

From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii) ; s 22(1)(a)(ii)
Subject: RE: AUSTRALIA - SCHEDULED FLIGHT OPTIONS AND EXCESS BAGGAGE CHARGES [SEC=OFFICIAL]
Date: Tuesday, 17 September 2024 4:28:48 PM
Attachments: [image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image011.png](#)
[image012.png](#)
[image014.png](#)
[image015.png](#)

OFFICIAL

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

Thank you for your email explaining the split of costs for the upcoming Royal Visit.
I note the proposal you have outlined below represents the cheapest option as advised by s 33(a)(i)

As such, I approve the flights and excess baggage as outlined below.

Many thanks,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

A/g Assistant Secretary

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

e. s 22(1)(a)(ii) @pmc.gov.au w. 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.

From: s 22(1)(a)(ii) @pmc.gov.au>

Sent: Tuesday, 17 September 2024 4:10 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>

Subject: FW: AUSTRALIA - SCHEDULED FLIGHT OPTIONS AND EXCESS BAGGAGE CHARGES [SEC=OFFICIAL]

OFFICIAL

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

s 33(a)(iii)

I have been working closely with the s 33(a)(iii) travel team who have looked at flight options – Singapore Airlines were the cheapest flights. s 33(a)(iii) has also managed to get a really good discount on costs associated with excess luggage and an agreement from Singapore Airlines that they will refund any differences if the excess baggage is not required – noting they will endeavour to get as much of the luggage on the RAAF aircraft as they can.

I have checked the flights and the passengers to travel and can advise you that I am happy that everything is in order. You will also see in the email trail below that on 11 September I requested s 33(a)(iii) relook at the cost splitting for the flights as Australia was not responsible for the commercial flights s 33(a)(iii) – this was to be fully covered by s 33(a)(iii)

Due to the difficulties attributing the costs for the excess luggage for the relevant legs, and the significant discount s 33(a)(iii) negotiated for the excess luggage, s 33(a)(iii) s 33(a)(iii)

I now seek your approval to advise s 33(a)(iii) to proceed with instructing Singapore Airlines to raise an invoice for Australia for the total of £102,958.07 as outlined below. s 33(a)(iii) s 33(a)(iii)

Happy to discuss

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Protocol and International Visits Branch | Ministerial Support Division
p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

s 33(a)(iii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 26 September 2024 1:21 PM
To: Protocol Administration
Cc: s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii); s 22(1)(a)(ii)
Subject: Fwd: Invoice for Flights to Singapore and Australia [SEC=OFFICIAL:Sensitive]
Attachments: image001.jpg; Breakdown of Costs.pdf; SIA Citibank GBP.pdf

Sensitivity: Confidential

Dear Protocol Admin team

Approval is given to process and pay the attached invoice.

This amount accords with discussions between PIV and s 33(a)(iii)

Kind regards

s 22(1)(a)(ii)

Director of Protocol

Sent from my iPhone

Begin forwarded message:

From: s 22(1)(a)(ii) @pmc.gov.au>
Date: 26 September 2024 at 1:14:14 pm AEST
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 47E(d) @pmc.gov.au>, s 22(1)(a)(ii) @pmc.gov.au>, s 22(1)(a)(ii) @pmc.gov.au>
Subject: FW: Invoice for Flights to Singapore and Australia [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

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

Seeking your approval of the attached invoice relating to s 33(a)(iii) Official Travel to Australia for the Royal Visit. The total cost is **93,719.22 pounds**.

As agreed with s 33(a)(iii) . Note, the costs are lower than expected due to an additional member from s 33(a)(iii) now travelling on the BBJ between Singapore and Australia.

Grateful if you could respond with the attachments.

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

s 22(1)(a)(ii)
Protocol and International Visits Branch | Ministerial Support Division
s 22(1)(a)(ii)

From: s 47F
Sent: Thursday, 26 September 2024 12:22 AM
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 47E(d) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>; s 47F
Subject: Invoice for Flights to Singapore and Australia
Importance: High
Sensitivity: Confidential

Dear all,

As requested by s 47F, please find attached the invoice for the forthcoming trip to Australia and Samoa. For cost breakdown details please refer to the second attachment above.

I would be grateful if you could arrange a bank transfer using the details provided in the third attachment at your earliest convenience.

Could you kindly inform both s 47F and me once the transfer has been completed, so that we can issue the tickets?

The tickets need to be issued by Monday, 30th September, so I would appreciate it if the funds from the bank transfer could reach our account by Friday, 27th September.

Should you have any questions, please do not hesitate to contact me at any time.

Kind Regards

s 47F | Customer Relations Manager
 Singapore Airlines
 Tel: s 47F
 | E : s 47F
 Office address: Chiswick Park, Building 4, 566 Chiswick High Road, London W4 5YE

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 <Australia Invoice SQ010.pdf>

SINGAPORE AIRLINES

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

Protocol and International Visits branch
Department of the Prime Minister and Cabinet
One National Circuit, Barton, ACT, 2600
Australia

London, 25th September 2024

INVOICE NR: SQ010

Booking References:

s 22(1)(a)(ii)

Names:

S 47F

Total Tickets

GBP 73,519.22

Total Excess Baggage

GBP 20,200.00

PAYMENT DUE:

GBP93,719.22

PAYMENT RECEIVED:

GBP 0.00

BALANCE DUE

GBP 93,719.22

Chiswick Park, Building 4, 566 Chiswick High Road, London, W4 5YE
Human Resource & Administration Tel: (44) (20) 8750 2796/2779, Fax: (44) (20) 8747 3404
Marketing Tel: (44) (20) 8750 2717, Sales Tel: (44) (20) 8750 2772
Finance Tel: (44) (20) 8750 2774, Fax: (44) (20) 8747 3404
Public Relations (Press Office) Tel: (44) (20) 8563 6741
Passenger Services (Reservations) Tel: (44) (20) 7660 8988, Fax: (44) (20) 8747 3399
Cargo Tel: (44) (20) 8283 2660, Fax: (44) (20) 8283 2669
www.singaporeair.com
Company Registration Numbers: Singapore 197200078R, England FC007443



s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 1 October 2024 10:24 AM
To: s 47F
Cc: s 47E(d); s 22(1)(a)(ii); s 47F; s 22(1)(a)(ii)
Subject: RE: Invoice for Flights to Singapore and Australia [SEC=OFFICIAL:Sensitive]
Attachments: Singapore Airlines.pdf
Sensitivity: Confidential

OFFICIAL: Sensitive

Good morning s 47F

I have been advised by my accounts team that this payment was released from our account yesterday and the bank has advised it is now in the UK awaiting release to your account.

I have attached the Batch Payment Detail Report for your awareness.

Please reach out if you have any further questions,

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Protocol and International Visits Branch | Ministerial Support Division

s 22(1)(a)(ii)

From: s 47F
Sent: Tuesday, 1 October 2024 1:35 AM
To: s 22(1)(a)(ii) @pmc.gov.au>
Cc: s 47E(d) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>; s 47F @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>; s 22(1)(a)(ii) @pmc.gov.au>

Subject: RE: Invoice for Flights to Singapore and Australia [SEC=OFFICIAL:Sensitive]

Sensitivity: Confidential

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

I hope this e-mail finds you well. I was wondering if it would be possible to have an update on the bank transfer and if you could confirm if it was processed and on what date. I've just checked with our Finance team and they have confirmed that as of today we haven't received the funds yet.

Thanks in advance for looking into this

Kind Regards

s 47F

Singapore Airlines

| E : s 47F

Office address: Chiswick Park, Building 4, 566 Chiswick High Road, London W4 5YE



From: s 22(1)(a)(ii) <@pmc.gov.au>
Sent: Thursday, September 26, 2024 7:47 AM
To: s 47F
Cc: s 47E(d) <@pmc.gov.au>; s 22(1)(a)(ii) <@pmc.gov.au>; s 47F <@pmc.gov.au>; s 22(1)(a)(ii) <@pmc.gov.au>; s 22(1)(a)(ii) <@pmc.gov.au>
Subject: RE: Invoice for Flights to Singapore and Australia [SEC=OFFICIAL:Sensitive]
Sensitivity: Confidential

CAUTION ! External Email. Do not click on links or open files if unsure of sender.

OFFICIAL: Sensitive

Hi s 47F

I can confirm we are in the process of paying this invoice and it is with our finance team for payment ASAP.

It is worth noting, this payment may not reach your bank account until Monday, but I will be in a position to confirm tomorrow.

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

s 22(1)(a)(ii)
 Protocol and International Visits Branch | Ministerial Support Division
 s 22(1)(a)(ii)

From: s 47F
Sent: Thursday, 26 September 2024 12:22 AM
To: s 22(1)(a)(ii) <@pmc.gov.au>
Cc: s 47E(d) <@pmc.gov.au>; s 22(1)(a)(ii) <@pmc.gov.au>; s 47F
Subject: Invoice for Flights to Singapore and Australia
Importance: High
Sensitivity: Confidential

Dear all,

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Should you have any questions, please do not hesitate to contact me at any time.

Kind Regards

s 47F

Singapore Airlines

Tel: s 47F

| E: s 47F

Office address: Chiswick Park, Building 4, 566 Chiswick High Road, London W4 5YE



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