



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2018-0070

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	20
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD.FOI](#)
Subject: Freedom of Information request
Date: Friday, 23 March 2018 2:44:15 PM

Please find online enquiry details below. Please ensure this enquiry is responded to within fourteen working days.

Your details

All fields are optional, however an email address OR full postal address must be provided for us to process your request. An email address and telephone contact number will assist us to contact you quickly if we need to discuss your request.

Title: [REDACTED]
First Name: [REDACTED]
Last Name: [REDACTED]
Business/Organisation: [REDACTED]
Address: [REDACTED]
Suburb: [REDACTED]
Postcode: [REDACTED]
State/Territory: [REDACTED]
Phone/mobile: [REDACTED]
Email address: [REDACTED]

Request for information

(Please provide as much detail as possible, for example subject matter and relevant dates, and also provide details of documents that you are not interested in.)

Under the Freedom of Information Act 2016 I want to access the following document/s (*required field):

I write to request under the Freedom of Information Act 2016 documents related to the 8 March 2018 event Meeting the Creative Services Panel. This may include, but is not limited to, invitations, guest list, speech notes or prepared remarks, presentation documents, correspondence, briefings, internal documents, or any other form or type of documents.

I do not want to access the following documents in relation to my request::

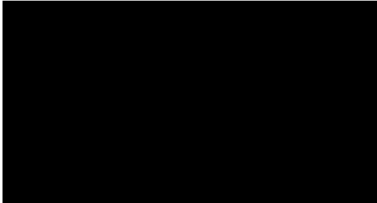
Thank you.
Freedom of Information Coordinator




ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI 2018-0070



via email: 

Dear 

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 23 March 2018.

Specifically, you sought access to “...documents related to the 8 March 2018 event *Meeting the Creative Services Panel*.”

Authority

I am an authorised Information Officer appointed by the Director-General of CMTEDD under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

The Act requires a decision and response within 20 working days of the access application being received. The deadline for responding to your access application is 24 April 2018.

Decision on access

A search of CMTEDD records was completed within business areas which may hold documents relevant to your request. The search resulted in a total of 78 documents being identified.

I have decided to fully release to you 72 documents and partially release the remaining six documents as I consider the redacted information would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act. Information not relevant to your request has been redacted as out of scope material.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

Statement of Reasons

In reaching my access decision, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request; and
- the *Human Rights Act 2004*.

Exemption claimed

My reasons for deciding not to grant full access to the identified documents and components of these documents are as follows:

Information Contrary to Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interests lies. As part of this process I must consider factors favouring disclosure and non-disclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when ‘used in a statute, the term [public interest] derives its content from “the subject matter and the scope and purpose” of the enactment in which it appears’. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Factors favouring disclosure (Schedule 2 section 2.1)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors in favour of disclosure are relevant to determine if release of the information contained within these documents is within the ‘public interest’:

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
- (iii) *inform the community of the government’s operations, including the policies, guidelines and codes of conduct followed by the government in its dealings with members of the community; and*
 - (iv) *ensure effective oversight of expenditure of public funds;*

Having considered the factors identified as relevant in this matter, I consider that release of the information contained in the documents could inform the community of the government's operations. The purpose of the 'Meeting the Creative Services Panel' event was to meet the suppliers who provide goods and services to the Directorate to ensure they understand the Directorate's requirements and objectives. The release of the documents identified could inform the community that the Directorate proactively engage with the industry in accordance with the procurement guidelines and reveal what aspects were considered in the preparation of such government event.

The documents identified as being within the scope of the request also provide information regarding the cost of the event, including the catering cost and the cost of hiring the room and equipment. This information reveals how public funds were used in this occasion. I consider there is public interest in increasing transparency of the Directorate, particularly the costs transparency. I am satisfied that both factors favouring disclosure should be afforded significant weight.

Factors favouring non-disclosure (Schedule 2 section 2.2)

Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors in favour of non-disclosure are relevant to determine if release of the information contained within these documents is within the 'public interest'.

(a) *disclosure of the information could reasonably be expected to do any of the following:*

(ii) *prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004;*

When considering the documents and factors in favour of non-disclosure, I have considered the personal information contained in the documents, including names, signatures and contact information. I am satisfied that the names, signatures, and contact information of ACT Government employees in their signature blocks should be released as these staff members were acting in their official capacity and the personal information being released is done so in relation to these individuals exercising their delegations in a work related capacity. I do not consider the release of this information is unreasonable or could prejudice their right to privacy.

However, I consider it is unreasonable to release the names and contact information of individuals who are not government employees, as this is personal information that is not publicly available. I also consider it is unreasonable to release the mobile phone number of government employee Ms Georgia Ghirardello as this is personal mobile number that was only provided as a once off occurrence. I am of the opinion that release of these further details may prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*. I am of the opinion that release of this information may prejudice the protection of these individuals' right to privacy or any

other right under the *Human Rights Act 2004*. I am satisfied that this factor favouring non-disclosure should be afforded significant weight as it relates to individuals privacy. Accordingly, I have decided to withhold from disclosure names and contact information of these individuals.

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the personal information that is not in the public interest to release, while releasing the rest of the documents will ensure the intent of the Act is met and will provide you with access to the majority of information held by CMTEDD within the scope of your request.

The schedule of documents at Attachment A of this letter provides the list of documents and the exemptions from disclosure that have been applied to each document.

Additional Information

- Duplicates of emails have been removed from the document pack.
- Pages 26-28 have been removed from the document pack as they contain only out of scope information.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107(2)(e) of the Act.

Online publishing – Disclosure Log

In accordance with section 28 of the Act, CMTEDD maintains an online record of access applications in the form of a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log after 30 April 2018. Your personal contact details will not be published.

The CMTEDD disclosure log is at <http://www.cmd.act.gov.au/functions/foi/disclosure-log>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in CMTEDD disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ombudsman@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au

Yours sincerely,



Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

24 April 2018



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
[REDACTED]	Documents related to the 8 March 2018 event Meeting the Creative Services Panel.	CMTEDDFOI 2018-0070

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-5	Email - FW: CM's attendance at Meet the Creative Services Panel event - room booking form	11/2017-1/2018	Full	n/a	Yes
2	6-7	Attachment to previous email – Booking form	undated	Full	n/a	Yes
3	8	Email - FW: creative services panel	17/1/2018	Full	n/a	Yes
4	9	Email - RE: creative services panel	17/1/2018	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
5	10	Email - TRIM TO CMTEDD COMMS: Meet the Creative Services Panel	19/1/2018	Full	n/a	Yes
6	11	Attachment to previous email – EventSpeech Meet the Creative Services Panel (Ed O'Daly) (alt date 6/3)	19/1/2018	Full	n/a	Yes
7	12-14	Email - RE: Room Booking 8 March - Creative Services Panel	22/1/2018	Full	n/a	Yes
8	15	Email - Save the date: Thursday 8 March	30/1/2018	Full	Sch 2 s2.2 (a)(ii)	Yes
9	16	Picture attached to the previous email	undated	Full	n/a	Yes
10	17	Email - Save the date: Meet the creative services panel	30/1/2018	Full	n/a	Yes
11	18-19	Email - RE: Save the date: Thursday 8 March Picture in the email – see Ref No. 9	31/1/2018	Full	n/a	Yes
12	20	Email - Meet the Creative Services Panel - 18/287	9/2/2018	Full	n/a	Yes
13	21-22	Email - RE: Catering for Creative Panel Event on the 8th	12/2/2018	Full	n/a	Yes

14	23	Email - RE: Catering for Creative Panel Event on the 8th	13/2/2018	Full	n/a	Yes
15	24-28	Email - RE: Campaign Monitor version	16/2/2018	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
16	29-31	Email - FW: Creative services panel - Meet the buyers - Preview	20/2/2018	Full	n/a	Yes
17	32-34	Email - Comms from CM – example of speaking notes	20/2/2018	Full	n/a	Yes
18	35-36	Email - FOR REVIEW: Format and Panel for CSP meet and greet event	21/2/2018	Full	n/a	Yes
19	37	Email - CM presentation	21/2/2018	Full	n/a	Yes
20	38	Attachment 1 to previous email – Arrangement Brief CM 2017 address to comms staff	undated	Full	n/a	Yes
21	39-40	Attachment 2 to previous email – 2017 CM address – Anita's intro	undated	Full	n/a	Yes
22	41-44	Email - RE: Creative Services Panel - Meet the buyers	22/2/2018	Full	n/a	Yes
23	45	Email - Creative services panel arrangements brief and speaking notes	23/3/2018	Full	n/a	Yes
24	46-51	Attachment to previous email – 2018 Andrew Barr MLA Arrangement Brief draft	undated	Full	n/a	Yes
25	52	Email - Creative services panel arrangements brief and speaking notes in TRIM for your approval	23/2/2018	Full	n/a	Yes
26	53-58	Attachment to previous email – Creative Services Panel Event Arrangement Brief and Speaking Notes - final	undated	Full	n/a	Yes
27	59	CCN Agenda	27/2/2018	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
28	60-62	CCN Minutes	27/2/2018	Full	Full release of relevant information. Out of scope material has been redacted.	Yes
29	63-66	Email - RE: Q&A Panel for the Creative Services "meet the buyer event"	28/2/2018	Full	n/a	Yes
30	67	Email - Re: Q&A Panel for the Creative Services "meet the buyer event"	28/2/2018	Full	n/a	Yes
31	68	Email - RE: Q&A Panel for the Creative Services "meet the buyer event"	28/2/2018	Full	n/a	Yes
32	69-70	Email - RE: Meet the buyers event	1/3/2018	Full	n/a	Yes

33	71-72	Email - Creative Services Panel event update and catering budget for your approval	1/3/2018	Full	n/a	Yes
34	73	Email - RE: Creative Services Panel event on Thursday - Visit Canberra rep	5/3/2018	Full	n/a	Yes
35	74-75	Email - RE: CMs meeting with the Creative Services Panel (CMTEDD2018/297)	6/3/2018	Full	n/a	Yes
36	76-77	Email - creative services Attachment – see Ref No. 26	6/3/2018	Full	n/a	Yes
37	78	Email - RE: creative services	6/3/2018	Full	n/a	Yes
38	79-80	Email - RE: Questions from Creative Services Panel for meet the buyer event	6/3/2018	Full	n/a	Yes
39	81-82	Email - Creative Services Panel - Reminder email to ACTPS staff attending	6/3/2018	Partial	Sch 2 s2.2 (a)(ii)	Yes
40	83-89	Attachment to previous email – Traction Next Marketing Automation & the Cross Channel Solution	undated	Full	n/a	Yes
41	90-91	Email - RE: Creative Services Panel - Reminder email to ACTPS staff attending	6/3/2018	Partial	Sch 2 s2.2 (a)(ii)	Yes
42	92-93	Email - Reminder: Meet the Creative Services Panel - Thursday 8 March	6/3/2018	Partial	Sch 2 s2.2 (a)(ii)	Yes
43	94	Email - RE: Powerpoint slides	7/3/2018	Full	n/a	Yes
44	95-96	Email - FW: Image	7/3/2018	Full	n/a	Yes
45	97	Attachment 1 to previous email - image	undated	Full	n/a	Yes
46	98	Attachment 2 to previous email - image	undated	Full	n/a	Yes
47	99	Email - RE: Name tags	7/3/2018	Full	n/a	Yes
48	100-101	Email - FW: ACT Govt Creative Services Panel - 8th March	7/3/2018	Partial	Sch 2 s2.2 (a)(ii)	Yes
49	102-103	Email - RE: Q&A Panel for the Creative Services "meet the buyer event"	7/3/2018	Full	n/a	Yes
50	104	Email - FW: Q&A Panel for the Creative Services "meet the buyer event"	7/3/2018	Full	n/a	Yes
51	105	Email - CSP presentation	7/3/2018	Full	n/a	Yes

52	106-124	Document referred to in the previous email – Presentation with notes	undated	Full	n/a	Yes
53	125	Email - Creative services panel event attendee update	7/3/2018	Full	n/a	Yes
54	126	Attachment 1 to previous email – Attending list (for badges) CSPM	undated	Full	n/a	Yes
55	127-128	Attachment 2 to previous email – Attending list (for badges) Gov Servants	undated	Full	n/a	Yes
56	129	Email - FAQs for your approval	7/3/2018	Full	n/a	Yes
57	130	Attachment to previous email - FAQs	undated	Full	n/a	Yes
58	131-132	Email - RE: For tomorrow	7/3/2018	Full	n/a	Yes
59	133	Email - Thank you	8/3/2018	Full	n/a	Yes
60	134	Email - Thank you	8/3/2018	Full	n/a	Yes
61	135	Email - Thank you	8/3/2018	Full	n/a	Yes
62	136	Email - Thank you	8/3/2018	Full	n/a	Yes
63	137	Email - Creative Services Panel Event	8/3/2018	Full	n/a	Yes
64	138-151	Attachment 1 to previous email - Presentation	8/3/2018	Full	n/a	Yes
65	152	Attachment 2 to previous email - FAQs	undated	Full	n/a	Yes
66	153	Email - RE: Thanks	8/3/2018	Full	n/a	Yes
67	154	Email - Thanks for attending today's Creative Services Panel Event Attachments – see Ref No. 64-65	8/3/2018	Full	n/a	Yes
68	155	Email - Thanks for attending yesterday's Creative Services Panel Event Attachments – see Ref No. 64-65	9/3/2018	Full	n/a	Yes

69	156	Email - Invoice #00001590; From Office of the Legislative Assembly	14/3/2018	Full	n/a	Yes
70	157	Attachment to previous email- Invoice	12/3/2018	Full	n/a	Yes
71	158-165	Email - RE: Catering	2/2018 – 3/2018	Partial	Sch 2 s2.2 (a)(ii)	Yes
72	166	Email - Meet the buyer survey results	15/3/2018	Full	n/a	Yes
73	167-172	Attachment to previous email – survey results	undated	Full	n/a	Yes
74	173	Email - invoice attached	15/3/2018	Full	n/a	Yes
75	174	Attachment to previous email – to 12 March	undated	Full	n/a	Yes
76	175	Email - RE: invoice attached	15/3/2018	Full	n/a	Yes
77	176	Email - RE: invoice attached	15/3/2018	Full	n/a	Yes
78	177	Email - Invoice for Creative Service Panel Event Attachment – See Ref No. 75	15/3/2018	Full	n/a	Yes
Total No of Docs						
78						

From: [Gombar-Millynn, Helen](#)
To: [Perkins, Anita](#)
Cc: [Mahar, Nicole](#)
Subject: FW: CM's attendance at Meet the Creative Services Panel event - room booking form [SEC=UNCLASSIFIED]
Date: Friday, 19 January 2018 10:07:00 AM
Attachments: [image001.jpg](#)
Importance: High

Hi Anita,

We have been advised by the CMO that we need to book the room for the Creative Services Panel Meet the Buyers event ourselves (see below).

I have completed the form and will drop the hardcopy at your desk for your approval.

The advice from the attendant on the phone today was that ACT Government business units are not charged room hire fees but are charged for equipment.

I have booked the following equipment (TBC):

Projector and screen	\$136
10 water jugs	33
100 glasses	100
4 tablecloths	110

The total cost if we proceed with the above would be \$379.

Kind regards,
Helen

From: Savage, Ashleigh **On Behalf Of** EnterpriseCBR DLO
Sent: Friday, 19 January 2018 8:55 AM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: CM's attendance at Meet the Creative Services Panel event - room booking form [SEC=UNCLASSIFIED]
Importance: High

Hi Helen,

Happy Friday!

The attendant that deals with the room booking ahs just emailed me – he spoke to Ed and although the CM will be speaking at the event, we are not organising it (and because he is a guest speaker it does not qualify as a Minister's or MLA function) so this means you guys would have to be charged for the costs incurred (which are detailed on the room booking form).

In order to secure the room, he has asked that you re-submit the room with the appropriate name and address for invoicing.

Apologies!

Kind regards,

Ashleigh Savage | Directorate Liaison Officer - Economic Development

Office of the Chief Minister | Office of Minister Ramsay | Office of Minister Fitzharris

Chief Minister, Treasury and Economic Development Directorate | ACT Government

☎ (02) 6205 4643 | ✉ EnterpriseCBRDLO@act.gov.au | ACT Legislative Assembly, 196 London Circuit Canberra City ACT 2601

From: Gombar-Millynn, Helen

Sent: Thursday, 18 January 2018 11:55 AM

To: Savage, Ashleigh <Ashleigh.Savage@act.gov.au>

Subject: FW: CM's attendance at Meet the Creative Services Panel event - room booking form [SEC=UNCLASSIFIED]

Hi Ashleigh,

Please find attached the booking form for the Legislative Assembly Reception Room for the Creative Services Panel Meet the Buyers session on Thursday 8 March.

I wasn't sure who the best person was from the office as the contact for this so I put Ed but I am happy to change/update as you see fit.

I have booked the room for longer than the event itself (which is 11 am – 1pm) to allow time for set up/pack down. Please let me know if this will be an issue.

Thanks again for all you help with this request – we really appreciate it!

Kind regards,

Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



From: Savage, Ashleigh **On Behalf Of** EnterpriseCBR DLO

Sent: Wednesday, 17 January 2018 9:38 AM

To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>

Subject: RE: CM's attendance at Meet the Creative Services Panel event [SEC=UNCLASSIFIED]

Good morning Helen,

The CMO has come back with the following options:

1. Tuesday, 6 March 2018 12:30pm; or
2. Thursday, 8 March 2018 11:30am.

There is a hold in the calendar for both options – could you please let me know which one works so I can let the office know?

Kind regards,

Ashleigh Savage | Directorate Liaison Officer - Economic Development

Office of the Chief Minister | Office of Minister Ramsay | Office of Minister Fitzharris

Chief Minister, Treasury and Economic Development Directorate | ACT Government

☎ (02) 6205 4643 | ✉ EnterpriseCBRDLO@act.gov.au | ACT Legislative Assembly, 196 London Circuit Canberra City ACT 2601

From: Gombar-Millynn, Helen

Sent: Wednesday, 3 January 2018 10:12 AM

To: Savage, Ashleigh <Ashleigh.Savage@act.gov.au>

Subject: FW: CM's attendance at Meet the Creative Services Panel event [SEC=UNCLASSIFIED]

Hi Ashleigh,

I was hoping you could assist with the request below during Yersheena's absence.

Feel free to contact me if you have any questions or need further information.

Kind regards,

Helen

From: Gombar-Millynn, Helen

Sent: Wednesday, 3 January 2018 10:10 AM

To: ODonoghue, Yersheena <Yersheena.ODonoghue@act.gov.au>

Subject: FW: CM's attendance at Meet the Creative Services Panel event [SEC=UNCLASSIFIED]

Hi Yersheena,

Happy new year! I hope 2018 has been treating you well so far.

I am just following up on the conversation we had before shutdown about the Chief Minister attending the 'Meet the Creative Services Panel' event we are planning (see email below). Ed advised Nicole before shutdown that the Chief is interested in attending and to touch base with you.

We were hoping to hold the event in the last week of February (week commencing 26 February) or first week of March (week commencing 5 March) depending on the Chief Ministers

availability. The location would be the Legislative Assembly Reception Room. The event would be two hours, but the Chief Minister would only be required to attend approximately half an hour.

Please let me know what date/time would work in the Chief Ministers diary and we will schedule the event around his availability.

Feel free to contact me if you have any questions or need anything further.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



From: Mahar, Nicole

Sent: Thursday, 16 November 2017 3:11 PM

To: O'Daly, Edward <Edward.O'Daly@act.gov.au>

Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>

Subject: CM's attendance at proposed event [SEC=UNCLASSIFIED]

Hi Ed

Before you go on leave I wanted to get your thoughts about the CM's attendance at a proposed event we're planning an event in February to allow the new Creative Services Panel suppliers meet with buyers across government.

We're thinking an exhibition style event in the Legislative Assembly reception room, with short "reverse pitches" from directorates/business units about what they're looking for. Suppliers would be able to have a presence, probably limited to a display board (think of an exhibition/art show type of event) where prospective buyers could have a brief chat with them.

Do you think the Chief Minister would be interested in giving a short welcome speech to the

suppliers? We would anticipate that most of the 60 suppliers on the panel would be in attendance and their areas of specialisation range across comms, engagement, marketing, advertising, design, digital, photography and video. Many are from well established businesses, whom the Chief would be familiar with and others are new to working with government.

Ideally we'd love to the Chief to set the scene for our creative partners giving them a sense of his vision and the role communications and creativity should play.

We're just in the initial stages of planning this event, but I wanted to gauge your interest and see if you thought I should investigate some time in the diary for February. We'd like to have a 'save the date' notification out in December.

Thanks
Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP





For further information contact the Assembly Attendants on 62050439

Please note: Applications must be received at least five (5) clear working days before the date requested and may be overridden by priority users. Fees will apply at all times except when booking form is submitted by a Member/Minister for a business hours function. The event must be clearly that of the Member/Minister (and not that of an external organisation/directorate/agency or individual) and the Member/Minister must be in attendance at the event, for this exception to apply. Out of business hours functions booked by a Member/Minister will incur security charges as outlined in the Guidelines for the use of Legislative Assembly facilities. Access to the areas is ONLY available through the Public Entrance in Civic Square.

Room requested: Reception Room (Capacity: 130 standing, 120 seated) Exhibition Room (Capacity: 135 standing, 60 seated)

Date/s required:* Thursday 8 March 2018	Times:* 9.30 am - 2.30pm (setup time and cleanup time to be included)	am/pm
Detailed description and subject matter of event:* Creative services panel - meet the buyers event		
Please ✓ the relevant category/s:* <input type="checkbox"/> Charity/Community group <input type="checkbox"/> Commercial or other group eg unions <input type="checkbox"/> Member/Minister <input type="checkbox"/> Office of the Legislative Assembly <input type="checkbox"/> Government directorate or agency		
Is the function an Exhibition only <input type="checkbox"/> Yes <input type="checkbox"/> No		
Responsible organisation/directorate/agency/MLA:* CMTEDD Communications and Engagement (Chief Minister speaking at event)	ABN (if applicable):	
ABN (if applicable):		
Contact:* Helen Gombar-Millynn	Phone No:* x53696	
Contact email:* Helen.Gombar-Millynn@act.gov.au	Facsimile No:	
Full name and address of person responsible for the payment of invoice:* Anita Perkins		
<input type="checkbox"/> Cancellation policy: As set out in the section 13 of the <i>Guidelines for the use of Legislative Assembly facilities</i> , if at least 24 hours notice is not given for the cancellation of an afterhours booking, a minimum of three hours security costs may be charged to the Licensee. <input type="checkbox"/> I/we have attached a copy of the relevant public liability insurance certificate (if applicable). <input type="checkbox"/> I/we have read and agree to comply with the <i>Guidelines for the use of Legislative Assembly facilities</i> and with the Legislative Assembly's cleaning and maintenance provisions as set out in sections 5.7 – 5.11 of the Licence Agreement. I/we also agree to comply with the Assembly's waste management system and will dispose of waste in accordance with the instructions provided. In signing this form I/we are agreeing to pay any associated charges as set out on the following page.		
Name:* Anita Perkins		
Signed:*	Date:* 19.1.2018	
<input type="checkbox"/> Approval is given for expenditure from my non-Executive Member's Discretionary Office Allowance Non-Executive Member's signature (if applicable):		

* Required information

Please hand completed form to an assembly Attendant or email to LA.roombooking@act.gov.au

Cost of room hire (Monday – Friday, 8am – 5pm) (please ✓ one of the following):

- Charity/Community group: \$ 61.00 for 3 hours or part thereof or \$102.00 per day
Commercial or other groups: \$122.00 for 3 hours or part thereof or \$204.00 per day
Exhibition rate (art exhibitions/displays): \$ 68.00 per day or part thereof
Exhibition rate (charities): \$ 34.00 per day or part thereof

After hours charges for Security Attendants (please ✓ if applicable):

- Monday – Saturday \$ 70.00 Attendants' fee + \$47.00/hour
 Sunday and Public Holidays \$ 70.00 Attendants' fee + \$62.50/hour

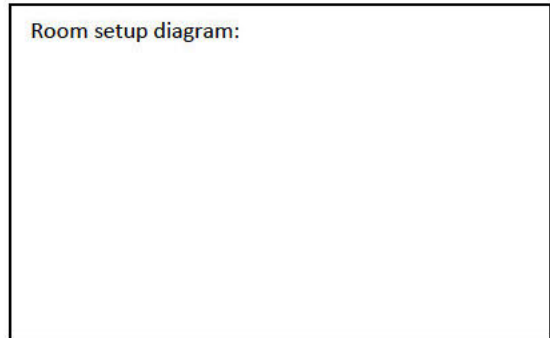
Equipment and associated costs (costs apply, see below and see also section 3 of the *Guidelines for the use of Legislative Assembly facilities*) (please ✓ where applicable) :

- | | | |
|---|--------------------|---|
| <input type="checkbox"/> Water jugs | \$ 3.30 per jug | <input type="checkbox"/> Microphone/Lectern |
| <input type="checkbox"/> Crockery and glasses | \$ 1.00 per item | <input type="checkbox"/> Use of Kitchen (Reception Room only) |
| <input type="checkbox"/> Tablecloths (including dry cleaning costs) | \$ 27.50 per cloth | <input type="checkbox"/> Display Material |
| <input type="checkbox"/> Urn | \$ 13.50 | <input type="checkbox"/> Catering equipment (charges may apply) |
| <input type="checkbox"/> Whiteboard | \$ 13.50 | <input type="checkbox"/> Wires and hooks (Exhibition Room only) |
| <input type="checkbox"/> TV / Video / DVD | \$ 68.00 | |
| <input type="checkbox"/> Laptop computer | \$136.00 | |
| <input type="checkbox"/> Data projector and screen | \$136.00 | |
| <input type="checkbox"/> Other (please specify): | _____ | |

Room setup, table and chair layout:

- Number of people attending: 100 (TBC)
Number of tables required: 4 (TBC)
(10 available with dimensions 1800 x 750)
Number of chairs required: 100 (TBC)
 Theatre
 Herringbone
 Round Table
 Other (please specify): _____

Room setup diagram:



Note: There is no permanent access to hearing loop facilities in the Exhibition Room, however, on request a temporary hearing loop is available.

Office Use Only

- Room hire fee, equipment and associated costs to be charged: Yes N/A
After hours security costs: Yes N/A

According to the information provided this event complies with the *Guidelines for the use of Legislative Assembly Facilities*.

- Approved Not Approved

Signed: _____ Date: _____

From: [Perkins, Anita](#)
To: [Mahar, Nicole](#)
Subject: FW: creative services panel [SEC=UNCLASSIFIED]
Date: Wednesday, 17 January 2018 9:16:00 AM

You guys have organised this, right?

From: O'Daly, Edward
Sent: Tuesday, 16 January 2018 10:00 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: creative services panel

Anita

Apparently the chief and I are going to meet the creative services panel in March. He's giving a speech.

Is that a you thing?

Ed

Ed O'Daly | Director, Government Communications Unit | Office of the ACT Chief Minister

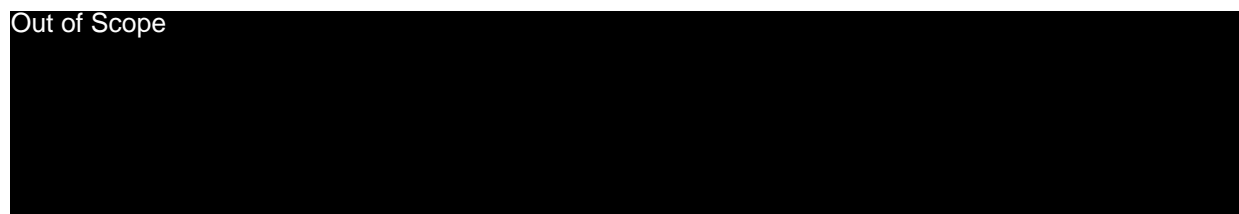
T: (02) 6205 0384 | M: 0408 829 618 | E: edward.o'daly@act.gov.au

From: [Perkins, Anita](#)
To: [O'Daly, Edward](#)
Subject: RE: creative services panel [SEC=UNCLASSIFIED]
Date: Wednesday, 17 January 2018 9:37:00 AM

Yes, this is us. Nicole had put a formal request through to your office as discussed with you a while back.

The speech is intended to be informal and welcoming – nothing too highbrow.

Out of Scope



From: O'Daly, Edward
Sent: Tuesday, 16 January 2018 10:00 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: creative services panel

Anita

Apparently the chief and I are going to meet the creative services panel in March. He's giving a speech.

Is that a you thing?

Ed

Ed O'Daly | Director, Government Communications Unit | Office of the ACT Chief Minister

T: (02) 6205 0384 | M: 0408 829 618 | E: edward.o'daly@act.gov.au

From: [Savage, Ashleigh](#)
To: [CMTEDD MLO](#)
Subject: TRIM TO CMTEDD COMMS: Meet the Creative Services Panel
Date: Friday, 19 January 2018 11:25:33 AM
Attachments: [EventSpeech Meet the Creative Services Panel \(Ed O'Daly\) \(alt date 63\).msg](#)

Hi MLO team,

Could you please TRIM to CMTEDD Communications?

Event: Meet the Creative Services Panel

Date: 8 March 2018

Time: 11:30am – 12:00pm

Venue: LA Reception Room

Requirements: Arrangements brief and speaking notes

Due Date: 1 March 2018

Regards,

Ashleigh Savage | Directorate Liaison Officer - Economic Development

Office of the Chief Minister | Office of Minister Ramsay | Office of Minister Fitzharris

Chief Minister, Treasury and Economic Development Directorate | ACT Government

((02) 6205 4643 | * EnterpriseCBRDLO@act.gov.au <<mailto:ashleigh.savage@act.gov.au>> | ACT Legislative Assembly, 196 London Circuit Canberra City ACT 2601

Delete Respond Meeting Notes Calendar
ScannedDocs To Manager Move Mark Unread Categorize Follow Up Translate Find Related Select Zoom
Classification * DLM * Options

Delete Respond Meeting Notes Calendar
Quick Steps Move Tags Editing Zoom Protective Marking



Fri 19/01/2018 11:23 AM

Carter, Tania on behalf of Barr, Andrew

Event/Speech: Meet the Creative Services Panel (Ed O'Daly) (alt date 6/3)

Required Savage, Ashleigh; O'Daly, Edward; Fox, Richard

i We couldn't find this meeting in the calendar. It may have been moved or deleted.

When Thursday, 8 March 2018 11:30 AM-12:00 PM

Location LA Reception Room - tbc, Canberra, ACT

*Ashleigh - to confirm date/time.

From: [Gombar-Millynn, Helen](#)
To: [LA RoomBooking](#)
Cc: [WholeofGovComms](#)
Subject: RE: Room Booking 8 March - Creative Services Panel [SEC=UNCLASSIFIED]
Date: Monday, 22 January 2018 2:17:00 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)

Thanks for the confirmation Michael. We will keep the maximum number in mind when sending out the invites/coordinating the RSVPs.

We will be in touch closer to the event to confirm the room layout and our equipment requirements.

Thanks again for your assistance.

Kind regards,
Helen

From: LA RoomBooking
Sent: Monday, 22 January 2018 9:02 AM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: Room Booking 8 March - Creative Services Panel [SEC=UNCLASSIFIED]

Thankyou Helen

Your event is booked in

Please just be mindful that we recommend not exceeding 100 attendees and via RSVP/registration only, this is a comfortable maximum and reduces the possibility of exceeding our room loading limit or the room becoming uncomfortable.

Kind regards

Michael Sidonio

Principal Security Attendant

P 02 62050439 | |E michele.sidonio@parliament.act.gov.au

GPO Box 1020 Canberra ACT 2601



The Office of the Legislative

Assembly:

Providing professional services and
reliable, impartial
advice to support, strengthen and
promote the institution

of parliament in the ACT.

www.parliament.act.gov.au

From: Gombar-Millynn, Helen
Sent: Friday, 19 January 2018 10:56 AM
To: LA.bookingroom@act.gov.au
Cc: Savage, Ashleigh <Ashleigh.Savage@act.gov.au>; Amundson, BrentW <BrentW.Amundson@parliament.act.gov.au>
Subject: Room Booking 8 March - Creative Services Panel [SEC=UNCLASSIFIED]

Hello Brent,

Please find attached the booking form for the Legislative Assembly Reception Room for the Creative Services Panel Meet the Buyers session on Thursday 8 March. The Chief Minister will be speaking at the event.

I have booked the room for longer than the event itself (which is 11 am – 1pm) to allow time for set up/pack down. Please let me know if this will be an issue.

Feel free to contact me if you have any questions or require further information.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP

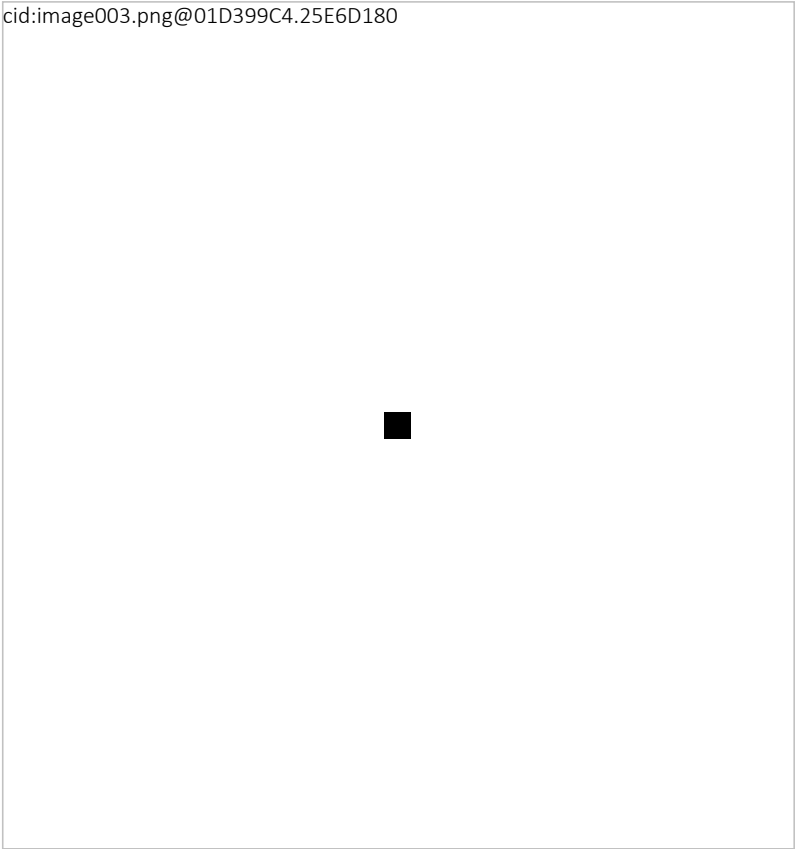


From: [Gombar-Millynn, Helen](#)
To: Sch 2
Subject: Save the date: Thursday 8 March [SEC=UNCLASSIFIED]
Date: Tuesday, 30 January 2018 12:18:00 PM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.emz](#)
[image005.png](#)

Hi Nicole,

Please see draft email below for the Creative Services Panel event (if it's too dodgy for the audience/ I can make it text only ☺)

cid:image003.png@01D399C4.25E6D180



Internal calendar invite (to CCN and working group members)

Save the date: Meet the creative services panel

When: Thursday 8 March, 10am – 12pm

Where: Legislative Assembly Reception Room, 196 London Circuit

Further details to come.

Thanks,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays



CREATIVE SERVICES PANEL

SAVE THE DATE

THURSDAY 8 MARCH 2018

Meet key ACT Government buyers of creative services and learn about their needs.

WHEN:

10 am – 12 pm

WHERE:

Legislative Assembly
Reception Room
196 London Circuit, Civic

Invitation to follow.

From: [Gombar-Millynn, Helen](#)
To: [#CMTEDD, CCN](#); [Bogg, Sharon](#)
Subject: Save the date: Meet the creative services panel

Save the date: Meet the creative services panel

Come along to meet representatives of the new creative services panel and hear the Chief Minister speak about the Government's communications and engagement priorities. We will be asking a senior member of each directorate's comms team to participate in a Q&A panel to give panel members greater insight into our needs and expectations.

Please ensure that your directorate is well represented with key buyers of creative services in attendance. The panel covers advertising, marketing, communications and engagement, digital communications, graphic design and photography and video. Feel free to forward this invite to relevant staff.

When: Thursday 8 March, 10am – 12pm
Where: Legislative Assembly Reception Room, 196 London Circuit

For further information please email wholeofgovcomms@act.gov.au <<mailto:wholeofgovcomms@act.gov.au>> or call Helen Gombar-Millynn on 6205 3696.

From: [Bogg Sharon](#)
To: [Gombar-Millynn Helen](#)
Subject: RE: Save the date: Thursday 8 March [SEC=UNCLASSIFIED]
Date: Wednesday, 31 January 2018 7:29:14 AM
Attachments: [image001.jpg](#)

Thanks Helen,

Kind Regards

Sharon Bogg

Contract Manager
Contracts and Category Management | Goods & Services Procurement
Phone: +61 2 6205 0577

From: Gombar-Millynn, Helen
Sent: Tuesday, 30 January 2018 5:33 PM
To: Bogg, Sharon <Sharon.Bogg@act.gov.au>
Cc: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: Save the date: Thursday 8 March [SEC=UNCLASSIFIED]

Hi Sharon,

This is good to send tomorrow.

Thanks,
Helen

From: Bogg, Sharon
Sent: Tuesday, 30 January 2018 2:11 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: Save the date: Thursday 8 March [SEC=UNCLASSIFIED]

Ok, holding on

Kind Regards

Sharon Bogg

Contract Manager
Contracts and Category Management | Goods & Services Procurement
Phone: +61 2 6205 0577

From: Mahar, Nicole
Sent: Tuesday, 30 January 2018 1:58 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Bogg, Sharon <Sharon.Bogg@act.gov.au>
Subject: RE: Save the date: Thursday 8 March [SEC=UNCLASSIFIED]

Hold on Sharon!! It's just occurred to me, that we should check the date with CCN first to make sure there's no major clashes. I think its International Women's Day but that may only be a minor problem

From: Gombar-Millynn, Helen
Sent: Tuesday, 30 January 2018 1:54 PM
To: Bogg, Sharon <Sharon.Bogg@act.gov.au>
Cc: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: Save the date: Thursday 8 March [SEC=UNCLASSIFIED]

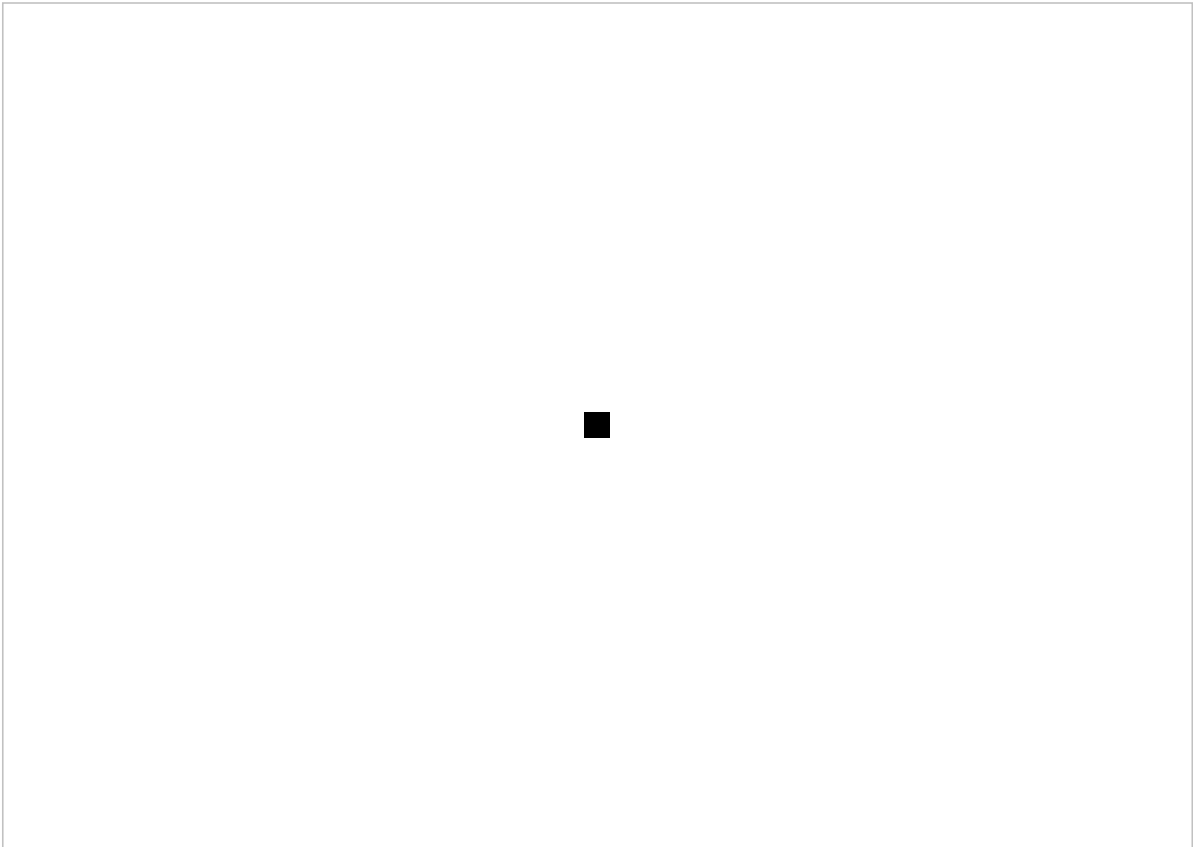
Hi Sharon,

Please find save the date email below for the upcoming creative services panel meet the buyers event. Would you mind sending this to all panel members?

We will have an official invite for you to send in the next couple of weeks as well, we just want to make sure this is in their diaries.

Feel free to contact me if you have any questions or need further information.

Thanks,
Helen



From: [ODonoghue, Yersheena](#)
To: [CMTEDD MLO](#)
Subject: Meet the Creative Services Panel - 18/287 [SEC=UNCLASSIFIED]
Date: Friday, 9 February 2018 10:23:21 AM

Hi,

Can the time for CMTEDD2018/297 please be changed to 11am – same date – 8 March 2018

From: [Gombar-Millynn, Helen](#)
To: [Perkins, Anita](#); [Ghirardello, Georgia](#)
Cc: [Mahar, Nicole](#)
Subject: RE: Catering for Creative Panel Event on the 8th [DLM=For-Official-Use-Only]
Date: Monday, 12 February 2018 5:30:29 PM

Hi Anita,

We anticipate 100 people attending but are still collecting RSVPs/don't have final numbers.

We don't intend to cater for the full number of attendees (i.e. the quote for 90 would cover up to 120 attendees and the quote for 60 would cover up to 80 attendees). We just wanted to give you an indication of the price range at this stage.

Thanks,
Helen

From: Perkins, Anita
Sent: Monday, 12 February 2018 5:20 PM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: Catering for Creative Panel Event on the 8th [DLM=For-Official-Use-Only]

Thanks Georgia

Do you guys have a recommendation on the anticipated numbers? I see we've got 60 and 90?

Cheers

Anita

From: Ghirardello, Georgia
Sent: Monday, 12 February 2018 4:58 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: Catering for Creative Panel Event on the 8th [DLM=For-Official-Use-Only]

Hi Anita,

Below are two options for catering with 'Kitchen Witchery' for the Creative Panels event on the 8th of Feb.

Option 1: 60 people

Coffee & Tea @ \$5p/p x 60 guests = \$300

Mixed platter @ \$7.80 p/p x 30 guests = \$234

Fruit platter @ \$6.90p/p x 30 guests = \$207

1 Wait staff @ \$50 p/h, 2 hours = \$100

Delivery charges = \$12.50

Subtotal = \$853.50

Option 2: 90 people

Coffee & Tea @ \$5p/p x 90 = \$450
Mixed platter @ \$7.80 p/p x 45 guests = \$351
Fruit platter @ \$6.90p/p x45 guests =\$310.50
1 Wait staff @ \$50 p/h, 2 hours = \$100
Delivery charges = \$12.50

Subtotal = \$1224

Thank you,
Georgia Ghirardello
CMTEDD

From: [Perkins, Anita](#)
To: [Gombar-Millynn, Helen](#); [Ghirardello, Georgia](#)
Cc: [Mahar, Nicole](#)
Subject: RE: Catering for Creative Panel Event on the 8th [DLM=For-Official-Use-Only]
Date: Tuesday, 13 February 2018 8:53:00 AM

Great, thanks team.

From: Gombar-Millynn, Helen
Sent: Monday, 12 February 2018 5:17 PM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>; Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: Catering for Creative Panel Event on the 8th [DLM=For-Official-Use-Only]

Thanks Georgia.

Anita, we are working up a draft schedule for the Creative Services Panel event and an official invite for your approval as well for later this week.

Kind regards,
Helen

From: Ghirardello, Georgia
Sent: Monday, 12 February 2018 4:58 PM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: Catering for Creative Panel Event on the 8th [DLM=For-Official-Use-Only]

Hi Anita,

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Delivery charges = \$12.50

Subtotal = \$853.50

Option 2: 90 people
Coffee & Tea @ \$5p/p x 90 = \$450
Mixed platter @ \$7.80 p/p x 45 guests = \$351
Fruit platter @ \$6.90p/p x 45 guests = \$310.50

From: [Gombar-Millynn, Helen](#)
To: [Maskell, Alan](#)
Cc: [Ghirardello, Georgia](#)
Subject: RE: Campaign Monitor version [SEC=UNCLASSIFIED]
Date: Friday, 16 February 2018 11:21:12 AM
Attachments: [image001.png](#)
[image002.png](#)

Thanks Alan. We need to get the draft to Anita for approval on Monday so we can send the email to panel members on Tuesday. I have requested the distribution list from Procurement and will follow up with Elena about the image file and send both through as I have them. We would like the email issued from the **wholeofgovcomms@act.gov.au** email account.

Please find approved text below:

CREATIVE SERVICES PANEL
MEET THE BUYERS

You are invited to meet key ACT Government buyers of creative services and learn about their needs. Enjoy a panel discussion and light networking morning tea.

If you have any questions you would like answered as part of the panel discussion, please include them in your RSVP.

WHEN: Thursday 8 March, 9:30 am — 11:30 am

WHERE: Legislative Assembly Reception Room,
196 London Circuit

RSVP: WholeofGovComms@act.gov.au
by Wednesday 28 February 2018

Please let me know if any issues. Thanks again for your help 😊

From: Maskell, Alan
Sent: Friday, 16 February 2018 11:14 AM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Cc: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: RE: Campaign Monitor version [SEC=UNCLASSIFIED]

What does urgent mean? Just send it to me. Elena should know the size for the main photo.

From: Gombar-Millynn, Helen
Sent: Friday, 16 February 2018 11:08 AM
To: Maskell, Alan <Alan.Maskell@act.gov.au>
Cc: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: RE: Campaign Monitor version [SEC=UNCLASSIFIED]

Thanks Alan, I have spoken to Nicole and we will use campaign monitor based on the target audience and the variety of platforms they are likely to use.

Given this is an urgent job would you like me to still log it and/or email you the content?

Thanks again for your help!

Regards,
Helen

Out of Scope



From: [Gombar-Millynn, Helen](#)
To: [Maskell, Alan](#)
Subject: FW: Creative services panel - Meet the buyers - Preview [SEC=UNCLASSIFIED]
Date: Tuesday, 20 February 2018 11:28:00 AM

Hi Alan,

Thanks for your help with this. We have made a couple of changes to the text below. It is now good to go (not sure if you need to double check we haven't mucked up the formatting before you send).

It would be great if this could be issued today. Let me know if you need anything else from us.

Kind regards,
Helen

From: Mahar, Nicole
Sent: Tuesday, 20 February 2018 11:08 AM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: Creative services panel - Meet the buyers - Preview [SEC=UNCLASSIFIED]

Looks good - thanks

From: Gombar-Millynn, Helen
Sent: Tuesday, 20 February 2018 10:58 AM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: FW: Creative services panel - Meet the buyers - Preview [SEC=UNCLASSIFIED]

Hi Nicole,

Please find revised invite below for your feedback and approval.

Thanks,
Helen

From: Mahar, Nicole
Sent: Monday, 19 February 2018 3:14 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: FW: Creative services panel - Meet the buyers - Preview [SEC=UNCLASSIFIED]

Hi Helen

I think this looks great. Do we need to provide any special info about allowing time for security screening (can't remember what we discussed).

N

From: ACT Government [<mailto:WholeofGovComms=act.gov.au@cmail20.com>] **On Behalf Of** ACT Government

Sent: Monday, 19 February 2018 3:10 PM

To: Mahar, Nicole <Nicole.Mahar@act.gov.au>

Subject: Creative services panel - Meet the buyers - Preview



Creative Services Panel

Meet the buyers



You are invited to meet key ACT Government buyers of creative services, hear a panel discussion and enjoy light networking morning tea.

WHEN

Thursday 8 March
10am - 12pm

WHERE

Legislative Assembly Reception Room
196 London Circuit

RSVP

WholeofGovComms@act.gov.au
by Wednesday 28 February 2018

Please note places are limited to a maximum of two representatives.

Please include any questions you would like answered as part of the discussion in your RSVP.

Chief Minister, Treasury and Economic Development Directorate
GPO Box 158, Canberra ACT 2601

[Unsubscribe](#)

From: [Mahar, Nicole](#)
To: [Ghirardello, Georgia](#); [Gombar-Millynn, Helen](#)
Subject: Comms from CM [SEC=UNCLASSIFIED]
Date: Tuesday, 20 February 2018 10:25:59 AM
Attachments: [image001.jpg](#)

Coordinated communications

We also need to continually drive improvement in our communications and engagement with the Canberra community. We are too small to have inconsistent or uncoordinated messaging, and we need to ensure community perceptions are well understood to inform policy and project development

The Government has learnt that good policy that is well branded and communicated achieve dividends in the longer term. Early engagement and communication will continue to be important, particularly in areas where reform is ongoing such as health, community services, education and justice.

Communications has changed dramatically in recent years, and it's no longer good enough to focus only on media and issues management, and what's reported in the Canberra Times or on AM radio. These days if a story becomes a media issue to be managed, it is a good indication that we didn't do the early work to understand the expectations of the community, and we didn't clearly communicate what was negotiable, and what wasn't.

I'm walking the walk here – we have implemented a central communications unit in the Executive, comprising experienced media and communications advisors from across the floor, as well as new members. They are responsible for one of the key comms

deliverables mirrored by communications working groups that have been established across the ACTPS: community engagement, digital strategy and production, advertising and branding and design.

Your teams also need the expertise in these distinct communications channels to deliver modern, quality communications products for the government and the community.

We've established weekly reporting to Cabinet on WHOG communications, to ensure Cabinet has a full picture, for the first time ever, on the views of the community, the sentiment and reach of our media and social media, emerging trends and the effectiveness of our major campaigns and engagements.

Change is always challenging, as you all know. But this change is worth it.

I ask that you, and your communications teams, work closely and constructively with my Communications Unit, headed up by Ed O'Daly from my office. For most of you, day-to-day interactions with a Minister's media team will change very little – most of the advisors you are used to will remain allocated to their Ministers.

I also ask you to think deeply about improving community engagement. In the New Year we will be commencing a significant reform project to improve our collective community engagement efforts, to find innovative ways to engage with the many, many

people who don't listen to AM radio or read the Canberra Times.

It is essential that we take more control of the public debate. We should be out there early and consistently talking with the community about everything we are doing in improving the life of all Canberrans.

As executives you need to be the champions of change in your organisations. It is you, the leaders in this room, who will create the environments for success. You need to engage with risk and cultivate the culture of modern communications and engagement with your staff.

Sometimes things don't always go as planned and that's ok – as long as we kept everyone informed about what we were trying to achieve, and how we were trying to achieve it.

I also ask you to more actively manage the quality and consistency of day-to-day work. We have an ambitious agenda and a clear mandate to drive major transformational change for Canberra.

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

1710_Email_Signature_LP



From: [Mahar, Nicole](#)
To: [Perkins, Anita](#)
Cc: [Gombar-Millynn, Helen](#)
Subject: FOR REVIEW: Format and Panel for CSP meet and greet event [SEC=UNCLASSIFIED]
Date: Wednesday, 21 February 2018 2:24:00 PM
Attachments: [image001.jpg](#)

Hi Anita

For the Creative Services Panel meet the buyer events next month, this is our suggested format. It's a little tricky as the CM is only available between 11 and 11.30am and we don't want to go over in to lunch time. We think a split networking session will work well, allowing people to get themselves a cuppa on arrival, meet a few people and then do some more heavy duty networking once they've seen the Q&A and know a bit more about the buyers etc. Let me know if you have any issues.

Could you please provide your thoughts on the panel. Are you happy to facilitate it or would you prefer to be on it?

I'd like to approach the people to take part ASAP. What do you think about Lachlan, would it be better to invite Cherie?

TIME	FUNCTION	SPEAKER
10:00	Arrive / sign in/ name tags	Morning tea, buyers and suppliers meet, and mingle
10:30	Welcome and present C&ES to set the scene (PowerPoint)	Anita Perkins
10:45	Panel Q&A with reps from key areas facilitated by Anita	Karen Wilden (EPSDD) Elizabeth Tobler (Health) Lachlan Leslie (TCCS) Jonathan Kobus or Katherine Fraser (CMTEDD – Visit Canberra) Jody Gleeson (EPSDD – SLA) Rohan Whitmore (CMTEDD – Digital and Design)
11:15	Anita Perkins introduces Chief Minister	Anita Perkins
11:17	Chief Minister speaks	Andrew Barr
11:20	Closing remarks	Anita Perkins
11:22	Opportunity for further networking for buyers and suppliers	N/A
12.00	Event finishes	

Thanks
Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications
Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

1710_Email_Signature_LP



From: [Bromhead, Amy](#)
To: [Mahar, Nicole](#); [Ghirardello, Georgia](#)
Subject: CM presentation [SEC=UNCLASSIFIED]
Date: Wednesday, 21 February 2018 3:06:52 PM
Attachments: [Arrangements Brief CM 2017 address to comms staff.doc](#)
[2017 CM address - Anita's intro.doc](#)

Found these in this folder - [G:\CSEP\Communications\Briefs and Ministerials\2017\Function Briefs](#)

Amy Bromhead | Whole of Government Communications

Phone: 02 6207 4675

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | **ACT Government**

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Part-time: Monday, Tuesday, Wednesday

ARRANGEMENTS BRIEF

FUNCTION:	Address ACTPS communications and engagement staff
VENUE:	The Johnson Auditorium, Pilgrim House, 69 Northbourne Avenue
HOST:	Name: Anita Perkins Mobile: 0407 073 000
DAY:	Wednesday
DATE:	22 February 2017
TIME:	11 am - 11.45 am
TIME COMMITMENT:	45 minutes
CATERING:	N/A
DRESS CODE:	Business
YOUR ROLE:	20 minute speech followed by questions from the floor Microphone and lectern available†
WHERE TO PARK:	N/A
WHO WILL MEET YOU:	Anita Perkins will meet you in the foyer of Pilgrim House
ADVISOR ATTENDING:	TBA
AUDIENCE:	Approximately 150 communications and engagement staff, managers and senior executives from across the ACTPS
VIPs:	N/A
PAST INVOLVEMENT:	N/A
SENSITIVITIES:	N/A
ORDER OF CEREMONIES	10:55 am: Music plays with slideshow on screen as people arrive 11.00 am: Ms Anita Perkins introduces the Chief Minister 11.05 am: Chief Minister speaks 11.25 am: Ms Anita Perkins gives vote of thanks and asks for questions from the floor 11.27 am: Chief Minister answers questions from the floor 11.45 am: Event concludes
MEDIA:	N/A

Anita Perkins – Speaking notes

Acknowledgements

- Traditional owners: I acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Introduction

- I am delighted to see so many of you here today to hear from Chief Minister Andrew Barr about his vision for communicating and engaging with our community.
- Chief Minister Barr is a proud Canberran, social progressive, economic reformer, sports lover and avid social media user.
- The Chief Minister was the first Minister to have a social media presence in the ACT and has more followers than any other local MLAs including 18,000 followers on Twitter, 4,000 followers on Instagram and over 9,000 likes on Facebook.
- In the early social media years the Chief Minister even did away with media releases in favour of Twitter.
- The Chief Minister is a self-described Hawthorn FC and Rolling Stones fanatic and enjoys watching the Hawks and rocking out to Stones when he can find the time.
- Chief Minister Barr has lived in 15 suburbs throughout Canberra over 39 years including Macgregor, Flynn, Kambah, Torrens, Stirling, Chapman, Hawker, Fraser, Florey, Campbell, O'Connor, Pearce, Barton and Braddon. He currently lives with his partner Anthony in Dickson.
- Born in Lismore NSW and raised in Canberra, Chief Minister Barr attended numerous schools throughout the capital including Holt

Preschool, the Association of Modern Education (AME) School, Turner Primary School, Lyneham High School and Lake Ginninderra College.

- After high school, the Chief Minister enrolled at the ANU, graduating with a Bachelor of Arts (Policy Studies), having studied political science, economics and economic history.
- Upon graduation from ANU, Chief Minister Barr worked for Federal parliamentarian Annette Ellis and later future Chief Minister Jon Stanhope, before moving to the private sector to work for former media company Reame.
- Chief Minister Barr has been a member of the ACT Legislative Assembly since April 2006, and Chief Minister of the ACT since December 2014. He is also the ACT Treasurer, as well as the Minister for Economic Development and Minister for Tourism and Major Events.
- His priorities in the Legislative Assembly and as Chief Minister of the ACT, include promoting Canberra's economic development and investing in public infrastructure such as hospitals, public transport, schools and sport facilities.
- The Chief Minister wants to see the evolution and renewal of Canberra, which has already been named the world's most liveable city, continue for years to come.
- Chief Minister Barr understands the importance of the work we collectively do, and has made communications a weekly Cabinet agenda item and has supported the visibility and professionalization of our work, which in the past was often seen as just writing a press release for a ministerial announcement.
- Please join me in warmly welcoming to the stage Chief Minister Andrew Barr.

ENDS

From: [Bogg, Sharon](#)
To: [WholeofGovComms](#)
Subject: RE: Creative Services Panel - Meet the buyers [SEC=UNCLASSIFIED]
Date: Thursday, 22 February 2018 2:56:00 PM

Thanks for letting me know, and of course I will let you know if I receive any rsvps.

Kind Regards

Sharon Bogg

Contract Manager
Contracts and Category Management | Goods & Services Procurement
Phone: +61 2 6205 0577

From: Gombar-Millynn, Helen **On Behalf Of** WholeofGovComms
Sent: Thursday, 22 February 2018 11:02 AM
To: Bogg, Sharon <Sharon.Bogg@act.gov.au>
Subject: FW: Creative Services Panel - Meet the buyers [SEC=UNCLASSIFIED]

Hi Sharon,

I just wanted to let you know we sent the invite for the meet the buyers event on Tuesday (see below) and have received 10 RSVPs from panel members so far. If any of them RSVP to you, could you please forward their details to us so we can add them to the list?

In terms of the event itself, we have the following draft Agenda with Anita for approval (FYI):

TIME	FUNCTION	SPEAKER
10:00	Arrive / sign in/ name tags	Morning tea, buyers and suppliers meet, and mingle
10:30	Welcome and present C&ES to set the scene (PowerPoint)	Anita Perkins
10:45	Panel Q&A with reps from key areas facilitated by Anita	Karen Wilden (EPSDD) Elizabeth Tobler (Health) Lachlan Leslie (TCCS) Jonathan Kobus or Katherine Fraser (CMTEDD – Visit Canberra) Jody Gleeson (EPSDD – SLA) Rohan Whitmore (CMTEDD – Digital and Design)
11:15	Anita Perkins introduces Chief Minister	Anita Perkins
11:17	Chief Minister speaks	Andrew Barr
11:20	Closing remarks	Anita Perkins
11:22	Opportunity for further networking for buyers and suppliers	N/A

12.00

Event finishes

Thanks,
Helen



Creative Services Panel

Meet the buyers

You are invited to meet key ACT Government buyers of creative services, hear a panel discussion and enjoy a light networking morning tea.

WHEN

Thursday 8 March
10am - 12pm

WHERE

Legislative Assembly Reception Room
196 London Circuit

RSVP

WholeofGovComms@act.gov.au
by Wednesday 28 February 2018

Please note places are limited to a maximum of two representatives.

Please include any questions you would like answered as part of the discussion in

your RSVP.

Chief Minister, Treasury and Economic Development
Directorate, GPO Box 158, Canberra ACT 2601

[Unsubscribe](#)

From: [Gombar-Millynn, Helen](#)
To: [Mahar, Nicole](#)
Cc: [Ghirardello, Georgia](#)
Subject: Creative services panel arrangements brief and speaking notes [SEC=UNCLASSIFIED]
Date: Friday, 23 February 2018 12:03:14 PM
Attachments: [2018 Andrew Barr MLA Arrangements Brief draft.docx](#)
[image001.jpg](#)

Hi Nicole,

Please find attached draft Arrangements Brief and Speaking Notes for the creative services panel event for you feedback and approval.

Please let me know if you would like any changes before we upload to TRIM.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



Andrew Barr MLA – Arrangements Brief

FUNCTION:	Meet the Creative Services Panel
VENUE:	Legislative Assembly Reception Room
HOST:	Name: Anita Perkins Mobile: 0407 073 000
DAY:	Thursday
DATE:	8 March 2018
TIME:	11am
TIME COMMITMENT:	30 minutes
CATERING:	Light morning tea
DRESS CODE:	Business
YOUR ROLE:	Short speech, microphone and lectern available.
WHERE TO PARK:	N/A
WHO WILL MEET YOU:	Nicole Mahar, Deputy Director, Whole of Government Communications
ADVISOR ATTENDING:	Yes
AUDIENCE:	ACTPS staff and representatives of the creative services panel, including local and interstate companies providing services in the following categories: advertising, marketing, communications and engagement, digital, graphic design, photography and video.
VIPs:	N/A
PAST INVOLVEMENT:	N/A
SENSITIVITIES:	N/A
ORDER OF CEREMONIES	<p>10.00am Morning tea for buyers and suppliers to meet and mingle</p> <p>10.30am Present Communications and Engagement Strategy (Anita Perkins)</p> <p>10.45am Panel discussion with representatives from key areas across government including Karen Wilden (EPSDD), Elizabeth Tobler (Health), Lachlan Leslie (TCCS), Katherine Fraser (Visit Canberra), Jody Gleeson (Suburban Land Agency) and Rohan Whitmore (CMTEDD Digital and Design)</p> <p>11.15am Anita Perkins introduces Chief Minister</p> <p>11.17am Chief Minister speaks</p> <p>11.20am Closing remarks by Anita Perkins</p> <p>11.22am Opportunity for further networking for buyers and suppliers</p> <p>12:00pm Event concludes</p>

AUSTRALIAN CAPITAL TERRITORY LEGISLATIVE ASSEMBLY

London Circuit, Canberra ACT 2601, Australia GPO Box 1020, Canberra ACT 2601, Australia
 Phone +61 2 6205 0011 Fax +61 2 6205 0157 Email barr@act.gov.au



@ABarrMLA



AndrewBarrMLA



andrewbarr

MEDIA:	N/A
SOCIAL MEDIA ACCOUNTS	N/A
OUTSTANDING REGULATORY ISSUES	N/A

SPEAKING NOTES FOR THE

CREATIVE SERVICE PANEL EVENT

10AM – 12PM, THURSDAY 8 MARCH 2018

LEGISLATIVE ASSEMBLY RECEPTION ROOM

Acknowledgements

- Traditional owners: I acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Speaking notes

- It is wonderful to see so many representatives of our new creative services panel here today. Congratulations to you all on your appointment to panel – I understand it was a highly competitive process.
- Canberra is an innovative, smart and fun city. It is little wonder that we have a vibrant creative services industry.
- In developing the new panel arrangements, our guiding principles and key priorities have been to ensure the panel balances the ability to provide excellent value for money, the flexibility to use providers who do exceptional work, a high level of reporting and transparency and, opportunities for local industry.
- We want to be better connected with our suppliers and have a much greater understanding of your capabilities and strengths. Events like the one today will hopefully help us achieve this and make us easier to work with.
- Canberra is a progressive and rapidly growing city. We're getting ready for a city which will be home to 500,000 people by 2030.

- We're planning for where Canberrans will live, the schools and hospitals they will need, how they will easily move around the city and adapt to a changing climate.
- As our city expands, we want to ensure it remains inclusive, innovative, healthy, smart, active and fun. A city Canberrans are proud to call home.
- Although we are rapidly growing, we are too small to have inconsistent or uncoordinated messaging.
- The Government has learnt that good policy that is well branded and communicated achieves dividends in the longer term.
- With the launch of the whole of government strategic plan our directorates are better equipped for cohesive communication across all channels.
- As you have already heard from the panel today, each directorate needs the expertise of the creative services panel to deliver modern, quality communications products for the government and the community.
- Communications has changed dramatically in recent years, and we need to ensure we keep pace with the changes. It's not good enough to just do what we have always done.
- We're very keen to embrace new technologies and techniques of communicating with our community and we're very keen to work closely with industry to get the best outcome possible.
- In an increasingly cluttered environment, where we are constantly bombarded with information, we will be relying on your knowledge, your skills and your ability to think-outside-the-box to help us cut through the noise and effectively communicate with the people of Canberra.

- Everyone in this room has the opportunity to play a part in improving the way we inform our community about what the government is doing for them.
- Collectively, we need to ensure our communications are concise, engaging and delivered using the most appropriate channels to reach our intended audiences.
- Don't let your client tell you 'Canberra' is the target audience. We are a diverse community with a wealth of stories to draw on.
- We want you, our creative services providers, to challenge us, inspire us and go beyond the ordinary. We want to learn from you and work with you to be a world leader in government communications.
- To achieve this goal we need to delve deeper and work smarter to reach our target audiences, using market research and audience analytics to help us create meaningful localised content that resonates with its target audiences.
- Many of you will have the opportunity to play a part in strengthening our community engagement, helping ensure all Canberrans have a say on decisions that affect them.
- Canberra is a progressive and inclusive city. We were the first jurisdiction in the nation to legislate marriage equality. We are also the first to celebrate our Aboriginal and Torres Strait Islander culture and community with a Reconciliation Day public holiday and the only parliament in Australia being governed by a female majority.
- It is vital that our inclusivity is reflected in the way we communicate with and engage our community. We need to continue to strive to reach the hard-to-reach audiences, to include them in our

decision making – ensuring demographically representative engagement becomes standard practice.

- Everyone is extremely busy, so it's crucial that we find a way to understand the range of services on offer and how they are changing and evolving. We're looking forward to hearing from you about how we might do that in a meaningful and practical way.
- Working in communications and engagement can be as challenging as it is rewarding. However I look forward to seeing the great collective efforts of the creative service panel and my government in 2018.

ENDS

From: [Gombar-Millynn, Helen](#)
To: [Perkins, Anita](#)
Cc: [Mahar, Nicole](#); [Ghirardello, Georgia](#)
Subject: Creative services panel arrangements brief and speaking notes in TRIM for your approval [SEC=UNCLASSIFIED]
Date: Friday, 23 February 2018 3:59:29 PM
Attachments: [image001.jpg](#)
[Creative Services Panel Event Arrangements Brief and Speaking Notes.docx](#)

Hi Anita,

The attached Arrangements Brief and Speaking Notes for the creative services panel event have now been uploaded to TRIM for your approval (Record CM18/15817). They have been cleared by Nicole.

They are saved in the following folder CMTEDD2018/297 - GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - MEETING BRIEF REQUEST CM - Meet the Creative Services Panel - Date 8 March 2018 .

Please feel free to contact me if you have any questions or require anything further.

I hope you have a lovely weekend.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



Andrew Barr MLA – Arrangements Brief

FUNCTION:	Meet the Creative Services Panel
VENUE:	Legislative Assembly Reception Room
HOST:	Name: Anita Perkins Mobile: 0407 073 000
DAY:	Thursday
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TIME:	11am
TIME COMMITMENT:	30 minutes
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DRESS CODE:	Business
YOUR ROLE:	Short speech, microphone and lectern available.
WHERE TO PARK:	N/A
WHO WILL MEET YOU:	Nicole Mahar, Deputy Director, Whole of Government Communications
ADVISOR ATTENDING:	Yes
AUDIENCE:	ACTPS staff and representatives of the creative services panel, including local and interstate companies providing services in the following categories: advertising, marketing, communications and engagement, digital, graphic design, photography and video.
VIPs:	N/A
PAST INVOLVEMENT:	N/A
SENSITIVITIES:	N/A
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AUSTRALIAN CAPITAL TERRITORY LEGISLATIVE ASSEMBLY

London Circuit, Canberra ACT 2601, Australia GPO Box 1020, Canberra ACT 2601, Australia
 Phone +61 2 6205 0011 Fax +61 2 6205 0157 Email barr@act.gov.au



@ABarrMLA



AndrewBarrMLA



andrewbarr

MEDIA:	N/A
SOCIAL MEDIA ACCOUNTS	N/A
OUTSTANDING REGULATORY ISSUES	N/A

SPEAKING NOTES FOR THE

CREATIVE SERVICE PANEL EVENT

10AM – 12PM, THURSDAY 8 MARCH 2018

LEGISLATIVE ASSEMBLY RECEPTION ROOM

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- Traditional owners: I acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

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- Although we are rapidly growing, we are too small to have inconsistent or uncoordinated messaging.
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- With the launch of the whole of government strategic plan our directorates are better equipped for cohesive communication across all channels.
- As you have already heard from the panel today, each directorate will at different times, and in different ways, need the expertise of the creative services panel to deliver modern, quality communications products.
- You know and we know, that communications has changed dramatically in recent years. We need to ensure we keep pace with those changes and we know it's not good enough to just do what we have always done.
- We're keen to embrace new technologies and ways of communicating with our community and we're very keen to work closely with you, our industry partners, to get the best outcome possible.
- In an increasingly cluttered environment, where we are constantly bombarded with information, we will be relying on your

knowledge, your skills and your ability to think differently to help us cut through the noise and effectively communicate with the people of Canberra.

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and the only parliament in Australia currently being governed by a female majority.

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- We all know that everyone is extremely busy, so it's crucial that we find a way to understand the range of services on offer and how they are changing and evolving. We're looking forward to hearing from you about how we might do that in a meaningful and practical way.
- Working in communications and engagement can be as challenging as it is rewarding. However I look forward to seeing the great collective efforts of the creative service panel and my government in 2018.

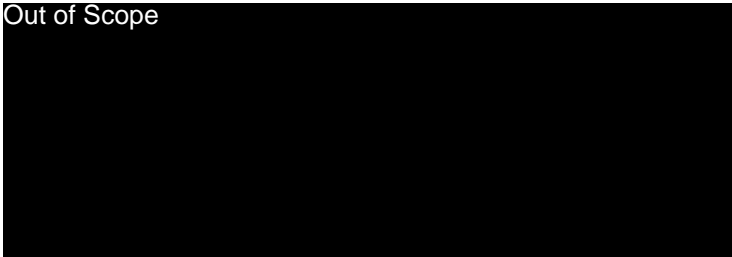
ENDS

AGENDA

Meeting of the Coordinated Communications Network (CCN)

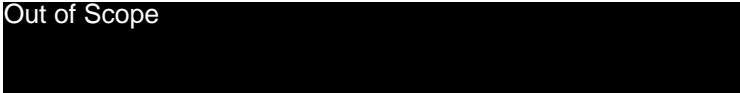
9.30am, Tuesday 27 February 2018
Level 1 meeting room, Nara Centre

Out of Scope



6. Creative Services meet and greet event (Nicole)

Out of Scope



MINUTES

27 February 2018 at Nara House

Attendees

- Anita Perkins, CMTEDD (Chair)
- Melanie Skinner, City Renewal Authority
- Fiona Dolan, CMTEDD
- Emily Springett, CMTEDD
- Karen Stewart-Moore, CMTEDD
- Joanna Le, CMTEDD
- Tania Navarro, CMTEDD
- Helen Gombar-Millynn, CMTEDD
- Felicity Lewer, CSD
- Ali Jacques, Education
- Meredith Leach, ESA
- David Jean, Health
- Ellena Bisset, JACS
- Katherine Fraser, Visit Canberra

Apologies

- Ed O'Daly, Chief Minister's Office
- Jody Gleeson, Suburban Land Authority
- Karen Wilden, EPSDD
- Jonathan Kobus, Visit Canberra
- Jo Verden, Visit Canberra
- Lachlan Leslie, TCCS
- Elizabeth Tobler, Health
- Emily Springett, CMTEDD
- Nicole Mahar, CMTEDD
- Luke Hall, Publishing Services, Shared Services
- Margaret Stewart, Education
- Kaylee Rutland, ESA

Agenda Topics

Item	Issues/Key Discussion	Action required
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Out of Scope

Item	Issues/Key Discussion	Action required
------	-----------------------	-----------------

Out of Scope

6	<p>Creative Services meet and greet event (Helen)</p> <ul style="list-style-type: none"> The Creative Services meet and greet event will be held next Thursday 8 March. This is an important event to meet businesses on the Creative Services Panel and who you may seek to use in future communications work. 	<p><i>Please RSVP to the event and pass the invite on to relevant staff in your team or directorate.</i></p>
---	--	--

Out of Scope

Meeting concluded at 11.00am.

From: [Mahar, Nicole](#)
To: [Gleeson, Jody](#)
Cc: [Gombar-Millynn, Helen](#); [Ghirardello, Georgia](#)
Subject: RE: Q&A Panel for the Creative Services "meet the buyer event" [SEC=UNCLASSIFIED]
Date: Wednesday, 28 February 2018 9:16:00 AM
Attachments: [image001.jpg](#)

Thanks Jody. I wasn't in yesterday, so apologies for not replying to your message about CCN.

Cheers

Nicole

From: Gleeson, Jody
Sent: Tuesday, 27 February 2018 6:42 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

Count me in!

From: Mahar, Nicole
Sent: Monday, 26 February 2018 4:44 PM
To: Wilden, Karen <Karen.Wilden@act.gov.au>; Kobus, Jonathan <Jonathan.Kobus@act.gov.au>; Fraser, Katherine <Katherine.Fraser@act.gov.au>; Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

Hi Karen, Jonathon, Katherine, Jody and Rohan

Thanks to those of you who have accepted the invitation to attend the 'Creative Services Panel: Meet the Buyers' event on **Thursday 8 March**. As part of the event Anita will conduct a short Question and Answer session with reps of various comms areas. It's intended to be a brief and informal way of providing industry attendees with an understanding of our different needs and priorities. We'd really appreciate if you would consider being part of the panel.

The questions would mainly relate to priority projects/prospects you have this year (mostly those identified in the C&E Strategy) and any other needs you routinely outsource in this space, including:

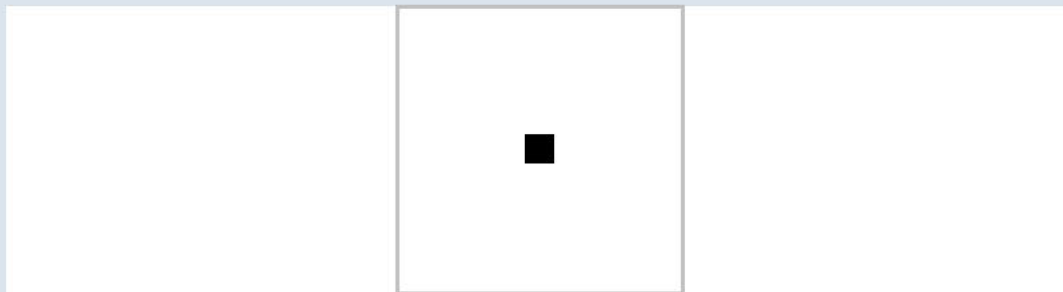
- Tell us about the work your directorate or agency does and what are the priority projects (relevant to the panel) this year?
- Who are your stakeholders and audiences? Which areas of the community are you focused on helping and which areas are you focused on communicating with?
- Give us a sense of the type of work you might require in the next 12 to 18 months across the panel categories of marketing, advertising, comms and engagement, digital, graphic design and photography and video.
- What is the best way the businesses here today can get an understanding of your needs and preferences in this space?
- What do you think are the most important next steps the ACT Government and your directorate need to take in order to better communicate with the community? What do you think we need to focus on doing better?

We've also asked the attendees to provide in advance any questions they'd like to ask of the panel. The agenda, including suggested panel, and the invitation is below for your information.

If you could please let me know if you're available to take part as soon as possible I'd really appreciate it.

Thanks
Nicole

TIME	FUNCTION	SPEAKER
10:00	Arrive / sign in/ name tags	Morning tea, buyers and suppliers meet, and mingle
10:30	Welcome and present C&ES to set the scene (PowerPoint)	Anita Perkins
10:45	Panel Q&A with reps from key areas facilitated by Anita	Pending confirmation: Karen Wilden (EPSDD) Jonathan Kobus <i>or</i> Katherine Fraser (CMTEDD – Visit Canberra) Jody Gleeson (EPSDD – SLA) Rohan Whitmore (CMTEDD – Digital and Design)
11:15	Anita Perkins introduces Chief Minister	Anita Perkins
11:17	Chief Minister speaks	Andrew Barr
11:20	Closing remarks	Anita Perkins
11:22	Opportunity for further networking for buyers and suppliers	N/A



Creative Services Panel
Meet the buyers

You are invited to meet key ACT Government buyers of creative services, hear a panel discussion and enjoy light networking morning tea.

WHEN

Thursday 8 March
10am - 12pm

WHERE

Legislative Assembly Reception Room
196 London Circuit

RSVP

WholeofGovComms@act.gov.au
by Wednesday 28 February 2018

Please note places are limited to a maximum of two representatives.

Please include any questions you would like answered as part of the discussion in your RSVP.

Chief Minister, Treasury and Economic Development Directorate
GPO Box 158, Canberra ACT 2601

[Unsubscribe](#)

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

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—

From: [Mahar, Nicole](#)
To: [Whitmore, Rohan](#)
Subject: Re: Q&A Panel for the Creative Services "meet the buyer event" [SEC=UNCLASSIFIED]
Date: Wednesday, 28 February 2018 9:47:46 AM
Attachments: [image001.jpg](#)

Great - thanks

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications | Chief Minister, Treasury and Economic Development Directorate | ACT Government

On 26 Feb 2018, at 9:44 pm, Whitmore, Rohan <Rohan.Whitmore@act.gov.au> wrote:

Hi Nicole

Happy to participate.

Rohan 😊

From: Mahar, Nicole
Sent: Monday, 26 February 2018 4:44 PM
To: Wilden, Karen <Karen.Wilden@act.gov.au>; Kobus, Jonathan <Jonathan.Kobus@act.gov.au>; Fraser, Katherine <Katherine.Fraser@act.gov.au>; Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

Hi Karen, Jonathon, Katherine, Jody and Rohan

Thanks to those of you who have accepted the invitation to attend the 'Creative Services Panel: Meet the Buyers' event on **Thursday 8 March**. As part of the event Anita will conduct a short Question and Answer session with reps of various comms areas. It's intended to be a brief and informal way of providing industry attendees with an understanding of our different needs and priorities. We'd really appreciate if you would consider being part of the panel.

The questions would mainly relate to priority projects/prospects you have this year (mostly those identified in the C&E Strategy) and any other needs you routinely outsource in this space, including:

- <!--[if !supportLists]-->• <!--[endif]-->Tell us about the work your directorate or agency does and what are the priority projects (relevant to the panel) this year?
- <!--[if !supportLists]-->• <!--[endif]-->Who are your stakeholders and audiences? Which areas of the community are you focused on helping and which areas are you focused on communicating with?
- <!--[if !supportLists]-->• <!--[endif]-->Give us a sense of the type of work you might require in the next 12 to 18 months across the panel categories of marketing, advertising, comms and engagement, digital, graphic design and photography and video.
- <!--[if !supportLists]-->• <!--[endif]-->What is the best way the businesses here today can get an understanding of your needs and preferences in this space?
- <!--[if !supportLists]-->• <!--[endif]-->What do you think are the most important next steps the ACT Government and your directorate need to take in order to better communicate with the community? What do you think we need to focus on doing better?

We've also asked the attendees to provide in advance any questions they'd like to ask of the panel. The agenda, including suggested panel, and the invitation is below for your information.

If you could please let me know if you're available to take part as soon as possible I'd really appreciate it.

Thanks
Nicole

From: [Mahar, Nicole](#)
To: [Wilden, Karen](#)
Cc: [Gombar-Millynn, Helen](#); [Ghirardello, Georgia](#)
Subject: RE: Q&A Panel for the Creative Services "meet the buyer event" [SEC=UNCLASSIFIED]
Date: Wednesday, 28 February 2018 11:29:58 AM
Attachments: [image001.jpg](#)

Thanks Karen. It's unlikely that she'll get to ask everyone all of the questions. If there are specific issues you would like to focus on (or stay away from) just let us know and we'll include it in the brief.

Thanks again

Nicole

From: Wilden, Karen
Sent: Monday, 26 February 2018 8:18 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

I'm available, but I'll have to give thought to the Q&As.... Big scope....

Karen Wilden

Director | Engagement and Executive Services
ph: +61 2 6207 6196 e: karen.wilden@act.gov.au
Environment Planning and Sustainable Development Directorate
ACT Government | Dame Pattie Menzies House
GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Mahar, Nicole
Sent: Monday, 26 February 2018 4:44 PM
To: Wilden, Karen <Karen.Wilden@act.gov.au>; Kobus, Jonathan <Jonathan.Kobus@act.gov.au>; Fraser, Katherine <Katherine.Fraser@act.gov.au>; Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

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- Tell us about the work your directorate or agency does and what are the priority projects (relevant to the panel) this year?
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- What is the best way the businesses here today can get an understanding of your needs and preferences in this space?
- What do you think are the most important next steps the ACT Government and your directorate need to take in order to better communicate with the community? What do you think we need to

From: [Mahar, Nicole](#)
To: [Bogg, Sharon](#)
Cc: [Gombar-Millynn, Helen](#)
Subject: RE: Meet the buyers event [SEC=UNCLASSIFIED]
Date: Thursday, 1 March 2018 9:53:00 AM
Attachments: [image001.jpg](#)

Thanks Sharon

It would be great if you would pass on the info re the event to Rita and Dave, more as a courtesy, but also as an invitation if they feel they'd like to attend. I don't think you need to prepare anything.

Thanks for the info re invoicing. Helen and I had a productive meeting with Katherine last week and are meeting today to try to finalise the SOR for circulation. Katherine provided really great insight especially re pricing so we'll do our best to incorporate that.

Thanks
Nicole

From: Bogg, Sharon
Sent: Thursday, 1 March 2018 8:07 AM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: Meet the buyers event [SEC=UNCLASSIFIED]

hi Nicole

Hope things are going well in Comms.

To be honest, I can't remember if I have spoken to Rita about the buyer event, I know I haven't spoken with Dave. I will speak with Rita this morning about the event and then one of us can talk to Dave if you like. Also, do you need me to do anything in prep for the event?

Just on another note, I have received a response from my colleague in Finance, (I had asked her to check to see if we needed to include any other info in clause 3.7 of the SOR - see below), and she advised that 3.7.1 and 3.7.3 covers the two important points.

3.7 Accounting and Invoicing

- 3.7.1 Service Providers will be responsible for collating, checking and reconciling accounts relating to each Agency/Directorate and will be solely responsible to the media for payment of booked advertising.
- 3.7.2 Service Providers will be required to individually invoice each Agency/Directorate for media services provided and for all booked media.
- 3.7.3 Service Providers must provide itemised tax invoices within the timeframes in the Work Order accurately detailing the following:
 - (a) Deed number, invoice date and reference number
 - (b) name of Agency/Directorate and Requesting Officer, address and dates of services

delivered

- (c) name and contact details of the Service Provider's nominated contact officer
- (d) cost components, including GST breakdown where applicable.

Kind Regards

Sharon Bogg

Contract Manager
Contracts and Category Management | Goods & Services Procurement
Phone: +61 2 6205 0577

From: Mahar, Nicole
Sent: Wednesday, 28 February 2018 4:47 PM
To: Bogg, Sharon <Sharon.Bogg@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: Meet the buyers event [SEC=UNCLASSIFIED]

Hi Sharon

I hope you're well. I can't remember if Ive discussed this with you or only with Helen ... Do you know if Dave Purser and Rita are aware of the meet the buyer event next Thursday? If not, do I need to make them aware or would it be better for you to do it?

I apologies if we haven't actually made this clear before now, but I think it would be great for you to be there so that we can introduce you to buyers and suppliers. IF Rita and/or Dave can make it that would be great too.

Anyway, happy to discuss.

Thanks
Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

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From: [Gombar-Millynn, Helen](#)
To: [Perkins, Anita](#)
Cc: [Mahar, Nicole](#); [Kancans, Katriina](#); [Ghirardello, Georgia](#)
Subject: Creative Services Panel event update and catering budget for your approval [SEC=UNCLASSIFIED]
Date: Thursday, 1 March 2018 4:01:13 PM
Attachments: [image001.jpg](#)

Hi Anita,

We just wanted to give you an update on the creative services panel event next week and seek your urgent approval on the budget below as the catering needs to be confirmed by COB today (if possible).

If we proceed with the proposal below, the total cost for the event would be **\$1,323**.

RSVP's:

-

RSVP's closed yesterday. We have a total of 95 people attending (in addition to the speakers) including:

- 46 supplier representatives (from 26 companies)
- 49 ACTPS staff (14 from CMTEDD, 14 EPSDD, 5 Health, 5 TCCS, 5 JACS, 3 Education, 2 CSD, 1 ESA).

Based on the numbers attending we recommend catering for 70 people as outlined below.

Catering

-

Coffee/Tea @ \$5p/p x 70 serves(including crockery)	\$350
Mixed platter @ \$7.80 p/p x 35 serves (2 sweet & 1 savoury item p/p)	\$273
Fruit platter @ \$6.90p/p x 35 guests	\$241.50
1 Wait staff @ \$50 p/h (minimum 3 hour shift)	\$150.00
Delivery charges	\$12.50
Total catering cost	\$1,027

Please note while the venue hire is free there are a couple of costs associated with hiring equipment as outlined below:

Equipment

-

Data projector and screen	\$136
Glasses @ \$1 p/p x 50	\$50
Tablecloths @\$27.50 x 4 (includes dry cleaning)	\$110
Total equipment hire costs	\$296

We had a site visit today and can confirm that we can use our own laptop for the PowerPoint. There is also a podium with microphone provided free of charge, along with two hand-held microphones and a lapel microphone.

Please feel free to contact me if you have any questions or require further information.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

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From: [Gombar-Millynn, Helen](#)
To: [Fraser, Katherine](#)
Cc: [Mahar, Nicole](#)
Subject: RE: Creative Services Panel event on Thursday - Visit Canberra rep [SEC=UNCLASSIFIED]
Date: Monday, 5 March 2018 5:39:11 PM

That's wonderful new. We will touch base with you tomorrow to confirm details 😊

From: Fraser, Katherine
Sent: Monday, 5 March 2018 5:34 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: Re: Creative Services Panel event on Thursday - Visit Canberra rep [SEC=UNCLASSIFIED]

Thanks Helen it has been great! Lots of work but worth it. I am going to do it Jonathan asked me to

On 5 Mar 2018, at 5:33 pm, Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au> wrote:

Hi Katherine,

I hope you had a great weekend – I have heard only positive feedback on Enlighten!

I am just touching base to see if it will be yourself or Jonathan that will be on our Q&A panel at the Creative Services Panel event on Thursday.

Thanks,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

<image001.jpg>

From: [Mahar, Nicole](#)
To: [ODonoghue, Yersheena](#); [Perkins, Anita](#)
Cc: [Gombar-Millynn, Helen](#)
Subject: RE: CMs meeting with the Creative Services Panel (CMTEDD2018/297) [SEC=UNCLASSIFIED]
Date: Tuesday, 6 March 2018 9:07:00 AM

Thanks All!

From: ODonoghue, Yersheena
Sent: Tuesday, 6 March 2018 9:07 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: CMs meeting with the Creative Services Panel (CMTEDD2018/297)
[SEC=UNCLASSIFIED]

Perfect – thanks

Y

Yersheena O'Donoghue | Directorate Liaison Officer – Chief Minister's Office

Office of the Chief Minister

Chief Minister, Treasury and Economic Development Directorate | ACT Government

☎ (02) 6205 3029 | ✉ CMCDDLO@act.gov.au | ACT Legislative Assembly, 196 London Circuit Canberra City ACT 2601

From: Perkins, Anita
Sent: Tuesday, 6 March 2018 9:06 AM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>; ODonoghue, Yersheena <Yersheena.ODonoghue@act.gov.au>
Subject: RE: CMs meeting with the Creative Services Panel (CMTEDD2018/297)
[SEC=UNCLASSIFIED]

Sorry Yersheena. Thought id done this.

It was missing Nicole's and my approval/complete in the workflow. I've completed now.

From: Mahar, Nicole
Sent: Tuesday, 6 March 2018 9:03 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: RE: CMs meeting with the Creative Services Panel (CMTEDD2018/297)
[SEC=UNCLASSIFIED]

OK – I'll ask Alexandra to check

From: Perkins, Anita
Sent: Tuesday, 6 March 2018 9:01 AM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: CMs meeting with the Creative Services Panel (CMTEDD2018/297)
[SEC=UNCLASSIFIED]

I was sure I cleared it last week

From: Mahar, Nicole

Sent: Tuesday, 6 March 2018 9:01 AM

To: Perkins, Anita <Anita.Perkins@act.gov.au>

Subject: FW: CMs meeting with the Creative Services Panel (CMTEDD2018/297)
[SEC=UNCLASSIFIED]

Hi again

Do you have the arrangements brief for this in TRIM? Is there an issue with the brief you want fixed before approving?

Thanks

N

From: ODonoghue, Yersheena **On Behalf Of** CMCD DLO

Sent: Tuesday, 6 March 2018 8:52 AM

To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>

Subject: CMs meeting with the Creative Services Panel (CMTEDD2018/297) [SEC=UNCLASSIFIED]

Hi All,

Just chasing up the arrangements brief for the CMs meeting with the Creative Services Panel (CMTEDD2018/297)

It would be appreciated if I could get this ASAP – electronically/via TRIM is fine.

Thanks

Y

From: [O'Daly, Edward](#)
To: [Perkins, Anita](#)
Subject: creative services
Date: Tuesday, 6 March 2018 10:48:43 AM
Attachments: [Creative Services Panel Event Arrangements Brief and Speaking Notes.docx](#)

From this you only really need us from 11.15. Is that right?

Key speaking points to me are these. The highlighted one is new.

- Canberra is a progressive and rapidly growing city. We're getting ready for a city which will be home to 500,000 people by 2030.
- Although we are rapidly growing, we are too small to have inconsistent or uncoordinated messaging.
- The Government has learnt that good policy, well branded and well communicated, is critical to our community being well informed and keenly engaged with what's going on in their city.
- We're keen to embrace new technologies and ways of communicating with our community and we're very keen to work closely with you, our industry partners, to get the best outcome possible.
- Collectively, we need to ensure our communications are concise, engaging and delivered using the most appropriate channels to reach our intended audiences.
- Don't let your client (perhaps one of our staff) tell you 'Canberra' is the target audience. We are a diverse community with a wealth of stories to draw on.
- We want you, our creative services providers, to challenge us, inspire us and go beyond the ordinary. We want to learn from you and work with you to be a world leader in government communications.
- This means taking risks - *calculated risks*, but we need to cut through and we need to try new things.
- We need to delve deeper and work smarter to reach our target audiences, using market research and audience analytics to help us create meaningful localised content that resonates with its target audiences.

- It is vital that our inclusivity is reflected in the way we communicate with and engage our community. We need to continue to strive to reach the hard-to-reach audiences, to include them in our decision making – ensuring demographically representative engagement becomes standard practice.

Ed O'Daly | Director, Government Communications Unit | Office of the ACT Chief Minister

T: (02) 6205 0384 | M: 0408 829 618 | E: edward.o'daly@act.gov.au

From: [Mahar, Nicole](#)
To: [Perkins, Anita](#); [Gombar-Millynn, Helen](#)
Subject: RE: creative services [SEC=UNCLASSIFIED]
Date: Tuesday, 6 March 2018 11:33:00 AM

How about we do it about 11.30- 12ish so it's in good shape, but still have plenty of time for changes. All of the content is stuff you know inside out, so there nothing complicated to get your head around, more just figuring out how you want to present it and changing the slides to suit your needs

From: Perkins, Anita
Sent: Tuesday, 6 March 2018 11:02 AM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>; Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: creative services [SEC=UNCLASSIFIED]

My day is good on Wednesday, so you tell me what works for you.

From: Mahar, Nicole
Sent: Tuesday, 6 March 2018 10:58 AM
To: Perkins, Anita <Anita.Perkins@act.gov.au>; Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: creative services [SEC=UNCLASSIFIED]

Hello – yes! I am writing it for you now. What's your diary like?

From: Perkins, Anita
Sent: Tuesday, 6 March 2018 10:54 AM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: FW: creative services [SEC=UNCLASSIFIED]

Hello
Can we talk tomorrow about what you'd like me to do on Thursday?
Thanks
Anita

From: Perkins, Anita
Sent: Tuesday, 6 March 2018 10:54 AM
To: O'Daly, Edward <Edward.O'Daly@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: creative services [SEC=UNCLASSIFIED]

Correct. He can be in and out in 15 minutes.

From: O'Daly, Edward
Sent: Tuesday, 6 March 2018 10:49 AM

From: [Bogg, Sharon](#)
To: [Gombar-Millynn, Helen](#)
Subject: RE: Questions from Creative Services Panel for meet the buyer event [SEC=UNCLASSIFIED]
Date: Tuesday, 6 March 2018 10:58:08 AM
Attachments: [image001.jpg](#)

Hi Helen

I have included my suggested answers below, not sure how helpful they are

Kind Regards

Sharon Bogg

Contract Manager
Contracts and Category Management | Goods & Services Procurement
Phone: +61 2 6205 0577

From: Gombar-Millynn, Helen
Sent: Thursday, 1 March 2018 12:39 PM
To: Bogg, Sharon <Sharon.Bogg@act.gov.au>
Cc: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: Questions from Creative Services Panel for meet the buyer event [SEC=UNCLASSIFIED]

Hi Sharon,

It was lovely talking to you. As discussed, please see questions from panel members below for your information and feedback for the answers:

- Why is a contact person, who can be consulted regarding the information provided, not always available provided with the RFQs? [This is the decision of the buyer](#)
- How best to secure work now that we are on the panel? [Perhaps we suggest they provide a little information\(sell it/make it appealing\) about their business under Business Description](#)
- We would like to understand how the procurement process will work for future opportunities and the expected timeframes for first projects? [Provide a generic answer](#)
- How are suppliers selected for an RFX? [Generic answer – a list of suppliers for the required category/ies is provided and the buyer then selects the vendors they wish to approach](#)
- With regards to procurement guidelines, will suppliers that are not on the panel be able to provide services? [As a WhoG panel, ACT gov buyers are required to use the panel.](#)
- How many suppliers does a directorate or service area need to seek quotes from? [Generic answer – this varies depending on the value of the RFX](#)
- Are we able to supply/distribute credentials? [This information could be provided under Business Description.](#)
- Are RFX declinations noted against a suppliers profile in the Vendor system? [This information is only available to the Contract Manager and Administrator of Vendorpanel](#)

- Can you tell me about your commitment to buying from local businesses? And specifically female-owned-businesses? *not sure how to answer this one.... It was part of the initial tender process*

I hope you have the happiest of birthdays on Saturday (and have some extra cake for me!)

As always, thanks for your help 😊

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

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From: [Gombar-Millynn Helen](#)
To: [Mahar Nicole](#)
Subject: Creative Services Panel - Reminder email to ACTPS staff attending [SEC=UNCLASSIFIED]
Date: Tuesday, 6 March 2018 11:08:24 AM
Attachments: [image001.jpg](#)
[TractionNext Whitepaper-Marketing-Automation.pdf](#)

Hi Nicole,

Please find draft email below for you information and approval. I was going to send it to all ACTPS staff who have RSVP's for the event on Thursday.

Please note, one of our suppliers who is travelling from Sydney for the event is keen to make the most of her trip to Canberra by teeing up meetings with potential buyers. Do you think it's OK if we include her email to all buyers attending (see below) or should we send to CCN only/targeted buyers?

Thanks,
Helen

Email reminder:

Thank you for confirming you are coming to the 'Meet the creative services panel event' on Thursday. We have 55 representatives from 32 suppliers attending, across all of the six service categories. It promises to be an excellent opportunity to meet a wide variety of potential suppliers, with the time at the beginning and end of the event for you to meet an mingle.

Please find agenda below for your information. If you are no longer able to attend, please update your calendar (decline the invite) and see if a colleague is able to attend in your place.

TIME	FUNCTION	SPEAKER
10:00	Arrive / security screen / name tags	Morning tea, buyers and suppliers meet, and mingle
10:30	Welcome and present C&ES to set the scene (PowerPoint)	Anita Perkins
10:45	Panel Q&A with reps from key areas facilitated by Anita	Karen Wilden (EPSDD), Katherine Fraser (Visit Canberra), Jody Gleeson (Suburban Land Agency), Rohan Whitmore (CMTEDD – Digital and Design), Nicole Mahar (CMTEDD – Whole of Government Communications)
11:15	Chief Minister speaks	Andrew Barr
11:20	Opportunity for further networking for buyers and suppliers	N/A

We look forward to seeing on Thursday morning!

FYI Please also find email below and information attached from one of our new panel members who is travelling from Sydney for the event, for your information and consideration. Please contact **Sch 2** direct if you are interested in meeting with Traction Digital.

Hi All,

Traction Digital have been invited to attend the Creative Services Panel discussion on the 8th March and we're looking forward to meeting you there!

Whilst in Canberra for the day, it would be great to connect and set aside some time in the afternoon to discuss your current email marketing platform and what you are looking to achieve over the next year.

Traction Digital is a full-service digital agency and we have proprietary marketing automation technology called TractionNext. Please see below key features;

- Connect across multiple channels such as email, SMS, and social pages
- Flexible email building options
- Single customer view
- Dynamic content
- Registration forms, surveys and polls
- Visual automation builder
- Trade and consumer promotions
- Lead scoring
- A/B testing

.. and much much more <https://tractionnext.com/features/>

As a digital agency, we also offer a range of services independent of platform covering all areas of email marketing, design, strategy and workshops/training.

Please let me know if you have time on Thursday afternoon to meet – It would be great to know more about your department and how Traction Digital can potentially assist you with achieving the results you are looking for.

Please find my details below to get in touch. I look forward to hearing from you!

Sch 2 s2.2(a)

Acquisition and Engagement Director
Level 1, 100 Harris Street
Pymont, Sydney NSW 2009

tSch 2
mSch 2
eSch 2 s2.2(a)@tractiondigital.com
w www.tractiondigital.com



Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government
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TRACTION **NEXT**

Marketing Automation & the Cross Channel Solution

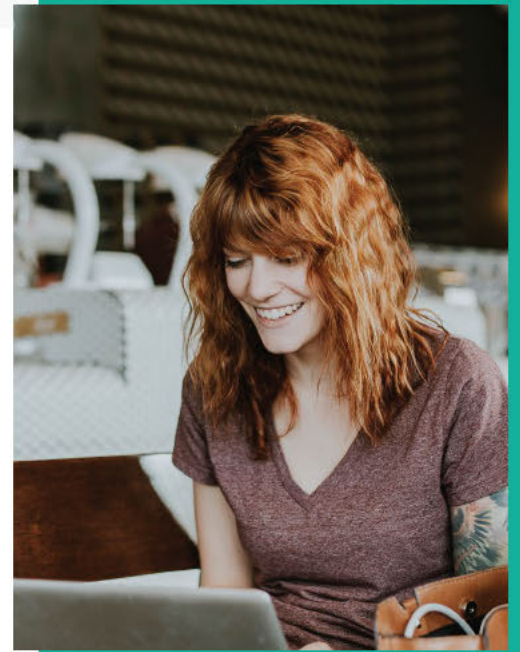


Marketing Automation & the Cross Channel Solution

Automate your marketing life and focus on the more important tasks. Send a series of onboarding communications to introduce new subscribers to your business. Automatically follow up with customers after a purchase and recommend similar products that they'll love. Delight your best customers with a coupon triggered by their shopping behaviour. Remind customers of items left behind in their cart and encourage them to complete their order. Create engaging content with behavioural insights to re-active subscribers.

Marketing Automation & the Evolution of the Physical Store

Being a retailer in the digital age is no easy feat, competition is no longer just your local area competitors. Buyer's movements to online shopping are changing the retail landscape, putting pressure on retailers to broaden their reach with an online presence to support their bricks and mortar stores. Taking on the global online market place means coming up against major players the likes of; Amazon, Walmart, Temple & Webster, Apple, Groupon, The Iconic and so many more. Whether an established brand or a new arrival, retailers need to influence the purchase decision to gain exposure, build their customer base and retain customers.



“Small and large businesses need to understand how decision making is changing, where and what are the new touch points, what people value and how it's different than the past.”

Source: [Brian Solis](#), Altimeter Group

After reading a catalogue, flier or brochure, 38% of consumers who wanted more information and 20% of people ready to purchase prefer to visit the retailer's website.

Source: Australia Post Letterbox Marketing Survey 2015

The real magic happens when brands provide a single, seamless shopping experience.

By addressing online and in store as an integrated journey, the strengths of both channels are strengthened, offering more possibilities than a single channel approach. As retailers are building online communities and tracking buyer behaviours, they can carry online learnings through to the in store environment.

72% of young shoppers research online before purchasing in a store.

Source: [Retailnext.net](#) "Brick and Mortar Vs Online retail"

Marketing Automation & Print

Seamlessly combine print and digital to broaden your reach, acquire new customers, sell more product and nurture new relationships with follow-up campaigns.

A July 2016 InfoTrends study of 250 enterprise executives in the US and Canada found integrating print and digital channels delivered the strongest responses, especially when combined with detailed reporting and analysis around customer behaviour.

When **XXXX GOLD** combined their on-pack printed promotions with a digital campaign, the results amplified subscriber growth to their databases and the increase in sales secured their number one position as category leaders, with 50% share in a highly competitive market. The “**XXXX GOLD Barbeques Galore**” promotion by Lion was Australia’s largest liquor promotion combining the power of print with digital as part of the marketing mix.

[READ MORE](#)



“Our partnership with Lion and Traction Digital on the XXXX GOLD campaign produced a noticeable increase in foot traffic to our stores and was well received by our customers. Additionally the collaboration was a valuable contribution to the direction of our overall digital development.”

Source: Peter Herbert, Commercial Sales Manager, Barbeques Galore

Marketing Automation & Social Media

Facebook lead ads are a great way to amass potential new customers that are interested in finding out more about your products and services. However, once you have completed the first step of acquiring leads through Facebook, you need to target prospects with a personalised response on-mass, engage with them to get their attention and nurture leads, converting to a sale.

TractionNext integrates with Facebook so that all your leads automatically update in the platform. **With all your important marketing data stored in one place**, you can easily set up automated responses and workflows to engage with customers immediately.

Suggested automations to support social media:

[Product bookings](#)

[Promotions or offers](#)

[Welcome or on-boarding](#)

[Lifecycle email nurture](#)

[Event response](#)

Marketing Automation & the Cross Channel Solution

Building your presence in the market place requires reach. You may have a great product, website and messaging in place but all that goes to waste if no one out there is engaging with it. Data insight and personalisation of content can give your PR campaigns the leverage it needs.

Use **marketing automation** to circulate, track and report on your PR and content activities. Set automated triggers to send similar content based on customer interactions with your content. For example, if a customer downloads a white paper on “Selling in the Digital World” you can automatically send an email inviting them to attend your upcoming event on this subject.

Google Analytics integration gives you the ability to **track online behaviour and power your marketing campaigns with rich data**. The integration feeds online behavioural data directly into your **automation platform**, so you can search and sort the data from within the platform and send more relevant and targeted content.

HOW IT WORKS

The screenshot shows a 'Create Segment' interface with a filter rule. The rule is composed of three conditions connected by 'AND' and 'OR' operators. The first condition is 'Field is CC_Europe'. The second condition is 'Measure has Clicked...'. The third condition is 'Any email URL like .com/luxury-tours/europ Between 2017/11/06 and 2017/11/30'.

A travel company might filter online data so all those who have clicked on a page or link tagged as Europe will receive an email about the latest discounted travel packages available for Europe.

The screenshot shows a 'Create Segment' interface with a filter rule. The rule is composed of two conditions connected by 'AND' and 'OR' operators. The first condition is 'Measure has Clicked...'. The second condition is 'Specific email Select Email Tasmania Any link Any date'.

OR everyone who has clicked the recent blog link about Asia travel, receives an email about the latest China tour options. Data collected gives businesses better insight and greater returns.

Suggested automations to support PR:

[Product bookings](#)

[Promotions or offers](#)

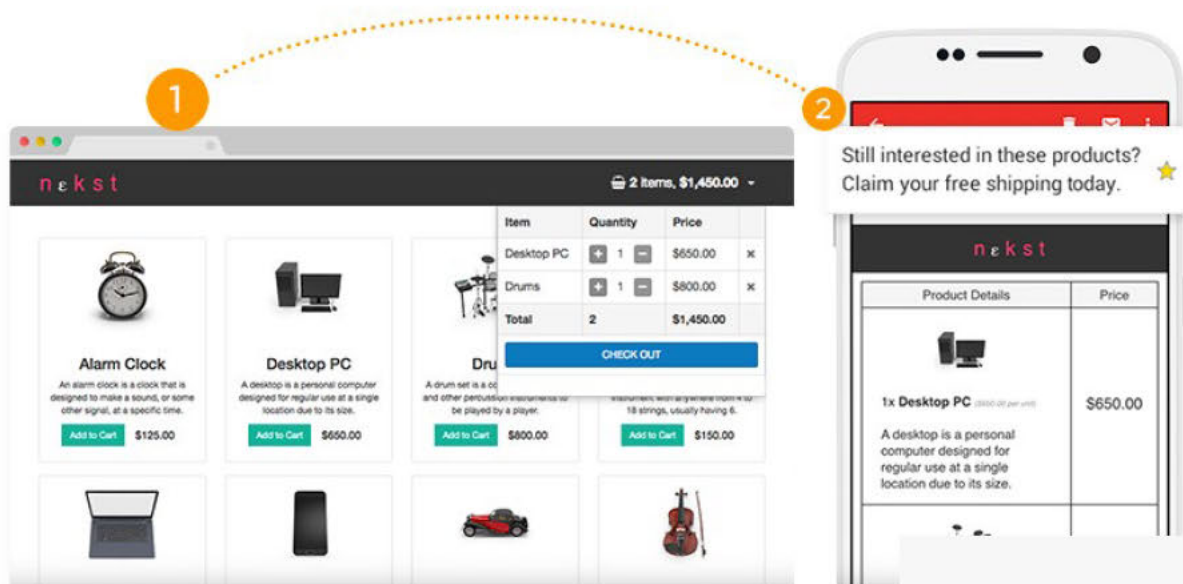
[Welcome or on-boarding](#)

[Lifecycle email nurture](#)

Marketing Automation & Online Purchasing

Automated responses can be used to convert online sales and manage large volume enquiries. Measure online purchase behaviour and use this data to send coupons or special offers for similar products they will love.

Tracking customer behaviour and collecting data based on interactions, provides a more engaging customer experience, resulting in more sales.



Nick's Seafood restaurants integrated their booking system with their marketing platform to streamline and automate their booking process. Read about it here:

<https://tractiondigital.com/automated-bookings-feedback-email-marketing/>

Suggested automations to support online purchasing:

- [Product bookings](#)
- [Promotions or offers](#)
- [Request a demo](#)
- [Loyalty & rewards](#)

Marketing Automation & Digital Advertising (&TVC)

Marketing automation can be used to support online and offline advertising such as digital advertisements and Television commercials (TVC), for more measurable campaigns, providing an opportunity for continued communication with email and SMS. Link advertisements to landing pages. When a form from the landing page is submitted an automated email is triggered to the customer.

Suggested automations to support digital advertising (&TVC):

- [Product bookings](#)
- [Promotions or offers](#)
- [Welcome or on-boarding](#)
- [Lifecycle email nurture](#)

Offline TVC or outdoor advertising such as billboards can direct consumers to enter an advertised code into an online form. An added incentive encourages them to take action and makes them more willing to provide valuable information.

Marketing Automation & In-Store POS

Barcodes and QR codes are great ways to continue digital touch points in store. Brands can entice consumers with coupons and promotions sent by email or SMS redeemable in store. Collecting path-to-purchase consumer insights through these promotions also helps retailers [quantify the ROI for digital marketing campaigns](#) across channels, providing a holistic view of how digital engagement drives in store revenue.

Digital interactions influence 36 cents of every dollar spent in a bricks & mortar store.

Source: [Retailnext.net "Brick and Mortar Vs Online retail"](#)

Once customers are in store, marketers are challenged to find creative ways to continue the experience. Traction Digital created the app that enabled Bay Leather Republic to help in-store customers fully explore the possibilities of a customised couch. The app also integrates with the TractionNext marketing platform to collect data and accelerate the sales process.

Watch the full story below.



TractionNext technology

TractionNext marketing technology automates campaign workflows, triggers conversations and accelerates conversions, with visibility of data across multiple digital environments tracked and stored on the one platform.

tractionnext.com

SYDNEY

Call: +61 2 9412 6160

MELBOURNE

Call: +61 3 9538 8537

SINGAPORE

Call: +65 9114 7767

INDIA

Call: +91 44 4312 3220

LONDON

Call: +44 20 3176 0586

From: [Gombar-Millynn Helen](#)
To: [Mahar Nicole](#)
Subject: RE: Creative Services Panel - Reminder email to ACTPS staff attending [SEC=UNCLASSIFIED]
Date: Tuesday, 6 March 2018 12:00:00 PM
Attachments: [image001.jpg](#)

Thanks Nicole, will do.

Good luck with that!

From: Mahar, Nicole
Sent: Tuesday, 6 March 2018 11:51 AM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: Creative Services Panel - Reminder email to ACTPS staff attending [SEC=UNCLASSIFIED]

Hi Helen

I think it's OK to send the info out to everyone, but take the attachment off. I've also removed me from the panel. I'm hoping to convince Anita that I don't need to be there!!

From: Gombar-Millynn, Helen
Sent: Tuesday, 6 March 2018 11:08 AM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: Creative Services Panel - Reminder email to ACTPS staff attending [SEC=UNCLASSIFIED]

Hi Nicole,

Please find draft email below for you information and approval. I was going to send it to all ACTPS staff who have RSVP's for the event on Thursday.

Please note, one of our suppliers who is travelling from Sydney for the event is keen to make the most of her trip to Canberra by teeing up meetings with potential buyers. Do you think it's OK if we include her email to all buyers attending (see below) or should we send to CCN only/targeted buyers?

Thanks,
Helen

Email reminder:

Thank you for confirming you are coming to the 'Meet the creative services panel event' on Thursday. We have 55 representatives from 32 suppliers attending, across all of the six service categories. It promises to be an excellent opportunity to meet a wide variety of potential suppliers, with the time at the beginning and end of the event for you to meet and mingle.

Please find agenda below for your information. If you are no longer able to attend, please update your calendar (decline the invite) and see if a colleague is able to attend in your place.

TIME	FUNCTION	SPEAKER
10:00	Arrive / security screen / name tags	Morning tea, buyers and suppliers meet, and mingle
10:30	Welcome and present C&ES to set the scene (PowerPoint)	Anita Perkins
10:45	Panel Q&A with reps from key areas facilitated by Anita	Karen Wilden (EPSDD), Katherine Fraser (Visit Canberra), Jody Gleeson (Suburban Land Agency), Rohan Whitmore (CMTEDD – Digital and Design)
11:15	Chief Minister speaks	Andrew Barr
11:20	Opportunity for further networking for buyers and suppliers	N/A

We look forward to seeing on Thursday morning!

FYI Please also find email below and information attached from one of our new panel members who is travelling from Sydney for the event, for your information and consideration. Please contact **Sch 2** direct if you are interested in meeting with Traction Digital.

Hi All,

Traction Digital have been invited to attend the Creative Services Panel discussion on the 8th March and we're looking forward to

meeting you there!

Whilst in Canberra for the day, it would be great to connect and set aside some time in the afternoon to discuss your current email marketing platform and what you are looking to achieve over the next year.

Traction Digital is a full-service digital agency and we have proprietary marketing automation technology called TractionNext. Please see below key features;

- Connect across multiple channels such as email, SMS, and social pages
- Flexible email building options
- Single customer view
- Dynamic content
- Registration forms, surveys and polls
- Visual automation builder
- Trade and consumer promotions
- Lead scoring
- A/B testing

.. and much much more <https://tractionnext.com/features/>

As a digital agency, we also offer a range of services independent of platform covering all areas of email marketing, design, strategy and workshops/training.

Please let me know if you have time on Thursday afternoon to meet – It would be great to know more about your department and how Traction Digital can potentially assist you with achieving the results you are looking for.

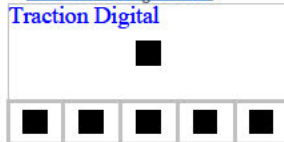
Please find my details below to get in touch. I look forward to hearing from you!

Sch 2 s2.2(a)

Acquisition and Engagement Director
Level 1, 100 Harris Street
Pymont, Sydney NSW 2009

tSch 2
mSch 2
eSch 2 s2.2(a)@tractiondigital.com
w www.tractiondigital.com

Traction Digital



Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



From: [Gombar-Millynn Helen](#)
Subject: Reminder: Meet the Creative Services Panel - Thursday 8 March [SEC=UNCLASSIFIED]
Date: Tuesday, 6 March 2018 12:46:17 PM

Hi all,

Thank you for confirming you are coming to the 'Meet the creative services panel event' on Thursday. We have 55 representatives from 32 suppliers attending, across all of the six service categories. It promises to be an excellent opportunity to meet a wide variety of potential suppliers, with the time at the beginning and end of the event for you to meet and mingle.

Please find agenda below for your information. If you are no longer able to attend, please update your calendar (decline the invite) and see if a colleague is able to attend in your place.

TIME	FUNCTION	SPEAKER
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11:15	Chief Minister speaks	Andrew Barr
11:20	Opportunity for further networking for buyers and suppliers	N/A

Please also find email below from one of our new panel members who is travelling from Sydney for the event, for your information and consideration. Please contact **Sch 2** direct if you are interested in meeting with Traction Digital.

If you have any questions or require further information, please feel free to contact me.

We look forward to seeing you on Thursday morning!

Kind regards,
Helen

Email from Transact Digital

Hi All,

Traction Digital have been invited to attend the Creative Services Panel discussion on the 8th March and we're looking forward to meeting you there!

Whilst in Canberra for the day, it would be great to connect and set aside some time in the afternoon to discuss your current email marketing platform and what you are looking to achieve over the next year.

Traction Digital is a full-service digital agency and we have proprietary marketing automation technology called TractionNext. Please see below key features;

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- Lead scoring
- A/B testing

.. and much much more <https://tractionnext.com/features/>

As a digital agency, we also offer a range of services independent of platform covering all areas of email marketing, design, strategy and workshops/training.

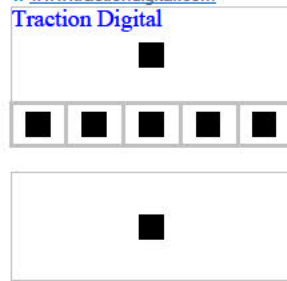
Please let me know if you have time on Thursday afternoon to meet – It would be great to know more about your department and how Traction Digital can potentially assist you with achieving the results you are looking for.

Please find my details below to get in touch. I look forward to hearing from you!

Sch 2 s2.2(a)

Acquisition and Engagement Director
Level 1, 100 Harris Street
Pymont, Sydney NSW 2009

tSch 2
mSch 2
eSch 2 s2.2(a)@tractiondigital.com
w www.tractiondigital.com



From: [Ghirardello, Georgia](#)
To: [Mahar, Nicole](#)
Subject: RE: Powerpoint slides [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 10:24:00 AM
Attachments: [image001.jpg](#)

Hi Nicole,

Yep can do! 😊

Thanks
Georgia

From: Mahar, Nicole
Sent: Wednesday, 7 March 2018 10:21 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: Powerpoint slides [SEC=UNCLASSIFIED]

Hey Georgia

I have a meeting with Anita at 11.30 to show her where we are up to with the slides. Do you think I could have them back to fiddle with by 11am please?

Thanks
Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP



From: [Van Aalst, Sally](#)
To: [Ghirardello, Georgia](#)
Subject: FW: Image [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 12:00:06 PM
Attachments: [_MG_6201 \(A13485996\).JPG](#)
[tomrayner_lakeisabella-1.jpg](#)

Hi Georgia – are these pics okay? If so let me know and ill quickly seek permissions to use. Sal

From: Lewer, Penni
Sent: Wednesday, 7 March 2018 11:48 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Cc: Beitzel, Matthew <Matthew.Beitzel@act.gov.au>; Jekabsons, Mark <Mark.Jekabsons@act.gov.au>
Subject: RE: Image [SEC=UNCLASSIFIED]

Hi Sally

Kelly was there and took some photos at the time. Not sure where they are??

I only have a couple (attached). You need permission from National Carp Control Plan (Tom Rayner) to use that pic.

Matt or Mark may be able to help you.

Penni

From: Van Aalst, Sally
Sent: Wednesday, 7 March 2018 11:34 AM
To: Lewer, Penni <Penni.Lewer@act.gov.au>
Subject: RE: Image [SEC=UNCLASSIFIED]

No probs at all. Thank you!

From: Lewer, Penni
Sent: Wednesday, 7 March 2018 11:33 AM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: RE: Image [SEC=UNCLASSIFIED]

Sorry sally. I have been out shooting all morning. Will have a look now.

Penni

From: Van Aalst, Sally
Sent: Wednesday, 7 March 2018 11:25 AM
To: Lewer, Penni <Penni.Lewer@act.gov.au>
Subject: RE: Image [SEC=UNCLASSIFIED]

Hi Penni – sorry to be a pest. Just wanted to touch base to see if this is something you might be

able to assist with? Or if you could please point me in the right direction? Thank you, Sal

From: Van Aalst, Sally
Sent: Tuesday, 6 March 2018 2:38 PM
To: Lewer, Penni <Penni.Lewer@act.gov.au>
Subject: FW: Image [SEC=UNCLASSIFIED]

Hi Penni – are you able to assist with the below?

Kind regards, Sally

From: Ghirardello, Georgia
Sent: Tuesday, 6 March 2018 2:00 PM
To: Van Aalst, Sally <Sally.VanAalst@act.gov.au>
Subject: Image [SEC=UNCLASSIFIED]

Hi Sally,

I'm currently making a presentation for the "Meet the buyers" Event for Thursday the 8th. I was hoping you would have or could point me in the right direction in finding an image in EPSDD.

The image/photo involving the dead carp/s?

If you could supply me with an image or send me in the right direction of someone who might know where to find a photo of it that would be appreciated.

Thanks in advance,
Georgia

CMTEDD





From: [Gombar-Millynn, Helen](#)
To: [Ghirardello, Georgia](#)
Subject: RE: Name tags [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 12:34:29 PM
Attachments: [image001.jpg](#)

Also Andrea Close has just declined. So I have removed her/we need to get rig off her tag 😊

From: Gombar-Millynn, Helen
Sent: Wednesday, 7 March 2018 12:30 PM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: Name tags [SEC=UNCLASSIFIED]

Hi Georgia,

I just wanted to let you know we need a couple of extra name tags for Jason Rose and Emma Corrigan (I added them both to the Excel list – see their details in there).

We also had a few last minute cancellations that I removed from the Excel list that we don't need badges for/can get rid of including:

- Jeff Garner
- Ali Jacques
- Jo Verden
- Emily Springett

Thanks for all your help!

Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



From: [Gombar-Millynn, Helen](#)
To: [Fraser, Katherine](#)
Cc: [Mahar, Nicole](#)
Subject: FW: ACT Govt Creative Services Panel - 8th March [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 2:08:52 PM
Attachments: [image011.jpg](#)
[image012.jpg](#)
[image013.jpg](#)
[image014.jpg](#)
[image015.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)
[image009.jpg](#)
[image010.jpg](#)
Importance: High

Hi Katherine,

Please see below FYI. I am going to call **Sch 2** now to clear up the confusion.

Kind regards,
Helen

From: Ghirardello, Georgia
Sent: Wednesday, 7 March 2018 1:49 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: FW: ACT Govt Creative Services Panel - 8th March [SEC=UNCLASSIFIED]
Importance: High

Thanks you Helen!

GG

From: **Sch 2 s2.2(a)(ii)** [@tractiondigital.com](mailto:)
Sent: Wednesday, 7 March 2018 1:44 PM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Cc: Kancans, Katriina <Katriina.Kancans@act.gov.au>
Subject: FW: ACT Govt Creative Services Panel - 8th March [SEC=UNCLASSIFIED]
Importance: High

Hi Georgia,

I tried calling Katriina today and then noticed she is not in every day from her email.

I received the below email from Melissa and I was hoping to discuss as I want to ensure there is a need for us to attend this event?

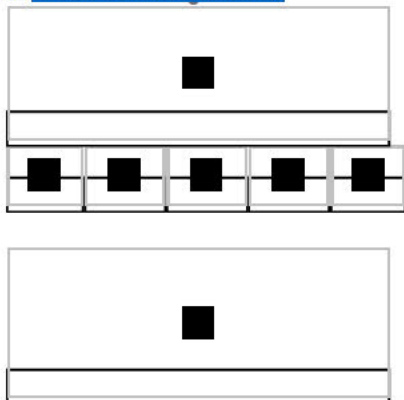
Could you please call me on the details below to discuss.

Thank you

Sch 2 s2.2(a)(ii)

Acquisition and Engagement Director
Level 1, 100 Harris Street
Pyrmont, Sydney NSW 2009

t Sch 2 s2.2(a)
m Sch 2 s2.2(a)
e Sch 2 s2.2(a)(ii) @tractiondigital.com
w www.tractiondigital.com



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From: Holcroft, Melissa [<mailto:Melissa.Holcroft@act.gov.au>] **On Behalf Of** Events
Sent: Wednesday, March 7, 2018 11:54 AM
To: Sch 2 s2.2(a)(ii) @tractiondigital.com>
Subject: RE: ACT Govt Creative Services Panel - 8th March [SEC=UNCLASSIFIED]

Hi Sch 2

Thank you for your email and information regarding your agency. Dentsu X is the contracted media agency for all platforms for the ACT government so at this stage we do not require services of a digital agency.

Kind regards,

Events ACT

From: Sch 2 s2.2(a)(ii) @tractiondigital.com]
Sent: Friday, 2 March 2018 11:42 AM
To: Sch 2 s2.2(a)(ii) @tractiondigital.com>
Subject: ACT Govt Creative Services Panel - 8th March

Hi All,

Traction Digital have been invited to attend the Creative Services Panel discussion on the 8th March and we were hoping we'll be seeing you there?

From: [Mahar, Nicole](#)
To: [Gombar-Millynn, Helen](#)
Subject: RE: Q&A Panel for the Creative Services "meet the buyer event" [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 2:18:00 PM

Rohan was very gracious. Could you please send the email to Fiona?

Ta

From: Gombar-Millynn, Helen
Sent: Wednesday, 7 March 2018 2:17 PM
To: Fraser, Katherine <Katherine.Fraser@act.gov.au>; Wilden, Karen <Karen.Wilden@act.gov.au>
Cc: Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

Thank you all for confirming – see you tomorrow!


From: Fraser, Katherine
Sent: Wednesday, 7 March 2018 1:59 PM
To: Wilden, Karen <Karen.Wilden@act.gov.au>; Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Cc: Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: RE: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

All good for me

KATHERINE FRASER
Group Marketing Manager
VisitCanberra

T +61 2 6205 2059
M 0402 216 016

[VisitCanberra](#)



VISITCANBERRA.COM.AU | TOURISM.ACT.GOV.AU

From: Wilden, Karen
Sent: Wednesday, 7 March 2018 1:50 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Cc: Fraser, Katherine <Katherine.Fraser@act.gov.au>; Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>; Mahar, Nicole <Nicole.Mahar@act.gov.au>
Subject: Re: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

I'll be there

Sent from my iPhone

On 7 Mar 2018, at 11:23 am, Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au> wrote:

Hi Karen, Katherine, Jody and Rohan,

Thank you all for agreeing to be part of our Q&A panel tomorrow. It promises to be a great opportunity for our staff to meet the panel with 55 supplier representatives attending from 32 organisations as well as 60 staff from across government.

I am just touching base to let you know that most the questions suppliers had were around the procurement process. As the purpose of tomorrow's event is for potential suppliers and buyers to meet (and for suppliers to gain a better understanding our needs) we will provide answers to these procurement questions to all suppliers in writing. It is not something you will need to answer as part of the panel discussion.

Please feel free to contact me if you have any questions or would like further information.

I look forward to seeing you tomorrow. If you need to reach me in the morning, please call 0447 373 734.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

<image001.jpg>

From: Mahar, Nicole

Sent: Monday, 26 February 2018 4:44 PM

To: Wilden, Karen <Karen.Wilden@act.gov.au>; Kobus, Jonathan <Jonathan.Kobus@act.gov.au>; Fraser, Katherine <Katherine.Fraser@act.gov.au>; Gleeson, Jody <Jody.Gleeson@act.gov.au>; Whitmore, Rohan <Rohan.Whitmore@act.gov.au>

Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

Hi Karen, Jonathon, Katherine, Jody and Rohan

Thanks to those of you who have accepted the invitation to attend the 'Creative Services Panel: Meet the Buyers' event on **Thursday 8 March**. As part of the event Anita will conduct a short Question and Answer session with reps of various comms areas. It's intended to be a brief and informal way of providing industry attendees with an understanding of our different needs and priorities. We'd really appreciate if you would consider being part of the panel.

The questions would mainly relate to priority projects/prospects you have this year (mostly those identified in the C&E Strategy) and any other needs you routinely outsource in this space, including:

- Tell us about the work your directorate or agency does and what are the priority projects (relevant to the panel) this year?
- Who are your stakeholders and audiences? Which areas of the community are you focused on helping and which areas are you focused on communicating with?
- Give us a sense of the type of work you might require in the next 12 to 18 months across the panel categories of marketing, advertising, comms and engagement, digital, graphic design and photography and video.
- What is the best way the businesses here today can get an understanding of your needs and preferences in this space?
- What do you think are the most important next steps the ACT Government and your directorate need to take in order to better communicate with the community? What do you think we need to focus on doing better?

We've also asked the attendees to provide in advance any questions they'd like to ask of the panel. The agenda, including suggested panel, and the invitation is below for your information.

From: [Gombar-Millynn Helen](#)
To: [Dolan Fiona](#)
Cc: [Mahar Nicole](#)
Subject: FW: Q&A Panel for the Creative Services "meet the buyer event" [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 2:38:00 PM

Hi Fiona,

Thank you all for agreeing to be part of our Q&A panel tomorrow. It promises to be a great opportunity for our staff to meet the panel with 55 supplier representatives attending from 32 organisations as well as 60 staff from across government.

I am just touching base to let you know that most the questions suppliers had were around the procurement process. As the purpose of tomorrow's event is for potential suppliers and buyers to meet (and for suppliers to gain a better understanding our needs) we will provide answers to these procurement questions to all suppliers in writing. It is not something you will need to answer as part of the panel discussion.

Please find agenda below as well as the type of questions we will be asking to guide the panel discussion. Feel free to contact Nicole or I if you have any questions or would like further information.

We look forward to seeing you tomorrow. If you need to reach me in the morning, please call 0447 373 734.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

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Works part time, not in the office on Wednesdays

<image001.jpg>

From: Mahar, Nicole

Sent: Monday, 26 February 2018 4:44 PM

To: Wilden, Karen <Karen.Wilden@act.gov.au>; Kobus, Jonathan <Jonathan.Kobus@act.gov.au>; Fraser, Katherine <Katherine.Fraser@act.gov.au>; Gleeson, Jody <Jody.Gleeson@act.gov.au>;

Whitmore, Rohan <Rohan.Whitmore@act.gov.au>

Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Ghirardello, Georgia

<Georgia.Ghirardello@act.gov.au>

Subject: Q&A Panel for the Creative Services 'meet the buyer event' [SEC=UNCLASSIFIED]

Hi Karen, Jonathon, Katherine, Jody and Rohan

Thanks to those of you who have accepted the invitation to attend the 'Creative Services Panel: Meet the Buyers' event on **Thursday 8 March**. As part of the event Anita will conduct a short Question and Answer session with reps of various comms areas. It's intended to be a brief and informal way of providing industry attendees with an understanding of our different needs and priorities. We'd really appreciate if you would consider being part of the panel.

The questions would mainly relate to priority projects/prospects you have this year (mostly those identified in the C&E Strategy) and any other needs you routinely outsource in this space, including:

- Tell us about the work your directorate or agency does and what are the priority projects (relevant to the panel) this year?

From: [Mahar, Nicole](#)
To: [Perkins, Anita](#)
Subject: CSP presentation [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 4:19:00 PM
Attachments: [image001.jpg](#)

Hi Anita

The presentation with notes is saved here. The file is too large to send.

Thanks

N

<G:\CSEP\Communications\Whole of Government\WhoG Creative Services Panel\Meet the buyer event Feb 2018>

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

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Welcome Everyone

I would like to begin by acknowledging the Traditional Owners of the land on which we meet today, the Ngunnawal and pay my respect to elders past and present and the emerging leaders.

I extend this respect to all Aboriginal and Torres Strait Islander peoples in attendance today.

Introduction – my role and background

How this morning will work: **WHOG overview**, strategy and scene setting; **a panel discussion**; **the Chief Minister** is going to join us to speak about his vision for communications and engagement; **then we'll wrap up before 11.30am** with opportunity for questions and more networking.

Welcome everyone to our first creative services panel event. It is wonderful to see so many representatives from our creative services panel here today, as well as staff from across ACT Government, keen to meet potential new suppliers.

Congratulations to all creative service panel members here today on their successful selection to the panel.

It was a competitive process with a record 106 suppliers tendering to provide services in one or multiple categories. All of the successful suppliers were selected based on their suitability, expertise and excellence.

The panel will:

- make it easier for ACT Government to access quality creative services
- provide the benefits of improved whole of government reporting and accountability requirements.
- to more effectively meet our obligations in terms of how we spend the community's money and report back to them on outcomes.

How we got here:

- Over the past few years we've been working really hard to raise our up our work in the communications and engagement space. We've focused on **getting to know our audiences**, communicating consistently and transparently
- importantly with a **'one government approach'**, we know that the community doesn't care which part of government we work for.
- they just want us to use our collective resources to serve them well.

- Last month all of this work come together in the ACT Government's first Whole of Government communication and engagement strategy.

NEXT SLIDE



We want Canberra, and the rest of the world to know that Canberra is a city like no other.

The Canberra we all know and love is positive, progressive and making things happen.

2017 was a year when things really kicked up a gear for Canberra and for the ACT Government.

For many of us it was a year where much of the change we've been working towards for a long time, crystallised.

- Canberra was named as the third best place to visit by Lonely Planet,
- We were the loudest and most emphatic 'YES' vote in the same-sex marriage vote,
- **We welcomed a new era for communications and engagement in the ACT by overhauling and reforming in the way we engage the community.**
- **Key elements of this reform was holding our first ever citizen's jury and launching a new deliberative approach to engagement.**
- And, most recently we **released our first Whole of Government Communications and Engagement Strategy**. The first of it's kind for our government, this document brings together all of the priorities projects and if we had to explain it in a tweet,

it would be clear information, easy engagement.

We want to communicate to Canberrans about what's important to them and we're at a point where we think we know our audience pretty well.

In the spirit of 2 way communications and engagement **its time for interactive audience participation:**

- **Let's see if your take on what Canberrans care about fits with ours...**
- **If you had to say what communications topics/activities resonated most with Canberrans in 2017, how would you vote:**

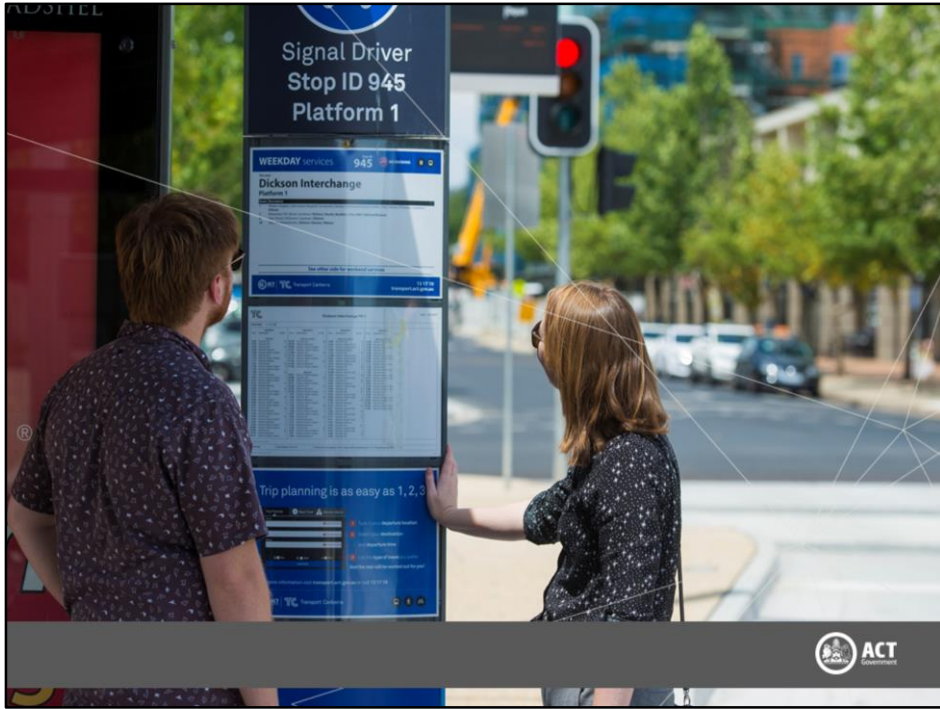
NEXT SLIDES – CLICK THROUGH THE CARP, NUMBERPLATES, BUSES AND HEALTH



CARP



NUMBER PLATES

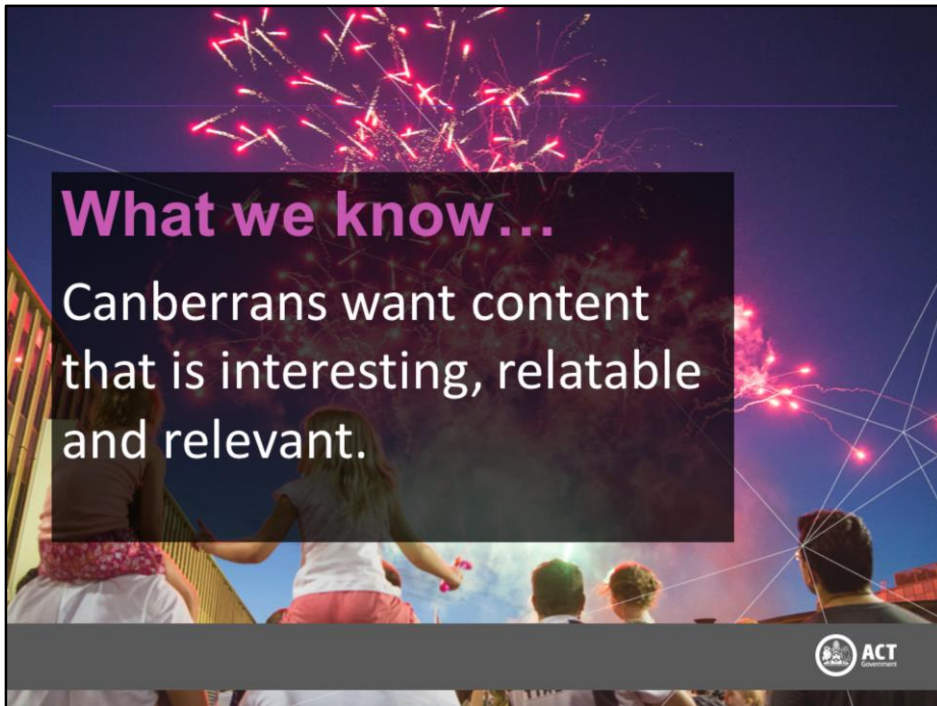


BUS TIMETABLES



HEALTH

{Show results of Menti – What did Canberrans care about in 2017}



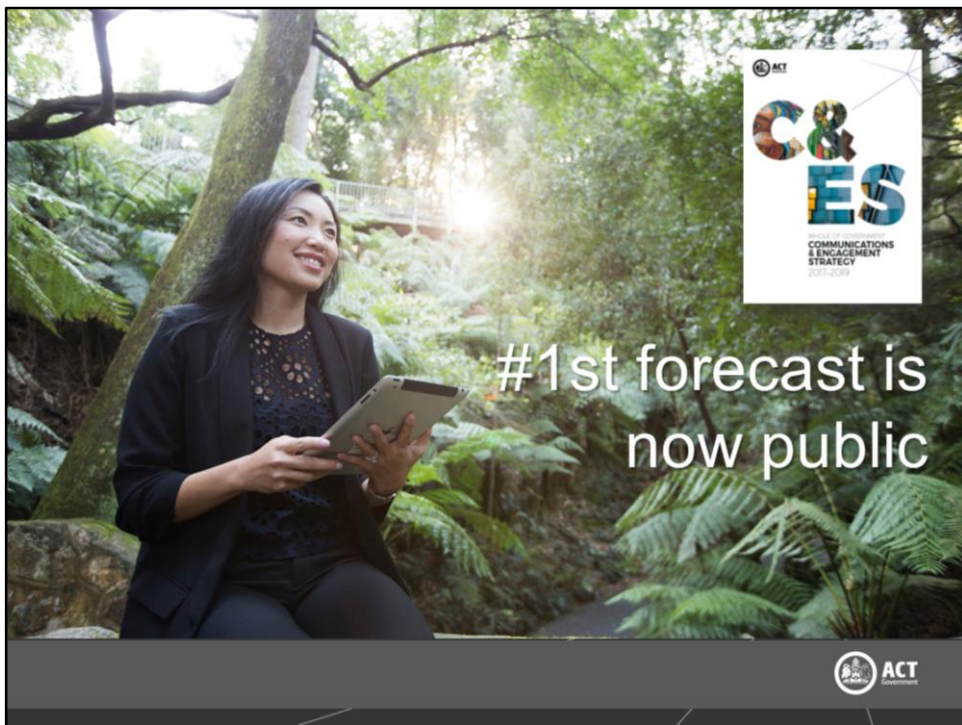
The good news is – you’re all right! Sort of.

In 2017:

- **Social media top post:** a video about removing carp from Canberra waterways had the highest organic reach across all ACT Government social media channels
- **Engagements:** an engagement asking Canberrans to suggest the new slogan for our number plates received the highest response rate of all engagement activities conducted by government in the year
- **Enquiries:** Timetable information was the top call centre topic and most visited webpage.
- **Top priority:** health services was identified by our community as its number one government priority.

The last 12-18 months of number crunching and analysis of our communications and engagement effectiveness has led us to conclude that Canberrans are a weird and wonderful tribe whose interests are diverse and wide-ranging, **but we think it boils down to the fact that Canberrans want content that that is interesting, entertaining, relatable and relevant.**

NEXT SLIDE



- For the **first time we have a public strategy** that details all of the communication and engagement priorities to 2019.
- We're not the first – UK govt has been leading this way for some time. SA Gov is a leader in Australia.
- At the heart of the strategy is **communications and engagement working hand in glove with policy**, so communications and engagement isn't seen as the media release to get an announcement out the door, but rather our insights and research can inform the development
- It gives the **community and industry a clear indicator of the conversations we need to have** and the information they need to know
- It also has benefits for us within Government
- We also anticipate it will allow the time for planning, **allocate our resources appropriately, for the most important government priorities**, and hopefully results in less last minute requests.

NEXT SLIDE



The Strategy shows we're firmly focussed on the future and already planning for 2030 when it's expected we'll be a city of 500,000.

All this growth is generating conversations, creating the need for us to inform, engage and shape the city.

To ensure we are delivering sustainable decisions for the future we need to address how we bringing the community with us.

NEXT SLIDE



The community that we serve is incredibly diverse. And so our communications and engagement efforts must reflect that.

We've done a lot of work on understanding the not just the demographics of the Canberra community but their views, their preferences and their behaviours.

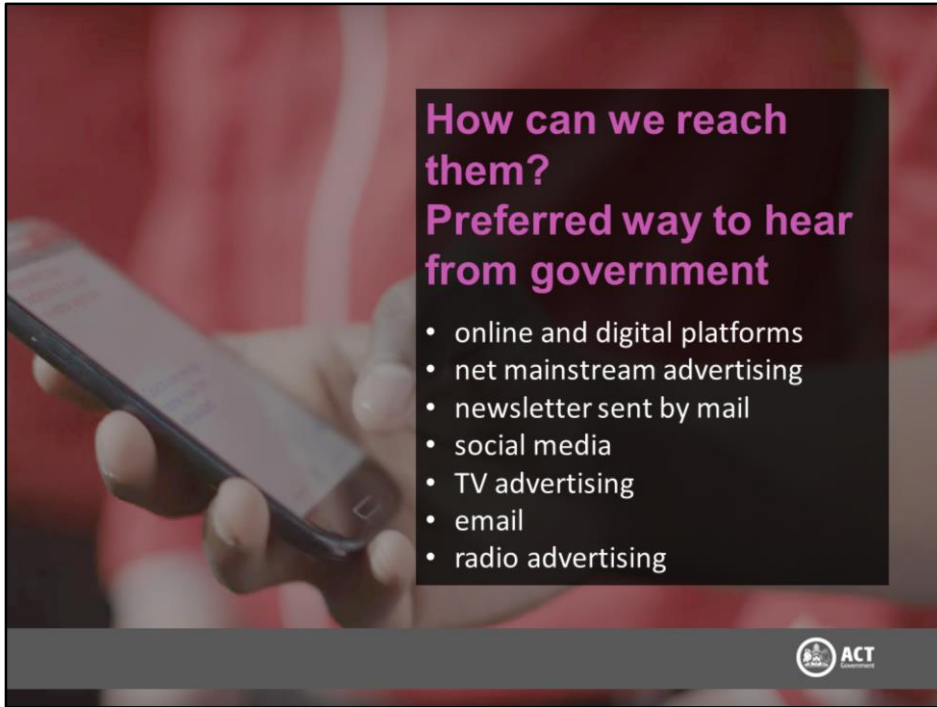
While we don't have the time today to talk in detail about the make up of our community, it's worth noting that in addition to the diversity you see on screen:

- **we also know that in drilling down there are distinct regional differences and preferences amongst Canberrans.**
- **And that Canberrans want regionalised information that is relevant to them, in their suburb and region.**

NEXT SLIDE



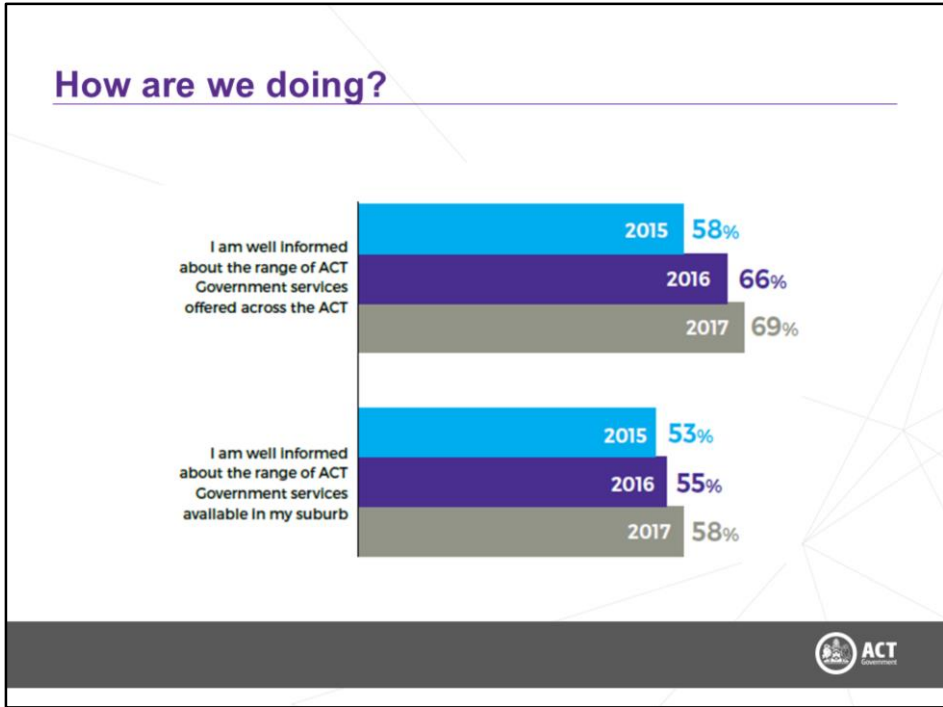
Show results in Menti (2 slides) – most and least preferred comms before next slide.



The most preferred method to be communicated with is via:

- online and digital platforms (38%)
- net mainstream advertising (35%)
- newsletter sent by mail (21%)
- social media (18%)
- Advertising on tv (15%)
- Email (13%)
- Advertising on the radio (11%)

NEXT SLIDE



As you can see the work we've been doing in consolidating the message, talking to the community about what matters to them and targeting our efforts regionally is working.

We've experienced year on year growth when asking the community if they feel well-informed about services generally – up 11% in two years. We've also been able to ensure people are better informed about the services in their suburb – up 5% in two years.

But there's plenty more to do.

NEXT SLIDE



- The communications **landscape had changed forever and our workforce has changed and will continue to change.**
- Canberra is Australia's **most educated and engaged community in the country.**
- We're working quickly to **build capability in emerging areas.**
- We understand that **broadcast media is no longer as effective** as it once was.
- **Two-way communication, digital and face-to-face opportunities to connect with our community** are just some of the challenges we're facing.

- **You all play an important role,** and we want to be better connected with our suppliers and have a much greater understanding of your capabilities and strengths.
- We're very **keen to embrace new technologies and techniques** of communicating with our Community.
- We want to be easier to work with and better coordinated across government.

- We need to be clear, our work in **communications divisions, is dependant on policy and project areas.**
- **We provide a service delivery role to the business units in our directorates**
- Our comms people work between you - our creative suppliers - and our policy development teams, to broker a successful communications outcome that makes

sense to the community.

- This is not always easy! But hopefully we are speaking the same language.

In establishing the panel our guiding principles and **key priorities have been to ensure the panel balances the ability to provide excellent value for money, the flexibility to use providers who do exceptional work, a high level of reporting and transparency and, opportunities for local industry.**

In particular the panel will aim to provide the ACT Government with greater flexibility, through opportunities to work with a range of suppliers that best meet their needs **including instances where surge capacity is required.**

=====

MOVE ON TO THE PANEL DISCUSSION

The ACT Government, just like the community we represent is a diverse organisation with an enormous remit and therefore an incredibly broad spectrum of projects, topics and stakeholders.

We are unique among other governments around the country, being the only jurisdiction that is both a city and state government. We do work comparable to stage governments, and city councils.

Communicating that diversity was always going to be a challenge, but we hope this next session will provide a broad view of the type of work we do and what the role of a creative provider might be in that work.

10.45am: Q&A with ACT Government representatives

In honour of International Women's day, I have here with me some of my outstanding colleagues from across government:

- Katherine Fraser, Group Marketing Manager, Visit Canberra
- Jody Gleeson, Corporate Marketing and Community Development Manager, Suburban Land Agency
- Fiona Dolan, Director of Communications and Engagement in the Chief Minister, Treasury and Economic Development Directorate; and
- Karen Wilden, Director of Engagement and Executive Services at the Environment, Planning and Sustainable Development Directorate

They represent a diverse range of responsibilities, projects and requirements.

Between us we're going to try to provide you with a bit of insight into the projects on their radar, the areas of the community they are focussed on communicating with and what opportunities there might be to get involved in their work.

Possible questions:

- Tell us about the work your directorate or agency does and what are the priority projects (relevant to the panel) this year?
- Who are your stakeholders and audiences? Which areas of the community are you focused on helping and which areas are you focused on communicating with?
- Give us a sense of the type of work you might require in the next 12 to 18 months across the panel categories of marketing, advertising, comms and engagement, digital, graphic design and photography and video.
- What is the best way the businesses here today can get an understanding of your needs and preferences in this space?
- What do you think are the most important next steps the ACT Government and your directorate need to take in order to better communicate with the community? What do you think we need to focus on doing better?

11.15am – wrap up panel and introduce Chief Minister

It gives me great pleasure to introduce our next speaker, Chief Minister Andrew Barr.

Chief Minister Barr has been a member of the ACT Legislative Assembly since April 2006, and Chief Minister of the ACT since December 2014. He is also the ACT Treasurer, as well as the Minister for Economic Development and Minister for Tourism and Major Events.

His priorities in the Legislative Assembly and as Chief Minister of the ACT, include promoting Canberra's economic development and investing in public infrastructure such as hospitals, public transport, schools and sport facilities.

In the Communications and Engagement space the Chief Minister was early adopter of social media and is a great advocate of modern government communications. We are very fortunate that Chief Minister Barr, appreciates the importance of the work we collectively do. He has even gone as far to make communications a weekly Cabinet agenda item and has supported the visibility and professionalization of our work.

Please join me in warmly welcoming to the stage Chief Minister Andrew Barr.

11.20am – closing remarks

Many of you have submitted questions in advance of today's session. Most of which were focussed on bidding for work and how it will be allocated.

Because of our limited time today, we've put together an FAQ sheet that addresses your questions, that will be available as you leave and we'll make it available on

Vendor Panel too.

Good and Services Procurement with ACT Government can assist with queries of that kind too and so I would also like to introduce one of our colleagues from Procurement here today:

Sharon Bogg has already been providing assistance to many of you as we've navigated the implementation of the new panel.

Everyone is extremely busy, so it's crucial that we find a way to understand the range of services on offer and how they are changing and evolving. We're looking forward to speaking with many of you today about how we might do that in a meaningful and practical way.

Thank you for attending.

From: [Gombar-Millynn, Helen](#)
To: [Perkins, Anita](#)
Cc: [Mahar, Nicole](#)
Subject: Creative services panel event attendee update [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 4:55:41 PM
Attachments: [image001.jpg](#)
[Attending list \(for badges\) CSPM"s.xlsx](#)
[Attending list \(for badges\) Gov Servants.xlsx](#)

Hi Anita,

Please see summary below of attendees for tomorrows event (there have been lots of last minute changes).

We now have 58 suppliers attending from 32 organisations as well as 65 staff from across government. Please find lists attached for both for your information.

Please note I just spoke to Sharon Bogg and unfortunately Dave and Rita will not be able to attend (Sharon will be the only Procurement person there).

Please let me know if you need anything further.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

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First name	Last name	Company	Cat 1	Cat 2	Cat 3	Cat 4	Cat 5	Cat 6
(ii)	Sch 2 s2.2(a)	372 Digital	Digital	Graphic Design				
		372 Digital	Digital	Graphic Design				
		Adelphi Digital	Digital					
		Adelphi Digital	Digital					
		2B	Graphic Design					
		2B	Graphic Design					
		Balance Advertising	Marketing					
		Balance Advertising	Marketing					
		Charterpoint	Communications and Engagement					
		Charterpoint	Communications and Engagement					
		Communications Link	Communications and Engagement					
		Communications Link	Communications and Engagement					
		contentgroup	Communications and Engagement	Photography and Video				
		contentgroup	Communications and Engagement	Photography and Video				
		Cox Inall Change	Communications and Engagement					
		Cox Inall Change	Communications and Engagement					
		Cre8tive	Advertising	Communications and Engagement	Digital	Graphic Design	Photography and Video	Marketing
		Cre8tive	Advertising	Communications and Engagement	Digital	Graphic Design	Photography and Video	Marketing
		Damian Breach Photography	Photography and Video					
		Gri.D Communications	Graphic Design					
		Gri.D Communications	Graphic Design					
		Inklab	Communications and Engagement	Digital	Photography and Video	Marketing		
		Inklab	Communications and Engagement	Digital	Photography and Video	Marketing		
		Lightbulb Studio	Photography and Video					
		Lightbulb Studio	Photography and Video					
		NATION	Advertising	Communications and Engagement	Photography and Video	Marketing		
		NATION	Advertising	Communications and Engagement	Photography and Video	Marketing		
		Octavo	Graphic Design					
		Octavo	Graphic Design					
		OPF Consulting	Communications and Engagement	Digital	Marketing			
		OPF Consulting	Communications and Engagement	Digital	Marketing			
		Paper Monkey	Graphic Design	Photography and Video				
		Paper Monkey	Graphic Design	Photography and Video				
		Rowdy Digital	Digital					
		Rowdy Digital	Digital					
		RPS Group	Communications and Engagement	Graphic Design				
		RPS Group	Communications and Engagement	Graphic Design				
		Screencraft	Advertising	Digital	Photography and Video			
		Silversun Pictures	Digital	Photography and Video				
		Silversun Pictures	Digital	Photography and Video				
		Soda Strategic	Digital					
		Soda Strategic	Digital					
		Squiz	Digital					
		Squiz	Digital					
		Tank	Advertising	Communications and Engagement	Graphic Design	Marketing		
		Think Place	Communications and Engagement	Digital				
		Traction Digital	Digital					
		Traction Digital	Digital					
		WildBear	Advertising	Photography and Video				
		WildBear	Advertising	Photography and Video				
		Elton	Communications and Engagement					
		Elton	Communications and Engagement					
		Richard Poulton Photography	Photography and Video					
		Spectrum Graphics	Graphic Design					
		Spectrum Graphics	Graphic Design					
		Klick Communications	Communications and Engagement					
		Oxide Interactive	Digital					
		Portable	Digital					

Name	Surname	Directorate
Sharon	Bogg	Goods and Services Procurement
Elena	Dimcevska	CMTEDD
Katherine	Fraser	Visit Canberra
Nicole	Mahar	CMTEDD
Bernadette	Brennan	CMTEDD
Rohan	Whitmore	CMTEDD
Anita	Perkins	CMTEDD
Katriina	Kancans	CMTEDD
Georgia	Ghirardello	CMTEDD
Jonathan	Kobus	Visit Canberra
Helen	Gombar-Millynn	CMTEDD
Jo	Barges	Visit Canberra
Peta	Lemmon	Visit Canberra
Brodie	Nicholls	Visit Canberra
Zerlina	Burns	Events ACT
Alice	Stainlay	Visit Canberra
Peter	Dean	Visit Canberra
Edward	O'Daly	Chief Ministers Office
Karen	Wilden	EPSDD
Mayumi	Piper	EPSDD
Geoff	Virtue	EPSDD
Sally	Van Aalst	EPSDD
Melanie	Skinner	City Renewal Authority
Julia	Forner	Suburban Land Agency
Melissa	Anderson	Suburban Land Agency
Elliot	Woods	Suburban Land Agency
Alexis	Holden	Suburban Land Agency
Kahlea	McGeechan	Suburban Land Agency
Claire	Haining	Suburban Land Agency
Elissa	Campbell	Suburban Land Agency
Chantelle	Lustri	Suburban Land Agency
Jamie	Kingham	Suburban Land Agency
Jody	Gleeson	Suburban Land Agency
Kaylee	Rutland	Emergency Services Agency
Gareth	Williams	Education
Jo	Mulligan	Education
Ellena	Bisset	JACS
Nova	Inkpen	JACS
Louise	del Popolo	JACS
Laura	Pound	JACS
Chris	Lazzari	JACS
Alex	McConachie	JACS
Fiona	Amundson	JACS
Kim	Hosking	JACS
Linda	Woods	JACS
Elizabeth	Tobler	Health
Natasha	Dimitrijevic	Health
Tracey	Pulli	Health
Susie	Leydon	Health

Cynthia	Douglas	Health
Jack	Walsh	Health
Luke	Halls	Publishing Services
Monique	Earsman	Transport Canberra
Anne	Aziz-Parker	Transport Canberra
Erin	Slinger	Transport Canberra
Dylan	Jones	TCCS
Renee	Gallo	TCCS
Michael	Gavin	TCCS
Judi	Hubner	TCCS
Felicity	Lewer	Community Services
Amy	Bromhead	CMTEDD
Patrick	Rose	TCCS
Emma	Corrigan	Community Services
Fiona	Dolan	CMTEDD
Megan	Baker	EPSDD

From: [Gombar-Millynn, Helen](#)
To: [Mahar, Nicole](#)
Cc: [Bogg, Sharon](#)
Subject: FAQs for your approval [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 5:14:05 PM
Attachments: [FAQs.docx](#)
[image001.jpg](#)

Hi Nicole,

Please find attached raft FAQs for tomorrow for your approval. They have been reviewed by Sharon.

Kind regards,

Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 | www.act.gov.au

Works part time, not in the office on Wednesdays

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Can suppliers that are not on the panel provide services?

All ACT Government Directorates are required to purchase creative services through the whole of government creative services panel. Any work orders or contractual arrangements entered into prior to 1 October 2017 can proceed as scheduled, but all new services must be purchased through the panel.

How does the procurement process work for the panel?

All requests for quotes are issued through Vendor Panel.

What are the expected timeframes for first opportunities for work on the panel?

To date, over 70 requests for quote have been issued through Vendor Panel.

How are suppliers selected for a request for quote?

Vendor Panel contains a list of suppliers by category, including links to supplier websites. Each buyer selects the vendors they wish to approach based on the information provided.

How many suppliers does a directorate need to seek quotes from?

It varies depending on the value of the job. For larger value jobs, buyers generally issue the request for quote to all suppliers in the category.

Why is a contact that you can speak to not always provided with the request for quote?

This is a decision of the buyer. It is recommended all contact during the request for quote process takes place through Vendor Panel. This ensures fairness and transparency in the procurement process by supporting buyers to share answers to any questions with all suppliers.

How best to secure work now that we are on the panel?

Following today's event, we will be inviting you all to provide more information in Vendor Panel to promote your strengths to ACT Government buyers. You can also update your Business Description at any time in Vendor Panel to promote yourself to potential buyers.

Can panel members supply/distribute their credentials?

The best way to do this is by updating your Business Description in Vendor Panel.

Are request for quote declines noted against a suppliers profile in Vendor Panel?

This information is only available to the contract manager and administrator of Vendor Panel.

Is the ACT Government committed to buying from local businesses? And specifically female-owned-businesses?

The ACT Government is committed to supporting local businesses. This is reflected through all procurement processes with a mandatory loading for local industry. For further information visit <https://www.procurement.act.gov.au/canberra-region-lipp>

Does ACT Government purchase campaign advertising through the Australian Department of Finance?

The ACT Government is a party to the Australian Department of Finance's Master Media Arrangement for campaign and non-campaign advertising bookings. Advertising production however is covered by the creative services panel.

From: [Gombar-Millynn, Helen](#)
To: [Ghirardello, Georgia](#); [Mahar, Nicole](#)
Subject: RE: For tomorrow [SEC=UNCLASSIFIED]
Date: Wednesday, 7 March 2018 5:33:27 PM
Attachments: [image001.jpg](#)

You are like totally the best Georgia!

From: Ghirardello, Georgia
Sent: Wednesday, 7 March 2018 4:46 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>; Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: RE: For tomorrow [SEC=UNCLASSIFIED]

Can do!

Thanks,
Georgia

From: Mahar, Nicole
Sent: Wednesday, 7 March 2018 4:43 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: For tomorrow [SEC=UNCLASSIFIED]

Hi Helen and Georgia

Could we please print some small cards (name tag size) saying something like:

Today's session involves an audience participation.

To take part please go to:
www.menti.com and use this code: 96 23 37

Ta

Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP

From: [Mahar, Nicole](#)
To: [Fraser, Katherine](#)
Cc: [Gombar-Millynn, Helen](#); [Perkins, Anita](#)
Subject: Thank you [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 3:30:00 PM
Attachments: [image001.jpg](#)

Hi Katherine

Thank you so much for taking time out from what I know is an unbelievably busy time for you and your team to speak at today's Creative Services Panel event.

Creative Services seems to be the gift that just keeps on giving for you, but I really want you to know how much we appreciate your expertise and insight. It felt so great to meet a few of the newer members of the panel, some who'd travelled from Sydney and Melbourne, who are so keen to help us take the next step in our comms. It gave me heart that all the reading, evaluating and meeting (and stress) may actually have helped us to uncover a few gems out there.

Thanks again, we really appreciate how generous you have been, and continue to be, with your time and experience.

Cheers

Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP



From: [Mahar, Nicole](#)
To: [Wilden, Karen](#)
Cc: [Gombar-Millynn, Helen](#); [Perkins, Anita](#)
Subject: Thank you! [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 3:38:00 PM
Attachments: [image001.jpg](#)

Hi Karen

Thank you for coming along and speaking on our panel at the creative services panel event today. As always, your ability to help people understand the breadth of work you do was fantastic. We had some valuable feedback from both industry and ACTPS reps about the event. Please feel free to pass on any you may have.

Thanks for being so generous with your time, It's very much appreciated.

Cheers

Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP



From: [Mahar, Nicole](#)
To: [Gleeson, Jody](#)
Cc: [Gombar-Millynn, Helen](#); [Perkins, Anita](#)
Subject: Thank you! [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 3:41:00 PM
Attachments: [image001.jpg](#)

Hi Jody

Thanks for attending and speaking at the Creative Services event today. We really appreciate how generous you are with your time and experience. You spoke so well, even with the pressure of the Chief Minister in the room!

We got lots of valuable feedback from both suppliers and ACTPS attendees about the event and the operation of the panel. Please feel free to pass on any that you or your team has to share.

Thanks again

Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP



From: [Mahar, Nicole](#)
To: [Dolan, Fiona](#)
Cc: [Gombar-Millynn, Helen](#); [Perkins, Anita](#)
Subject: Thank you! [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 3:44:00 PM
Attachments: [image001.jpg](#)

Hey Fiona

Thanks for stepping in at the very last minute to attend and speak at the creative services event. As always, you performed brilliantly with no notice and with the Chief Minister in the room. We're lucky to have you.

Many thanks

Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development
Directorate | ACT Government

1710_Email_Signature_LP



From: [Gombar-Millynn, Helen](#)
To: [Mahar, Nicole](#)
Subject: Creative Services Panel Event [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 3:45:00 PM
Attachments: [image001.jpg](#)
[Presentation to CSP 08-03-18.pdf](#)
[FAQs.pdf](#)

Hi Nicole,

Please find draft email below for your feedback and approval.

Thanks,
Helen

Thank you for coming to our first Creative Services Panel Event. It was great to meet so many of you. A special thanks to those who made the trip to Canberra especially for the event.

Please find attached today's presentation and handout for your information. You can also access the [ACT Government Communications and Engagement Strategy online](#).

We would love your feedback on the event via a [quick online survey](#) by Wednesday 14 March. The survey is completely anonymous and should take approximately five minutes to complete.

Following your feedback, we will be in touch with further opportunities to promote your services to ACT Government buyers.

Thank you!

Kind regards,

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP





CREATIVE SERVICES PANEL

We are CBR

Canberra is a city like no other: a positive, progressive city that is making things happen.

The ACT is nation-leading and ground-breaking. We have great stories to tell.









Signal Driver Stop ID 945 Platform 1

WEEKDAY services **945**

Dickson Interchange Platform 1

Stop Overview

Stop ID: 945
Stop Name: Dickson Interchange (Platform 1)
Stop Type: Interchange
Stop Location: Dickson Interchange (Platform 1)
Stop Address: Dickson Interchange (Platform 1)
Stop Coordinates: Dickson Interchange (Platform 1)
Stop Status: Active

See other side for weekend services
 Transport Canberra **13 17 10**
transport.act.gov.au

Line	Direction	Time	Time	Time	Time
1	Northbound	06:00	06:15	06:30	06:45
1	Southbound	06:00	06:15	06:30	06:45
2	Northbound	06:15	06:30	06:45	07:00
2	Southbound	06:15	06:30	06:45	07:00
3	Northbound	06:30	06:45	07:00	07:15
3	Southbound	06:30	06:45	07:00	07:15
4	Northbound	06:45	07:00	07:15	07:30
4	Southbound	06:45	07:00	07:15	07:30
5	Northbound	07:00	07:15	07:30	07:45
5	Southbound	07:00	07:15	07:30	07:45
6	Northbound	07:15	07:30	07:45	08:00
6	Southbound	07:15	07:30	07:45	08:00
7	Northbound	07:30	07:45	08:00	08:15
7	Southbound	07:30	07:45	08:00	08:15
8	Northbound	07:45	08:00	08:15	08:30
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9	Northbound	08:00	08:15	08:30	08:45
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10	Northbound	08:15	08:30	08:45	09:00
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11	Northbound	08:30	08:45	09:00	09:15
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12	Northbound	08:45	09:00	09:15	09:30
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13	Northbound	09:00	09:15	09:30	09:45
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37	Northbound	15:00	15:15	15:30	15:45
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42	Northbound	16:15	16:30	16:45	17:00
42	Southbound	16:15	16:30	16:45	17:00
43	Northbound	16:30	16:45	17:00	17:15
43	Southbound	16:30	16:45	17:00	17:15
44	Northbound	16:45	17:00	17:15	17:30
44	Southbound	16:45	17:00	17:15	17:30
45	Northbound	17:00	17:15	17:30	17:45
45	Southbound	17:00	17:15	17:30	17:45
46	Northbound	17:15	17:30	17:45	18:00
46	Southbound	17:15	17:30	17:45	18:00
47	Northbound	17:30	17:45	18:00	18:15
47	Southbound	17:30	17:45	18:00	18:15
48	Northbound	17:45	18:00	18:15	18:30
48	Southbound	17:45	18:00	18:15	18:30
49	Northbound	18:00	18:15	18:30	18:45
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51	Southbound	18:30	18:45	19:00	19:15
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58	Northbound	20:15	20:30	20:45	21:00
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59	Northbound	20:30	20:45	21:00	21:15
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68	Southbound	22:45	23:00	23:15	23:30
69	Northbound	23:00	23:15	23:30	23:45
69	Southbound	23:00	23:15	23:30	23:45
70	Northbound	23:15	23:30	23:45	24:00
70	Southbound	23:15	23:30	23:45	24:00

Trip planning is as easy as 1, 2, 3

1 Enter your departure location

2 Select your destination

3 Pick departure time

4 Choose type of travel you prefer

And the rest will be worked out for you!

For more information visit transport.act.gov.au or call 13 17 10

Transport Canberra



results



What we know...

Canberrans want content that is interesting, relatable and relevant.



#1s forecast is
now public



Toward #CBR500K

We're getting ready for a city which will be home to 500,000 people by 2030.

We're growing rapidly, with 7,000 new Canberrans every year.

We want a Canberra that is inclusive, innovate, healthy, smart, active and fun.

A city Canberrans are proud to call home.

We're diverse: a snapshot of 100 people in the ACT

51 women

49 men

50 aged < 34

50 aged > 34

21 from a non-English
speaking background

15 with a disability

2 indigenous

59 in a couple

41 single

46 couples with children

15 one parent families

68 living in a separate
house


16 living in an apartment or
a flat



How can we reach them?

How do you think
Canberrans want to hear
from government?

[Menti](#)

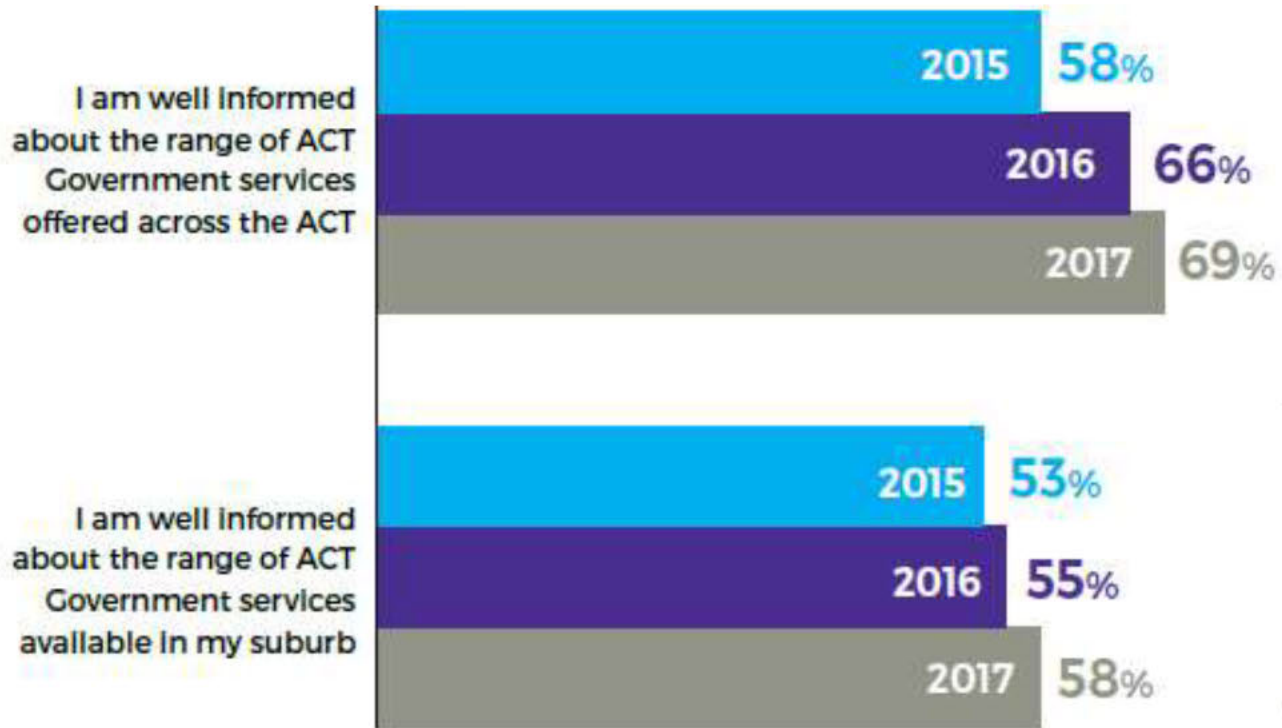


How can we reach them?

Preferred way to hear from government

- online and digital platforms
- net mainstream advertising
- newsletter sent by mail
- social media
- TV advertising
- email
- radio advertising

How are we doing?





www.act.gov.au/yoursay

Can suppliers that are not on the panel provide services?

All ACT Government Directorates are required to purchase creative services through the whole of government creative services panel. Any work orders or contractual arrangements entered into prior to 1 October 2017 can proceed as scheduled, but all new services must be purchased through the panel.

How does the procurement process work for the panel?

All requests for quotes are issued through Vendor Panel.

What are the expected timeframes for first opportunities for work on the panel?

To date, over 70 requests for quote have been issued through Vendor Panel.

How are suppliers selected for a request for quote?

Vendor Panel contains a list of suppliers by category, including links to supplier websites. Each buyer selects the vendors they wish to approach based on the information provided.

How many suppliers does a directorate need to seek quotes from?

It varies depending on the value of the job. For larger value jobs, buyers generally issue the request for quote to all suppliers in the category.

Why is a contact that you can speak to not always provided with the request for quote?

This is a decision of the buyer. It is recommended all contact during the request for quote process takes place through Vendor Panel. This ensures fairness and transparency in the procurement process by supporting buyers to share answers to any questions with all suppliers.

How best to secure work now that we are on the panel?

Following today's event, we will be inviting you all to provide more information in Vendor Panel to promote your services to ACT Government buyers. You can also update your Business Description at any time in Vendor Panel to promote yourself to potential buyers.

Can panel members supply/distribute their credentials?

The best way to do this is by updating your Business Description in Vendor Panel.

Are request for quote declines noted against a suppliers profile in Vendor Panel?

This information is only available to the contract manager and administrator of Vendor Panel.

Is the ACT Government committed to buying from local businesses? And specifically female-owned-businesses?

The ACT Government is committed to supporting local businesses. This is reflected through all procurement processes with a mandatory loading for local industry. For further information visit <https://www.procurement.act.gov.au/canberra-region-lipp>

Does ACT Government purchase campaign advertising through the Australian Department of Finance?

The ACT Government is a party to the Australian Department of Finance's Master Media Arrangement for campaign and non-campaign advertising bookings. Advertising production however is covered by the creative services panel.

From: [Lorenz, Natasha](#)
To: [Mahar, Nicole](#); [Bromhead, Amy](#); [Brennan, Bernadette](#); [Kancans, Katriina](#); [Ghirardello, Georgia](#); [Gombar-Millynn, Helen](#); [Rooney, Joseph](#); [Navarro, Tania](#)
Cc: [Perkins, Anita](#)
Subject: RE: Thanks! [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 3:57:10 PM
Attachments: [image001.jpg](#)

It was fantastic, thanks heaps for organising and well done.

From: Mahar, Nicole
Sent: Thursday, 8 March 2018 3:56 PM
To: Bromhead, Amy <Amy.Bromhead@act.gov.au>; Brennan, Bernadette <Bernadette.Brennan@act.gov.au>; Kancans, Katriina <Katriina.Kancans@act.gov.au>; Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>; Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>; Rooney, Joseph <Joseph.Rooney@act.gov.au>; Lorenz, Natasha <Natasha.Lorenz@act.gov.au>; Navarro, Tania <Tania.Navarro@act.gov.au>
Cc: Perkins, Anita <Anita.Perkins@act.gov.au>
Subject: Thanks! [SEC=UNCLASSIFIED]

Hey team

I just wanted to say thanks for all your help with today's creative services panel event. Whether you worked on it directly or just picked up some of the balls I dropped because of it – thank you. I love being part of a team where everyone can and does make a contribution. Thanks for all your support.

Special shout out to Georgia who helped Helen with all the finer details and did an amazing job of helping me with the powerpoint presentation. Well done – first project successfully ticked off! Hooray!

Cheers

Nicole

Nicole Mahar | Deputy Director, Whole of Government Communications

Phone: [02 6205 9530](tel:0262059530) | Mobile: [0414 926 266](tel:0414926266)

Communications & Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

1710_Email_Signature_LP



From: [Mahar, Nicole](#)
To: [Gombar-Millynn, Helen](#)
Subject: Thanks for attending today's Creative Services Panel Event [SEC=UNCLASSIFIED]
Date: Thursday, 8 March 2018 5:40:00 PM
Attachments: [Presentation to CSP 08-03-18.pdf](#)
[FAQs.pdf](#)

Hello All

Thank you for attending today's Creative Services Panel Event. It was great to meet so many of you. A special thanks to those who made the trip to Canberra especially for the event.

Please find attached today's presentation and handout for your information. You can also access the [ACT Government Communications and Engagement Strategy online](#). We would love your feedback on the event via a [quick online survey](#). The survey is completely anonymous and should take approximately three minutes to complete.

Following your feedback via the survey and that provided by a number of you today about the operation of the Panel, we will be in touch with further opportunities to promote your services to ACT Government buyers.

Regards

From: [Gombar-Millynn, Helen](#)
Subject: Thanks for attending yesterday's Creative Services Panel Event [SEC=UNCLASSIFIED]
Date: Friday, 9 March 2018 9:19:49 AM
Attachments: [Presentation to CSP 08-03-18.pdf](#)
[FAQs.pdf](#)
[image001.jpg](#)

Hello all,

Thank you for attending yesterday's Creative Services Panel Event. It was great to see so many take advantage of the opportunity to meet potential suppliers.

Please find attached yesterday's presentation and handout to suppliers for your information. You can also access the [ACT Government Communications and Engagement Strategy online](#).

We would love your feedback on the event via a [quick online survey](#). The survey is completely anonymous and should take approximately three minutes to complete.

Following your feedback via the survey and that provided by a number of suppliers about the operation of the Panel, we will be in touch with further information.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



From: [Boudsingkhone, Ruth](#)
To: [Gombar-Millynn, Helen](#)
Subject: Invoice #00001590; From Office of the Legislative Assembly
Date: Wednesday, 14 March 2018 12:05:32 PM
Attachments: [ESale.pdf](#)

Please find attached your invoice from Office of the Legislative Assembly. Should you have any questions, please do not hesitate to contact OLA Finance team at ola.finance@parliament.act.gov.au or call us on 02 6205 1098.



Legislative Assembly for the Australian Capital Territory

P.O. BOX 1020 CANBERRA A.C.T. 2601
OFFICE OF THE LEGISLATIVE ASSEMBLY
A.B.N. 68 036 195 379

Tax Invoice

Customer Details:

Chief Minister, Treasury and Economic
Development
GPO Box 158
Canberra City ACT 2601

Attention: Anita Perkins
02 6205 53696

Please direct invoice enquiries to:

Michele Sidonio - 02 6205 0450

Tax Invoice #: 00001590

Date: 12/03/2018

Page: 1

Customer ABN:

Description	excl. GST	incl. GST	Code
Event: Creative services panel - meet the buyers event			
8/03/18 Reception room hire	\$185.45	\$204.00 GST	
8/03/18 Equipment charges: Water jugs 3x @ \$3.30 each	\$9.00	\$9.90 GST	
8/03/18 Equipment charges: Data projector and screen	\$123.64	\$136.00 GST	
8/03/18 Equipment charges: Glasses x 36 @ \$1 per item	\$32.73	\$36.00 GST	

GST Details:

CODE	RATE	GST	SALE AMOUNT
GST	10%	\$35.08	\$350.82

GST: \$35.08

INVOICE TOTAL: \$385.90

Amount Applied: \$0.00

Balance Due: \$385.90

Payment Terms: Net 30

Payment Due: 11/04/2018

Remittance Advice:

Customer Details: Chief Minister, Treasury and Economic
Development
GPO Box 158
Canberra City ACT 2601

Invoice Details:

00001590

12/03/2018

EFT Payments:

Bank WBC
BSB 032-777
Account # 000-751

Remittance & Accounts

Email ola.finance@parliament.act.gov.au
Telephone (02) 6205 0439
Facsimile (02) 6205 3109

Cheque Payments to:

OFFICE OF THE LEGISLATIVE ASSEMBLY

From: Kitchen Witchery
To: [Gombar-Millynn, Helen](#); [Ghirardello, Georgia](#)
Subject: RE: Catering [DLM=For-Official-Use-Only]
Date: Thursday, 15 March 2018 10:51:30 AM
Attachments: [image001.jpg](#)

Thanks Helen for confirming invoicing details.

Regards

Sch 2

From: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Sent: Thursday, 15 March 2018 10:04 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>; Kitchen Witchery <admin@kitchenwitchery.com.au>
Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2

Please make the invoice out to:

Communications and Engagement
Chief Minister, Treasury and Economic Development Directorate
GPO Box 158
CANBERRA ACT 2601

Thank you for all your assistance with our event. Shirley was a fantastic on the day.

Kind regards,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



From: Ghirardello, Georgia
Sent: Tuesday, 13 March 2018 2:49 PM
To: Kitchen Witchery <admin@kitchenwitchery.com.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2,

Please make out the invoice to 'Chief Minister, Treasury and Economic Development Directorate' at 1 Constitutional Avenue.

I believe this is the correct process but would like to check with Helen who has more knowledge in this area (she currently out of the office until tomorrow).

Thanks in advance,
Georgia

Georgia Ghirardello | Admin Assistant, Whole of Government

Phone: 02 6207 2013 | Email: Georgia.Ghirardello@act.gov.au

Communications and Engagement | CMTEDD | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue, Canberra City | GPO Box 158 Canberra City ACT 2601 |

www.act.gov.au

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]

Sent: Tuesday, 13 March 2018 2:35 PM

To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Georgia

Can you please let me know who I make the invoice out to for the catering last Thursday.

Many thanks

Sch 2

From: Kitchen Witchery

Sent: Tuesday, 6 March 2018 11:41 AM

To: 'Ghirardello, Georgia' <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Good morning Georgia

I have been trying to call you this morning. Can you please give our office a call, 62809882, to discuss final details for your catering this Thursday 8 March.

Many thanks

Sch 2

From: Kitchen Witchery

Sent: Friday, 2 March 2018 2:23 PM

To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Georgia

Thank you for sending this through.

Our staff member would need access at 8.45am on the day for set up, as the coffee takes 1 hour to perc.

Regards

Sch 2

From: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Sent: Friday, 2 March 2018 1:56 PM

To: Kitchen Witchery <admin@kitchenwitchery.com.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2,

Thank you for your email and understanding. How long does setting up take? The events timings are below:

When: Thursday 8 March, 10am – 12pm

Where: Legislative Assembly Reception Room, 196 London Circuit

Regards,

Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]

Sent: Friday, 2 March 2018 1:44 PM

To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Georgia

Thank you for confirming that you would like to proceed with the catering on Thursday 8 March.

As we have a wait staff booked to work we will need confirmation of timings for the day by lunch time Monday.

Regards

Sch 2

From: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Sent: Friday, 2 March 2018 12:29 PM

To: Kitchen Witchery <admin@kitchenwitchery.com.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2

Apologies for the delay in confirming our order. We would like to proceed with the following:

Coffee & Tea @ \$5p/p x 70 guests = \$350

Mixed platter @ \$7.80 p/p x 35 guests = \$273

(2 sweet & 1 savoury item p/p)

Fruit platter @ \$6.90p/p x 35 guests = \$241.50

1 Wait staff @ \$50 p/h, 3 hours = \$150.00 estimate only will depend on final hours worked

Delivery charges = \$12.50

Soy milk too would be excellent.

Cost of the above would be \$1027.00

Please advise if you need anything further from me today. I will be in touch early next week to confirm delivery time and setup.

Hope you have a lovely weekend. Thanks for your assistance.

Kind regards,
Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]

Sent: Tuesday, 27 February 2018 10:27 AM

To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hello Georgia

Thank you for your email.

We will arrange for 1 wait staff and look forward to confirmation by Thursday lunchtime.

Kind regards

Sch 2

From: Ghirardello, Georgia [<mailto:Georgia.Ghirardello@act.gov.au>]

Sent: Tuesday, 27 February 2018 10:19 AM

To: Kitchen Witchery <admin@kitchenwitchery.com.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2,

I'm still waiting on the all clear from my manager. I won't be able to get confirmation until Thursday morning at the latest. I'm really grateful for your time and patience on the matter. In terms of wait staff I think I can confirm that we can budget for 1 wait staff at this point in time.

Thanks again,
Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]

Sent: Tuesday, 27 February 2018 9:59 AM

To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hello Georgia

Just wanted to confirm if this event will be going ahead so we can arrange wait staff.
Feel free to contact us if you wish to discuss.
Look forward to hearing from you.

Kind regards

Sch 2

From: Kitchen Witchery
Sent: Friday, 23 February 2018 11:03 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: RE: Catering [DLM=For-Official-Use-Only]

Good morning Georgia

We would strongly recommend having a wait staff on site for a function for 70 guests. The staff will set up the coffee and tea prior to guests arrival, keep the area clean and tidy throughout the morning tea. They would then wash up and pack down all equipment after guests have left the area.

If you would like to discuss further please contact our office on 62809882.

Regards

Sch 2

From: Ghirardello, Georgia [<mailto:Georgia.Ghirardello@act.gov.au>]
Sent: Thursday, 22 February 2018 2:25 PM
To: Kitchen Witchery <admin@kitchenwitchery.com.au>
Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2,

Thanks for the extra information. I'm just seeking approval for the budget and will get back to you tomorrow.

Can I just check with you do we have to have wait staff as part of the service or is that an optional extra?

Also can I have a number to contact you on? You can contact me on 62072013 or Sch 2 s2.2(a)

Thank you for your ongoing assistance. I really appreciate it.

Kind regards,
Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]
Sent: Tuesday, 20 February 2018 11:28 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Georgia

The mixed platter will contain 2 sweet items and 1 savoury item per person, the sweet items will be depend on what the chefs make fresh on the morning. The savoury item will be a vegetarian tartlet. So for a mixed platter for 35 guests, your 70 guests will get 1.5 pieces each. If you require gluten free options these attract a \$2.50 surcharge per person per meal. We will need to know how many gluten free guests you would like to cater for as we do not cater for gluten free unless there are guests needing it.

Soy milk can be supplied on request.

Our coffee and tea price includes all cups, saucers, teaspoons and all coffee and tea supplies. Yes serviettes are provided.

Please note that wait staff have a minimum shift of 3 hours, so minimum charge for staff is \$150.00

Revised quote is as follows

Coffee & Tea @ \$5p/p x 70 guests =\$350

Mixed platter @ \$7.80 p/p x 35 guests = \$273

(2 sweet & 1 savoury item p/p)

Fruit platter @ \$6.90p/p x 35 guests = \$241.50

1 Wait staff @ \$50 p/h, 3 hours = \$150.00 estimate only will depend on final hours worked

Delivery charges = \$12.50

Cost of the above would be \$1027.00 plus gluten free if required.

Please confirm if you are happy to proceed with the above.

Regards

Sch 2

From: Ghirardello, Georgia [<mailto:Georgia.Ghirardello@act.gov.au>]

Sent: Tuesday, 20 February 2018 10:56 AM

To: Kitchen Witchery <admin@kitchenwitchery.com.au>

Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2

We would like to proceed with the order for Thursday 8th of March at 10am. At this stage we will have 70 people attending.

Please find revised order below.

Coffee & Tea @ \$5p/p x 70 guests = \$350
Mixed platter @ \$7.80 p/p x 35 guests = \$273
Fruit platter @ \$6.90p/p x 35 guests = \$241.50
1 Wait staff @ \$50 p/h, 2 hours = \$100
Delivery charges = \$12.50

Could you please confirm:

- What is in the mixed platter? (Is there a gluten free option?)
- With tea and coffee do you provide soy milk as well?
- Do you provide serviettes, cutlery and cups as part of the service?

Thanks again for all your time and help. Feel free to contact me on (02) 6207 2013.

Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]
Sent: Thursday, 15 February 2018 11:45 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Georgia

If we can get confirmation that you would like to proceed with the quote as soon as possible so we can organise a wait staff to work that would be great. We would need final numbers by Thursday 1 March.

Regards

Sch 2

From: Ghirardello, Georgia [<mailto:Georgia.Ghirardello@act.gov.au>]
Sent: Thursday, 15 February 2018 11:36 AM
To: Kitchen Witchery <admin@kitchenwitchery.com.au>
Subject: RE: Catering [DLM=For-Official-Use-Only]

Hi Sch 2

Thank you for your quick reply I'm currently waiting on getting the final numbers, time and approval from my head of department.

I was wondering when would be the latest to let you know about numbers for the 8th of March?

Thanks you,
Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]
Sent: Monday, 12 February 2018 1:27 PM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: RE: Catering

Hi Georgia

As requested please find following our quote for your catering requirements on Thursday 8 March.

Coffee & tea @ \$5 p/p x 60 guests	\$300.00
Mixed platter @ \$7.80 p/p x 60 guests	\$468.00
2 sweet & 1 savoury item p/p	
1 Wait staff @ \$50 p/h, 3 hours worked	\$150.00 estimate only will depend on final hours worked
Delivery charge	\$12.50

Cost of the above would be \$930.50

All of our sweet items are petit four size. The sweet items are usually chefs choice, however if you would particularly like sweet muffins we can provide these for you. For the savoury item we could do a savoury tart as we do not make savoury muffins.

Please advise how you would like to proceed.

Regards

Sch 2

From: Ghirardello, Georgia [<mailto:Georgia.Ghirardello@act.gov.au>]

Sent: Monday, 12 February 2018 12:21 PM

To: Kitchen Witchery <admin@kitchenwitchery.com.au>

Subject: Catering

Good morning,

I was inquiring on a catering quote of 60 people for tea, coffee, muffins (savoury and sweet) and fruit platter.

On the 8th of March at the legislative assembly.

Kind regards,
Georgia Ghirardello
CMTEDD

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From: [Gombar-Millynn, Helen](#)
To: [Mahar, Nicole](#); [Bogg, Sharon](#)
Cc: [Ghirardello, Georgia](#); [Kancans, Katriina](#)
Subject: Meet the buyer survey results [SEC=UNCLASSIFIED]
Date: Thursday, 15 March 2018 11:10:07 AM
Attachments: [image001.jpg](#)
[Meet the Buyer Survey Results.pdf](#)

Hi Nicole and Sharon,

Please find attached survey results for last week's creative services panel meet the buyer event for your information.

Unfortunately we had a very low response rate, which probably wasn't helped by the long weekend but I thought I would share this in any case.

Summary:

- 9 responses, 2 from staff, 7 from suppliers
- 6 rated the event excellent overall and 3 rated it very good
- most respondents found Anita's presentation the most useful (7 very useful, 2 useful) followed by the Chief's talk (5 very useful, 4 useful)
- other feedback included compliments for the format of the event, opportunity to network, Anita's presentation and the insights gained. There was no negative feedback.

Thanks,
Helen

Helen Gombar-Millynn | Senior Communications Officer

Phone: 02 6205 3696 | Mobile: 0447 373 734

Communications and Engagement | Chief Minister, Treasury and Economic Development Directorate | ACT Government

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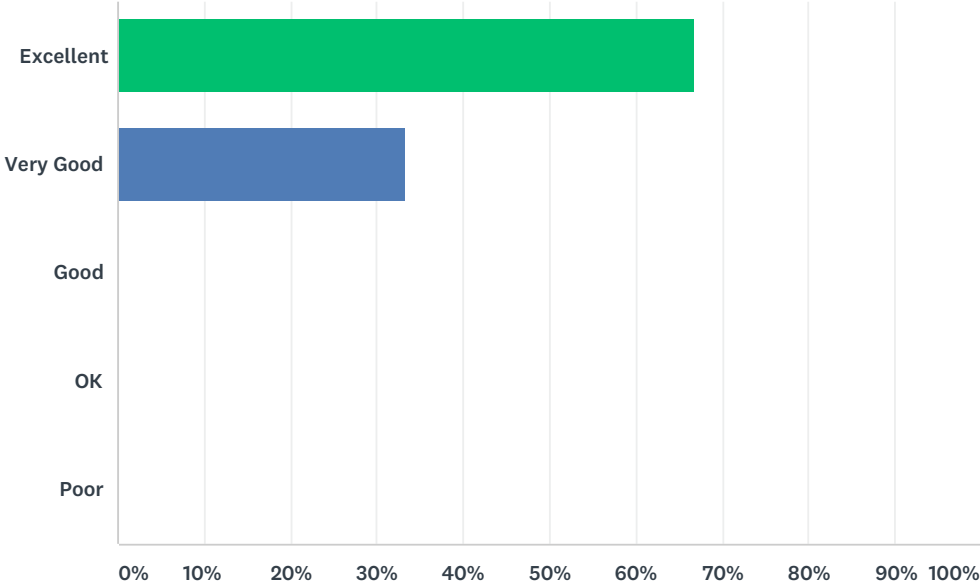
Works part time, not in the office on Wednesdays

1710_Email_Signature_LP



Q1 Please rate the event overall:

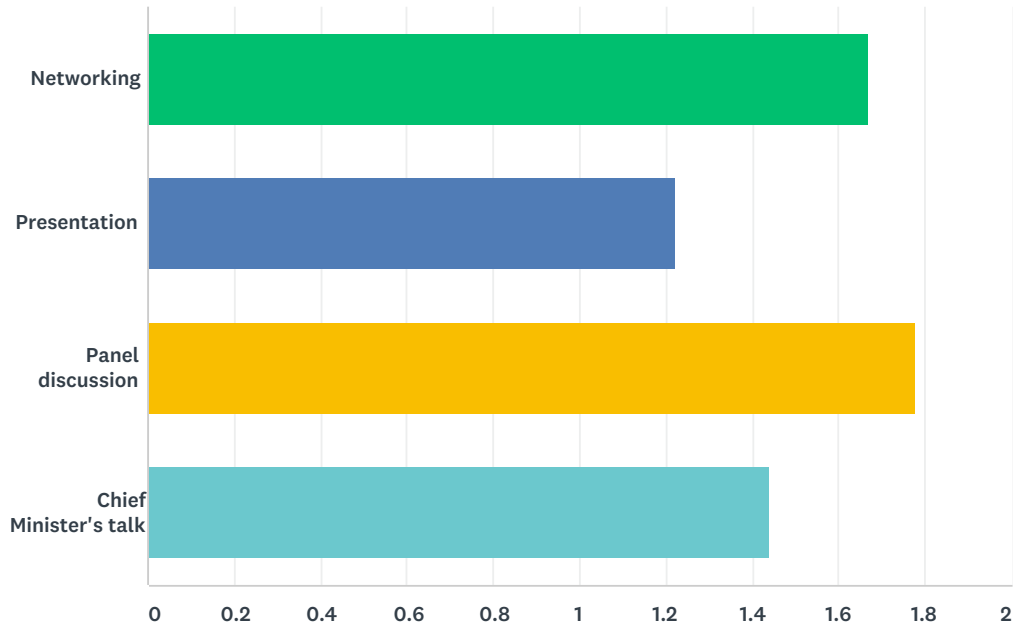
Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES	
Excellent	66.67%	6
Very Good	33.33%	3
Good	0.00%	0
OK	0.00%	0
Poor	0.00%	0
TOTAL		9

Q2 How useful did you find the following:

Answered: 9 Skipped: 0



	VERY USEFUL	USEFUL	NOT THAT USEFUL	TOTAL	WEIGHTED AVERAGE
Networking	55.56% 5	22.22% 2	22.22% 2	9	1.67
Presentation	77.78% 7	22.22% 2	0.00% 0	9	1.22
Panel discussion	22.22% 2	77.78% 7	0.00% 0	9	1.78
Chief Minister's talk	55.56% 5	44.44% 4	0.00% 0	9	1.44

Q3 What worked well?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	Everything - this was a really impressive event!	3/13/2018 3:46 PM
2	The event program, being able to speak directly to buyers who are so hearing about the specific requirements and expectations of ACT Government going forward.	3/13/2018 11:40 AM
3	Anna's overview of the strategy and understanding the Government's intent.	3/13/2018 10:43 AM
4	Opportunity to meet and hear from the marcomms contacts within ACT Gov.	3/9/2018 11:23 AM
5	presentation and panel speakers	3/9/2018 10:02 AM
6	Good for networking	3/9/2018 9:53 AM
7	The format of the day	3/9/2018 9:17 AM
8	Getting insights into the expectations and goals in this space. It was particularly good to see such a modern & forward thinking approach being utilized.	3/9/2018 9:17 AM
9	The agenda worked well for the event, the hour sitting down didn't feel long at all, and it was good to get a second opportunity to network after.	3/8/2018 9:35 PM

Q4 What would you have liked more of?

Answered: 9 Skipped: 0

#	RESPONSES	DATE
1	It would be interesting if suppliers could network together, this would foster collaboration.	3/13/2018 3:46 PM
2	Panel discussion.	3/13/2018 11:40 AM
3	It would have been good to have a little more time with the panel members (although understand this was hijacked to some extent by the Chief Minister's arrival :)).	3/13/2018 10:43 AM
4	Maybe more structured networking would be beneficial so we can see more people within the short period of time?	3/9/2018 11:23 AM
5	-	3/9/2018 10:02 AM
6	Panel discussion was a bit mmm	3/9/2018 9:53 AM
7	Procurement information.	3/9/2018 9:17 AM
8	An understanding of the projects coming up and where you'd be looking for specific skill sets	3/9/2018 9:17 AM
9	Generally with these events, people tend to talk to people they know rather than networking so perhaps some sort of activity (without feeing like school) where people have to interact with people they are unfamiliar with.	3/8/2018 9:35 PM

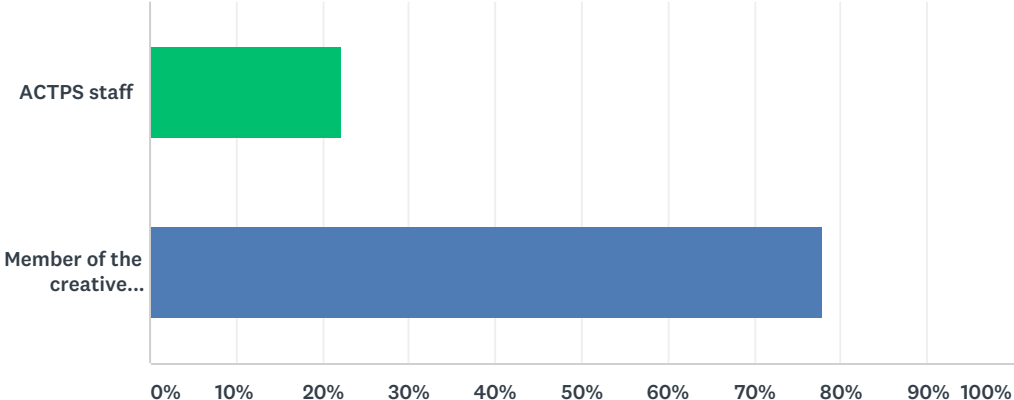
Q5 Please provide below any other comments on the event or the creative services panel in general:

Answered: 6 Skipped: 3

#	RESPONSES	DATE
1	Excellent speakers, we just wish we had more time getting to know you all!	3/13/2018 3:46 PM
2	A great setup and far more approachable than previous years.	3/13/2018 11:40 AM
3	The event was a really good initiative and will encourage better communication and understanding of expectations on both sides.	3/13/2018 10:43 AM
4	Thanks for the opportunity.	3/9/2018 11:23 AM
5	-	3/9/2018 10:02 AM
6	Please make the ok buttons an accessible color for our visually impaired survey.. really hard on the eyes :)	3/8/2018 9:35 PM

Q6 Which of the following best describes your role:

Answered: 9 Skipped: 0



ANSWER CHOICES	RESPONSES
ACTPS staff	22.22% 2
Member of the creative services panel	77.78% 7
TOTAL	9

From: Kitchen Witchery
To: [Ghirardello, Georgia](#)
Subject: invoice attached
Date: Thursday, 15 March 2018 11:52:52 AM
Attachments: [to 12 March.pdf](#)

kitchen witchery catering

Tax Invoice

Invoice #: 00021029

Purfect Pty Ltd t/a
 Kitchen Witchery
 PO Box 882
 Fyshwick ACT 2609
 www.kitchenwitchery.com.au
 Ph. 6280 9882
 Fax. 6228 1312

A.B.N. 93 108 423 516

A.C.N. 108 423 516

Bill To:

ACT Government
 CMTEDD
 GPO Box 158
 Canberra ACT 2601
 Attention: Georgia Ghirardello

					TERMS	DATE	PG.
					Net 7	8/03/2018	1
QTY.	ITEM NO.	DESCRIPTION	PRICE	UNIT	DISC %	EXTENDED	CODE
70	Coffee	Coffee & tea	\$5.00			\$318.18	GST
35	Mix	Mix cakes & pastries	\$7.80			\$248.18	GST
35	Fruit platter	Fresh fruit platter	\$6.90			\$219.55	GST
3.25	Hours	Wait staff	\$50.00	Hr		\$147.73	GST
1	Hire	Hire package	\$66.50			\$60.45	GST
1	Del	Delivery	\$12.50	ea		\$11.36	GST
COMMENT						SALE AMT.	\$1,005.45
CODE						SALE AMT.	
RATE						FREIGHT	\$0.00
GST						GST	\$100.55 GST
10%						TOTAL AMT.	\$1,106.00
\$100.55						PAID TODAY	\$0.00
\$1,005.45						BALANCE DUE	\$1,106.00

Customer ABN:

Direct Debit

Bank: Bank Australia
 BSB: 313-140
 Acc: 23147567
 Name: Purfect Pty Ltd

Credit Card - 1.25% Surcharge
 applies

Visa
 Mastercard
 Ph: 62809882 for assistance

Cheque

Payable to:
 Purfect Pty Ltd
 PO Box 882
 Fyshwick ACT 2609

ACT Government

From: [Gombar-Millynn, Helen](#)
To: [Ghirardello, Georgia](#)
Subject: RE: invoice attached [SEC=UNCLASSIFIED]
Date: Thursday, 15 March 2018 3:39:53 PM

Hi Georgia,

That should be fine 😊

Could you please forward the invoice to Nicole for her information and approval (and copy me in) noting the amount approved was \$1,027 and the amount invoiced was \$1,106. The \$79 discrepancy is mainly due to us hiring the tablecloths and water glasses from the caterer at a cheaper cost than if we had gotten them from the venue (who would have charged \$160 for them) as well as the staff member working an extra 15 minutes on the day.

Once Nicole has approved it, we will just need to email the invoice to Alexandra Terry for payment/processing and copy Nicole in (noting she has approved it).

Thanks,
Helen

From: Ghirardello, Georgia
Sent: Thursday, 15 March 2018 12:09 PM
To: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: FW: invoice attached [SEC=UNCLASSIFIED]

Hi Helen,
I've been sent the invoice from Kitchen Witchery. Is it all correct/ is it okay that the attention is under my name?

Thanks,
Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]
Sent: Thursday, 15 March 2018 11:53 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: invoice attached

From: [Mahar, Nicole](#)
To: [Ghirardello, Georgia](#)
Cc: [Gombar-Millynn, Helen](#)
Subject: RE: invoice attached [SEC=UNCLASSIFIED]
Date: Thursday, 15 March 2018 4:00:44 PM

Thanks Georgia

Please send onto Alexandra

From: Ghirardello, Georgia
Sent: Thursday, 15 March 2018 3:58 PM
To: Mahar, Nicole <Nicole.Mahar@act.gov.au>
Cc: Gombar-Millynn, Helen <Helen.Gombar-Millynn@act.gov.au>
Subject: FW: invoice attached [SEC=UNCLASSIFIED]

Hi Nicole,

Attached is the invoice for the Creative Service Panel Event catering.

Noting the amount approved was \$1,027 and the amount invoiced was \$1,106. The \$79 discrepancy is mainly due to us hiring the tablecloths and water glasses from the caterer at a cheaper cost than if we had gotten them from the venue (who would have charged \$160 for them) as well as the staff member working an extra 15 minutes on the day.

Awaiting approval to then email the invoice onto Alexandra Terry for payment.

Thanks in advance,
Georgia

From: Kitchen Witchery [<mailto:admin@kitchenwitchery.com.au>]
Sent: Thursday, 15 March 2018 11:53 AM
To: Ghirardello, Georgia <Georgia.Ghirardello@act.gov.au>
Subject: invoice attached

From: [Ghirardello, Georgia](#)
To: [Terry, Alexandra](#)
Cc: [Mahar, Nicole](#)
Subject: Invoice for Creative Service Panel Event [SEC=UNCLASSIFIED]
Date: Thursday, 15 March 2018 4:38:55 PM
Attachments: [Catering Invoice - Kitchen Witchery.pdf](#)

Hi Alexandra,

Attached is an invoice for payment. I've got approval from Nicole.

Thanks in advance,
Georgia

Georgia Ghirardello | Admin Assistant, Whole of Government

Phone: 02 6207 2013 | Email: Georgia.Ghirardello@act.gov.au

Communications and Engagment | CMTEDD | ACT Government

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