

From: s47E(d)
To: s47E(d)
Cc: s47E(d); [Creagh, Alison BRIG; "Alison Creagh"](#)
Subject: King's Cup Info and Update [SEC=UNOFFICIAL]
Date: Wednesday, 28 August 2019 1:38:34 PM
Attachments: [Updated Reception List.xlsx](#)

UNOFFICIAL

s47E(d)

Re our discussion I confirm that I am well into the planning and coordination of the 2 King Cup events that involve the GG.

I am also drafting the MINSUB to inform MINDEF and will have it to you next week.

FYI the latest information on the events is:

King's Cup Team Government House Reception – 11 October 2019

Time: 5.30 pm to 6.30 pm

Attendees: The GG has confirmed that he wants a small reception for the team ~35pers. I have reviewed the invite list (~75 pers) that BRIG Creagh proposed to CJC. A copy is attached.

Elements: I suggested the following elements to Govt House (their direction is in red):

Comments from GG and presentation of medallions and pins (supplied by King's Cup Regatta

s47F Yes

Comments from MINDEF (if attending) **Not required**

Comments from s47F s47F **Not required**

Presentation of photo and gift (Scott Patterson's book The Oarsman) to GG and Mrs Hurley **Yes**

Remaining time available for GG and Mrs Hurley to meet the team and guests **Definitely**

Dress: Team Uniform (Blazer and tie)- Kings Cup Team , Uniform -Military members, Civilians - coat and tie. **Yes**

s22



From: [McDonald, Warren AIRMSHL](#)
To: s47E(d) ; [Creagh, Alison BRIG](#)
Cc: s47E(d)
Subject: RE: GG King's Cup Reception Update #1 [SEC=UNOFFICIAL]
Date: Thursday, 29 August 2019 3:13:45 PM

UNOFFICIAL

s47E

Good update and thank you.

If you have not already please let the COS' to CDF and the Service Chiefs know of the proposed dates.

I think the Capt and the Coach and Brig Creagh are an excellent choice

Regards,

WM

From: s47E(d)
Sent: Thursday, 29 August 2019 11:53 AM
To: Creagh, Alison BRIG ; McDonald, Warren AIRMSHL
Cc: s47E(d)
Subject: GG King's Cup Reception Update #1 [SEC=UNOFFICIAL]
UNOFFICIAL

Sir / Ma'am / Gents,

I have had further discussion with Government House Staff re the reception for the King's Cup Team. The latest update, and my proposed way forward, is as follows:

Event:

The event will take place on Friday 11 October from 5:30 pm – 6:30 pm at Government House, Canberra. The concept is for a stand up event on the terrace (weather permitting).

Dress:

The dress code for the event will be; Team uniform, Lounge Suit for men, Day wear for Women and General Duty Service Dress for any military members.

Format:

- Governor-General makes informal remarks
- Somebody from Kings Cup (perhaps the Captain?) to respond with a short vote of thanks and presentation
- King's Cup representative to invite GG to present the medals (we can confirm on the best way to do this closer to the date)
- GG to present medals
- Group photo of GG / Mrs Hurley and team
- Governor-General and Mrs Hurley to meet with guests over refreshments

Attendees:

The Governor General confirmed that he wanted a small event ~35 pers and the invitation list (40 possible attendees) I circulated yesterday (copy attached) is fine.

Invites and Registration:

Govt House wants us (me) to issue invitations. All guests coming to the event must register using the Govt House online registration system. They have provided information, including the link to their online registration system, for our invitations.

Meeting with Their Excellencies

Just prior to the start of the event at 5.20 pm, there is an opportunity for two or three guests to

meet privately as a small group with their Excellencies. We need to nominate someone and provide bios - perhaps the captain and the coach?

Information:

We need to provide names and bios, plus background information to Govt House for inclusion in their briefings for their Excellencies by Friday 27 Sep 19.

My planned way forward:

- Draft MINSUB to MINDEF on Reception and their Excellencies attendance at the Disher Cup by COB 3 Sep 19. Fwd to BRIG Creagh for clearance and forward to CJC.
- Confirm the names of the two rowing Australia representatives (BRIG Creagh to fwd).
- Issue invitations by email, as per the attached list, by COB Tue 3 Sep 19.
- Confirm name of Team representatives to meet with their Excellencies prior to the reception (BRIG Creagh to nominate).
- Confirm name of Team representative to respond to the GG with a short vote of thanks and presentation (BRIG Creagh to nominate).
- Continue to liaise with Govt House on the detail for the reception, including providing the requested bios and briefing materials for the Govt House Brief.
- Continue to liaise with Govt House on the detail for their Excellencies attendance at the Disher Cup event.

Regards

s47E

(d)

s22

From: s47E(d)
To: [CJC-corro](#)
Cc: s47E(d); [Creagh, Alison BRIG](#); s47E(d)
Subject: MINSUB for Governor-General Reception for the ADF's Kings Cup Team and s22 [SEC=UNOFFICIAL]
Date: Thursday, 5 September 2019 2:29:24 PM
Attachments: [190905 - MINSUB - Governor-General Reception for ADF Kings Cup Team and s22 docx](#)

UNOFFICIAL

Good Afternoon,

As requested by CJC, please find enclosed a MINSUB for Governor-General's Reception for the ADF's Kings Cup Team and s22

Regards

s47E
(d)

Background:

On 11 October 2019, the Governor-General will host a reception at Government House, Canberra, to acknowledge the efforts of the Australian Defence Force King's Cup Rowing Team.

The team competed in the Henley Royal Regatta 2019 in the United Kingdom during the period 5-7 July 2019, and were eliminated in the semi-final.

The Henley Royal Regatta 2019 marked the centenary of the Royal Henley Peace Regatta 1919, which was conducted as part of repatriation activities undertaken at the end of the First World War.

The Australian Imperial Force Number 1 crew won the King's Cup in 1919.

UNCLASSIFIED



JOINT CAPABILITIES GROUP
CHIEF OF JOINT CAPABILITIES

Minute

BN9115828

See distribution

RELEASE OF MEMBERS OF THE ADF KING'S CUP TEAM FOR GOVERNOR-GENERAL'S RECEPTION AND s22

References:

- A. CJC Minute – *Release of members for the ADF King's Cup Team* of 04 Apr 19 (BI5912206)
- B. CJC Minute – *Release of additional members for the ADF King's Cup Team* of 05 May 19 (BN9115732)

1. At references A and B, I sought your release of members for the ADF King's Cup Team. Over the period 17 Jun 19 to 11 Jul 19, the ADF King's Cup Team travelled to the UK to compete in the 2019 King's Cup at the Henley Royal Regatta to commemorate the AIF participation in the 1919 King's Cup at the conclusion of the First World War and recognise the success of the AIF No.1 crew who won the 1919 King's Cup.

2. The ADF King's Cup Team had a very successful campaign in the UK, winning races at both the Marlow and Reading Town Regattas. Unfortunately, they were unable to replicate the success of the AIF No. 1 Crew, narrowly losing to the German crew in the Semi-Final of the 2019 King's Cup.

3. To recognise the achievements of the ADF King's Cup team, the Governor-General have invited the team to a reception at Government House on the evening of Fri 11 Oct 19, at which he will present the team with Commemorative Medallions and Pins. s22

4. I request your support for these activities by releasing the following personnel over the period 11-^{s2} Oct 19 (inclusive):

- | | | | |
|----|---------|---------|-----|
| a. | s47E(d) | s47E(d) | s22 |
| b. | s47E(d) | s47E(d) | |
| c. | s47E | s47E(d) | |
| d. | s47E(| s47E(d) | |
| e. | s47E(| s47E(d) | |
| f. | s47E(| s47E(d) | |
| g. | s4 | s47E(d) | |
| h. | s4 | s47E(d) | |
| i. | s4 | s47E(d) | |
| j. | s47E(d) | s47E(d) | |
| k. | s47E(d) | s47E(d) | |
| l. | s47E(d) | s47E(d) | |
| m. | s47E(d) | s47E(d) | |

UNCLASSIFIED

UNCLASSIFIED

2

s22

n.	s47	s47E(d)
o.	s47	s47E(d)
p.	s47E	s47E(d)
q.	s47	s47E(d)
r.	s47	s47E(d)

s22

6. My POC is BRIG Alison Creagh, Team Manager, s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au),
s22 Your support in recognising the achievements of the 2019 ADF King's Cup
Team is appreciated.

WG McDonald
AIRMSHL
CJC

s22

s47E(d)
s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au)

Sep 19

Distribution

s22

For information:

s22

UNCLASSIFIED

UNCLASSIFIED



AUSTRALIAN DEFENCE FORCE
KING'S CUP TEAM
Joint Capabilities Group
RUSSELL ACT

Administrative Instruction

BN9326840

GOVERNOR-GENERAL'S RECEPTION AND s22 – 11-s22 OCT 19

References:

- A. Email s47E(d) /AIRMSHL W McDonald of 29 Aug 19
- B. CJC Minute – *Release of members of the ADF King's Cup Team for Governor-General's Reception and s22* of 22 Sep 19 (BN9115828)

Introduction

1. To recognise the achievements of the ADF King's Cup Team, the Governor-General has invited the team to a reception at Government House on the evening of Fri 11 Oct 19, at which he will make presentations to the team. s22

Aim

2. The aim of this instruction is to provide the detailed administrative arrangements for the Governor-General's Reception and s22

Sequence of events

3. The ADF King's Cup Team will participate in the Governor-General's Reception and 2019 Disher Cup over the period 11-s22 Oct 19. A detailed schedule of events is included in annex A.

4. At the Governor-General's Reception, members of the ADF King's Cup Team will meet the Governor General and Mrs Hurley and receive a memento recognising their involvement in the 2019 King's Cup. s47E(d) is responsible for arranging the provision of the mementos.

5. All personnel will receive an official invite to the Governor-General's Reception via DRN email. All personnel are required to follow the instructions to RSVP IOT allow access to Government House. s47E(d) is responsible for coordinating invitations IAW ref. A.

s22

Personnel and key appointments

UNCLASSIFIED

UNCLASSIFIED

5. At ref. B, the release of personnel from the ADF King's Cup Team was requested to Service Chiefs by CJC. Individual personnel should confirm their release with their CoC using ref. A and this instruction as supporting evidence.

6. The full list of personnel required for this activity is included in annex B. All personnel are to confirm their attendance at this activity to MIDN Page on receipt of this instruction.

7. The following appointments apply for this activity:

a. Officer Scheduling Activity (OSA) and Supervising Officer – BRIG A Creagh (Team Manager)

b. Officer Conducting Activity (OCA) – s47E(d) (Assistant Team Manager)

c. OIC Governor-General's Reception – s47E(d) (Project Support Officer)

s22

Travel arrangements

s22

UNCLASSIFIED

UNCLASSIFIED

Uniform

15. The following orders of dress are required for this activity (full details and uniform descriptors in annex C):

a. Governor-General's Reception – ADF King's Cup Formal Uniform (Pri) or RAN S2/ARA 1B/RAAF CD1 (Alt).

b. s22



c. Travel – Neat Civilian Attire.

s22



Imagery support and public affairs

18. 1JPAU will be engaged to provide imagery support for both activities. s47E(d) is authorised DIRLAUTH with 1JPAU to coordinate.

19. s47E(d) is the assigned PAO for the Governor-General's Reception, and is responsible for arranging the clearance of images ASAP post activity s22



20. s22



s22



UNCLASSIFIED

UNCLASSIFIED

s22



Points of Contact

25. Pri: OCA, s47E(d) on s47E(d) [@defence.gov.au](mailto:s47E(d)@defence.gov.au) or s22
26. Alt: OSA, BRIG A Creagh on s47E(d) or s22

s22



A Creagh, CSC
BRIG
Team Manager – ADF King's Cup

25 Sep 19

Annexes:

- A. Schedule of Events
- B. Nominal Roll
- C. Orders of Dress

Distribution

ADF King's Cup Team

s47E(d)

1JPAU (s47E(d))

For information:

COS JCG

UNCLASSIFIED

UNCLASSIFIED

ANNEX A TO
BN9326840
25 SEP 19

SCHEDULE OF EVENTS

Time	Event
Friday 11 Oct 19	
NLT 1500	Arrive in Canberra
NLT 1715	Arrive at Government House
1730-1830	Governor-General’s Reception
On completion	Nil further commitments

s22

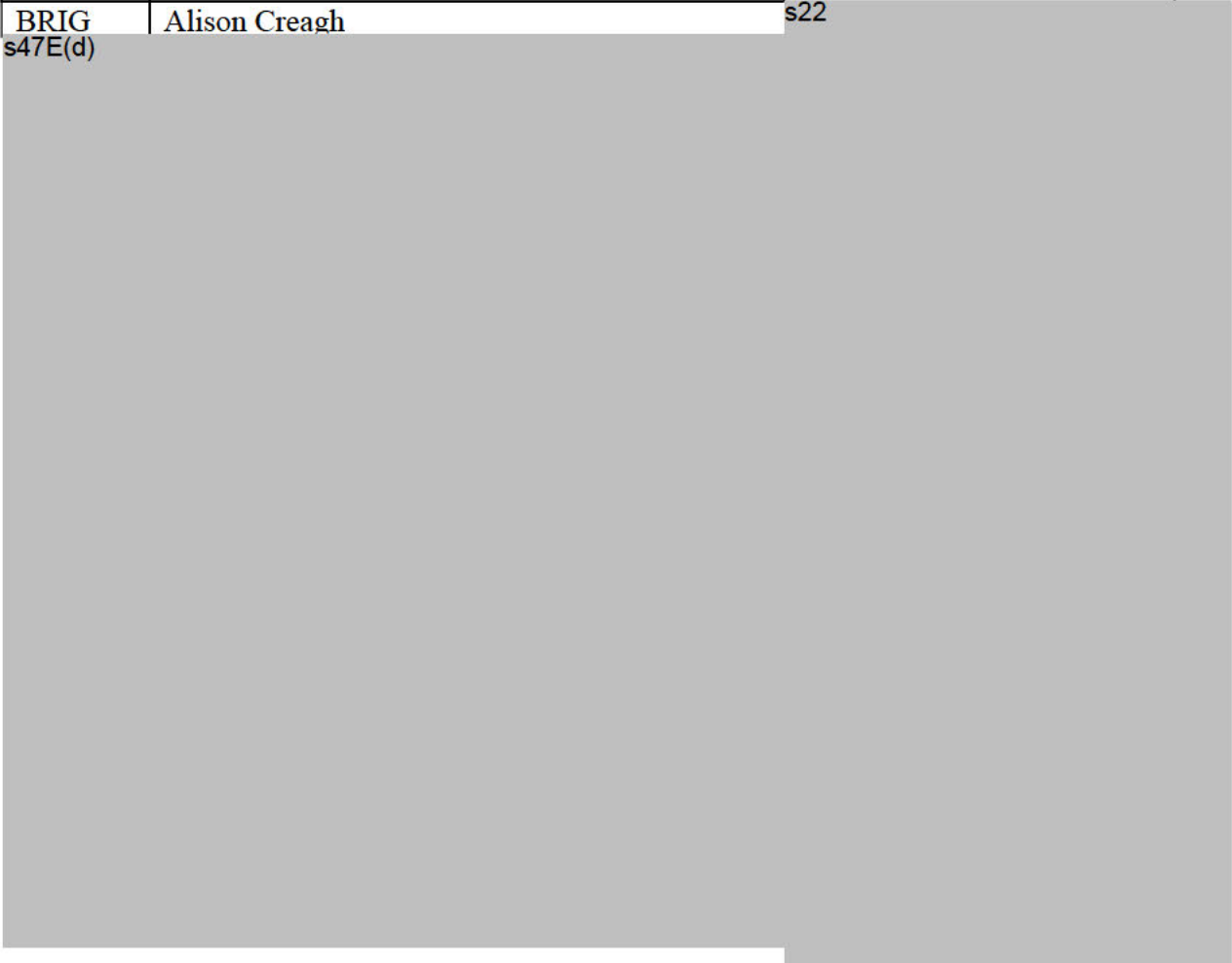


UNCLASSIFIED

ANNEX B TO
BN9326840
25 SEP 19

NOMINAL ROLL

Rank	Name	Notes
BRIG s47E(d)	Alison Creagh	s22



UNCLASSIFIED

ANNEX C TO
BN9326840
25 SEP 19

ORDERS OF DRESS

- ADF King's Cup Formal Uniform
 - Blazer
 - Necktie / scarf
 - Shirt
 - Beige trousers / skirt
 - RM Williams boots / black court shoes or black ballet flats
 - Black Socks
 - Black Belt
- Australian Racing Uniform
 - 776BC Zootie
 - Black shorts / track suit pants
 - Trainers
 - White socks
 - ADF King's T-shirt
 - ADF cap
 - Zhik cold weather gear (Coxes)
 - 776BC Unisex jacket
 - Sunglasses
 - Waterbottle
 - 776BC Black sports bag

UNCLASSIFIED

From: s47E(d)
To: [Lindsay, Alison](#) (mailto:"Alison.Creagh"
Cc: s47E(d)
Subject: Kings Cup reception Update [SEC=UNOFFICIAL]
Date: Friday, 27 September 2019 2:11:45 PM

UNOFFICIAL

Ma'am,
Spoke to the Senior Event Coordinator.
Update as follows.

Overall Run Sheet

- Pre meeting with their Excellencies: BRIG Creagh, s47E(d), s47E(d) (now available) and s47E(d) . (Govt House still to confirm also if s47F might be in this group)
- Reception commences
- Gov Gen Speech
- s47F followed by medal presentations (detail to be confirmed but basically all recipients line up and individually announced to receive medal off Gov Gen).
- Thankyou speech by ADF Kings Cup Member s47E(d))
- Mingling
- Concludes with an Official Photograph.

s22

RSVPs

Received by Govt House to date:

Title	First Name	Last Name	Position	Suffix	Organization
s47E(d)			s22		
Air Commodore	Phillip	Champion	Director General Strategy & Planning - Air Force		Air Force
s47E(d)			s22		
Air Vice-marshal	Leigh	Gordon	Head Joint Strike Fighter		Department Of Defence
s47E(d)			s22		
Brigadier	Simon	Johnstone	Director General Land - Army		Department Of Defence
s47E(d)			s22		

Therefore the following is an overview of the invite / RSVP situation :
Green is attending RSVP received at Govt House
Orange is known to not be attending
Red is no RSVP received at Govt House and not known if not attending

s22


s22



s47E(d) can you please chase the team members (including the coaches up)
chase the remainder up

Regards

s47E(d)



From: s47E(d)
To: s47E(d)
Subject: FW: Additional Details for the GOV GEN Reception for ADF King's Cup Team [SEC=UNOFFICIAL]
Date: Wednesday, 9 October 2019 2:44:29 PM

UNOFFICIAL

Good Afternoon Sir, Ladies and Gentlemen,
I am writing regarding the Governor General's Reception for the ADF King's Cup Rowing Team on Friday 11 October.
Confirmation of attendance. You should have received a 'Confirmation of Your Attendance' email from Govt House confirming your attendance and passing on coord details such as dress, timings etc.
Purpose. The purpose of this email is to provide some additional information as follows:
Arrival
Please follow the instructions in the Govt House email regarding arrival and timings.
Please ensure you bring the printed email (or an electronic device with it on) plus a photo id.
BRIG Creagh, s47F s47E(d) and s47E(d) please ensure you arrive Govt House at 5.00pm so you can be in position for your pre event meeting at 5.20pm.
Attendees
You should note that the CDF will be attendance but unfortunately the Service Chiefs are unable to attend. They are being represented by s47E(d) s47E(d) BRIG Johnstone (CA), and AIRCDRE Champion (CAF).
The Patron of ADF Rowing, AVM Gordon will also be in attendance, as will be the s47F representatives from Rowing Australia.

FYI the confirmed list of attendees is at the bottom of this email.
Sequence of Events
The sequence of events for the reception is:
1. Guest assembled, arrival of Their Excellencies
2. Address by the Governor General
3. Address by s47F At the conclusion of the address s47F will invite the Governor General to present King's Cup medallions to the team. s47F will announce each team member individually, who when announced should move forward and receive their medallion from the Governor General and then move back to their position in the room. (The team will not line up prior to the presentation).
4. Address by s47E(d) on behalf of the team, including presentation of a gift to the Governor General.
5. Their Excellencies then meet and talk to reception attendees.
6. The reception will conclude with two photographs. A photo of Their Excellencies with the team and the CDF. A photo of Their Excellencies with the team, CDF and all reception attendees. The photo will be taken by the Government House Official Photographer.

Protocol
Modes of Address
s47F when first greeting Their Excellencies they are addressed collectively as: "Your Excellencies" Or, if meeting either the Governor-General or Mrs Hurley separately each can be addressed as:
"Your Excellency" and thereafter, as
"Governor-General" or "Mrs Hurley"
"Sir" or "Ma'am" are also suitable.
When introducing a colleague or guest to the Governor-General and/or Mrs Hurley the presentation can take the form:
"Your Excellency, may I present (name and position)"

Photographs
To allow Their Excellencies to move freely, and maximise their time meeting and talking to people at the reception all attendees are requested NOT to ask Their Excellencies to pose for a selfie or photograph during the reception. There will be an official photographer in attendance taking photos throughout the reception.
Other
The reception is planned to be outside on a terrace (weather permitting). It is the Govt House Open Day the following morning and there will be a number of pieces of temporary infrastructure in the grounds of Govt House.
At the conclusion of the reception all attendees are asked to depart Government House grounds in a timely manner.
Please let me know if you have any questions

Regards
SEC
s47E(d)
King's Cup Support Officer

Attendee List

Title	Name	Position
Brigadier	Alison Creagh CSC	Team Manager
s47E(d)		s22

s47E(d)	s22
---------	-----

General	Angus J. Campbell, AO, DSC	Chief of the Defence Force	
s47E(d)		s22	
Brigadier	Simon Johnstone, CSC	Director General Land	Representing Chief of Army
Air Commodore	Phil Champion	Director General Strategy and Plans - Air Force	Representing Chief of Air Force
Air Vice Marshall	Leigh Gordon AM, CSM	Patron, ADF Rowing	
s22			

From: s47G
To: s47E(d)
Cc: s47E(d); s47E(d)
Subject: Fwd: SM for Friday and Saturday [SEC=UNCLASSIFIED]
Date: Thursday, 10 October 2019 5:18:58 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[Image-1.jpg](#)
[IMG_1284.PNG](#)

s47E(d)

Following advice from Government House and ADFA Social Media (s47E(d)) I think the best approach is one post only social media Post (slightly amended for Insta, FB, and Twitter). I have asked The King's Cup their plans, but they have not yet confirmed, and Government House is still determining their own plans.

s22

Facebook

The @AustralianDefenceForce @TheKing'sCup team were welcomed to Government House by the @Governor-GeneralofAustralia and Mrs Hurley. Their Excellencies were proud of the efforts of the crew and support staff who should reflect on the privilege to have been involved in such an important commemoration. The Governor-General recognised the importance of sport for mental health in the military now, as it was 100 years ago for the 1919 crew who contested the same race. In July #YourADF participated in a re-race of the King's Cup at the Henley Royal Regatta, England. 2019 marked the centenary of the 1919 Royal Henley Peace Regatta, conducted as part of repatriation activities undertaken at the end of the First World War. Australia won the 1919 King's Cup with nine personnel that formed the Australian Imperial Force (AIF) Number 1 Crew. 100 years ago, six allied nations competed in the peace regatta – Australia, Canada, France, New Zealand, the United Kingdom, and the United States of America. In 2019, crews from Germany and the Netherlands joined that list, symbolising the strength of today's alliances.

Insatgram

The #Governor-GeneralofAustralia recognised the efforts of the #YourADF @KingsCupHenley team at Government House. In July #YourADF participated in a re-race of the King's Cup at the Henley Royal Regatta, England

Twitter

The @Governor-GeneralofAustralia recognised the efforts of the #YourADF @KingsCupHenley team at Government House. In July #YourADF participated in a re-race of the King's Cup at the Henlev Roval Regatta. England

s22

I will pass photos through Sat night,

s47F

From: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Sent: Thursday, 10 October 2019 10:59 AM
To: s47G
Cc: Social Media s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Subject: RE: SM for Friday and Saturday [SEC=UNCLASSIFIED]
UNCLASSIFIED

That will be great s47F

Thanks heaps. ☺

s47E(d) Social media will be expecting them .

Cheers,

s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47G
Sent: Thursday, 10 October 2019 10:08 AM
To: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Cc: s47E(d) <[s47E\(d\)@defence.gov.au](mailto:s47E(d)@defence.gov.au)>
Subject: Re: SM for Friday and Saturday [SEC=UNCLASSIFIED]

Hi s47E(d),
With your permission happy to send 1* cleared images directly to Social Media on Friday night.
Hopefully will get draft posts to you this afternoon.

s47F

On Wed, Oct 9, 2019 at 4:14 PM s47E(d) <@defence.gov.au> wrote:

UNCLASSIFIED

Hi s47F

Are the best imagery to the social media team direct on Friday evening with the draft posts? Or – we could ask s47E(d) to send them direct to s47E(d) <@defence.gov.au> s22 – but if you are happy to forward direct/or have s47E(d) forward direct to the social media team that would be great. I can clear draft posts ahead of time so they are already cleared.
Does that sound okay with you? I would need to review draft posts by COB tomorrow if that is possible.

Cheers,

s47E(d)

IMPORTANT: This email remains the property of the Department of Defence. Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) <@gg.gov.au>

Sent: Wednesday, 9 October 2019 3:45 PM

To: s47G s47E(d)

s47E(d) <@defence.gov.au>

Cc: s47E(d) <@defence.gov.au>, s47E(d)

<@gg.gov.au>

Subject: RE: SM for Friday and Saturday [SEC=UNCLASSIFIED]

s47F

I've just had a chat to s47E(d) and s47E has said we'll be all good to share images with you on Friday evening so you'll have those ready to go for whatever posts you need to do. Are you the best person to send those through to?

From our side we're still just working out if we will put a post out after the event. s22

Cheers,

s47E(d)

s47E(d) | Senior Events Coordinator
Office of the Official Secretary to the Governor-General
Government House, Canberra ACT 2600
T: s47E(d)
E: s47E(d) <@gg.gov.au> | W: www.gg.gov.au

[Follow us on Facebook](#)

[Do you know someone who could be considered for an award in the Australian honours system? Click here to nominate.](#)

Open Day Banner 2

From: s47G

Sent: Wednesday, 9 October 2019 1:52 PM

To: s47E(d)

Cc: s47E(d)

Subject: Re: SM for Friday and Saturday [SEC=UNCLASSIFIED]

Thanks All,

s47E(d) I look forward to hearing from you.

s47F

On Wed, Oct 9, 2019 at 9:56 AM s47E(d) <@defence.gov.au>

wrote:

UNCLASSIFIED

Thank you ^{s47E(d)} Lovely to e-meet you too.
That sounds like a great plan. We'll be ready to assist and will await the further
information from you ^{s47E(d)}
Cheers.

^{s47E(d)}

Adviser to the Chief of Joint Capabilities

Joint Capabilities Group | Department of Defence

P: ^{s47E(d)} | M: s22 | L: ^{s47E(d)}

IMPORTANT: This email remains the property of the Department of Defence.
Unauthorised communication and dealing with the information in the email may be a
serious criminal offence. If you have received this email in error, you are requested to
contact the sender and delete the email immediately.

From: ^{s47E(d)} @gg.gov.au>

Sent: Wednesday, 9 October 2019 9:48 AM

To: ^{s47E(d)} @defence.gov.au>; ^{s47E(d)}

@defence.gov.au>; ^{s47G}

^{s47G}

Cc: ^{s47E(d)} gg.gov.au>

Subject: RE: SM for Friday and Saturday [SEC=UNCLASSIFIED]

Hi ^{s47E(d)} ^{s47F}

Lovely to e-meet you both. We're looking forward to having you all at Government
House on Friday!

To throw another contact in the mix, our Media Advisor ^{s47E(d)} (cc'd) looks after all things
social media so let me have a chat to him about our plans and I'll come back to you. As
^{s47E(d)} mentioned below we'll have a photographer onsite and ^{s47E(d)} will also be able to let
us know when we'll be able to share some images with you to post. If you've got any
other queries re: protocol please let us know and we're more than happy to help.

Cheers,

^{s47E(d)}

^{s47E(d)} | Senior Events Coordinator
Office of the Official Secretary to the Governor-General
Government House, Canberra ACT 2600

T: ^{s47E(d)}
E: ^{s47E(d)} @gg.gov.au | W: www.gg.gov.au

Follow us on Facebook

Do you know someone who could be considered for an award in the Australian honours system?
[Click here to nominate.](#)

Open Day Banner 2

From: ^{s47E(d)} @defence.gov.au]

Sent: Wednesday, 9 October 2019 9:39 AM

To: ^{s47G}

Cc: ^{s47E(d)}

Subject: RE: SM for Friday and Saturday [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks ^{s47E(d)} I look forward to seeing you there on Friday.

^{s47F} ^{s47E(d)} I will leave it to you both to confirm arrangements about who will post
what ☺

^{s47F} if you are happy to provide the draft posts in the next day or so, I will forward them
to the social media team here and give them a heads up that imagery will be coming later
on Friday or Saturday? I will let whoever from the social media team that is on duty over
the weekend know that we would like to post on ? (I assume either later on Friday
evening or Sat morning – pending when the photos come through?)

Cheers,

s47E(d)

IMPORTANT: This email remains the property of the Department of Defence.
Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) <@defence.gov.au>
Sent: Wednesday, 9 October 2019 9:29 AM
To: s47E(d) <@defence.gov.au>
Cc: s47E(d) <@gg.gov.au>
Subject: RE: SM for Friday and Saturday [SEC=UNCLASSIFIED]
UNCLASSIFIED

Hi s47E(d)

The GG Office will provide the photographer (s47E(d)) who can share imagery. There will be two official photographs at the end of the event. The team with their Excellencies and the CDF, and the Team with their Excellencies the CDF and all the other attendees.

I believe the GG will also post about the event but if you speak to s47E(d) (in cc and details below) she can confirm arrangements

s47E(d) | Senior Events Coordinator
Office of the Official Secretary to the Governor-General
Government House, Canberra ACT 2600

T: +s47E(d)
E: s47E(d) <@gg.gov.au> | W: www.gg.gov.au

FYI I will send a message out later today to brief all of our attendees about the reception (ie outline, confirmed attendees etc).

Regards

s47E(d)

IMPORTANT: This email remains the property of the Department of Defence.
Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47E(d) <@defence.gov.au>
Sent: Wednesday, 9 October 2019 9:20 AM
To: s47E(d) <@defence.gov.au>; s47E(d)
Subject: RE: SM for Friday and Saturday [SEC=UNCLASSIFIED]
UNCLASSIFIED

Morning s47F

I am sorry, I am unaware of the protocol for social media re the new GG. I wonder if s47E(d) knows? Or is able to find out? s47E(d) – would you have guidance on this? In terms of the social media for Friday (and Saturday?) do you have someone organised to take imagery?

Is this being treated as the formal 'welcome home' to the team?

Cheers,

s47E(d)

IMPORTANT: This email remains the property of the Department of Defence.
Unauthorised communication and dealing with the information in the email may be a serious criminal offence. If you have received this email in error, you are requested to contact the sender and delete the email immediately.

From: s47G
Sent: Wednesday, 9 October 2019 8:21 AM
To: s47E(d) <@defence.gov.au>
Cc: s47E(d) <@defence.gov.au>
Subject: SM for Friday and Saturday
s47E(d)

I am just preparing some social media for Friday – do you happen to know the protocol for the new Governor General? I will work on the assumption that Defence will post about the GG, but that the GG does not post himself (as has been the previous protocol) and will get you something drafted shortly. Please let me know if you have any advice or if you would like to discuss.

s47G

IMPORTANT: This email remains the property of the Department of Defence.
Unauthorised communication and dealing with the information in the email may be a
serious criminal offence. If you have received this email in error, you are requested to
contact the sender and delete the email immediately.

-

-

IMPORTANT: This message, and any attachments to it, may contain
information that is deemed
confidential and may also be the subject of legal professional or other
privilege. If you
are not the intended recipient of this message, you must not review,
copy, disseminate or
disclose its contents to any other party or take action in reliance of
any material
contained within. If you have received this message in error, please
notify the sender
immediately by return email informing them of the mistake and delete all
copies of the
message from your computer system.

-

-

-

IMPORTANT: This message, and any attachments to it, may contain information
that is deemed
confidential and may also be the subject of legal professional or other
privilege. If you
are not the intended recipient of this message, you must not review, copy,
disseminate or
disclose its contents to any other party or take action in reliance of any
material
contained within. If you have received this message in error, please notify
the sender
immediately by return email informing them of the mistake and delete all
copies of the
message from your computer system.

-



From: s47E(d)
To: s47E(d)
Cc: s47F
Subject: 20191011 - King's Cup Reception [SEC=UNCLASSIFIED]
Date: Wednesday, 28 August 2019 3:17:24 PM
Attachments: [image001.jpg](#)

Hey s47E(d)

Thanks for the chat earlier today. As mentioned here is all the information to assist you with your preparations and some stuff we need from you in order to brief the Governor-General in the lead up to the event.

Event format

The event will take place on Friday 11 October from 5:30 pm – 6:30 pm at Government House, Canberra. The dress code for the event will be; Team uniform, Lounge Suit for men, Day wear for Women and General Duty Service Dress for any military members.

As discussed we are keen to keep the event small and informal to allow Their Excellencies plenty of time to move around during the event and meet with as many guests as possible.

In terms of format I was thinking

- Governor-General makes informal remarks
- Somebody from Kings Cup (perhaps the Captain?) to respond with a short vote of thanks
- King's Cup representative to invite GG to present the medallions (we can tic-tac on the best way to do this closer to the date)
- GG to present medallions
- Group photo of GG / Mrs Hurley and team
- Governor-General and Mrs Hurley to meet with guests over refreshments

Does that sound okay to you? As discussed it will be all stand-up and we'll aim to do the event outside on the terrace (fingers crossed for a lovely spring afternoon!).

Invitations/Guest list

As discussed on the phone we will require all guests coming to the event register using our online registration system. If you could please facilitate invitations and request that all guests RSVP using the below link no later than **Fridav 27 September** that would be hugely appreciated.

s47E(d)

Meeting with Their Excellencies

Prior to the formalities there is an opportunity for two or three guests to meet privately as a small group with Their Excellencies just prior to the start of the event at 5.20 pm. I'd be grateful if you could confirm who will participate in this short meeting, perhaps the captain and the coach? When you decide if you could please provide a photograph and a short bio (~100 words) of each participant that would be hugely appreciated.

Briefing

As mentioned on the phone we would be grateful for some background information from you to assist me with briefing The Governor-General and Mrs Hurley. Could you please send through some background briefing on the Kings Cup, including any key initiatives or achievements you would like to highlight. If you can also please list all the team members that would be amazing. The Governor-General's Speechwriter, s47E(d), will also use this content to prepare the Governor-Generals remarks for the event. I will also pass your details onto s47E(d) who may be in touch with you directly if need be.

In the briefing if you could also please provide a short bio (~100 words) and a photo of this person who will deliver the vote of thanks as I'll need to include that in my brief for the

Governor-General.

Photographer

As discussed more than happy for you to bring your photographer along. We'll have ours at the event also and will be more than happy to share photos.

Logistics

Parking is available within the grounds and guests will be directed to the car park on arrival at the Main Gate. Please can you let me know if you plan to organise transport for guests or if they will arrive separately in private vehicles.

If you are able to provide the requested information to me **no later than Friday 27 September** that would be hugely appreciated.

Think that covers everything but if you if you have any questions at all please do not hesitate to give me a call at any time.

Looking forward to working with you!

Cheers,

s47E(d)



s47E(d) | Senior Events Coordinator
Office of the Official Secretary to the Governor-General
Government House, Canberra ACT 2600
T: s47E(d)
E: s47E(d) @gg.gov.au | W: www.gg.gov.au
[Follow us on Facebook](#)

Do you know someone who could be considered for an award in the Australian honours system? [Click here to nominate.](#)

IMPORTANT: This message, and any attachments to it, may contain information that is deemed confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

From: s47E(d)
To: [Creagh, Alison BRIG](#); [McDonald, Warren AIRMSHL](#)
Cc: s47E(d)
Subject: GG King's Cup Reception Update #1 [SEC=UNOFFICIAL]
Date: Thursday, 29 August 2019 11:52:55 AM
Attachments: [Updated Reception List.xlsx](#)

UNOFFICIAL

Sir / Ma'am / Gents,

I have had further discussion with Government House Staff re the reception for the King's Cup Team. The latest update, and my proposed way forward, is as follows:

Event:

The event will take place on Friday 11 October from 5:30 pm – 6:30 pm at Government House, Canberra. The concept is for a stand up event on the terrace (weather permitting).

Dress:

The dress code for the event will be; Team uniform, Lounge Suit for men, Day wear for Women and General Duty Service Dress for any military members.

Format:

- Governor-General makes informal remarks
- Somebody from Kings Cup (perhaps the Captain?) to respond with a short vote of thanks and presentation
- King's Cup representative to invite GG to present the medals (we can confirm on the best way to do this closer to the date)
- GG to present medals
- Group photo of GG / Mrs Hurley and team
- Governor-General and Mrs Hurley to meet with guests over refreshments

Attendees:

The Governor General confirmed that he wanted a small event ~35 pers and the invitation list (40 possible attendees) I circulated yesterday (copy attached) is fine.

Invites and Registration:

Govt House wants us (me) to issue invitations. All guests coming to the event must register using the Govt House online registration system. They have provided information, including the link to their online registration system, for our invitations.

Meeting with Their Excellencies

Just prior to the start of the event at 5.20 pm, there is an opportunity for two or three guests to meet privately as a small group with their Excellencies. We need to nominate someone and provide bios - perhaps the captain and the coach?

Information:

We need to provide names and bios, plus background information to Govt House for inclusion in their briefings for their Excellencies by Friday 27 Sep 19.

My planned way forward:

- Draft MINSUB to MINDEF on Reception and s22
- s22
- Issue invitations by email, as per the attached list, by COB Tue 3 Sep 19.
- Confirm name of Team representatives to meet with their Excellencies prior to the reception (BRIG Creagh to nominate).
- Confirm name of Team representative to respond to the GG with a short vote of thanks and

presentation (BRIG Creagh to nominate).

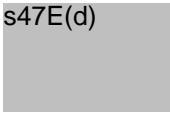
- Continue to liaise with Govt House on the detail for the reception, including providing the requested bios and briefing materials for the Govt House Brief.

s22



Regards

s47E(d)



s22

