

From: [TechnologyOne_Connect](#)
 To: s47F
 Subject: Contract Variation NCON_COND/NCD11198/1 has been accepted [SEC=UNCLASSIFIED]
 Date: Wednesday, 26 June 2024 10:05:12 AM
 Attachments: [Party change - NCD11198.PNG](#)

Your Contract Variation has been accepted.

The most recent comment was: Reviewed by NIAA Procurement team (s47F), 25-Jun-2024 15:40:20)

<![endif]>

CONTRACT VARIATION

APPROVED

Contract Description

Social Policy Group Gathering - 18 June 2024

Contract Profile

NIAA Det Contract - Departmental

Contract

NCD11198

Sponsor

s47F

Contract Narration

Total Amount Exc

18,181.82

	Previous	Current
Maximum Contract Value	20,000.00	20,000.00
Procurement Method	LT	LT
Standing Offer ID		
UNSPSC Code	90111603	90111603
# Suppliers Approach	9	9
Consultancy Reason	NA	NA
Confid Contract Desc	NA	NA
Confid Output Desc	NA	NA
LT Exemption Desc	NA	NA
LT Condition Desc	NA	NA
Is this an MOU?	No	No
Frwd yr commitmt	No	No
Frwd yr cm cert. no.		
Contingent Liab Amt		
Contingent Probabili	NA	NA
LT Exemption	NA	NA
Cost Centre	04P	04P
Contract Manager	PMC17935	PMC17935
Delegate	ALIJENKINS	ALIJENKINS
Requisition Ref No	NRD07119	NRD07119
Contract Notice No		
AusTender Desc	VENUEHI	VENUEHI
Risk Assessment done	Yes	Yes
IPP \$80K to \$200K	NA	NA
Reason if NO2		
IPP > 7.5 Million	NA	NA
Reason if NO		
Indigenous SME	No	No
Indig Subcontract	No	No
\$ Indig Subcontract		
Remote Procur	NO	NO
Reason if NO2		
Procured Overseas	No	No
Consumed Overseas	No	No
Confid Other Desc		
Confid Contract?	No	No
Confid Output?	No	No
Consultancy?	No	No
Old Contract No		
AusTender Blocked		
AusTender Pub Date		

Variation Description

Variation to change the supplier

Variation Number

1

Variation Effective Date

24-Jun-2024

Attributes

Actual Start Date 18-Jun-2024	Actual Finish Date 19-Aug-2024				
Parties		Ledger	Account		
12784 - National Museum of Australia		PD	12784		
21789 - Broadbean Catering Pty Ltd		PD	21789		
Service Schedules		Previous Quantity	New Quantity	Previous Amount (Exc)	New Amount (Exc)
Social Policy Group Gathering - 18 June 2024 - Social Policy Group Gathering - 18 June 2024				18,181.82	0.00
12784 - National Museum of Australia GL - D-04P-12471-000 - Departmental. Social Policy -. No project code. VenueHire. - -					-18181.82
Social Policy Group Gathering - 18 June 2024 - Social Policy Group Gathering - 18 June 2024					18,181.82
21789 - Broadbean Catering Pty Ltd GL - D-04P-12471-000 - Departmental. Social Policy -. No project code. VenueHire. - -					+18181.82
Total				18,181.82	18,181.82

To view this in Ci Anywhere, [click here](#).

TechnologyOne Connect Conversation [FX2BO64X9A]

NIAA - Simple Risk Assessment for Social Policy Group Gathering – Catering and Venue 18 June 2024

This risk assessment is used to determine the risk level of a proposed procurement process, the outcome of the procurement, and the contract management risk. This risk assessment is recommended for procurements under \$200,000 (GST inclusive) and for procurements from a panel arrangement. Procure To Pay users should attach this Risk Assessment to their Contract Requisition prior to submitting it to Procurement & Contracting for review.

For assistance with this template or any other procurement matter, please log a job through the [Procurement ServicePortal](#).

RISK MATRIX

Use the Risk Matrix below to determine the Likelihood and Consequence of a risk and then proceed to the Risk Appetite and Tolerance section to determine what action is required.

Risk	Likelihood of the risk occurring	Consequence of the risk occurring	Overall risk rating (Untreated) <i>(refer to the Risk Matrix)</i>
Strategic risk factors			
The procurement will impact negatively on the reputation of NIAA of the Commonwealth government.	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
The procurement will impact on the capability of NIAA to achieve its objectives.	<input checked="" type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
Proper procurement process will not be followed (e.g choosing the wrong procurement method, using the wrong templates, not complying with the CPR's)	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
Procurement planning risks			
There will be actual or perceived probity issues during the procurement process (e.g inappropriate contact with potential suppliers before or during the procurement or perceived conflict of interest).	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
The timeframes to conduct the procurement are impractical.	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
There are WHS concerns in conducting or not conducting the procurement (e.g construction work in a NIAA building or a procurement for the replacement of furniture that is not WHS compliant).	<input checked="" type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low

Risk	Likelihood of the risk occurring	Consequence of the risk occurring	Overall risk rating (Untreated) <i>(refer to the Risk Matrix)</i>
Approaching the market and evaluation			
The evaluation will not be transparent and defensible.	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
The proposed goods/services do not meet the specified requirements	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
Potential risk of extensive contract negotiations exceeding proposed timeframes.	<input checked="" type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
Contract management			
Potential for goods/services to introduce health and safety risks to the workplace.	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
Potential for variations in scope and price.	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input checked="" type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
There is potential for poor supplier performance.	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
The execution of the contract fails to deliver value for money for the agency	<input type="checkbox"/> Rare <input checked="" type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
RISK APPETITE AND TOLERANCE			
<p>If any risk associated with this procurement is assessed as High or Very High you should complete a Detailed Risk Assessment to identify appropriate treatment strategies for those risks.</p> <p>The agency's risk appetite is moderate, which reflects the importance of being able to engage with risk to pursue opportunities. Moderate risks should be treated further if possible. The acceptance of moderate risks can only be authorised at the AS level.</p> <p>Minor or low risks are acceptable to the Agency but must be monitored to ensure that the risk does not change.</p> <p>The Agency has a low appetite and tolerance for risks in relation to dishonest, deceptive or fraudulent conduct, the unauthorised disclosure of official information, and the health, safety and wellbeing of our employees. These risks are generally unacceptable and should be reduced as much as possible or avoided.</p>			

RISK RATIONALE

Please provide a rationale for acceptance of the risks identified in the risk assessment. For any risks identified as moderate please also demonstrate how the possible benefits of the procurement outweigh the consequences of the associated risks.

The overall risk for this procurement is minor. No high, very high or moderate risks have been identified. The risks that have been identified relate to ensuring the correct procurement processes are followed, and the capability and experience of the contractor. To mitigate these risks, the team will liaise with the Procurement Team to ensure the correct processes are followed, the venues to be approach have been used by NIAA recently for a similar functions and SPG has will only approach venues with appropriate size and layout, the SPG Executive team will work closely with the contractor to ensure requirements are clearly understood and requirements are delivered and meet the agency’s needs.

RISK TOLERANCE

Based on the table below please determine if additional risk actions are required.

Risk Rating	Level of Action Required
Very High	Treatment strategies must be identified and implemented using the Detailed Risk Assessment.
High	
Moderate	Moderate risks may be acceptable if the possible benefits of the procurement activity outweigh the consequences of the associated risks.
Minor	Minor or low risks are acceptable to the Agency but must be monitored to ensure that the risk does not change.

RISK MATRIX

The risk matrix table shows the relationship between the likelihood and the consequence/impact of risk to produce the overall level of risk.

Likelihood Ratings	Consequence Rating				
	Insignificant	Minimal	Medium	Major	Severe
Almost Certain	MINOR	MODERATE	HIGH	VERY HIGH	VERY HIGH
Likely	LOW	MINOR	MODERATE	HIGH	VERY HIGH
Possible	LOW	MINOR	MODERATE	HIGH	VERY HIGH
Unlikely	LOW	MINOR	MODERATE	MODERATE	HIGH
Rare	LOW	LOW	MINOR	MODERATE	HIGH

Consequence Ratings

Rating	Consequence Examples
Severe	<ul style="list-style-type: none"> NIAA loses the confidence of the Government Australia loses the confidence of the international community Risk event impacts on ability to meet a number of NIAA Strategic objectives Significant ongoing adverse publicity Significant financial loss impacting NIAA budget Success (real or perceived) of the NIAA summit unable to be achieved
Major	<ul style="list-style-type: none"> NIAA loses the confidence of the Government NIAA loses the confidence of other key stakeholders Risk event impacts on ability to meet a NIAA Strategic objective or a number of divisional objectives Negative media coverage Significant financial loss impacting NIAA budget
Medium	<ul style="list-style-type: none"> NIAA loses the confidence of Executive and senior management Risk event impacts on ability to meet a divisional objective or a number of branch objectives Financial loss with some impact on NIAA budget
Minimal	<ul style="list-style-type: none"> Risk event impacts on NIAA and/or program objectives in terms of quality and timing Some financial loss with little impact on budgets
Insignificant	<ul style="list-style-type: none"> Low impact

Likelihood Ratings

Rating	Likelihood of risk occurring
Almost certain	Expected in most circumstances – 90% or greater probability
Likely	Will probably occur in most circumstances – 60% to less than 90% probability
Possible	Might occur at some time and may be difficult to control due to external influences – 40% to less than 60% probability
Unlikely	Could occur at some time – 5% to less than 40% probability
Rare	May occur only in exceptional circumstances – Less than 5% probability

Value for Money Assessment for SPG Group Gathering

Contact the Procurement and Contracting Section by logging a job through the [Service Portal](#) if you require advice or support in relation to your procurement.

This proposal is used to support the approval of commitments of relevant money for goods or services under the PGPA Act and is to be attached to the Procure to Pay contract record prior to submitting it to the Delegate in P2P for approval.

BACKGROUND

This workshop starts the framing for the new financial year and 2024 Budget, and will continue to build a safe environment for practical connection and care as the focus. With staff spread across Australia, this recall gives out posted staff an opportunity to connect with Canberra based staff. It will be supported by ongoing SES commitment and support.

ESTIMATED VALUE

The estimated value must include whole-of-life costs. Figures must be GST inclusive.

Forward year commitments over \$80,000 for Departmental contracts will workflow through to InternalBudgetsNIAA@niaa.gov.au to assess the forward year budget implications and assign a forward year commitment certificate number. For further information, please contact the Internal Budgets Team (InternalBudgetsNIAA@niaa.gov.au).

The estimated value of this procurement is approximately \$17,000 (GST inclusive).

Financial Year	Current	Next FY 1*	Next FY 2*	Other
Proposed Expenditure	\$13,588.30	\$Enter Amount	\$Enter Amount	\$Enter Amount

* FYC values for each financial year are to be entered into separate line items in the 'Contract Schedule' section when entering the contract into Procure to Pay.

Account code – Departmental /04P

Consultancy Services

Non-corporate Commonwealth entities are required to identify on AusTender whether contracts are for the procurement of consultancy services. Guidance to assist in distinguishing between a consultancy and a non-consultancy contract is provided under the [Commonwealth's Procurement Framework](#) at:

Select the procurement method by clicking in the relevant check boxes.

Based on the published guidance, the proposed arrangement is:

not a consultancy for reporting purposes.

Or

is a consultancy for reporting purposes. Under the contract:

- a. the services involve the development of an intellectual output that assists with agency decision making;
- b. the intellectual output will reflect the independent views of the service provider; and
- c. the intellectual output is the sole or majority element of the contract in terms of relative value and importance.

Please refer to the [NIAA Financial Delegations – Note 2](#) (page 15) for further COO and/or CEO approval process regarding Consultancies

PROCUREMENT METHOD

It is a mandatory requirement under the [Indigenous Procurement Policy \(IPP\)](#) that Departments look first to Indigenous business for all contracts in Remote Areas regardless of value; and all other domestic contracts valued between \$80,000 and \$200,000. If the Indigenous business can deliver the goods or services on a value for money basis you must give the work to the Indigenous business.

Application of the Indigenous Procurement Policy

- The estimated value of this procurement is not between \$80,000 and \$200,000 and the services will not be deliver in a Remote Area; therefore, the IPP mandatory set aside provisions do not apply to this procurement.

or

- This procurement is subject to the IPP mandatory set aside provisions. The procurement approach has complied with the requirements if the IPP as described following:

First Nations Recruitment Solutions

Select the procurement method by clicking in the relevant check boxes.

- Open Tender**
- Request for tender via AusTender
 - Standing offer (panel) –
- Prequalified Tender**
- Multi-use list
 - Shortlist following an initial open approach to market (e.g. expression of interest)
- Limited Tender**
- Involves approaching one or more potential suppliers to make submissions, when the process is not subject to the requirements for Open Tender or Prequalified Tender.
 - If the procurement is valued at or above \$80,000 (Including GST) and was conducted via Limited Tender, you must review the CPRs and outline in the text box below how either a Condition for Limited Tender under paragraph 10.3 of the CPRs, or an exemption from Division 2 under Appendix A of the CPRs, has been applied.

HOW WAS VALUE FOR MONEY ACHIEVED?

Answer the following questions in the text boxes below. The information provided in this section of the assessment must be sufficient to demonstrate to the delegate that the proposed arrangement represents the proper use of the relevant money (i.e. the efficient, effective, economical and ethical) and must be commensurate with the scale and scope of the proposal:

1. How did you approach the market i.e. Open Tender, Prequalified Tender, Limited Tender.

Limited Tender

2. How many suppliers, who did you approach, and why were these providers chosen?

9 Venues were approached, they were QT Canberra, National Museum, National Gallery, Eagle Hawk Resort, Thoroughbred Park, The Marion, Realm, Vibe, and Hotel Kurrajong. These suppliers were approached as there websites showed they were able to accommodate our group, are well known in the Canberra community and have been used by NIAA previously without any issues.

3. Who is the Preferred Supplier?

National Museum of Australia

- Outline the key strengths in the preferred supplier’s submission that demonstrated their capacity to deliver the services

The suppliers submission showed that they were able to provide a venue of the appropriate size, with access the the appropriate audio visual equipment and catering. This venue has previously been used ny NIAA and advice from other EAs and EOs is that it is fit for our purpose and that they were very happy with the services provided.

- How have you determined that the proposed cost is commensurate with the services e.g. fees are consistent with established market rates OR bids were received through a competitive market process?

The rates quoted are within a range considered reasonable when compaired to previous engagements for similar services within the last 12 months.

- What will be the overall benefit to the business area and the department when the goods or services are delivered?

This workshop starts the framing for 2024-25 Budget for SPG, helping to build a safe environment for practical connection and care as the focus. This connection and preparation for the year ahead will help the Group to continue to deliver great things with meaningful and measurable impact. By strengthening the Groups connections, this workshop will ensure coheshion, between priorities, and in solving complex challenges and opportunities.

RISK RATING

A Risk Assessment must be completed for all procurements in a template commensurate with the scale and scope of the procurement.

As per the attached Risk Assessment, the highest level of risk rating arising from any risk associated with this procurement has been assessed as **Minor**

OTHER REQUIREMENTS

	Yes / No / Not Applicable	Please provide further detail
Does the procurement involve a Contingent Liability ?	No	If 'Yes', provide details
Has the procurement been assessed as a Consultancy ?	Not a consultancy	If 'Yes', provide details
Does the Contract contain Confidentiality Provisions ?	No	If 'Yes', provide details of reasons for agreeing to keep the information confidential

NEXT STEPS

- Create a Detailed Contract in Procure to Pay to obtain Approval for Commitment of Relevant Money from an appropriate delegate.
- Execute a contract with preferred supplier – the Commonwealth Contracting Suite is mandated for all contracts less than \$200,000 (GST inclusive) (except purchases via credit card or panel arrangements).
- Your contract will be published on AusTender by the Procurement Helpdesk (if over \$10,000 GST inclusive).

From: s47F
To: s47F
Subject: FW: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]
Date: Thursday, 13 June 2024 10:20:52 AM
Attachments: [18.06.24 - Social Policy Group Gathering - Event Order.docx](#)
[18.06.24 - Social Policy Group Gathering - Floor Plan.pdf](#)
[image009.jpg](#)
[image010.jpg](#)
[image011.jpg](#)
[image012.jpg](#)
[image013.jpg](#)
[image014.jpg](#)
[image015.jpg](#)
[image016.jpg](#)

OFFICIAL

s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F @broadbeancatering.com.au>
Sent: Wednesday, 12 June 2024 9:27 AM
To: s47F @nma.gov.au>; s47F @niaa.gov.au>
Cc: s47F @niaa.gov.au>; Social Policy Group - Coord
<GCSocialPolicy@niaa.gov.au>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

Hi s47F ,

Thank you for sending this through.

Please see attached a copy of your draft event order. Everything in yellow we need to finalise. Please check this over and make sure it is accurate as this is what all staff, security and the kitchen operate from on the day. We need to make sure it is 100% finalised 1 week before your event. Please note that your final numbers are due tomorrow.

With your dietary summary due yesterday, it would be greatly appreciated if you could please provide this asap!

Please also see attached a draft floor plan. Please note that this floor plan is just to show rough placement, we always leave enough space for guests to relax comfortably in their seats while still leaving enough room for staff to clear. I have placed 5 panel chairs and a coffee table on your stage. We aren't able to set up/move furniture around during your conference, so if you would like some chairs removed during the day, you will need to do this yourselves.

Please see below a copy of your itemised quote based on 100 guests.

Social Policy Group Gathering

Tuesday 18th June 2024

Approx. 100 guests

Venue hire; National Museum of Australia – Peninsula Room	s47G
Audio visual; microphone, lectern, projector and screens	
Audio visual as quoted	
All day conference package 4; \$90pp	
Tailored morning tea (addition of sausage rolls); \$8pp	
Total, based on 100 guests:	\$ 13,851.80

I will send through the final invoice of charges the week following your event.

I look forward to hearing from you shortly.

Warm regards,

s47F

cid:image001.jpg@01DABD7B.560A65C0



From: s47F <[redacted]@nma.gov.au>
Sent: Tuesday, June 11, 2024 5:01 PM
To: s47F <[redacted]@niaa.gov.au>
Cc: s47F <[redacted]@niaa.gov.au>; Social Policy Group - Coord
s47E(d) <[redacted]>; s47F <[redacted]@broadbeancatering.com.au>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
[SEC=OFFICIAL]

Hi s47F,

Thank you for confirming. I've marked the AV Quote as accepted on our end. If anything changes, please let us know ASAP.

Kind regards,

s47F

AV Technician
Media Services

s47F

OFFICIAL

From: s47F <[redacted]@niaa.gov.au>
Sent: Tuesday, June 11, 2024 4:54 PM

To: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>; s47F [redacted] <[\[redacted\]@nma.gov.au](mailto:[redacted]@nma.gov.au)>
Cc: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>; Social Policy Group - Coord <GCSocialPolicy@niaa.gov.au>
Subject: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

OFFICIAL

Hi s47F [redacted] and s47F [redacted],

Please find attached finalised Event form, and accepted quote for AV requirements.

We would like to go ahead with Package 4, with additional sausage rolls for morning tea.

I hope to provide a contract to you tomorrow for signature, and final numbers in the coming days.

Kind regards

s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group
 National Indigenous Australians Agency (NIAA)
 p. 02 6152 s47F [redacted]
 a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
 w. niaa.gov.au w. indigenous.gov.au

From: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>
Sent: Tuesday, 11 June 2024 1:17 PM
To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

Hi s47F [redacted]

It will be an additional \$8pp to add sausage rolls to package 4; however, please keep in mind this is the package that will be served on the 19th June.

It will be an additional \$10pp to swap the petit fours in package 2 to scones and sausage rolls.

Warm regards,

s47F [redacted]



From: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>
Sent: Tuesday, June 11, 2024 12:33 PM
To: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

OFFICIAL

Hi s47F [redacted]

A couple of questions,

Is it possible to add Sausage rolls to the morning tea if we go with Conference #4? What would be the additional cost?

Is it possible to change the morning tea in conference package #2 from Petit Fours to Scones and Sausage rolls?

Thanks for your help.

s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F [redacted]
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>
Sent: Friday, 31 May 2024 10:06 AM
To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

Hi s47F [redacted]

Thank you for letting me know. It would be great if we could please have these forms early next week.

Have a lovely day and I look forward to hearing from you soon.

Warm regards,

s47F [redacted]

cid:image003.jpg@01DABD7B.560A65C0

From: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>

Sent: Friday, May 31, 2024 9:55 AM

To: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
[SEC=OFFICIAL]

OFFICIAL

Hi s47F [redacted]

Sorry for the delay getting this back to you, I hope to get something to you next week.

Kind regards

s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group

National Indigenous Australians Agency (NIAA)

p. 02 6152 s47F [redacted]

a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601

w. niaa.gov.au w. indigenous.gov.au

From: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>

Sent: Friday, 31 May 2024 9:07 AM

To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room

Hi s47F [redacted]

Happy Friday!

Just following up again your event details form.

It would be greatly appreciated if you could please send this through as soon as possible.

I look forward to hearing from you shortly.

Warm regards,

s47F [redacted]

cid:image004.jpg@01DABD7B.560A65C0



From: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>

Sent: Tuesday, May 28, 2024 12:28 PM

To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>; 'Bookings' <Bookings@nma.gov.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room

Hi s47F [redacted]

Was nice meeting you just now.

As promised, I have included [@Bookings](#) into this email who can help you with your tour enquiries.

Have a lovely afternoon and I look forward to receiving your event details form very soon.

Warm regards,

s47F [redacted]

cid:image005.jpg@01DABD7B.560A65C0



From: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>

Sent: Tuesday, May 28, 2024 9:29 AM

To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room

Hi s47F [redacted]

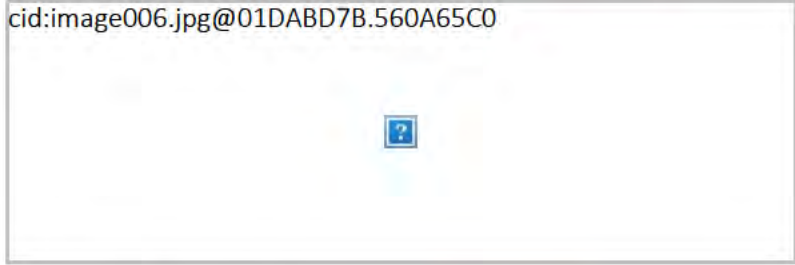
Thank you, that is greatly appreciated.

I have just sent a calendar invite for 12pm today. Please let me know if you do not receive this.

Also just a reminder that the Peninsula Room is under maintenance so won't be the most aesthetic.

Warm regards,

s47F [redacted]



From: s47F [redacted] <[redacted]@niaa.gov.au>
Sent: Tuesday, May 28, 2024 9:12 AM
To: s47F [redacted] <[redacted]@broadbeancatering.com.au>
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

That works for us s47F [redacted], thanks
 s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group
 National Indigenous Australians Agency (NIAA)
 p. 02 6152 s47F [redacted]
 a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
 w. niaa.gov.au w. indigenous.gov.au

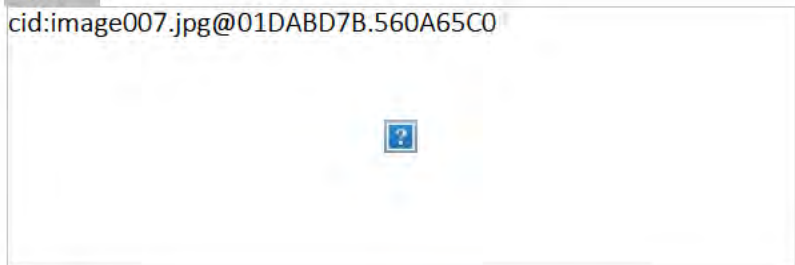
From: s47F [redacted] <[redacted]@broadbeancatering.com.au>
Sent: Tuesday, 28 May 2024 9:06 AM
To: s47F [redacted] <[redacted]@niaa.gov.au>; mediaservices@nma.gov.au
Cc: s47F [redacted] <[redacted]@niaa.gov.au>
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F [redacted]

Hope you had a lovely weekend.

Any chance we could make it 12pm?

Warm regards,
 s47F [redacted]



From: s47F [redacted] <[redacted]@niaa.gov.au>
Sent: Tuesday, May 28, 2024 9:01 AM

To: s47F [redacted] @broadbeancatering.com.au>; mediaservices@nma.gov.au
Cc: s47F [redacted] @niaa.gov.au>
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Hi s47F [redacted]

I know it is lunch time but is 12:30pm ok for today? We need to be back in Woden by 2pm for a meeting.

Kind regards

s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 s47F [redacted]
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F [redacted] @broadbeancatering.com.au>
Sent: Friday, 24 May 2024 3:50 PM
To: s47F [redacted] @niaa.gov.au>; mediaservices@nma.gov.au
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F [redacted]

Apologies for the double email.

I have just spoken with s47F [redacted] from AV who has advised you are still intending on coming to the Museum next Tuesday.

Could you please confirm this and what times may suit? I can then check availability for a site visit and send through a calendar invite.

I look forward to hearing from you soon.

Warm regards,

s47F [redacted]

cid:image007.jpg@01DABD7B.560A65C0



From: s47F [redacted] @broadbeancatering.com.au>

Sent: Friday, May 24, 2024 1:21 PM

To: s47F [redacted] <s47F@niaa.gov.au>; 'mediaservices@nma.gov.au' <mediaservices@nma.gov.au>

Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F,

Thank you for completing our booking form. I have forwarded this on to the Museum to secure the date for you.

I have also processed your deposit and attached a receipt for your records.

Please find attached a copy of our event details form and menu. Could you please fill this out and return it to me as soon as possible

Please also note a few key dates in your diary:

Final menu choices are due one month prior to your event – **ASAP**

Final minimum numbers and any dietary requirements are due one week prior – **Tuesday 11th June**

Any increase to final numbers are due three business days prior to your event – **Thursday 13th June**

**A decrease from minimum numbers will not affect the final invoice*

If there is anything further I can help with please do not hesitate to ask; otherwise, I look forward to receiving your event details form shortly and working with you to ensure the success of your event.

Warm regards,

s47F

cid:image007.jpg@01DABD7B.560A65C0



From: s47F [redacted] <s47F@broadbeancatering.com.au>

Sent: Friday, May 24, 2024 11:19 AM

To: s47F [redacted] <s47F@niaa.gov.au>; 'mediaservices@nma.gov.au' <mediaservices@nma.gov.au>

Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F,

That's great to hear, I look forward to working with you on your event.

The event booking form will be sent to you after this email by *Adobe Sign*. In order to secure the

event with us, please electronically sign the booking form and provide details for a \$1,000 event deposit. Once signed, a copy of the form will be sent directly to us and a copy provided to you.

Once we receive the booking form and deposit, I will send through an email to confirm your event and date with us along with a tax receipt. I will also send through key dates when we require information on menus, catering numbers, room set up and AV.

Happy for you to come visit; however; the Peninsula Room is under maintenance until the 11th June so we will only be able to view the space from the outside. I have included @mediaservices@nma.gov.au into this email who are able to assist with your AV enquiries in the meantime.

Please let me know if you would still like to book in a site visit.

I look forward to receiving your booking form and hearing from you soon.

Warm Regards,

s47F

cid:image008.jpg@01DABD7B.560A65C0



From: s47F <@niaa.gov.au>
Sent: Friday, May 24, 2024 10:30 AM
To: s47F <@broadbeancatering.com.au>
Cc: s47F <@niaa.gov.au>
Subject: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Hi s47F

We would like to go ahead on Tuesday 18 June 2024. Are you available for us to come and take a look at the space and discuss AV requirements with you on Tuesday 28 May 2024?

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F <@broadbeancatering.com.au>
Sent: Tuesday, 21 May 2024 3:55 PM

To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>
Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

Hi s47F [redacted]

Thank you for letting me know.

The 18th June has become available but has high interest. It is a case of first in best dressed.

Please let me know if you would like me to send through our booking form.

I look forward to hearing from you shortly.

Warm regards,

s47F [redacted]

cid:image007.jpg@01DABD7B.560A65C0



From: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>
Sent: Tuesday, May 21, 2024 3:43 PM
To: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>
Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Hi s47F [redacted]

Thanks for all of the info. Unfortunately our date isn't flexible.

Kind regards

s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F [redacted]
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F [redacted] <[\[redacted\]@broadbeancatering.com.au](mailto:[redacted]@broadbeancatering.com.au)>
Sent: Monday, 20 May 2024 4:16 PM
To: s47F [redacted] <[\[redacted\]@niaa.gov.au](mailto:[redacted]@niaa.gov.au)>
Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Apologies for the double email.

Our Peninsula Room is also currently available on Monday the 17th that week.

Have a lovely evening and I look forward to hearing from you hopefully soon.

Warm regards,

s47F

cid:image007.jpg@01DABD7B.560A65C0



From: s47F <[redacted]@broadbeancatering.com.au>

Sent: Monday, May 20, 2024 3:23 PM

To: s47F <[redacted]@niaa.gov.au>

Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Thank you for allowing us the opportunity to present Broadbean Catering & Events at the National Museum of Australia for your proposed conference with us.

The Spaces

The National Museum of Australia has a variety of venue spaces available and I would be delighted to showcase these to you at a convenient time. For now, please see below and find attached venue spaces available, their capacities and pricing. Based on the information you have provided me, I suggest the *Peninsula Room* would be best suited to your event.

Peninsula Room - \$1,150 / day (\$850 / half-day rate)

- ✓ Seating up to 160 guests cabaret style or 250 theatre style
- ✓ Beautifully renovated space, including welcome registration area
- ✓ Naturally lit room right on the waters edge with impressive views over Lake Burley Griffin
- ✓ Access to an exclusive outdoor deck area and catering room
- ✓ AV support included; lectern and mic, PA sound system, projector screen, roving microphone, complimentary wifi and AV support (of complimentary inclusions) during set up. Additional AV requirements can be quoted upon request

cid:image018.jpg@01DABD7B.560A65C0



Peninsula Room – views North/East over Lake Burley Griffin.

Our Availability

We have a tentative hold on Tuesday 18th June. I should know more about this in the coming days.

Is your date flexible by any chance? We do have availability on Wednesday 19th June.

The Catering

Broadbean Catering has established itself as a sought after caterer with a reputation for delicious food and outstanding service. We are passionate about great food which is reflected in our innovative menus that focus on fresh, seasonal and locally sourced produce. Combined with our commitment to providing service of the highest standard, we promise to make your event special.

Please find attached our conference packages which can be tailored to suit your requirements where possible.

We would love the opportunity to present our venue spaces to you and discuss your requirements in person. Please don't hesitate to get in touch to arrange a site visit or if you have any other questions.

We would also love to learn how you came across our venue and services. Whether it be word of mouth/referral, Google search, repeat client, the NMA website, etc., it would be greatly appreciated if you could let us know how you came to find Broadbean Catering & Events.

I look forward to hearing from you.

Warm regards,

s47F

cid:image008.jpg@01DABD7B.560A65C0



From: s47F <[REDACTED]@niaa.gov.au>

Sent: Monday, May 20, 2024 3:07 PM

To: info@broadbeancatering.com.au

Subject: Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Good afternoon,

I am looking to secure a venue for a work conference on 18 June 2024 for approx. 120 people between 9am and 5pm including catering.

Can you please advise if I enquire about rooms through you or do I need to contact the Museum directly for availability?

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group

National Indigenous Australians Agency (NIAA)

p. 02 6152 s47F

a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601

w. niaa.gov.au w. indigenous.gov.au

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Event Name	Date	Location
Social Policy Group Gathering	Tuesday 18 th June 2024	Peninsula Room
Guest Numbers	Client Contact Details	Broadbean Contact
Final: Minimum: 100	s47F s47F	s47F

Menu
<p>Tea and coffee on arrival @ 9.00am</p> <p>Morning tea @ 10.30am Freshly baked buttermilk scones topped jam and cream Platters of fresh seasonal fruit (vegan, gf) Sausage rolls</p> <p>Hot buffet lunch (suitable for standing) @ 12.30pm Moroccan lamb tagine with rice pilaff (gf, df) Smoked paprika and herb marinated chicken with harissa aioli (gf, df) Eggplant and ricotta crepe with roasted tomato and basil sauce (v) Green salad with avocado, cherry tomatoes and cucumber (vegan, gf) Fresh baked bread rolls with butter (v, df*) Platters of fresh seasonal fruit (vegan, gf)</p> <p>Afternoon tea @ 3.00pm Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh Platters of assorted dips with fresh Turkish bread</p>

Dietary Summary	Room Setup
TBC	<p>Cabaret style – 12 tables 7 pax, 2 tables 8 pax Facilitators table at front (1 x trestle) 5 x panel chairs – function chairs 1 x small coffee table on stage</p> <p>Catering buffet in Red Room</p> <p><i>*Public wifi is available. Select 'NMA-Public' and accept the T&Cs. NB: Some Government Departments may have security firewalls that block this.</i></p>

Approximate Schedule
<p>8.00am Client/facilitator arrival <i>*Please contact me on my mobile when you arrive</i></p> <p>8.15am AV technician on standby to meet client on arrival</p> <p>8.30am Guest arrival</p> <p>10.30am Morning tea</p> <p>12.30pm Lunch</p> <p>3.00pm Afternoon tea</p> <p>4.45pm Conference concludes and guests depart</p> <p>4.55pm Security to conduct final sweep of room to ensure all guests depart</p> <p>5.00pm Museum doors close, venue secured</p>

Audio Visual	Security
<p>463_NIAA_Social_Policy_Group_Function</p> <p>Meet and greet at 8.15am</p> <p>Onsite AV contact: (02) 6208 5043</p>	<p>7.30am Unlock Peninsula Room and viewing deck doors</p> <p>8.00am FYI – client, facilitators and guests begin to arrive</p> <p><i>*Please advise client to contact Broadbean</i></p> <p>Please note timings above and assist with removal of guests from Peninsula Room prior to 5.00pm.</p> <p>VIP's in attendance: *Parliamentary, Government and/or Embassy Officials</p> <ul style="list-style-type: none"> •





Cleaning	Facilities and Venue Services
<p>Ensure Peninsula Room and Peninsula Room viewing deck is cleaned and vacuumed prior to 7.55am.</p> <p>All cleaning at main entry doors, Atrium and walkway to Peninsula Room to have finished by 7.55am.</p>	<p><u>Facilities</u></p> <p>Conclude any scheduled maintenance, rigging equipment and pressure washing that is directly related to entry, Atrium, walkway to Peninsula Room and Peninsula Room by 7.55am.</p> <p><u>Venue Services</u></p> <p>Please note timings above.</p>

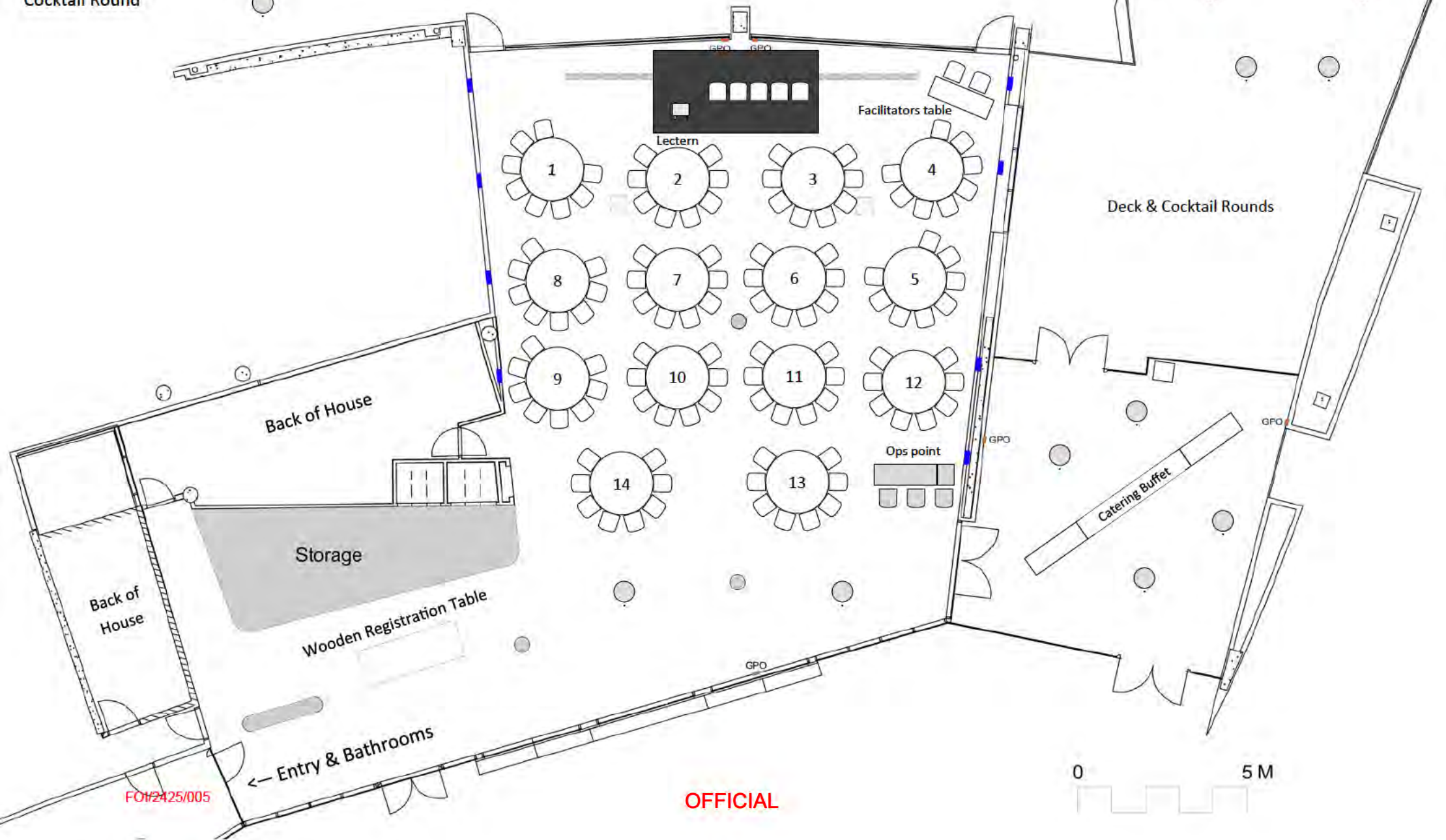
Parking
<p>Please note that the Museum car park is Government owned. Parking is available between 8:30am – 5pm at an hourly rate (up to 4hrs) or all day. Parking is \$16.50/day or \$3.80/hr for up to 4hrs. This is pay by plate with tickets to be displayed on car dashboards.</p> <p>Parking spaces closest to the Museum entry are 4hrs only, all day parking is located towards the back of the car park, furthest from the Museum entry.</p>

PENINSULA ROOM

OFFICIAL

Document 6

- Projector (ceiling mounted) 
- Screen (ceiling mounted) 
- AV patch box 
- Cocktail Round 



FOI/2425/005

OFFICIAL

Event Booking Form

BROADBEAN

CATERING & EVENTS

To confirm your event at the National Museum of Australia and with Broadbean Catering and Events please complete and return this form along with details for a \$1,000 deposit.

EVENT DETAILS

Function:	Social Policy Group Gathering		
Organisation / Company:	National Indigenous Australians Agency		
Contact name:	s47F	Contact number:	02 6152 s47F
Contact email:	s47F @niaa.gov.au		
Date of function:	18/5/2024	Start time:	0900
Approximate numbers:	120	Finish time:	1700
Event location:	Peninsula / Gandel Atrium / Bay Window / Mezzanine / Visions Theatre / Other <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
VIPs Attending:			

DEPOSIT DETAILS

Option 1 – payment by credit card

Card type:	<input type="checkbox"/> Visa / <input checked="" type="checkbox"/> Mastercard	Expiry date:	s47F, s47G
Card number:	s47F, s47G	Security code:	s47F, s47G
Authorise payment of balance via credit card on conclusion of function?			yes / no <input type="checkbox"/> <input checked="" type="checkbox"/>

Please note that credit card payments incur a 2.0% surcharge

Option 2 – invoice / payment by electronic funds transfer (an invoice will be sent after form received)

Account name:	Broadbean Catering	BSB:	s47F, s47G
Account number:	s47F, s47G	Bank:	s47G

Bank reference: your name / name of your organisation

By signing below, you acknowledge that you have the authority to act as the signatory for your event and that you agree to be bound by Broadbean Catering and the National Museum of Australia's terms and conditions as outlined on the following page.

Name:	s47F	Date:	24/05/2024
Signature:	s47F <small>s47F (May 24, 2024 12:12 GMT+10)</small>		

BROADBEAN CATERING TERMS AND CONDITIONS

All clients must agree to the following terms and conditions.

BOOKINGS AND PAYMENT TERMS

A \$1,000 deposit (GST Inclusive) is required within ten (10) business days from date of signing Event Booking Form to confirm your booking. The deposit will be subtracted from the final invoice. A tax invoice will be issued after each payment is made. Overdue accounts will incur interest charges at a rate of two and a half per cent (2.5%) per week. All credit card payments will incur a two percent (2%) surcharge.

The agreed costs of your function are to be paid within the specified payment periods as follows:

Corporate and Government Clients

Ten (10) business days from invoice date

Private Functions

Five (5) business days prior to function

CHANGES AND CANCELLATIONS

Any notice of date change or cancellation must be provided in writing.

In the event of substantial changes to your event (i.e. a change in date) or the cancellation of your event, you agree to be bound by the following cancellation fees:

Corporate and Government Clients

Greater than 90 days: 100% deposit refundable

30 – 89 days: 50% deposit non-refundable or 100% deposit transferable to an alternate event date

7 – 29 days: 50% total charges payable

Less than 7 days: 100% total charges payable

Private Functions

Greater than 1 year: 100% deposit refundable

1 year – 90 days: deposit non-refundable or 100% deposit transferable to an alternate event date

89 – 29 days: 50% total charges payable

Less than 29 days: 100% total charges payable

MINIMUM SPEND

The following minimum spend amounts relate to all events held with Broadbean Catering & Events. The prices are based on duration of room hire and are calculated on a per person basis.

All-day conference: \$65pp
(from 8.30am until 4.30pm)

Half-day / short conference: \$35pp
(prior to 5pm and up to 5 hours in duration)

Evening function: \$75pp
(after 5pm)

The following minimum numbers relate to all events held with Broadbean Catering & Events:

Conference / dinner / cocktail: 30 guests

Breakfast: 50 guests

Wedding: 60 guests

GUARANTEED NUMBERS, MENU SELECTION & DIETARY REQUIREMENTS

Final menu selection and beverage package selection must be made 4 weeks prior to the event.

A minimum guaranteed number of guests and any dietary requirements must be provided no later than five (5) business days prior to the event. This will be the minimum number billed, final numbers may be increased up to three (3) business days prior and this increase will be charged on the final invoice. A decrease in numbers will not affect the final invoice.

Any additional dietary requirements requested on the day or evening of the event will be charged at \$20 for each entrée, \$35 for each main and \$18 for each dessert.

PRICING, MENUS & RESPONSIBLE SERVICE OF ALCOHOL

Prices quoted are current and GST inclusive. Prices may be subject to change without notice. Menus may be seasonally adjusted to reflect local produce and freshness of the season.

Events held on a Sunday will incur a 10% surcharge. Events held on a Public Holiday will incur a 15% Public Holiday surcharge.

We encourage the responsible service of alcohol and reserve the right to refuse service to, and remove from the premises, any guests at the sole discretion of catering staff and/or National Museum of Australia security staff.

s47F

BROADBEAN
CATERING & EVENTS

www.broadbeancatering.com.au

FOI/2425/005

National Museum of Australia
Lawson Cres, Acton ACT 2601
T — 02 6208 5179
E — events@broadbeancatering.com.au



Terms and conditions of general use of venue hire facilities

1. Basis of agreement

Any agreement made for the use of the National Museum of Australia (ABN 70 592 297 967) (NMA) facilities is between the User and the NMA. These terms and conditions form part of the Agreement. The User will also comply with any further conditions set out in any letterform from the NMA prior to the event being held.

2. Advertising

All advertising and promotional material associated with the proposed event that refers to the NMA must be approved by the NMA prior to its release. The NMA logo or name is not to be used without the approval of the NMA. No commercial advertising signs, hoarding, banners or the like are permitted to be erected in a public area within the NMA premises or its precinct without prior approval.

3. Access

Access to the building by the User is restricted to those areas approved for the specific event. A nominated representative of the NMA shall have access at all times to any areas being used for an approved event. The NMA reserves the right to refuse entry to the NMA to any individual attending the event.

4. Conduct of events

The User shall conduct the event in an orderly manner, in accordance with the relevant laws, in compliance with any instructions issued by the NMA and vacate the NMA by the end of the event. The NMA or its representatives reserve the right to remove any person who does not comply with these terms and conditions. The User shall nominate a person who is responsible and held liable for the conduct of those attending the event. The User must remove all goods and materials promptly on completion of the event and leave the NMA premises in a clean and tidy state unless prior arrangements have been made.

5. Protection of national historical collection objects and the building fabric

Special precautions are required for the protection of national historical collection objects and the building fabric. All Users will be advised of such precautions and are required to cooperate in implementing them.

6. Public areas

Where events are held in areas normally open to the public, the User must clear the areas of all temporary installations immediately following the event so as to allow public access to be restored as soon as possible.

7. Smoking and vaping

Smoking and vaping are prohibited at all NMA facilities including entrances to the building and immediate surrounds. A designated smoking area is provided.

8. Collection of monies

s47F



Cash transactions and fund raising activities, including ticket sales, registration fees, membership fees, donations, raffles are not permitted at events at the NMA without the prior approval of the NMA.

9. Private viewings

A private viewing of the NMA permanent galleries or temporary exhibition/s must be arranged two (2) weeks prior to the event date. A private viewing is generally for one (1) hour. The User must pay to the NMA all private viewing costs and any additional exhibition entry fees. Private viewings on public holidays will incur a 25% surcharge.

10. Catered events

Catering is restricted in gallery spaces. The User is required to use the services provided by the NMA's contracted caterer. The User will be invoiced by the caterer for the hospitality component of the event.

11. Security and cleaning

All events outside of the NMA's operating hours will require security and cleaning staff. Security and cleaning staff are allocated on a ratio basis to the number of attendees and increases incrementally after 100 guests are booked on an additional 50 person basis. Security and cleaning personnel above 100 pax is an additional charge and the User will be invoiced accordingly.

12. Exhibitions and other events.

For all exhibitions and stage set-ups produced by external contractors, plans and logistical requirements must be approved by the NMA fourteen (14) days prior to the event. The NMA does not permit anything to be attached or fixed to the walls or ceilings of the building fabric.

13. Audio Visual requirements

All events held at the NMA have the capacity to engage the NMA to provide additional audio visual requirements for a fee. Users may not bring in their own equipment or use the NMA's power sources without prior permission. All audio visual requirements are to be confirmed seven (7) days prior to the event or additional charges may apply. The provision of additional audio visual equipment and any technical personnel above the base provision is an additional charge and the User will be invoiced accordingly.

14. Rigging and staging

Events involving the construction of rigging or staging not provided to the User by the NMA must be coordinated through a reputable staging/lighting contractor approved by the NMA. Rigging must be approved by the NMA fourteen (14) days prior to the event.

15. Theming and decorations

Events involving theming and decoration must be coordinated through a reputable event contractor approved by the NMA. All decorations must be approved by the NMA fourteen (14) days prior to the event.

s47F



16. Force Majeure

Performance of these terms and conditions is contingent upon the NMA not being wholly or partially prevented, restrained, obstructed or delayed from making arrangements associated with the event due to factors beyond its control, including but not limited to industrial action, accidents, Government (federal, territory or local) requisitions, or restrictions on travel, transport, food and beverage supply. In no event shall the NMA be liable for the loss of profit or for consequential damages whether based on breach of contract, warranty or otherwise.

17. Responsibility for loss and/or damage

The User is liable for and indemnifies the NMA from and against all actions, claims, demands, losses, damages and expenses for which the NMA shall or may become liable or suffer in respect of:

- a) Damage to objects in the national historical collection or other property of the NMA arising out of or in the course of the event except to the extent that such damage arises from the negligence or fault of the NMA;
- b) Injury to or death of any person arising out of or in the course of the event except to the extent that it arises from the negligence or fault of the NMA;
- c) The breach of any law arising out of in the course of the event;
- d) Any infringement or breach by the User of copyright, performing right or other protected right in relation to the event; and/or
- e) Any breach of these terms and conditions by the User.

The cost of replacement or repair of any damage to NMA assets including the building fabric not arising from the negligence or fault of the NMA will be recouped from the User.

18. Parking

There is parking provided on site at the NMA. Parking is paid on an hourly or daily basis. Parking revenue is collected by the National Capital Authority on behalf of the Australian Government. The NMA is not responsible for any infringement notices incurred as a result of lack of observance of parking arrangements.

19. Confirmation

To secure a booking, a deposit is required within fourteen (14) days of the nominal confirmation of the event. If the deposit is not received within this time-frame, the NMA may release the booking and the venue may be re-booked by another User.

s47F

From: s47F
To: s47F
Subject: RE: Social Policy Group Function [SEC=OFFICIAL]
Date: Monday, 20 May 2024 3:24:31 PM
Attachments: [Museum Venue Hire Guide 2023 - 2024.pdf](#)
[Broadbean Catering Conference Packages \(2023-2024\).pdf](#)

Hi s47F,

Thank you for allowing us the opportunity to present Broadbean Catering & Events at the National Museum of Australia for your proposed conference with us.

The Spaces

The National Museum of Australia has a variety of venue spaces available and I would be delighted to showcase these to you at a convenient time. For now, please see below and find attached venue spaces available, their capacities and pricing. Based on the information you have provided me, I suggest the *Peninsula Room* would be best suited to your event.

Peninsula Room - \$1,150 / day (\$850 / half-day rate)

- Seating up to 160 guests cabaret style or 250 theatre style
- Beautifully renovated space, including welcome registration area
- Naturally lit room right on the waters edge with impressive views over Lake Burley Griffin
- Access to an exclusive outdoor deck area and catering room
- AV support included; lectern and mic, PA sound system, projector screen, roving microphone, complimentary wifi and AV support (of complimentary inclusions) during set up. Additional AV requirements can be quoted upon request



Peninsula Room – views North/East over Lake Burley Griffin.

Our Availability

We have a tentative hold on Tuesday 18th June. I should know more about this in the coming days.

Is your date flexible by any chance? We do have availability on Wednesday 19th June.

The Catering

Broadbean Catering has established itself as a sought after caterer with a reputation for delicious food and outstanding service. We are passionate about great food which is reflected in our innovative menus that focus on fresh, seasonal and locally sourced produce. Combined with our commitment to providing service of the highest standard, we promise to make your event special.

Please find attached our conference packages which can be tailored to suit your requirements where possible.

We would love the opportunity to present our venue spaces to you and discuss your requirements in person. Please don't hesitate to get in touch to arrange a site visit or if you have any other questions.

We would also love to learn how you came across our venue and services. Whether it be word of mouth/referral, Google search, repeat client, the NMA website, etc., it would be greatly appreciated if you could let us know how you came to find Broadbean Catering & Events.

I look forward to hearing from you.

Warm regards,

s47F



s47F

National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au>

Sent: Monday, May 20, 2024 3:07 PM

To: info@broadbeancatering.com.au

Subject: Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Good afternoon,

I am looking to secure a venue for a work conference on 18 June 2024 for approx. 120 people between 9am and 5pm including catering.

Can you please advise if I enquire about rooms through you or do I need to contact the Museum directly for availability?

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group

National Indigenous Australians Agency (NIAA)

p. 02 6152 s47F

a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601

w. niaa.gov.au w. indigenous.gov.au

IMPORTANT: This message, and any attachments to it, contains information that is 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 it. 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.

BROADBEAN

CATERING & EVENTS

CONFERENCE CATERING PACKAGES

Our conference packages are designed to be all inclusive so you can relax and ensure that your guests are well looked after. All conferences include room set-up, linen and wait staff.

Minimum numbers of 30 guests for all catering.

If you are searching for nearby hotels for your guests, ask us about our partner hotels and corporate rates.

PRE-CONFERENCE BREAKFAST

Our breakfast menus are the perfect way for you and your guests to socialise and network prior to your conference, meeting or discussion forum.

BUFFET BREAKFAST

Served on platters for delegates to help themselves on arrival
\$50pp

Homemade egg and bacon filo pies

Spinach, fetta and leek frittata with tomato chutney (v, gf)

Selection of Danish pastries and petit croissants with jam (v)

Granola with berry compote and coconut yoghurt (vegan, gf)

Platter of fresh seasonal fruit (vegan, gf)

Percolated coffee, tea, orange juice and chilled water

SEATED BREAKFAST

Single-serve plated breakfast
\$65pp

Smashed avocado on rye with poached eggs and dukkah (v)

Baked eggs with tomato and red peppers, pesto and sourdough toast (v)

Portobello mushrooms with spinach and goat's fetta on roast garlic toast (v)

Alternate-serve plated breakfast
\$70pp

Poached eggs on English muffins with shaved leg ham, hollandaise, slow roasted tomato and mushrooms

On the table – fresh seasonal fruit with honey yoghurt and platters of freshly baked pastries

Percolated coffee, tea, orange juice and chilled water served to each table

COFFEE CART

Please ask our Events Coordinator for pricing and hire availability.

Impress your guests and start your breakfast off in style with a coffee cart serving freshly brewed coffee and teas by our trained baristas.

MORNING AND AFTERNOON TEA

Morning and afternoon teas are set up buffet style for guests to help themselves. If beverages are required on arrival or to continue throughout the event, please see beverage options below.

No.1 / \$25pp

Platters of freshly baked Danish pastries and white chocolate and raspberry muffins

Percolated coffee and tea and chilled water

No.2 / \$25pp

A selection of homemade petit four sweets (allowing one per person) and platters of fresh seasonal fruit

Percolated coffee and tea and chilled water

No.3 / \$25pp

Platters of small homemade sweets (allowing three per person)

Percolated coffee and tea and chilled water

No.4 / \$30pp

Platters of Gippsland cheeses and assorted dips with crackers, dried fruits, handmade lavosh and fresh Turkish bread

Percolated coffee and tea and chilled water

No.5 / \$35pp

Selection of savoury and sweet finger food – gourmet ribbon sandwiches, roast pumpkin and goat's cheese quiche and assorted sweet petit fours (allowing two per person)

Percolated coffee and tea and chilled water

BEVERAGE OPTIONS

Tea and coffee is set up buffet style for guests to help themselves and includes a selection of tea and percolated coffee.

Arrival / \$8pp

Arrival tea, coffee, orange juice and chilled water

Continual / \$20pp

All day continuous tea, coffee, orange juice and chilled water

LUNCH OPTIONS

Lunch options are set up buffet style for guests to help themselves. If beverages are required on arrival or to continue throughout the event please see beverage options above.

No.1 / \$50pp

Selection of assorted gourmet wraps
 Housemade falafel with quinoa tabbouli and tahini dressing (vegan, gf)
 Green salad with avocado, cherry tomatoes and cucumber (vegan, gf)
 Individual roast pumpkin and goat's cheese quiche (v)
 Homemade sausage rolls with tomato sauce
 Platters of fresh seasonal fruit (vegan, gf)
 Percolated coffee and tea, orange juice and chilled water

No.2 / \$55pp

Platters of cold sliced meats; leg ham, marinated chicken breast and rare roast beef with assorted condiments (gf, df*)
 Chat potato salad with dill and mustard dressing (v, gf)
 Baby cos salad with avocado and semi dried tomato dressing (vegan, gf)
 French beans and grilled sweetcorn salad with green chilli dressing (vegan, gf)
 Fresh baked bread rolls with butter (v, df*)
 Platters of fresh seasonal fruit (vegan, gf)
 Percolated coffee and tea, orange juice and chilled water

No.3 / \$60pp

Balsamic and thyme roasted chicken with tomato jam (gf, df)
 Platter of smoked Tasmanian salmon with capers and aioli (gf, df)
 Tomato, basil and buffalo mozzarella with balsamic reduction (v, gf)
 Chat potato salad with dill and mustard dressing (v, gf)
 Salad of shaved fennel, beetroot and citrus (vegan, gf)
 Fresh baked bread rolls with butter (v, df*)
 Platters of fresh seasonal fruit (vegan, gf)
 Percolated coffee and tea, orange juice and chilled water

No.4 / \$65pp

Hot buffet lunch

Moroccan lamb tagine with rice pilaff (gf, df)
 Smoked paprika and herb marinated chicken with harissa aioli (gf, df)
 Eggplant and ricotta crepe with roasted tomato and basil sauce (v)
 Green salad with avocado, cherry tomatoes and cucumber (vegan, gf)
 Fresh baked bread rolls with butter (v, df*)
 Platters of fresh seasonal fruit (vegan, gf)
 Percolated coffee and tea, orange juice and chilled water

CONFERENCE PACKAGES

All day conference packages are a perfect choice for a stress free and cost-effective way to ensure your guests are well looked after throughout the day. Our all day conference packages are designed to be simple and all inclusive. Simply choose from one of the conference package options below and relax – we will take care of the rest.

All day conference packages include:

- Arrival tea, coffee, orange juice and chilled water
- All day tea, coffee and orange juice
- Morning tea, lunch and afternoon tea
- Jugs of chilled water and glasses for each table, refreshed throughout the day
- White linen tablecloths
- Bowls of mints for each table
- Dedicated wait staff for your conference throughout the day

Half day conference packages (up to 5 hours in duration) include:

- Arrival tea, coffee, orange juice and chilled water
- Tea, coffee and orange juice refreshed throughout the event
- Morning tea or afternoon tea and lunch
- Jugs of chilled water and glasses for each table, refreshed throughout the event
- White linen tablecloths
- Bowls of mints for each table
- Dedicated wait staff for your conference throughout the event

Conference Package No.1Morning tea

A selection of fresh baked Danish pastries and raspberry and white chocolate muffins

Half day \$70pp

Lunch

Selection of assorted gourmet wraps

Housemade falafel with quinoa tabbouli and tahini dressing (vegan, gf)

Green salad with avocado, cherry tomatoes and cucumber (vegan, gf)

Individual roast pumpkin and goat's cheese quiche (v)

Homemade sausage rolls with tomato sauce

Platters of fresh seasonal fruit (vegan, gf)

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

Conference Package No.2Half day \$73ppFull day \$85ppMorning tea

A selection of homemade petit four sweets (allowing one per person) and platters of fresh seasonal fruit

Lunch

Platters of cold sliced meats; leg ham, marinated chicken breast and rare roast beef with assorted condiments (gf, df*)

Chat potato salad with dill and mustard dressing (v, gf)

Baby cos salad with avocado and semi dried tomato dressing (vegan, gf)

French beans and grilled sweetcorn salad with green chilli dressing (vegan, gf)

Fresh baked bread rolls with butter (v, df*)

Platters of fresh seasonal fruit (vegan, gf)

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

Conference Package No.3Half day \$73ppFull day \$85ppMorning tea

A selection of homemade biscuits (allowing two per person) and platters of fresh seasonal fruit

Lunch

Balsamic and thyme roasted chicken with tomato jam (gf, df)

Platter of smoked Tasmanian salmon with capers and aioli (gf, df)

Tomato, basil and buffalo mozzarella with balsamic reduction (v, gf)

Chat potato salad with dill and mustard dressing (v, gf)

Salad of shaved fennel, beetroot and citrus (vegan, gf)

Fresh baked bread rolls with butter (v, df*)

Platters of fresh seasonal fruit (vegan, gf)

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

Conference package No.4Half day \$77ppFull day \$90ppMorning tea

Freshly baked buttermilk scones topped jam and cream and platters of fresh seasonal fruit

Hot buffet lunch (suitable for standing)

Moroccan lamb tagine with rice pilaff (gf, df)

Smoked paprika and herb marinated chicken with harissa aioli (gf, df)

Eggplant and ricotta crepe with roasted tomato and basil sauce (v)

Green salad with avocado, cherry tomatoes and cucumber (vegan, gf)

Fresh baked bread rolls with butter (v, df*)

Platters of fresh seasonal fruit (vegan, gf)

Afternoon tea

Platters of Gippsland cheeses with crackers, dried fruits and handmade lavosh

Platters of assorted dips with fresh Turkish bread

POST CONFERENCE NETWORKING

Finish your conference on a social note with drinks out on the Deck and a chef’s selection of award-winning elegant canapés.

All beverage packages include sparkling mineral water, orange juice and an assortment of soft drinks.

Silver Package

McPherson Chardonnay Pinot Noir Sparkling, VIC 2023

McPherson Pinot Grigio, VIC 2022

McPherson Cabernet Merlot, VIC 2021

Peroni Nastro Azzurro

Hahn Premium Light

Gold Package

The Duchess NV Sparkling Cuvee, Southern Highlands NSW

Lerida Estate White Field Blend, Canberra Region NSW, 2022

Lerida Estate Red Field Blend, Canberra Region NSW, 2022

Peroni Nastro Azzurro

Hahn Premium Light

Platinum Package [local selection]

Lerida Estate Prosecco, Canberra Region NSW 2023

Nick O’Leary Riesling, Canberra Region NSW 2023

Mount Majura Pinot Gris, Canberra Region ACT 2023

Nick O’Leary Shiraz, Canberra Region NSW 2022

Lerida Estate Pinot Noir, Canberra Region NSW 2022

Capital Brewing Coast Ale

Hahn Premium Light

	<u>Silver</u>	<u>Gold</u>	<u>Platinum</u>
<u>1hr – 4 canapés pp</u>	\$45pp	\$55pp	\$60pp
<u>1hr – 6 canapés pp</u>	\$50pp	\$60pp	\$65pp

BROADBEAN CATERING TERMS AND CONDITIONS

All clients must agree to the following terms and conditions. Package prices are applicable for all events until 30 June 2024. For all events after this date please speak with our Events Team.

BOOKINGS AND PAYMENT TERMS

A \$1,000 deposit (GST Inclusive) is required within ten (10) business days from date of signing Event Booking Form to confirm your booking. The deposit will be subtracted from the final invoice. A tax invoice will be issued after each payment is made. Overdue accounts will incur interest charges at a rate of two and a half per cent (2.5%) per week. All credit card payments will incur a two percent (2%) surcharge.

The agreed costs of your function are to be paid within the specified payment periods as follows:

Corporate and Government Clients

Ten (10) business days from invoice date

Private Functions

Five (5) business days prior to function

CHANGES AND CANCELLATIONS

Any notice of date change or cancellation must be provided in writing.

In the event of substantial changes to your event (i.e. a change in date) or the cancellation of your event, you agree to be bound by the following cancellation fees:

Corporate and Government Clients

Greater than 90 days: 100% deposit refundable

30 – 89 days: 50% deposit non-refundable or 100% deposit transferable to an alternate event date

7 – 29 days: 50% total charges payable

Less than 7 days: 100% total charges payable

Private Functions

Greater than 1 year: 100% deposit refundable

1 year – 90 days: deposit non-refundable or 100% deposit transferable to an alternate event date

89 – 29 days: 50% total charges payable

Less than 29 days: 100% total charges payable

MINIMUM SPEND

The following minimum spend amounts relate to all events held with Broadbean Catering and Events. The prices are based on duration of room hire and are calculated on a per person basis.

All-day conference: \$65pp

(from 8.30am until 4.30pm)

Half-day / short conference: \$35pp

(prior to 5pm and up to 5 hours in duration)

Evening function: \$75pp

(after 5pm)

The following minimum numbers relate to all events held with Broadbean Catering and Events:

Conference / dinner / cocktail: 30 guests

Breakfast: 50 guests

Wedding: 60 guests

GUARANTEED NUMBERS, MENU SELECTION AND DIETARY REQUIREMENTS

Final menu selection and beverage package selection must be made 4 weeks prior to the event.

A minimum guaranteed number of guests and any dietary requirements must be provided no later than five (5) business days prior to the event. This will be the minimum number billed, final numbers may be increased up to three (3) business days prior and this increase will be charged on the final invoice. A decrease in numbers will not affect the final invoice.

Any additional dietary requirements requested on the day or evening of the event will be charged at \$20 for each entrée, \$35 for each main and \$18 for each dessert.

*While we take all necessary precautions and follow food safety standards and good practices, please be advised that if your guests have severe allergies, intolerances, or anaphylaxis, we are not an allergen free venue and traces of allergens may be present in the food.

PRICING, MENUS AND RESPONSIBLE SERVICE OF ALCOHOL

Prices quoted are current and GST inclusive. Prices may be subject to change without notice. Menus may be seasonally adjusted to reflect local produce and freshness of the season.

Events held on a Sunday will incur a 10% surcharge. Events held on a Public Holiday will incur a 15% Public Holiday surcharge.

We encourage the responsible service of alcohol and reserve the right to refuse service to, and remove from the premises, any guests at the sole discretion of catering staff and/or National Museum of Australia security staff.

OFFICIAL

Document 10

venuehirekit



Where your event comes alive

EM/2425/005

OFFICIAL

Bring your event to life at the National Museum of Australia



The National Museum of Australia is an architectural landmark in the heart of the national capital, Canberra. Located on the shores of Lake Burley Griffin with uninterrupted views, it is the most prestigious venue for your event.

Designed to include versatile function spaces, the Museum is the ideal location for weddings, corporate events and gala balls, and provides intimate spaces for lakeside dining and cocktail functions.

Imposing indoor and outdoor spaces with sweeping decks and expansive windows to mountain, lakeside and city views, provide a spectacular setting for any occasion.

The Gandel Atrium



The **Gandel Atrium** makes any event a memorable occasion. With soaring ceilings and expansive windows overlooking Lake Burley Griffin, this stunning architectural space is perfect for events large and small.

Your guests will be surrounded by objects from the Museum's collection including a Muttaborrasaurus skeleton and an iconic 1955 FJ Holden.

Evening (from 6.30pm)	\$2200
Table setup	
Cocktail	1000 pax
Banquet	450 pax
Theatre	500 pax
Area	1543 m ²

Included in the venue hire are:
 1 x security guard
 1 x cleaner
 lectern & microphone

The Bay Windows



The **Bay Windows** offer both dramatic architecture and intimacy within the larger Gandel Atrium.

Expansive curved windows and high ceilings provide a stunning backdrop as guests look over Lake Burley Griffin towards the city.

Access to the Lakeside Deck, with grassed gardens leading to the water's edge, can be arranged on request.

Evening (from 6.30pm) \$1250

Table setup

Cocktail	150 pax
Banquet	90 pax
Cabaret	60 pax
Theatre	120 pax

Area 125 m²

Included in the venue hire are:
 1 x security guard
 1 x cleaner
 lectern & microphone

The Peninsula Room



Located right on the water's edge, the **Peninsula Room** is surrounded by windows that offer an abundance of natural light and views over Lake Burley Griffin. It is both a practical daytime venue and intimate evening event space.

At the rear of the room, guests look into the Museum's Garden of Australian Dreams. Guests also have exclusive use of a deck and undercover outdoor area, perfect for pre-dinner canapés or a conference breakout space.

Day (8am–5pm)	\$1150
Half day (4 hours)	\$850
Evening (from 5pm)	\$1850*

Table setup	
Cocktail	250 pax
Banquet	190 pax
Cabaret	160 pax
Theatre	250 pax
Area	389 m ²

Included in the venue hire are:
 2 x data projectors with screens
 lectern & microphone
 BOSE PA sound system
 1 x roving microphone
 wifi internet connection

*Additional inclusions
 1 x security guard
 1 x cleaner

Gallery Mezzanine



The Museum's newest event space offers an unrivalled guest experience. An open venue available for your exclusive use, the **Mezzanine** overlooks the Great Southern Land gallery, the Museum's new environmental history gallery. Available as a breakout area, display space, cocktail lounge or dramatic dinner venue, guests will find themselves surrounded by objects and stories, making for a unique and memorable event.

Evening (from 6.30pm)	\$2500
<hr/>	
Table setup	
Cocktail	180 pax
Banquet	180 pax
<hr/>	
Area	300 m ²

Included in the venue hire are:
 1 x security guard
 1 x cleaner

Visions Theatre



Visions Theatre is a dedicated lecture theatre suitable for talks, presentations and film screenings for up to 177 people.

Access to the green room is available on request.

Full day (9–5pm)	\$1650
Evening (from 5pm)	\$1650

Theatre	177 pax
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Included in the venue hire are:
 data projector and screen
 lectern and microphone
 roving microphone
 laptop
 complimentary use of a
 dedicated breakout space to
 serve refreshments

Friends Lounge



The **Friends Lounge** is a modern, relaxing and intimate lakeside space for informal social gatherings and small networking events. Doors open to a deck and lead guests down to the shores of Lake Burley Griffin.

Evening (from 6.30pm) \$450

Table setup

Cocktail 80 pax

Area 100 m²

Included in the venue hire are:
audio system

Garden of Australian Dreams



At the heart of the Museum is the **Garden of Australian Dreams**, a symbolic landscape exploring ideas of place and country.

This outdoor area, with its water features, creative landscaping and lighting effects, is encircled by the Museum building, providing a magical setting for any evening event.

Evening (from 6.30pm)	POA
Table setup	
Cocktail	1000 pax
Dinner	350 pax
Area	5500 m ²

Included in the venue hire are:
 1 x security guard
 1 x cleaner

Amphitheatre & Lakeside Deck



This impressive outdoor venue, situated right on the shores of Lake Burley Griffin, makes a perfect setting for an event under the stars.

Evening (from 5pm)	\$2200
<hr/>	
Table setup	
Cocktail	1600 pax
Dinner	350 pax



Exclusive catering



Broadbean Catering & Events is a sought-after caterer in Canberra with a reputation for delicious, locally sourced food and outstanding service.

Multi award-winner of ACT Wedding Caterer of the Year, ACT Venue Caterer and overall ACT Caterer of the Year, Broadbean has a proven track record of delivering to the highest standards.

Broadbean Catering creates menus reflective of the season and by supporting local farmers and suppliers, it provides Museum guests with the best our region has to offer.

CONTACT
 02 6208 5179
events@broadbeancatering.com.au
broadbeancatering.com.au

BROADBEAN
 CATERING & EVENTS

Unique corporate gifts



Gifts to complement a special event or occasion can be pre-purchased from the **Museum Shop**. Here you will find a variety of Australian-made gifts and an exclusive range of National Museum products.

After-hours access to the Museum Shop can be arranged on request.

the
museum
shop

Private gallery viewings



Your guests will discover treasured, surprising and inspirational objects and stories from Australia's history on a private tour or an exclusive exhibition viewing.

Tours can be conducted in a variety of languages and tailored to impress your guests. Please contact us to discuss your specific needs.





Audio, staging and lighting

Our technicians will work with you to create an audiovisual package to meet your needs. A price for this component will be provided in your written quote.

Security

Events held outside of business hours may require one or more security guards. High-risk events may require a higher ratio of guards to guests. This is at the Museum's discretion. A price for security will be provided in your written quote.

Cleaning

Some events may require additional cleaning services. A price for cleaning will be provided in your written quote.

Location

The National Museum of Australia is located on Lawson Crescent, Acton Peninsula, Canberra. The Museum is just a short car ride from the city centre.

Accessibility

The Museum has the ACT's first Changing Places change room, with a fully accessible public toilet, adult change table and hoist.

A hearing loop is also installed in the Visions Theatre and the Peninsula room.

Wheelchairs and motorised scooters are available for use.

Parking

A short and long stay car park is located at the Museum. Parking is free after hours and on weekends and public holidays.

Disabled parking facilities are available close to the main entrance.

A bus and coach parking area is located close to the main entrance.

Taxi

A dedicated taxi drop-off and pick-up point is located close to the main entrance. A staff member can arrange for taxis to collect your guests after your event, on request.

Accommodation

With plenty of accommodation options located close by in NewActon and Canberra City, your guests won't need to travel far.

Contact us

venuehire@nma.gov.au
T 02 6208 5179

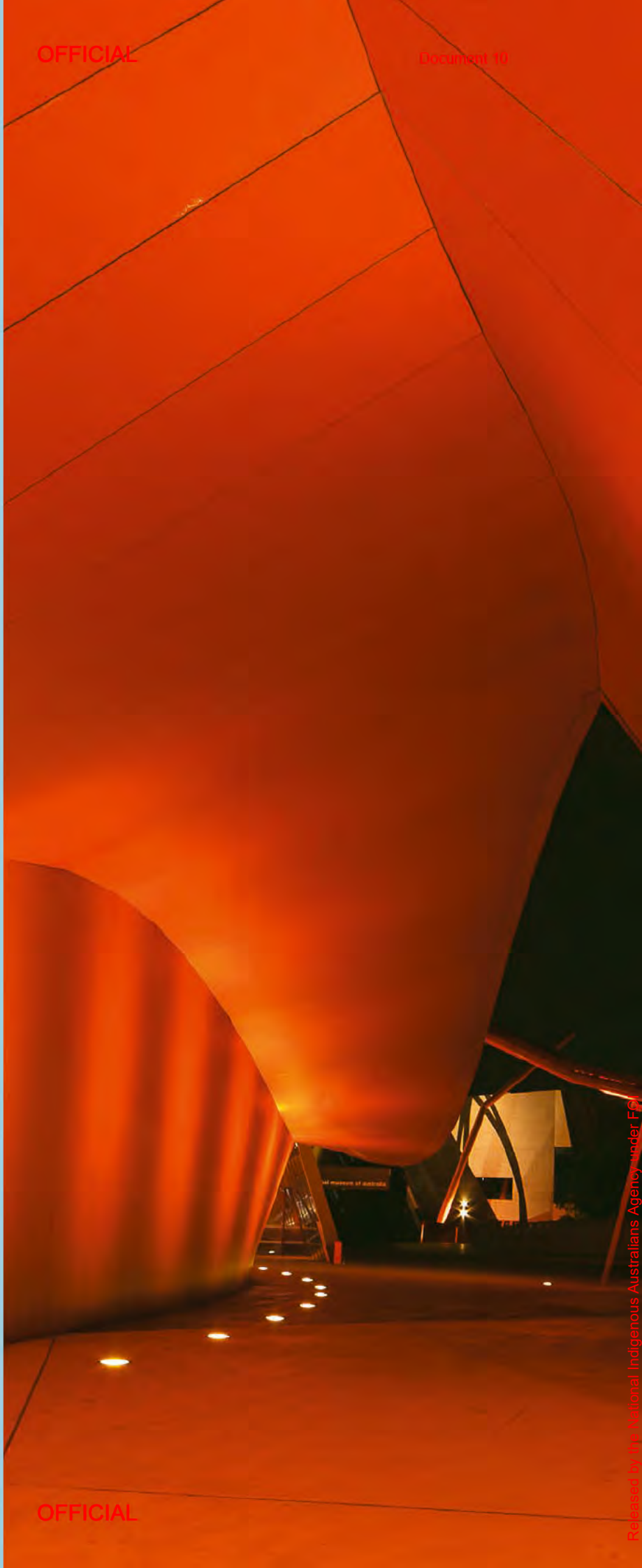
connect with us online



nma.gov.au

Free general entry. Fees apply to some tours, exhibitions and activities. Phone us on Freecall 1800 026 132 or contact us via email information@nma.gov.au

The National Museum of Australia is an Australian Government Agency
Images: Cover Paul Chapman, Chapman Images; page 1 Adam McGrath, Hcreations; page 2 Paul Chapman, Chapman Images; page 3 Broadbean Catering (inset), page 4 Richard Poulton Photography; page 9 Broadbean Catering (main), Fusion Photography (inset); page 10 Broadbean Catering; page 11 Richard Poulton Photography; page 12 Richard Poulton Photography (main). All other images ©National Museum of Australia.



From: s47F
To: [Social Policy Group - Coord](#)
Subject: FW: Food & Beverage Official Hospitality Application (Identifier: 3797) Finalised on NIAA Financial Management Compliance System [SEC=OFFICIAL]
Date: Thursday, 13 June 2024 2:29:25 PM

OFFICIAL

FYI

From: NIAA Financial Management Compliance System <notify@lighthouse.torque.software>
Sent: Thursday, 13 June 2024 1:49 PM
To: s47F @niaa.gov.au>
Subject: Food & Beverage Official Hospitality Application (Identifier: 3797) Finalised on NIAA Financial Management Compliance System

NIAA Financial Management Compliance System

Dear s47F

The Official Hospitality or Business Catering application you submitted (identifier: 3797) has been assigned the outcome: approved.

Alcohol approval, if requested, has been assigned the outcome: (not requested).

Credit Card Acquittal Instructions

When acquitting transactions relating to this event, please include the FMCS ID in the Expense8 transactions description, ie "ID-3797 – Catering for event [name]" in the description within Expense8.

This application is available for review at
<http://niaa.lighthouse.torque.software/OfficialHospitality.aspx?Id=3797>

This is a system generated email. Enquiries should be addressed to the Financial Governance team at FinancialGovernance@niaa.gov.au.



2024 Social Policy Group Gathering

Tuesday, 18 June 2023

Peninsula Room, National Museum of Australia

Time	Session	Lead
9:00am	Arrival and Check in Tea and Coffee available	SPG Executive Support
Past, Present, Future, Now		
9:10am	Welcome to Country [streamed]	s47F Traditional Custodian
9:25am	Welcome and Reflections [streamed]	Ali Jenkins Group Manager
10:00am	Social Policy Group Executive Panel [streamed] Slido 174 8900	Ali Jenkins Group Manager Andy Johnston Early Years & Education Priya Powell Families & Safety Simone Persson Housing & Infrastructure Yvonne Uren Health & Wellbeing
10:40am	Morning Tea (20mins)	
The Ripples and Threads of Our Story		
11:00am	Amplifying Intergenerational Wisdom to support young Indigenous women succeed in STEM [streamed]	Young Indigenous Women's STEM Academy
12:00pm	Ripples and Threads - Capability session	s47F
12:30pm	Lunch (60mins)	
Heart and Head Connection		
1:30pm	Fireside [streamed] Slido 174 8900	Julie-Ann Guivarra Deputy CEO Policy & Programs Rachael Jackson Chief Operating Officer
2:30pm	Heart and Head Connections	Ali Jenkins and Branch Managers
Afternoon tea will be served during this session		
4:00pm	Wrap Up	Ali Jenkins Group Manager
4:15pm	Close	

From: s47F
To: s47F
Cc: [Social Policy Group - Coord](#)
Subject: RE: [Dietary requirements] NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]
Date: Thursday, 13 June 2024 9:01:57 AM

Hi s47F

Thank you for sending this through.

With your final numbers due today, could you please confirm whether this is still 110?

I look forward to hearing from you shortly.

Warm regards,
s47F



s47F
 National Museum of Australia
 02 6208 s47F
 s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au>
Sent: Wednesday, June 12, 2024 5:04 PM
To: s47F @broadbeancatering.com.au>; s47F s47F @niaa.gov.au>
Cc: Social Policy Group - Coord s47E(d) @niaa.gov.au>
Subject: [Dietary requirements] NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Apologies for the late reply – we had a rush of last minute registration (nothing like a long weekend!). Below are the details of dietary requirements and we now have 110 people attending if you could please accommodate with the tables and catering

Thank you

s47F

Count of dietary requirements		Individual dietary requirements
Eggs allergy;	1	Fish allergy;
Fish allergy;	3	Fish allergy; Shellfish allergy ;Eggs allergy;
Gluten Intolerant or sensitive	1	Gluten Intolerant or sensitive ;
Gluten Intolerant or sensitive ;	2	Gluten Intolerant or sensitive ;Vegan;
Lactose Intolerant;	2	Lactose Intolerant;

Cc: s47F [redacted] <[redacted]@niaa.gov.au>; Social Policy Group - Coord
 s47E(d) [redacted] <[redacted]@niaa.gov.au>
 Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
 [SEC=OFFICIAL]

Hi s47F

We will deduct the deposit amount off the final invoice. Yes, our prices are GST inclusive.

Not sure what contract you are referring to as you have already completed our booking and form and paid your deposit. No need for any further documentation.

I look forward to receiving your dietary summary shortly.

Warm regards,
s47F



s47F [redacted]
 Event Coordinator
 National Museum of Australia
 02 6208 s47F [redacted]
 s47F [redacted]
 s47F [redacted] @broadbeancatering.com.au

From: s47F [redacted] <[redacted]@niaa.gov.au>
 Sent: Wednesday, June 12, 2024 10:19 AM
 To: s47F [redacted] <[redacted]@broadbeancatering.com.au>
 Cc: s47F [redacted] <[redacted]@niaa.gov.au>; Social Policy Group - Coord
 s47E(d) [redacted] <[redacted]@niaa.gov.au>
 Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
 [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Thanks for your email. I have updated your table below to reflect the deposit already paid. GST is included in the AV quote, is GST included in the conference package prices and additional sausage rolls. I can't see any reference in the paperwork stating if GST is included or not?

I am hoping to send through a contract to you this afternoon for all of the agreed arrangements and need to know if GST is additional for the catering portion to proceed.

	Quoted	Paid	Final invoice
Venue hire; National Museum of Australia – Peninsula Room	s47G [redacted]	\$1000 Deposit paid by Credit Card 24 May 2024 \$20 Credit Card	s47G [redacted]

	s47G	Fee	s47G
Audio visual; microphone, lectern, projector and screens		N/A	
Audio visual as quoted			
All day conference package 4; \$90pp			
Tailored morning tea (addition of sausage rolls); \$8pp			
Total, based on 100 guests:	\$ 13,851.80	\$1000.00	\$12,851.80

Thanks for your help.

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group
 National Indigenous Australians Agency (NIAA)
 p. 02 6152 s47F
 a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
 w. niaa.gov.au w. indigenous.gov.au

From: s47F <s47F@broadbeancatering.com.au>
Sent: Wednesday, 12 June 2024 9:27 AM
To: s47F <s47F@nma.gov.au>; s47F <s47F@niaa.gov.au>
Cc: s47F <s47F@niaa.gov.au>; Social Policy Group - Coord s47E(d) <[s47E\(d\)@niaa.gov.au](mailto:s47E(d)@niaa.gov.au)>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

Hi s47F

Thank you for sending this through.

Please see attached a copy of your draft event order. Everything in yellow we need to finalise. Please check this over and make sure it is accurate as this is what all staff, security and the kitchen operate from on the day. We need to make sure it is 100% finalised 1 week before your event. Please note that your final numbers are due tomorrow.

With your dietary summary due yesterday, it would be greatly appreciated if you could please provide this asap!

Please also see attached a draft floor plan. Please note that this floor plan is just to show rough placement, we always leave enough space for guests to relax comfortably in their seats while still leaving enough room for staff to clear. I have placed 5 panel chairs and a coffee table on your stage. We aren't able to set up/move furniture around during your conference, so if you would like some chairs removed during the day, you will need to do this yourselves.

Please see below a copy of your itemised quote based on 100 guests.

Social Policy Group Gathering

Tuesday 18th June 2024

Approx. 100 guests

	Quoted	Paid	Final invoice
Venue hire; National Museum of Australia – Peninsula Room	s47G	\$1000 paid by Credit Card 24 May 2024	s47G
Audio visual; microphone, lectern, projector and screens			
Audio visual as quoted			
All day conference package 4; \$90pp			
Tailored morning tea (addition of sausage rolls); \$8pp			
Total, based on 100 guests:	\$ 13,851.80		\$12,851.80

I will send through the final invoice of charges the week following your event.

I look forward to hearing from you shortly.

Warm regards,

s47F



s47F

Event Coordinator

National Museum of Australia

02 6208 s47F

s47F

s47F @broadbeancatering.com.au

From: s47F @nma.gov.au>

Sent: Tuesday, June 11, 2024 5:01 PM

To: s47F @niaa.gov.au>

Cc: s47F @niaa.gov.au>; Social Policy Group - Coord

s47E(d) @niaa.gov.au>; s47F @broadbeancatering.com.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

Hi s47F ,

Thank you for confirming. I've marked the AV Quote as accepted on our end. If anything changes, please let us know ASAP.

Kind regards,

s47F

AV Technician
Media Services
02 6208 s47F

OFFICIAL

From: s47F <[redacted]@niaa.gov.au>

Sent: Tuesday, June 11, 2024 4:54 PM

To: s47F <[redacted]@broadbeancatering.com.au>; s47F

s47F <[redacted]@nma.gov.au>

Cc: s47F <[redacted]@niaa.gov.au>; Social Policy Group - Coord

s47E(d) <[redacted]@niaa.gov.au>

Subject: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
[SEC=OFFICIAL]

OFFICIAL

Hi s47F and s47F,

Please find attached finalised Event form, and accepted quote for AV requirements.

We would like to go ahead with Package 4, with additional sausage rolls for morning tea.

I hope to provide a contract to you tomorrow for signature, and final numbers in the coming days.

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group

National Indigenous Australians Agency (NIAA)

p. 02 6152 s47F

a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601

w. niaa.gov.au w. indigenous.gov.au

From: s47F <[redacted]@broadbeancatering.com.au>

Sent: Tuesday, 11 June 2024 1:17 PM

To: s47F <[redacted]@niaa.gov.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
[SEC=OFFICIAL]

Hi s47F

It will be an additional \$8pp to add sausage rolls to package 4; however, please keep in mind this is the package that will be served on the 19th June.

It will be an additional \$10pp to swap the petit fours in package 2 to scones and sausage rolls.

Warm regards,

s47F



s47F

Event Coordinator

National Museum of Australia

02 6208 s47F

s47F

s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au>

Sent: Tuesday, June 11, 2024 12:33 PM

To: s47F @broadbeancatering.com.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

OFFICIAL

Hi s47F

A couple of questions,

Is it possible to add Sausage rolls to the morning tea if we go with Conference #4? What would be the additional cost?

Is it possible to change the morning tea in conference package #2 from Petit Fours to Scones and Sausage rolls?

Thanks for your help.

s47F

s47F | Executive Support Officer for Social Policy Group

National Indigenous Australians Agency (NIAA)

p. 02 6152 s47F

a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601

w. niaa.gov.au w. indigenous.gov.au

From: s47F @broadbeancatering.com.au>

Sent: Friday, 31 May 2024 10:06 AM

To: s47F @niaa.gov.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room [SEC=OFFICIAL]

Hi s47F

Thank you for letting me know. It would be great if we could please have these forms early next week.

Have a lovely day and I look forward to hearing from you soon.

Warm regards,

s47F



s47F
Event Coordinator

National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au>

Sent: Friday, May 31, 2024 9:55 AM

To: s47F @broadbeancatering.com.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room
[SEC=OFFICIAL]

OFFICIAL

Hi s47F

Sorry for the delay getting this back to you, I hope to get something to you next week.

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F @broadbeancatering.com.au>

Sent: Friday, 31 May 2024 9:07 AM

To: s47F @niaa.gov.au>

Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room

Hi s47F

Happy Friday!

Just following up again your event details form.

It would be greatly appreciated if you could please send this through as soon as possible.

I look forward to hearing from you shortly.

Warm regards,
s47F



s47F
Event Coordinator
National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @broadbeancatering.com.au
Sent: Tuesday, May 28, 2024 12:28 PM
To: s47F @niaa.gov.au; 'Bookings' <Bookings@nma.gov.au>
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room

Hi s47F

Was nice meeting you just now.

As promised, I have included @Bookings into this email who can help you with your tour enquiries.

Have a lovely afternoon and I look forward to receiving your event details form very soon.

Warm regards,
s47F



s47F
Event Coordinator
National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @broadbeancatering.com.au
Sent: Tuesday, May 28, 2024 9:29 AM
To: s47F @niaa.gov.au
Subject: RE: NIAA Social Policy Group Booking Confirmation | Tuesday 18 June | Peninsula Room

Hi s47F

Thank you, that is greatly appreciated.

I have just sent a calendar invite for 12pm today. Please let me know if you do not receive this.

Also just a reminder that the Peninsula Room is under maintenance so won't be the most aesthetic.

Warm regards,
s47F



s47F
Event Coordinator
National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au
Sent: Tuesday, May 28, 2024 9:12 AM
To: s47F @broadbeancatering.com.au
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

That works for us s47F, thanks
s47F

s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F @broadbeancatering.com.au
Sent: Tuesday, 28 May 2024 9:06 AM
To: s47F @niaa.gov.au; mediaservices@nma.gov.au
Cc: s47F @niaa.gov.au
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Hope you had a lovely weekend.

Any chance we could make it 12pm?

Warm regards,
s47F



s47F
Event Coordinator
National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au
Sent: Tuesday, May 28, 2024 9:01 AM
To: s47F @broadbeancatering.com.au; mediaservices@nma.gov.au

Cc: s47F [redacted] <[redacted]@niaa.gov.au>
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Hi s47F [redacted]

I know it is lunch time but is 12:30pm ok for today? We need to be back in Woden by 2pm for a meeting.

Kind regards
s47F [redacted]

s47F [redacted] | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F [redacted]
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F [redacted] <[redacted]@broadbeancatering.com.au>
Sent: Friday, 24 May 2024 3:50 PM
To: s47F [redacted] <[redacted]@niaa.gov.au>; mediaservices@nma.gov.au
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F [redacted]

Apologies for the double email.

I have just spoken with s47F [redacted] from AV who has advised you are still intending on coming to the Museum next Tuesday.

Could you please confirm this and what times may suit? I can then check availability for a site visit and send through a calendar invite.

I look forward to hearing from you soon.

Warm regards,
s47F [redacted]



s47F [redacted]
Event Coordinator
National Museum of Australia
02 6208 [redacted]
[redacted]@broadbeancatering.com.au

From: s47F [redacted] <[redacted]@broadbeancatering.com.au>
Sent: Friday, May 24, 2024 1:21 PM

To: s47F [redacted]@niaa.gov.au>; 'mediaservices@nma.gov.au'
<mediaservices@nma.gov.au>
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Thank you for completing our booking form. I have forwarded this on to the Museum to secure the date for you.

I have also processed your deposit and attached a receipt for your records.

Please find attached a copy of our event details form and menu. Could you please fill this out and return it to me as soon as possible

Please also note a few key dates in your diary:

Final menu choices are due one month prior to your event – **ASAP**

Final minimum numbers and any dietary requirements are due one week prior – **Tuesday 11th June**

Any increase to final numbers are due three business days prior to your event – **Thursday 13th June**

**A decrease from minimum numbers will not affect the final invoice*

If there is anything further I can help with please do not hesitate to ask; otherwise, I look forward to receiving your event details form shortly and working with you to ensure the success of your event.

Warm regards,
s47F



s47F
Event Coordinator
National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeachcatering.com.au

From: s47F [redacted]@broadbeachcatering.com.au>
Sent: Friday, May 24, 2024 11:19 AM
To: s47F [redacted]@niaa.gov.au>; 'mediaservices@nma.gov.au'
<mediaservices@nma.gov.au>
Subject: RE: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

That's great to hear, I look forward to working with you on your event.

The event booking form will be sent to you after this email by *Adobe Sign*. In order to secure the event with us, please electronically sign the booking form and provide details for a \$1,000 event

deposit. Once signed, a copy of the form will be sent directly to us and a copy provided to you.

Once we receive the booking form and deposit, I will send through an email to confirm your event and date with us along with a tax receipt. I will also send through key dates when we require information on menus, catering numbers, room set up and AV.

Happy for you to come visit; however; the Peninsula Room is under maintenance until the 11th June so we will only be able to view the space from the outside. I have included @mediaservices@nma.gov.au into this email who are able to assist with your AV enquiries in the meantime.

Please let me know if you would still like to book in a site visit.

I look forward to receiving your booking form and hearing from you soon.

Warm Regards,

s47F



s47F
Event Coordinator

National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au
Sent: Friday, May 24, 2024 10:30 AM
To: s47F @broadbeancatering.com.au
Cc: s47F @niaa.gov.au
Subject: Tuesday 18 June 2024 - Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Hi s47F

We would like to go ahead on Tuesday 18 June 2024. Are you available for us to come and take a look at the space and discuss AV requirements with you on Tuesday 28 May 2024?

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F @broadbeancatering.com.au
Sent: Tuesday, 21 May 2024 3:55 PM
To: s47F @niaa.gov.au

Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Thank you for letting me know.

The 18th June has become available but has high interest. It is a case of first in best dressed.

Please let me know if you would like me to send through our booking form.

I look forward to hearing from you shortly.

Warm regards,

s47F



s47F
Event Coordinator

National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au>
Sent: Tuesday, May 21, 2024 3:43 PM
To: s47F @broadbeancatering.com.au>
Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Thanks for all of the info. Unfortunately our date isn't flexible.

Kind regards

s47F

s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

From: s47F @broadbeancatering.com.au>
Sent: Monday, 20 May 2024 4:16 PM
To: s47F @niaa.gov.au>
Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Apologies for the double email.

Our Peninsula Room is also currently available on Monday the 17th that week.

Have a lovely evening and I look forward to hearing from you hopefully soon.

Warm regards,

s47F



s47F

Event Coordinator

National Museum of Australia

02 6208 s47F

s47F

s47F @broadbeancatering.com.au

From: s47F <@broadbeancatering.com.au>

Sent: Monday, May 20, 2024 3:23 PM

To: s47F <@niaa.gov.au>

Subject: RE: Social Policy Group Function [SEC=OFFICIAL]

Hi s47F

Thank you for allowing us the opportunity to present Broadbean Catering & Events at the National Museum of Australia for your proposed conference with us.

The Spaces

The National Museum of Australia has a variety of venue spaces available and I would be delighted to showcase these to you at a convenient time. For now, please see below and find attached venue spaces available, their capacities and pricing. Based on the information you have provided me, I suggest the *Peninsula Room* would be best suited to your event.

Peninsula Room - \$1,150 / day (\$850 / half-day rate)

- Seating up to 160 guests cabaret style or 250 theatre style
- Beautifully renovated space, including welcome registration area
- Naturally lit room right on the waters edge with impressive views over Lake Burley Griffin
- Access to an exclusive outdoor deck area and catering room
- AV support included; lectern and mic, PA sound system, projector screen, roving microphone, complimentary wifi and AV support (of complimentary inclusions) during set up. Additional AV requirements can be quoted upon request



Peninsula Room – views North/East over Lake Burley Griffin.

Our Availability

We have a tentative hold on Tuesday 18th June. I should know more about this in the coming days. Is your date flexible by any chance? We do have availability on Wednesday 19th June.

The Catering

Broadbean Catering has established itself as a sought after caterer with a reputation for delicious food and outstanding service. We are passionate about great food which is reflected in our innovative menus that focus on fresh, seasonal and locally sourced produce. Combined with our commitment to providing service of the highest standard, we promise to make your event special.

Please find attached our conference packages which can be tailored to suit your requirements where possible.

We would love the opportunity to present our venue spaces to you and discuss your requirements in person. Please don't hesitate to get in touch to arrange a site visit or if you have any other questions.

We would also love to learn how you came across our venue and services. Whether it be word of mouth/referral, Google search, repeat client, the NMA website, etc., it would be greatly appreciated if you could let us know how you came to find Broadbean Catering & Events.

I look forward to hearing from you.

Warm regards,

s47F



s47F
Event Coordinator
National Museum of Australia
02 6208 s47F
s47F
s47F @broadbeancatering.com.au

From: s47F @niaa.gov.au>
Sent: Monday, May 20, 2024 3:07 PM
To: info@broadbeancatering.com.au
Subject: Social Policy Group Function [SEC=OFFICIAL]

OFFICIAL

Good afternoon,

I am looking to secure a venue for a work conference on 18 June 2024 for approx. 120 people between 9am and 5pm including catering.

Can you please advise if I enquire about rooms through you or do I need to contact the Museum directly for availability?

Kind regards
s47F






s47F | Executive Support Officer for Social Policy Group
National Indigenous Australians Agency (NIAA)
p. 02 6152 s47F
a. Charles Perkins House 16 Bowes Place Phillip ACT 2606 | PO Box 2191 Canberra ACT 2601
w. niaa.gov.au w. indigenous.gov.au

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IMPORTANT: This message, and any attachments to it, contains information that is 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

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Catering and Venue requirements

Event Name	Social Policy Group Gathering		Event Date	Tuesday 18 June 2024	
Client Name	National Indigenous Australians Agency s47F		Client Mobile #	s47F	
Contact on the Day (if different from above)	s47F		Contact Mobile	s47F	
Approximate Guest Numbers	80	Estimate only. Final numbers due 1 week prior to the event	Location:	Peninsula Room	
Confirmed Guest Numbers	100				
Room Set-up Requirements					
Item	Note	Yes	No	Details	
Registration Table	Room is fitted with table	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Facilitator table		<input checked="" type="checkbox"/>	<input type="checkbox"/>	At the front or back of room? Front <input checked="" type="checkbox"/> Back <input type="checkbox"/>	
Panel Chairs	Panel Chairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quantity: 5	
	Couches (up to 3)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quantity: 3. Post Lunch, set up on stage	
	Stools (up to 5)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quantity: 0	
	Function Chairs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quantity: 5. Pre Lunch, set up on stage	
Flip Chart	Up to 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quantity: 0	
Whiteboards	up to 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Quantity: 0	
Other					
Banquet (up to 10 per table)	<input type="checkbox"/>		Additional tables can be hired for larger guest numbers (hire charges may apply) Tables set on one side of the Peninsula Room, we will set up the other side of the space with cocktail tables to balance out the room. Set with 7 chairs as standard per table, for larger events we increase this to 8 and similarly for smaller events we set with 6 per table.		
Theatre Style (up to 250 chairs)	<input type="checkbox"/>				
Long (up to 180pax)	<input type="checkbox"/>				
U-Shape (up to 35pax)	<input type="checkbox"/>				
Cabaret (6-8pax per table)	<input checked="" type="checkbox"/>				
Additional Set-up Requirements:					
Mini stage to be set up at the front of the room; Couches/chairs front of room to be set up with a mini table for water and glasses. Additional water jug and glasses to be set up on facilitator table to swap in and out for guest speakers Boxes of tissues and hand sanitiser stands to be set up around the room					
Audio Visual Requirements <i>included in venue hire</i>					
Item	Note	Yes	No	Details	
Lectern & lectern microphone		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Hand-held microphone		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quantity: 3	
AUX cord / iPod for background music		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Projectors and screens	Room fitted with 2 screens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quantity: 2	
Laptop	BYO Laptop (HDMI connection)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
	Museum laptop hire	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Additional AV required?	For additional AV requirements, your event coordinator will put	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See attached	

OFFICIAL

		you in contact with the AV team (mediaservices@nma.gov.au)				
Event Timings		Menu Selection <i>please see menu package for options</i>				
Client Arrival (for setup) Additional costs may apply for arrival before 8.00am	08:00	Item	Yes	No	Detail	Comments
		Breakfast buffet	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
		Beverage Options	<input type="checkbox"/>	<input type="checkbox"/>	On arrival	
Guest Arrival	09:00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Continual	Per conference package
		Morning tea only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
Morning Tea	10:30					
		Lunch only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
Lunch	12:30					
		Afternoon tea only	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	
Afternoon Tea	15:00	All day conference package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input checked="" type="checkbox"/>	Include Sausage Rolls for Morning Tea for additional cost of XXX
Departure Venue hire is <i>strictly</i> until 5.00pm.	17:00	Post-Conference Networking Cocktail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, please specify which package:	
Please provide your event sheet/running order (if applicable)						
Event Providers		Yes <input type="checkbox"/>			No <input checked="" type="checkbox"/>	
If yes, please provide contact details for any providers who will be delivering items and/or setting up for your event on the day.						
Company:						
Contact Name:						
Contact phone number:						
Email:						
Company:						
Contact Name:						
Contact phone number:						
Email:						
Company:						
Contact Name:						
Contact phone number:						
Email:						
Please note: All items must be collected by providers at the conclusion of the event. Items left overnight may be disposed of due to limited storage space.						

AV Requirements

Item	Qty	Price	Days	Surcharge	Total
Included with room					
Lectern & Microphone	1	s47G		0.00	s47G
Wireless Handheld Microphone	1			0.00	
Projectors and Screens	2			0.00	
BYO Laptop for Presentation	1			0.00	
3.5mm Jack for Audio Input	1			0.00	
Included with room Subtotal			\$0.00		
Audio					
Allen & Heath SQ-5 Audio Mixer	1	s47G		0.00	s47G
Shure SM58 Wireless Handheld Mic	3			0.00	
Audio Subtotal			\$600.00		
Streaming					
<i>Based on a standard "2-way" stream using NMA laptop</i>					
Panasonic HD SDI Robotic Camera	2	s47G		0.00	s47G
Panasonic AW-RP60 Remote Camera Controller - IP Camera control (accessory)	1			0.00	
Roland V-160HD Streaming Mixer	1			0.00	
Nitro Laptop	1			0.00	
Streaming Subtotal			\$790.00		
Staging					
Megadeck 2.4M x 1.2M Stage Piece	4	s47G		0.00	s47G
300mm Stage Leg (accessory)	24			0.00	
Megadeck Steps, 300mm	2			0.00	
Staging Subtotal			\$280.00		
Power					
240V 6-Way Powerboard	6	s47G		0.00	s47G
<i>Spread around the room</i>					
240V 4-Way Powerboard	1			0.00	
Power Subtotal			\$33.00		
Crew					
AV Setup Technician	1	s47G			s47G
AV Technical Operator	1				
	1				
			\$935.00		AV Take Down Technician

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Item	Qty	Price	Days	Surcharge	Total
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Crew Subtotal

				Rental Charge Total	\$1,703.00
				Service Charge Total	\$935.00
				Subtotal	\$2,638.00
				G.S.T.	\$263.80
				Grand Total	\$2,901.80

OFFICIAL

BROADBEAN
CATERING & EVENTS

A.B.N.: 32 167 766 332
 PO Box 4547 KINGSTON, ACT 2604
 PH: 02. 6208 5179
 E: accounts@broadbeancatering.com.au

Tax Invoice

National Indigenous Australians Agency

Invoice No: 5518
 Date: 24/06/24

QUANTITY	DESCRIPTION	UNIT PRICE (inc-GST)	TOTAL PRICE (inc-GST)
	Social Policy Group Gathering - Tuesday 18th June 2024		
1	Venue hire, National Museum of Australia - Peninsula Room		s47G
1	Audio visual as quoted		
110	All day conference package 4		
110	Tailored morning tea (addition of sausage rolls)		
-1	Deposit received with thanks		

Payment Terms

Deposits

To be paid within ten business days from date of invoice.

Final Payments

Corporate & Government - ten business days from date of invoice.
 Private - five business days prior to the event.

Subtotal:	\$13,831.80
GST:	\$1,257.44
Total (inc-GST):	\$13,831.80
Paid to Date:	\$13,831.80
Balance Due:	\$0.00

How to Pay

by credit card

We accept VISA or MASTERCARD
 phone: 02. 62085179
 email: accounts@broadbeancatering.com.au
 Please note there is a 2% surcharge for all credit card purchases.

by direct deposit

Bank: s47G
 BSB: s47G
 Acc No.: s47G
 Ref: quote invoice number

Invoice No: 5518

Amount Due: \$0.00

Time	Session	Lead	Lauren	Venue	Exec Support
8:00	Bump in	s22			
	Registration table	s22			Name tags
	Table papers	s22			Print outs
	Technology	s22		Playlist	Vanilla laptop
	Stage	NMA		5 x chairs on stage	
9:00	Arrival and Check in	SPG Executive Support			
Past, Present, Future, Now					
9:08	Encourage to take seats	s22	Reminder about table arrangements	Lectern	Welcome virtual
9:10	Welcome, housekeeping	s22		Lectern	
9:15	Acknowledge of Country	Ali	Introduce??	Stream Lectern	Script
	Welcome to Country	s22		Stream Lectern	
9:30	Today's Objectives	Ali		Stream Projector Lectern	Script Slide deck
9:45	Social Policy Group Executive Panel	Ali, Andy, Priya, Simone, Yvonne	Slido 174 8900	Stream Lectern 3 x hand-held microphones	iPad??
10:15	Catering	NMA		Set up catering in catering room	
	Thank you and housekeeping – back at seats and online	s22			
10:30	Morning Tea			Playlist	
The Ripples and Threads of Our Story					
10:45	Test connection with Academy	s22			Vanilla laptop
	Material distribution	Teamies			
10:50	Encourage to take seats	s22		Lectern	
10:55	Introduce the Academy	s22		Stream Lectern	
11:00	Amplifying Intergenerational Wisdom to support young Indigenous women succeed in STEM	Young Indigenous Women's STEM Academy	Questions from Slido & the floor	Stream Lectern 3x hand held mics	Vanilla laptop Mics for questions in the room
	Thank you and housekeeping – back online at 1:30	Lauren			
11:45	Ripples and Threads - Capability session	Gathering Working Group			
12:15	Catering	NMA		Set up catering in catering room	

Time	Session	Lead	Lauren	Venue	Exec Support
12:25	Thank you and housekeeping - back at seats as a Branch by 1:30				
12:30	Lunch			Playlist	
Heart and Head Connection					
1:25	Encourage to take seats, introduce session	Lauren		Lectern	
1:30	Fireside	Julie-Ann, Rachael	Slido 174 8900	Stream Lectern 3x hand held mics	Mics for questions in the room
2:30	Thank you and introduce session – say good to virtual attendees	s22			
2:30	Group Activity as Branches	Gathering Working Group			
3:00	Afternoon tea will be served during this session			Set up catering in catering room	
4:00	Wrap Up	Ali/s22	tbc		
4:15	Close				

Simple Procurement Plan – Social Policy Group Gathering – 18 June 2024

PROCUREMENT BACKGROUND AND JUSTIFICATION

Drafting Note: Provide the Delegate with sufficient information so they can make an informed decision. Provide details of what the procurement is for and why it is needed.

This workshop starts the framing for the new financial year and 2024 Budget, and will continue to build a safe environment for practical connection and care as the focus. With staff spread across Australia, this recall gives out posted staff an opportunity to connect with Canberra based staff. It will be supported by ongoing SES commitment and support.

ESTIMATED PROCUREMENT TIMETABLE

Distribution of Approach to Market to Suppliers: 17/05/2024

Closing Date for Responses: 27/05/2024

Response Evaluation Completed: 28/05/2024

Contract Start Date: 18/06/2024

Contract End Date: 18/06/2024

Maximum Extension Option: 19/08/2024 (1 x 2 month extension)

ESTIMATE OF COSTS

The estimated expenditure for the initial contract term is \$20,000 inclusive of GST. The potential maximum contract value including options, extensions or renewals is \$ 20,000 inclusive of GST.

Financial Year	Current	Next FY 1*	Next FY 2*	Other
Proposed Expenditure	\$20,000	\$Enter Amount	\$Enter Amount	\$Enter Amount

Any expenditure will be funded from Cost Centre: 04P

CONSULTANCY SERVICES

Non-corporate Commonwealth entities are required to identify on AusTender whether contracts are for the procurement of consultancy services. Guidance to assist in distinguishing between a consultancy and a non-consultancy contract is provided under the Commonwealth's Procurement Framework at:

<https://www.finance.gov.au/government/procurement/buying-australian-government/additional-reporting-consultancies>

Select the procurement method by clicking in the relevant check boxes.

Based on the published guidance, the proposed arrangement is:

not a consultancy for reporting purposes.

Or

is a consultancy for reporting purposes. Under the contract:

- a. the services involve the development of an intellectual output that assists with agency decision making;
- b. the intellectual output will reflect the independent views of the service provider; and

- c. the intellectual output is the sole or majority element of the contract in terms of relative value and importance.

Please refer to the [NIAA Financial Delegations – Note 2](#) (page 15) for further COO and/or CEO approval process regarding Consultancies.

INDIGENOUS PROCUREMENT POLICY

The [Indigenous Procurement Policy \(IPP\)](#) provides Indigenous Australians with more opportunities to participate in the economy. The policy is intended to significantly increase the Commonwealth’s rate of purchasing from Indigenous enterprises by giving Indigenous SMEs greater access to the most relevant Commonwealth contract opportunities. The IPP includes a mandatory set-aside that gives Indigenous SMEs the chance to demonstrate value for money first, before the procuring officer makes a general approach to the market.

This mandatory set-aside applies to all Remote Procurements and all other domestic procurements where the estimated value of the procurement is from \$80,000 to \$200,000 (GST inclusive), excluding procurements to which paragraph 2.6 and 10.3 of the CPRs apply, procurements through a Whole-of-Government arrangement or departmental panel arrangement that is specified as an exclusive purchasing agreement, and procurements where the purchase is made using an exemption to Appendix A of the CPRs.

This proposed procurement is not between \$80,000 and \$200,000 and is not being delivered in a remote area.

In accordance with the Indigenous Procurement Policy, Indigenous Business Direct was searched and no Indigenous Supplier(s) potentially available to provide the requirement were identified. See attached printout of database search conducted on [Click here to enter a date](#).

In accordance with the Indigenous Procurement Policy, Indigenous Business Direct was searched and identified Indigenous Supplier(s) potentially available to provide the requirement. See attached printout of database search conducted on [Click here to enter a date](#).

PROCUREMENT METHOD

Select the procurement method by clicking in the relevant check boxes.

- Open Tender**
 - Request for tender via AusTender
 - Standing offer (panel) - Enter Standing Offer Notice (SON) number

- Limited Tender**
Involves approaching one or more potential suppliers to make submissions when the process is not subject to the requirements for an Open tender
 - Valued under \$80,000 (Inclusive GST)
 - Valued at or above \$80,000 (Including GST) and meets a [Condition](#) for Limited Tender under paragraph 10.3(a-h) of the CPRs, or an [Exemption](#) from Division 2 under Appendix A of the CPRs.

[Click here to enter the Limited Tender Condition 10.3\(a-h\) or Exemption 1-17 and supporting justification](#)

The following supplier(s) will be approached:

Supplier Name
QT Canberra, National Museum, National Gallery, Eagle Hawk Resort, Thoroughbred Park, The Marion, Realm, Vibe, and Hotel Kurrajong

If no suitable responses are received, this Procurement Plan will be reassessed and an alternative process will be considered.

STAKEHOLDER CONSULTATION

RISK ENGAGEMENT

The procurement risk has been assessed and the assessment is provided as an **attachment**. Risks will continue to be monitored and reported as appropriate.

DOCUMENT DISTRIBUTION AND RECEIPT

The Panel documentation will be distributed by email, and responses will be received via email.

EVALUATION

The Evaluation Team will review responses to determine the best value for money outcome for the Commonwealth. The CCS Commonwealth ATM Terms clause A.B.12 (Evaluation) states the criteria for evaluation will encompass the:

- i. extent to which the Potential Supplier's Response meets the Customer's requirement set out in the ATM;
- ii. Potential Supplier's proven capacity to provide the requirement; and
- iii. total costs to be incurred by the Customer.

The Evaluation Team possess the necessary mix of technical/subject matter skills to effectively assess the submission. An evaluation report or value for money assessment will be provided to the appropriate delegate.

The proposed Evaluation Team is as follows:

Name	Position Title	Division/Company	Role
s47F		Social Policy Group	Chair

CONTACT OFFICER

Contact Name	Position Title	Division/Branch	Contact Phone
s47F	Executive Support Officer	Social Policy Group	s47F

DELEGATE APPROVAL

Signature:

s47F

Ali Jenkins - Group Manager

Social Policy Group

Date: 28/05/2024

ATTACHMENT/S:

Drafting Note: Delete the reference to the attachment for the search on Indigenous Business Direct if not applicable.

- Search of Indigenous Direct of suppliers
- Risk Assessment

s47F

From: s47F
Sent: Thursday, 23 May 2024 9:47 AM
To: s47F
Subject: Venues [SEC=OFFICIAL]

OFFICIAL

Hey, I think we go with either Museum or QT. I am leaning towards QT, do you have a preference? I want to get it booked in and secured asap.

I have started the procurement plan, but need some words for the procurement background and justification. Please feel free to send me something.

s47F

Venues

Wednesday, 7 September 2022
4:38 PM

Venue	Includes	Prices	Estimated Total	Comments
QT Canberra - Canberra City	QT Eureka Room - Cabaret Day Delegate Package: Includes tea & coffee, fresh juice, mints, notepads, pens, whiteboard, flip chart, Wi-Fi. Lectern & stage	s47G	\$11,040	Negotiate an arrival snack? Parking available but expensive, lots of public transport options
National Museum	<i>Peninsula Room - \$1,150 / day (\$850 / half-day rate)</i> <ul style="list-style-type: none"> Seating up to 160 guests cabaret style or 250 theatre style Beautifully renovated space, including welcome registration area Naturally lit room right on the waters edge with impressive views over Lake Burley Griffin Access to an exclusive outdoor deck area and catering room 		\$10,990	AV wise, I don't think we need more than the complimentary inclusions do you?

	<ul style="list-style-type: none"> AV support included; lectern and mic, PA sound system, projector screen, roving microphone, complimentary wifi and AV support (of complimentary inclusions) during set up. Additional AV requirements can be quoted upon request 			<p>Negotiate an arrival snack or buses?</p> <p>Paid parking</p> <p>Some public transport options.</p>
National Gallery - Gandel Hall	<p>Venue Hire: \$4,000.00 (based on 0700 – 1700 venue access, inclusive of a minimum 2 hr bump in and 1 hr bump out)</p> <p>Minimum Spend: \$10,000.00 on food and beverage. Please note that venue hire, AV and third-party costs do not apply to the minimum food and beverage spend</p> <p>Arrival tea, coffee, juice and biscotti</p> <p>Morning Tea inclusive of 2 items</p> <p>Lunch including 3 sandwiches, 3 hot dishes, antipasto or salads, 1 sweet item</p> <p>Afternoon Tea inclusive of 2 items</p> <p>Tea, Coffee, juice and water refreshed each service</p>	s47G	\$14,320 + Audio	Most expensive, additional cost for AV is billed by contractor company
EagleHawk Resort	Awaiting response			
Thoroughbred Park	<p>Rich Reward Room - \$700 or Silks Room - \$900</p> <p>Tables & Linen included.</p>	<p>Venue: s47G</p> <p>AV: Lectern, hand held microphones, cables</p> <p>approx: s47G</p> <p>Menu is difficult to estimate, no conference packages just menu items to select from</p> <p>Approx \$50 per person for lunch - s47G</p> <p>No coffee/Tea packages, and would need to select shared platters for</p>	<p>Approx \$7920 no drinks package.</p>	Free parking

Audio Visual

- Digital Lectern with fixed Microphone - s47G
- Non-digital Lectern - s47G
- Hand-held Microphone x1 - s47G
- Hand-held Microphone x1 - s47G
- Mounted TV's - s47G (Silks - set of 3, Rich Reward Room 1)
- Portable 75" TV's - s47G
- Stage - s47G per piece, minimum 2 pieces
- Sound System - in-built s47G or portable s47G
- Big Screen on the Track - s47G
- Additional cables/extension cords s47G each
- Whiteboard with Markers s47G
- Light up Track - s47G
- Remote Presenter Slide Advance s47G
- WiFi - s47G per day

morning and afternoon
tea - Approx s47G

The Marion			No availability in room of appropriate size
Realm			No availability 18 June
Vibe			No availability 18 June
Kurrajong			No availability 18 June (by phone)