| Title: Consul, Australian Consulate-General | Title: s 47F(1)                                                                                                         |
| Date: 5 August 2025                         | Date: 08/05/2025                                                                                                        |

|                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------|
| 111 East 48th Street Holdings, LLC, owner of the InterContinental New York Barclay<br>By: IHG Management (Maryland) LLC |
| Signature: s 47F(1)                                                                                                     |
| Print Name: s 47F(1)                                                                                                    |
| Title: s 47F(1)                                                                                                         |
| Date: 08/05/2025                                                                                                        |

s 22(1)(a)(ii)

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HOTEL

*[Handwritten signature]*



Thursday, August 11th, 2025

s 22(1)(a)(ii)

Australian Consulate General New York  
150 East 42<sup>nd</sup> Street, Floor 34  
New York, NY 10017-5612

RE: ADDENDUM TO AMEND SLEEPING ROOM COMMITMENT Australia - UNGA '80 (09/21/2025 - 09/25/2025)

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

This letter will serve as an addendum to the definite group sales contract Australia - UNGA '80 FM Delegation dated **Monday, June 30, 2025**. Kindly sign below agreeing to the updated room block as shown below:

**ORIGINAL ROOM BLOCK:**

| King Classic KSUG |       |             |
|-------------------|-------|-------------|
| Day               | Rooms | Rate        |
| Sun 9/21/2025     | 40    | s 47G(1)(a) |
| Mon 9/22/2025     | 40    |             |
| Tue 9/23/2025     | 40    |             |
| Wed 9/24/2025     | 40    |             |

**REVISED ROOM BLOCK**

| King Classic KSUG |       |             | King One Bedroom Suite XKLG |             |
|-------------------|-------|-------------|-----------------------------|-------------|
| Day               | Rooms | Rate        | Rooms                       | Rate        |
| Sat 9/20/2025     | 52    | s 47G(1)(a) | 1                           | s 47G(1)(a) |
| Sun 9/21/2025     | 52    |             | 1                           |             |
| Mon 9/22/2025     | 52    |             | 1                           |             |
| Tue 9/23/2025     | 52    |             | 1                           |             |
| Wed 9/24/2025     | 52    |             | 1                           |             |

**REVISED SLEEPING ROOM PERFORMANCE**

The Total Anticipated Sleeping Room Revenue per this Agreement is s 47G(1)(a) plus applicable tax and service charges.

If you do not use all of the sleeping rooms in your Room Block, you agree that the Hotel will suffer damages. Such damages will occur because the Hotel will have lost the opportunity to offer your unused rooms to others either individually or as part of another block and will incur additional costs in attempting to resell inventory that was already sold. The parties agree that the exact amount of such damages will be difficult to determine. The parties agree that the liquidated damages clauses provided for in this Agreement are a reasonable effort by the parties to agree in advance on the damages that the Hotel will suffer due to your lack of performance. Therefore, the parties agree that if the contracted Event is held as scheduled, Hotel will not seek damages for Group's failure to use and pay for the Total Sleeping Room Nights Reserved is Group achieves a minimum of s 47G(1)(a) of the Total Anticipated Sleeping Room Revenue. Should Group achieve less than this amount, Group agrees to pay to Hotel, as reasonable liquidated damages and not a penalty, the difference between s 47G(1)(a) of the Total Anticipated Sleeping Room Revenue and the actualized guest room revenue

received by Hotel for rooms used and paid for as part of the official Room Block, plus any applicable state and local taxes as required by law, as a reasonable estimate of Hotel's losses on sleeping rooms.

#### **REVISED DEPOSIT SCHEDULE**

Group agrees to the following deposit schedule

|                   | <b>Due Date</b>                                     | <b>Amount</b> |
|-------------------|-----------------------------------------------------|---------------|
| Initial Deposit   | On or before Friday, August 22 <sup>th</sup> 2025   | s 47G(1)(a)   |
| Remaining Balance | On or before Friday, September 6 <sup>th</sup> 2025 |               |

Upon receipt of the signed addendum, the hotel will countersign the same confirming the modification to the group program. All other terms previously agreed in the original executed contract apply unless otherwise noted in this addendum. The additional rooms are subject to the same terms stipulated in the group sales contract.

s 22(1)(a)(ii)

s 47(1)

12 Aug 2025

Date

8.13.25

Date

08/13/2025

Date



**From:** s 22(1)(a)(ii)  
**To:** NYCG Accounts: s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** Please create SAP contract | UNGA 2025 | High Level Week senior delegation | 21-26 September 2025 | Intercontinental Barclay [SEC=OFFICIAL:Sensitive]  
**Date:** Friday, 8 August 2025 3:27:00 PM  
**Attachments:** [Australia UNGA Contract 8.5.25.pdf](#)  
[RE Seeking approval Intercontinental Barclay contracted reservation for HLW SECOFFICIALSensitive.msg](#)

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**OFFICIAL: Sensitive**

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

Grateful if you or s 22(1)(a)(ii) can initiate the SAP contract for Intercontinental Barclay.

Please note I'm concurrently seeking an invoice for the deposit payment, which will be due 22 August (two weeks today).

Noting the turnaround timeframes for SAP contracts marked urgent, I'm mindful we are going to need every day of the next two weeks.

Whilst the value of the current contract is s 47G(1)(a), the more likely value of the expense will be s 47G(1)(a). The updated s23 for the revised amount is attached.

Please let me know if you need anything else noting the urgency.

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

---

Visits & Logistics Manager  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Australia Consulate on Facebook](#) | [Instagram](#) | [Twitter](#)

**From:** s 22(1)(a)(ii)  
**To:**  
**Subject:** RE: Seeking approval | Intercontinental Barclay contracted reservation for HLW [SEC=OFFICIAL:Sensitive]  
**Date:** Friday, 8 August 2025 3:20:13 PM

---

**OFFICIAL: Sensitive**

Hi s 22(1)(a)(ii) thanks for setting this out, all understood.

I approve this proposed commitment in accordance with Section 23 of the PGPA Act 2013. I am satisfied that the proposed expenditure is an efficient, effective, economical, and ethical use of public resources and confirm that it is consistent with required policies and processes of the Australian Government. Funds are available, and the expenditure is within my delegation.

|                         |                                         |
|-------------------------|-----------------------------------------|
| Cost Centre             | QUNNY noting reimbursables through IPEA |
| Internal Order (for PD) |                                         |
| Amount                  | s 47G(1)(a)                             |

s 22(1)(a)(ii)

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**Deputy Consul-General**

Australian Consulate-General New York

150 East 42<sup>nd</sup> Street, Floor 34 | New York | NY 10017-5612

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii)  
**Sent:** Wednesday, 6 August 2025 8:31 PM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** NYCG Accounts 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: Seeking approval | Intercontinental Barclay contracted reservation for HLW [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

As mentioned, based on recent developments with programming and likely delegation, we could now be expecting our requirements at Intercontinental to increase significantly to service a probably triple visit, for five days, with a significant advance team and a higher IT AV hotel cost.

With that in mind, and to save additional administration closer to High Level Week, I'm seeking a **revised s23 approval for s 47G(1)(a)** with a view to allow us to set up an appropriate SAP contract for our realistic expenses.

As per my advice below to **s 22(1)(a)(ii)** majority of these costs will be ultimately reimbursed back to Post, however Post will still be looking at approximately up to **s 47G(1)(a)** in hotel related expenses.

Happy to talk through if you have any questions.

Many thanks

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

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Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

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

[dfat.gov.au](https://dfat.gov.au) | [Australia Consulate on Facebook](#) | [Instagram](#) | [Twitter](#)

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**From:** **s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au)  
**Sent:** Tuesday, 5 August 2025 12:09 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); NYCG Accounts **s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au)  
**Subject:** RE: Seeking approval | Intercontinental Barclay contracted reservation for HLW  
[SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Thanks <sup>**s 22(1)(a)(ii)**</sup> Please find attached the signed contract.

Cheers

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

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Consul  
Australian Consulate-General, New York  
**s 22(1)(a)(ii)**

---

**From:** **s 22(1)(a)(ii)** [@dfat.gov.au](mailto:@dfat.gov.au)  
**Sent:** Tuesday, 5 August 2025 10:24 AM



**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)>; NYCG Accounts s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: Seeking approval | Intercontinental Barclay contracted reservation for HLW  
[SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Intercon have asked us to sign a clean version of the contract (if you recall I marked up changes on the last contract – see attached “OLD”).

The delay has been my contact has been out of the office, but our rooms were being held.

Grateful for your signature.

I do recognise this contract is likely to be superseded in the next couple weeks.

Many thanks

s 22(1)(a)(ii)

\_\_\_\_\_  
Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Wednesday, 2 July 2025 5:39 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)>; NYCG Accounts s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: Seeking approval | Intercontinental Barclay contracted reservation for HLW  
[SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Thanks for the outlining the reservation proposal below for Intercontinental Barclay accommodation over HLW.

Please see below s23 approving the cost. Also attached is the signed contract, noting a payment deposit will not be required until 22 August 2025.

I approve this commitment in accordance with Section 23 of the PGPA Act 2013. I am satisfied that the proposed expenditure is an efficient, effective, economical, and ethical use of public resources and confirm that it is consistent with required policies and processes of the Australian Government. Funds are available, and the expenditure is within my delegation.

|                         |             |
|-------------------------|-------------|
| Cost Centre             | QUNNY       |
| Internal Order (for PD) |             |
| Amount                  | s 47G(1)(a) |

Kind regards

s 22(1)(a)(ii)

Consul

Australian Consulate-General, New York

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Wednesday, 2 July 2025 4:03 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)>; NYCG Accounts s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** Seeking approval | Intercontinental Barclay contracted reservation for HLW  
[SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Further to discussion, seeking:

- S23 to charge up to \$200,000 to Post Budget for the potential upcoming HLW Ministerial visits noting this potential commitment is able to be cancelled prior to 21 August 2025
- your signature on the contract by Thursday 3 July 2025, noting a deposit will not be required until 22 August 2025
- endorse the team to set up the SAP contract with s 22(1)(a)(ii) (which of course can be cancelled if not needed)
  - although I expect the value of the contract to likely change, please note I will submit an updated s23 request if it exceeds this amount and s 22(1)(a)(ii) will be able to amend the contract on file.

This hotel has been repeatedly endorsed by FMO for planned ministerial visits over the last 3 years of HLW, including for the recent 2SS conference. Separately Intercontinental has been competitive for the last 10 Ministerial visits.

We are concurrently undertaking a competitive review to be formally submitted to MLO/PIV for consideration in line with collective PMC, FMO, DCCEEW, AFP expected requirements. At this time, Intercontinental has once again submitted the most competitive proposal.

Although I would usually wait until the competitive process has been completed and we have clear advice from FMO/PMO on their selection, based on the complexity of this year's HLW, I do not think we will not necessarily get swift answers. Likelihood of Intercontinental Barclay and limited availability, my upcoming leave, for comfort I have negotiated an extended cancellation policy to see us commit now and not have a formal financial commitment until 22 August 2025. This is a very generous offer as other hotels (Westin, Millennium, Sonesta)

Hotels are selling out extraordinarily early again this year. This is about 2-3 weeks ahead of last year, 6 weeks ahead of the two years before. As you know, we can only secure rooms with a contract.

These proposed requirements are conservative based on discussions, and these are centred around the FMO, PMO, DCCEEW, AFP and SES requirements advised by Canberra (or as precedents set by past years). While the peak dates have been secured with Intercontinental, I do expect our requirements to grow/change, at which time I will need yourself or <sup>s 22(1)(a)(ii)</sup> to sign an updated contract. I also expect our lower-level delegation to spread into other properties.

At this time, of these projected costs:

- Post is expected to incur approximately \$25-30,000 in costs which will cover the temporary office, meeting room, storage room and furniture removal requirements commensurate with requirements. The cost per night is 995/night and 450/furniture removal per room. Please note I have not factored the AV charges for Internet into this potential cost, but this is usually an additional \$15K.
- Balance of costs will be consumed by:
  - IPEA for Ministers and Advisors (Potentially FM, PM, Climate)
  - Department cost areas from DFAT, PIV, PMC (Canberra)
  - DCCEEW
  - AFP
  - Media/Multimedia

With regards to the contract, I have reviewed and endorsed for your signature.

The payments and stipulations in the contract are either in line or more generous in our favour than previous years (such as the more relaxed cancellation policy).

If you have any questions, please don't hesitate to ask.

Many thanks

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

---

Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii)  
**To:** [SAP Contracts](#)  
**Cc:** s 22(1)(a)(ii) ; [NYCG Accounts](#)  
**Subject:** SAP Contract 4600024872 - ACCOMMODATION HIGH LEVEL WEEK UNGA80 [SEC=OFFICIAL]  
**Date:** Friday, 8 August 2025 4:31:37 PM

---

## OFFICIAL

Dear SAP Contracts team,

I created SAP Contract 4600024872 and seeking your urgent review and approval. This contract is to secure the accommodation for UN General Assembly delegates including the Prime Minister, the Foreign Minister and their parties.

If there are any issues, please respond to all recipients in this email as I will be away from 11 August.

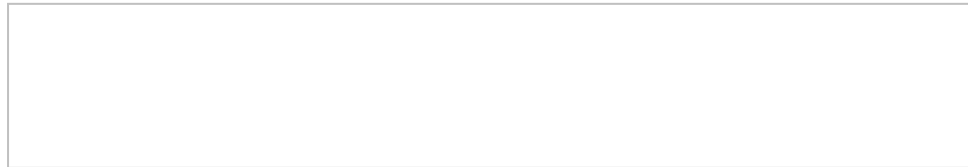
Kind regards,

s 22(1)(a)(ii) **Manager - Finance**

Australian Consulate-General | 150 East 42<sup>nd</sup> Street, Floor 34, New York NY 10017

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii)  
**To:** s 22(1)(a)(ii) [NYCG Accounts](#)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** Fwd: Contract number 4600024872 has been approved. [SEC=OFFICIAL]  
**Date:** Wednesday, 13 August 2025 2:32:22 PM

---

**OFFICIAL**

---

**From:** "SAP Contracts" s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Date:** Tuesday, August 12, 2025 at 11:20:34 PM  
**To:** "s 22(1)(a)(ii)" [@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** Contract number 4600024872 has been approved. [SEC=OFFICIAL]

Contract number 4600024872 contract name "ACCOMMODATION HIGH LEVEL WEEK UNGA80" has been approved by the SAP Contracts team and the record has been successfully created in SAP Contracts. Please review the Approval header to check if there is any additional information provided by the SAP Contracts team.

You should appoint a Contract Manager to manage this contract. The Contract Manager should:

1. Ensure the Purchase to Pay [P2P process](#) is followed;
2. Ensure goods and services are delivered according to the terms of the contract before payment;
3. Be familiar with the terms and conditions of the contract, regularly review the contract and ensure any amendment to the contract is recorded in SAP Contracts.

Should you have any queries, please contact s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)

DFAT - RELEASED UNDER THE FREEDOM OF INFORMATION ACT 1982 LEX 12777

**From:** s 22(1)(a)(ii)  
**To:**  
**Cc:** s 22(1)(a)(ii) ; [Angela Robinson](#)  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]  
**Date:** Friday, 22 August 2025 6:33:22 PM  
**Attachments:** s 22(1)(a)(ii)

---

**OFFICIAL**

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

All contracts are published to Aus Tender through the SAP contracts process. Any exceptions to this process must be approved by the Secretary, so are rare. If you need a more thorough explanation on why, I recommend speaking directly with the finance/contracts team

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

s 47E(d)

Many thanks

s 22(1)(a)(ii)

---

Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

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---

**From:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au)  
**Sent:** Friday, 22 August 2025 3:04 AM  
**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); 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); Angela Robinson <[Angela.Robinson@dfat.gov.au](mailto:Angela.Robinson@dfat.gov.au)>

~~DFAT - RELEASED UNDER THE FREEDOM OF INFORMATION ACT 1982~~ LEX 12777

**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

Just coming over the top, our media section is keen for a response tomorrow, if possible.

I'm trying to get to the bottom of why this is on austender.

A big thanks in advance.

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

---

**From:** **s 22(1)(a)(ii)**  
**Sent:** Friday, 22 August 2025 3:45 PM  
**To:** **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)>  
**Cc:** **s 22(1)(a)(ii)** <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

**s 47E(d)**

A big thanks in advance,

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

---

Executive Officer to Angela Robinson  
First Assistant Secretary, Multilateral Policy and Human Rights Division



MPD | DMG | DFAT

s 22(1)(a)(ii)

---

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Sent:** Friday, 22 August 2025 3:25 PM  
**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** Hugh Robilliard <[Hugh.Robilliard@dfat.gov.au](mailto:Hugh.Robilliard@dfat.gov.au)>; Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

Thank you for the below.

s 47E(d)

I will revert back on the deadline for this one when possible.

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

---

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division  
s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Sent:** Friday, 22 August 2025 2:57 PM  
**To:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Cc:** Hugh Robilliard <[Hugh.Robilliard@dfat.gov.au](mailto:Hugh.Robilliard@dfat.gov.au)>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Hi media team

Thanks for running past MPD.

s 47E(d)

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

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Sent:** Friday, 22 August 2025 1:01 PM

**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>

**Cc:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>; Hugh Robilliard <[Hugh.Robilliard@dfat.gov.au](mailto:Hugh.Robilliard@dfat.gov.au)>

**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

## OFFICIAL

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

s 47E(d)

Very appreciative of the tight turnaround on this one, thank you in advance.

Kind regards,

s 22(1)(a)(ii)

Media Liaison Officer | Media Liaison Section

Media and Communications Delivery Branch | Strategic Communications Division

s 22(1)(a)(ii)

---

**From:** Media

**Sent:** Thursday, 21 August 2025 6:08 PM

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

**Cc:** Peter Moore <[Peter.Moore@dfat.gov.au](mailto:Peter.Moore@dfat.gov.au)>; Suzanne Pitson <[Suzanne.Pitson@dfat.gov.au](mailto:Suzanne.Pitson@dfat.gov.au)>; CHCH.DPS s 22(1)(a)(ii) @dfat.gov.au; Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

**OFFICIAL**

Hi Joanna,

Thank you very much for sending this through.

Grateful if you can advise if the is **Attributable to a Department of Foreign Affairs and Trade spokesperson OR On background (for use in reporting, not for attribution).**

Kind regards,

s 22(1)(a)(ii)

---

**From:** Joanne Loundes <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>

**Sent:** Thursday, 21 August 2025 6:04 PM

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

**Cc:** Peter Moore <[Peter.Moore@dfat.gov.au](mailto:Peter.Moore@dfat.gov.au)>; Suzanne Pitson <[Suzanne.Pitson@dfat.gov.au](mailto:Suzanne.Pitson@dfat.gov.au)>; CHCH.DPS s 22(1)(a)(ii) @dfat.gov.au

**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

**OFFICIAL**

Dear Media team

Please find below the cleared response for the other item.

s 47E(d)

s 47E(d)

Best regards

Joanne

**Dr Joanne Loundes**

---

Assistant Secretary  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

---

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Sent:** Thursday, 21 August 2025 3:10 PM

**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Joanne Loundes <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>

**Cc:** Peter Moore <[Peter.Moore@dfat.gov.au](mailto:Peter.Moore@dfat.gov.au)>; Suzanne Pitson <[Suzanne.Pitson@dfat.gov.au](mailto:Suzanne.Pitson@dfat.gov.au)>; CHCH.DPS <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>; Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

**OFFICIAL**

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

s 47E(d)



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

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division  
ps 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <@dfat.gov.au>  
**Sent:** Thursday, 21 August 2025 2:48 PM  
**To:** Media <media@dfat.gov.au>; Joanne Loundes <Joanne.Loundes@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>  
**Cc:** Peter Moore <Peter.Moore@dfat.gov.au>; Suzanne Pitson <Suzanne.Pitson@dfat.gov.au>; CHCH.DPS <s 22(1)(a)(ii)@dfat.gov.au>  
**Subject:** FW: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]  
**Importance:** High

**OFFICIAL**

Hi All,

Please see below updated information which has been cleared by Peter Moore.

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

Director | Domestic Property Services  
Domestic Property Branch | Overseas Property Office & Services  
s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <@dfat.gov.au>  
**Sent:** Thursday, August 21, 2025 2:30 PM  
**To:** CHCH.DPS <s 22(1)(a)(ii)@dfat.gov.au>; Peter Moore <Peter.Moore@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) <@dfat.gov.au>  
**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]  
**Importance:** High

**OFFICIAL**

Dear DPS and Peter,

Noting the specificity of the query to your business area, we would appreciate it if you can respond directly to the media unit. I apologise it was not provided earlier and trust the

information we have provided (*in italics*) will assist in meeting the deadline of 3pm to the media unit. I will let the media unit know we have requested your direct response to them.

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

s 22(1)(a)(ii)

A/g Assistant Director | Procurement and Grants Policy & Governance Section (FPS)  
Budget & Policy Branch (BGB) | Finance Division (FND)  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

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

Sent: Thursday, 21 August 2025 1:59 PM

To: CHCH.DPS s 22(1)(a)(ii) [@dfat.gov.au](mailto:@dfat.gov.au); Peter Moore <[Peter.Moore@dfat.gov.au](mailto:Peter.Moore@dfat.gov.au)>; 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)

Subject: FW: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

Importance: High

## OFFICIAL

Hello Domestic Property team,

We have received a media enquiry related to **Contract notice CN4181628** for the lease agreement of 44 Sydney avenue (see below). We have commenced drafting the response for our AS to approve/**submit by 3pm today**. Can you please confirm the following draft response and answer our question in **green** as we are unable to obtain this information from the records we have.

s 47E(d)

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

s 22(1)(a)(ii)

---

A/g Assistant Director | Procurement and Grants Policy & Governance Section (FPS)  
Budget & Policy Branch (BGB) | Finance Division (FND)  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

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---

**From:** Corporate Procurement s 22(1)(a)(ii) [@dfat.gov.au](#)>  
**Sent:** Thursday, 21 August 2025 11:01 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](#)>  
**Subject:** FW: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]  
**Importance:** High

**OFFICIAL**

Hi Team,



I think this one is best worked on within your team.

s 22(1)

(a)(ii) has located information on the contracts, attached and below, and sent an acknowledgement of receipt to the media team advising we would not meet the 11am deadline (attached).

Could you please finalise the details below and get clearance from Jo to get this response back to Media ASAP?

Thank you,

s 22(1)(a)(ii)

---

Assistant Director | Procurement and Grants: Delivery and Engagement  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

---

**From:** Corporate Procurement s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Sent:** Thursday, 21 August 2025 10:52 AM  
**To:** s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Cc:** Corporate Procurements s 22(1)(a)(ii) <[@dfat.gov.au](mailto:@dfat.gov.au)>  
**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

**OFFICIAL**

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

s 47E(d)



s 22(1)(a)(ii)

Assistant Director | Procurement and Grants: Delivery and Engagement (FDS)  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
Work phone: s 22(1)(a)(ii)

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**From:** Joanne Loundes <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>

**Sent:** Wednesday, August 20, 2025 5:09 PM

**To:** Corporate Procurement 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:** FW: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

## OFFICIAL

Hello Corporate Procurement team!

Can you please direct the two questions below to the relevant line areas?

Best regards

Joanne

**Dr Joanne Loundes**

Assistant Secretary  
Budget and Policy Branch | Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Sent:** Wednesday, 20 August 2025 3:49 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

DFAT - RELEASED UNDER THE FREEDOM OF INFORMATION ACT 1982  
**Cc:** Joanne Loundes <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>; Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

LEX 12777

**Subject:** \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts  
[SEC=OFFICIAL]

**OFFICIAL**

s 47E(d)

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

\_\_\_\_\_  
Media Liaison Officer | Media Liaison Section

Media and Communications Delivery Branch | Strategic Communications Division

s 22(1)(a)(ii)

s 22(1)(a)(ii)





**From:** MLO FM  
**Sent:** Tuesday, 5 August 2025 2:48 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** UNGA High-level Week; s 22(1)(a)(ii) ; MLO FM  
**Subject:** RE: New York | Accommodation Recommendations - 2025 UNGA80 HLW, September 2025 [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

We've just had advice from FMO that the FM is proposed to head into NYC on the 20<sup>th</sup> and check out on the 26<sup>th</sup>, not sure if this changes things for your room hold. The FM will be travelling with 3 staff.

Please let me know if you need any other information at this time.

Kind regards,

s 22(1)(a)(ii)

\_\_\_\_\_  
 Senior Ministerial Liaison Officer for:  
 Senator the Hon Penny Wong, Minister for Foreign Affairs  
 The Hon Matt Thistlethwaite MP, Assistant Minister for Foreign Affairs and Trade  
 Cabinet, Ministerial and Parliamentary 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:** Friday, July 4, 2025 6:07 AM  
**To:** MLO FM s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** UNGA High-level Week 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) @pmc.gov.au  
**Subject:** New York | Accommodation Recommendations - 2025 UNGA80 HLW, September 2025 [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Please find attached the accommodation options for New York for the proposed visit in September for the UN General Assembly High Level Week for consideration by relevant parties.

As mentioned, we have been involved of a number of discussions over the last couple of weeks that indicate that this year's UNGA High Level Week in New York is being considered by the PM, FM and also potentially Minister Bowen (climate week). I would be grateful for your help to ensure a coordinated approach to booking accommodation, if possible.

To also assist, I have copied in MPD (s 22(1)(a)(ii) @dfat.gov.au) and PMC s 22(1)(a)(ii) @pmc.gov.au), as we the Post Visit Coordinator for this visit s 22(1)(a)(ii) , and the Acting and Deputy Consuls-General, s 22(1)(a)(ii)

As you may be aware, each year accommodation around this activity genuinely sells out early and is very expensive. For a larger group, we need to work even more proactively than past years to ensure we can accommodate the potential requirements of Australia's delegation. To reassure I am not being alarmist, some time before I started I understand the PM stayed in New Jersey (an hour away) because there was no suitable accommodation in Manhattan. Over the last four years, Intercontinental Barclay has proved the most competitive and this year is the same, particularly when considering the generous cancellation policy. With that experience in mind, and the research from this year, I have been able to hold a total of 30 x sleeping rooms (+10 x rooms for offices/meeting rooms for FMO/PMO/Advance) from 21 to 26 September by entering into a cancellable contract, at no risk to Post until 15 August 2025.

Whilst these number are a conservative estimate, I wanted to have something in place s 22(1)(a)(ii)

s 47E(d) but grateful for your help to progress, noting I will be seeking advice at the end of the month on our likely numbers, and needing to formalise any increased arrangements by early August 2025.

I will be heading on leave today, returning 21 July, but I will connect on my return to get any updates from you and take any necessary action.

Thank you in advance for your help and looking forward to working with the MLO team once again in 2025.

Many thanks

s 22(1)(a)(ii)

s 22(1)(a)(ii)

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Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

[dfat.gov.au](https://dfat.gov.au) | [Australia Consulate on Facebook](#) | [Instagram](#) | [Twitter](#)

**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 26 August 2025 5:55 AM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) ; UNGA High-level Week; s 22(1)(a)(ii)  
**Subject:** RE: PMOS visit to UNGA - Accommodation Update at 25 August  
[SEC=OFFICIAL:Sensitive]  
**Attachments:** Australian FM Delegation Room Addendum Signed.pdf; Australia UNGA Contract 8.5.25.pdf

**OFFICIAL: Sensitive**

Thank you so much s 22(1)(a)(ii) this is really helpful.

I have attached the Intercontinental Barclay contract and addendum – please note this is for all delegations. There will be a new addendum in a few days and again every week, as we tidy up the wider requirements.

We have been allocated our hotel point of contact (someone I have worked with before and s 22(1)(a)(ii) amazing) so towards the end of this week/early next week I will get an idea of floorplans/rooms available and talking through how we are going to bring this thing to life.

We are currently short 5 x rooms for our full delegation (across all parties), so I'm on a waitlist for those. I should know in a couple of days.

In the event we can't get those, I will talk to you about if there is any flexibility with your s 47E(d) officers who might be on 'rest' during the visit.

What do you think the likeliness is of your delegation growing again?

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

---

Visits Officer  
Office of the Australian Consulate General New York  
Office of Australia's Permanent Mission to the United Nations  
150 East 42<sup>nd</sup> Street, Floor 34, New York, NY 10017-5612

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @pmc.gov.au>  
**Sent:** Monday, 25 August 2025 3:08 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>  
**Cc:** s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** PMOS visit to UNGA - Accommodation Update at 25 August [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

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

To further assist with your planning, please find attached an updated accommodation spreadsheet.

You will note we have started populating this with delegation member details – this is based on early advice and is subject to change. We will be sure to send through updates as required. When possible, could we please receive a copy of the hotel contract and proposed floor plans for our review?

We have also started included flight details where known and will continue to update as details are confirmed.

Any queries please let us know.

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

s 22(1)(a)(ii) | Senior Protocol Officer  
Protocol and International Visits Branch

Department of the Prime Minister and Cabinet  
s 22(1)(a)(ii)



The Department of the Prime Minister and Cabinet (PM&C) would like to acknowledge the Traditional Custodians of Country throughout Australia and their continuing spiritual, social and cultural relationship with the land, waters, skies and community. We pay our respects to their Elders past and present, and to their community leaders, and extend that respect to all Aboriginal and Torres Strait Islander peoples.



---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 15 August 2025 1:14 PM  
**To:** s 22(1)(a)(ii) @pmc.gov.au>  
**Cc:** s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>;  
s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** Re: PMOS visit to UNGA - Logistics [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Noted on all the below. Will send through the Intercontinental contract and addendums on Monday/Tuesday. We have our deadline for accommodation requests (broader delegation) coming in by COB tomorrow. At the moment we have 52 rooms contracted for 20-25 Sep, which includes offices/ meeting rooms/storage and some of the expected complementary delegation.

s 22(1)(a)(ii)

More information soon!

Please let me know if you have any questions

Many thanks

s 22(1)(a)(ii)

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**From:** "s 22(1)(a)(ii) @pmc.gov.au">  
**Date:** Thursday, August 14, 2025 at 3:49:30 AM  
**To:** "s 22(1)(a)(ii) @dfat.gov.au">  
**Cc:** "s 22(1)(a)(ii) @pmc.gov.au">, "s 22(1)(a)(ii) @pmc.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:** PMOS visit to UNGA - Logistics [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

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

Thanks for the update on accommodation at the PMC-UNNY-MPD planning meeting on UNGA yesterday.

I have one small update on accommodation for s 47E(d) who have requested an additional room for 11 nights. I have included the updated accommodation spreadsheet s 22(1)(a)(ii) sent through to include this additional room (highlighted in orange). Grateful if you could also please send through a copy of the contract.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Happy to discuss any of the above.

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Director of Protocol

Protocol and International Visits Branch

Department of the Prime Minister and Cabinet

s 22(1)(a)(ii)

Ngunnawal Country, One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600

s 22(1)(a)(ii) [pmc.gov.au](http://pmc.gov.au) | w. [pmc.gov.au](http://pmc.gov.au)



The Department acknowledges and pays respect to the past, present and emerging Elders and Traditional Custodians of Country, and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander peoples.

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IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

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**From:** Angela Robinson  
**Sent:** Friday, 22 August 2025 4:59 PM  
**To:** s 22(1)(a)(ii)  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Definitely need to check this with NY. Was that the upper figure? And can someone explain to me why it's on AusTender? I genuinely don't get that, but maybe that's standard ...

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 22 August 2025 4:19 PM  
**To:** Angela Robinson <Angela.Robinson@dfat.gov.au>  
**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

We got this request... it's a tad strange.

s 22(1)(a)(ii) think 40 rooms might be too many?

s 22(1)(a)(ii) - this section, together with the following pages (56-67) are duplicate of pages 36-46 and have been removed

**From:** s 22(1)(a)(ii)  
**Sent:** Friday, 22 August 2025 1:34 PM  
**To:** s 22(1)(a)(ii)  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

Thanks - the pink bit does not make sense to me, given delegation numbers in 2024.

s 22(1)(a)(ii)

Director  
Multilateral Strategy and Candidacies Branch

---

E | s 22(1)(a)(ii) [@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)  
M | s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Friday, 22 August 2025 1:31 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** Fwd: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

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

Before I seek Angela's clearance can I check that you are both comfortable with the below?

For context - we have an overdue (it's the first time I've seen this) media enquiry on costs of accommodation for last year's HLW delegation. Highlighted text below.

I know you are both super busy but can you run your eyes over?

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

---

**From:** "Media" <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Date:** Friday, 22 August 2025 at 1:01:04 pm  
**To:** "s 22(1)(a)(ii)" <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** "Media" <[media@dfat.gov.au](mailto:media@dfat.gov.au)>, "Hugh Robilliard" <[Hugh.Robilliard@dfat.gov.au](mailto:Hugh.Robilliard@dfat.gov.au)>  
**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

s 47E(d)

s 47E(d)

Very appreciative of the tight turnaround on this one, thank you in advance.

Kind regards,

s 22(1)(a)(ii)

---

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division  
s 22(1)(a)(ii)

s 22(1)(a)(ii) - this section, together with the following pages (70-84) are duplicate of pages 37-46 and have been removed

**From:** Joanne Loundes  
**Sent:** Friday, 22 August 2025 9:04 PM  
**To:** s 22(1)(a)(ii)  
**Subject:** Re: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney  
Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

All procurements over \$80,000 have to be listed on AusTender, unless there's a reason for a special exemption.

Best regards

Joanne

---

**From:** "s 22(1)(a)(ii)" <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Date:** Friday, 22 August 2025 at 5:15:45 pm  
**To:** "Joanne Loundes" <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>  
**Subject:** Fwd: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney  
Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Hi Joanne

I'm EO to FAS MPD who has asked that I look at this request. I'm consulting the highlighted section with colleagues in NY who manage this process.

I am however curious as to why this is an AusTender? I didn't realise it was.

Any further information would be great.

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

---

**From:** "Media" <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Date:** Friday, 22 August 2025 at 4:42:06 pm  
**To:** "s 22(1)(a)(ii)" <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>  
**Cc:** "Hugh Robilliard" <[Hugh.Robilliard@dfat.gov.au](mailto:Hugh.Robilliard@dfat.gov.au)>, "Media" <[media@dfat.gov.au](mailto:media@dfat.gov.au)>



**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Hs 22(1)(a)(ii)

Thank you for your attention on this. I've just tried to give you a buzz.

Regarding the deadline for this one, MLS is grateful if this can please be **progressed overnight and be cleared as soon as possible.**

Very much appreciate the quick turnaround.

Kind regards,

s 22(1)(a)(ii)

---

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division

s 22(1)(a)(ii)

s 22(1)(a)(ii) - this section, together with the following pages (86-98) are duplicate of pages 35-46 and have been removed

**From:** s 22(1)(a)(ii)  
**Sent:** Sunday, 24 August 2025 1:09 PM  
**To:** Kate Wallace; Angela Robinson  
**Cc:** s 22(1)(a)(ii)  
**Subject:** Re: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Apparently all procurements over \$80,000 have to be listed on AusTender, unless there's a reason for a special exemption - who knew!

---

**From:** "Kate Wallace" <[Kate.Wallace@dfat.gov.au](mailto:Kate.Wallace@dfat.gov.au)>  
**Date:** Sunday, 24 August 2025 at 12:51:32 pm  
**To:** "Angela Robinson" <[Angela.Robinson@dfat.gov.au](mailto:Angela.Robinson@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: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

You learn something new every year! I had no idea the accommodation was within AusTender requirements!

K

---

**From:** "Angela Robinson" <[Angela.Robinson@dfat.gov.au](mailto:Angela.Robinson@dfat.gov.au)>  
**Date:** Saturday, 23 August 2025 at 3:23:52 pm  
**To:** "s 22(1)(a)(ii) @dfat.gov.au", "s 22(1)(a)(ii) @dfat.gov.au", "Kate Wallace" <[Kate.Wallace@dfat.gov.au](mailto:Kate.Wallace@dfat.gov.au)>  
**Subject:** Re: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

s 22(1)(a)(ii) not sure if this is still progressing today, but definitely leave out the last sentence in the background. Happy to clear anything. Hopefully can all wait to Monday. A.

s 22(1)(a)(ii) - this section, together with the following pages (100-114) are duplicate of page 33-46 and have been removed

**From:** Angela Robinson  
**Sent:** Monday, 25 August 2025 8:50 AM  
**To:** Kate Wallace; s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** Fwd: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Hi both

I imagine we need to be prepared for some media on this. We'll probably need to know how much we've spent on accommodation the last few years. I know we have the overall costs for the last two years. We might also need to know accommodation costs last time a PM went (Morrison? But was it during Covid so feel smaller?).

And can someone alert s 22(1)(a)(ii) FMO media will clear the response, but just to close the loop.



A.

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Date:** Sunday, 24 August 2025 at 1:11:32 pm  
**To:** "Kate Wallace" <Kate.Wallace@dfat.gov.au>, "Angela Robinson" <Angela.Robinson@dfat.gov.au>  
**Cc:** "s 22(1)(a)(ii) @dfat.gov.au", "s 22(1)(a)(ii) @dfat.gov.au">  
**Subject:** Re: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Hi angela

Propose this is the response back: s 47E(d)



**From:** Kate Wallace  
**Sent:** Monday, 25 August 2025 1:57 PM  
**To:** s 22(1)(a)(ii)  
**Cc:** Angela Robinson; Hugh Robilliard  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney  
Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Thanks both

s 47E(d)

Thanks so much!

K

s 47E(d)



s 47E(d)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 25 August 2025 12:49 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; Kate Wallace  
<Kate.Wallace@dfat.gov.au>  
**Cc:** Angela Robinson <Angela.Robinson@dfat.gov.au>; Hugh Robilliard <Hugh.Robilliard@dfat.gov.au>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Thanks<sup>s 22(1)(a)(ii)</sup> nothing has been approved or confirmed, I have made some suggested edits below (and thanks for preparing the response).

s 22(1)(a)(ii)

Director  
Multilateral Strategy and Candidacies Branch

s 22(1)(a)(ii)

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**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 25 August 2025 12:42 PM  
**To:** Kate Wallace <Kate.Wallace@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** Angela Robinson <Angela.Robinson@dfat.gov.au>; Hugh Robilliard <Hugh.Robilliard@dfat.gov.au>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

Before I respond, can I confirm you are comfortable with the below responses in red and the highlighted section. Please make any changes you see necessary.

s 47E(d)

Thanks

s 22(1)(a)(ii)

---

**From:** Media <media@dfat.gov.au>  
**Sent:** Monday, 25 August 2025 11:38 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au  
**Cc:** Hugh Robilliard <Hugh.Robilliard@dfat.gov.au>; Media <media@dfat.gov.au>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

HI s 22(1)(a)(ii)

s 47E(d)

Many thanks

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) @dfat.gov.au  
**Sent:** Monday, August 25, 2025 9:11 AM  
**To:** Media <media@dfat.gov.au>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Dear Media team

Sincere apologies for the delayed reply.

We were waiting on UNNY colleagues for their guidance.

Please see below FAS MPD preferred language:

AusTender Contract Notice [CN4181598](#) for the amount of estimated \$243,722.46 is for upcoming hotel accommodation in New York, USA in September 2025 to support the United Nations General Assembly (UNGA) high-level week ministerial visits managed by the department.

Kind regards

s 22(1)(a)(ii)

---

s 22(1)(a)(ii) - this section, together with the following pages (143-155) are duplicate of pages 35-46 and have been removed

**From:** s 22(1)(a)(ii)  
**Sent:** Monday, 25 August 2025 3:23 PM  
**To:** Corporate Procurement; s 22(1)(a)(ii)  
**Cc:** Joanne Loundes; Kate Wallace; s 22(1)(a)(ii)  
**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]  
  
**Importance:** High

**OFFICIAL: Sensitive**

Dear Corporate Procurement colleagues

With thanks to your team for drafting the initial response to the below media enquiry on the AusTender contract for UNGA HLW accommodation costs.

s 47E(d)

The media team have asked for a response by today. We are trying to seek an extension but any information you have would be much appreciated.

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

---

**From:** Media <media@dfat.gov.au>  
**Sent:** Monday, 25 August 2025 2:28 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** Angela Robinson <Angela.Robinson@dfat.gov.au>; Kate Wallace <Kate.Wallace@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Media <media@dfat.gov.au>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Many thanks. s 47E(d)  
this be a request for another team?

Or might

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



---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 25 August 2025 1:59 PM  
**To:** Media <media@dfat.gov.au>  
**Cc:** Angela Robinson <Angela.Robinson@dfat.gov.au>; Kate Wallace <Kate.Wallace@dfat.gov.au>;  
s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times -  
Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Dear Media team

Thanks for your patience.

s 47E(d)

s 47E(d)

Please sing out if you have additional questions.

s 22(1)(a)(ii)

Executive Officer to Angela Robinson  
First Assistant Secretary, Multilateral Policy and Human Rights Division  
MPD | DMG | DFAT

s 22(1)(a)(ii)

s 22(1)(a)(ii) - this section, together with the following pages (158-171) are duplicate of pages 142-155 and have been removed

**From:** Kate Wallace  
**Sent:** Tuesday, 26 August 2025 8:10 AM  
**To:** Joanne Loundes  
**Cc:** Angela Robinson; s 22(1)(a)(ii) Corporate Procurement  
**Subject:** QTB - costs of accommodation in New York [SEC=OFFICIAL]  
**Attachments:** the-canberra-times-20250825.pdf

**OFFICIAL**

Hi Joanne

Heads up - following on from yesterday's media queries, there is now a full article in the Canberra Times (attached) and we are preparing a QTB.

s 47E(d)

Cheers

Kate

---

**From:** Kate Wallace  
**Sent:** Tuesday, 26 August 2025 7:55 AM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; Joanne Loundes <Joanne.Loundes@dfat.gov.au>  
**Subject:** Full Article if needed. [SEC=OFFICIAL]

**OFFICIAL**

Cheers

K

**Kate Wallace**

---

Assistant Secretary  
Multilateral Strategy and Candidacies Branch  
Multilateral Policy and Human Rights Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii)

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*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)

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**From:** s 22(1)(a)(ii)  
**Sent:** Monday, 25 August 2025 7:36 AM  
**To:** Media  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**Categories:**

s 22(1)(a)(ii)

**OFFICIAL: Sensitive**

Thanks s 22(1)(a)(ii) leave it with me.

---

**From:** Media <media@dfat.gov.au>  
**Sent:** Monday, 25 August 2025 4:27 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** Media <media@dfat.gov.au>  
**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

s 22(1)(a)(ii)

Please see below on behalf of s 22(1)(a)(ii)

Let me know re actioning,  
s 22(1)(a)(ii)

---

Media Liaison Section  
Department of Foreign Affairs and Trade  
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---

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Monday, 25 August 2025 4:22 PM  
**To:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Hi Media team

s 47E(d)

Please note we have reached out to procurement team on the other request from FMO (communicated by the adviser to AS MCB) but we have not heard back.

s 22(1)(a)(ii)

---

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Sent:** Monday, 25 August 2025 3:37 PM

**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>

**Cc:** Angela Robinson <[Angela.Robinson@dfat.gov.au](mailto:Angela.Robinson@dfat.gov.au)>; Kate Wallace <[Kate.Wallace@dfat.gov.au](mailto:Kate.Wallace@dfat.gov.au)>; 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)>; Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

Many thanks <sup>s 22(1)(a)(ii)</sup> we'll reach out separately to CSD.

s 47E(d)

Regards,

s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>

**Sent:** Monday, 25 August 2025 3:24 PM

**To:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Cc:** Angela Robinson <[Angela.Robinson@dfat.gov.au](mailto:Angela.Robinson@dfat.gov.au)>; Kate Wallace <[Kate.Wallace@dfat.gov.au](mailto:Kate.Wallace@dfat.gov.au)>; 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)>

**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

s 47E(d)

Thanks

s 22(1)(a)(ii)

s 22(1)(a)(ii) - this section, together with the following pages (175-188) are duplicate of pages 156-171 and have been removed



s 22(1)(a)(ii)

**From:** Media  
**Sent:** Tuesday, 26 August 2025 3:19 AM  
**To:** s 22(1)(a)(ii)  
**Cc:** Joanne Loundes; s 22(1)(a)(ii) Corporate Procurement; s 22(1)(a)(ii) ; Media  
**Subject:** RE: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]  
 s 22(1)(a)(ii)  
**Categories:**

**OFFICIAL: Sensitive**

Hi everyone,

Thank you for all the work. Please stand down on this one – nothing further needed for the moment.

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

Media Liaison Officer | Media Liaison Section  
 Media and Communications Delivery Branch | Strategic Communications Division  
 s 22(1)(a)(ii)

**From:** s 22(1)(a)(ii) @dfat.gov.au>  
**Sent:** Tuesday, 26 August 2025 12:03 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** Media <media@dfat.gov.au>; Joanne Loundes <Joanne.Loundes@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Corporate Procurement s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]  
**Importance:** High

**OFFICIAL:Sensitive****OFFICIAL:Sensitive**

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

The first question would be best placed with EXD, (likely the Ministerial Liaison and Support Section (MEL)) to identify the UNGA HLW visits and liaise with relevant post(s) to ensure the contracts were entered into SAP Contracts and then reported on AusTender. We cannot identify contracts for specific meetings/forums from the information published on AusTender.

For the second question s 47E(d)

I have run a report on Intercontinental Barclay from 1 July 2021 to today. There are 3 entries for DFAT related to Intercontinental New York Barclay as follows:

| CN ID     | Title                   | Agency                                  | Publish Date | Cat |
|-----------|-------------------------|-----------------------------------------|--------------|-----|
| CN4181598 | Short term accomodation | Department of Foreign Affairs and Trade | 20-Aug-25    | Lea |

s 22(1)(a)(ii)

Let me know if you require further information from our team on this query.

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

s 22(1)(a)(ii)

---

A/g Assistant Director | Procurement and Grants Policy & Governance Section (FPS)  
Budget & Policy Branch (BGB) | Finance Division (FND)  
Department of Foreign Affairs and Trade

s 22(1)(a)(ii)

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s 22(1)(a)(ii) - this section, together with the following pages (190-203) are duplicate of pages 156-171 and have been removed

---

**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 26 August 2025 4:01 AM  
**To:** Media; s 22(1)(a)(ii)  
**Subject:** RE: [EXTERNAL] Media inquiry - New York accommodation [SEC=OFFICIAL]  
**Categories:** s 22(1)(a)(ii)

**OFFICIAL**

Thank you<sup>s 22(1)(a)(ii)</sup>, s 47E(d)  
s 22(1)(a)(ii)

---

**From:** Media <media@dfat.gov.au>  
**Sent:** Tuesday, 26 August 2025 1:00 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** Media <media@dfat.gov.au>  
**Subject:** FW: [EXTERNAL] Media inquiry - New York accommodation [SEC=OFFICIAL]

**OFFICIAL**

s 22(1)(a)(ii)

For info below, Brittney Levinson has contacted<sup>s 22(1)(a)(ii)</sup> re New York accommodation.

<sup>s 22(1)(a)(ii)</sup> is on this query but is on a call for the next hour.

s 22(1)(a)(ii)

---

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s 22(1)(a)(ii)





s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Tuesday, 26 August 2025 8:55 AM  
**To:** Media  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: \*\*For<sup>s 22(1)(a)(ii)</sup> Gui Media inquiry - Austender contracts [SEC=OFFICIAL]  
**Categories:** Ash

**OFFICIAL**

Thank you<sup>s 22(1)(a)(ii) s 47E(d)</sup> so we can pick it up  
tomorrow.  
s 22(1)(a)(ii)

---

**From:** Media <media@dfat.gov.au>  
**Sent:** Tuesday, 26 August 2025 5:43 PM  
**To:** s 22(1)(a)(ii) @dfat.gov.au>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; Media <media@dfat.gov.au>  
**Subject:** \*\*For<sup>s 22(1)(a)(ii)</sup> Gui Media inquiry - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

For awareness, Brittney Levinson followed up regarding her austender query.

I was at that census meeting and missed the tasking of this.

Please let me know if you need any action/if we should alert FMO.

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

---

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division  
s 22(1)(a)(ii)

---

s 22(1)(a)(ii) - this section, together with the following pages (207-213) are out of scope and have been removed



s 22(1)(a)(ii)

---

**From:** Media  
**Sent:** Monday, 25 August 2025 7:33 AM  
**To:** s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii) ; Media  
**Subject:** s 47E(d) Brittney Levinson/Canberra Times - Austender Contracts  
[SEC=OFFICIAL]  
  
**Categories:** s 22(1)(a)(ii)

**OFFICIAL**

Dear s 22(1)(a)(ii) ,  
s 47E(d)

Kind regards,

s 22(1)  
(a)(ii)

---

**From:** Media <media@dfat.gov.au>  
**Sent:** Monday, August 25, 2025 2:16 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>  
**Cc:** s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; Media <media@dfat.gov.au>  
**Subject:** s 47E(d) \*Brittney Levinson/Canberra Times - Austender Contracts [SEC=OFFICIAL]

**OFFICIAL**

s 47E(d)

s 47E(d)

Desk are looking into additional background, we'll provide ASAP once received.

s 47E(d)

Kind regards,

s 22(1)(a)(ii)

---

Media Liaison Officer | Media Liaison Section

Media and Communications Delivery Branch | Strategic Communications Division

s 22(1)(a)(ii)

---

**From:** Media <media@dfat.gov.au>**Sent:** Monday, 25 August 2025 1:06 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&gt;

**Cc:** Media <media@dfat.gov.au>; s 22(1)(a)(ii)

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

@dfat.gov.au&gt;

**Subject:** \*\*For FMO Clearance\*\* Brittney Levinson/Canberra Times - Austender Contracts [SEC=OFFICIAL]**OFFICIAL**

**OFFICIAL**

s 47E(d)

Kind regards

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





Kind regards,

---

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>

**Sent:** Monday, 25 August 2025 3:32 PM

**To:** s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>

**Cc:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>; s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>

**Subject:** FW: \*\*For FAS MPD clearance\*\* \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL:Sensitive]

**OFFICIAL: Sensitive**

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

Please see below from s 22(1)(a)(ii) Do you need me to do anything here?

Kind regards,

s 22(1)(a)(ii)

s 22(1)(a)(ii) - this section, together with the following pages (219-232) are duplicate of pages 175-188 and have been removed



s 22(1)(a)(ii)

---

**From:** s 22(1)(a)(ii)  
**Sent:** Monday, 25 August 2025 7:14 AM  
**To:** Media; s 22(1)(a)(ii)  
**Cc:** s 22(1)(a)(ii)  
**Subject:** RE: \*\*Urgent s 47E(d) \*\*Media Enquiry\*\* Brittney Levinson/Canberra Times [SEC=OFFICIAL:Sensitive]  
  
**Categories:** s 22(1)(a)(ii)

**OFFICIAL: Sensitive**

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

Lines below:

s 47E(d)

Yell out if you need anything further!

Cheers

s 22(1)(a)(ii)

---

Assistant Director  
Climate Change Diplomacy Coordination Section  
Climate Diplomacy Branch | Climate Diplomacy and Development Finance Division  
Department of Foreign Affairs and Trade  
s 22(1)(a)(ii) )  
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**From:** Media <media@dfat.gov.au>  
**Sent:** Monday, 25 August 2025 3:53 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>  
**Cc:** s 22(1)(a)(ii) n@dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>  
**Subject:** \*\*Urgent s 47E(d) \*\*Media Enquiry\*\* Brittney Levinson/Canberra Times  
[SEC=OFFICIAL:Sensitive]  
**Importance:** High

**OFFICIAL: Sensitive**

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

Thank you for taking my call. s 47E(d)

Thank you in advance for the quick turnaround.

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

---

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division  
s 22(1)(a)(ii)

**From:** [Media](#)  
**To:** [Joanne Loundes](#)  
**Cc:** [s 22\(1\)\(a\)\(ii\)](#) [Media](#)  
**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]  
**Date:** Thursday, 21 August 2025 6:31:40 PM  
**Attachments:** [s 22\(1\)\(a\)\(ii\)](#)

---

**OFFICIAL**

Hi Joanne,

Thank you for clarifying, much appreciated.

Kind regards,  
[s 22\(1\)\(a\)\(ii\)](#)

---

Media Liaison Officer | Media Liaison Section  
Media and Communications Delivery Branch | Strategic Communications Division  
[ps 22\(1\)\(a\)\(ii\)](#)

---

**From:** Joanne Loundes <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>  
**Sent:** Thursday, 21 August 2025 6:11 PM  
**To:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Cc:** [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)  
**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

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

Apologies for not including this in my response. It is **On background (for use in reporting, not for attribution).**

Joanne

---

**From:** Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Sent:** Thursday, 21 August 2025 6:08 PM  
**To:** Joanne Loundes <[Joanne.Loundes@dfat.gov.au](mailto:Joanne.Loundes@dfat.gov.au)>; [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#)  
**Cc:** Peter Moore <[Peter.Moore@dfat.gov.au](mailto:Peter.Moore@dfat.gov.au)>; Suzanne Pitson <[Suzanne.Pitson@dfat.gov.au](mailto:Suzanne.Pitson@dfat.gov.au)>; [CHCH.DPS](#) [s 22\(1\)\(a\)\(ii\)](#) [@dfat.gov.au](#); Media <[media@dfat.gov.au](mailto:media@dfat.gov.au)>  
**Subject:** RE: \*\*Media Enquiries\*\* Brittney Levinson/Canberra Times - Austender contracts [SEC=OFFICIAL]

**OFFICIAL**

Hi Joanna,

Thank you very much for sending this through.

Grateful if you can advise if the is **Attributable to a Department of Foreign Affairs and Trade spokesperson** OR **On background (for use in reporting, not for attribution)**.

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

s 22(1)(a)(ii) - this section, together with the following pages (236-244) are duplicate of pages 157-171 and have been removed

s 47E(d)