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Archived: Saturday, 10 October 2020 3:38:16 PM

From: [Incubator Support](#)

Sent: Wed, 20 Jun 2018 08:25:38

To: s47F

Cc: [Incubator Support](#) [Incubator Support Programme Management](#)

Subject: FW: s47F - Regional Incubator Facilitator [DLM=For-Official-Use-Only]

Sensitivity: Normal

---

Hi s47F

Please find the email below from s47F who would like to discuss a proposed incubator with you.

Kind regards,

s47F

Acting Assistant State Manager  
Entrepreneurs' Programme  
Victoria State Office  
AusIndustry – Business Services

Phone +s47F

Internet: [www.business.gov.au](http://www.business.gov.au) | [Subscribe to news updates](#)

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Level 5, 111 Bourke Street, Melbourne  
GPO Box 2013, CANBERRA ACT 2601  
ABN 74 599 608 295



Australian Government  
Department of Industry,  
Innovation and Science

Business

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*The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present*

From: s47F

Sent: Tuesday, 19 June 2018 5:40 PM

To: Incubator Support

Subject: s47F Regional Incubator Facilitator

s22

s47F

# s22

\f0For Official Use Only

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Archived: Saturday, 10 October 2020 3:38:18 PM

From: s47F

Sent: Thu, 14 Jun 2018 08:53:15

To: s47F !

Cc: [Incubator Support Programme Management](#)

Subject: Incubator Support - s22 [DLM=For-Official-Use-Only]

Sensitivity: Normal

---

Hello s47F

The Incubator Support Program Management team have suggested you to take on the following lead which has been speaking with s47F s47F s22

s47F

s22

AusIndustry Regional Manager.

Kind regards,

s47F

Acting Assistant State Manager  
Entrepreneurs' Programme  
Victoria State Office  
AusIndustry – Business Services

Phone +s47F

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Archived: Saturday, 10 October 2020 3:38:19 PM

From: [Incubator Support Programme Management](#)

Sent: Wed, 27 Jun 2018 15:19:43

To: s47F

Cc: [Incubator Support Programme Management](#) s47F

Subject: Incubator Support Post-Commencement Evaluation [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s22

---

Hello RIFs,

The Evaluation Unit is presently conducting a post-commencement evaluation of the Incubator Support initiative. They are soliciting feedback from internal stakeholders, including those involved in the design, management and delivery of the program, to learn about what is working in the program and how the initiative could be improved in the future.

The evaluation team members are s47F

A member of the team will contact you soon to invite you to participate in an interview which will be held between early July and early August 2018.

Please find attached a formal invitation from the Evaluation Unit to participate in the evaluation.

Thanks,

s47F

\s47F

A/g Assistant Manager

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

s47F

[@industry.gov.au](mailto:@industry.gov.au)

Internet: [business.gov.au](http://business.gov.au)

\ql

\qlDepartment of Industry, Innovation and Science

\qlLevel 18, Darling Park Tower 3, 201 Sussex Street, Sydney, NSW 2000

\qlGPO Box 2013, Canberra ACT 2601  
ABN 74 599 608 295

\ql

UNCLASSIFIED

UNCLASSIFIED

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Archived: Saturday, 10 October 2020 3:38:20 PM

From:

To:

Subject: MR & RCTI July 2018 [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s47F RCTI July 2018.xlsx;

---

Hi s47F

Please see your MR & RCTI for July.

Please send your completed report to [IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au).

Thanks,

\qls47F  
Project Officer

\qlAusIndustry – Innovation Programmes

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management  
Phone +6s47F

[@industry.gov.au](mailto:@industry.gov.au)

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Archived: Saturday, 10 October 2020 3:38:22 PM

From: [Incubator Support Programme Management](#)

Sent: Thu, 21 Jun 2018 08:48:06

To: s47F

Cc: [Incubator Support Programme Management](#)

Subject: RCTI TMINUS ACCELERATOR [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s22

---

Hi s47F

Please see the attached RCTI for your recent payment.

Thanks

\qls47F  
Project Officer

\qlAusIndustry – Innovation Programmes

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management  
s47F

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Archived: Saturday, 10 October 2020 3:38:23 PM

From: [Incubator Support Programme Management](#)

Sent: Fri, 15 Jun 2018 07:24:12

To: [Incubator Support Programme Management](#) s47F

Cc: s47F

Subject: RE: Indigenous Startup Incubator Activity in NT & Northern QLD [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

Thanks s47F

s47F

UNCLASSIFIED

---

From: s47F

Sent: Thursday, 14 June 2018 5:22 PM

To: Incubator Support Programme Management ; s47F

Cc: s47F

Subject: Re: Indigenous Startup Incubator Activity in NT & Northern QLD [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi All,

Further to s47F email the s22 component to it.

in which there is an application currently being drafted has an Aboriginal

Regards,

s47F

Sent from Email+ secured by MobileIron

UNCLASSIFIED

---

From: "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

Date: Thursday, 14 June 2018 at 16:53:10

To: "s47F" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

"Incubator Support Programme

Cc: "s47F"

Subject: RE: Indigenous Startup Incubator Activity in NT & Northern QLD [SEC=UNCLASSIFIED]

Hi s47F

That's wonderful, thanks for this intel.

s47F

UNCLASSIFIED

**From:** s47F

**Sent:** Thursday, 14 June 2018 12:24 PM

**To:** s47F <[@industry.gov.au](mailto:@industry.gov.au)>; Incubator Support Programme Management  
<[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

**Cc:** s47F <[@industry.gov.au](mailto:@industry.gov.au)>

**Subject:** Indigenous Startup Incubator Activity in NT & Northern QLD [SEC=UNCLASSIFIED]

UNCLASSIFIED

s47F Team

I'd like to take the opportunity to outline some of the more active Incubators working in the Indigenous startup space I am seeing develop throughout Northern Australia.

s22

s22



# s22

s47F

=====

s47F

Regional Incubator Facilitator - QLD & NT  
Incubator Support Initiative  
Entrepreneurs' Programme

Mobile s47F

s47F [@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science  
ABN 74 599 608 295

=====

UNCLASSIFIED

Archived: Saturday, 10 October 2020 3:38:25 PM

From: s47F

Sent: Thu, 14 Jun 2018 14:13:30

To:

Subject: Re: RCTI May [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

\f0Hi s47F

\f0

\f0I understand, thanks. I'll see if they will email me one and out it in next months. Otherwise lesson learned!

\f0

\f0Kind regards,

\f0s47F

\f0

\f0On Thu, 14 Jun 2018 at 11:19 am, Incubator Support Programme Management

<[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)> wrote:

\f0Hi s47F

\f0

\f0Just wanted to let you know we cannot reimburse any payment without a receipt.

\f0

\f0We cannot reimburse the amount of \$46.50 for dinner on May 1 as no receipt has been supplied.

\f0

\f0If you have any further question please let me know.

\f0

\f0

\q\l\f0s47F  
Project Officer

\q\l\f0AusIndustry – Innovation Programmes

\q\l\f0Accelerating Commercialisation and Incubator Support Initiative Programme Management

Phone +61 03 s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [business.gov.au](http://business.gov.au)

\q\l\f0Department of Industry, Innovation and Science

Industry [House, Level 08](#)

[10 Binara Street, Canberra ACT 2600](#)

GPO Box 2013, Canberra ACT 2601

ABN 74 599 608 295

\f0

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**From:** s47F

**Sent:** Thursday, 7 June 2018 9:21 PM

**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

**Subject:** RCTI May

Hi s47F

Please find attached my RCTI for May. The receipts attachment is 6MB, please let me know if it comes through ok. I'm not sure if the system has any file size limits.

Thanks,

s47F

s47F

Ph s47F

UNCLASSIFIED

Release under the FOI Act.

Archived: Saturday, 10 October 2020 3:38:26 PM

From: [Incubator Support Programme Management](#)

Sent: Mon, 18 Jun 2018 09:11:10

To: [Incubator Support Programme Management](#) s47F

Subject: RE: RCTI May [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

Hi s47F

I was able to add the receipt to the MAY RCTI.

Thanks you

\qls47F

Project Officer

\qlAusIndustry – Innovation Programmes

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management

s47F

[@industry.gov.au](mailto:@industry.gov.au)

Internet: [business.gov.au](http://business.gov.au)

\qlDepartment of Industry, Innovation and Science

Industry House, Level 08

10 Binara Street, Canberra ACT 2600

GPO Box 2013, Canberra ACT 2601

ABN 74 599 608 295



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From: s47F

Sent: Friday, 15 June 2018 4:04 PM

To: Incubator Support Programme Management

Subject: Re: RCTI May [SEC=UNCLASSIFIED]

Hi s47F

I requested a receipt from the restaurant and have attached it for you. If it is too late for this round I can include it in the next.

Thank you,

s47F

On Thu, 14 Jun 2018 at 11:19, Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)> wrote:

Hi s47F

Just wanted to let you know we cannot reimburse any payment without a receipt.

We cannot reimburse the amount of \$46.50 for dinner on May 1 as no receipt has been supplied.

If you have any further question please let me know.

s47F

Project Officer

AusIndustry – Innovation Programmes

[@industry.gov.au](mailto:@industry.gov.au)

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Department of Industry, Innovation and Science  
Industry House, Level 08  
10 Binara Street, Canberra ACT 2600  
GPO Box 2013, Canberra ACT 2601  
ABN 74 599 608 295

**From:** s47F

**Sent:** Thursday, 7 June 2018 9:21 PM

**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

**Subject:** RCTI May

Hi s47F ,

Please find attached my RCTI for May. The receipts attachment is 6MB, please let me know if it comes through ok. I'm not sure if the system has any file size limits.

Thanks,

s47F

s47F

s47F

UNCLASSIFIED

UNCLASSIFIED

**Archived:** Saturday, 10 October 2020 3:38:27 PM

**From:** s47F

**Sent:** Mon, 25 Jun 2018 16:48:58

**To:**

**Subject:** Re: Travel request [SEC=UNCLASSIFIED]

**Sensitivity:** Normal

---

\f0Sorry, July 4-6

\f0

\f0On Mon, 25 Jun 2018 at 2:24 pm, Incubator Support Programme Management

<[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)> wrote:

\f0Hi s47F

\f0

\f0This shouldn't be a problem but can you let me know the dates? I can't approve till I have them.

\f0

\f0Cheers,

\f0s47F

\f0

\f0s47F

A/g Assistant Manager

\f0Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

**Phone** +s47F

s47F

s47F [@industry.gov.au](mailto:@industry.gov.au)

**Internet:** [business.gov.au](mailto:business.gov.au)

\f0

\f0

\f0

\f0**From:** s47F

**Sent:** Monday, 25 June 2018 1:18 PM

**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

**Subject:** Travel request

\f0

\f0Hi s47F

\f0

\f0I'm on leave but just thought I should get this one in the system for when I get back! Have 3 meetings locked in and a few more will also be added.

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I added the meals at the standard rates as per the template but I'm almost always well under on these.

Thanks,

s47F

**Trip Name:** s22

**Purpose:** Meetings, initial and progressing applications.

s47G

UNCLASSIFIED

Archived: Saturday, 10 October 2020 3:38:29 PM

From: s47F

Sent: Fri, 15 Jun 2018 14:18:18

To: s47F

Cc: s47F

[Incubator Support](#)

Subject: RE: Updated FAQ for BGA website [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s22

---

Hi s47F et al,

Thanks very much for the feedback – I have attached an updated version and addressed your (green) questions in blue below:

Clarification is needed re what is meant by *“labour costs for incoming experts”* being ineligible – it could be read as not paying the EIR for their time. If it is relating to incubator staff assisting the EIR in their activities then this could be made clearer (nb if we are allowing this under Appendix D in kind then we could make this clearer also).

We sent an updated version to you on 6 June, in this version we had removed the reference to ‘labour costs for incoming experts’ under Section 4, Eligible Expenditure for EIRs as we also thought that this was misleading. I don’t think we would allow expenditure for incubator staff assisting the EIR generally, however, if it was essential to the project, perhaps we would consider that on a case by case basis and allow as in-kind? But I don’t think we need to go into that in the FAQ. Happy to discuss if you disagree though.

Re *“EIRs must not be currently employed by the incubator, including on a contractual basis”* the current CIG at 9.3.1 conflicts with this referencing only *“experts are not a current employee of your incubator”* with a later definition of an employee at Appendix B3.

Firstly, to be clear for the RIFs, where you are referencing the ‘CIG’ (old Customer Information Guide), you mean the current Programme Guidelines.

We state that *“EIRs must not be currently employed by the incubator, including on a contractual basis”*, to capture both employee (as defined in Appendix B3) and contractors. This is a requirement for who we consider to be an eligible expert (eligible activity). If the incubator is already contracting someone, then they have access to those skills and experience already, so this would not be eligible. Appendix B3 provides the definition for what we consider to be an employee for the purposes of eligible expenditure. So, I think this sentence can remain. Let me know if you disagree.

In addition we possibly we need more information on what we consider a secondment as we don’t discuss this in any detail in the CIG or the FAQ (eg for e ISI68300 we advised that *“To be eligible, experts seconded into an incubator must be sourced from outside the incubator organisation”* which also covered board members and by extension shareholders, should this arise – some words could be added along these lines).

Agree, we have added the text as suggested to the updated FAQ document (Item 4): *‘EIRs seconded into an incubator must be sourced from outside the incubator organisation. Current employees, contractors, and other individuals related to the organisation, such as Board members and shareholders, that may or may not be paid employees are considered to be from within the organisation.’*

Last line could be extended to include for completeness *and in kind contributions* with a reference to Appendix D.

Agree, we have added in a reference to in-kind and Appendix D as suggested.

## Re sections 5, 10 and 11 (\$50,000 issue) (now 11 & 12)

Clarity on the \$50,000 and six months for merit assessment and retention payment purposes. We need to be explicit about what kicks in and when and be consistent. Because we use the \$50k as a barrier for merit and payments but treat it differently it causes some confusion (i.e. \$50,000 = eligibility only, \$50,001 is merit; and for payments for a project less than six months \$49,999 = 100% up



Yes, this is a little confusing, it is unfortunate it is written this way in the Guidelines.

We have amended (now 11) to say:

### ***If my application is successful, what are my reporting obligations?***

*Reporting obligations are dependent on the grant you have been awarded. All incubator support grant agreements require the submission of a final report within 60 days of project completion date.*

*All grants worth \$50,000 or more, s22, require the submission of a progress report at the completion of each milestone. Milestones will be determined in your project timeline and outlined specifically in your Grant Agreement.*

*Expert-in-Residence grants less than \$50,000, s22 do not require milestone reports.*

We have also amended (now 12) to say:

### **What is the payment structure?**

- *For Expert in Residence projects that have been awarded a grant less than \$50,000, and are s22 six months in duration, the entire grant is paid upon execution (when the Grant Agreement is signed by both parties).*
- *For all other grants, an initial payment is made on execution of the grant agreement, and subsequent payments are made thereafter. These payments can be made up to six months in advance of eligible project expenditure and subject to satisfactory project progress.*
- *A minimum of 10 per cent of the total grant funding is retained and paid upon submission of a satisfactory final report that demonstrates completion of all project obligations.*
  - *The maximum grant amount stated in your Grant Agreement cannot be increased under any circumstances.*

## **5. Re section 11 - What is the payment structure?**

- *For Expert in Residence projects that have been awarded a grant less than \$50,000, and are up to six months in duration, the entire grant is paid upon execution (when the Grant Agreement is signed by both parties).*

*This should read less than 6 months in duration (in the CIG at 13.2 if it equals six months then the retention kicks in)*

*Agreed, as above, we have amended to say 'less than'.*

## **Additional point for FAQs re multiple projects**

*Multiple projects – We have had a few questions about multiple projects, N&E and EiRs at the same time, two of the same stream at the same time and commencing new projects at the end of a current project (possibly as a way to secure ongoing cash flow). Some further guidance on this would also be useful.*

*Good point – we have added in a new Item Number 10:*

### ***Can I apply for multiple projects?***

*You can apply and be funded for up to two grants at the same time. You may apply for two grants under either the N&E or the EIR funding component, or you may apply for one grant under both funding components.*

*If both projects are supported you must have successfully completed one of the projects, including submitting a satisfactory final report, before you can apply for another grant.*

Let me know if you have any other questions, or are happy for this to be uploaded onto BGA.

Thanks,

s47F

UNCLASSIFIED

**From:** s47F

**Sent:** Tuesday, 12 June 2018 6:29 PM

**To:** s47F

**Cc:** s47F

Incubator Support

**Subject:** RE: Updated FAQ for BGA website [SEC=UNCLASSIFIED]

Hi s47F

We've listed some thoughts in green re the areas below extracted from the attached.

### Re section 4 What is eligible expenditure?

For **New and Existing Incubator projects**, eligible expenditure includes:

- salaries and on-costs for Australian personnel directly employed or contracted to deliver project activities
- costs of developing and delivering workshops, conferences, networking events and courses (including travel costs for key participants)
- purchase of computing equipment and software directly related to the project.

For **Expert-in-Residence projects**, eligible expenditure includes:

- costs directly related to the incoming or outgoing secondments of national or international experts for a project
- costs associated with the delivery of expert services (ie. materials used in the delivery of EIR workshops)
- Travel costs for the expert.

Non-eligible expenditure includes items such as:

- marketing and promotional expenditure
- labour costs for incoming experts.

EIRs must not be currently employed by the incubator, including on a contractual basis, and eligible activities must be focused on increasing incubator service capability and networks to benefit Australian start-ups.

Further information on eligible and ineligible expenditure can be found in Appendix B and C of the Incubator Support [Programme Guidelines](#).

Clarification is needed re what is meant by "*labour costs for incoming experts*" being ineligible – it could be read as not paying the EIR for their time. If it is relating to incubator staff assisting the EIR in their activities then this could be made clearer (nb if we are allowing this under Appendix D In kind then we could make this clearer also).

Re "*EIRs must not be currently employed by the incubator, including on a contractual basis*" the current CIG at 9.3.1 conflicts with this referencing only "*experts are not a current employee of your incubator*" with a later definition of an employee at Appendix B3. In addition we possibly we need more information on what we consider a secondment as we don't discuss this in any detail in the CIG or the FAQ (eg for e ISI68300 we advised that "*To be eligible, experts seconded into an incubator must be sourced from outside the incubator organisation*" which also covered board members and by extension shareholders, should this arise – some words could be added along these lines).

Last line could be extended to include for completeness *and in kind contributions* with a reference to Appendix D .

## Re sections 5, 10 and 11 (\$50,000 issue)

Clarity on the \$50,000 and six months for merit assessment and retention payment purposes. We need to be explicit about what kicks in and when and be consistent. Because we use the \$50k as a barrier for merit and payments but treat it differently it causes some confusion (i.e. \$50,000 = eligibility only, \$50,001 is merit; and for payments for a project less than six months \$49,999 = 100% up front and \$50,000 has a retention).

## Re section 11 - What is the payment structure?

- For Expert in Residence projects that have been awarded a grant less than \$50,000, and are up to six months in duration, the entire grant is paid upon execution (when the Grant Agreement is signed by both parties).

This should read less than 6 months in duration (in the CIG at 13.2 if it equals six months then the retention kicks in)

## Additional point for FAQs re multiple projects

Multiple projects – We have had a few questions about multiple projects, N&E and EiRs at the same time, two of the same stream at the same time and commencing new projects at the end of a current project (possibly as a way to secure ongoing cash flow). Some further guidance on this would also be useful.

Regards

s47F

s47F

A/g Deputy State Manager – Victoria

Entrepreneurs' Programme  
AusIndustry – Business Services

s47F

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UNCLASSIFIED

**From:** s47F

**Sent:** Friday, 1 June 2018 11:49 AM

**To:** s47F

>

**Cc:** s47F

**Subject:** ISI: Updated FAQ for BGA website [SEC=UNCLASSIFIED]

Good afternoon all,

Please find attached the latest version of the revised ISI FAQ document.

We have updated a lot of it, but the aim was to clarify the eligible expenditure for the EIR component, as we have had several applications coming through wanting to claim ineligible expenses (eg. marketing costs), which are listed in the eligible expenditure guidelines, but do not apply to the EIR component. Also the issue of applicants seeking to 'second' an expert who is already employed by the incubator.

I know there was some discussion about leaving out the point that labour expenses was eligible for outgoing experts as we didn't want to

make a point of it, however, if it is eligible, then it is eligible, and I think we need to make things as clear as possible for customers.

I have therefore, added in a few words to state that labour expenses are not eligible for incoming experts. Although we are not explicitly saying that they are eligible for outgoing, applicants could draw that conclusion. As I said above, if it is an eligible expense, then we shouldn't hide it. We are yet to receive any applications for outgoing experts.

I have also added in a new 'No. 1 question', to try to assist potential applicants determine if they think their application is suitable up front.

Let me know what you think – happy to make any changes/take on any suggestions or include any key questions you think are missing from the customer's point of view.

We can then finalise and get it approved for the website.

Thanks,

s47F

---

**From:** s47F <[@industry.gov.au](mailto:@industry.gov.au)>

**Date:** Wednesday, 16 May 2018 at 15:33:17

**To:** s47F <[@industry.gov.au](mailto:@industry.gov.au)>, s47F <[@industry.gov.au](mailto:@industry.gov.au)>

s47F

<[@industry.gov.au](mailto:@industry.gov.au)>, s47F

<[@industry.gov.au](mailto:@industry.gov.au)>, "Incubator Support Programme Management"

<[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

**Subject:** Expert in Residence expenditure - what do applicants need to know? [SEC=UNCLASSIFIED]

Hi s47F

Cc The RIFs, and s47F do please provide input if you wish.

We're updating our FAQs to clarify Expert in Residence expenditure, as you'd mentioned there was some confusion.

I had in mind we could square away frequently misunderstood issues (fleshing out the highlighted sentence below). While it was one of the prompts for this exercise, we felt we would not mention that outgoing expert salaries are eligible as we would not want that to become a focus for projects. But happy to discuss!

## 1. What is eligible expenditure?

For **New and Existing Incubator projects**, eligible expenditure includes:

- salaries and on-costs for Australian personnel directly employed or contracted to deliver project activities
- costs of developing and delivering workshops, conferences, networking events and courses (including travel costs for key participants)
- purchase of computing equipment and software directly related to the project.

For **Expert-in-Residence projects**, eligible expenditure includes:

- costs directly related to the secondment of national or international experts for a project (not including....

Cheers

s47F

Accelerating Commercialisation Strategy

Release under the FOI Act.

Archived: Saturday, 10 October 2020 3:38:32 PM

From: [Incubator Support Programme Management](#)

Sent: Tue, 26 Jun 2018 15:20:40

To: s47F

Cc: [Incubator Support Programme Management](#)

Subject: workers compensation insurances [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

Hi s47F

This is just a friendly reminder to please renew your workers compensation insurances and send through the certificates of currency for our records.

Kind Regards,

\qls47F  
Project Officer

\qlAusIndustry – Innovation Programmes

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management  
s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [business.gov.au](http://business.gov.au)

\qlDepartment of Industry, Innovation and Science  
Industry House, Level 08  
10 Binara Street, Canberra ACT 2600  
GPO Box 2013, Canberra ACT 2601  
ABN 74 599 608 295



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Archived: Saturday, 10 October 2020 3:38:33 PM

From: [Incubator Support Programme Management](#)

Sent: Fri, 15 Jun 2018 14:10:34

To: s47F

Cc: [Incubator Support Programme Management](#) s47F

Subject: FW: Programme promotion and education opportunities? [SEC=UNCLASSIFIED]

Sensitivity: Normal

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Hi s47F

Thanks for sending through the list.

As a bit of an update, s47F in the team has investigated each of the conferences you listed below.

Outcomes are as follows:

LGA Regional Cooperation and Development – Speaking opportunities closed

ocial Impact Festival – Speaking opportunities closed

/A education session w/ Regional Development Commissions – Speaking opportunities closed

FR Innovation Summit – s47F AC Director will be speaking

veable Cities – Speaking opportunities closed

- WALGA – Speaking opportunities closed

- Goodness Sustainability and Innovation – Speaking opportunities closed

- GCUC – Speaking opportunities closed

- Eight.Eight – Speaking opportunities closed

- Australian Regional Development – The team has considered this conference and the offer from the organisers did not meet our requirements.

- Tech23 – The team will investigate opportunities for sponsorship.

- SEGRA – Speaking opportunities closed

- Spark Festival – The team will investigate opportunities for sponsorship.

- Creative Innovation – The team will investigate opportunities for sponsorship.

- Startcon – The team is considering sponsorship opportunities with StartCon.

- West Tech Fest – The team will investigate opportunities for sponsorship.

For sponsorships we look for a speaking opportunity (for large ones this will likely be s47F and then other benefits such as free tickets, branding opportunities and booth opportunities. It is also good to outline the benefits to Incubator Support and Accelerating Commercialisation when requesting a sponsorship. This typically includes details on the audience, expected numbers, location and conference scope. We are happy for you to suggest ones for us to invstigate rather than sending through all the detail as well.

If there are any other opportunities for sponsorships (large or small) that you guys come across please let us know and we will consider them. s47F looks after the process for these so you can direct them to her using the ISI Programme Management inbox.

Have a good weekend all!

Cheers, Release under the FOI Act.

s47F

s47F  
A/g Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

s47F  
[@industry.gov.au](mailto:@industry.gov.au)  
Internet: [business.gov.au](http://business.gov.au)

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---

**From:** s47F  
**Sent:** Tuesday, 5 June 2018 3:57 PM  
**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F  
**Subject:** Programme promotion and education opportunities? [SEC=UNCLASSIFIED]

Hi all,

Just a thought ahead of our call tomorrow and for general collaboration - below is a list of conferences or gatherings that seem relevant to our program.

I just got them in a list to get a sense of what's happening that's regionally-relevant, or will attract target audience for our program. Basically, potential opportunities to promote its availability, successful recipients and do some education around regional incubation. Same principle for the list further below of networks / organisations in WA that have big educational / communication reach.

Wondering if you have other events or influential networks on your radar?

And, if you already have some of them pencilled in to attend?

Or, Programme team, to sponsor?

Cheers

s47F

Regional Incubator Facilitator

**Mobile:** s47F

UNCLASSIFIED

---

**From:** s47F  
**Sent:** Tuesday, 5 June 2018 1:42 PM  
**To:** s47F  
**Subject:** Conferences

>

## National Events

### June

- ALGA Regional Cooperation and Development <https://alga.asn.au/?ID=16240>, Canberra

## July

Release under the FOI Act.

- **Social Impact Festival**, Perth <https://socialimpactfestival.org>
- **(tbc) WA education session w/ Regional Development Commissions**
- **AFR Innovation Summit**, 30-31st July <https://www.informa.com.au/event/afr-innovation-summit/>
- **Liveable Cities** 16/17th July, Melbourne — <https://liveablecities.org.au>

## August

- **WALGA** Convention Perth 1-3rd August <https://www.walga.asn.au/News,-Events-and-Publications/Events/2018-WA-Local-Government-Convention-Trade-Exhibi.aspx>
- **Goodness Sustainability and Innovation Festival** in Geraldton 11-19th August <https://goodness.org.au>
- **GCUC** August 15-17th <http://au.gcuc.co>
- **Eight.Eight** August 22-23rd Wagga Wagga <https://eightpointeight.com.au>

## September

- **Australian Regional Development** conference 17-18th September, Tweed Heads - <https://regionaldevelopment.org.au>

## October

- **Tech23** 23rd October, Sydney <http://tech23.com.au/2018/>
- **SEGRA** 22-25th October, Mackay, QLD <https://segra.com.au>
- **Spark Festival** October 19th - November 2nd, NSW <http://sparkfestival.co/spark-2018/>

## November

- **Creative Innovation**, 13-15th November (tbc) Melbourne <https://www.creativeinnovationglobal.com.au/ci2017/>
- **Startcon** Nov 30th - December 1st, Sydney <https://www.startcon.com>

## December

- **West Tech Fest** 3-9th December, Perth and Geraldton <http://westtechfest.com>

## Organisations / networks (potential to leverage for education)

- IPAA <http://www.wa.ipaa.org.au>
- WA Regional CCI events <https://regionalchamberswa.com.au/page/events>
- WALGA training <https://walga.asn.au/News,-Events-and-Publications/Events.aspx>
- Regional Cities Alliance of WA <https://www.waregionalcapitals.com.au/#contact>

Kind regards,

s47F



Archived: Thursday, 8 October 2020 1:18:53 PM

From: s47F

Sent: Fri, 15 Jun 2018 14:06:32

To: s47F

Cc: [Incubator Support Programme Management](#) s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Sensitivity: Normal

Hi s47F

A quick heads up that IT would like you to not access your Departmental emails while you are overseas. We also don't expect you to access them while you are on leave.

You can put the [IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au) email address down on your out of office to direct companies to.

I hope that doesn't cause issues for any plans you have to do some work on the plane.

Enjoy the trip and you'll have to let us know how it goes when you are back!

Cheers,

s47F

A/g Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

Phone +61 2 s47F

Mobile s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [business.gov.au](http://business.gov.au)

UNCLASSIFIED

From: s47F

Sent: Friday, 15 June 2018 2:00 PM

To: Incubator Support Programme Management ; s47F

Subject: Feedback, update and leave [SEC=UNCLASSIFIED]

Hi Team,

Just a quick update before I head off on leave tomorrow through to the 27<sup>th</sup> (I'll be in Boston s47C

Cheers for now,

s47F

\q\s47F

\q\Regional Incubator Facilitator

\q\Incubator Support Initiative  
Entrepreneurs' Programme

s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [www.business.gov.au/](http://www.business.gov.au/)

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Department of Industry,  
Innovation and Science

Business

[business.gov.au](http://business.gov.au)  
13 28 46  
(Dedicated to Australia)

\q\

From: Incubator Support Programme Management

Sent: Thursday, 14 June 2018 9:41 AM

To: s47F

[s@industry.gov.au](mailto:s47F@industry.gov.au)>

Cc: s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)>; s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)>; s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)>; Incubator Support Programme

Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

Subject: RE: NEI Scale Investors Limited - DOI [SEC=UNCLASSIFIED]

Hi s47F Release under the FOI Act.

Thanks for that, s47F is preparing the feedback and s47F is also taking a read.

Here's the link to the application form

s22

Kind regards

s47F  
Accelerating Commercialisation Strategy

AusIndustry – Innovation Programmes

s47F  
Internet: [www.business.gov.au](http://www.business.gov.au)



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Department of Industry,  
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**From:** s47F  
**Sent:** Wednesday, 13 June 2018 4:18 PM  
**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F @industry.gov.au  
**Cc:** s47F @industry.gov.au; Ts47F @industry.gov.au; s47F @industry.gov.au  
**Subject:** Re: NEI Scale Investors Limited - DOI [SEC=UNCLASSIFIED]

UNCLASSIFIED

No conflict s47F

Thanks  
s47F

=====

s47F  
Regional Incubator Facilitator - QLD & NT  
Incubator Support Initiative  
Entrepreneurs' Programme

Mobile s47F @industry.gov.au  
Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science  
ABN 74 599 608 295

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=====

**From:** "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>  
**Date:** Wednesday, 13 June 2018 at 11:07:29 am  
**To:** "s47F" @industry.gov.au  
**Cc:** "s47F"

**Subject:** NEI Scale Investors Limited - DOI [SEC=UNCLASSIFIED]

Good morning RIFs s47F FYI only)

We have received a draft application from s22, which will require the preparation of draft feedback. As this one indicates project locations across Australia but with 50% of activities in Melbourne, it is likely to be allocated to s47F however, should there be a material conflict, we will allocate it to another RIF.

The Declaration of Interest (DOI) form is attached – could you all please review and sign at the end of the form. This will also cover the other RIFs where s47F may want to discuss this particular draft application and share information. It will be sent to each of you for your information anyway for your reference (where there are no conflicts).

Could you all please review this DOI and sign and return the forms (or provide advice via email) at your earliest convenience. We shall then send you the application.

s47F

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AusIndustry – Innovation Programmes

s47F

Internet: [www.business.gov.au](http://www.business.gov.au)



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Archived: Thursday, 8 October 2020 1:18:56 PM

From: s47F

Sent: Fri, 15 Jun 2018 14:25:27

To: s47F

Cc: Incubator Support Programme Management s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Sensitivity: Normal

Hi s47F

PS, re calling into the EPC on 28 June, we will text you when the Committee is ready to consider the YBF application and you can call in on these numbers:

s47F	Have a great trip!
------	--------------------

s47F

UNCLASSIFIED

From: s47F

Sent: Friday, 15 June 2018 2:16 PM

To: s47F

Cc: Incubator Support Programme Management ; s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Awesome, thanks! Back soon!

\qls47F

\qlRegional Incubator Facilitator

\qlIncubator Support Initiative  
Entrepreneurs' Programme

Mobile: s47F

@industry.gov.au

Internet: [www.business.gov.au/](http://www.business.gov.au/)

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business.gov.au  
13 28 46  
(toll-free Australia)

\ql

From: s47F

Sent: Friday, 15 June 2018 1:46 PM

To: s47F @industry.gov.au>

Cc: Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Hi s47F

Sure thing not a problem. Email it through to the ISI Programme Management inbox and we will paste it in and send out the email.

Cheers,

s47F

A/g Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

@industry.gov.au

Internet: [business.gov.au](http://business.gov.au)

UNCLASSIFIED

From: s47F

Sent: Friday, 15 June 2018 2:13 PM

To: s47F @industry.gov.au>

Cc: Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Oh! Ok, that is good to know.

As long as you are happy for me to email the feedback to you from my personal account that doesn't cause an issue. However, I won't then be able to write the email to the client with feedback or to put it into the portal. I am short on time to really give it good attention today/tonight.

Would someone mind posting it under the portal please? Alternatively I'll see how I go tonight, I might be able to get through it.

Kind regards,

s47F

Regional Incubator Facilitator

Incubator Support Initiative  
Entrepreneurs' Programme

Mobile: s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [www.business.gov.au/](http://www.business.gov.au/)

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From: s47F

Sent: Friday, 15 June 2018 1:37 PM

To: s47F [@industry.gov.au](mailto:s47F@industry.gov.au)>

Cc: Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Hi s47F ),

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I hope that doesn't cause issues for any plans you have to do some work on the plane.

Enjoy the trip and you'll have to let us know how it goes when you are back!

Cheers,

s47F

A/g Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

Internet: [business.gov.au](http://business.gov.au)

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From: s47F

Sent: Friday, 15 June 2018 2:00 PM

To: Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F

Subject: Feedback, update and leave [SEC=UNCLASSIFIED]

Hi Team,

Just a quick update before I head off on leave tomorrow through to the 27<sup>th</sup> (I'll be in Boston s47C

Cheers for now,

s47F

Regional Incubator Facilitator

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**From:** Incubator Support Programme Management  
**Sent:** Thursday, 14 June 2018 9:41 AM  
**To:** s47F

Incubator Support Programme

Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>  
**Subject:** RE: s22 - DOI [SEC=UNCLASSIFIED]

Hi s47F

Thanks for that, s47F is preparing the feedback and s47F is also taking a read.

Here's the link to the application form

s22

Kind regards

s47F  
Accelerating Commercialisation Strategy

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s47F  
Internet: [www.business.gov.au](http://www.business.gov.au)



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**From:** s47F  
**Sent:** Wednesday, 13 June 2018 4:18 PM  
**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F  
**Subject:** Re: NEI Scale Investors Limited - DOI [SEC=UNCLASSIFIED]

UNCLASSIFIED

No conflict s47F

Thanks  
s47F

s47F  
Regional Incubator Facilitator - QLD & NT  
Incubator Support Initiative  
Entrepreneurs' Programme

Mobile s47F  
[s@industry.gov.au](mailto:s@industry.gov.au)  
Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science  
ABN 74 599 608 295

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**From:** "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

Date: Wednesday, 13 June 2018 at 10:12 am

To: s47F

>

Subject: NEI Scale Investors Limited - DOI [SEC=UNCLASSIFIED]

Good morning RIFs (s47F FYI only)

We have received a draft application from s22, which will require the preparation of draft feedback. As this one indicates project locations across Australia but with 50% of activities in Melbourne, it is likely to be allocated to s47F however, should there be a material conflict, we will allocate it to another RIF.

The Declaration of Interest (DOI) form is attached – could you all please review and sign at the end of the form. This will also cover the other RIFs where s47F may want to discuss this particular draft application and share information. It will be sent to each of you for your information anyway for your reference (where there are no conflicts).

Could you all please review this DOI and sign and return the forms (or provide advice via email) at your earliest convenience. We shall then send you the application.

Kind regards

s47F

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s47F

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Archived: Thursday, 8 October 2020 1:19:01 PM

From: s47F

Sent: Tue, 26 Jun 2018 08:39:44

To: s47F

Subject: RE: ISI: Number of applications for August EPC meeting [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

Hi s47F

Yes, we received a draft application from s47F overnight, however, we haven't seen anything come in from s22 as yet.

Depending on the time they submitted last night, it might take a few hours to come through to our inbox though, so I will keep an eye on it and follow up with the Systems team a bit later to check if it has been submitted in the system.

Thanks,

s47F

UNCLASSIFIED

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From: s47F

Sent: Tuesday, 26 June 2018 7:49 AM

To: s47F

Subject: Re: ISI: Number of applications for August EPC meeting [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s47F

You should have received 2 applications for feedback overnight. s22

Can you check to see if you got them. I should be able to pull the feedback together fairly quickly for them.

Regards,

s47F

Sent from Email+ secured by MobileIron

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---

From: s47F <[s47F@industry.gov.au](mailto:s47F@industry.gov.au)>

Date: Monday, 25 June 2018 at 11:32:09 am

To: "s47F"

Subject: ISI: Number of applications for August EPC meeting [SEC=UNCLASSIFIED]

Good morning all,

Just a reminder for you all to please keep us informed as to how many applications you expect to be submitted in time for the 9 August EPC (cut-off date is 2 July).

We would like to monitor the number of applications coming through.

s47F we note your email from last week with the three expected to come through.

Thanks,

s47F

Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

u

Internet: [business.gov.au](mailto:business.gov.au)

Department of Industry, Innovation and Science  
10 Binara Street,



UNCLASSIFIED

Archived: Thursday, 8 October 2020 1:19:03 PM

**From:**  
**To:**  
**Cc:**  
**Subject:** RE: Measuring initiative success - your expertise urgently required! [DLM=For-Official-Use-Only]  
**Sensitivity:** Normal

---

Hi s47F et al

Yes, this request for you input will hopefully fill out anything missing in **the department's formal, routine evaluation of the initiative, which is now underway**. The evaluation is quite a process with a few steps over the life of the initiative, but as I'm sure you'll appreciate we need to start by asking the right questions of our grantees! That's the scope of our request to you all – are there any questions from your perspective that we are currently not asking in our reports.

Looking forward to input from you all – we've been directed to have this squared away within the next couple of weeks. That means any supplementary questions we need to ask of our grantees need to be added to our reporting templates ahead of that.

All – please do just call if you have any questions.

s47F  
Accelerating Commercialisation Strategy

AusIndustry – Innovation Programmes

s47F  
Internet: [www.business.gov.au](http://www.business.gov.au)



For Official Use Only

---

**From:** s47F  
**Sent:** Monday, 18 June 2018 12:03 PM  
**To:** Incubator Support Programme Management ; s47F  
**Subject:** Re: Measuring initiative success - your expertise urgently required! [DLM=For-Official-Use-Only]

For Official Use Only

s47F

Will these questions form part of some formal Incubator Assessment, or is it more about general feedback on the initiative?

Thanks  
s47F

=====

s47F  
Regional Incubator Facilitator - QLD & NT  
Incubator Support Initiative  
Entrepreneurs' Programme

Mobile s47F  
[@industry.gov.au](mailto:@industry.gov.au)  
Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science  
ABN 74 599 608 295

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**From:** "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>  
**Date:** Friday, 15 June 2018 at 2:31:29 pm  
**To:** s47F

Cc: "s47F

Subject: Measuring initiative success - your expertise urgently required! [DLM=For-Official-Use-Only]

Hi RIFs

Looking for your input and expert advice – **by COB next Friday if possible.** s47F – if you happen to be chatting with our travelling RIFs please do let them know we'd love their input!

We're updating the initiative's KPIs/Data matrix and customer reporting templates (we have to do this before the end of the month) for measuring the performance and outcomes of the initiative – what we are seeking your advice on is:

**What information should we be asking incubators to provide us that demonstrates how start-ups have benefited from Australian Government funding?**

(ie. value of investment raised; new networks; new revenue; developed management capability; refined product; identified target market; accessed new markets; fast fail/new product focus; what services have they received; what skills/knowledge they have developed etc.)

**What questions should we be asking incubators in our interim and final reports (noting that we cannot ask start-ups directly)? See existing templates attached – in particular the final report (the progress report will be similar and will get start-ups used to what is required in the final).**

**How do we track start-up founders? Is this important?**

(Do incubators track their founders and how is this done?) We want to distinguish some questions from simply tracking the success of the start-up as it is expected that there will be start-up failure rates and this doesn't reflect what the founder has taken away from the experience, built his own capabilities to go on to found another start-up.

**You are all experts in the field; what are your standards for incubator success – in terms of how they are delivering to start-ups? How do we measure this?**

**Is there any other angle we need to cover?**

[optional related question for you all] is there any merit, anything we can learn from and feed in to our evaluation processes from this type of industry assessment?

s22

The questions need to be simple to go into reports. They need to be specific and preferably using global language. They cannot be too onerous for incubators. They need to give the Government information that can be pointed to, in the future, to measure the success of the initiative in terms of how it has contributed to boosting the ecosystem—and more importantly, how it contributed to developing Australian incubators and directly benefited start-ups. I'm sure you all appreciate the significance of that! We need them fairly quickly! We need to be capturing this information now. Please talk to s47F for more information or any questions you have.

s47F

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AusIndustry – Innovation Programmes

s47F

Internet: [www.business.gov.au](http://www.business.gov.au)



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Archived: Thursday, 8 October 2020 1:19:06 PM

From:

To:

Cc:

Subject: RE: s22

- DOI [SEC=UNCLASSIFIED]

Sensitivity: Normal

Hi s47F

Thanks for that, s47F is preparing the feedback and s47F is also taking a read.

Here's the link to the application form

s22

Kind regards

s47F

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UNCLASSIFIED

From: s47F

Sent: Wednesday, 13 June 2018 4:18 PM

To: Incubator Support Programme Management ; s47F

Subject: Re: NEI Scale Investors Limited - DOI [SEC=UNCLASSIFIED]

UNCLASSIFIED

No conflict s47F

Thanks

s47F

s47F

Regional Incubator Facilitator - QLD & NT

Incubator Support Initiative

Entrepreneurs' Programme

s47F

[@industry.gov.au](mailto:@industry.gov.au)

Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science

ABN 74 599 608 295

UNCLASSIFIED

From: "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

Date: Wednesday, 13 June 2018 at 11:07:29 am

To: s47F

Subject: s22

DOI [SEC=UNCLASSIFIED]

Good morning RIFs ~~s47F~~ under the FOI Act.

We have received a draft application from ~~s22~~ which will require the preparation of draft feedback. As this one indicates project locations across Australia but with 50% of activities in Melbourne, it is likely to be allocated to ~~s47F~~; however, should there be a material conflict, we will allocate it to another RIF.

The Declaration of Interest (DOI) form is attached – could you all please review and sign at the end of the form. This will also cover the other RIFs where ~~s47F~~ may want to discuss this particular draft application and share information. It will be sent to each of you for your information anyway for your reference (where there are no conflicts).

Could you all please review this DOI and sign and return the forms (or provide advice via email) at your earliest convenience. We shall then send you the application.

Kind regards

~~s47F~~

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~~s47F~~

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UNCLASSIFIED

Archived: Thursday, 8 October 2020 1:19:08 PM

From: s47F

Sent: Fri, 29 Jun 2018 13:21:32

To: s47F

Subject: Re: Staffing News [SEC=UNCLASSIFIED]

Sensitivity: Normal

UNCLASSIFIED

Hi s47F

I am saddened to see you go but excited for you about your new opportunity. It's sound great.

Regards,

s47F

Sent from Email+ secured by MobileIron

UNCLASSIFIED

From: "s47F" <[s47F@industry.gov.au](mailto:s47F@industry.gov.au)>

Date: Friday, 29 June 2018 at 12:29:03 pm

To: "s47F"

<[s47F@industry.gov.au](mailto:s47F@industry.gov.au)>

Subject: Staffing News [SEC=UNCLASSIFIED]

Hello s47F,

Hope you are all having a good Friday.

I thought I should let you know that I am leaving the Department and that my last day will be 6 July. I'm heading off to s22 to take on the role of s22

I have really enjoyed working with you all and will miss engaging with you around Incubator Support.

We are still working through team arrangements going forward and will let you know asap who will be taking over the reins. Please keep sending request for leave, travel approvals and any other random questions you might have that I would have answered to the ISI Programme Management inbox. The team are in there all the time so someone will definitely come back to you with an answer.

I will be in Canberra next week doing handover with the team and know you are in safe hands!

Have a great weekend!

Thanks,

s47F

s47F  
A/g Assistant Manager

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s22

[s47F@industry.gov.au](mailto:s47F@industry.gov.au)  
Internet: [s47F@business.gov.au](mailto:s47F@business.gov.au)

\ql

\qlDepartment of Industry, Innovation and Science

\qlLevel 18, Darling Park Tower 3, 201 Sussex Street, Sydney, NSW 2000

\qlGPO Box 2013, Canberra ACT 2601  
ABN 74 599 608 295

\ql



UNCLASSIFIED

Archived: Thursday, 8 October 2020 1:19:10 PM

From: s47F

Sent: Wed, 27 Jun 2018 16:06:03

To: s47F

Subject: RIF Newsletter - Content [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

Hi s47F

You might have noticed a section in the RIF newsletter last week where we shared what s47F had been up to in his patch. This is something we are alternating each fortnight between you all.

We were hoping that you could write up a short section for us for next week's newsletter?

Suggested content:

Processes and methods that have worked or make things easier

Insights from their regions

Possible inter-region opportunities

It only needs to be a small write up (150-300 words).

If you could write something up for us and send through by mid next week that would be most appreciated.

Feel free to also mention anything about your recent trip as well!

Any questions give any of us a call.

Cheers,

s47F

\qls47F  
A/g Assistant Manager

\qlAccelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

Ps47F

@industry.gov.au  
Internet: [business.gov.au](http://business.gov.au)

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GPO Box 2013, Canberra ACT 2601  
ABN 74 599 608 295

\ql



Archived: Thursday, 8 October 2020 1:19:11 PM

From:

To:

Cc:

Subject: s22 DOI [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s22

---

Good morning RIFs (s47F FYI)

We have received a draft application from s22 , which will require the preparation of draft feedback. This project is in regional WA, in s47F absence we're intending to allocate to s47F however, should there be a material conflict, we will allocate it to another RIF.

The Declaration of Interest (DOI) form is attached – could you all please review and sign at the end of the form. This will also cover the other RIFs where s47F may want to discuss this particular draft application and share information. It will be sent to each of you for your information anyway for your reference (where there are no conflicts).

Could you all please review this DOI and sign and return the forms (or provide advice via email) at your earliest convenience. We shall then send you the application.

Kind regards

s47F

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Archived: Thursday, 8 October 2020 1:19:13 PM

From: s47F

Sent: Tue, 22 Sep 2020 10:30:14

To: s47F

Subject: FW: Application feedback [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

From: s47F

Sent: Friday, 29 June 2018 3:13 PM

To: s47F @industry.gov.au>

Subject: RE: Application feedback [SEC=UNCLASSIFIED]

Wonderful, thanks again for doing this s47F

Have a great weekend.

s47F

---

UNCLASSIFIED

From: s47F

Sent: Friday, 29 June 2018 2:29 PM

To: 's47F

; Incubator Support Programme Management

Subject: Application feedback [SEC=UNCLASSIFIED]

Hi s47F

Thank you for your application revisions, s47F has asked me to read and provide any additional feedback prior to your submission.

I have the following thoughts in addition to feedback provided in the first round:

- s47G

I hope that is of assistance.

Kind regards,

s47F

Please note that:

- Feedback is provided to assist you with developing your Incubator Support initiative application, and does not constitute a determination of eligibility or merit. Eligibility is determined upon formal submission of the application, and the merit of eligible applications is assessed by the Entrepreneurs' Programme Committee and provided to the Minister for decision.
- Feedback is focused on areas that could be improved or need further clarification rather than highlighting strengths.
- While applicants are only entitled to feedback once on an application, if you are unclear on any of our suggestions please feel free to contact me directly by return email or calling s47F

- For any further general questions you might have about the Incubator Support initiative please call the contact centre on 13 28 46 or email the Incubator Support team. Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

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Incubator Support Initiative  
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Archived: Thursday, 8 October 2020 1:19:17 PM

From: s47F

Sent: Tue, 22 Sep 2020 11:24:25

To: s47F

Subject: FW: [DLM=For-Official-Use-Only]Argentina visit by Minister Laundy

Sensitivity: Normal

---

From: s47F

Sent: Monday, 25 June 2018 6:12 PM

To: s47F

industry.gov.au>

Cc: s47F

>

Subject: [DLM=For-Official-Use-Only]Argentina visit by Minister Laundy

Good afternoon,

Minister Laundy plans to visit Argentina in August 2018. The Minister will attend G20 (Digital Economy) in Salta. The Minister will spend time in both Salta and Buenos Aires.

In BA and Salta, do any of you have any knowledge of any

- Accelerators/Incubators
- Start-ups
- Bilateral meetings (ministers, CEOs, agencies)
- University campus/point of interest
- Scientific facilities/labs
- Tech demonstrations
- Important companies

The Minister is keen to have suggestions – s22  
etc.

If you do can you please email me with contact details and a short outline of the facility/business/contact

Thanks in advance

s47F

Manager, Accelerating Commercialisation & Incubator Support Programme Management  
AusIndustry – Innovation Programmes  
Department of Industry, Innovation & Science

s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

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GPO Box 9839, Canberra ACT 2601  
ABN 74 599 608 295



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Archived: Thursday, 8 October 2020 1:19:19 PM

From: s47F

Sent: Tue, 22 Sep 2020 11:25:48

To: s47F

Subject: FW: RIF feedback [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

RIF - ISI Draft Application feedback guide.docx;

---

From: "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>

Date: Thursday, 14 June 2018 at 1:11:45 pm

To: s47F

Subject: s22 "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>  
DOI [SEC=UNCLASSIFIED]

Good morning RIFs (s47F FYI)

We have received a draft application from s22 which will require the preparation of draft feedback. This project is in regional WA, in s47F absence we're intending to allocate to s47F however, should there be a material conflict, we will allocate it to another RIF.

The Declaration of Interest (DOI) form is attached – could you all please review and sign at the end of the form. This will also cover the other RIFs where s47F may want to discuss this particular draft application and share information. It will be sent to each of you for your information anyway for your reference (where there are no conflicts).

Could you all please review this DOI and sign and return the forms (or provide advice via email) at your earliest convenience. We shall then send you the application.

Kind regards

s47F

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UNCLASSIFIED

Archived: Thursday, 8 October 2020 1:19:21 PM

From: s47F

Sent: Tue, 22 Sep 2020 10:29:11

To: s47F

Subject: FW: s22 [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

From: Incubator Support Programme Management

Sent: Wednesday, 20 June 2018 1:39 PM

To: 'Ds47F

Subject: RE: s22 [SEC=UNCLASSIFIED]

Thanks s47F it's all good, they have split the project across two years so a \$1 million project and they are seeking 500k.

s47F

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From: s47F ]

Sent: Wednesday, 20 June 2018 11:53 AM

To: Incubator Support Programme Management

Subject: Re: s22 Feedback [SEC=UNCLASSIFIED]

Thanks s47F. It just needs a look at the budget ref my notes. Sorry I couldn't do that part!

Kind regards,

s47F

On Tue, 19 Jun 2018 at 9:42 pm, Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)> wrote:

Thanks so much s47F , that's really timely.

We'll get that feedback on to the applicant.

Cheers

s47F

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From: s47F e]

Sent: Monday, 18 June 2018 1:08 PM

To: Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F

Subject: s22 Feedback

Hi Team,

Please find attached my feedback on s22 As previously discussed I can't enter this to the system or email the client as I can't access (or shouldn't access) the system from overseas.

One issue is that I am missing the full financials download and have added a note in the attached to check an item please. s47F may have a look as well time allowing.

Thanks so much,

s47F

UNCLASSIFIED

UNCLASSIFIED

**Archived:** Thursday, 8 October 2020 1:19:23 PM

**From:** s47F

**Sent:** Tue, 22 Sep 2020 10:29:33

**To:** s47F

**Subject:** FW: Updated draft grant application [SEC=UNCLASSIFIED]

**Sensitivity:** Normal

**Attachments:**

s22

---

**From:** Incubator Support Programme Management

**Sent:** Friday, 29 June 2018 8:38 AM

**To:** s47F @industry.gov.au>

**Subject:** FW: Updated draft grant application [SEC=UNCLASSIFIED]

Hi s47F

s47C

s47F

UNCLASSIFIED

---

**From:** s47F

**Sent:** Friday, 29 June 2018 7:57 AM

**To:** 's47F

**Subject:** FW: Updated draft grant application [SEC=UNCLASSIFIED]

s22

Thank you,

s47F

UNCLASSIFIED

---

**From:** s22

**Sent:** Thursday, 28 June 2018 7:06 PM

**To:** s22

**Subject:** Updated draft grant application

Hi s22

Archived: Thursday, 8 October 2020 1:19:28 PM

From: s47F

Sent: Fri, 29 Jun 2018 09:30:43

To: s47F

Subject: FW: s22 - Updated draft grant application [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s22

---

Hi s47F

Further to my earlier email, attached are the application attachments in case you need to refer to them.

Thanks,

s47F

UNCLASSIFIED

---

From: Incubator Support Programme Management

Sent: Friday, 29 June 2018 8:38 AM

To: s47F

Subject: FW: Updated draft grant application [SEC=UNCLASSIFIED]

Hi s47F

s22

s47F

UNCLASSIFIED

---

From: s47F

Sent: Friday, 29 June 2018 7:57 AM

To: 's47F' >

Subject: FW: Updated draft grant application [SEC=UNCLASSIFIED]

s22

s47F

UNCLASSIFIED

---

From: s47F ]

Sent: Thursday, 28 June 2018 7:06 PM

To: s47F

Release under the FOI Act.

Subject: Updated draft grant application

Hi s47F ,

s22



Archived: Thursday, 8 October 2020 1:19:36 PM

From:

To:

Cc:

Subject: ISI Applications - 28 June 2018 EPC [SEC=UNCLASSIFIED]

Sensitivity: Normal

Attachments:

s22

---

Hi all

For your information, the three application decks that are going to the June EPC meeting.

Cheers

s47F

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Archived: Thursday, 8 October 2020 1:19:43 PM

From: s47F

Sent: Mon, 25 Jun 2018 11:32:09

To: s47F

Subject: ISI: Number of applications for August EPC meeting [SEC=UNCLASSIFIED]

Sensitivity: Normal

---

Good morning all,

Just a reminder for you all to please keep us informed as to how many applications you expect to be submitted in time for the 9 August EPC (cut-off date is 2 July).

We would like to monitor the number of applications coming through.

s47F we note your email from last week with the three expected to come through.

Thanks,

s47F

Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

[@industry.gov.au](mailto:s47F@industry.gov.au)

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Archived: Thursday, 8 October 2020 1:19:45 PM

From: s47F

Sent: Fri, 29 Jun 2018 09:05:57

To: s47F

Subject: Re: EPC meeting today [SEC=UNCLASSIFIED]

Sensitivity: Normal

UNCLASSIFIED

Understood. Thanks s47F

=====

s47F

Regional Incubator Facilitator - QLD & NT

Incubator Support Initiative

Entrepreneurs' Programme

s47F

@industry.gov.au

Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science

ABN 74 599 608 295

UNCLASSIFIED

From: s47F @industry.gov.au>

Date: Thursday, 28 June 2018 at 3:57:36 pm

To: "s47F"

>

Subject: EPC meeting today [SEC=UNCLASSIFIED]

Hi s47F

Thanks very much for your time today in attending the EPC meeting and contributing to the Committee's deliberations on the s22 ISI applications. I know they really appreciated your input and I know you both found it a valuable experience too.

Just in terms of the process from here, the Committee's recommendations now go to the Minister for consideration. The Minister, as decision maker for ISI, will consider the EPCs recommendations and make the final decision as to whether the applications are funded or not. Although it is not common, the Minister can approve an application that was not recommended by the Committee, or not approve an application that was recommended by the Committee.

Given this process, I just wanted to remind you to please refrain from advising the applicant of any discussions or recommendations that were made by the Committee today.

Once we get the Minister's decision back (which is likely to be at least three weeks from now at minimum), the department will go back to the applicant and provide advice as to the outcome, which you may be involved in.

Thanks again and talk soon.

s47F

Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
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@industry.gov.au

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Release under the FOI Act.

Archived: Thursday, 8 October 2020 1:19:47 PM

From: s47F

Sent: Fri, 15 Jun 2018 14:15:45

To: s47F

Cc: [Incubator Support Programme Management](#) s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Sensitivity: Normal

Hi s47F

Sure thing not a problem. Email it through to the ISI Programme Management inbox and we will paste it in and send out the email.

Cheers,

s47F

A/g Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

[@industry.gov.au](#)

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UNCLASSIFIED

From: s47F

Sent: Friday, 15 June 2018 2:13 PM

To: s47F

Cc: Incubator Support Programme Management ; s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Oh! Ok, that is good to know.

As long as you are happy for me to email the feedback to you from my personal account that doesn't cause an issue. However, I won't then be able to write the email to the client with feedback or to put it into the portal. I am short on time to really give it good attention today/tonight.

Would someone mind pasting it into the portal please? Alternatively I'll see how I go tonight, I might be able to get through it.

Kind regards,

s47F

\qlRegional Incubator Facilitator

\qlIncubator Support Initiative  
Entrepreneurs' Programme

s47F

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Internet: [www.business.gov.au/](#)

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\ql

From: s47F

Sent: Friday, 15 June 2018 1:37 PM

To: s47F [@industry.gov.au](#)>

Cc: Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](#)>; s47F

Subject: RE: Feedback, update and leave [SEC=UNCLASSIFIED]

Hi s47F ),

A quick heads up that IT would like you to not access your Departmental emails while you are overseas. We also don't expect you to access them while you are on leave.

You can put the [IncubatorSupport.ProgrammeManagement@industry.gov.au](#) email address down on your out of office to direct companies to.

I hope that doesn't cause issues for any plans you have to do some work on the plane.

Enjoy the trip and you'll have to let us know how it goes when you are back!

Cheers,

s47F

s47F Release under the FOI Act.  
A/g Assistant Manager

Accelerating Commercialisation and Incubator Support Initiative Programme Management  
AusIndustry – Innovation Programmes

s47F

@industry.gov.au  
Internet: business.gov.au

UNCLASSIFIED

From: s47F  
Sent: Friday, 15 June 2018 2:00 PM  
To: Incubator Support Programme Management <IncubatorSupport.ProgrammeManagement@industry.gov.au>; s47F

Subject: Feedback, update and leave [SEC=UNCLASSIFIED]

Hi Team,

Just a quick update before I head off on leave tomorrow through to the 27<sup>th</sup> (I'll be in Boston s47C

Cheers for now,

s47F

s47F

Regional Incubator Facilitator

Incubator Support Initiative  
Entrepreneurs' Programme

s47F

@industry.gov.au  
Internet: www.business.gov.au/

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Department of Industry,  
Innovation and Science

Business

business.gov.au  
13 28 46  
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From: Incubator Support Programme Management  
Sent: Thursday, 14 June 2018 9:41 AM  
To: s47F industry.gov.au>  
Cc: Ts47F  
Management <IncubatorSupport.ProgrammeManagement@industry.gov.au>  
Subject: RE: s22 - DOI [SEC=UNCLASSIFIED]

Incubator Support Programme

Hi s47F

Thanks for that, s47F is preparing the feedback and s47F is also taking a read.

Here's the link to the application form

s22

Kind regards

s47F  
Accelerating Commercialisation Strategy

AusIndustry – Innovation Programmes

s47F  
Internet: www.business.gov.au

Australian Government  
Department of Industry,  
Innovation and Science

Business

business.gov.au  
13 28 46  
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**From:** s47F  
**Sent:** Wednesday, 13 June 2018 4:18 PM  
**To:** Incubator Support Programme Management <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>; s47F  
**Subject:** Re: s22 DOI [SEC=UNCLASSIFIED]

UNCLASSIFIED

No conflict s47F

Thanks  
s47F

=====

s47F  
Regional Incubator Facilitator - QLD & NT  
Incubator Support Initiative  
Entrepreneurs' Programme

s47F  
[s@industry.gov.au](mailto:s@industry.gov.au)  
Internet: [www.business.gov.au](http://www.business.gov.au)

<https://www.business.gov.au/assistance/entrepreneurs-programme/incubator-support-new-and-existing-incubators>

Department of Industry, Innovation and Science  
ABN 74 599 608 295

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**From:** "Incubator Support Programme Management" <[IncubatorSupport.ProgrammeManagement@industry.gov.au](mailto:IncubatorSupport.ProgrammeManagement@industry.gov.au)>  
**Date:** Wednesday, 13 June 2018 at 11:07:29 am  
**To:** s47F [@industry.gov.au](mailto:@industry.gov.au)  
**Cc:** s47F

**Subject:** s22 - DOI [SEC=UNCLASSIFIED]

Good morning RIFs (s47F FYI only)

We have received a draft application from s22, which will require the preparation of draft feedback. As this one indicates project locations across Australia but with 50% of activities in Melbourne, it is likely to be allocated to s47F however, should there be a material conflict, we will allocate it to another RIF.

The Declaration of Interest (DOI) form is attached – could you all please review and sign at the end of the form. This will also cover the other RIFs where s47F may want to discuss this particular draft application and share information. It will be sent to each of you for your information anyway for your reference (where there are no conflicts).

Could you all please review this DOI and sign and return the forms (or provide advice via email) at your earliest convenience. We shall then send you the application.

Kind regards

s47F

Accelerating Commercialisation Strategy

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s47F  
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**Requested leave dates**

18/6/2018 – 23/6/2018

1/10/2018 – 5/10/2018

10/12/2018 – 17/12/2018

15/7/2019 – 19/7/2019

7/10/2019 – 11/10/2019

13/1/2020 – 24/1/2020