

\*note additional time is required in future for security vetting before invitations are sent. Leave.1 week minimum.

Event Costs

Item	Cost (ex. GST)	Supplier
<b>CMTD Costs</b>		
Buses	1554.55	ACTION
PA system	815	
Flowers	45	
Table removal		NAC
St John Ambulance	120	
	<b>2534.55</b>	
<b>NAC costs</b>		
Plaque	1205	
Plinth	2880	
Marketing	4883	
Tree	322	
site Preparation	270	
Contract staff	3200	
	<b>12760</b>	
<b>Total</b>	<b>15299.55</b>	

Exempt s43

Out of Scope

## Out of Scope

### Consultation

The National Arboretum has been consulted regarding the costs incurred by the ceremony.

### Financial

#### Tree planting at the National Arboretum – operational costs

The total cost of the ceremony at the National Arboretum Canberra is approximately \$15,300. To date not all invoices have been received.

The costs of the ceremony will be shared between the Chief Minister's Civic Hospitality Account and the National Arboretum Canberra budget.

The costs include buses, the plinth and plaque, site preparation, the PA system and lighting. It does not include the significant costs of security and policing borne by the AFP for the Canberra leg of the Royal tour.

The overall itinerary and the range of events in the ACT was organised by the Palace and The Department of The Prime Minister and Cabinet.

QUESTION TIME BRIEF  
Sitting period beginning 6 May 2014

SUBJECT: ROYAL VISIT

ISSUE: The costs and value of the visit of TRH The Duke and Duchess of Cambridge to Canberra

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- Their Royal Highnesses (TRH) The Duke and Duchess of Cambridge visited Canberra from 20-25 April 2014.

### Out of Scope

- The total cost of the ceremony at the National Arboretum Canberra is approximately \$15,300. To date not all invoices have been received.
- The costs include buses, the plinth and plaque, site preparation, the PA system and lighting, and will be shared between the Chief Minister's Civic Hospitality Account and the National Arboretum.



The costs and value of the  
visit of TRH The Duke and  
Duchess of Cambridge to  
Canberra

Date: Monday, 5 May 2014

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Talking points:

Out of Scope

- The total cost of the ceremony at the National Arboretum Canberra is approximately \$15,300 and includes expenses such as buses, the plinth and plaque, site preparation, the PA system and lighting. Costs of security and policing for the Canberra leg of the Royal tour were borne by the AFP.

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**Stewart-Moore, Karen**

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**From:** Coyles, Laurel  
**Sent:** Monday, 5 May 2014 2:02 PM  
**To:** Stewart-Moore, Karen  
**Subject:** Final Budget  
**Attachments:** Budget\_Final2.xlsx

Hi Karen – I was asked to check the figures for the brief on the Royal visit and have updated and named Budget Final2 (attached).

cheers

Laurel

**Laurel Coyles** | Executive Business Support Manager  
Phone: +61 2 6205 0514 | Email: [Laurel Coyles](mailto:Laurel.Coyles)  
Communications, Engagement and Protocol | Chief Minister and Treasury Directorate | ACT Government  
15 Nara Centre | GPO Box 158 Canberra ACT 2601 | [www.act.gov.au](http://www.act.gov.au)

Item	Cost (ex GST)	Supplier	
<b>CMTD Costs</b>		ACT Executive	gst free
Buses	1554.55	ACTION	\$1,554.55
PA system	815	*	\$815.00
Flowers	50	*	\$45.45
Table removal		NAC	
St John Ambulance	105		\$120.00
	2524.55		\$2,535.00
<b>NAC costs</b>			
Plaque	1205		
Plinth	2880		
Marketing	4883		
Tree	322		
site Preparation	270		
Contract staff	3200		
	12760		
<b>Total</b>	<b>15284.55</b>		

\* Exempt s43

Stewart-Moore, Karen

From: Semler, Hannah  
Sent: Wednesday, 30 April 2014 4:29 PM  
To: Stewart-Moore, Karen  
Cc: Alegria, Stephen  
Subject: RE: Costs and value

Hi Karen

Herewith direct cash costs incurred to the Arboretum for the Royal planting on 24<sup>th</sup> April.

**Royal Tree Planting 24th April 2014**

**Arboretum Costs**

	.gst excl.
Oak Tree	\$ 295.00
extra soil	\$ 27.00
Stone plinth	\$ 2,880.00
Plaque	\$ 1,205.00
Removal of magnolia	\$ 270.00
VMS x 2, 15 days	\$ 2,383.50
Arboretum Media packs	\$ 2,500.00
<b>Subtotal cash outgoings</b>	<b>\$ 9,560.50</b>
 Additional contract staff labour	 \$ 3,200.00
<b>TOTAL</b>	<b>\$ 12,760.50</b>

Please advise if you need any other information.

Kiki is preparing a social media and media report which I am assuming is coordinated with Geoff Virtue and your team.

Kind regards

Hannah Semler | Events and Venues Manager | National Arboretum Canberra

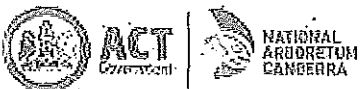
T 02 6205 3571 | F 02 6207 7034

**Exempt s41**

Parks and City Services | Territory and Municipal Services Directorate | ACT Government

Forest Drive, Weston Creek ACT | GPO Box 158, Canberra ACT 2601

[www.nationalarboretum.act.gov.au](http://www.nationalarboretum.act.gov.au)



From: Stewart-Moore, Karen  
Sent: Wednesday, 30 April 2014 9:31 AM  
To: Semler, Hannah  
Subject: FW: Costs and value

Hi Hannah

Hope you are well and had a nice long weekend. Would you mind sending me through the details on your costs today? I need to get the information over to CMO by COB.

Also, thought you would like to know that the Palace Press Secretary sought out the CM at the Parliamentary reception later in the day and said how much they had enjoyed the event at the Arboretum and the Duke and Duchess also told the CM how much they had enjoyed it. We're collating all the social media at the moment too so will send that through later today, it's very impressive! ☺

Talk soon.

Karen

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**From:** Stewart-Moore, Karen  
**Sent:** Thursday, 24 April 2014 2:21 PM  
**To:** Semler, Hannah; Alegria, Stephen  
**Cc:** Perkins, Anita  
**Subject:** RE: Costs and value

Well deserved!

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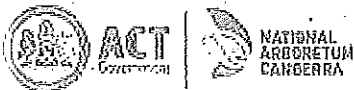
**From:** Semler, Hannah  
**Sent:** Thursday, 24 April 2014 2:17 PM  
**To:** Stewart-Moore, Karen; Alegria, Stephen  
**Cc:** Perkins, Anita  
**Subject:** RE: Costs and value

Stephen and I are off now until Monday morning.

Good job – well done everyone.

Kind regards

Hannah Semler | Events and Venues Manager | National Arboretum Canberra  
T 02 6205 3571 | F 02 6207 7034 | Exempt s41  
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**From:** Stewart-Moore, Karen  
**Sent:** Thursday, 24 April 2014 2:13 PM  
**To:** Semler, Hannah; Alegria, Stephen  
**Cc:** Perkins, Anita  
**Subject:** FW: Costs and value

Hi Stephen and Hannah

Hope you are having a quietish afternoon. Please see below from Adina: I think from your perspective it will be the plaque, the tree, the marketing, the cost of closing the Arboretum, lighting etc.

We'll try and collate it all next week ready for sitting week of 6 May. We've starting collating all the media coverage in here.



## Out of Scope

### **Financial**

The Chief Minister's Civic Hospitality Budget will cover the costs of the bus transport for guests, flowers and a public address system.

TaMS (National Arboretum) will cover the costs of advertising and marketing the closure of the Arboretum and the costs of the stone plinth and brass plaque to be installed at the site. Costs of maintenance works on the site and the English Oak will be absorbed by the existing Arboretum budget.

EDD will cover the costs of providing tourism information to the international media delegation accompanying Their Royal Highnesses.