



# Value for Money assessment for 2024 Inaugural Aboriginal and Torres Strait Islander Forum Venue Hire and Catering

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 \$43,700.00 (GST inclusive).

Financial Year	Current	Next FY 1*	Next FY 2*	Other
Proposed Expenditure	\$43,700.00	\$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:

**\$43,700 (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>	The team approached a number of well known and trusted venues in Darwin, Perth, Adelaide, Alice Springs and Canberra.
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 <u>country of tax residency</u> in their quote.</i>	More than 40 suppliers were approached. The Venue was chosen for availability, capability to accommodate the large number of attendees, reasonable pricing and being a trusted provider.
Who is the preferred Supplier name and ABN?	Canberra Labor Club Limited 59 Cameron Ave Conference and Event Centre 92 008 546 030
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 accomodating the number of attendees
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 team received pricing estimates from a number of potential suppliers and 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> ?	Yes	If 'Yes', provide details FMCS 588
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 Venue Hire

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 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 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
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



Risk	Likelihood of the risk occurring	Consequence of the risk occurring	Overall risk rating (Untreated) <i>(refer to the Risk Matrix)</i>
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 type="checkbox"/> Insignificant <input checked="" type="checkbox"/> Minimal <input type="checkbox"/> Medium <input type="checkbox"/> Major <input type="checkbox"/> Severe	Low
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	Likelihood of the risk occurring	Consequence of the risk occurring	Overall risk rating (Untreated) <i>(refer to the Risk Matrix)</i>
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 impact that this Forum will have.



**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



# NIAA First Nations Forum - Contract Agreement

Event Date: Wed 19 Jun 2024 to Thu 20 Jun 2024

Prepared for: s47F

Date: Wednesday, 22 May 2024



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# CONFERENCE & EVENTS CENTRE

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Dear s47F

Thank you for choosing the 59 Cameron Ave Conference and Event Centre for your upcoming event.

The 59 Cameron and Event Centre is ideally located on the top floor of Mercure Canberra Belconnen, in the heart of Belconnen. The venue is only 8 km away from the Central Business District of Canberra and is conveniently situated near the Belconnen Business District, Westfield Belconnen, University of Canberra, Australian Institute of Sport, and GIO Stadium.

This purpose-built facility boasts five modern spaces that can accommodate small board meetings or larger gatherings of up to 400 people. The venue is designed to offer breathtaking views of Lake Ginninderra and the Brindabella mountains, making it a light-filled and technologically advanced setting. Additionally, we offer 200 undercover car parks located within the complex, and we can also provide accommodation offers at Mercure Belconnen for attendees.

To confirm your booking please sign one copy of this agreement, terms and conditions or in this situation acknowledgement and detailed paperwork.

Felicity, thank-you again for your consideration and we look forward to working with you to ensure a successful and memorable stay. Should you have any further questions, please do not hesitate to contact me.

Regards,

s47F

Director of Sales and Marketing  
Mercure Canberra Belconnen

s47F

Email: s47F@accor.com



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 EVENTS CENTRE**

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**Event Information**

Event Name: NIAA First Nations Forum Date: Wed 19 Jun 2024 to Thu 20 Jun 2024

Booking #: MEAGO5M2YH Pax: 300

Email: workforcecapability@niaa.gov.au Phone: \_\_\_\_\_

Address: Australia, \_\_\_\_\_

**Event Details**

Date	Start Time	End Time	Space	Session Name	Guests	Setup	Room Hire
19/06/2024	9:00 AM	12:00 PM	Bar 59	Staff Morning tea	150	Networking	<b>s47G</b>
	11:30 AM	5:00 PM	Canberra	Continuous Tea and Coffee	300	Custom	
	12:00 PM	5:00 PM	Galambary	Day 1 Half Day DDP	300	Theatre	
	12:00 PM	5:00 PM	Canberra	Day 1 NIAA First Nations Forum	300	Theatre	
	12:00 PM	5:00 PM	Canberra	Meeting	300	Theatre	
	12:00 PM	1:00 PM	Canberra	Working Lunch	300	Custom	
	12:00 PM	5:00 PM	Ginninderra	Break out space Ginninderra	100	Theatre	
	12:00 PM	5:00 PM	Brindabella	Breakout Space Brindabella	80	Theatre	
	3:00 PM	3:30 PM	Canberra	Afternoon Tea	300	Custom	
20/06/2024	12:00 AM	11:59 PM	Brindabella	Breakout Space Brindabella Day 2	80	Custom	
	12:00 AM	11:59 PM	Ginninderra	Breakout Space Ginninderra Day 2	100	Theatre	
	8:30 AM	5:00 PM	Galambary	Continuous Tea and Coffee	300	Custom	
	9:00 AM	5:00 PM	Canberra	Meeting	300	Theatre	
	10:00 AM	10:30 AM	Galambary	Morning Tea	300	Custom	
	12:00 PM	1:00 PM	Galambary	Working Lunch	300	Custom	
	3:00 PM	3:30 PM	Galambary	Afternoon Tea	300	Custom	





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# CONFERENCE & EVENTS CENTRE

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## Estimated Budget Outline

Event			Master
Day 1: Wednesday, 19 June 2024	QTY	Cost	Total (Inc.Tax)
Standard Half Day Delegate Package (PM): includes Buffet Lunch, Afternoon Tea, Whiteboard, Data Projector and drop down screen	300		s47G
Staff Morning tea - Morning Tea (9:00 AM to 12:00 PM)	150		
Day 1 NIAA First Nations Forum - Continuous tea and coffee (12:00 PM to 5:00 PM)	300		
Venue Hire: Break out space Ginninderra - Ginninderra (12:00 PM to 5:00 PM)	1		
Venue Hire: Breakout Space Brindabella - Brindabella (12:00 PM to 5:00 PM)	1		
<b>Day 1 Estimated Total</b>			<b>\$21,100.00</b>
Day 2: Thursday, 20 June 2024	QTY	Cost	Total (Inc.Tax)
Standard Full Day Delegate Package: includes Morning Tea, Buffet Lunch, Afternoon Tea, Whiteboard, Data Projector and drop down screen	300		s47G
Venue Hire: Breakout Space Brindabella Day 2 - Brindabella (12:00 AM to 11:59 PM)	1		
Venue Hire: Breakout Space Ginninderra Day 2 - Ginninderra (12:00 AM to 11:59 PM)	1		
<b>Day 2 Estimated Total</b>			<b>\$22,600.00</b>
<b>Estimated Total Event</b>			<b>\$43,700.00</b>
<b>Estimated Grand Total</b>			<b>\$43,700.00</b>

## Payment Information

Payment Terms		
Due Date	Description	Amount
Wednesday, 29 May 2024	Deposit 10%	\$4,370.00
Wednesday, 12 June 2024	Balance	\$39,330.00



**Group Offer**

Based upon the requirements as we currently understand them, the following estimated charges will be used to calculate the total amount for payment and cancellation purposes. These rates are inclusive of GST. As details are finalised the payment requirements may change and the payment schedule will be adjusted.

**Terms & Conditions**

**Car Parking:** Parking is charged at a rate of \$12.00 per night. Please note that our car park has a height restriction of 2.4 meters

This deposit, along with the signed agreement, is required to confirm and secure the reservation. All bookings require 100% pre-payment 3 working days prior to event  
59 Cameron Ave Conference and Event Centre accepts all major credit cards **excluding** Diners Card (surcharges apply for payments made using credit cards).

**Deposit/Final Payment Requirements:** Payments can be made to the 59 Cameron Ave Bank Account as follows.

s47G

**Reference: MEAGO5M2YH**

**Event** NIAA First Nations Forum

No cancellation penalties will incur for any changes made up to 30 days prior to arrival date.

- Cancellation:**
- Inside 30 days the deposit will be forfeited.
  - Between day 14-7 60% of the estimated revenue will be charged.
  - Inside 7 days 100% of estimated revenue will be charged

**Menus and Prices:** Every possible effort will be made to maintain menus and prices; however, these are subject to change. Every effort will be made to contact the organiser to confirm any changes.

**Food and Beverage:** No food and beverage is to be brought into the 59 Cameron Avenue Conference and Events Center unless otherwise arranged.

**Damage:** Loss or damage to any part of the Hotel or 59 Cameron Avenue Conference and Event Centre or its equipment will be the financial responsibility of the organiser. Nothing is to be nailed, screwed, stapled or adhered to any wall, door, window or other part of the building. The hanging of banners must be approved by the Hotel prior to the event.

**Insurance:** Mercure Canberra Belconnen and the 59 Cameron Avenue Conference and Event Center will not accept responsibility for the loss or damage to any equipment or personal belongings left on the premises prior to, during, or after the function.

TIMETABLE		
Who must perform action	Action	When action must be completed
Client	Pay first deposit and return signed contract:	Upon signing contract, this being
Client	Pay final deposit (100% of Remaining Fee):	3 days before Hire Period, this being 16/06/2024
Client	Notify Operator of Event details including: <ul style="list-style-type: none"> <li>• program and timetable;</li> <li>• food and beverage requirements and numbers including vegetarian and other special dietary requirements;</li> <li>• any special circumstances (e.g. flammable substances or visiting dignitaries); and</li> <li>• any additional services required from the Operator either prior to or during the Event</li> </ul>	30 days before Hire Period this being 20/05/2024
Operator	Provide to Client the following: <ul style="list-style-type: none"> <li>• a document setting out the Event details received by the Operator ("<b>Business Event Order</b>")</li> </ul>	21 days before Hire Period this being 29/05/2024
Client	Provide to Operator the following: <ul style="list-style-type: none"> <li>• confirmation of the Event details by signing and returning the Business Event Order to the Operator; and final confirmation of numbers is required.</li> </ul>	14 days before Hire Period this being 05/06/2024
Operator	Provide to Client: <ul style="list-style-type: none"> <li>• invoice of any outstanding amounts payable based on additional services provided by the Operator relating to the Event.</li> </ul>	7 days before Hire Period this being 12/06/2024
Client	Pay outstanding amount of Total Fee: _____ as invoiced by the Operator	At least 3 business days prior to the commencement of the function. Cleared funds must be received prior to the commencement of the function.

I agree to the terms & conditions

**For the venue**

Signature: s47F

Name: s47F

Position: Conference & Event Coordinator

Date: 03/07/2024

**For the organiser**

Signature: s47F

Name: s47F

Position: A/g Director, Workforce Capability

Date: 25 June 24

# 59 Cameron Ave Conference & Event Centre

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CONFERENCE &  
EVENTS CENTRE

ABN:

Address: Level 11 59 Cameron Avenue Belconnen Australian Capital Territory Australia 2617

National Indigenous Australian Agency <b>s47F</b>  Australia,	<b>Invoice #: 1007024</b> <b>Booking Reference: MEAGO5M2YH</b> <b>Booking Value: \$40,350.00</b> <b>Booking GST: \$3,668.18</b> <b>Invoice Status: Not Paid</b> <b>Date of Issue: 25 June 2024</b> <b>Your Contact: s47F</b> <b>Overdue Invoice Total: \$40,350.00</b> <b>Invoice Due Date: 12 June 2024</b>
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## Balance Invoice

NIAA First Nations Forum from 19/06/2024 to 20/06/2024

Description	Amount
Package "Standard Half Day Delegate Package (PM)" on 19/06/2024 for 275 attendees	<b>s47G</b>
Package "Standard Full Day Delegate Package" on 20/06/2024 for 275 attendees	
- 150 Menu "Morning Tea" @ \$10.00 per person	
Session "Breakout Space Brindabella Day 2" on 20/06/2024 12:00 AM	
Session "Breakout Space Ginninderra Day 2" on 20/06/2024 12:00 AM	
Additional Item: Break out space Day 1, Room 1	
Additional Item: Break out space Day 1, room 2	
Total	<b>\$40,350.00</b>
GST Included	<b>\$3,668.18</b>
Received	<b>\$0.00</b>
Amount Owing	<b>\$40,350.00</b>

<b>Payment Terms</b> Deposit 10% Due on 02/07/2024   Balance Due on 12/06/2024
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<b>How to Pay</b> Direct Deposit: <div style="background-color: #cccccc; padding: 10px; text-align: center; font-size: 2em; font-weight: bold;">s47G</div> Please include the Invoice Number in your payment description
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Please use invoice number as your reference

For EFT Please email Remittance Advice to [accounts@laborclub.com.au](mailto:accounts@laborclub.com.au)