



# Value for Money assessment for 2024 Inaugural Aboriginal and Torres Strait Islander Forum Audio Visual

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

## BACKGROUND

- Describe what goods/services you are procuring.
- Describe at a high level the key deliverables/reports/outputs/recommendations for this procurement
- Detail how the outputs will assist your business area achieve its desired objectives/outcomes
- Were any other procurement alternatives considered? (e.g. utilising existing Departmental resources).

The NIAA Workforce Capability team have engaged 59 Cameron Ave to host the 2024 Inaugural Aboriginal and Torres Strait Islander Forum event.

The team approached a number of venues and 59 Cameron Ave provided a reasonable quote and had availability over the chosen delivery dates of 19 and 20 June 2024.

59 Cameron Ave provides a range of services including room hire, catering and audio visual supports that are all necessities for the Forum delivery.

## CONTRACT TERM

Initial Contract Term	Start date: 19 June 2024	End date: 20 June 2024
Extension Options	NIL	

## CONTRACT VALUE

The Delegate will be approving the **initial contract value** in accordance with Section 23.3 of the PGPA Act.

A separate approval is required for each extension option/variation that is undertaken and when value for money is reassessed.

The initial value of this procurement is **\$20,806.50 (GST inclusive)**.

Financial Year	Current	Next FY 1*	Next FY 2*	Other
Proposed Expenditure	\$20,806.50	\$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 – Select Administered or Departmental /240/12471/000

➔ Visit the [Corporate Services Finance page](#) - under the **Managing Accounts** heading click on 'Chart of Accounts' and 'Cost centre listing' to obtain cost centre, natural account, and project codes. Confirm the codes are correct through your [Departmental Finance Business Partner](#).

## ESTIMATED WHOLE-OF-LIFE VALUE

Taking into consideration whole-of-life costs (extension options, additional features (within the original scope), maintenance etc.) the **total whole-of-life** value of the procurement is estimated at:

**\$20,806.50 (GST Inclusive)**

*Note: the Delegate is not approving this amount. This gives the Delegate an indication of the whole-of-life cost. A separate approval is required for each extension option/variation that is undertaken and when value for money is reassessed.*

## INDIGENOUS PROCUREMENT POLICY (IPP)

It is a requirement under the [Indigenous Procurement Policy](#) Mandatory Set-Aside (IPP MSA) that Departments look first to Indigenous business for all procurements:

- Delivered in Remote Areas regardless of value (check the [RIPP Map](#)); and/or
- With an estimated whole-of-life cost between \$80,000 and \$200,000 (GST inclusive)  
*Note: whole-of-life cost = the initial value and any extension option/s*

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

- This procurement is within the IPP MSA; therefore, the IPP **does** apply to this procurement. The following action was taken to comply:
- Enter information as to how the procurement approach has complied with the requirements of the IPP.*
- This procurement is **not** within the IPP MSA; therefore, the IPP **does not** apply to this procurement.

## 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*

## 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/publications/resource-management-guides/procurement-publishing-and-reporting-obligations-rmg-423>

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

## HOW WAS VALUE FOR MONEY ACHIEVED?

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:

Question	Detail
How did you approach the market? <i>I.e. Open Tender, Limited Tender.</i>	Elite Event Technologies is the preferred provider for the host venue
How many suppliers, who did you approach, what is their country of tax residency and why were these providers chosen? <i>Note - for all procurement activities \$200,000 (GST inclusive) or more potential suppliers are required to provide their <a href="#">country of tax residency</a> in their quote.</i>	The provider was approached as the preferred venue supplier of Audio Visual supports. The provider had availability, capability to accommodate the supports in multiple rooms, reasonable pricing and is a trusted provider.
Who is the preferred Supplier name and ABN?	Elite Event Technologies
Outline the key strengths in the preferred supplier's submission that demonstrated their capacity to deliver the services.	Reasonable value, inclusions, service delivery, availability and capability of providing supports in multiple rooms.
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?	Pricing provided by the chosen supplier was in line with median rates.
What will be the overall benefit to the business area and the department when the goods or services are delivered?	How we work together as individuals and teams is critical to our Agency, especially as we work to implement some big change. Our Aboriginal and Torres Strait Islander cohort play an integral role in the success of the Agency and building a strong culture within our Aboriginal and Torres Strait Islander team is vital to ensure cohesive teams that are engaged, empowered, passionate and committed to being part of a legacy of change.

## RISK RATING

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

## OTHER REQUIREMENTS

	Yes / No / Not Applicable	Please provide further detail
Does the procurement involve a <a href="#">Contingent Liability</a> ?	No	If 'Yes', provide details

	Yes / No / Not Applicable	Please provide further detail
Has the procurement been assessed as a <a href="#">Consultancy</a> ?	Not a consultancy	If 'Yes', provide details <a href="#">Click here to enter text.</a>
Does the Contract contain <a href="#">Confidentiality Provisions</a> ?	No	If 'Yes', provide details of reasons for agreeing to keep the information confidential <a href="#">Click here to enter text.</a>

## AUSTENDER INFORMATION

Is this contract to be reported on AusTender:	Yes
If Yes, provide <a href="#">AusTender UNSPSC</a>	90110000
If Yes, please provide <a href="#">AusTender Description</a>	Venue Hire

## 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).

# NIAA - Simple Risk Assessment for 2024 Inaugural Aboriginal and Torres Strait Islander Forum Audio Visual Provider

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 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>
<b>Strategic risk factors</b>			
The procurement will impact negatively on the reputation of NIAA of the Commonwealth government.	<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	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 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
Other N/A	<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
<b>Procurement planning risks</b>			
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 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>
The timeframes to conduct the procurement are impractical.	<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
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
Other N/A	<input type="checkbox"/> Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain	<input type="checkbox"/> Insignificant <input type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
<b>Approaching the market and evaluation</b>			
The evaluation will not be transparent and defensible.	<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
The proposed goods/services do not meet the specified requirements	<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
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
Other N/A	<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
<b>Contract management</b>			
Potential for goods/services to introduce health and safety risks to the workplace.	<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
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 type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Minor
There is potential for poor supplier performance.	<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>
The execution of the contract fails to deliver value for money for the agency	<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	Minor
The supplier has modern slavery in their supply chain for key service categories:  - Constructions - Textiles - Cleaning and security services - ICT hardware - Investments	<input checked="" type="checkbox"/> Rare <input 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	Low
Other N/A	<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 APPETITE AND TOLERANCE**

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.

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.

Minor or low risks are acceptable to the Agency but must be monitored to ensure that the risk does not change.

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.

**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 procurement has been assessed as low risk due to the successful history with the chosen provider.



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

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

QUOTE CREATED  
17 May 2024 - 08:33



**QUOTATION #QU015804**

**CLIENT** National Indigenous Australians Agency - NIAA  
**ADDRESS** Charles Perkins House 16 Bowes Place Phillip ACT 2606  
**CONTACT** s47F  
**EMAIL** s47F@niaa.gov.au  
**PHONE** s47F  
**MOBILE**  
**EVENT** Wed, 19 Jun 2024 to Thu, 20 Jun 2024

Elite Event Technology  
PO BOX 91  
JERRABOMBERRA NSW 2619

ABN 45 141 577 880

**PREPARED BY**

s47F  
02 6260 2311  
s47F@eetechnology.com.au

**NIAA First Nations Forum - 59 Cameraon Ave**

300 PAX  
1200-1700 DAY 01  
0900-1700 DAY 02

		DELIVERY ADDRESS
<b>IN USE</b>	19/06/2024 12:00 to 20/06/2024 17:00	59 Cameron Ave Conference & Event Centre Level 11/59 Cameron Ave Belconnen ACT 2617

<b>EQUIPMENT RENTAL</b>	s47G	<b>SUB TOTAL</b>	\$18,915.00
<b>SALE</b>	s47G	<b>GST</b>	\$1,891.50
<b>LABOUR AND OTHER SERVICES</b>	s47G	<b>EVENT TOTAL</b>	\$20,806.50

ITEM	QTY	DAY(S)	PRICE	TOTAL
<b>INSTALLED AUDIO EQUIPMENT</b>				
In-House Audio - VENUE SUPPLIED	3	2		
<b>INSTALLED AUDIO EQUIPMENT TOTAL</b>				<b>\$0.00</b>

<b>INSTALLED SCREEN AND PROJECTOR</b>				
In-House Screen & Projector - VENUE SUPPLIED	3	2		
<b>INSTALLED SCREEN AND PROJECTOR TOTAL</b>				<b>\$0.00</b>

**GALAMBARY - PLENARY**

Allen & Heath ZED14 6 Mono + 4 Stereo Channel Mixing Console	1	2	s47G	
Audio Technica U857QL Lectern Microphone	1	2		
Lectern Australia AL1800D Chancellor Lectern - Black	1	2		
Wireless Handheld Microphone System - SHURE	3	2		
Roland VR-50HD Multi Format AV Mixer / Scaler	1	2		
<i>Acer KA251Q 24.5" Full HD LED LCD Monitor</i>	1	2		
Dell Latitude 5531 Laptop <i>- Presentation Laptops - Main &amp; Backup, Set at AV Desk &amp; Videoconference</i>	3	2		
DSAN Perfect Cue <i>- Dual Laptop Control, Presenter Clicker/Laser Pointer</i>	1	2		
Marshall CV730-NDI 4K60 PTZ Camera <i>- Camera Shot of Presenters on Stage</i>	1	2		
<i>K&amp;M Round Base Speaker Stand</i>	1	2		
Netgear Nighthawk 4G Wireless Mobile Router - Telstra	1	2		
<b>GALAMBARY - PLENARY TOTAL</b>				<b>\$3,960.00</b>

**GINNINDERRA - BREAKOUT**

Allen & Heath ZED14 6 Mono + 4 Stereo Channel Mixing Console	1	2	s47G
Audio Technica U857QL Lectern Microphone	1	2	
Lectern Australia AL1800D Chancellor Lectern - Black	1	2	
Wireless Handheld Microphone System - SHURE	3	2	
Roland VR-50HD Multi Format AV Mixer / Scaler	1	2	

ITEM	QTY	DAY(S)	PRICE	TOTAL
<i>Acer KA251Q 24.5" Full HD LED LCD Monitor</i>	1	2	<b>s47G</b>	
Dell Latitude 5531 Laptop <i>- Presentation Laptops - Main &amp; Backup, Set at AV Desk &amp; Videoconference</i>	3	2		
DSAN Perfect Cue <i>- Dual Laptop Control, Presenter Clicker/Laser Pointer</i>	1	2		
Marshall CV730-NDI 4K60 PTZ Camera <i>- Camera Shot of Presenters on Stage</i>	1	2		
<i>K&amp;M Round Base Speaker Stand</i>	1	2		
Netgear Nighthawk 4G Wireless Mobile Router - Telstra	1	2		
<b>GINNINDERRA - BREAKOUT TOTAL</b>				<b>\$3,960.00</b>

BRINDABELLA - BREAKOUT

Allen & Heath ZED14 6 Mono + 4 Stereo Channel Mixing Console	1	2	<b>s47G</b>	
Audio Technica U857QL Lectern Microphone	1	2		
Lectern Australia AL1800D Chancellor Lectern - Black	1	2		
Wireless Handheld Microphone System - SHURE	3	2		
Roland VR-50HD Multi Format AV Mixer / Scaler	1	2		
<i>Acer KA251Q 24.5" Full HD LED LCD Monitor</i>	1	2		
Dell Latitude 5531 Laptop <i>- Presentation Laptops - Main &amp; Backup, Set at AV Desk &amp; Videoconference</i>	3	2		
DSAN Perfect Cue <i>- Dual Laptop Control, Presenter Clicker/Laser Pointer</i>	1	2		
Marshall CV730-NDI 4K60 PTZ Camera <i>- Camera Shot of Presenters on Stage</i>	1	2		
<i>K&amp;M Round Base Speaker Stand</i>	1	2		
Netgear Nighthawk 4G Wireless Mobile Router - Telstra	1	2		
<b>BRINDABELLA - BREAKOUT TOTAL</b>				<b>\$3,960.00</b>

LABOUR & OTHER SERVICES

AV Technician <i>- Load in, Set up</i>	4	4 Hours	<b>s47G</b>	
AV Operator <i>- AV Show Tech, Standby &amp; Operate 1030-1700 DAY 01 - 1 Tech in Each Room</i>	3	7 Hours		

ITEM	QTY	DAY(S)	PRICE	TOTAL
AV Operator - AV Show Tech, Standby & Operate 0730-1700 DAY 02 - 1 Tech in Each Room	3	10 Hours	<b>s47G</b>	
AV Technician - Pack down, Load out	4	4 Hours		
3T Vehicle Delivery & Pickup - CBR Region	1	1		
LEVEL 3 Consumables (Batteries, Gaff Tape, etc)	1	1		
<b>LABOUR &amp; OTHER SERVICES TOTAL</b>				<b>\$7,035.00</b>

Thank you for contacting Elite Event Technology



**TERMS AND CONDITIONS:**

- The Supplier referred to in this document is *Elite Event Technology*
- The Client noted above acknowledges that upon signing this Agreement, it agrees to the terms and conditions listed in this Agreement.
- The Supplier shall supply the goods and services detailed in the Supplier's written or verbal quotation or tender submitted to the Client as per the details given by the Client unless directed by the Client to supply a variation – this variation may be subject to additional charges upon confirmation.
- The Client agrees to pay all additional costs for any equipment and/or services not outlined in the Supplier's original quotation should the Client request or require these additional goods and/or services
- The Supplier shall supply all equipment, personnel and services quoted whilst reserving the right to substitute personnel and/or equipment with that of an equal or better standard should the need arise.
- The Client is responsible for all equipment in their care and will be charged a fee for all costs incurred due to the repair or replacement of damaged or missing equipment upon return of the equipment
- The Client *must* provide evidence of any insurance required where the Supplier's equipment is being used. The Client is responsible for any insurance excess or replacement costs which are incurred by the Supplier due to malicious or deliberate damage caused to the Supplier's equipment and/or personnel whilst working on the Client's production event
- The Client is responsible for public liability insurance on any premises which the Supplier is contracted to work within as well as any necessary security to ensure a safe working environment for the Supplier's equipment and/or personnel
- The Supplier is not responsible for any damage to property and/or harm to persons due to the Client's mis-use or negligence in the use of the Supplier's equipment.
- The Client shall supply all necessary technical physical and safety related requests requested by the Supplier in order to complete the production/event to a satisfactory level
- The Supplier shall be entitled to the following cancellation fees:

**Labour**

- 6 > days' notice            no charge
- 2-5 days' notice            \$150 00
- < 24 hours' notice        full fee payable

**Equipment and/or Complete Production Services**

- 14 > days' notice            no charge
- 7-14 days' notice            25% of total fee
- 2-7 days' notice            50% of total fee
- < 24 hours' notice        full fee payable
- All services provided by the Supplier within **Canberra Southern Cross Club** facilities will be invoiced to the Client by Canberra Southern Cross Club.
- In signing this Agreement the Client agrees to pay for equipment and/or services provided by the Supplier to Canberra Southern Cross Club within Canberra Southern Cross Club's standard trading terms of **payment within 7 days' notice of invoice**.
- The Supplier shall consider the return of this document signed via email fax or post as confirmation of their supply of equipment and/or services

**Personal Properties Securities ('PPS') Law**

- These clauses apply to the extent that this Agreement provides for a 'security interest' for the purposes for the *Personal Property Securities Act 2009 (Commonwealth)* ('PPS Law') Reference to PPS Law in this Agreement includes reference to amended, replacement and successor provisions or legislation.
- If *Elite Event Technology* (Elite Group Pty Limited) ('Elite') does not have at commencement a PPS Law registration ensuring a perfect first priority security interest in the equipment the hire period (including any extension of the hire period or the aggregate of consecutive hire periods during which the Client has substantially uninterrupted possession) may not despite anything else in this document or any hire Agreement be longer than:
  - 90 days in the case of equipment which may or must be described by serial number in a PPS Law registration; or
  - a year in any other case.
- Elite may register its security interest The Client must do anything (such as obtaining consents and signing documents) which Elite requires for the purposes of
  - ensuring Elite's security interest is enforceable, perfected and otherwise effective under the PPS law;
  - enabling Elite to gain first priority (or any other priority agreed to by Elite in writing) for its security interest; and
  - enabling Elite to exercise rights in connection with the security interest.
- The rights of Elite under this Agreement are in addition to and not in substitution for Elite's rights under other law (including the PPS Law) and Elite may choose whether to exercise rights under this Agreement, and/or under such law, as it sees fit. To avoid any doubt about it, Elite's security interest will attach to proceeds.
- To the extent that Chapter 4 of PPSA applies to any security interest under this Agreement the following provisions of the PPS Law do not apply and for the purpose of section 115 of the PPS Law are "contracted out" of this Agreement in respect of all goods to which that section can be applied: section 96 (notice of removal of accession to the extent it requires Elite to give a notice to the Client); section 96 (retention of accession); section 121(4) (notice to grantor); section 25 (obligation to dispose of or retain collateral); section 130 (notice of Disposal to the extent it requires Elite to give a notice to the Client); section 129(2) and 129(3); section 32(3)(d) (contents of statement of account after disposal); section 132(4) (statement of account if no disposal); section 132(4) (statement of account if no disposal); section 36 (notice of retention); section 142 (redemption of collateral) and section 143 (re instatement of security Agreement)
- The following provisions of the PPS Law: section 123 (seizing collateral); section 126 (apparent possession); section 128 (secured party may dispose of collateral) | section 129 (disposal by purchase); and section 134(1) (retention of collateral) confer rights on Elite Client agrees that in addition to those rights Elite shall if there is default by Client have the right to seize purchase take possession or apparent possession, retain, deal with or dispose of any goods, not only under those sections but also, as additional and independent rights, under this document and the Client agrees that Elite may do so in any manner it sees fit including (in respect of dealing and disposal) by private or public sale lease or license
- The Client waives its rights to receive a verification statement in relation to registration events in respect of commercial property under section 157 of the PPS Law.
- Elite and the Client agree not to disclose information of the kind that can be requested under section 275(1) of the PPS Law The Customer must do everything necessary on its part to ensure that section 275(6) (a) of the PPS Law continues to apply. The Agreement in this subclause is made solely for the purpose of allowing Elite the benefit of section 275(6)(a) and Elite shall not be liable to pay damages or any other compensation or be subject to injunction in respect of any actual or threatened breach of this sub clause
- The Client must not dispose or purport to dispose of, or create or purport to create or permit to create any 'security interest' (as defined in PPS Law) in the equipment other than with the express written consent of Elite
- The Client must not lease, hire, bail or give possession ('sub hire') of the equipment to anyone else unless Elite (in its absolute discretion) firstly consents in writing. Any such sub-hire must be in writing in a form acceptable to Elite and must be expressed to be subject to the rights of Elite under this Agreement
- The Client must ensure that Elite is provided at all times with up-to-date information about the sub-hire including the identity of the sub-Client, the terms of and state of accounts and payment under the sub hire and the location and condition of the equipment
- The Client must take all reasonable steps including registration under PPS Law as may be required to:
  - ensure that any security interest arising under or in respect of the sub hire is enforceable perfected and otherwise effective under PPS law;
  - enabling the Client to gain (subject always to the rights of Elite) first priority (or any other priority agreed to by Elite in writing) for the security interest; and
  - enabling Elite and the Client to exercise their respective rights on connection with the security interest
- To assure performance of its obligations under this Agreement, the Client hereby gives Elite an irrevocable power of attorney to do anything Elite considers the Client should do under this Agreement. Elite may recover from Client the cost of doing anything under these clauses including registration fees

**FOR THE CLIENT**

NAME :

SIGNATURE :

DATED :

PURCHASE ORDER NUMBER :



# TAX INVOICE

National Indigenous Australians Agency - NIAA  
Charles Perkins House 16 Bowes Place  
PHILLIP AUSTRALIAN CAPITAL TERRITORY 2606  
AUSTRALIA

**Invoice Date**  
20 Jun 2024

**Invoice Number**  
INV0030022

**Reference**  
NIAA First Nations  
Forum - 59  
Cameron Ave  
(QU015804)

**ABN**  
45 141 577 880

**Elite Group ACT Pty Ltd**  
trading as  
**Elite Event Technology**

PO Box 91  
JERRABOMBERRA  
NSW 2619 AUSTRALIA  
Phone 02 6260 2311  
Fax 02 6260 2312  
accounts@eetechnology.com.au  
www.eetechnology.com.au

Description	Quantity	Unit Price	Discount %	GST	Amount AUD
In-House Audio - VENUE SUPPLIED	3.00	<b>s47G</b>	0.00%		<b>s47G</b>
In-House Screen & Projector - VENUE SUPPLIED	2.00		0.00%		
Allen & Heath ZED14 6 Mono + 4 Stereo Channel Mixing Console	1.00		0.00%	10%	
Audio Technica U857QL Lectern Microphone	1.00		0.00%	10%	
Lectern Australia AL1800D Chancellor Lectern - Black	1.00		0.00%	10%	
Wireless Handheld Microphone System - SHURE	3.00		0.00%	10%	
Shure ULXD2B58 Beta 58A Handheld Microphone	3.00		0.00%		
Shure ULXD4Q Quad Channel Digital RX	1.00		0.00%		
Roland VR-50HD Multi Format AV Mixer / Scaler	1.00		0.00%	10%	
Acer KA242YA 23.8" Full HD LED LCD Monitor	1.00		0.00%	10%	
Dell Latitude 5531 Laptop	3.00		0.00%	10%	
DSAN Perfect Cue	1.00		0.00%	10%	
Marshall CV730-NDI 4K60 PTZ Camera	1.00		0.00%	10%	
K&M Round Base Speaker Stand	1.00		0.00%	10%	
Netgear Nighthawk 4G Wireless Mobile Router - Telstra	1.00		0.00%	10%	
Allen & Heath ZED14 6 Mono + 4 Stereo Channel Mixing Console	1.00		0.00%	10%	
Audio Technica U857QL Lectern Microphone	1.00		0.00%	10%	
Lectern Australia AL1800D Chancellor Lectern - Black	1.00		0.00%	10%	
Wireless Handheld Microphone System - SHURE	3.00		0.00%	10%	
Shure ULXD2B58 Beta 58A Handheld Microphone	3.00		0.00%		
Shure ULXD4D Dual Channel Digital RX	2.00	0.00%			
Allen & Heath ZED14 6 Mono + 4 Stereo Channel Mixing Console	1.00	0.00%	10%		
Audio Technica U857QL Lectern Microphone	1.00	0.00%	10%		
Lectern Australia AL1800D Chancellor Lectern - Black	1.00	0.00%	10%		

Description	Quantity	Unit Price	Discount %	GST	Amount AUD
Wireless Handheld Microphone System - SHURE	3.00	s47G	0.00%	10%	s47G
Shure ULXD2B58 Beta 58A Handheld Microphone	3.00		0.00%		
Shure ULXD4D Dual Channel Digital RX	2.00		0.00%		
AV Technician	4.00		0.00%	10%	
AV Operator	2.00		0.00%	10%	
AV Operator	2.00		0.00%	10%	
AV Technician	4.00		0.00%	10%	
3T Vehicle Delivery & Pickup - CBR Region	1.00		0.00%	10%	
LEVEL 3 Consumables (Batteries, Gaff Tape, etc)	1.00	0.00%	10%		

Subtotal 10,650.00

Total GST 10% 1,065.00

Invoice Total AUD 11,715.00

Total Net Payments AUD 0.00

**Amount Due AUD 11,715.00**

Invoice Total Above Includes a Discount of 0.00

**Due Date 27 Jun 2024**

Thank you for your business.

Payment can be made via Electronic Funds Transfer or Credit Card.  
Please pay by the due date to ensure you receive any discounts.

Credit Card - Phone 02 6260 2311

Note - 1.35% + GST Surcharge applies to invoices greater than \$5,000 Inc. GST

Electronic Funds Transfer

s47G

Reference Invoice Number

Email Remittance To

[accounts@eetechnology.com.au](mailto:accounts@eetechnology.com.au)