

# Kambri @ ANU

## Kambri - Quotation

### 71556 - Department of Industry - Divisional Planning Day

Start Date: **Tuesday, 21 November 2023**      Start Time: **08:00 (08:00 AM)**  
 End Date: **Wednesday, 22 November 2023**      End Time: **18:00 (06:00 PM)**

Event Type: **Conference**

#### Pax Breakdown

#### Notes

#### 20/08/2023 - General

Booking Details:

#### **Contact Information**

Name: s22(1)(a)(ii)

Organisation: Department of Industry, Science and Resources

Phone: s22(1)(a)(ii)

Email: s22(1)(a)(ii) @industry.gov.au

Address: Industry House, 10 Binara Street, Canberra, ACT 2601

#### **Event Information**

Event Name: Commercialisation Division Planning Days

Event Date (dd/mm): Either 21-22 November or 22-23 November.

Event Start Time (incl. Set-up): 8:30am

Event Conclusion Time (incl. Packdown): 4:30pm

Expected Attendees: 150

VIPs: nil

Venue Requested: Any venue that can house 150 people cabaret style.

Function Description: Corporate planning days

Food & Beverage Requirements: Morning Tea, Lunch and Afternoon Tea.

Set-up Requirements: 150 seats set up in Cabaret Style

Audio Visual Requirements: We will need big screens / projectors at the front. We will likely hire a separate AV team to help with video conferencing.

#### 20/08/2023 - Event Set Up

Superfloor Set Up:

2 X Tables for registration at entrance/near elevators

19 X Square Tables (Two of our teaching tables connect to create one large square table that fits 8 attendees/table)

150 X Chairs - 8 chairs/table

Kitchenette Area - Catering Set Up

#### 20/08/2023 - Event Agenda

Corporate Planning Days

8:30am to 4:30pm Daily (includes set up and pack down times)

Catering - Morning Tea, Lunch and Afternoon Tea

#### 20/08/2023 - General

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**Notes**

EXTERNAL SUPPLIERS

Catering | Bellas Feast

AV | Elite

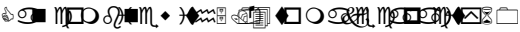

**Contacts**

**External Hirer**

**s22(1)(a)(ii)**  
 Australian Department of Industry

Ph Dir: **s22(1)(a)(ii)**  
 Ph Mob:  
 E-Mail: **s22(1)(a)** @industry.gov.au

**Venues**

<b>Superfloor</b>	Mon 20/11/2023 07:00 AM - Tue 21/11/2023 08:30 AM	<b>Tentative</b>	Set Up
<b>Manning Clark Hall</b>	Tue 21/11/2023 08:00 AM - Wed 22/11/2023 06:00 PM	<b>Enquiry</b>	
<b>Lobby Bar</b>	Tue 21/11/2023 08:00 AM - Wed 22/11/2023 01:30 PM	<b>Enquiry</b>	
<b>5.03</b>	Tue 21/11/2023 08:00 AM - Wed 22/11/2023 06:00 PM	<b>Tentative</b>	
			
<b>Superfloor</b>	Tue 21/11/2023 08:30 AM - Tue 21/11/2023 04:30 PM	<b>Tentative</b>	
primarily elevator access			
<b>Superfloor</b>	Tue 21/11/2023 04:30 PM - Tue 21/11/2023 06:00 PM	<b>Tentative</b>	Set Down
<b>Superfloor</b>	Wed 22/11/2023 07:00 AM - Wed 22/11/2023 08:30 AM	<b>Tentative</b>	Set Up
<b>Superfloor</b>	Wed 22/11/2023 08:30 AM - Wed 22/11/2023 04:30 PM	<b>Tentative</b>	
			
<b>Superfloor</b>	Wed 22/11/2023 04:30 PM - Wed 22/11/2023 08:00 PM	<b>Tentative</b>	Set Down

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#### Financials

<u>DATE</u>	<u>DESCRIPTION</u>	<u>QTY</u>		<u>AMOUNT</u>	<u>DISCOUNT</u>	<u>EX TAX</u>	<u>TAX</u>	<u>TOTAL</u>
<b>KAMBRI</b>								
21/11/2023	Kambri Precinct Support Staff	8	X	\$44.00	\$0.00	\$320.00	\$32.00	\$352.00
	\$44.00 for a minimum of 3 hours.							
	2 X Staff X 2 Hour Set Up X 2 Hour Pack Down							
	Physical Set Up and Pack Down/Reset of Venue							
21/11/2023	Kambri Event Support Staff	7	X	\$44.00	\$0.00	\$280.00	\$28.00	\$308.00
	\$44/Hour for a minimum of a 3 Hour Shift							
	1 X Event Support Staff Day One - 7am to 11pm							
	- Assisting with access to venue for caterers, AV suppliers and event organisers							
	- Assists with placing out Kambri Signage that points to venue for your attendees							
	- Available for general venue support -- ushering attendees from carpark to the Marie Reay Teaching Centre etc.							
	1 X Event Support Staff Day Two - 7am to 10am							
	- Assisting with access to venue for caterers, AV suppliers and event organisers							
	- Assists with placing out Kambri Signage that points to venue for your attendees							
	- Available for general venue support							
21/11/2023	Cleaning	1	X	\$220.00	\$0.00	\$200.00	\$20.00	\$220.00
	<b>KAMBRI Category 3 - Commercial</b>							
21/11/2023	Superfloor - Full Day	2	X	\$4,620.00	\$0.00	\$8,400.00	\$840.00	\$9,240.00
21/11/2023	MRTC Standard Tutorial Room	2	X	\$880.00	\$0.00	\$1,600.00	\$160.00	\$1,760.00
					<b>Total:</b>	<b>\$10,800.00</b>	<b>\$1,080.00</b>	<b>\$11,880.00</b>





## Acknowledgement of Country

Our department recognises the First Peoples of this nation and their ongoing connection to culture and country. We acknowledge First Nations Peoples as the Traditional Owners, Custodians and Lore Keepers of the world's oldest living culture and pay respects to their Elders past and present.



OFFICIAL: Sensitive

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**From:** s22(1)(a)(ii) @industry.gov.au>  
**Sent:** Monday, 11 September 2023 4:52 PM  
**To:** Purtell, Nick s22(a)(ii) @industry.gov.au>  
**Cc:** s22(1)(a)(ii) @industry.gov.au>; s22(1)(a)(ii) @industry.gov.au>  
**Subject:** A bunch of approvals to make Division Planning Day a thing! [SEC=OFFICIAL:Sensitive]

OFFICIAL: Sensitive

Hey Nick,

We finally got our finalised quotes so we can move forward with our Division Planning Day. I think this means we can start popularising the date with the Division! Wohoo

### 1) The Venue

We will hold our division planning day at ANU's Marie Reay Teaching Centre. We chose this venue because of its central location, light filled space and value for money. The quote is attached. We have hired an entire level plus a smaller room to be used as a prayer room / introvert room. RDTI will be using the premises the following day so that is why we have booked everything for two days.

In total it will be \$11,880. Tara is happy with this quote. Div portion will be **\$5,940**. I will work with Finance Biz partners to allocate the payment appropriately on the back end.

At this stage, I'm just seeking your email approval. I will return to ANU that we approve of the quote. ANU is a bit weird because they only formally approve the venue 3 weeks before the event and we pay the invoice after the event. The lady has confirmed many times over the phone and in writing that we have the location and time confirmed.

Since the total is above 10,000 I'll need to fill out some extra paperwork for your clearance – but that is fine – esp if payment is AFTER the event that is very much future s22(a)(ii) problem.

s22(1)(a)(ii)

s22(1)(a)(ii)

s22(1)(a)(ii)

Happy to discuss,  
s22(1)  
(a)(ii)

s22(1)(a)(ii)

**Executive Officer**

Commercialisation Division

P s22(1)(a)(ii)

| E s22(1)(a)(ii) [@industry.gov.au](mailto:s22(1)(a)(ii)@industry.gov.au)

Ngunnawal Country | Canberra Office: Industry House, 10 Binara Street, Canberra, ACT 2601 Australia (GPO Box 2013)

Postal: GPO Box 2013, Canberra, ACT, 2601

Department of Industry, Science and Resources

**industry.gov.au** ABN 74 599 608 295

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**Acknowledgement of Country**

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We Acknowledge First Nations Peoples as the Traditional Custodians and Lore Keepers of the oldest living culture and pay respects to their Elders past and present. We extend that respect to all First Nations Peoples.



OFFICIAL: Sensitive



Australian  
National  
University

Accounts Receivable  
Financial & Business Services  
Chancelry Building 10C  
The Australian National University  
Acton ACT 2601  
Australia

Phone: 02 6125 8721  
Email: financial.shared.services@anu.edu.au

ABN: 52 234 063 906

Customer 0029714  
**Department of Industry, Science,  
s22(1)(a)**  
Energy, and Resources  
10 Binara St  
Canberra ACT 2601  
Australia

## Tax Invoice

### Facilities & Services Division

Invoice No. 502725  
**Due Date 06/12/2023**  
**Amount Due 11,880.00 AUD**  
Invoice Date 06/11/2023  
Page 1 of 1  
Bill Enquiries +61 2 6125 8723

Event: [71556] Department of Industry - Divisional Planning Day  
Event Date: Tuesday 21 - Wednesday 22 Nov 2023  
Venue/s: Superfloor, 5.03

Line	Description	Qty	UoM	Unit Amt	Total GST	Total incl. GST
1	<b>KAMBRI Category 3 - Commercial</b> Event - 71556	1.00		10,000.00	1,000.00	<b>11,000.00</b>
2	<b>EVENT MATERIALS &amp; SERVICES</b> Event - 71556	1.00		200.00	20.00	<b>220.00</b>
3	<b>STAFF CHARGES</b> Event - 71556	1.00		600.00	60.00	<b>660.00</b>

SubTotal Ex-GST	10,800.00
Total GST	1,080.00
<b>Total incl. GST</b>	<b>11,880.00</b>
<b>Amount Due</b>	<b>11,880.00 AUD</b>

#### Payment Instruction

Customer ID: 0029714

Invoice No: 502725

Balance Due: 11,880.00 AUD

**Credit Card**  
(MasterCard, Visa, AMEX)

Visit <http://onestop.anu.edu.au>,

Select **Debtor Invoice**,

Enter **502725**



**Billers Code:** 290544

**Ref:** 5027255

**Telephone & Internet Banking – BPAY®**

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)

s22(1)(a)(ii)s22(1)(a)(ii)  
s22(1)(a)(ii)s22(1)(a)(ii)

**From:** Roussel, Sandra  
**Sent:** Friday, 26 April 2024 11:00 AM  
**To:** s22(1)(a)(ii)s22(1)(a)(ii)  
**Subject:** RE: For confirmation: Senior SES staff who attended November Divisional Planning Day [SEC=OFFICIAL]

OFFICIAL

Yes, I confirm – we all attended except Tanya  
Sandra

OFFICIAL

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**From:** s22(1)(a)(ii)s22(1)(a)(ii)s22(1)(a)(ii)s22(1)(a)(ii) @industry.gov.au  
**Sent:** Friday, April 26, 2024 10:55 AM  
**To:** Roussel, Sandra <s22(a)(ii) @industry.gov.au>  
**Subject:** For confirmation: Senior SES staff who attended November Divisional Planning Day [SEC=OFFICIAL]

OFFICIAL

Good morning Sandra,

Can I please confirm that the following senior SES staff attended the Divisional Planning Day in November 2023:

- Nick Purtell, Head of Division – Commercialisation Division
- Sandra Roussel, General Manager, Venture Capital and Entrepreneurship
- Tara Oliver, General Manager, Research & Development Tax Incentive


Cheers,  
s22(1)(a)(ii)

s22(1)(a)(ii)s22(1)(a)(ii)

**Executive Officer**  
Commercialisation Division  
s22(1)(a)(ii) | s22(1)(a)(ii)s22(1)(a)(ii) @industry.gov.au

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**Department of Industry, Innovation and Science | [industry.gov.au](http://industry.gov.au)**  
Industry House, 10 Binara Street, CANBERRA CITY, ACT 2601  
GPO Box 9839, Canberra ACT 2601  
ABN 74 599 608 295

 *The Department of Industry, Innovation and Science acknowledges the traditional owners of the 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 past and present.*

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