



# Procurement Plan

**To:** s 47F Director, Leadership & Graduate Development  
**Copy to:** s 47F – Chief Financial Officer  
**From:** s 47F Assistant Director, Leadership & Graduate Development  
**Date:** 28 August 2024  
**Subject:** Procurement Plan for *2025 APSGDP Welcome Day event – Venue and catering for 6 March 2025*  
**Procurement No and share + link:** APSC2489  
<https://pmc01.sharepoint.com/sites/apsc-bm/pscprocurement/Procurement/APSC2489 - 2025 APSGDP Welcome Day event – Venue and catering for 6 March 2024>

| SECTION A: Purpose of Proposal                     |   |
|--|---|
| <b>1 Purpose</b>                                   | <p>The purpose of this procurement plan is to source a suitable venue and catering for the 2025 APSGDP Welcome Day Event.</p> <p>The 2025 APS GDP Welcome Day Event is scheduled to occur on 6 March 2025 and cater for 400 participants including graduates, guest speakers and APS Academy staff.</p>   |
| <b>2 Background &amp; Statement of Requirement</b> | <p><b><u>Background</u></b></p> <p>The Australian Public Service Graduate Development Program (APS GDP) is specifically designed for Graduates across the APS.</p> <p>The Program is delivered using cohort-based social learning and combines learning in synchronous and asynchronous modes. This approach aligns with the principles of the APS Continuous Learning Model.</p> <p>Participants advance through the Program together, as a group, with opportunities to interact and apply learnings. They have access to information and resources to support effective work-integrated learning, including project-based group work.</p> <p>Graduates take part in synchronous learning experiences involving real-time interactions, such as live learning webinars and the Whole of APS Graduate Development Event Series. They also engage in asynchronous learning experiences, completing course work and assignments in their own time.</p> <p>The Program brings Graduates together from across the service to build their understanding of the broader APS and foster peer networking and cross-agency collaboration.</p> <p><b><u>Statement of Requirement</u></b></p> <p>The APSGDP team is hosting the 2025 APSGDP Welcome Day event to officially launch the 2025 APSGDP.</p> <p>A suitable venue with catering is required to hold the scheduled face-to-face Welcome Day learning event on 6 March 2025, with access to the venue required for setting up on 5 March 2025.</p> <p>Approaches were made to other venues for the scheduled dates, and the National Convention Centre Canberra (NCCC) Exhibition Hall was the venue chosen as it is has the capacity to hold the event on the scheduled date and able to accommodate for 400 participants as well as a convenient location with access to public transport.</p> <p>There are no known historic adverse issues with the NCCC as the supplier of the venue and catering.</p> |

| <p><b>3 Issues / Proposed Method of Procurement</b></p>   | <p>Five venues were approached with only 2 venues available on the specified dates.</p> <table border="1" data-bbox="486 297 1485 925"> <thead> <tr> <th>Venue</th> <th>Available</th> <th>Costing</th> </tr> </thead> <tbody> <tr> <td>National Convention Centre Canberra (NCCC) Exhibition Hall</td> <td>Yes</td> <td>Catering and venue hire \$67,750</td> </tr> <tr> <td>s 22</td> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td>s 22</td> <td>s 22</td> </tr> </tbody> </table> <p>The venue offering best value for money is APH however it would take time to process the 400 guests through the security checkpoint in the morning. The venue also has limited outdoor areas for the guests to access during breaks.</p> <p><b>The preferred provider would be NCCC based on convenient location and close to public transport, access to large foyer and outdoor seating during breaks.</b></p> <p>There are no known historic adverse issues with NCCC as the supplier of the venue and catering.</p> | Venue                            | Available | Costing | National Convention Centre Canberra (NCCC) Exhibition Hall | Yes  | Catering and venue hire \$67,750 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 | s 22 |
|---|--|----------------------------------|-----------|---------|--|------|----------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Venue   | Available  | Costing                          |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| National Convention Centre Canberra (NCCC) Exhibition Hall  | Yes  | Catering and venue hire \$67,750 |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   | s 22                             |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   | s 22                             |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   | s 22                             |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   | s 22                             |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   | s 22                             |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <p><b>4 If any service providers have been identified as part of your market research, please include name and ABN.</b></p> | <table border="1" data-bbox="541 1272 1129 1590"> <thead> <tr> <th>Venue</th> <th>ABN</th> </tr> </thead> <tbody> <tr> <td>NCCC</td> <td>85 050 110 748</td> </tr> <tr> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td>s 22</td> </tr> <tr> <td>s 22</td> <td></td> </tr> <tr> <td>s 22</td> <td>s 22</td> </tr> </tbody> </table>  | Venue                            | ABN       | NCCC    | 85 050 110 748   | s 22 | s 22                             | s 22 | s 22 | s 22 | s 22 | s 22 |      | s 22 | s 22 |      |      |      |      |      |      |      |
| Venue   | ABN  |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| NCCC  | 85 050 110 748   |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  |  |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| s 22  | s 22   |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <p><b>5 Indigenous Procurement Policy (IPP) – Mandatory Set Aside</b></p>   | <p>Does the IPP apply? No<br/>(Applies to procurements valued between \$80,000 and \$200,000 (GST inclusive) plus extension options) and the proposed procurement method is Open Tender. A procurement must not be divided into separate parts to avoid relevant procurement thresholds.)</p> <p>Is this considered a remote contract under the IPP? No</p> <p>It's the Commission's preference to use indigenous vendors outside this mandatory set aside where possible.</p>   |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| <p><b>6 Will this procurement be for/any part of digital,</b></p>   | <p>No</p>  |                                  |           |         |  |      |                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |

| technology & data services?                      |   |  |             |                              |           |           |             |                       |             |             |             |
|--|---|--|-------------|------------------------------|-----------|-----------|-------------|-----------------------|-------------|-------------|-------------|
| 7 Chief Information Officer (CIO) Endorsement    | N/A   |  |             |                              |           |           |             |                       |             |             |             |
| 8 Specific Requirements?                         | <p>There will be no IP considerations in this procurement process.<br/>         We propose to enter into a contract provided by the successful service provider.<br/>         There will be no Confidentiality Provisions in this procurement.<br/>         There will be no Option to Extend</p>   |  |             |                              |           |           |             |                       |             |             |             |
| 9 Proposed Agreement Start Date                  | 5 March 2025  |  |             |                              |           |           |             |                       |             |             |             |
| 10 Proposed Agreement End Date                   | 6 March 2025  |  |             |                              |           |           |             |                       |             |             |             |
| 11 Estimated Agreement Value                     | <p>Total maximum value (GST inclusive):<br/> <b>\$67,750.00</b> GST inclusive</p>   |  |             |                              |           |           |             |                       |             |             |             |
| 12 Business Partnering Endorsement               | <p><b>To be completed by the Finance Team:</b></p> <table border="1" data-bbox="488 987 1270 1171"> <tr> <td data-bbox="488 987 890 1093">Sufficient funds available for this procurement:</td> <td data-bbox="890 987 1270 1093">Yes</td> </tr> <tr> <td data-bbox="488 1093 890 1171">Conformation of cost centre:</td> <td data-bbox="890 1093 1270 1171">s 22</td> </tr> </table> <p><b>Comments: included in forecast</b><br/> <b>Finance Officer Name:</b> s 47F<br/> <b>Date:</b> 23 Septmeber 2024</p>  | Sufficient funds available for this procurement: | Yes         | Conformation of cost centre: | s 22      |           |             |                       |             |             |             |
| Sufficient funds available for this procurement: | Yes   |  |             |                              |           |           |             |                       |             |             |             |
| Conformation of cost centre:                     | s 22  |  |             |                              |           |           |             |                       |             |             |             |
| 13 Budget Allocation / Reference number          | <p><i>(click tittle for a link to current CCs, GLs, ION):</i></p> <p><b>Venue hire \$27,750.00 (GST Inc)</b><br/> <b>Cost Centre :</b> s 22<br/> <b>GL:</b> s 22<br/> <b>ION:</b><br/> <b>Funding source: CR</b></p> <p><b>Catering \$40,000.00 (GST Inc)</b><br/> <b>Cost Centre :</b> s 22<br/> <b>GL:</b> s 22<br/> <b>ION:</b><br/> <b>Funding source: CR</b></p> <p><i>Budget amount allocated: \$61,590.91 (ex GST) initial contact</i></p> <p><b>Financial Year Commitment (Provide breakdown of costs)</b></p> <table border="1" data-bbox="488 1872 1536 1989"> <thead> <tr> <th data-bbox="488 1872 695 1917">2023/2024</th> <th data-bbox="695 1872 903 1917">2024/2025</th> <th data-bbox="903 1872 1110 1917">2025/2026</th> <th data-bbox="1110 1872 1318 1917">2026/2027</th> <th data-bbox="1318 1872 1536 1917">2028/2029</th> </tr> </thead> <tbody> <tr> <td data-bbox="488 1917 695 1989">\$00,000.00</td> <td data-bbox="695 1917 903 1989">\$67,750.00 (GST INC)</td> <td data-bbox="903 1917 1110 1989">\$00,000.00</td> <td data-bbox="1110 1917 1318 1989">\$00,000.00</td> <td data-bbox="1318 1917 1536 1989">\$00,000.00</td> </tr> </tbody> </table> | 2023/2024  | 2024/2025   | 2025/2026                    | 2026/2027 | 2028/2029 | \$00,000.00 | \$67,750.00 (GST INC) | \$00,000.00 | \$00,000.00 | \$00,000.00 |
| 2023/2024  | 2024/2025   | 2025/2026  | 2026/2027   | 2028/2029                    |           |           |             |                       |             |             |             |
| \$00,000.00                                      | \$67,750.00 (GST INC)   | \$00,000.00                                      | \$00,000.00 | \$00,000.00                  |           |           |             |                       |             |             |             |

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| SECTION B: Additional Considerations for the process |   |                           |                             |
|--|---|---------------------------|-----------------------------|
| 14 Risk Management                                   | A Risk Management Plan has been completed and is attached for your consideration.   |                           |                             |
| 15 Contract Manager                                  | s 47F, Assistant Director, Leadership & Graduate Development  |                           |                             |
| 16 Documentation                                     | All relevant documentation drafted in preparation for this procurement process has been retained on file in accordance with sound record keeping practice, and can be found at the following location:<br><a href="https://pmc01.sharepoint.com/sites/apsc-bm/pscprocurement/Procurement/APSC2489 - 2025 APSGDP Welcome Day event - Venue and catering for 6 March 2024">https://pmc01.sharepoint.com/sites/apsc-bm/pscprocurement/Procurement/APSC2489 - 2025 APSGDP Welcome Day event - Venue and catering for 6 March 2024</a> |                           |                             |
| 17 Proposed Timeframe for this process.              | <b>Task / Milestone</b>   | <b>Responsible Person</b> | <b>Proposed Date</b>        |
|  | Approval of this Procurement Plan and Spending Proposal   | PGPA s23(3) Delegate      | 28-Aug-24                   |
|  | Preparation of Approach to Market Documentation   | Requesting Officer        | Click here to enter a date. |
|  | Preparation of Final Contract   | Requesting Officer        | 4-Sep-24                    |
|  | Contract Execution  | PGPA s23(3) Delegate      | 8-Nov-24                    |
|  | Commencement of Services  | Contract Manager          | 5-Mar-25                    |
| 18 Any Other Relevant Information                    | Anticipated timeframe for deliverables: If so please list<br><br>NIL  |                           |                             |
| 19 Attachments                                       | NIL   |                           |                             |
| 20 Procurement Review                                | The proposed requirement, procurement process and planning document has been reviewed by the Procurement Team<br><b>Comments provided by Procurement Team</b><br><br>Procurement Officer: s 47F Date: 03/09/2024  |                           |                             |
| 21 Recommendation                                    | That you<br><br>R1 Note clearance by the Procurement and Contracts Team<br><br>R2 Note and Acknowledge all Attachments<br><br>R3 Approve this Procurement Plan  |                           |                             |
| 22 Approval  | R1 Noted<br><br>R2 Noted and Acknowledged<br><br>R3 Approved  |                           |                             |

I **APPROVE** the commitment/spending proposal of **\$67,750.00** (GST inclusive) under s23(3) of the PGPA Act.

*I declare that I have made all reasonable enquiries and as a result I am satisfied that:*

- *I am authorised to approve this commitment proposal and this approval is consistent with my delegation as specified in the Australian Public Service Commission (APSC) financial delegations;*
- *This proposal is consistent with the policies of the Australian Government;*
- *This proposal is an efficient, effective, economical and ethical use of relevant money; and*
- *There is sufficient funding available to meet the commitment proposal.*

Signature: s 47F

Name: s 47F

Position: Director, Leadership & Graduate Development

Date: 2024