

s22

From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 15 July 2015 3:51 PM
To: s22
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Good afternoon s22

Thank you for the email

Further to your request, please find details below

Jardine Motel- 20 rooms available from the 14th of August.
Thursday Island Motel- all 15 rooms available from the 8th of August

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Wednesday, 15 July 2015 3:03 PM
To: Reception
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Good afternoon

Just came out of a meeting and we are now looking at availability dates from 8 August to 29th August 2015?

Could you please confirm by responding to this email for both Thursday Island and Jardine?

Thanks heaps

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet
s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 15 July 2015 9:32 AM
To: s22
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Good Morning s22

Thanks for your email. The rooms are available for the 22nd to the 29th of August. So please, find attached the new confirmation letter.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Wednesday, 15 July 2015 8:38 AM
To: Reception
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Thank you!

Just another question, is there any chance that these rooms are available from 22 – 29th August, if so can we amend the attachment to reflect this request?

Thank you and I look forward to meeting you then too.

Kind regards,

s22
Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet
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PO Box 1599 CAIRNS QLD 4870

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From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 15 July 2015 8:36 AM
To: s22
Subject: Confirmation - Res#: 0080231

Good Morning,

Thank you for booking your accommodation with The Jardine Motel.

As per telephone conversation this morning, I booked one more room. Please find attached your updated accommodation confirmation.

We look forward to welcoming you to Thursday Island.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au

s22



From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Thursday, 23 July 2015 12:27 PM
To: s22
Subject: RE: For Action - Updates on today's meet and greet [SEC=UNCLASSIFIED]

Good afternoon s22

It was lovely meeting you and s22 too and showing you around the place.

So, we have blocked whatever rooms we can for the Jardine Motel, Thursday Island Motel & the Federal Hotel for the 8th - 22nd of August. Enclosed is the rooming list for your perusal

All rooms booked are \$220.00 per night, per room (based on single occupancy) and as discussed yesterday, all our rooms have a Double bed; some may have an extra single bed in the room.

All our guests staying at the Jardine Motel, Thursday Island Motel and Federal Hotel are welcomed to enjoy complimentary breakfast every morning from 07.00am- 10.00am at the Jardine Motel restaurant. (if you need the breakfast times altered to suit your requirements, let us know and we can organise it for you)

All the rooms are equipped with a minibar fridge, tea-coffee making facilities, iron/ironing board, Television & Air Conditioning. The Jardine Motel has a Restaurant & Bar, outdoor pool & lounge area onsite.

Guests staying at the Jardine Motel have access to complimentary wifi access in their rooms; guests at the Thursday Island Motel & Federal Hotel are welcomed to use the wifi at the Jardine Motel

If there is anything we can do to make your stay better, please let us know- it will be our pleasure.

Glad you met s22 yesterday too, his contact number is s47F

Hope the visit up here goes well

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Wednesday, 22 July 2015 8:06 PM
To: Reception
Subject: For Action - Updates on today's meet and greet [SEC=UNCLASSIFIED]

Good evening s22

Thank you for taking time out today in your very busy schedule.

It was wonderful to finally meet you in person, however sad to hear that you are leaving.

Following our brief meeting, could you please send me updates on what was discussed as time is getting closer and would like to provide an update to my Regional Manager as soon as possible?

Also, just want to check that I asked for the dates from **8 – 21** but still keeping my initial request 22 – 29th for all three properties. The extended dates are just tentative, however will provide Charlene confirmation once new updates have been provided.

Could you please confirm.

I await your further email.

Kind regards

s22

Far North Queensland Region
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

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23/07/15 11:07 Jardine Motel - Group Rooming List

Group Acc: 0054349 / 0080767 Group Name: GOVT FORUM 8-22 AUGUST Balance:

Arrival: 08/08/2015 Departure: 22/08/2015 Rate: 0.00 Package:

No	Account	Name	Arrival	Departure	Status	Room	Room Type	Adult	Child	Infant	FOC	Nights	Rate	GST	Chg	Acc Bal
1	0054350	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	213	1-Std Q + S	1	0		0	14	220.00	20.00	Y	0.00
2	0054351	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	215	1-Std Q + S	1	0		0	14	220.00	20.00	Y	0.00
3	0054352	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	233	2-BALCONY D	1	0		0	14	220.00	20.00	Y	0.00
4	0054353	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	234	2-BALCONY D	1	0		0	14	220.00	20.00	Y	0.00
5	0054354	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	235	2-BALCONY D	1	0		0	14	220.00	20.00	Y	0.00
6	0054355	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	236	2-BALCONY D	1	0		0	14	220.00	20.00	Y	0.00
7	0054356	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	237	2-BALCONY D	1	0		0	14	220.00	20.00	Y	0.00
8	0054357	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	203	4-DISABLED	1	0		0	14	220.00	20.00	Y	0.00
9	0054358	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	217	A-queen only	1	0		0	14	220.00	20.00	Y	0.00
10	0054359	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	221	A-queen only	1	0		0	14	220.00	20.00	Y	0.00
11	0054360	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	227	A-queen only	1	0		0	14	220.00	20.00	Y	0.00
12	0054361	GOVT FORUM 8-22 AUGUS	08/08/2015	22/08/2015	Not Arrived	229	A-queen only	1	0		0	14	220.00	20.00	Y	0.00

Total Chargeable Rate: 36,960.00

12 x Rooms at the Jardine motel -
8th - 22nd August.

23/07/15 11:37 Jardine Motel - Group Rooming List

Group Acc: 0053888 / 0080231 Group Name: GOVT FORUM- 22-29TH AUG Balance:
 Arrival: 22/08/2015 Departure: 29/08/2015 Rate: 0.00 Package:

No	Account	Name	Arrival	Departure	Status	Room	Room Type	Adult	Child	Infant	FOC	Nights	Rate	GST	Chg	Acc Bal
1	0053889	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	201	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
2	0053890	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	204	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
3	0053891	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	205	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
4	0053892	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	207	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
5	0053893	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	208	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
6	0053894	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	212	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
7	0053895	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	213	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
8	0053896	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	214	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
9	0053897	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	215	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
10	0053898	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	219	1-Std Q + S	2	0		0	7	240.00	21.82	Y	0.00
11	0053899	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	233	2-BALCONY D	1	0		0	7	220.00	20.00	Y	0.00
12	0053900	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	234	2-BALCONY D	1	0		0	7	220.00	20.00	Y	0.00
13	0053901	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	235	2-BALCONY D	1	0		0	7	220.00	20.00	Y	0.00
14	0053902	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	236	2-BALCONY D	1	0		0	7	220.00	20.00	Y	0.00
15	0053903	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	237	2-BALCONY D	1	0		0	7	220.00	20.00	Y	0.00
16	0053904	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	206	3-STD Q+S+T	2	0		0	7	240.00	21.82	Y	0.00
17	0053905	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	203	4-DISABLED	1	0		0	7	220.00	20.00	Y	0.00
18	0053906	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	209	A-queen only	1	0		0	7	220.00	20.00	Y	0.00
19	0053907	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	217	A-queen only	1	0		0	7	220.00	20.00	Y	0.00
20	0053908	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	221	A-queen only	1	0		0	7	220.00	20.00	Y	0.00
21	0053909	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	227	A-queen only	1	0		0	7	220.00	20.00	Y	0.00
22	0053910	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	229	A-queen only	1	0		0	7	220.00	20.00	Y	0.00
23	0054248	GOVT FORUM- 22-29TH AL	22/08/2015	29/08/2015	Not Arrived	202	1-Std Q + S	1	0		0	7	220.00	20.00	Y	0.00

Total Chargeable Rate: 36,960.00

23 Jardine Motel rooms
 22th August - 29th August

23/07/15 11:35 TI Motel - Group Rooming List

Group Acc: **0010600 / 0012762** Group Name: **GOVT FORUM 08-22 AUGUST** Balance:
 Arrival: **08/08/2015** Departure: **22/08/2015** Rate: 0.00 Package:

No	Account	Name	Arrival	Departure	Status	Room	Room Type	Adult	Child	Infant	FOC	Nights	Rate	GST	Chg	Acc Bal
1	0010601	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	101	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
2	0010602	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	102	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
3	0010603	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	105	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
4	0010604	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	106	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
5	0010605	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	107	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
6	0010606	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	108	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
7	0010607	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	111	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
8	0010608	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	112	1-Queen Stan	1	0		0	14	220.00	20.00	Y	0.00
9	0010609	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	109	2-Queen Disa	1	0		0	14	220.00	20.00	Y	0.00
10	0010610	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	110	2-Queen Disa	1	0		0	14	220.00	20.00	Y	0.00
11	0010611	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	201	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
12	0010612	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	202	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
13	0010613	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	203	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
14	0010614	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	204	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
15	0010615	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	205	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
16	0010616	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	206	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
17	0010617	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	207	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
18	0010618	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	208	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
19	0010619	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	209	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
20	0010620	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	210	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
21	0010621	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	212	3-Queen Supe	1	0		0	14	220.00	20.00	Y	0.00
22	0010622	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	211	4-Queen Delu	1	0		0	14	220.00	20.00	Y	0.00
23	0010623	GOVT FORUM 08-22 AUGU	08/08/2015	22/08/2015	Not Arrived	213	5-Queen Fami	1	0		0	14	220.00	20.00	Y	0.00

Total Chargeable Rate: 70,840.00

THURSDAY ISLAND MOTEL
 23 Rooms - 8th August - 22nd August

23/07/15 11:36 TI Motel - Group Rooming List

Group Acc: 0010562 / 0012722 Group Name: GOVT FORUM -22-29TH AUG Balance:

Arrival: 22/08/2015 Departure: 29/08/2015 Rate: 0.00 Package:

No	Account	Name	Arrival	Departure	Status	Room	Room Type	Adult	Child	Infant	FOC	Nights	Rate	GST	Chg	Acc Bal
1	0010563	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	111	1-Queen Stan	1	0		0	7	0.00	0.00	Y	0.00
2	0010564	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	112	1-Queen Stan	1	0		0	7	0.00	0.00	Y	0.00
3	0010565	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	110	2-Queen Disa	1	0		0	7	0.00	0.00	Y	0.00
4	0010566	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	201	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
5	0010567	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	202	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
6	0010568	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	203	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
7	0010569	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	205	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
8	0010570	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	206	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
9	0010571	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	207	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
10	0010572	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	208	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
11	0010573	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	209	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
12	0010574	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	210	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
13	0010575	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	212	3-Queen Supe	1	0		0	7	0.00	0.00	Y	0.00
14	0010576	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	211	4-Queen Delu	1	0		0	7	0.00	0.00	Y	0.00
15	0010577	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	213	5-Queen Fami	1	0		0	7	0.00	0.00	Y	0.00
16	0010597	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	204	3-Queen Supe	1	0		0	7	220.00	20.00	G	0.00
17	0010598	GOVT FORUM -22-29TH AL	22/08/2015	29/08/2015	Not Arrived	109	2-Queen Disa	1	0		0	7	220.00	20.00	G	0.00

Total Chargeable Rate: 3,080.00

THURSDAY ISLAND MOTEL
17 - Rooms 22nd August - 29th August

23/07/15 11:36 Federal Hotel - Group Rooming List

Group Acc: **0007637 / 0009553** Group Name: **GOVT FORUM 8 AUG- 29 AUG** Balance:
 Arrival: **08/08/2015** Departure: **29/08/2015** Rate: **0.00** Package:

No	Account	Name	Arrival	Departure	Status	Room	Room Type	Adult	Child	Infant	FOC	Nights	Rate	GST	Chg	Acc Bal
1	0007638	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	09	1-MOTEL Q +	1	0		0	21	220.00	20.00	G	0.00
2	0007639	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	10	1-MOTEL Q +	1	0		0	21	220.00	20.00	Y	0.00
3	0007640	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	11	1-MOTEL Q +	1	0		0	21	220.00	20.00	G	0.00
4	0007641	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	12	1-MOTEL Q +	1	0		0	21	220.00	20.00	G	0.00
5	0007642	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	13	1-MOTEL Q +	1	0		0	21	220.00	20.00	G	0.00
6	0007643	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	14	1-MOTEL Q +	1	0		0	21	220.00	20.00	G	0.00
7	0007644	GOVT FORUM 8 AUG- 29 A	08/08/2015	29/08/2015	Not Arrived	15	1-MOTEL Q +	1	0		0	21	220.00	20.00	Y	0.00

Total Chargeable Rate: **32,340.00**

7 FEDERAL HOTEL ROOMS
 8th August - 29th August

S22



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

From: Reception [<mailto:reception@jardinemotel.com.au>]

Sent: Wednesday, 29 July 2015 6:01 PM

To: S22

Subject: Confirmation - Res#: 0080859

Good Afternoon S22

Thank you for booking your accommodation with The Jardine Motel.

Please find attached your accommodation confirmation. Should you have any further queries, please do not hesitate to contact us.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

S22

Front Office Manager

The Jardine Motel

PO Box 414

THURSDAY ISLAND QLD 4875

Phone: 07 4069 1555/ Fax: 07 4069 1470

Email: reception@jardinemotel.com.au

JMTI Pty Ltd t/a Jardine Motel
PO Box 414, Thursday Island QLD 4875
reception@jardinemotel.com.au
Ph:07 4069 1555 Fax:07 4069 1470
ABN 67 110 524 415

29/07/15

GOVT FORUM 8-22 AUGUST

Dear GOVT FORUM 8-22 AUGUST

Thankyou for your booking to stay at The Jardine Resort Motel.

Confirmation as follows:

Arrival	: 08/08/2015	ETA	: 01.00PM
Departure	: 29/08/2015	ETD	: 10.00AM
Pax	: 1 Adults 0 Children	Total	: \$ 7,560.00 (incl. GST)
Room Type:	1 X Triple X Accom	REF	: (Acc/Res.0054411/0080859)

All cancellations must be done 72 hrs prior to the above arrival date. All rates are nett rates. If we are not notified within this time period we will charge you the entire stay booked as above. If you fail to check in and do not notify us on the day the entire booking will be cancelled and charge to you or your booking agent. If you have any alterations or cancellations all must be done in writing via fax or email.

Please note: bookings cancelled due to flight cancellations or alterations are still charged. All rooms are NON smoking. Any guests smoking in rooms will be charged a \$100 cleaning fee. If you check in and decide to leave earlier the entire stay is still to be paid. Cash customers please note you are required to pay an extra key deposit on arrival of \$75 plus produce valid Identification on checkin. For prepayment of any bookings Bank details s47G

s47G Even with prepayment we need a credit card on arrival for security.

By booking this room you accept the above conditions.

PLEASE NOTE ALL PAYMENTS VIA CREDIT CARD WILL INCURE A SURCHARGE.

Kind Regards

s22

Reservations

JMTI Pty Ltd t/a Jardine Motel
PO Box 414, Thursday Island QLD 4875
reception@jardinemotel.com.au
Ph: 07 4069 1555 Fax: 07 4069 1470

Attention: The Department of the Prime Minister and Cabinet

s22

GUEST ACCOUNT
Tax Invoice: 00001
ABN 67 110 524 415
Date: 19.08.2015
Arrival: 10.08.2015
Departure: 17.08.2015

Date	Description	Debit	Credit	Balance
------	-------------	-------	--------	---------

10.08.2015	Cancellation Fee	\$37,000.00		\$37,000.00
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GST Inclusive

This Tax Invoice is a nett figure and not commissionable

s22

From: Manager [<mailto:Manager@jardinemotel.com.au>]

Sent: Tuesday, 1 September 2015 3:30 PM

s22

Subject: RE: Cancellation fee [SEC=UNCLASSIFIED]

s22

Front Office here will send the invoice directly to you, very shortly.

That invoice **was** sent to the same place as "all others", as per your request. (I note very few others are paid either, I'm about to put AOT on a "cash up front" basis for all Commonwealth bookings.)

Kind Regards,

s22

General Manager

Jardine Motel/Federal Hotel, Thursday Island, VFNQ

Ph: 07 4069 1555

P.O. Box 414, Thursday Island Qld, 4875

木曜島



From: s22
Sent: Tuesday, 1 September 2015 3:23 PM
To: Manager
Subject: Cancellation fee [SEC=UNCLASSIFIED]

s22

I have not yet received the invoice for the \$37,000 cancellation fee we agreed in our phone conversation of 19 August 2015 in respect of unused accommodation from JMIT Pty Ltd. Can you please send this invoice to me directly at this email address so I can ensure the payment is processed.

Thanks

s22

Programme Innovation Branch
Community Safety and Policy Division
Indigenous Affairs Group
Department of the Prime Minister and Cabinet

s22

s22 w| www.pmc.gov.au

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.

JMTI Pty Ltd t/a Jardine Motel
PO Box 414, Thursday Island QLD 4875
reception@jardinemotel.com.au
Ph:07 4069 1555 Fax:07 4069 1470
ABN 67 110 524 415

15/07/15

GOVT FORUM- 23-28TH AUG

Attn. GOVT FORUM- 23-28TH AUG

Thankyou for your booking to stay at The Jardine Resort Motel.

Confirmation as follows:

ARRIVAL : 23/08/2015 ETA : 01.00PM
DEPARTURE: 28/08/2015 ETD : 10.00AM
ROOM TYPE: 11 X Std Q + S RATE: \$ 0.00 per Night (incl. GST)
 5 X BALCONY DBL
 1 X STD Q+S+T
 1 X DISABLED
 5 X queen only

DEPOSIT : \$ thank you. REF : (Acc/Res.0053888/0080231)

All cancellations must be done 72 hrs prior to the above arrival date. All rates are nett rates.

If we are not notified within this time period we will charge you the entire stay booked as above.

If you fail to check in and do not notify us on the day the entire booking will be cancelled and charge to you or your booking agent. If you have any alterations or cancellations all must be done in writing via fax or email.

Please note: bookings cancelled due to flight cancellations or alterations are still charged.

All rooms are NON smoking. Any guests smoking in rooms will be charged a \$100 cleaning fee.

If you check in and decide to leave earlier the entire stay is still to be paid. Cash customers please note you are required to pay an extra key deposit on arrival of \$75 plus produce valid Identification on checkin. For prepayment of any bookings Bank details s47G

s47G Even with prepayment we need a credit card on arrival for security.

By booking this room you accept the above conditions.

PLEASE NOTE ALL PAYMENTS VIA CREDIT CARD WILL INCURE A SURCHARGE.

Kind Regards

s22

Reservations

s22



From: Reception [<mailto:reception@jardinemotel.com.au>]

Sent: Wednesday, 15 July 2015 1:38 PM

To: s22

Subject: JMTI Pty Ltd / Thursday Island Motel - Confirmation Letter - Res#: 0012722

Dear s22

Thank you for booking your accommodation at Thursday Island Motel.

Please find attached your confirmation letter for 15 rooms from the 22nd to the 29th of August.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Thursday Island Motel

PO Box 414

THURSDAY ISLAND QLD 4875

Phone: 07 4069 1555/ Fax: 07 4069 1470

Email: reception@jardinemotel.com.au

JMTI Pty Ltd / Thursday Island Motel
P.O. Box 414, Thursday Island 4875
federal@jardinemotel.com.au
Ph:+61 7 4069 2500 Fax:+61 7 40691470
ABN 67110524415

15/07/15

GOVT FORUM -22-29TH AUG

Attn. GOVT FORUM -22-29TH AUG

Thank you for your booking which I'm happy to confirm as below.

ARRIVAL : 22/08/2015 ETA : 03.00PM
DEPARTURE: 29/08/2015 ETD : 10.00AM
ROOM TYPE: 2 X Queen Standard RATE: \$ 0.00 per Night (incl. GST)
 1 X Queen Disabled
 10 X Queen Superior
 1 X Queen Deluxe
 1 X Queen Family

DEPOSIT : \$ thank you. REF : (Acc/Res.0010562/0012722)

All cancellations must be done 72 hrs prior to the above arrival date. All rates are nett rates.
If we are not notified within this time period we will charge you the entire stay booked as above.
If you fail to check in and do not notify us on the day the entire booking will be cancelled and
charged to you or your booking agent. If you have any alterations or cancellations
all must be done in writing via fax or email.

Please note: booking cancelled due to flight cancellations or alterations are still charged.

All rooms are NON smoking. Any guests smoking in rooms will be charged a \$100 cleaning fee.

If you check in and decide to leave earlier the entire stay is still to be paid. Cash customers
please note you are required to pay an extra key deposit on arrival of \$75 plus produce valid
identification on check in. For prepayment of any bookings Bank details s47G

s47G Even with prepayment we need a credit card on arrival for security.

By booking this room you accept the above conditions.

Please note all payments via credit cards will incur a surcharge.

Kind Regards

s22

Reservations

s22



From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 5 August 2015 5:52 PM
To: s22
Subject: RE: Booking Details [SEC=UNCLASSIFIED]

No worries look forward to hearing from you.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Wednesday, 5 August 2015 5:38 PM
To: Reception
Subject: RE: Booking Details [SEC=UNCLASSIFIED]

Good afternoon s22

Apology for the inconvenience, however hope to have confirmation to you tomorrow regarding accommodation.

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

From: Reception [<mailto:reception@jardinemotel.com.au>]

Sent: Sunday, 2 August 2015 11:37 AM

To: s22

Subject: Booking Details

Good Morning s22

Please find attached all rooms that have been allocated to your group event. There is also the 2 cars that have been booked.

So I would like to confirm that there is no Wi-Fi at the Federal Hotel or the Thursday Island Motel. All breakfasts are served at the Jardine Motel, every morning between 7am and 10am.

We have an onsite restaurant at the Jardine Motel and there is a kitchen at the Federal Hotel, at the moment only the Jardine Motel guests get the room service option.

What were you thinking of when it comes to room service? Set time? Set menu?

Please let me know what your hopes were here so I can discuss this with the appropriate people.

Are there any other special requests or dietary requirements that we need to be aware of?

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



s22

From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Sunday, 9 August 2015 2:30 PM
To: s22
Subject: RE: Update

And then at Thursday Island Motel we have

s22 10.08.2015 – 14.08.2015
– 10.08.2015 – 19.08.2015

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: Reception
Sent: Sunday, 9 August 2015 2:23 PM
To: s22
Subject: Update

Good Afternoon s22

Below is a list of confirmation bookings that have come through from AOT and that are now booked against the group booking.

s22 - 17.08.2015 – 21.08.2015
- 10.08.2015 – 14.08.2015
10.08.2015 – 14.08.2015
12.08.2015 – 21.08.2015
10.08.2015 – 21.08.2015
12.08.2015 – 14.08.2015
- 10.08.2015 – 19.08.2015
- 10.08.2015 – 21.08.2015
s22 - 10.08.2015 – 19.08.2015
s22 - 12.08.2015 – 14.08.2015

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



s22



From: s22

Sent: Thursday, 6 August 2015 10:34 AM

To: reception@iardinemotel.com.au

Cc: s22

Subject: For Info - Rooms 8 & 9 can be released as no longer require room bookings (more details in text below)
[SEC=UNCLASSIFIED]

Good morning s22

Further to our phone conversations and emails, I would like to advise that at this stage I am still waiting on NO to advise, **due to regular changes continually.**

In the meantime, I have been advised to release all rooms on the **8 & 9 August** with all three (3) properties - **Jardine; TI Motel and Federal & Triplex** for these dates (only).

I will confirm by email to notify you of our other booking arrangements and follow up with a courtesy phone call.

Once again, I truly apologise for the inconvenience and hopefully by very late this afternoon or tomorrow should be able to confirm rest of these bookings to secure.

Thank you for your patience.

Kind regards,

s22

Far North Queensland

Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au

PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

s22

From: s22
Sent: Tuesday, 30 June 2015 9:29 AM
To: Reception
Subject: RE: For Action - Confirmation of Room Bookings [SEC=UNCLASSIFIED]

Not today, however I will raise your question with the team today.

What normally happens is that when we phone AOT and advise that we have rooms on hold, they will take over the bookings on these occasions.

I will keep you informed regularly.

Thank you for your time and support.

Kind regards,

s22

Far North Queensland
 Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmmc.gov.au | www.indigenous.gov.au
 PO Box 1599 CAIRNS QLD 4870

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From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Tuesday, 30 June 2015 9:22 AM
To: s22
Subject: RE: For Action - Confirmation of Room Bookings [SEC=UNCLASSIFIED]

Good morning s22

All 22 bedrooms are still available for you.

Booking through AOT is no problem at all; do you know whether those bookings will be coming through today?

We will set the accounts up to be settled individually in regards to the payment process from AOT

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Jardine Motel

PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Tuesday, 30 June 2015 8:54 AM
To: Reception
Subject: FW: For Action - Confirmation of Room Bookings [SEC=UNCLASSIFIED]

Good morning s22

Can you please confirm that the above rooms are still available for use?

Also, these bookings will be made via AOT and when bookings are made we will confirm that rooms are set aside for the venue.

Thank you for your assistance – greatly appreciated.

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

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PO Box 1599 CAIRNS QLD 4870

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From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Tuesday, 16 June 2015 2:12 PM
To: s22
Subject: RE: For Action - Confirmation of Room Bookings [SEC=UNCLASSIFIED]

Good afternoon s22

Please find attached a copy of the Rooming List. Please tell your guests to reference Govt Forum when looking to confirm their booking.

Please find the room types on the Rooming List confirming whether the rooms consist of a Queen and a Single bed or just a Queen Only. Please note the Balcony Rooms have just a Queen Bed inside.

I have also attached a copy of the Credit Card Authorization form for the guarantee of these bookings.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



s22

From: s22
Sent: Tuesday, 16 June 2015 8:56 AM
To: Reception
Subject: For Action - Confirmation of Room Bookings [SEC=UNCLASSIFIED]

Good morning s22

I understand that my colleague s22 rang last week to check availability of accommodation for **23-28 August 2015**.

This email is to secure these rooms for a **Govt Forum** that is occurring during this week.

Hotel Name	Availability	Room Type	No. of Rooms Available	Cost Per Night	Breakfast Included	Comments
Jardine Motel and Lodge, Thursday Island	23 to 28 August	Single Double Triple	25 in total for all room types	\$220 \$240 \$280	Yes Yes Yes	25 Rooms Available. Can organise any configuration ie. single, double or triple for any of the rooms so could fit 50 people with two people sharing each room. Contact s22 07 4069 2005 Reception@jardinemotel.com.au

Could you please arrange a **booking reference number** for people to quote and advice (if possible)

I will call you today with *Credit Card* details to hold and secure these bookings.

Would it be possible to send a copy of the *Policy* for accommodation including cancellation?

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

s22



From: s22
Sent: Wednesday, 15 July 2015 9:32 AM
To: Reception
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Thank you so much

Kind regards,

s22



Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22



www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 15 July 2015 9:32 AM
To: s22
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Good Morning s22

Thanks for your email. The rooms are available for the 22nd to the 29th of August. So please, find attached the new confirmation letter.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22



The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Wednesday, 15 July 2015 8:38 AM
To: Reception
Subject: RE: Confirmation - Res#: 0080231 [SEC=UNCLASSIFIED]

Thank you!

Just another question, is there any chance that these rooms are available from 22 – 29th August, if so can we amend the attachment to reflect this request?

Thank you and I look forward to meeting you then too.

Kind regards,

s22
Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet
s22
www.dpmmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

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From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 15 July 2015 8:36 AM
To: s22
Subject: Confirmation - Res#: 0080231

Good Morning,

Thank you for booking your accommodation with The Jardine Motel.

As per telephone conversation this morning, I booked one more room. Please find attached your updated accommodation confirmation.

We look forward to welcoming you to Thursday Island.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au

s22

From: s22**Sent:** Saturday, 8 August 2015 1:09 PM**To:** reception@iardinemotel.com.au**Cc:** s22**Subject:** FW: Notification of Cancellation for accommodation at TI MOTEL 10-16 August 2015 (ONLY)... further info in body of message [SEC=UNCLASSIFIED]**Importance:** High**Dear** s22

Thank you for your support and assistance in relation to our request for Accommodation at TI MOTEL.

I have been requested to reply to you on behalf of *The Department of the Prime Minister and Cabinet* that we only require 2 (two) room bookings at the TI MOTEL during the first week 10-16 inclusive.

The two PMC staff I am referring too are s22 and s22 and I believe you may have already received bookings via AOT.

We will provide confirmation of bookings commencing, 17 August by early next week.

Could you please hold off with releasing any other rooms unless you hear from me.

Again, I would like to personally thank you taking your valuable time in speaking with me and assisting us with our request.

We apologise for any inconvenience.

Please call me should you need to clarify any contents of this email.

Happy to discuss!

Kind regards,

s22

Far North Queensland

Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au

PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

Dear s22

I have been requested to reply to you on behalf of *The Department of the Prime Minister and Cabinet* to confirm that the following rooms are required.

Please note: TI Motel and Federal confirmation will emailed once finalised.

We ask that you keep names of all visitors CONFIDENTIAL – please respond to confirm email received and rooms secured.

JARDINE													
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	10/08/2015	11/08/2015	12/08/2015	13/08/2015	14/08/2015	15/08/2015	16/08/2015	17/08/2015	18/08/2015	19/08/2015	20/08/2015	21/08/2015	22/08/2015
No. staying	6	8	11	10	6	9	9	12	12	8	8	2	
201	s22												
202													
203 (disabled)													
204													
205													
206													
207													

<p><u>Comment:</u> * To be confirmed - will be done directly by Defence with the Jardine, not through PM&C + To be confirmed - only a tentative booking at this stage ^ Requires use of disability facilities</p>													

Please do not hesitate to call me, should you need to clarify any content contained in this email.

Happy to discuss!

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

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s22

From: s22
Sent: Monday, 17 August 2015 5:37 PM
To: manager@jardinemotel.com.au
Cc: s22
Subject: Prime Minister & Cabinet and Jardine Motel [SEC=UNCLASSIFIED]
Attachments: pmc6262_17-08-2015_17-34-48.pdf

s22

I am attaching a letter from s22 Associate Secretary of the Department of the Prime Minister and Cabinet, regarding accommodation at the Jardine Hotel. The hard copy of this letter will be mailed. However, s22 wished for you to receive this advice as quickly as possible so the Department can progress this matter with you.

Regards

s22

Department of the Prime Minister and Cabinet

s22

GPO Box 6500 CANBERRA ACT 2600

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures and to their elders both past and present.



Australian Government

Department of the Prime Minister and Cabinet

**ANDREW FISHER BUILDING
ONE NATIONAL CIRCUIT
BARTON**

Reference:EC15/561

s22

Jardine Hotel
PO Box 414
THURSDAY ISLAND QLD 4875

Dear s22

I am writing on behalf of the Department of the Prime Minister and Cabinet about the upcoming visit of Commonwealth Government representatives to Thursday Island and other areas in the Torres Strait region.

I very much appreciate the opportunity to use the Jardine Hotel as a key venue for personnel associated with the visit and the assistance of your staff so far in making arrangements.

A number of personnel associated with the visit are currently accommodated in the Jardine Hotel as a result of the Department's bookings and we continue to look forward to using the facility until the conclusion of the event during the week beginning 24 August 2015. Of course, the Department will pay all costs for this service.

In addition, I understand that a number of rooms in relation to which officers of the Department had made "holding" arrangements had to be relinquished. This was a result of every effort being made to ensure that accommodation at the Jardine Hotel could be secured even though the timing and arrangements were not yet settled.

I would be keen to reach a reasonable and fair arrangement as soon as possible in relation to any disadvantage that this may have caused. I have asked a senior officer of the Department, s22 to prioritise working with you on this issue. s22 can be contacted on s47F

Yours sincerely
s22

s22

Associate Secretary Indigenous Affairs

17 August 2015

s22


From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Tuesday, 11 August 2015 12:31 PM
To: s22
Subject: RE: Notification and/or Cancellation for accommodation at TI MOTEL & FEDERAL [SEC=UNCLASSIFIED]

H s22

So No rooms are required at the Jardine Motel apart from the few I received yesterday?

() If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22 [<mailto:Debbii.MILLER@network.pmc.gov.au>]
Sent: Tuesday, 11 August 2015 11:28 AM
To: Reception
Cc: s22
Subject: FW: Notification and/or Cancellation for accommodation at TI MOTEL & FEDERAL [SEC=UNCLASSIFIED]
Importance: High

Dear s22

Thank you for your support and assistance in relation to our request for Accommodation at TI Motel and Federal.

I have been requested to reply to you on behalf of *The Department of the Prime Minister and Cabinet* to confirm that we require the following rooms (*highlighted in Yellow*).

Please release all remaining rooms.

Again, I would like to personally thank you taking your valuable time in speaking with me and assisting us with our request.

We apologise for any inconvenience.

TI MOTEL

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
17/08/2015	18/08/2015	19/08/2015	20/08/2015	21/08/2015	22/08/2015	23/08/2015	24/08/2015
9	9	6	6	10	3	20	20

FEDERAL

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
17/08/2015	18/08/2015	19/08/2015	20/08/2015	21/08/2015	22/08/2015	23/08/2015	24/08/2015
0	0	0	0	0	0	7	7

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

s22



From: Reception [<mailto:reception@jardinemotel.com.au>]

Sent: Friday, 7 August 2015 9:10 PM

To: s22

Subject: So Far :-)

Good Evening

Please find the names that have already come through, please let me know the high priority ones and ill cater better rooms for them ☺

() s22



If you have any queries or require any further assistance, please do not hesitate to contact us

() Kind Regards,

s22



Front Office Manager

The Jardine Motel

PO Box 414

THURSDAY ISLAND QLD 4875

Phone: 07 4069 1555/ Fax: 07 4069 1470

Email: reception@jardinemotel.com.au



02/08/15 10:18 Jardine Motel - Group Rooming List - Short

Group Acc / Res:	Group Name:	Balance:
0054349 / 0080767	GOVT FORUM 8-22 AUGUST	
Arrival:	Departure:	Package:
08/08/2015	22/08/2015	
		Rate:
		0.00
Comment:		

Room #	Name	Arrival	Departure	Comment
213 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
215 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
233 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
234 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
235 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
236 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
237 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
203 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
217 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
221 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
227 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
229 ✓	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	
901	GOVT FORUM 8-22 AUGUST,	08/08/2015	29/08/2015	
903	GOVT FORUM 8-22 AUGUST,	08/08/2015	22/08/2015	

Triplex Rooms

12 Rooms @ Jardine

8-8-15 - 22-8-15

x2 Cars - 8-8-15 → 29-8-15

02/08/15 10:34 Jardine Motel - Group Rooming List - Short

Group Acc / Res:

Group Name:

Balance:

0053888 / 0080231

GOVT FORUM- 22-29TH AUG

Arrival:

Departure:

Package:

Rate:

22/08/2015

29/08/2015

0.00

Comment: GUESTS TO POA

Room #	Name	Arrival	Departure	Comment
201	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
204	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
205	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
207	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
208	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
212	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
213	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
214	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
215	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
219	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
233	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
234	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
235	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
236	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
237	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
206	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
203	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
209	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
217	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
221	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
227	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
229	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA
202	GOVT FORUM- 22-29TH AUG, ✓	22/08/2015	29/08/2015	GUESTS TO POA

23 Rooms @ Jardine
22-8-15 - 29-8-15

02/08/15 10:43 Federal Hotel - Group Rooming List - Short

Group Acc / Res:

Group Name:

Balance:

0007637 / 0009553

GOVT FORUM 8 AUG- 29 AUG

Arrival:

Departure:

Package:

Rate:

08/08/2015

29/08/2015

220.00

Comment:

Room #	Name	Arrival	Departure	Comment
09	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	
10	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	
11	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	
12	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	
13	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	
14	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	
15	GOVT FORUM 8 AUG- 29 AUG , ✓	08/08/2015	29/08/2015	

7 Rooms @ Federal

8-8-15 → 29-8-15

02/08/15 10:44 TI Motel - Group Rooming List - Short

Group Acc / Res:

Group Name:

Balance:

0010600 / 0012762

GOVT FORUM 08-22 AUGUST

Arrival:

Departure:

Package:

Rate:

08/08/2015

22/08/2015

0.00

Comment:

Room #	Name	Arrival	Departure	Comment
101	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
102	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
105	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
106	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
107	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
108	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
111	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
112	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
109	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
110	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
201	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
202	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
203	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
204	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
205	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
206	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
207	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
208	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
209	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
210	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
212	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
211	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	
213	GOVT FORUM 08-22 AUGUST, ✓	08/08/2015	22/08/2015	

23 Rooms @ TI

8-8-15 → 22-8-15

02/08/15 10:44 - TI Motel - Group Rooming List - Short

Group Acc / Res:

Group Name:

Balance:

0010562 / 0012722

GOVT FORUM -22-29TH AUG

Arrival:

Departure:

Package:

Rate:

22/08/2015

29/08/2015

0.00

Comment:

Room #	Name	Arrival	Departure	Comment
111	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
112	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
110	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
201	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
202	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
203	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
205	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
206	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
207	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
208	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
209	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
210	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
212	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
211	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
213	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
204	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	
109	GOVT FORUM -22-29TH AUG, ✓	22/08/2015	29/08/2015	

17 Rooms @ TI

22-8-15 → 29-8-15

s22



From: s22
Sent: Friday, 31 July 2015 10:14 AM
To: reception@jardinemotel.com.au
Subject: Query regarding: TI and Federal [SEC=UNCLASSIFIED]

Good morning s22

Can you please advise if Room Service is available at the three (3) properties - Jardine including TI Motel and Federal?

I understand for those staying at the TI and Federal will need to go to the Jardine for Breakfast and WiFi access – is that correct?

Thank you for your assistance and talk soon.

Kind regards,

s22



Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22



www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present

s22

From: Reception [<mailto:reception@jardinemotel.com.au>]
Sent: Wednesday, 29 July 2015 7:55 PM
To: s22
Subject: RE: Confirmation - Res#: 0080861 [SEC=UNCLASSIFIED]

Hey s22

I'm off tomorrow but back Friday if it can wait until then or you can reach me on s47F

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager
The Jardine Motel
PO Box 414
THURSDAY ISLAND QLD 4875
Phone: 07 4069 1555/ Fax: 07 4069 1470
Email: reception@jardinemotel.com.au



From: s22
Sent: Wednesday, 29 July 2015 7:24 PM
To: Reception
Subject: RE: Confirmation - Res#: 0080861 [SEC=UNCLASSIFIED]

[UNCLASSIFIED]

Hi s22

Thanks for the email.

I haven't confirmed this booking yet, as we are in the final stages of discussions and hope to confirm in the next day or two.

I will call you tomorrow to discuss.

Please hold these bookings until I get back to you.

Thanks heaps

Sent with Good (www.good.com)

From: Reception <reception@jardinemotel.com.au>

Sent: Wednesday, 29 July 2015 6:01:54 PM

To: s22

Subject: Confirmation - Res#: 0080861

Good Evening s22

Thank you for booking your accommodation with The Jardine Motel.

Please find attached your accommodation confirmation. Should you have any further queries, please do not hesitate to contact us.

If you have any queries or require any further assistance, please do not hesitate to contact us

Kind Regards,

s22

Front Office Manager

The Jardine Motel

PO Box 414

THURSDAY ISLAND QLD 4875

Phone: 07 4069 1555/ Fax: 07 4069 1470

Email: reception@jardinemotel.com.au

JMTI Pty Ltd t/a Jardine Motel
PO Box 414, Thursday Island QLD 4875
reception@jardinemotel.com.au
Ph:07 4069 1555 Fax:07 4069 1470
ABN 67 110 524 415

29/07/15

GOVT FORUM 8-22 AUGUST

Dear GOVT FORUM 8-22 AUGUST

Thankyou for your booking to stay at The Jardine Resort Motel.

Confirmation as follows:

Arrival	: 08/08/2015	ETA	: 01.00PM
Departure	: 22/08/2015	ETD	: 10.00AM
Pax	: 2 Adults 0 Children	Total	: \$ 4,060.00 (incl. GST)
Room Type:	1 X Triple X Accom	REF	: (Acc/Res.0054413/0080861)

All cancellations must be done 72 hrs prior to the above arrival date. All rates are nett rates. If we are not notified within this time period we will charge you the entire stay booked as above. If you fail to check in and do not notify us on the day the entire booking will be cancelled and charge to you or your booking agent. If you have any alterations or cancellations all must be done in writing via fax or email.

Please note: bookings cancelled due to flight cancellations or alterations are still charged. All rooms are NON smoking. Any guests smoking in rooms will be charged a \$100 cleaning fee. If you check in and decide to leave earlier the entire stay is still to be paid. Cash customers please note you are required to pay an extra key deposit on arrival of \$75 plus produce valid Identification on checkin. For prepayment of any bookings Bank details s47G

s47G Even with prepayment we need a credit card on arrival for security.

By booking this room you accept the above conditions.

PLEASE NOTE ALL PAYMENTS VIA CREDIT CARD WILL INCURE A SURCHARGE.

Kind Regards

s22

Reservations

16/06/15 14:06 Jardine Motel - Group Rooming List

Group Acc: **0053888 / 0080231** Group Name: **GOVT FORUM- 23-28TH AUG** Balance:

Arrival: **23/08/2015** Departure: **28/08/2015** Rate: **0.00** Package:

No	Account	Name	Arrival	Departure	Status	Room	Room Type	Adult	Child	Infant	FOC	Nights	Rate	GST	Chg	Acc Bal
1	0053889	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	201	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
2	0053890	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	204	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
3	0053891	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	205	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
4	0053892	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	207	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
5	0053893	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	208	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
6	0053894	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	212	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
7	0053895	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	213	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
8	0053896	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	214	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
9	0053897	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	215	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
10	0053898	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	219	1-Std Q + S	2	0		0	5	240.00	21.82	Y	0.00
11	0053899	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	233	2-BALCONY D	1	0		0	5	220.00	20.00	Y	0.00
12	0053900	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	234	2-BALCONY D	1	0		0	5	220.00	20.00	Y	0.00
13	0053901	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	235	2-BALCONY D	1	0		0	5	220.00	20.00	Y	0.00
14	0053902	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	236	2-BALCONY D	1	0		0	5	220.00	20.00	Y	0.00
15	0053903	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	237	2-BALCONY D	1	0		0	5	220.00	20.00	Y	0.00
16	0053904	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	206	3-STD Q+S+T	2	0		0	5	240.00	21.82	Y	0.00
17	0053905	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	203	4-DISABLED	1	0		0	5	220.00	20.00	Y	0.00
18	0053906	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	209	A-queen only	1	0		0	5	220.00	20.00	Y	0.00
19	0053907	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	217	A-queen only	1	0		0	5	220.00	20.00	Y	0.00
20	0053908	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	221	A-queen only	1	0		0	5	220.00	20.00	Y	0.00
21	0053909	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	227	A-queen only	1	0		0	5	220.00	20.00	Y	0.00
22	0053910	GOVT FORUM- 23-28TH AU	23/08/2015	28/08/2015	Not Arrived	229	A-queen only	1	0		0	5	220.00	20.00	Y	0.00

Total Chargeable Rate: **25,300.00**

s22



From: s22
Sent: Saturday, 8 August 2015 12:55 PM
To: reception@jardinemotel.com.au
Cc: s22
Subject: FW: Notification of Cancellation for accommodation at Federal 10-16 August 2015 (ONLY)... further info in body of message [SEC=UNCLASSIFIED]

Dear s22

Thank you for your support and assistance in relation to our request for Accommodation at Federal.

I have been requested to reply to you on behalf of *The Department of the Prime Minister and Cabinet* that we do not require any of our room bookings at the Federal during the first week 10-16 inclusive.

We will provide confirmation of bookings commencing, 17 August by early next week.

Could you please hold off with releasing any other rooms unless you hear from me.

Again, I would like to personally thank you taking your valuable time in speaking with me and assisting us with our request.

We apologise for any inconvenience.

Please call me should you need to clarify any contents of this email.

Happy to discuss!

Kind regards,

s22

Far North Queensland
Indigenous Affairs Group | Department of the Prime Minister and Cabinet

s22

www.dpmc.gov.au | www.indigenous.gov.au
PO Box 1599 CAIRNS QLD 4870

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures, and to the elders both past and present