
From:
Sent: Tuesday, 7 June 2022 2:02 PM
To:
Subject: EC Social Committee Mid-year Party

Hey everyone,

It's that time of year again where the social committee would like to invite you to the **EC Mid-year Party!** This year, it will be held on **Friday, 1st July**

Event Details:

When: Friday, 1st July 4-8pm

Where:

We would appreciate if you could RSVP ASAP, so we can get an accurate number of attendees, and please inform us of any **dietary requirements**, as there will be drinks and some canapes provided at the event.

We hope to see you all there!

Thanks,

and the EC Social Committee

Domestic Activity and Trade
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Tuesday, 21 June 2022 11:55 AM
To:
Subject: Mid-year party beverage options [SEC=OFFICIAL]

Hey,

Assuming we put a ~\$15 per drink limit on what's available and limiting to the smaller glass size, this gives us the following wine options:

Champagne/sparkling:	Chardonnay
- NV BTW Sparkling	- Yering Station (Elevation)
- NV Varichon et Clerc	

Pinot Grigio/Gris	Riesling
- BTW Pinot Grigio	- Clare Wine Co

Sauvignon Blanc	Rose
- Selection 23	- BTW Rose

Cab Sauv/Blends	Pinot noir
- BTW Cabernet Merlot	- Yering Station (Elevation)

I think this looks fine – it gives us a pretty broad range of options (at least one of each). For beer, given the range is \$9-\$11, I think we just go with whichever ones were quoted in her earlier email.


Let me know if this is enough to go off.

Thanks,

From:
Sent: Tuesday, 21 June 2022 11:10 AM
To:
Subject:

| Domestic Activity and Trade
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Wednesday, 22 June 2022 2:21 PM
To:
Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

No stress!! Please see the amended invoice as follows: [\(\\$2,500.00 - Not Paid\)](#)

Thanking you,

From:

Sent: Wednesday, 22 June 2022 1:51 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

Sorry I should have been slightly clearer. The budget for the party is \$3,000, with \$1,080 on canapes and the remaining \$1,920 to go on the bar tab.


Sorry for the confusion and thanks again.

From:

Sent: Wednesday, 22 June 2022 1:49 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Please find the link as follows: [\(\\$3,580.00 - Not Paid\)](#)

If you require anything further please let me know.

Thanking you,

From:

Sent: Wednesday, 22 June 2022 1:40 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

That would be excellent, thank you.

From:

Sent: Wednesday, 22 June 2022 12:28 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]



EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

I can send you a link for the whole amount now if you like.

That way it can be settled this side of the financial year.

Thanking you,

From:

Sent: Wednesday, 22 June 2022 12:14 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

No worries at all, just a quick question about payment. Will we receive an invoice or a link? And would it be possible to have this finalised before the EOFY?


Thanks again,

From:

Sent: Wednesday, 22 June 2022 10:23 AM

To: J

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for letting me know and for the update.
We look forward to welcoming you next week!!

Thanking you,

From:
Sent: W
To:
Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

Our numbers are currently at 50 accepted, 3 tentative (although I'd still like to estimate at 60 to be safe) , therefore I have ordered the minimum 30 pieces of one canape over six separate canapes for some variety and to cater to dietary requirements. Speaking of dietary requirements they are as below:

Vegetarian (eggs and dairy fine)

No Pork

Vegetarian

The committee will aim to arrive around 15 minutes early to the venue (3:45pm) if that is okay, then I imagine others will begin to trickle in from 4 onwards. I don't believe we have any special requirements.

Please let me know if this is all fine.


Thanks,

From:

Sent: Wednesday, 22 June 2022 8:47 AM

To:

Sub

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

My pleasure, I cant help myself anyway lol.

Thank you for sending this through to me, can you please confirm your numbers have dropped to 30?

I was also wondering if you could firm up the following details for me?

- What time will you be bumping in on that day?
- Do you have any specific requirements?
- Do you have any dietaries we should be aware of?

I look forward to hearing back from you

Thanking you,

From:

Sent: Tuesday, 21 June 2022 4:54 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

Thank you for checking in even though you were sick. For catering, we would love to do the following:

Canapes:

Something light: \$270

30*fried squid

30*blue corn tostada, feta guacamole

Something substantial: \$450

30* Beer battered barramundi tacos, cabbage chipotle mayo, lime

30* Nasi goreng, quail egg, eschallots and sriracha

Something more: \$360

30* turmeric and lime chicken skewer

30* grilled lamb shish kebab

For dietary requirements: We have two vegetarians, who are fine to consume eggs and dairy, and one individual who cannot consumer pork. I think the options I have chosen cover these bases but I would love to receive confirmation on this from your end.

Then we would like to place the remainder of the \$3000 on a bar tab, which includes house spirits and beers, plus the following wines:

Champagne/sparkling:

- NV BTW Sparkling
- NV Varichon et Clerc
- NV Villa Sandi Prosecco

Chardonnay

- Yering Station (Elevation)

Pinot Grigio/Gris

- BTW Pinot Grigio
- Brightwater Gravels Pinot Grigio

Riesling

- Clare Wine Co

Sauvignon Blanc

- Selection 23
- Vidal

Rose

- BTW Rose
- Saint Rose

Cab Sauv/Blends

- BTW Cabernet Merlot

Pinot noir

- Yering Station (Elevation)

Shiraz

- Geoff Merrill Pimpala Road

Please feel free to contact me if you have any questions or comments, I can be reached on

Thanks again for all of your help,

Kind regards,

From

Sent: Tuesday, 21 June 2022 7:34 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]



EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

So sorry for the delay, I was actually off sick yesterday but checking my emails.

We don't have a list of beers and spirits im afraid, just the wine list but I believe the beers are around the \$9.00/9.50 price point for local and \$11 for import.


Thanking you,

From:
Sent: M
To:
Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

That's great, thank you but would it be possible to also see or get a range for the price of beer and spirits as well?

Thanks again for your help.

From:
Sent: Monday, 20 June 2022 11:58 AM
To:
Subject: Re: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Of course, please see the beverage list attached.

Thanking you,


From:
Date:
To:
Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

That's great thanks, I'll send out one more call for dietary requirements now. Regarding the bar tab, is it possible to see a more detailed list of prices for drinks and/or pick what we would like to include on the tab?

Thanks,

From:
Sent: Monday, 20 June 2022 11:38 AM
To:
Subject: Re: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

You must have read on my mind as you were on my list for today!

Catering is due no later than COB tomorrow, if you can send this prior to COB that would be amazing. If you require any assistance please let me know

Best,

From:

Date: Monday, 20 June 2022 at 11:32 am

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

I hope you enjoyed your weekend!

I just wanted to check in with you regarding the date you'd like to have our catering order finalised? I have sent the department-wide invite and received back the majority of responses and dietary requirements, but would love to know when this needs to be final.


Thanks,

From:

Sent: Friday, 3 June 2022 10:42 AM

To: J

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for the update 😊

Thanking you,

From:

Sent: Friday, 3 June 2022 10:27 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

I have been given the go ahead for the venue and have signed the contract. At the moment, I am just waiting on the corporate card to put the deposit on and will continue to follow this up.


Thanks again for all your help and looking forward to the evening!

From:

Sent: Tuesday, 31 May 2022 4:56 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for the update!!

Have a wonderful rest of the day.

Thanking you,

From:

Sent: Tuesday, 31 May 2022 3:43 PM

To:

Sub

HI

I just wanted to touch base and say I haven't forgotten about you! I have sent this up the line to the deputy head of department and am waiting on a response. He has told me he can get to it tomorrow morning. Thanks again for your help and patience.


Warm regards,

From:

Sent: Thursday, 26 May 2022 11:13 AM

To: J

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for your email and for confirming your event with

Please find the deposit and contract link as follows:

[01/07/2022 RBA EOFY](#)

[\\$500.00 - Not Paid](#)

Once both have been finalised I will be able to confirm everything on my end.

Thanking you,

From:**Sent:** Thursday, 26 May 2022 11:03 AM**To:****Subject:** RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hey

Thanks again for meeting with [redacted] today, he said the venue looked great! Just following up to get the relevant documents from you.

Name: EC Mid-year Party

Date: 1st of July 2022

Start Time: 4-4:30pm

Location:

Attendance: 60 people (I will send a calendar invite and get more accurate numbers head of the event)

Min spend: \$3000

Looking to have a bar tab and a mixture of selected canapes.

Let me know if there is anything else you require and thanks again for all of your help,

From:**Sent:** Tuesday, 24 May 2022 12:02 PM**To:****Subject:** RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for coming back to me, I have locked away 10.30am in my diary and look forward to seeing [redacted] then. Have a wonderful rest of the week.

Thanking you,

From:

Sent: Tuesday, 24 May 2022 8:58 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

No worries at all. Thursday after work would work for me if that would be okay with you?


Thanks,

From:

Sent: Tuesday, 24 May 2022 7:44 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Apologies for the delay as I was away yesterday.

I am in a shoot today and tomorrow but I can make Thursday work, would that suit?

Thanking you,

From:

Sent: Monday, 23 May 2022 10:47 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

I was just hoping to check in with you, regarding the times and days you'd be available for a walk around?


Looking forward to it,

From:

Sent: Friday, 20 May 2022 1:59 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

I have just realised that my colleague has placed a hold on _____ for the 1st July, I have however placed a hold on the _____ for you which I feel would be better anyway if you are concerned about the rain.

This space will be held till next week when you get a chance to come in.

Thanking you,

From:

Sent: Friday, 20 May 2022 1:55 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hey

Yes that should be fine. Could I just confirm whether this date can be held for us until then?


Thanks,

From:

Sent: Friday, 20 May 2022 1:28 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

I would prefer to show you around when I will be there, can we arrange a time next week by any chance?

Thanking you,

From:

Sent: Friday, 20 May 2022 12:21 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Oh amazing, thank you so much. Would it be possible for my colleague to come and check out the spaces this evening? He would be there around 5:30 and I was going to pass on your details to him.


Thanks again,

From:

Sent: Friday, 20 May 2022 11:09 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Don't be silly that's fine!!

I was suggesting moving you to the , this space has a \$4000 minimum spend however I will honour what I quoted you for being \$3000.

Thanking you,

From:

Sent: Friday, 20 May 2022 9:36 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

No worries at all, I totally understand the awkward bus phone call and I'm sorry to have reached out so late in the day.

This sounds like a very good option, as I believe senior management are a bit risk averse considering the possibility of rain. I'm just slightly confused as you have stated the minimum for the as \$3000, then \$3500 and now \$4000, would I just be able to triple check the number?


Thanks,

From:

Sent: Friday, 20 May 2022 9:14 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for your email and for your call yesterday!! So lovely to chat to you, so sorry if I seemed quiet as I was on the bus and I always feel slightly awkward talking on the bus lol.

In the event of rain we will do our best to relocate you however as we are a rooftop venue this unfortunately a risk that we run, I feel if this is a concern it might be best to book to the that could accommodate 60 people in the event of rain.

I would also happily honour the same minimum spend of , which is usually \$4000.

Thanking you,

From:**Sent:** Fridav. 20 Mav 2022 9:10 AM**To:****Subject:** RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]


Hi

Just following up on our phone conversation from yesterday. We would be looking to take you up on the offer to host our event at the _____ on the 1st of July starting from 4pm. We would like to do a bar tab, and pick our own selection of canapes. I have been asked to clarify again, the outcome should it rain on the night, does the contract detail this? Or could you please re-clarify via email.

Looking forward to your reply.

Thanks,

From:**Sent:** Mondav. 16 Mav 2022 10:18 AM**To:****Subject:** RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Oh I see, we will issue wristbands for your guests so that your guests are easily identifiable.

Please find the wine and cocktail list attached for you, unfortunately we do not have a price list for beers. You have the space for 5 hours, after that it is up to the managers discretion on the night.

Thanking you,

From:

Sent: Monday, 16 May 2022 9:47 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

That is a very generous offer, I really appreciate it. I was also wanting to ask you a bit about the logistics of a bar tab. Would the guests have wristbands/drink tickets? How much is the average price for a beer, wine or spirit and would we have to leave the space after the bar tab ran out, or are people welcome to stay and purchase their own drinks?

Thank you again for all your help.


Warm regards,

From:

Sen

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

My mistake, the would be the most suitable for 60 people.

As for the minimum spend, that was completely my mistake as it is meant to be \$3500, however I can honour my blunder and offer you this space for \$3000 on this occasion.

If you have any further queries please do not hesitate to let me know.

Thanking you,

From:

Sent: Friday, 13 May 2022 3:40 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

Sorry, I'm a little confused. I was asking if there is a space suitable for 60 people, or if the [redacted] could accommodate for that many. I also note that you previously emailed saying the minimum spend was \$3000, but in this email, the minimum is \$3500. Could you please clarify which is the correct amount?


Thanks.

From:

Sent: Friday, 13 May 2022 2:51 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for coming back to me, Thank for your enquiry with [redacted] for your upcoming drinks. We would love to host your event on Friday 1st July 2022.

The area I am thinking of for your event would be [redacted].

The minimum spend for [redacted] is \$3500 and this is food and beverage combined. Please see our events pack and a few images attached. Please note that the images attached are not indicative of how the space would be set for your event but more to give you an insight into how stunning this space truly is.

I would love to get you in so that I can walk you through the venue and explain how your event would run on the evening?

Please note that a tentative hold is not automatically placed on a date and your event is not confirmed until a deposit has been paid and the booking form has been returned.

Please be advised that as [redacted] is a weather dependant venue and prone to the elements that we cannot guarantee shelter if your event is booked in either the [redacted]. We will do our utmost to ensure that we can relocate you to a section that is undercover however this may mean relocating you to [redacted].

Please do not hesitate to contact me if I can be of further assistance or if you would like to come in for a site visit.

Thanking you,

From:

Sent: Friday, 13 May 2022 2:06 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

Sorry it's taken me a while to respond. I was wondering if you could provide me the minimum spends for the sections of the that have a capacity of 60? Or let me know how strict the 50 person capacity for the ? I am estimating that slightly more than 50 people will be in attendance.


Thanks heaps,

From:

Sent: Thursday, 12 May 2022 9:43 AM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi


It sure is, at this stage both dates you have requested are available!

Thanking you,


From:
Sent: Wednesday, 11 May 2022 5:34 PM
To:
Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Excellent, thank you for this. Just to clarify, would the be available for July 1st? or just July 8th?

From:
Sent: Wednesday, 11 May 2022 4:56 PM
To:
Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

No not at all, this is up to you, you are welcome to just use 

As for

The minimum spend for \$3000 and this is food and beverage combined. Please see our events pack and a few images attached. Please note that the images attached are not indicative of how the space would be set for your event but more to give you an insight into how stunning this space truly is.

I would love to get you in so that I can walk you through the venue and explain how tour event would run on the evening?

Please note that a tentative hold is not automatically placed on a date and your event is not confirmed until a deposit has been paid and the booking form has been returned.

Please be advised that as is a weather dependant venue and prone to the elements that we cannot guarantee shelter if your event is booked in either
We will do our utmost to ensure that we can relocate you to a section that is undercover however this may mean relocating you to .

Please do not hesitate to contact me if I can be or further assistance of if you would like to come in for a site visit.

Thanking you,

From:

Sent: Wednesday, 11 May 2022 4:47 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022 [SEC=OFFICIAL]

Hi

Thank you for your prompt reply. I would just like to clarify whether the dedicated staff would be mandatory to have and if this is included in the minimum spend?

I was also hoping to get the same information from you, for


Thank you for your assistance,

From:

Sent: Wednesday, 11 May 2022 4:40 PM

To:

Subject: RE: New Event Enquiry Confirmation - Mid year party, 01/07/2022

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thank you for your enquiry with [redacted] for your upcoming drinks. We would love to host your event on Friday 8th July 2022

The area I am thinking of for your event would be [redacted] and enter the ultimate space, away from the office, where the wild things roam.

This space offers direct access to your own section of the balcony as well a pop up bar (invaluable at any time of the year) with your own dedicated staff for only \$45p/h (min 4 hours)
The semi-private area offers you your own section of [redacted] whilst enjoying the atmosphere of the whole venue.

The minimum spend for [redacted] \$3000 and this is food and beverage combined. Please see our events pack and a few images attached. Please note that the images attached are not indicative of how the space would be set for your event but more to give you an insight into how stunning this space truly is.

I would love to get you in so that I can walk you through the venue and explain how your event would run on the evening?

Please note that a tentative hold is not automatically placed on a date and your event is not confirmed until a deposit has been paid and the booking form has been returned.

Please do not hesitate to contact me if I can be of further assistance or if you would like to come in for a site visit.

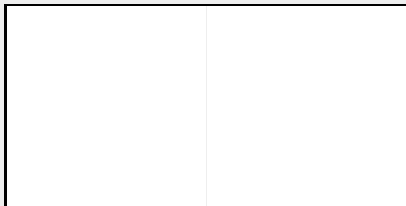
Thanking you,

From:

Sent: Wednesday, 11 May 2022 3:56 PM

To:

Subject: New Event Enquiry Confirmation - Mid year party, 01/07/2022



New Event Enquiry Confirmation

Dear

This is an automated email to inform you of a new unassigned opportunity

For your reference, details of the enquiry are below

Regards,

Questions?

For anything related to the enquiry, please contact the booker directly on the contact details provided.

For all other questions, give us a call at

Contact Details

Name:
Email:
Phone:
Compa:

Venue Details

Name:
Email:
Phone:

Event Details

Event Name: Mid year party
Reference Code:
Event Date: 01/07/2022
No. Attendees: 60
I Need Accommodation: No
Event Type: Corporate

Additional Comments

Hi, I am looking to book a venue for a mid-year party. It would be after work on a Friday and there would be around 60 people in attendance. I would be looking for a drinks package and some nibbles to go around. Our ideal date would be July 1st to hold this, but we have some flexibility around this. I'd appreciate a quote for the above.
Thanks,


From:
Sent: Friday, 24 June 2022 9:54 AM
To: ROSEWALL, Tom
Subject: FW: Receipt of Transaction: RBA EOFY, 1 July 2022

Hey Tom,

Please find attached the receipt for the mid-year party invoice.

Cheers,

From:
Sent: Friday, 24 June 2022 9:51 AM
To:
Subject: Receipt of Transaction: RBA EOFY, 1 July 2022

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Payment Receipt

[View Transaction Online](#)

__ Confirmation of transaction on 24 June 2022 at 9:50:56 AM.

Transaction Details

Transaction Reference __:
Invoice Number:
Transaction Date: 24 June 2022
Transaction Time: 9:50:56 AM
Transaction Amount: \$2,543.75 inc 1.75%(\$43.75) Transaction Fee
Card Number: XXXX XXXX XXXX
Event Name: RBA EOFY

Event Date: 1 July 2022

Event Venue:

Kind Regards,

Please do not reply to this email address.

Payment Receipt

Confirmation of transaction

on 7 June 2022 at 11:09:21 AM

Transaction Details :

Transaction Reference :

Invoice Number : 1 4

Transaction Date : 7 June 2022

Transaction Time : 11:09:21 AM

Transaction Amount : \$508.75 inc 1.75%(\$8.75) Transaction Fee

Card Number : XXXX XXXX XXXX

Event Name : RBA EOFY

Event Date : 1 July 2022

Event Venue :



<p>[Redacted]</p> <p>Australia,</p>	<p>Invoice #: 10 [Redacted]</p> <p>Booking Reference: [Redacted]</p> <p>Booking Value: \$3,000.00</p> <p>Booking GST: \$272.73</p> <p>Invoice Status: Paid</p> <p>Date of Issue: 22 June 2022</p> <p>Your Contact: [Redacted]</p> <p>Invoice Total: \$2,543.75</p> <p>Invoice Due Date: 1 July 2022</p>
-------------------------------------	--

Balance Invoice

RBA EOFY on 01/07/2022

Description	Amount
- 60 Menu "Canape Selection"	\$1,080.00
- 40 Beverage Package "Bar Tab" @ \$1,920.00 (Flat rate)	\$1,920.00
1.75% transaction fee included in \$508.75 payment made 07/06/2022	\$8.75
1.75% transaction fee included in \$2,543.75 payment made 23/06/2022	\$43.75
Total	\$3,000.00
GST Included	\$272.73
Received	\$3,000.00
Amount Owing	\$0.00

<p>Payment Terms</p> <p>Deposit Due on 29/06/2022 Balance Due on 01/07/2022</p>
--

Remittance of payment to be emailed to:

Function Day: Monday		Function Date: 13 December 2021	
Contact:		Extn:	
Host: Philip Lowe		Location of Function: L11 Board Dining Room	
Budget Code: 57510	No. Bank Staff: 10	Department Code: 6600	
Budget Code: 57500	No. Visitors: 3	Product Code:	
	Total Guests: 13	Project Code:	
Arrival Time: 18:15	Serving Time: 18:45	Finish Time: 21:30	
Other information/requirements: <ul style="list-style-type: none"> • Tony Richards, Head of PY, retirement dinner • Fresh flower centre piece on the table • Pre-drinks served on arrival • Governor will give a speech – I expect this will be before entrée is served – <i>tbc</i> • Fresh dinner roll to be made available. • Seating arrangements – <i>tbc</i> 			

FOOD

Entrée: Baked baby eggplant, hommus, falafel, roasted bell peppers and mint yoghurt (gf) (v)

Main Course: Pan roasted barramundi fillet, creamy soft polenta, broad bean salsa, red wine and rosemary reduction (gf)

Dessert: Red wine poached pear with pistachio brittle, rhubarb confit and blueberry compote (vg)(gf)(df)

Coffee/Tea Service

BEVERAGES

Still and sparkling water, selection of soft drinks/juice

Sparkling: Croser Brut NV or Jansz NV Cuvee

Wine: Eden Road Chardonnay and Taltarni Pyrenees Cab Sauv

Beer: Coopers Pale Ale

Date: 30 November 2021

Authorised by: Philip Lowe

All executive catering services will need to be approved by a Deputy Head of Department (or above) or formally delegated officer.

Total Food: _____

Total Soft drinks: _____

Total Wine & Liquor: _____

Total _____

From:
Sent: Monday, 13 December 2021 1:12 PM
To: Executive Catering Supervisor;
Subject: FW: Function Request - Tony Richards Retirement dinner 13 December 2021 - minor changes [SEC=OFFICIAL]
Attachments: Function Request - Tony Richards Retirement dinner 13 December 2021.docx
Importance: High

Hi and

This is to let you know that Governor will make his speech once they are seated and before entrée is served. There is no seating arrangement for tonight. Let me know if you have any other questions.

Thank you again

From:
Sent: Friday, 3 December 2021 4:29 PM
To:
Cc: Executive Catering Supervisor
Subject: RE: Function Request - Tony Richards Retirement dinner 13 December 2021 - minor changes [SEC=OFFICIAL]
Importance: High

Hi

I've made a few changes to the function sheet (arrival/sitting time) and highlighted them in yellow. I have also confirmed the sparkling to be served on the evening as I am having them printed on the menu card. Could you please confirm the year of the wines - Eden Road Chardonnay and Taltarni Pyrenees Cab Sauv. Let me know if you have any questions.

Thanks

From:
Sent: Wednesday, 24 November 2021 9:06 PM
To:
Cc: Executive Catering Supervisor
Subject: RE: Function Request - Tony Richards Retirement dinner 13 December 2021 [SEC=OFFICIAL]

Thanks you , I have passed this onto group also.

Regards

The Coombs Centre will be closed for renovations from **1 September 2020** until **January 2022**. Please contact me for more information.

From:

Sent: Wednesday, 24 November 2021 4:19 PM

To:

Cc: Executive Catering Supervisor

Subject: Function Request - Tony Richards Retirement dinner 13 December 2021 [SEC=OFFICIAL]

Hi and

Please find attached function request for Tony Richards' retirement dinner on Monday 13 December. Let me know if you have any questions.

Thanks and kind regards

From: DWYER, Jacqui
Sent: Friday, 10 June 2022 1:19 PM
To:
Cc:
Subject: RE: Proposal for review: Information Community Midwinter Christmas event [SEC=OFFICIAL]

As discussed, I think we need to do this as soon as possible so that it can involve

Regards

Jacqui

From:
Sent: Friday, 10 June 2022 9:51 AM
To: DWYER, Jacqui
Cc:
Subject: Proposal for review: Information Community Midwinter Christmas event

Hi Jacqui,

Please find for review ET's proposal to hold an Information Community (namely TRIM Super User) event in July: [D22/143319](#) (o)

As is away our approach is more formal than previous years, but given the concurrent projects and staff movements happening at the Bank it makes sense for us to weigh up our options.

Essentially, if we don't host something soon we risk not being able to for at least another year. But I understand that there may be other considerations that we haven't captured here.

Let me know your initial thoughts and I can make a time for us to discuss.

Kind regards,

| Information Department
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

The Reserve Bank of Australia acknowledges the Traditional Custodians of Australia and we pay our respects to their past and present Elders.

Function Order Form

total cost of event	\$1,051.60
total cost of catering	\$672.50

Function Details

contact or event name	Information Community Meet & Greet
location	Level 20
room/location	Harbour room and Middle rooms combined
date of function	24/06/2022
total number for catering	40

billing details	
internal guests	20
account	57510
department	8030
product	
project code	

organiser/main contact	
email address	@rba.gov.au
telephone ext	

External Guests	20
Account	
Department	
Product	
Project Code	

authorised by	
---------------	--

please provide by 5 full business days notice for all function and 48 full business hours for tea trolleys

delivery times

time required	
arrival	3pm
morning tea(mt) / breakfast (b)	
lunch (l)	
afternoon tea (at)	
finish/collection time	5pm

Dieteries and special instructions

--

\$0.00

All Day Grazing Platters (serves 10)

		No. Required	total cost
Vegetarian Antipasto Platter	\$68.00	1	\$68.00
Asian Platter	\$75.00	1	\$75.00
Middle Eastern Mezze Platter	\$65.00		\$0.00
Charuterie Platter	\$85.00	1	\$85.00
Australian Cheese Platter	\$75.00	1	\$75.00
Crudités	\$45.00	1	\$45.00
Mexian Platter	\$49.00		\$0.00

\$348.00

Optional Extras

Item	cost per person	mt/b	l	at	total cost
Refreshments					
freshly brewed coffee	\$1.65				\$0.00
freshly brewed plunger coffee	\$1.90				\$0.00
individual juice bottle selection	\$1.80				\$0.00
soft drink selection	\$2.20			15	\$33.00
still and sparkling water	\$2.10			10	\$21.00
apple/orange juice jug (per jug)	\$5.30				\$0.00
Sweets					
muffins	\$2.80				\$0.00
danish pastries	\$2.90			10	\$29.00
scones with jam and cream	\$2.90				\$0.00
chocolate dipped profiteroles	\$1.60			25	\$40.00
selection of cakes and slices	\$3.80				\$0.00
cupcakes	\$3.20				\$0.00
assorted friands	\$2.90				\$0.00
Savoury					
spinach and cheese fillos	\$2.30				\$0.00
vegetable rice paper rolls (min 30)	\$2.70				\$0.00
sushi selection (min 30)	\$2.60				\$0.00
beef sausage rolls	\$2.30				\$0.00
mini pies	\$2.30			15	\$34.50
mini quiche	\$2.30				\$0.00
peri peri chicken skewers	\$2.60			20	\$52.00
satay beef skewers	\$2.60				\$0.00
bbq duck crepe (min 30)	\$2.30			30	\$69.00
vegetable samosas	\$2.30			20	\$46.00
vegetable pakoras	\$2.30				\$0.00
pumpkin and sweetcorn fritters	\$2.30				\$0.00
standard sandwich/wrap	\$4.20				\$0.00
premium sandwich/wrap	\$4.90				\$0.00
Other					
sliced seasonal fresh fruit	\$5.50				\$0.00
gluten free muffins	\$4.90				\$0.00
gluten free savoury rolls	\$3.10				\$0.00
health bars	\$3.80				\$0.00
protein balls	\$2.90				\$0.00
cookie bites	\$1.10				\$0.00
gourmet biscuits	\$1.70				\$0.00

\$324.50

Event Proposal – Information Community (TRIM Super User) – Midwinter Christmas Party

This document outlines the proposed Super User Midwinter Christmas Party.

Event:	Information Community (TRIM Super User) Midwinter Christmas Party		
Sponsor/Host:	IN Information Solutions		
Proposed Date:	Thursday 21 st July 2022		
Venue:	20 th Floor Function Rooms	Time:	4.00pm to 6.00pm
Attendees:	All TRIM Super Users, BIO's & friends of IN To invite: 223 Expected acceptance: 60		

Purpose

It has been 2.5 years since a “Friends of IN” Christmas party was held. The parties previously were looked forward to by staff in the Bank’s Information Community as a means of acknowledging their work throughout the year, and fostering a sense of engagement with IN.

Many new Super Users have never experienced what the wider Information Community has to offer, and for longer-serving Super Users there is a sense of disengagement. Holding an in-person event would provide IN with the opportunity to rekindle relationships with the community as it currently stands at its largest cohort.

Benefit Description

Non Financial; Reputation

During the April – May 2022 round of TRIM Super User engagements, when posed the question ‘Would you like to attend an informal event after the TRIM Upgrade?’ 82.3% of respondents said ‘Yes’ or ‘Maybe.’

Following through would mean that their participation in the community sessions and polling has a real-world impact for future engagements.

Non Financial; Improved Employee Engagement

The previous “Friends of IN” party was held in December 2019, pre-dating the effects of the pandemic. This means that existing TRIM Super Users haven’t engaged in-person as a community for 2.5 years.

Drops in engagement levels were reflected in recent Engagement Session attendance, where 63 of 237 (26.6%) Super Users came to one of five available times.

This event will also provide more recent Super Users to engage through a different channel than they’ve experienced to date.

Non Financial; Improved Performance

In alignment with the above goal, having an in-person event will result in reduced attrition or turnover of Super Users which creates a strain on resources (i.e more frequent Super User training requirements)



Options Analysis	
Option One	
Hold the event on Thursday July 21 st 2022.	
For:	
<ul style="list-style-type: none"> • Deliver on a proposed initiative to the TRIM Super User Community • Ensure Super User remain engaged with the upcoming TRIM CM10 Upgrade project • Opportunity for Super Users and other Information Community members located in HO to participate in a face-to-face event prior to relocation due to 65MP renovations. • Opportunity to engage with the Information Community during the paper consolidation period of the 65MP project. • Able to use the newly created SU Teams channel to generate enthusiasm to attend. 	
Against:	
<ul style="list-style-type: none"> • The TRIM CM10 upgrade is not complete as expected • IN staff possibly unable to attend: <ul style="list-style-type: none"> ○ ○ • Only HO based Information Community members are able to attend. 	
Option Two	
Hold the event in early September 2022.	
For:	
<ul style="list-style-type: none"> • Before the majority of staff are impacted by the 65MP project • After the TRIM CM10 upgrade is complete 	
Against:	
<ul style="list-style-type: none"> • This is in the middle of the planned engagement cycle with Super Users/BIOs (to be held from August – September, November – December) 	
Option Three	
Hold the event in November 2022.	
For:	
<ul style="list-style-type: none"> • Easier to advertise as a Christmas event • No foreseeable extra pressures on ET and TRIM teams (i.e. impending TRIM upgrade release) 	
Against:	
<ul style="list-style-type: none"> • Most departments will have moved off-site due to 65MP renovations. • Loss of traction as IN may be seen as putting off something that they had proposed delivering on • Can't ensure IN staff availability into the future. • This is in the middle of the planned engagement cycle with Super Users/BIOs (to be held from August – September, November – December) 	
Option Recommended	Option One

Budget	\$
Total Project Cost Estimate	\$2000
Total Project Budget	\$2,500

Schedule	
Start Date	6/06/2022
Completion Date	5/08/2022

Booking form

Event Information

Event Name: Reserve Bank of Australia IT Department Christmas Party Wednesday, 15 December 2021

Booking #: DXZ 1R Pax: 200

Email: @rba.gov.au Phone: email preferred

Event Time: 5:00 PM - 11:00 PM

Event Details

Date	Start Time	End Time	Room	Session Name	Guests	Setup	Room Hire
15/12/2021	5:00 PM	11:00 PM		Event Times	200	Cocktail	Included in Package

Estimated Budget Outline

Event	QTY	Cost	Master Total (Inc. Tax)
Day 1: Wednesday, 15 December 2021			
Minimum Spend: Minimum Spend	1	\$6,000.00	\$6,000.00

To Include:

Canapes: 9 piece (substantials 1/2 and 1/2 of two choices) - \$45pp
 Beverage: Bar Tab for a drinks on arrival (\$1,500 allocation), Cash Bar following for guests to purchase their own drinks \$6,000.00

Event Times

Your contracted event times are inclusive of bump in and bump out, this includes access for all third party suppliers. Pre-booked early venue access can be arranged for an additional fee; price and availability on application.

Minimum Spend

A minimum spend is required for complimentary room hire. This is to be made up of food and beverage. In the instance that minimum spend is not reached, a venue hire fee will apply.

Payment Terms

Due Date	Description	Amount
Thursday, 20 May 2021	Deposit 30%	\$1,800.00
Wednesday, 8 December 2021	Balance	\$4,200.00

Customer Signature:

 [Click Here](#)
To Sign

Name:

**Penelope Smith
Acting Secretary**

Position:

Company:

Reserve Bank of Australia (RBA)

Date:

4 JUNE 2021

I agree to the [Electronic Record and Signature Disclosure](#)

Finalise

Clear

RESERVE BANK OF AUSTRALIA

To The Secretary
From IT

Date 1 June 2021

EXPENDITURE APPROVAL FOR EXECUTION OF CONTRACT FOR IT CHRISTMAS PARTY

We have submitted 1 copies of a Contract for IT Christmas party (the **Document**) for execution by the Bank. The whole-of-life contract cost is estimated to be:

- Up to \$100,000
- Between \$100,001 and \$250,000
- Between \$250,001 and \$500,000
- \$500,001 or over

This whole-of-life contract cost has been calculated by including all relevant components in a manner that is consistent with the value estimation methodology in section 5.1.2 of the Procurement Guidelines.

I confirm that expenditure approval for the whole-of-life contract cost has *already* been provided in accordance with the Expenditure and Payment Approval Policy.

This document has previously been reviewed by Peter Jones, Deputy General Counsel.

Please call me on ext if you wish to discuss this matter further.

Regards

Gayan Benedict
Chief Information Officer

From:
Sent: Wednesday, 10 November 2021 8:31 AM
To:
Cc: CSG - Executive Support Team
Subject: IT End of Year Celebration - credit card payments required [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi

Please find enclosed the 3 instalments to be paid for the IT EOY Celebration. 😊

After speaking with yesterday she suggested to break them into 3 instalments for ease for transactions.

suggested the following (refer to the highlighted for the links to payment site):


- Instalment payment 1 \$4,000.00
- Instalment payment 2 \$4,000.00
- Instalment payment 3 \$2,500.00

It would be amazing to have these done by **end of November**, however payments must be made no later than 7 December 2021.

Thanks so much for your support with this. 😊

Information Technology
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

From: Functions
Sent: Tuesday, 9 November 2021 3:18 PM
To:
Cc:
Subject: RE: Reserve Bank of Australia IT Department Christmas Party | Exclusive | WED 15DEC21
[SEC=OFFICIAL]

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Please find following the requested invoices.

(\$4,000.00 - Not Paid)

(\$4,000.00 - Not Paid)

(\$2,500.00 - Not Paid)

At the bottom of the invoice are all relevant payment details. Please note that the final invoice is due to be made 5

business days prior to your event. Should you be paying by direct deposit, remittance will need to be provided prior to the event or please pay through the link below.

From:
Sent: Tuesday, 9 November 2021 2:17 PM
To: Functions
Cc:
Subject: RE: Reserve Bank of Australia IT Department Christmas Party | Exclusive | WED 15DEC21
[SEC=OFFICIAL]

Hello

As discussed yesterday, please find enclosed a summary of our discussion yesterday.

Summary of the cost of the event:

Item		Description	Cost
Food	Canapes	9 Piece Package Selection of 4 cold, 4 hot, 1 substantial	\$45pp
Drinks	House Beer, Wine, Champagne & Soft Drink	Drinks on the bar at the start of the event and replenished until bar tab is finished	
* minimum spend 6K			

Instalments for remainder of money owed

Could we please organise 3 instalment payments for the remainder to be paid, as we will need to share payment across credit cards, could these be sent through next week?

- Instalment payment 1 \$4,000.00
- Instalment payment 2 \$4,000.00
- Instalment payment 3 \$2,500.00

ABN: 14

Payment Receipt

Confirmation of transaction 54 on 10 November 2021 at 11:16:55 AM

Transaction Details :

Transaction Reference : 54

Invoice Number : 11

Transaction Date : 10 November 2021

Transaction Time : 11:16:55 AM

Transaction Amount : AUD4,044.00 inc 1.10%(AUD44.00) Transaction Fee

Card Number : XXXX XXXX XXXX 5154

Card Holder :

Event Name : Reserve Bank of Australia IT Department Christmas Party

Event Date : 15 December 2021

Event Venue :

rec'd 4.6

RESERVE BANK OF AUSTRALIA

To Deputy General Counsel
From IT

Date 1 June 2021

EXECUTION OF CONTRACT – IT CHRISTMAS PARTY

We attach 1 copies of a Contract – IT Christmas Party (the **Document**) for execution by the Bank.

For your records, details of the Document are as follows:

Parties: Reserve Bank of Australia; and

Description of Subject Matter: Contract for IT Christmas Party

The Document has previously been reviewed by Peter Jones, Deputy Legal Counsel.

IT is satisfied that the Document represents the Department's requirements correctly and is ready for signing by the Secretary on behalf of the Bank. Once the Document has been signed, please call me on extension (or notify via email) for collection.

Please call me on extension if you wish to discuss this matter further.

Regards

Gayan Benedict
Chief Information Officer

Approved for signing
Peter Jones
4.6.21

RESERVE BANK OF AUSTRALIA

To The Secretary
From IT

Date 1 June 2021

EXPENDITURE APPROVAL FOR EXECUTION OF

CONTRACT FOR IT CHRISTMAS PARTY

We have submitted 1 copies of a Contract for IT Christmas party (the **Document**) for execution by the Bank. The whole-of-life contract cost is estimated to be:

- Up to \$100,000
- Between \$100,001 and \$250,000
- Between \$250,001 and \$500,000
- \$500,001 or over

This whole-of-life contract cost has been calculated by including all relevant components in a manner that is consistent with the value estimation methodology in section 5.1.2 of the Procurement Guidelines.

I confirm that expenditure approval for the whole-of-life contract cost has *already* been provided in accordance with the Expenditure and Payment Approval Policy.

This document has previously been reviewed by Peter Jones, Deputy General Counsel.

Please call me on ext if you wish to discuss this matter further.

Regards

Gayan Benedict
Chief Information Officer

From: BENEDICT, Gayan
Sent: Thursday, 6 May 2021 4:16 PM
To:
Subject: RE: IT Xmas Party - Venue Shortlist [SEC=OFFICIAL]

I like your idea of [redacted] for the reasons you've given.

Gayan Benedict | Chief Information Officer | Information Technology
RESERVE BANK OF AUSTRALIA | [65 Martin Place, Sydney NSW 2000](#)

w: rba.gov.au

From:
Sent: Thursday, 6 May 2021 4:03 PM
To: BENEDICT, Gayan
Subject: IT Xmas Party - Venue Shortlist [SEC=OFFICIAL]

Hi Gayan,

I've shortlisted some venues, I've spoken to a lot of venues and have shortlisted 2 venues.

my preference and currently held for us
currently held for us
included in case I needed to show 3 quotes as a comparison

Both: [redacted] and [redacted], will allow refund or rebook for following year, should there be a COVID outbreak

If at [redacted] we could bring a bit of fun to the party as well (COVID permitting) and add a photo booth for something fun.

Let me know your thoughts, I would like to place a deposit on my corporate card, in the next few weeks if possible.

Assistant to:

Gayan Benedict | Chief Information Officer | Information Technology
Stephen Smith | Deputy Head Infrastructure & Operations

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

ABN: 92
Address

Australia,	Invoice #: 10 Booking Reference: 4M Booking Value: \$1,975.00 Booking GST: \$179.55 Invoice Status: Paid Date of Issue: 25 November 2021 Your Contact: Invoice Total: \$1,998.70 Invoice Due Date: 24 November 2021
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Balance Invoice

Bella Harpa on 01/12/2021

Description	Amount
- 25 Menu "Food Stations" @ \$79.00 per person	\$1,975.00
1.2% transaction fee included in \$1,998.70 payment made 25/11/2021	\$23.70
Total	\$1,998.70
GST Included	\$181.70
Received	\$1,998.70
Amount Owing	\$0.00

Payment Terms

Deposit 50% Due on 28/11/2021 | Balance Due on 24/11/2021

FOI

From: ISRAEL, Julian
Sent: Friday, 26 November 2021 12:10 PM
To: CSG - Executive Support Team
Cc:
Subject: TRIM: RE: Request Approval- Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Approved

From: CSG - Executive Support Team
Sent: Friday, 26 November 2021 9:50 AM
To: ISRAEL, Julian
Cc: CSG - Executive Support Team

Subject: RE: Request Approval- Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Good Morning Julian,

Please see below a quick snapshot of costs for the combined functions of the Data Technology Team Christmas lunch and farewell:

- Christmas buffet menu lunch – items have been reduced from the menu to make the cost to \$50 per head, confirmed by this morning - \$1500
- Drinks cost – for 30 people – advice from Catering is that it usually rounds out to approx up to \$10 per head – \$300
- Cake cost - \$65
- Pizzas cost - \$100

Total cost for the event will be \$1965.00

If you can please reply with your approval for these expenses would be appreciated.

Let me know if you require any further information.

Kind Regards

| Corporate Services Group
 RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
 | w: www.rba.gov.au

Mon 🏠, Tues 🏢, Wed 🏠, Thur 🏢, Fri 🏢

From: ISRAEL, Julian
Sent: Thursday, 25 November 2021 5:52 PM
To: CSG - Executive Support Team
Cc:
Subject: RE: Request Approval- Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

In general I am OK with the approach, I am unclear though exactly how much you want approved. Reading through the email thread there are various per head costs quoted for the buffet, no inclusion of the drinks budget nor additional pizzas costs. I know that sounds pedantic but there is really no total here.

Could someone please itemise the total cost that you want approved, and I can then approve.

Regards Julian

From:
Sent: Thursday, 25 November 2021 4:56 PM
To: CSG - Executive Support Team ; ISRAEL, Julian
Cc:
Subject: RE: Request Approval- Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

Thank you for sending this through an all your efforts organising the event.

It looks like we are going a little over the allocated \$51-53 for xmas spend, however I approve this on the basis that we are combining two events, any additional cost per head can be catered for from the IT Data Technologies catering budget which is currently unspent.

Julian are you comfortable with the below?

Many thanks,

From: CSG - Executive Support Team
Sent: Tuesday, 23 November 2021 3:55 PM
To:
Cc:
Subject: FW: Request Approval- Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

has sent through the final details for the Data Technologies Christmas lunch/ Farewell, as per her below email.

Can you please approve the expense to proceed for the catering of the lunch on level 20, and then send to Julian for approval for Catering documentation.

If you can cc me into the email to Julian and ask him to reply all with his approval for the cost would be appreciated.

Let me know if you require any further information.

Kind Regards

Mon 🏠, Tues 🏢, Wed 🏠, Thur 🏢, Fri 🏢

From:

Sent: Monday, 22 November 2021 11:45 AM

To: CSG - Executive Support Team

Cc:

Subject: RE: Christmas buffet lunch menu - Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

Hope you had a great weekend.

Could we please go ahead with the Christmas Buffet Menu with the following swaps if possible:

- In mains, could we please swap *Honey glazed freshly carved leg of ham (gf)* for a vegetarian / egg free / gluten free option
- In desert, could we please swap *Christmas pudding with vanilla crème anglaise* for a fruit / chocolate platter

Could we please also use the credit card to order (should we order this now?):

- Pizzas from Pizza Hut:
 - o x 3 <https://www.pizzahut.com.au/product/pizzas/hot-spicy-veggie>
 - o x 3 <https://www.pizzahut.com.au/product/pizzas/margherita>
 - o x 2 gluten free: <https://www.pizzahut.com.au/product/pizzas/hot-spicy-veggie>
 - o x 2 gluten free: <https://www.pizzahut.com.au/product/pizzas/margherita>
- One large Vegan cake (\$65): <https://www.cbdcakes.com.au/product/vegan-chocolate/>

The dietary requirements I have received so far are vegetarian, no egg, no dairy, gluten free and no pork; if we could have some dairy free options (e.g. butter sauce on the side or just sauces in general on the side) that would be great.

For drinks, could we please request a mixture of alcoholic and non-alcoholic (enough for 30 people for 3.5 hrs) – we also have a fair few non-alcoholic drinkers so if we could please have some additional non-alcoholic drinks that would be amazing.

Please let me know if you have any questions. I will be on leave from Wednesday 24th Nov returning on Tuesday, 30th Nov - please reach out to [redacted] in my absence for any questions.

Thank you.

Kind Regards,

From:

Sent: Tuesday, 16 November 2021 3:25 PM

To: CSG - Executive Support Team

Cc:

Subject: RE: Christmas buffet lunch menu - Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Thank you – I am currently confirming dietary requirements and will get back to regarding the menu next Monday.

As discussed, in conjunction with the buffet we would also like to order some vegetarian pizzas and vegan cake, I will also confirm this and qty's on Monday.

Please let me know if you have any questions.

Thank you.

Kind Regards,

From: CSG - Executive Support Team
Sent: Monday, 15 November 2021 3:53 PM
To:
Cc: CSG - Executive Support Team
Subject: RE: Christmas buffet lunch menu - Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

I received today a set menu with the Christmas themed buffet lunch for your information in regards to your Team Christmas lunch on 2nd December.

I have attached for your reference.

I tried calling [redacted] just now to check on the Vegan type cake, but was no answer, so will touch base with him tomorrow morning and let you know.

Kind Regards

Corporate Services Group
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

Mon 🏠, Tues 🏢, Wed 🏠, Thur 🏢, Fri 🏢

From: CSG - Executive Support Team
Sent: Tuesday, 9 November 2021 4:01 PM
To:
Cc: CSG - Executive Support Team
Subject: RE: Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

I contacted [redacted] from Catering today and discussed food options and budget amounts to cover, as per your email request below.

[redacted] confirmed that a buffet lunch can be available for your event.

Currently the standard cost of the buffet lunch is \$58 per head, this covers food only, and is your choice of 3 options for entrées, 2 for Mains and 2 desserts. [redacted] did mention he could add in a more Xmas themed food as a selection, example turkey if you would like.

As mentioned on the phone, [redacted] said he could vary/reduce the amount of selections for the buffet, and include the allowance of drinks to make up a \$\$ per head to the approximate value of around \$50-53.

We discussed an option to have 2 entrees, 2 mains and the cheese & fruit board selection as a dessert. Then there would also be the cake.

Once you have worked out your menu preferences, including the cake, if you can reply back with your choices and approval to proceed.

I will then complete the order form and send it to catering. I will cc you in on the email.

Let me know if you require any further information.

Kind Regards

| Corporate Services Group
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

Mon 🏠, Tues 🏢, Wed 🏠, Thur 🏢, Fri 🏢

From:
Sent: Monday, 8 November 2021 4:14 PM
To: CSG - Executive Support Team
Cc:
Subject: RE: Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Thank you very much .

If there are any other lunch options to cater for varying dietary requirements (other than a buffet) are you also able to please advise.

Kind Regards,

From: CSG - Executive Support Team
Sent: Monday, 8 November 2021 4:09 PM
To:
Cc: CSG - Executive Support Team
Subject: RE: Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Hi

Will work on a catering order as requested below and get an approximate costing off catering, and email you through the response.

I will have to check on a buffet selection (covid food guidelines pending).

Kind Regards

Corporate Services Group
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

Mon 🏠, Tues 🏢, Wed 🏠, Thur 🏢, Fri 🏢

From:

Sent: Monday, 8 November 2021 3:44 PM

To: CSG - Executive Support Team

Cc:

Subject: Request for assistance with L20 catering - Data Technologies Christmas Lunch + Farewell on L20 - Thursday 2nd December [SEC=OFFICIAL]

Good afternoon,

Hope you are all well.

Am I able to please request for some assistance to organise catering for our Data Technologies Christmas Lunch + Farewell.

Details can be found below:

- **Location:** L20 (I have booked and confirmed this with)
- **Date:** Thursday, 2nd December 2021
- **Time:** 11:30am – 3pm (could we please have drinks available from 11:30am and lunch from 12pm)
- **Attendees:** We have invited 32 people but I am basing numbers off 30 attending
- **Food/Drink Requirements:** I was thinking a buffet would be best (as there are varying dietary requirements – there is a 30 person minimum for the buffet) + drinks (mix of alcohol & soft drink + water – enough to last the 3.5 hrs) + a farewell cake for (maybe with writing on it?).

Could you please let me know an approximate cost and I'll get it approved by

Please give me a call on or Zoom if you have any questions.

Thank you

Kind Regards,

Data Systems | Information Technology
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

M T W T F
🏠 🏠 🏠 ❌ ❌

ABN: 14
Address:

<p>Reserve Bank of Australia (RBA)</p> <p>New South Wales Australia, 2000</p>	<p>Invoice #: 11 Booking Reference: DX Booking Value: \$12,300.00 Booking GST: \$1,118.18 Invoice Status: Not Paid Date of Issue: 9 November 2021 Your Contact: Invoice Total: \$2,500.00 Invoice Due Date: 8 December 2021</p>
---	--

Balance Invoice

Reserve Bank of Australia IT Department Christmas Party | on 15/12/2021

Description	Amount
Package "Bar Tab on Consumption" on 15/12/2021 for 200 attendees	\$3,300.00
Package "9 Piece Canape Package" on 15/12/2021 for 200 attendees	\$9,000.00
Invoice #1090594	-\$1,819.80
1.1% transaction fee included in AU\$1,819.80 payment made 08/06/2021	\$19.80
Invoice #1102958	-\$4,000.00
Invoice #1102959	-\$4,000.00
Total	\$2,500.00
GST Included	\$227.27
Received	\$0.00
Amount Owing	\$2,500.00

Payment Terms

Deposit 30% Due on 20/05/2021 | Balance Due on 08/12/2021 | Payment Due on 08/12/2021 | Payment Due on 08/12/2021

How to Pay



BPAY - Contact your bank to make payment by BPay.

Click "Pay Now" to pay this invoice by card

Please note the below surcharges apply to card payments:

Visa 0.9%

Mastercard 1.1%

American Express 1.3%

ABN: 14
Address:

Reserve Bank of Australia (RBA) New South Wales Australia, 2000	Invoice #: 11 Booking Reference: DX Booking Value: \$12,300.00 Booking GST: \$1,118.18 Invoice Status: Paid Date of Issue: 9 November 2021 Your Contact: Invoice Total: \$2,527.50 Invoice Due Date: 8 December 2021
---	---

Balance Invoice

Reserve Bank of Australia IT Department Christmas Party | on 15/12/2021

Description	Amount
Package "Bar Tab on Consumption" on 15/12/2021 for 200 attendees	\$3,300.00
Package "9 Piece Canape Package" on 15/12/2021 for 200 attendees	\$9,000.00
Invoice #1090594	-\$1,819.80
1.1% transaction fee included in AU\$1,819.80 payment made 08/06/2021	\$19.80
Invoice #1102958	-\$4,000.00
Invoice #1102959	-\$4,000.00
1.1% transaction fee included in AU\$2,527.50 payment made 15/11/2021	\$27.50
Total	\$2,527.50
GST Included	\$229.77
Received	\$2,527.50
Amount Owing	\$0.00

Payment Terms Deposit 30% Due on 20/05/2021 Balance Due on 08/12/2021 Payment Due on 08/12/2021 Payment Due on 08/12/2021

Click "Pay Now" to pay this invoice by card

Please note the below surcharges apply to card payments:
Visa 0.9%
Mastercard 1.1%
American Express 1.3%

FOI

From: SMITH, Stephen
Sent: Tuesday, 14 December 2021 10:29 AM
To:
Subject: Cancel Christmas function

Hi


This is a formal note to say that we will cancel the IT Christmas part and look for an alternative in June or July.

Best regards

Stephen

Sent from my iPhone

From:
Sent: Tuesday, 14 December 2021 11:07 AM
To:
Cc:
Subject: RE: IT Christmas Party | Wednesday 15th December

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Lovely to chat with you this morning. 😊

As discussed, we have cancelled your event for tomorrow and retained your \$9000 payment to cover the cost of the food.

We are happy to move your balance of \$3550 to a function for next year. I have placed a hold on Wednesday the 8th of June for you in the interim. We can discuss this and finalise details in the new year.

Have a wonderful Christmas and I look forward to chatting with you in the new year! 😊

Kind regards,

From:
Sent: Thursday, 17 June 2021 4:10 PM
To:
Cc:
Subject: RE: IT Christmas Party | Wednesday 15th December | deposit [SEC=OFFICIAL]

Hi

Thank you for confirming your event with 😊

Please click on the link below to view the receipt from your deposit which officially confirms your event.

[\(\\$1,819.80 - Paid\)](#)

I have cc'd in our Functions Manager, she will look after your event going forward and will be in contact with you in due course to finalise the details. Please note, your food and beverage selections and final number of guests are required 14 days prior to your function date.

If you would like to start the planning process immediately, her contact details are or 02

All the best with your event, you're in great hands with and the

Kind regards,

From:

Sent: Thursday, 10 June 2021 9:57 AM

To:

Cc:

Subject: Re: IT Christmas Party | Wednesday 15th December

Hi

I sent you the contract a few days ago and you confirmed. It will only be hard copy only, we do not do electronic (online)


Please let me know if you need anything else.

Thank you

Sent from my iPhone

On 10 Jun 2021, at 9:40 am,

wrote:

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Just a quick email to let you know that we have received your deposit payment, thank you!

We now just need the contract to be signed and once that's done your booking will be all confirmed I can send across the receipt and confirmation details.

Thanks in advance. 😊

Kind regards,

From:
Sent: Wednesday, 9 June 2021 1:03 PM
To:
Subject: RE: IT Christmas Party | Wednesday 15th December

Hi

The team have advised they have processed the deposit, we haven't seen a receipt come through, do you know if it will be sent separately?

Thanks again for your advice.


From: CSG - Executive Support Team
Sent: Wednesday, 9 June 2021 8:25 AM
To:
Subject: FW: IT Christmas Party | Wednesday 15th December deposit required
[SEC=OFFICIAL]

Hi

I have processed the deposit payment for Christmas party. You will receive the invoice for payment. Once received, please forward it to me.

Thanks
Kind regards

From:
Sent: Thursday, 13 May 2021 2:04 PM
To:
Cc:
Subject: RE: Christmas Party | Wednesday 15th December

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Great to chat with you again just now! 😊 I have popped a tentative hold on the space for you.

E-Contract

To sign the E-Contract open the link below and sign online, I will receive a notification once signed. This link will only work in a chrome browser, please let me know if you are using internet explorer and I will email you a PDF hard copy for you to sign instead.

Deposit

To pay the deposit by card, simply open the invoice below and click the **'Pay Now'** button. If you wish to pay via BPay, please advise and I'll keep an eye out for your payment.

(\$1,800.00 - Not Paid)

7-Day Tentative Booking

Please note a tentative hold remains in place for 7 days and is then released unless a deposit has been paid. Should you require an extension on your hold please advise as I'm happy to discuss this further.

Next Steps

Once your event is confirmed (deposit paid and contract is signed), I will loop you in with our onsite Events Manager who is the expert in the venue and will be able to assist with all of the finer details including catering, timings and entertainment so nothing is missed.

If you would like to change any of the booking details or need further information, please don't hesitate to contact me.

Chat soon!

Kind regards,

From:
Sent: Tuesday, 14 December 2021 12:04 PM
To: SMITH, Stephen
Subject: IT End of Year Celebration - 2021 to 2022 [SEC=OFFICIAL]

Hi Stephen,

I've spoken to the venue, and have cancelled the event for tomorrow 15 December 2021. Unfortunately due to the short notice, we have lost the food component of the event \$9000.00.

So we didn't lose the entire amount, I have 'postponed' the event to June 2022, which means we have been able to retain the \$3550.00.

I propose we move the **Wednesday 8 June 2022**, post IT Town Hall. I was thinking of branding it "**IT End of Financial Year Celebration**".

***Please note:** I've opted to keep it on a Wednesday, as if we moved it to the Friday, we will run into the risk of people being away for the June long weekend and we will incur more costs as the venue charges more for Friday evenings.*

I have tentatively held Wednesday 8 June with the venue, however I will need to confirm the date and timing with the venue in January and organise contracts and the approval process again.

If you would prefer to move it to another date, this is also possible subject to availability, for example if you prefer to make it December 2022 instead of June 2022.

Let me know your thoughts.

Thanks,

Information Technology
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

FOI

From: SMITH, Stephen
Sent: Tuesday, 14 December 2021 12:54 PM
To: Information Technology - All Staff
Subject: Christmas Party Cancellation [SEC=OFFICIAL]

Hello all,

I am sad to announce that I have taken a decision to cancel the IT Christmas Party planned for tomorrow evening.

I took that decision taking into consideration the increasing COVID case numbers and the emergence of the Omicron strain as well as the jump in close contacts being reported in the community and in the Bank. Bringing 200 of us together in one venue for a few hours exposes us to a real risk and one that I am not comfortable to take.

Given the increase in cases and the removal of the requirement to be double vaccinated to enter many venues from tomorrow, I am encouraging IT teams to reconsider risks associated with any planned lunch events and to only proceed with those if you are comfortable with the risks.

Best regards

Stephen

Stephen Smith | Chief Information Officer | Information Technology
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| e: [@rba.gov.au](mailto:stephen.smith@rba.gov.au) | w: www.rba.gov.au

FOI

From: Service Desk - FA
Sent: Wednesday, 15 December 2021 8:56 AM
To:
Subject: Expense report 0000032421 for has been approved. No further action required.

Expense report 000 421 has been approved for payment.

Employee Name:
Submission Date: 10/12/2021
Report Description: Team Build&Xmas lunch
Amount: 1,998.70

RESERVE BANK OF AUSTRALIA

To Deputy General Counsel
From IT Department

Date 24 March 2022

EXECUTION OF CONTRACT - IT DEPARTMENT END OF FINANCIAL YEAR FUNCTION

We attach one copy of a **CONTRACT - IT DEPARTMENT END OF FINANCIAL YEAR FUNCTION (the Document)** for execution by the Bank.

For your records, details of the Document are as follows:

Parties: Reserve Bank of Australia; and

Description of Subject Matter: Contract for IT End of Financial Year Function

IT Department is satisfied that the Document represents the Department's requirements correctly and is ready for signing by the Secretary on behalf of the Bank. Once the Document has been signed, please call on extension (or notify via email) for collection.

Please call me on extension if you wish to discuss this matter further.

Regards

Stephen Smith
Chief Information Officer

Ready for signing

25/3/2022

RESERVE BANK OF AUSTRALIA

To The Secretary
From IT Department

Date 24 March 2022

EXPENDITURE APPROVAL FOR EXECUTION OF FUNCTION

CONTRACT FOR IT END OF FINANCIAL YEAR

We have submitted one copy of a CONTRACT FOR IT END OF FINANCIAL YEAR FUNCTION (the Document) for execution by the Bank. The whole-of-life contract cost is estimated to be:

- Up to \$100,000
- Between \$100,001 and \$250,000
- Between \$250,001 and \$500,000
- \$500,001 or over

This whole-of-life contract cost has been calculated by including all relevant components in a manner that is consistent with the value estimation methodology in section 5.1.2 of the Procurement Guidelines.

I confirm that expenditure approval for the whole-of-life contract cost has *already* been provided in accordance with the Expenditure and Payment Approval Policy.

Please call me on ext. if you wish to discuss this matter further.

Regards

Stephen Smith
Chief Information Officer

TAX INVOICE

Invoice Date:	Wednesday 20 April 2022
Invoice No.:	64
Invoice Due:	Wednesday 20 April 2022

Event Name:	IT End of Year Celebration
Space:	
Event Date:	Wednesday 7 December

ITEM	QTY	COST	TOTAL
Deposit			\$7,000.00
Credit Card Surcharge			\$105.00

	SUB-TOTAL EX GST	\$6,459.09
	GST	\$645.91
	TOTAL	\$7,105.00

PAID

CREDIT CARD PAYMENTS ARE PROCESSED INTERNALLY

1.5% surcharge applies to all VISA & Mastercard payments

2.0% surcharge applies to AMEX payments

From: SMITH, Stephen
Sent: Wednesday, 20 April 2022 8:40 AM
To:
Cc: CSG - Executive Support Team
Subject: RE: Approval for IT Christmas Party [SEC=OFFICIAL]

Approved to proceed.

Thanks for arranging this!

Best regards

Stephen

From:
Sent: Wednesday, 13 April 2022 3:45 PM
To: SMITH, Stephen
Cc: CSG - Executive Support Team ;
Subject: Approval for IT Christmas Party [SEC=OFFICIAL]

Hi Stephen

As discussed, and I have provided a shortlist and recommendation for the IT Christmas Party in December

Can you please approve our recommendation at to allow us to pay the deposit and secure the location. has also approved the spend of \$14k.

Kind Regards,

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au



RESERVE BANK OF AUSTRALIA

To Deputy General Counsel **Date** 26 April 2022
From IT Department

**EXECUTION OF THE
CELEBRATION**

BOOKING CONTRACT – IT DEPARTMENT END OF YEAR

We attach one copy of
CELEBRATION for execution by the Bank.

BOOKING CONTRACT – IT DEPARTMENT END OF YEAR

For your records, details of the Document are as follows:

Parties: Reserve Bank of Australia; and

Description of Subject Matter: Booking Contract for IT Department End of
Year function

IT Department is satisfied that the Document represents the Department's requirements correctly and is ready for signing by the Secretary on behalf of the Bank. Once the Document has been signed, please call on extension (or notify via email) for collection.

Please call me on extension if you wish to discuss this matter further.

Regards

Stephen Smith
Chief Information Officer

Ready for signing (once bookings etc completed)

3 May 2022

RESERVE BANK OF AUSTRALIA

To The Secretary
From IT Department

Date 26 April 2022

**EXPENDITURE APPROVAL FOR EXECUTION OF
DEPARTMENT END OF YEAR CELEBRATION**

BOOKING CONTRACT FOR IT

We have submitted one copy of **BOOKING CONTRACT FOR IT DEPARTMENT END OF
YEAR CELEBRATION** for execution by the Bank. The whole-of-life contract cost is estimated to be:

- Up to \$100,000
- Between \$100,001 and \$250,000
- Between \$250,001 and \$500,000
- \$500,001 or over

This whole-of-life contract cost has been calculated by including all relevant components in a manner that is consistent with the value estimation methodology in section 5.1.2 of the Procurement Guidelines.

I confirm that expenditure approval for the whole-of-life contract cost has *already* been provided in accordance with the Expenditure and Payment Approval Policy.

Please call me on extension if you wish to discuss this matter further.

Regards

Stephen Smith
Chief Information Officer

FUNCTION GROUP BOOKING FORM

BOOKING DATE Wednesday 7th December 2022 EMAIL
 BOOKING TIME 4pm-9pm MOBILE
 BOOKING NAME IT End of Year Celebration COMPANY (if applicable) Reserve Bank of Australia
 NUMBER OF GUESTS 200 OCCASION IT End of Year Celebration
 AREA EXCLUSIVE USE MINIMUM SPEND \$14,000

Secure your booking | A deposit of 50% of the minimum spend is required to confirm your booking.

NAME ON CREDIT CARD

PAYMENT TYPE (please circle) **VISA** **MASTERCARD** **AMEX**
 CARD NUMBER XXXX XXXX XXXX 5154 EXPIRY DATE ___/___ CVV ___
 SIGNATURE _____ DATE SIGNED 20/04/2022 **50% deposit paid**

Final payment to be made Friday 18th November 2022

FOOD SELECTION | Dietary requirements are to be provided with as much notice as possible including vegan, gluten-free & vegetarian

Canapes **\$25 (5 pieces)** **\$35 (7 pieces)**
 Sit down Menu **3 course sharing Menu \$50** **Deluxe Sharing Menu \$65**

Dietary requirements _____

Payment required for all food a minimum 14 days before your function.

BEVERAGE SELECTION | Payment is required on arrival for bar tabs & beverage packs. You will be asked for a credit card & ID

Deluxe **2 hours \$45** **3 hours \$55** **4 hrs \$65** **Bar Tab**
 Premium **2 hours \$59** **3 hours \$69** **4 hrs \$79** **Amount \$3000**
 Mini cocktails on arrival **\$10ea** Mojito Aperol Spritz Margarita **House spirits allowed within bar tab**

Cash bar to begin once bar tab has been reached

Accept the Terms & Conditions at

SIGNATURE: _____

By signing this Group Booking Form you acknowledge acceptance of all

Final numbers & food/beverage selections are required no less than 14 days before your Function date. You will be charged at confirmed numbers. A credit card surcharge applies.

FUNCTION GROUP BOOKING FORM

CANAPE PACKS

- 5 pieces per person \$25**
- 7 pieces per person \$35**

MINIMUM 20 PIECES OF EACH ITEM

- please tick 5 items below* *We recommend 3 cold & 2 hot*
- please tick 7 items below* *We recommend 4 cold & 3 hot*

Cold Canapés

- Tomato bruschetta w/ basil & balsamic (vegan)
- Smoked salmon baguette w/ sour cream
- Caramelised onion cheese puff (veg)
- Prosciutto & melon (gf)
- Rare roast beef crostini, horseradish cream

Dessert Canapés

- Chocolate dipped strawberry
- Chocolate brownie
- Bambini gelato cones

Hot Canapés

- Chicken skewer w/ minted yoghurt (GF)
- Mini beef pie w/ tomato chutney
- Homemade pork & fennel sausage rolls
- Mushroom & parmesan arancini (veg & GF)
- Szechwan fried prawn cutlet (GF)
- Spicy chicken wing

SUBSTANTIAL ITEMS \$7.50 per piece (NOTE QTY OF EACH)

MINIMUM 20 PIECES OF EACH ITEM

- Fish & Chips box
- Beef Slider
- Chicken slider
- Prawn slider (+ \$1)
- Vegetable noodle box
- Sydney Rock Oysters (2 pieces)

TAX INVOICE

Invoice Date:	Wednesday 20 April 2022
Invoice No.:	64
Invoice Due:	Wednesday 20 April 2022

Event Name:	IT End of Year Celebration
Space:	
Event Date:	Wednesday 7 December

ITEM	QTY	COST	TOTAL
Deposit			\$7,000.00
Credit Card Surcharge			\$105.00

SUB-TOTAL EX GST	\$6,459.09
GST	\$645.91
TOTAL	\$7,105.00

PAID


CREDIT CARD PAYMENTS ARE PROCESSED INTERNALLY

1.5% surcharge applies to all VISA & Mastercard payments

2.0% surcharge applies to AMEX payments

From:
Sent: Wednesday, 27 April 2022 11:57 AM
To: CSG - Executive Support Team
Subject: | Deposit Receipt
Attachments: 22 12 07 IT End of Year Celebration Year Celebration Invoice.pdf Booking.pdf; 22 12 07 RBA IT End of

Categories: For follow up

 **EXTERNAL EMAIL:** Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Please find attached:

1. Updated booking form
2. Invoice receipt for paid deposit

Kind Regards,

From: CSG - Executive Support Team
Sent: Tuesday, 26 April 2022 2:37 PM
To:
Cc: CSG - Executive Support Team
Subject: FW: WS Exclusive | Deposit Receipt

Hi

Hope you are doing well.

We are in the process to get the contract signed off by our legal department. Please could we ask you to make some amendments on the attached booking form.

We would like to have:

Booking Name to 'IT End of Year Celebration' instead of 'RBA Christmas Party'
Occasion to 'IT End of Year Celebration' instead of 'Christmas Party'

If you could please update these and send us the updated version, that will be appreciated.

Please let us know if you have any questions.

Thanks

Kind regards

Corporate Services Group (CSG)/Financial System Group (FSG)
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
W: www.rba.gov.au

CSG - Mon 🏢, Tues 🏠, Wed 🏢

FSG - Thurs 🏠, Fri 🏢

From:

Sent: Wednesday, 20 April 2022 2:27 PM

To: CSG - Executive Support Team

Subject: WS Exclusive | Deposit Receipt

⚠️ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Please find attached receipt for \$7,000 payment (50% deposit) for your upcoming function in December.

Kind Regards,

From: CSG - Executive Support Team

Sent: Wednesday, 20 April 2022 1:59 PM

To:

Cc: CSG - Executive Support Team

Subject: FW: | Wed 7 Dec 4-9pm | 200 Guests

Hi

It was nice talking to you over the phone this morning.

As you have mentioned that the attached 'function group booking form' is a contract document, we would have to arrange with our legal section to sign off this document, which may take some time.

Therefore, at the meantime, we would like to pay the deposit and secure the booking.

I have checked with [redacted] and it seems that she doesn't have enough credit on her card to pay the deposit this afternoon. Therefore, I would like to make some time with you tomorrow to make a payment over the phone.

Please let me know what time best suits you.

Thanks

Kind regards

Corporate Services Group (CSG)/Financial System Group (FSG)
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

W: www.rba.gov.au

CSG - Mon 🏢, Tues 🏠, Wed 🏢

FSG - Thurs 🏠, Fri 🏢

From:

Sent: Wednesday, 6 April 2022 6:48 PM

To:

Subject: | Wed 7 Dec 4-9pm | 200 Guests

⚠️ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Thanks for your call today.

Please find attached the group booking form to complete to secure your function.

See you tomorrow at 4pm.

Kind Regards,

From:

Sent: Tuesday, 5 April 2022 8:24 AM

To:

Cc: CSG - Executive Support Team

Subject: Re: Availability request and Function enquiry for RBA IT Department Christmas Function Wednesday 7 December 2022 - 4-9pm [SEC=OFFICIAL]

Hi

Thank you for your enquiry to host your Function at

with us – we could accommodate the following:

DATE: Wednesday 7 December

TIME: 4pm-9pm

DURATION: 5 hours

PARTY SIZE: 200

OCCASION: corporate

STYLE: Stand up

AREA: Exclusive Use

MINIMUM SPEND: \$14,000

Minimum spend can be made up of food & beverage.

Food: For a stand up style Function we offer a \$25 or \$35 pack as well as the option to add on more substantial items, & platters.

Pre-selection is required a minimum 14 days in advance.

Beverage: option of a beverage pack or bar tab.

Terms & Conditions:

Payment: for exclusive book outs, a deposit is required equal to 50% of the total minimum spend. ***The balance of food pre-payment is required a minimum 14 days before your function.*** Beverage is payable on the night.

If you would like to book this in, please let me know & I can email you a Group Booking Form – the booking will be confirmed upon receipt of the completed form along with the \$7,000 deposit.

At this stage no tentative hold has been put on this space.

From:

Sent: Monday, 4 April 2022 4:40 PM

To:

Cc: CSG - Executive Support Team

Subject: Re: Availability request and Function enquiry for RBA IT Department Christmas Function Wednesday 7 December 2022 - 4-9pm [SEC=OFFICIAL]

Good Afternoon,

The RBA IT Department is looking for a venue for our end of year Christmas function, scheduled for Wednesday 7 December 2022 and would like to know if you have availability on this date.

Some other details in regards to our proposed event are included below:

- Date: Wednesday 7 December 2022

- Time: From 4pm to 9pm
- Number of people: 200
- Catering options
 - o A food package that includes hot and cold canapes as well as at least one substantial option
 - o Drinks will be a pre-paid amount, and then the rest is for the RBA staff to each pay on consumption

If you can please reply with if you have availability, and if so can you please attach your function package including the food choices.

We have looked online and your venue looks like a great place to hold our event.

Once we have all the information, we can seek approval from our Leadership team.

Please contact me on _____ if you need to discuss anything in more detail.

Kind Regards

Corporate Services Group
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
w: www.rba.gov.au

Mon 🏠, Tues 🏢, Wed 🏢, Thur 🏢, Fri 🏠

Disclaimer

This e-mail message (along with any attachments) is intended only for the named addressee and could contain information that is confidential or privileged. If you are not the intended recipient you are notified that any dissemination, copying or use of any of the information is prohibited. Please notify us immediately by return e-mail if you are not the intended recipient and delete all copies of the original message and attachments. This footnote also confirms that this message has been checked for computer viruses.

ABN: 14
Address:

Reserve Bank of Australia (RBA) New South Wales Australia, 2000	Invoice #: 11 Booking Reference: 51 Invoice Status: Paid Date of Issue: 26 May 2022 Your Contact: Invoice Total: \$8,542.96 Invoice Due Date: 1 June 2022 Amount Received: \$8,542.96 Amount Owing: \$0.00
---	---

Payment Invoice

RBA IT Department Fuction | on 08/06/2022

Description	Amount
Payment for "RBA IT Department Fuction Outstanding amount: \$9000 Food Package + \$3000 beverage -30% Minimum Spend Deposit (\$3550)	\$8,450.00
1.1% transaction fee included in A\$4,271.48 payment made 27/05/2022	\$46.48
1.1% transaction fee included in A\$4,271.48 payment made 27/05/2022	\$46.48
Total	\$8,542.96
GST Included	\$776.63
Received	\$8,542.96
Amount Owing	\$0.00

Payment Terms Deposit 30% Due on 02/03/2022 Final Payment - Outstanding Due on 01/06/2022 Balance Due on 01/06/2022

Click "Pay Now" to pay this invoice by card

Please note the below surcharges apply to card payments:

Visa 0.9%

Mastercard 1.1%

American Express 1.3%

ABN: 14

Payment Receipt

Confirmation of transaction 56 on 27 May 2022 at 2:13:56 PM

Transaction Details :

Transaction Reference : 56

Invoice Number : 11

Transaction Date : 27 May 2022

Transaction Time : 2:13:56 PM

Transaction Amount : \$4,271.48 inc 1.10%(\$46.48) Transaction Fee

Card Number : XXXX XXXX XXXX 5154

Card Holder :

Event Name : RBA IT Department Fuction

Event Date : 8 June 2022

Event Venue :

Event Information

Event RBA IT Department Fuction | Date: Wednesday, 8 June 2022
Booking #: 51 Pax: 200
Email: @rba.gov.au Phone: 02
Event Time: 4:00 PM - 11:00 PM

Event Details

Date	Start Time	End Time	Room	Session Name	Guests	Setup	Room Hire
08/06/2022	4:00 PM	11:00 PM		Catering	200	Cocktail	No Cost Associated

Estimated Budget Outline

Event	QTY	Cost	Master
Day 1: Wednesday, 8 June 2022			Total (Inc.Tax)
Minimum Spend: Minimum Spend	1	\$6,000.00	\$6,000.00
To Include: Canapes: 9 Piece package, 4 hot, 4 cold and 1 substantial ½ and ½ of two choices \$45pp Beverage: Bar Tab up to \$3500.00 (allocation). Cash Bar following for guest to purchase their own drinks			\$6,000.00

Event Times

Your contracted event times are inclusive of bump in and bump out, this includes access for all third party suppliers. Pre-booked early venue access can be arranged for an additional fee; price and availability on application.

Minimum Spend

A minimum spend is required for complimentary room hire. This is to be made up of food and beverage. In the instance that minimum spend is not reached, a venue hire fee will apply.

Payment Terms

Due Date	Description	Amount
Wednesday, 2 March 2022	Deposit	\$3,550.00 (PAID)
Wednesday, 1 June 2022	Balance	\$2,450.00

Customer Signature:

 Click Here
To Sign

Name:

**Penelope Smith
Acting Secretary**

Position:

Company:

Reserve Bank of Australia (RBA)

Date:

25 - MARCH - 2022

I agree to the [Electronic Record and Signature Disclosure](#)

RESERVE BANK OF AUSTRALIA

To Deputy General Counsel
From IT Department

Date 24 March 2022

EXECUTION OF CONTRACT - IT DEPARTMENT END OF FINANCIAL YEAR FUNCTION

We attach one copy of a CONTRACT - IT DEPARTMENT END OF FINANCIAL YEAR FUNCTION (the **Document**) for execution by the Bank.

For your records, details of the Document are as follows:

Parties: Reserve Bank of Australia; and

Description of Subject Matter: Contract for IT End of Financial Year Function

IT Department is satisfied that the Document represents the Department's requirements correctly and is ready for signing by the Secretary on behalf of the Bank. Once the Document has been signed, please call Robyn Jessup on extension 6199 (or notify via email) for collection.

Please call me on extension 9010 if you wish to discuss this matter further.

Regards

Stephen Smith
Chief Information Officer

RESERVE BANK OF AUSTRALIA

To The Secretary
From IT Department

Date 24 March 2022

EXPENDITURE APPROVAL FOR EXECUTION OF FUNCTION

CONTRACT FOR IT END OF FINANCIAL YEAR

We have submitted one copy of a CONTRACT FOR IT END OF FINANCIAL YEAR FUNCTION (the **Document**) for execution by the Bank. The whole-of-life contract cost is estimated to be:

- Up to \$100,000
- Between \$100,001 and \$250,000
- Between \$250,001 and \$500,000
- \$500,001 or over

This whole-of-life contract cost has been calculated by including all relevant components in a manner that is consistent with the value estimation methodology in section 5.1.2 of the Procurement Guidelines.

I confirm that expenditure approval for the whole-of-life contract cost has *already* been provided in accordance with the Expenditure and Payment Approval Policy.

Please call me on ext. if you wish to discuss this matter further.

Regards

Stephen Smith
Chief Information Officer

From: CSG - Executive Support Team
Sent: Tuesday, 14 June 2022 2:30 PM
To: CSG - Executive Support Team
Subject: RBA IT Department Function - End of Financial Year celebration at 2022 ISEC=OFFICIAL] 8 June

Attachments: - Half final Payment Reciept #559315.pdf

Documentation trim links

- [D22/109787](#) – Signed copy of contract, signed Memo for Expenditure Approval for execution of Contract and signed Memo for Execution of Contract
- [D22/137972](#) – Final Run Sheet including Total amount owing and amount Paid in full
- Receipt is included in below email and attached as a PDF which includes the ABN number.

Kind Regards


Corporate Services Group
 RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
 w: www.rba.gov.au

Mon 🏠, Tues 🏢, Wed 🏢, Thur 🏢, Fri 🏠

From:
Sent: Friday, 27 May 2022 2:47 PM
To: CSG - Executive Support Team
Subject: Fwd: Receipt of Transaction: RBA IT Department Fuction | 8 June 2022

Begin forwarded message:

From:
Date: 27 May 2022 at 2:12:13 pm AEST
To:
Subject: Receipt of Transaction: RBA IT Department Fuction | , 8 June 2022

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Payment Receipt

Confirmation of transaction 559315 on 27 May 2022 at 2:11:09 PM.

Transaction Details

Transaction Reference: 55

Invoice Number: 11

Transaction Date: 27 May 2022

Transaction Time: 2:11:09 PM

Transaction Amount: \$4,271.48 inc 1.10%(\$46.48) Transaction Fee

Card Number: XXXX XXXX XXXX 1205

Card Holder:

Event Name: RBA IT Department Fuction |

Event Date: 8 June 2022

Event Venue:

Kind Regards,

Please do not reply to this email address.

From: CSG - Executive Support Team
Sent: Wednesday, 5 October 2022 9:32 AM
To: CSG - Executive Support Team
Subject: FW: TRIM: - 35 year celebration and retirement function combined [SEC=OFFICIAL]
Attachments: Farewell to [SEC=OFFICIAL]

- Details of function below.
- Email CIO notifying staff of the function/ approval

From: CSG - Executive Support Team
Sent: Thursday, 7 April 2022 11:27 AM
To: SMITH, Stephen
Subject: TRIM: - 35 year celebration and retirement function combined [SEC=OFFICIAL]

Good afternoon Stephen,

The estimated cost for combined 35 year celebration and retirement for lunch for 55 people is \$3410.00 (3 course formal)

Thanks
Kind regards

Corporate Services Group (CSG)/Financial System Group (FSG)
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
W: www.rba.gov.au

CSG - Mon 🏢, Tues 🏠, Wed 🏢

FSG - Thurs 🏠, Fri 🏢

From: SMITH, Stephen
Sent: Wednesday, 6 April 2022 8:44 AM
To: CSG - Executive Support Team
Subject: RE: - 35 year celebration and retirement function combined [SEC=OFFICIAL]

Thanks

That is a milestone and one that we should celebrate with
Can you advise the estimated cost?

Stephen

From: CSG - Executive Support Team
Sent: Wednesday, 6 April 2022 8:08 AM
To: SMITH, Stephen
Cc: CSG - Executive Support Team
Subject: FW: - 35 year celebration and retirement function combined [SEC=OFFICIAL]

Good morning Stephen,

has completed his 35 years of service at the bank, and at the same time he has decided to retire too.

HR has asked us to organise a combined 35 year celebration and retirement function

IT Finance has indicated that IT will pay the cost. Please could I seek your approval to process this.

Thanks

Kind regards

Corporate Services Group (CSG)/Financial System Group (FSG)
RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
W: www.rba.gov.au

CSG - Mon 🏢, Tues 🏠, Wed 🏢

FSG - Thurs 🏠, Fri 🏢

FINAL CONTRACT

November 8, 2021

Reserve Bank of Australia

Dear

Thank you for choosing
for 13 guests.

to host your event on Friday, December 3, 2021 from 6:00 PM - 9:30 AM

The following agreement details your menu selections, our terms and conditions and a credit card authorization form, which once completed, signed and processed, will confirm our services. Please be sure to digitally sign the agreement and then print the Credit Card Authorization and return with your completed information.

Feel free to contact me with any questions or changes you may have. Thank you for choosing and we look forward to hosting your event.

Thank you very much!

Sincerely,

PROPOSAL

Event: Reserve Bank of Australia Holiday & End of Year Dinner **Date:** Friday, December 3, 2021
Account: Reserve Bank of Australia **Time:** 6:00 PM - 9:30 AM
Contact: **Location:**
Phone: **Event Type:** Non-Private Family Style Dinner
Email: **Guests:** 13
GTD Guests: 13

Event Planner:
Phone/Email:

FOOD

Qty.		Price	Total
13	Dinner Menu - served family style	\$65.00	\$845.00

BEVERAGES

Qty.		Price	Total
12	Open bar	\$40.00	\$480.00

CHARGE ON CONSUMPTION - DRINKS ORDERED BY 2 GUESTS WHO WILL CLOSE OUT
THEIR TAB SEPARATELY SINCE THEY ARE NOT STAYING FOR DINNER

ESTIMATED BILLING

		Total
Beverage		\$480.00
Food		\$845.00
Subtotal		\$1,325.00
Administrative Fee	7.0%	\$92.75
Gratuity	20.0%	\$265.00
State Sales Tax	8.875%	\$125.83
Grand Total		\$1,808.58
Deposit Due		-\$0.00
Estimated Amount Due		\$1,808.58
Price Per Person		\$101.92

Final guest count is due 3 days prior to event. Menu selection must be completed no later than two weeks prior to the event. There are established guaranteed minimum requirements in food and beverage to close a specific room for the time period you select. Payment of the in food and beverage is required regardless of the final count. Guaranteed minimums are for food and beverage only. Administrative Fee and Tax are additional.

This Agreement may be amended only in writing and signed by a [] representative and you.

Client Signature

Printed Name:

Signed: 11/9/2021 at 10:22 am

Optional Gratuity

Gratuity of 20% was selected on Tue, Nov 9, 2021 at 10:22 am

This section reserved for staff signature

CREDIT CARD AUTHORIZATION & DEPOSIT

Please print the form below, manually complete and return along with a copy or Jpeg scan of the front and back of the credit card that you intend to use for deposit or payment. We are not able to hold or reserve your date without this form.

Event: Reserve Bank of Australia Holiday & End of Year Dinner	Date: Friday, December 3, 2021
Account: Reserve Bank of Australia	Time: 6:00 PM - 9:30 AM
Contact:	Location:
Phone:	Event Type: Non-Private Family Style Dinner
Email:	Guests: 13
	GTD Guests: 13
Event Planner:	
Phone/Email: 5	

I, _____, authorize _____ to charge my _____ on _____ credit card a Deposit Payment for Reserve Bank of Australia Holiday & End of Year Dinner at _____ on Friday, December 3, 2021 for 13 guests from 6:00 PM - 9:30 AM in the _____ Deposit Amount: \$0.00

Your Food & Beverage minimum (if applicable), is . Gratuity charge (Your Selected Amount), Admin Fee (7%), and Tax 8.875% are additional for all private dining room and general dining room events.

Menu Header: _____
(example Company Name or Happy Birthday Susan!)

Credit Card Type:	
Name on Credit Card:	
Credit Card Number:	Security Code:
Expiration Date:	
Credit Card Billing Address:	
I understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.	
Cardholder's Signature:	
Print Name:	
Date:	

PLEASE PRESENT THE FINAL BILL _____

PLEASE DO NOT PRESENT THE FINAL BILL, CLOSE TO AUTHORIZED CARD _____

Please note that all deposits are subject to the cancellation policy.
Please Fax completed form to: Attn: Michelle Rosenberg E: mrosenberg@rosamexicano.com F:

CREDIT CARD AUTHORIZATION & DEPOSIT

Please print the form below, manually complete and return along with a copy or Jpeg scan of the front and back of the credit card that you intend to use for deposit or payment. We are not able to hold or reserve your date without this form.

Event: End of Year and Farewell Dinner	Date: Friday, December 3, 2021
Account: Reserve Bank of Australia	Time: 6:00 PM - 9:30 AM
Contact:	Location:
Phone:	Event Type: Non-Private Family Style Dinner
Email:	Guests: 12
	GTD Guests: 12
Event Planner:	
Phone/Email:	

I, _____, authorize _____ to charge my credit card a Deposit Payment for End of Year and Farewell Dinner for 12 guests from 6:00 PM - 9:30 AM in the General Dining Room 1. on Friday, December 3, 2021. Deposit Amount: \$0.00

Your Food & Beverage minimum (if applicable), is . Gratuity charge (Your Selected Amount), Admin Fee (7%), and Tax 8.875% are additional for all private dining room and general dining room events.

Menu Header: Holiday & Farewell Dinner
(example Company Name or Happy Birthday Susan!)

Credit Card Type: <u>AMEX</u>	
Name on Credit Card:	
Credit Card Number:	Security Code:
Expiration Date:	
Credit Card Billing Address: <u>505 Fifth Avenue, S1601, New York, NY 10017</u>	
I understand that by signing this Credit Card Authorization form that this credit card will be charged in accordance with our terms.	
Cardholder's Signature:	
Print Name:	
Date: <u>11-29-21</u>	

PLEASE PRESENT THE FINAL BILL _____

PLEASE DO NOT PRESENT THE FINAL BILL, CLOSE TO AUTHORIZED CARD X

Please note that all deposits are subject to the cancellation policy.
Please Fax completed form to:

From:
Sent: Tuesday, 9 November 2021 8:04 AM
To:
Subject: RESERVATION FOR Reserve Bank of Australia [Fri, Dec 3, 2021 @ 6:30 pm]

Hi

We have finalized our plan for December 3. We cannot do the private room but we would like to reserve a table in the restaurant for a dinner and drinks package


We will be 12 or 13 people for the whole event. We would like to get the Dinner and the \$40 drinks package (with the margaritas) for the evening. I was hoping for a table along the side or in a corner – just not smack in the middle of the restaurant if possible. Starting time would be 6:30PM if that is okay.

One additional item: I will have two staff member coming only at the start for a drink. They will not eat anything. May I pay for their drinks separately a la carte – we will point them out at the time.

Once I have your confirmation I am happy to give you a deposit on my Amex card I know I asked about the 7% admin fee - but it is not important – if it is a part of the charge that is fine for us.

Please confirm back as soon as you can – my staff is really excited at the prospect of having our year-end dinner at your lovely restaurant! Thanks very much!

From:
Sent: Friday, November 5, 2021 11:13 AM
To:
Subject: Lead Comment for Reserve Bank of Australia [Fri, Dec 3, 2021 @ 6:00 pm]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hello

Thank you for your interest in events at for Friday, December 3, 2021. Your group of 14 guests will fit beautifully in our our private dining room at 6:00 pm for your event.

We do not charge room rental fees for use of our private dining spaces, in lieu of that we require a food and beverage minimum. The minimum for the on a Friday evening in December is \$2,000; additional costs include tax, your choice of gratuity, and a 7% administrative fee.

Below you will find a copy of our choice of and family style dinner menus, as well as our open bar

packages and hors d'oeuvres, if you want to start with a reception or create a cocktail party and our package which is a ready-made ! Of course these menus are just a starting point, as I can certainly customize any of the below to best suit the budget and dietary restrictions of your group.

Please let me know how this looks and what questions you have, I am happy to write up a proposal based on your exact needs and wants. I am looking forward to hearing back and hopefully working with you to ensure a fabulous !

Thank you,

To send a message or view other details about this inquiry, please visit

From:
Sent: Wednesday, 10 November 2021 3:50 AM
To:
Subject: Amex Card Authorization - - Dec 3 Dinner for 12-13 - [SEC=OFFICIAL]

Hi

Following up on your email from last night:

1. I have signed the contract online and submitted it - please check to see that it is in order
2. Attached here the Amex Card copy and authorization
3. I will send menu choices in a few days – waiting for some staff input
4. Await your reply to my two questions earlier.

My staff is so excited to do this at One last request is that our table be placed along a side wall of the main room or in a corner – that way our large group will not disturb your other patrons and we will have some airspace bit to ourselves.

Thanks again,

RESERVE BANK OF AUSTRALIA | 505 Fifth Avenue, New York, NY 10017

From:
Sent: Thursday, 2 December 2021 2:51 AM
To:
Subject: FW: Your Reservation Confirmation for [SEC=OFFICIAL]

Hi Please see below.

Our reservation is for 6:00 pm but this confirmation says 5:30. Is this an error or just the lead time to get settled and show vaccination proof? The group can't arrive before 6:00 and we don't want to lose a half hour of the drinks package. Please let me know and thanks!



Reservation confirmed

Proof of vaccination required to dine indoors

Table for 13 on Friday, December 3, 2021 at 5:30 pm


Name:

[See menu](#) | [Get directions](#)

Subject: Fwd: Your Reservation Confirmation for

Begin forwarded message:

From:
Date: November 30, 2021 at 1:23:30 PM EST
To:
Subject: Your Reservation Confirmation for

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Reservation confirmed

Proof of vaccination required to dine indoors

Table for 13 on Friday, December 3, 2021 at 5:30 pm

Name: _____

[See menu](#) | [Get directions](#)

What to know before you go

IMPORTANT DINING INFORMATION

We have a 15 minute grace period. Please call us if you are running later than 15 minutes after your reservation time.

We may contact you about this reservation, so please ensure your email and phone number are up to date.


ADDITIONAL NOTES

Make someone's holiday special! When you buy a \$100 gift card, you will receive a \$30 bonus gift card for you! Gift cards can be purchased online or at your favorite location. *This offer is valid through December 31st*

From:
Sent: Wednesday, 29 December 2021 7:05 AM
To:
Subject: RE: Receipt for Order #314 at [SEC=OFFICIAL]

You're a genius! Thanks so much.

From:
Sent: Tuesday, December 28, 2021 2:59 PM
To:
Subject: Fwd: Receipt for Order #314 at


 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hi

Just got this back from the restaurant.

----- Forwarded message -----

From:
Date: Tue, Dec 28, 2021 at 2:56 PM
Subject: Receipt for Order #314 at
To:

Thank you for your order. Below is a receipt for your recent visit to 
[trouble viewing this email?](#)

Server:	
Check #314	
Guest Count: 14	
Ordered:	12/3/21 9:04 PM
1 14 Guests @ \$65	\$910.00
1 14 Guests Open Bar @ \$40.00	\$560.00
Admin Fee (7.00%)	\$102.90
Subtotal	\$1,572.90


Tax	\$139.59
Tip	\$294.00
Total	\$2,006.49

Credit Card	Keyed
Amex	xxxxxxxx2003
Time	10:33 PM

Transaction Type	Sale
Authorization	Approved
Approval Code	261671
Payment ID	
Merchant ID	

Thank you for your order!

From:
Sent: Monday, 6 December 2021 3:25 PM
To:
Cc:
Subject: RE: Contract for RBA Welcome Back Party | Friday 25 March 2022 |
Attachments: RBA Deposit Receipt.pdf; 250322SL - RBA - Countersigned Contract.pdf

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hope you are doing well! , thanks for sending through the signed contract.

Please find attached countersigned contract & deposit receipt for your records. Great news that 2sqm capacities will be eased by your event, so we can look at higher numbers in the Ballroom based on its normal capacity!

Looking forward to working with you next year and welcoming you back into the hotel for your celebration!

We will be in touch early next year, best wishes for the Festive Season ☺

Kind Regards,

From:
Sent: Tuesday, 30 November 2021 2:51 PM
To:
Cc:
Subject: RE: Contract for RBA Welcome Back Party | Friday 25 March 2022 |
[SEC=OFFICIAL]

Dear ,

I hope this message finds you well!

Please see attached the signed contract for March next year. I understand the deposit payment was made on 17 November.

I am still working through what our plans are entertainment wise (band v DJ v jukebox) and hope to get back to you soon on our AV needs.

Best regards and looking forward to a great event next year!

From:
Sent: Wednesday, 10 November 2021 7:48 AM
To:
Cc:
Subject: Contract for RBA Welcome Back Party | Friday 25 March 2022 |

⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you again for confirming the **Reserve Bank of Australia “Welcome back to the office 2022”** at

Please find attached the following documents to confirm your booking with us.

- Contract with booking details and terms & conditions – please ensure each page is sign and initialled and return via scan email or fax
- Credit card authorisation form – to keep on file to guarantee all charges, please sign and return via scan email or fax
- Proforma Invoice – detailing initial deposit due & payment schedule, please send through remittance advice once processed

If the contract is not signed and returned by this date and remittance for _____, we reserve the right to release all event space and accommodation rooms being held.

Included in the contract, are the capacities we had discussed for the _____ floor, should 2sqm capacities still apply based on NSW Government restrictions.

Please feel free to review the contract over this period and let me know if you have any questions over phone or email.

Thank you _____, I look forward to hearing back from you soon!

Kind Regards

From:
Sent: 08 November 2021 10:26
To:
Cc:
Subject: RE: Proposal for RBA Welcome Back Party | Friday 25 March 2022 |
[SEC=OFFICIAL]

Hi

Hope you had a nice long weekend! It's great that we can be having weekends again (that go beyond our front doors)!

Please see details as requested below.

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Monday, 8 November 2021 8:32 AM
To:
Cc:
Subject: RE: Proposal for RBA Welcome Back Party | Friday 25 March 2022 |
[SEC=OFFICIAL]

⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for your email last week, I took

hence the delayed reply.

Fantastic news! We are looking forward to welcoming you all back next year for another great celebration at

Could you please confirm the following details for the contract? Once I have these I will prepare documents for your review incl. deposit proforma invoice.

- Full Event Name: **Reserve Bank of Australia “Welcome back to the office 2022”**
- Official Company Name: **Reserve Bank of Australia**
- ABN: **50 008 559 486**
- Signatory of the contract full name: **Anthony Dickman**
- Signatory Position: **Secretary**
- Signatory contact details (email & phone)

Look forward to hearing back from you.

Kind Regards,

From:
Sent: Thursday, 4 November 2021 11:23 AM
To:
Cc:
Subject: RE: Proposal for RBA Welcome Back Party | Friday 25 March 2022 |

Dear


Thank you very much for the hotel's proposal for our party next March.

I am pleased to confirm that we wish to proceed and lock in the booking. I look forward to receiving a formal contract in due course. If possible, can we have around [redacted] to pay the deposit? It *should* happen sooner, but our internal processes have been blown out by working from home, and getting things signed and approved for payment is sometimes taking a bit longer than usual.

Best regards and looking forward to a great event at the hotel.

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Monday, 1 November 2021 3:33 PM
To:
Cc:
Subject: Proposal for RBA Welcome Back Party | Friday 25 March 2022 |

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for your interest in [redacted] for your upcoming **Welcome Back Cocktail Reception** for Friday 25 March 2022.

Please find attached proposal for your review based on our discussions today. We are delighted to offer the same reception package & menu of [redacted] Current NSW regulations for venues from 1 Dec 2021 state that venues must comply with capacities based on 2sqm. See below grid for reference. Should these restrictions still be in place on 25 March 2022, the function room doors between [redacted] must remain open allowing for free flow between spaces for the duration of your event. The minimum package numbers have reduced to [redacted] guests, but please note, the 2SQM Capacity of [redacted] persons includes any external suppliers/contractors not employed by the hotel (including AV, band, entertainment etc).

Once you have reviewed the proposal this week, please feel free to provide any questions and feedback.

_____ is our in-house audio visual and event services provider. For a tailored quotation on additional services, please contact our Venue Director _____ his contact details are below:

Our proposal is valid for 2 weeks from today's date and is subject to availability at time of booking. No function space is being held and we will do our best to update you with any expressions of interest that may take place after today. We would love to welcome you back in 2022, so please let me know if there is anything you require from me!

_____. Please note, this Friday I am on _____ . Should you require any assistance while I am out of the office, please contact the Sales team on _____

Thank you _____, I look forward to working with you!

Kind Regards,

From: _____
Sent: 01 November 2021 12:15
To: _____
Subject: FW: Attn: Function/Event sales - Enquiry - _____ - RBA 'welcome back' party - 25 March 2022 [SEC=UNCLASSIFIED]

Dear Sir/Madam,

Please see below request for proposal regarding a function for next March.

Best regards

RESERVE BANK OF AUSTRALIA | _____ Secretary's Department
NSW 2000
_____@rba.gov.au | w: www.rba.gov.au

From: _____
Sent: Monday, 1 November 2021 12:08 PM
To: _____
Cc: _____
Subject: RE: Enquiry - _____ - RBA 'welcome back' party - 25 March 2022 [SEC=UNCLASSIFIED]

Dear _____ ,

I hope this message finds you well!

Further to my voice mail, the Bank is hoping to have a staff party at the hotel (following similar arrangements as was proposed for the cancelled Christmas parties).

Hoping the hotel has availability for us on Friday 25 March 2022!

It might be a bit unknowable with the (positively) changing covid environment, but would it be expected to be able to have _____ people (as was the case in the pre-covid world)?

Looking forward to hearing from you.

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| Secretary's Department
| w: www.rba.gov.au

From:
Sent: Monday, 11 April 2022 3:02 PM
To:
Cc:
Subject: RE: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]
Attachments: 2022 - August - RBA Mid Year Party - Credit Card Authorisation Form.pdf; 2022 - August - RBA Mid Year Party - signed contract.pdf

Hi


Please see attached signed contract and credit card guarantee form for the August mid-year party.

I have actioned the deposit payment but it likely won't make it through our AP system for a couple of days – please let me know if that presents any issues.

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
[@rba.gov.au](mailto:info@rba.gov.au) | w: www.rba.gov.au

From:
Sent: Wednesday, 6 April 2022 4:11 PM
To:
Cc: @rba.gov.au>
Subject: Re: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thanks for the update on your preferred progress payments for the event.
Now with AV approved, I have updated your contract and invoice to reflect the AV charges and different deposit amounts.

If you could please kindly review and return a signed copy of the contract and CC form by _____ along with
remittance advice for the deposit payment it would be most appreciated! _____
and
will action on any updates when I return.

Thanks again _____ and _____ for your swift actioning to ensure this could be completed today

Have a good rest of your week!

Kind Regards

From: DICKMAN, Anthony
Sent: Friday, 14 January 2022 3:01 PM
To:
Cc: SMITH, Penny
Subject: RE: : RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

Sounds fine, thanks – I can raise with Phil in early Feb

From:
Sent: Friday, 14 January 2022 3:00 PM
To: DICKMAN, Anthony
Cc: SMITH, Penny ;
Subject: Re: : RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

There isn't too much time pressure - we have an expression of interest on 9 December so that would trigger a call to us if anyone else sought that date (unlikely in the current climate)! Hotel will probably want a decision one way or the other within a couple of weeks though.

Sent from my iPhone

On 14 Jan 2022, at 14:50, DICKMAN, Anthony wrote:

Sounds good

Proceed as planned and we can let Gov know/discuss with him at the time we need to cancel 25/3. Presume you can hold that for the time being while also booking 9/12 or do you need to decide to cancel now?

A

From:
Sent: Friday, 14 January 2022 1:56 PM
To: DICKMAN, Anthony
Cc: SMITH, Penny
Subject: RE: : RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

Hi,

Have spoken to my contact at the and she feels the event on 25 March would be 'very challenging' to hold. The event isn't impacted by the reimposition of the 2sqm rule (as it was calculated on that basis) but she mentioned one change that I hadn't thought of – the banning of stand up drinking.

If that ban remains in place, the event isn't viable. And even if it is removed before 25 March, she said that our type of event (stand up drinking, talking etc) is the worst type in terms of possible spread of the virus.

The hotel is agreeable to us moving the booking to 9 December (and she has put a temp hold on that date until we formally decide). The option of a mid-year event remains open of course, but we would be unlikely to have say a June/July event and then also a Christmas one (and not having a

Christmas one if it would be otherwise possible is unlikely to play well with the Bank's staff). On that basis, she preferred we take the Christmas date, rather than a more uncertain (for us) mid-year one as the hotel is hopeful that things will be turning around by mid-year and bookings will be coming in (i.e. would not want to block a date for us that we then let go and might have prevented another booking).

Regardless of what we decide, we will pay the next deposit before 24 January.

Happy to hear your thoughts!

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
| w: www.rba.gov.au

From:
Sent: Friday, 14 January 2022 11:29 AM
To: DICKMAN, Anthony
Cc: SMITH, Penny
Subject: RE: : RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

Ok – no worries. I'll arrange the deposit payment next week which is a show of faith to the hotel. Means there is nothing to raise for now with Phil.

The main hurdle will be achieving the reason for the event – getting back into the Bank!

From: DICKMAN, Anthony
Sent: Friday, 14 January 2022 11:03 AM
To:
Cc: SMITH, Penny
Subject: RE: : RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

Thanks

I doubt I will be able to discuss this with Phil early next week and expect he would hold out hope we can proceed in late March. So, depending on what says, perhaps see if there is flexibility to reschedule/defer if we pay the deposit as planned? Things might be clearer in a few weeks time!

A

From:
Sent: Friday, 14 January 2022 11:01 AM
To: DICKMAN, Anthony
Cc: SMITH, Penny
Subject: RE: : RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

will call me to discuss at 1.00pm.

From:
Sent: Friday, 14 January 2022 10:07 AM
To: DICKMAN, Anthony
Cc: SMITH, Penny
Subject: Re:: RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

Hi Anthony,

Although I'm not back until Monday, with everything falling off a cliff covid wise, I've been thinking about the 'welcome back' party in March!

I've sent the enclosed email to the hotel today (I wanted to speak to my contact, but I only have a desk number and it diverted to a voicemail saying essentially 'due to covid, this phone is not being monitored and your call has not been registered. Please contact the hotel on xyz number').

We are due to pay a second deposit of on 24 January (50% expected charges), so if we are unlikely to proceed (and switch booking to December – attached email refers), we might not need to pay it in the coming weeks.

Depending on what I hear back today (and maybe even without such feedback) I thought you might like to see how Phil is feeling about it when you meet with him (on Monday?). He might have a view whether we still want to go ahead (I think that is very doubtful, but I guess there is some glimmer of hope that things could be better by late March).

If I hear anything from the today I will of course let you know.

Cheers

From:

Sent: Friday, 14 January 2022 9:44 AM

To:

Subject: RE: RBA welcome back party - March 25 2022 [SEC=OFFICIAL]

Hi

Happy new year – I hope this message finds you well!

Could you please give me call when convenient to have a quick chat about March?

With the sadly deteriorating situation covid wise, I have a fear that even if formal restrictions do not officially rule the event out, natural worries among staff and reputational concerns for both the Bank and the hotel might make it a less than sensible idea to proceed. Our further complication is that the event is a welcome back to the bank celebration based on an expectation that we would have been back in the office from February, and that sadly now isn't happening!

I haven't talked to my management at all about any of this, so before I see what they are thinking, I just wanted to check whether the hotel would be agreeable for us to re-book either as a welcome back party a bit later in the year (June/July perhaps?) or our Christmas Party (again!!) on Friday 9 December. I'm thinking it might be best if we could transfer the booking to December, and then perhaps switch it back to mid-year if circumstances permit, or book an entirely new event and retain December too.

Best regards and looking forward to hearing from you (if it isn't too pushy, today would be great)!

Function Day: Wednesday		Function Date: 16 March 2022	
Contact:		Extn: 9510	
Host: Philip Lowe		Location of Function: Level 20	
Budget Code: 51610	No. Bank Staff: 29	Department Code: 6600	
Budget Code:	No. Visitors: 1	Product Code:	
	Total Guests: 30	Project Code:	
Arrival Time: 16:00	Serving Time: 16:00	Finish Time: 18:00	
Other information/requirements:			
<ol style="list-style-type: none"> 1. Deputy Governor farewell party 2. 2 hour catering from 4pm to 6pm 3. Please arrange for 2 wait staff 4. Use Harbour and Middle room only – close off the Pacific room. 5. Governor will give a speech. 			

FOOD

Cocktail Food & Canapes:

1. Duck Crepes
2. Thai Beef Skewer
3. Tempura Pumpkin Flowers
4. Goats Cheese & Caramelised Onion Tart
5. Cocktail Beef & Burgundy Pies
6. Spinach & Cheese Filos

BEVERAGES

Sparkling wine, white wine, red wine, beer and a selection of soft drinks, water

Date: 15 March 2022

Authorised by: Philip Lowe

All executive catering services will need to be approved by a Deputy Head of Department (or above) or formally delegated officer.

Total Food: _____
 Total Soft drinks: _____
 Total Wine & Liquor: _____
 Total: _____

From:
Sent: Monday, 11 April 2022 3:02 PM
To:
Cc:
Subject: RE: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]
Attachments: 2022 - August - RBA Mid Year Party - Credit Card Authorisation Form.pdf; 2022 - August - RBA Mid Year Party - signed contract.pdf

Hi


Please see attached signed contract and credit card guarantee form for the August mid-year party.

I have actioned the deposit payment but it likely won't make it through our AP system for a couple of days – please let me know if that presents any issues.

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
[@rba.gov.au](mailto:info@rba.gov.au) | w: www.rba.gov.au

From:
Sent: Wednesday, 6 April 2022 4:11 PM
To:
Cc: @rba.gov.au>
Subject: Re: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thanks for the update on your preferred progress payments for the event. Now with AV approved, I have updated your contract and invoice to reflect the AV charges and different deposit amounts.

If you could please kindly review and return a signed copy of the contract and CC form by [redacted] along with remittance advice for the deposit payment it would be most appreciated! [redacted] and will action on any updates when I return.

Thanks again [redacted] and [redacted] for your swift actioning to ensure this could be completed today

Have a good rest of your week!

Kind Regards

From:

Sent: 05 April 2022 14:32

To:

Cc: [@rba.gov.au](mailto:)>

Subject: RE: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

Hi

Thanks for your email. That's all fine with us – enjoy your break!

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

[@rba.gov.au](mailto:) | w: www.rba.gov.au


From:

Sent: Tuesday, 5 April 2022 2:31 PM

To: [@rba.gov.au](mailto:)>;

Cc: [@rba.gov.au](mailto:)>

Subject: RE: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for your email!

I will await further instruction from [redacted] once AV is finalised and then revise the paperwork to reflect the AV included.

Please note; I will be on

Pending timelines, I may have to continue working on this next week.

Thanks for your understanding!

Kind Regards,

From: [redacted] <[\[redacted\]@rba.gov.au](mailto:[redacted]@rba.gov.au)>

Sent: Monday, 4 April 2022 9:49 AM

To:

Cc: [redacted] <[\[redacted\]@rba.gov.au](mailto:[redacted]@rba.gov.au)>

Subject: FW: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

Dear

Thanks both for your emails regarding our 19 August event – all looks fine. For the AV proposal, it would be great to use a DJ the hotel is familiar with (and have the cost added to the proposal). Also we could then roll all of the AV/DJ costs into the overall contract and pay deposits to cover the whole amount.

Assuming all of the above is fine, please send through the revised contract and deposit invoice and I can get the ball rolling here for signing etc.

Best regards and thanks for all your work for us – much appreciated!

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000


[\[redacted\]@rba.gov.au](mailto:[redacted]@rba.gov.au) | w: www.rba.gov.au

From:

Sent: Monday, 4 April 2022 9:00 AM

To: [redacted] <[\[redacted\]@rba.gov.au](mailto:[redacted]@rba.gov.au)>

Subject: RE: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hope you had a lovely weekend!

Thank you once again for confirming your **Mid Year Party on Friday 19 August 2022**.

Please find attached the following documents to confirm your booking with us here at the hotel.

- Contract with booking details and terms & conditions – please sign in full on page 7 & 10 and initial all pages; then return via scan email or fax
- Proforma Invoice – detailing initial deposit due & payment schedule – please send through remittance advice once payment is processed to help us correctly allocate to your account.
 - As [redacted] has not finalised your AV, I have prepared the Proforma Invoice excluding these charges, however these can be added on for the next instalment
- Credit card authorisation form – to keep on file to guarantee all charges, please sign and return via scan email or fax

We require the signed contract, credit card authorisation form and [redacted] from today's date **Monday 11 April 2022**. If the contract is not signed and returned by this date, we reserve the right to release all event space being held.

Please note; I will be on
after [redacted]

[redacted] Should you require any urgent assistance
please contact my colleague [redacted]

We look forward to welcoming your guests to the hotel later this year!

Kind Regards

From: @rba.gov.au>
Sent: Tuesday, 29 March 2022 1:21 PM
To:
Subject: RE: Re - change to date mid year party - confirm for Friday 19 August [SEC=OFFICIAL]

Hi

Further to our chat just now, I am pleased to confirm we will proceed with our mid-year event on Friday 19 August 2022, for pax.


We plan to have a DJ, so the AV proposal can be tweaked for that (rather than a band). Also, we would just need one presenter mike for the Governor to give a speech.

Looking forward to another great event at the hotel – fingers crossed all the stars align for us after the covid interrupted last 2 years!

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
@rba.gov.au | w: www.rba.gov.au

From:
Sent: Tuesday, 22 March 2022 8:38 PM
To:
Subject: Re: Re - mid year party - we are thinking to have it on Friday 5 August [SEC=OFFICIAL]

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Sorry I missed you earlier, busy day with back to back client meetings!

We would be comfortable with guests @ PP based on your regular event program, access times and meeting rooms.

I have placed your enquiry on 5 Aug in the interim, and you can update me in a few weeks once you know what the consensus is about hosting the event then.

Let me know if you have any further questions at this stage!

Kind Regards

From: [@rba.gov.au](mailto:)>
Sent: 22 March 2022 12:55
To:
Subject: Re - mid year party - we are thinking to have it on Friday 5 August [SEC=OFFICIAL]

Hi

Can you give me a call please when you are free, to have a chat about a mid year party on 5 August. I have a couple of questions about minimum numbers, and if we can place a hold for now and then get a contract sorted in the next few weeks – we are going to do some straw polling to see what interest levels might be like.

Look forward to hearing from you.

PAYMENT METHOD

Deposit and Final Payments (Please tick as appropriate)

Electronic Funds (a Credit Card must be provided as a guarantee of payment)

Transfer from (Account Name) _____

Company Cheque (a Credit Card must be provided as a guarantee of payment)

Credit Card

Credit Card GUARANTEE ONLY with subsequent payment by _____

CREDIT CARD AUTHORISATION

Event Name: Reserve Bank of Australia Mid-Year Party

Event Date: 19 August 2022

Name on Credit Card: _

Card Holder's Signature: _

Credit Card Type: VISA **MASTERCARD** AMERICAN EXPRESS DINERS

Credit Card Number: 5 2 6 1 /

Credit Card Expiry:

Amount to be charged: guarantee only

GUARANTEE ONLY:

Please be advised that a 1.3% surcharge is applicable to all payments made by credit card.

Please note the above credit card will be charged for any remaining balance unpaid after 72 hours from departure

Function Day: Tuesday		Function Date: 3 May 2022	
Contact:		Extn:	
Host: Michele Bullock		Location of Function: Bar Area, Level 20	
Budget Code: 57510	No. Bank Staff: 24	Department Code: 6510	
Budget Code: 57500	No. Visitors: 3	Product Code:	
	Total Guests: 27	Project Code:	
Arrival Time: 17:00	Serving Time: See below	Finish Time: 19:00	

Other information/requirements:

Function for members of the Audit Committee to meet with staff from the Bank's audit, finance and risk and compliance teams to share experiences

Guests not to be offered drinks or food until fully inside the room. Drinks to be available from 5.00pm, food to be served from 5.30pm

Cold Canapes:

- * Thai style beef roulade (gf)
- * Peking duck and hoisin pancake
- * Torched goats cheese with beetroot relish (v)
- * Vietnamese rice paper rolls (vegetarian) (v)
- * Crystal Bay prawn nigari

Hot Canapes:

- * Sweetcorn and gruyere cheese croquette (v)
- * Oven roasted salmon with celeriac remoulade (gf)
- * Panko crumbed barramundi with tartare

Beverages:

- * Hentley Farm Blanc de Noir (Sparkling)
- * Tim Adams Pinot Gris
- * ~~The Yard Cabernet Sauvignon~~ Bimbadgen 'Palmer's Lane' Shiraz
- * Beers – James Boag, Hahn Premium Light
- * Soft drinks, juice and mineral water (sparkling and still)

Date: 26 April 2022

Authorised by: Anthony Dickman

In terms of PI-4, all executive catering services will need to be approved by a Level 7 officer (or above) or formally delegated officer.

Total Food: _____
Total Soft drinks: _____
Total Wine & Liquor: _____
Total: _____

INFORMAL GATHERING WITH RESERVE BANK BOARD AUDIT COMMITTEE

Level 20, 65 Martin Place, Sydney

Tuesday, 3 May 2022

5:30 pm

Reserve Bank Board Audit Committee

Mark Barnaba AM

Chair

Sandra Birkenleigh

Member

Rahoul Chowdry

Member

Alison Watkins AM

Member

External Auditors

Bola Oyetunji

Group Executive Director, Assurance Audit Services Group, Australian National Audit Office

Kim Lawry

Partner, Financial Services, Audit, Assurance & Risk Consulting, KPMG

Leann Yuen

Partner, Audit, Assurance & Risk Consulting, External Audit, KPMG

Reserve Bank

Michele Bullock

Deputy Governor

Emma Costello

Chief Financial Officer

Keith Drayton

Head of Risk and Compliance Department

Ross Tilly

Head of Audit Department

Gary Chan

Manager, Financial Control, Finance Department

Paul Kandelas

Senior Manager, Financial Control, Finance Department

Miriam Lane

Manager, Operational and Strategic Risk, Risk and Compliance Department

Lily Liotta

Senior Manager, Enterprise Portfolio Management Office, Finance Department

Rashmi Prakash

Senior Manager, Audit Department

RESTRICTED

Max Prakoso

Manager, Financial Control, Finance Department

Andrew Sewell

Senior Manager, Portfolio Risk and Compliance, Risk and Compliance Department

Claire Smith

Senior Manager, Finance Department

Chris Stewart

Senior Manager, Operational and Strategic Risk, Risk and Compliance Department

Sam Tomaras

Financial Controller, Financial Control, Finance Department

Terence Turton

Senior Manager, Compliance, Risk and Compliance Department

Ellen Waterman

Senior Manager, Audit Department

Audit Committee Cocktail Function

Cold Canapés:

Peking duck and hoisin pancake
Vietnamese vegetable rice paper rolls (v)
Crystal Bay prawn nigari (gf)
Torchred goats cheese with beetroot relish (gf, v)
Thai style beef roulade (gf)



Hot Canapés:

Sweetcorn and gruyere cheese croquettes (v)
Panko crumbed barramundi with tartare sauce
Oven roasted salmon with celeriac remoulade (gf)



Beverages:

Hentley Farm Blanc de Noir Sparkling
Tim Adams Pinot Gris
Bimbadgen 'Palmer Lane' Shiraz

James Boags and Hahn Premium Light

Soft drinks, juice and mineral water (sparkling and still)



Audit Committee Cocktail Function

Cold Canapés:

Peking duck and hoisin pancake
Vietnamese vegetable rice paper rolls (v)
Crystal Bay prawn nigari (gf)
Torchred goats cheese with beetroot relish (gf, v)
Thai style beef roulade (gf)



Hot Canapés:

Sweetcorn and gruyere cheese croquettes (v)
Panko crumbed barramundi with tartare sauce
Oven roasted salmon with celeriac remoulade (gf)



Beverages:


Hentley Farm Blanc de Noir Sparkling
Tim Adams Pinot Gris
Bimbadgen 'Palmer Lane' Shiraz

James Boags and Hahn Premium Light

Soft drinks, juice and mineral water (sparkling and still)

From:
Sent: Wednesday, 20 July 2022 1:01 PM
To:
Cc:
Subject: Re: Introduction | RBA Cocktail Events 190822 & 091222 |

Attachments: RBA Mid Year Party - v6.pdf

 EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Thank you for your email.

I have forwarded the playlist to the dj. Any changes, please let me know.

Regards

From: @rba.gov.au>
Sent: Friday, July 15, 2022 11:50 AM
To:
Cc:
Subject: RE: Introduction | RBA Cocktail Events 190822 & 091222 |

Hi ,

Thanks for your email.

Likely showing my age(!), attached is a Spotify link with what I think is a pretty solid 'party songs' mix. I suspect there is a lot of 80s bias there and the DJ should definitely aim to include a wide range of songs (and feel safe using their judgment and reading of the crowd to play what they think suits).

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000
[@rba.gov.au](mailto:) | w: www.rba.gov.au

From:

Sent: Friday, 15 July 2022 1

To:

Cc:

Subject: Re: Introduction | RBA Cocktail Events 190822 & 091222 |

⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

All good from our end. AV and the Dj will be set by 4:30pm.

Would you and your staff like to make a Spotify playlist to give to the dj.

Usually, I will ask the client to generate a playlist and send the link to the dj to make sure he has those songs on the night.

From:

Sent: Wednesday, July 13, 2022 12:02 PM

To:

Cc:

Subject: RE: Introduction | RBA Cocktail Events 190822 & 091222 |

Hi and nice to e-meet you !

Not long now and I think we are going to get lift off (FINALLY!) for the Thank You party after all the covid related delays of the last two years! Although it seems to be surging lately and doing its best to be a pain again!

I've attached our runsheet for the night – please let me know if there are any queries about the arrangements or you need any further information from us.

We are looking forward to a big night!

Best regards

RESERVE BANK OF AUSTRALIA | 65 Martin Place, Sydney NSW 2000

[@rba.gov.au](mailto:info@rba.gov.au) | w: www.rba.gov.au

From:

Sent: Wednesday, 13 July 2022 9:21 AM

To:

Subject: Introduction | RBA Cocktail Events 190822 & 091222 |

⚠ EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hope you are doing well and having a good week so far!

As promised, I am in touch to introduce you to _____, _____ who has recently joined our team having experience in other 5 star CBD hotels in Sydney.

_____ will be managing both your cocktail events in August and December, we have conducted a thorough handover and she will be in touch shortly to introduce herself to you! _____ details are below:

I know you are already in touch with _____ regarding your audio visual, but I thought to loop him in here too as your event is just around the corner!

I am always here to assist with any questions and provide support to my team. It is quite helpful that we already have a menu for August, but I have suggested for the December event that we shake things up and revamp the menu keeping in line with the package price.

Thank you _____, we are excited to be finally welcoming back RBA next month!

Kind Regards,

RESERVE BANK OF AUSTRALIA THANK YOU PARTY

FRIDAY 19 AUGUST 2022

4.45pm	<p>DJ – set up and ready; food/beverage stations ready</p> <p>Can we have lift access to _____ level locked off please for self-service bag/jacket storage</p>
5.00/30pm	<p>Guests arrive</p> <p>Entry via _____ (for security pass checking – guests will use their staff ID passes to gain entry).</p> <p>Beverages: _____ Package, 4 hours</p> <p>Canapes: - Salt and pepper calamari, chili jam - vegetarian rice paper rolls - peking duck pancakes - roasted Mediterranean vegetable tartlets</p> <p>Substantial canapes: - Thai beef noodle salad - chilled tiger prawns and spicy cocktail sauce - market fresh fish and chips, gribiche sauce</p> <p>Self Service Stations - cured meats and artisanal charcuterie - artisan bread and dips - local cheese, dried fruits, roasted nuts, grapes</p> <p>Background music (not too loud, for conversations)</p>
6.00 to 6.15pm	Governor’s speech.
6.15 – 8.45pm	DJ - Party Set
9.00pm	Service concludes
9.30pm	Venue cleared, event concludes

RBA Contacts:

Contacts:

From:
To:
Subject: RE: Invoice - RBA Cocktail Events 190822
Date: Tuesday, 16 August 2022 10:42:17 AM
Attachments:

[Proforma Invoice 19082022 RBA Thank You Party 2022 - Final.pdf](#)
[Receipt 19082022 RBA Thank You Party 2022 - Final CC.pdf](#)

EXTERNAL EMAIL: Do not click any links or open any attachments unless you trust the sender and know the content is safe.

Hope you are looking forward to the party for this Friday.

Please find attached the invoice and receipt for the final deposit paid for the event. Look forward to meeting you in person.

Kind Regards,

From:
Sent: Monday, 8 August 2022 12:07 PM
To:
Subject: Invoice - RBA Cocktail Events 190822

Please find attached the final deposit that is due for payment prior to the event. This is based off the event order send previously.

When the payment is made, if you could kindly send through a remittance advise.

Thanks

Kind Regards,

PROFORMA INVOICE

Reserve Bank of Australia
65 Martin Place
Sydney NSW 2000 Australia

[@rba.gov.au](http://rba.gov.au)

Event Name: RBA 2022 Thank You Party
Arrival Date: Friday 19 August 2022
Departure Date: Friday 19 August 2022

Date 15/08/2022
Invoice No.# 88

DATE	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
	Catering Customise Cocktail Package			
	Audio Visual Estimate v6			

			Total Charges
<i>Deposits</i>	<i>Date</i>	<i>Amount</i>	Deposits Received
			Balance <u><u>\$0.00</u></u>

***Proforma invoice based on estimated charges, additional charges may be incurred during the event not covered above.*

All rates are in Australian dollars and should be paid in Australian dollars. If payment is made in foreign currency, the exchange rate calculated will be that of the Hotel/s on the date of receipt

NB: All of the above rates are inclusive of GST

PAYMENT INFORMATION

CREDIT CARD PAYMENT
Use of a credit card for any portion of a payment or deposit will incur a payment processing fee of 1.1% (inclusive of GST) against the full amount of the payment. The fee will be charged and invoiced at the time of payment.

BANK DETAILS
Bank Name:
Account Name:
BSB:
Account Number:
Swift Code:

Reserve Bank of Australia ThankYou Party
Australia

DATE: 15/08/22
TIME: 16:54
ROOM NO:
CONF NO: 88
RECEIPT NO: 78

ADVANCE DEPOSIT RECEIPT		
DATE	DESCRIPTION	AMOUNT
15-08-22	Mastercard Manual Final Deposit	
	ARRIVAL 19-08-22	DEPARTURE 19-08-22

GROUP ID OR ROOM TYPE: 8950549

Merchant ID
Transaction ID 8402762
Approval Code
Approval Amount

Credit Card # MC XXXXXXXXXXXX7574
Credit Card Expiry : XX/XX
Capture Method : MANUAL
Transaction Amount :

CURRENCY SELECT

CUSTOMER COPY

MERCHANT ID : 51 61
TERMINAL ID :
CREDIT (M)
MASTERCARD
CARD NUMBER
***** 7574
INVOICE NUMBER 25:
REF NUMBER 3944

**PURCHASE
TOTAL**

DATE TIME: 15/08/22 16:47:54
SEQ NO 004486

APPROVED
AUTH NUMBER 562636
08

PLEASE RETAIN FOR YOUR RECORDS

CASHIER SIGNATURE