



**Clifton Operations Pty Ltd**  
 A.C.N. 109 332 925  
 A.B.N. 39 109 332 925

**Tax Invoice**

**Attention:** [REDACTED]

Bureau of Meteorology  
 1 & 2 B Block Treasury Building  
 Parkes Pl W  
 Parkes  
 Canberra ACT 2601  
 AUSTRALIA

**Invoice #:** AU016798  
**Invoice Date:** 23/10/2024  
**Invoice Due:** 23/10/2024  
**Event #:** 500006  
**Account Code:** BU20082747  
**PO #:**

**Joint Annual R&D Workshop and 6th Momentum Partnership Convective Scale Workshop**

**MELBOURNE Collins**

Date	Item Description	Qty	Amount	Net Amount
9/09/2024	Seminar Room Per Person - Fully Catered Day Delegate Package	90.00	\$96.00	\$8640.00
9/09/2024	Bundle - Catering Full Day (Room Package Inclusion) ATTENDEES	80.00	\$0.00	\$0.00
9/09/2024	PA System - (2x Lapel OR Handheld Microphones)	1.00	\$315.00	\$315.00
9/09/2024	VC - Room Equipment Only [ Day 1 ]	1.00	\$495.00	\$495.00
9/09/2024	Lectern with Lectern Microphone	1.00	\$195.00	\$195.00
9/09/2024	Thater at an angle : Chevron Seating	1.00	\$0.00	\$0.00
9/09/2024	10 extra for all catering runs, as discussed with [REDACTED]	1.00	\$0.00	\$0.00
9/09/2024	Mixer - Analog	1.00	\$165.00	\$165.00
10/09/2024	Poster Session Room (Monday Setup Day Complimentary )	20.00	\$63.00	\$1260.00
10/09/2024	Seminar Room Per Person - Fully Catered Day Delegate Package	80.00	\$96.00	\$7680.00
10/09/2024	Bundle - Catering Full Day (Room Package Inclusion) ATTENDEES	70.00	\$0.00	\$0.00
10/09/2024	PA System - (2x Lapel OR Handheld Microphones)	1.00	\$315.00	\$315.00
10/09/2024	VC - Subsequent Day Pricing [ Day 2 - 4 ]	1.00	\$375.00	\$375.00
10/09/2024	Lectern with Lectern Microphone	1.00	\$195.00	\$195.00
10/09/2024	Thater at an angle : Chevron Seating	1.00	\$0.00	\$0.00
10/09/2024	Flipchart - Stand Only (excluding Pad)	11.00	\$30.00	\$330.00
10/09/2024	10 extra for all catering runs, as discussed with [REDACTED]	1.00	\$0.00	\$0.00
10/09/2024	Mixer - Analog	1.00	\$165.00	\$165.00
11/09/2024	Poster Session Room (Monday Setup Day Complimentary )	20.00	\$63.00	\$1260.00
11/09/2024	Seminar Room Per Person - Fully Catered Day Delegate Package	87.00	\$96.00	\$8352.00
11/09/2024	Bundle - Catering Full Day (Room Package Inclusion) ATTENDEES	77.00	\$0.00	\$0.00
11/09/2024	PA System - (2x Lapel OR Handheld Microphones)	1.00	\$315.00	\$315.00
11/09/2024	VC - Subsequent Day Pricing [ Day 2 - 4 ]	1.00	\$375.00	\$375.00
11/09/2024	Lectern with Lectern Microphone	1.00	\$195.00	\$195.00
11/09/2024	Thater at an angle : Chevron Seating	1.00	\$0.00	\$0.00
11/09/2024	Flipchart - Stand Only (excluding Pad)	11.00	\$30.00	\$330.00
11/09/2024	10 extra for all catering runs, as discussed with [REDACTED]	1.00	\$0.00	\$0.00
11/09/2024	Mixer - Analog	1.00	\$165.00	\$165.00
12/09/2024	Poster Session Room (Monday Setup Day Complimentary )	20.00	\$63.00	\$1260.00
12/09/2024	Seminar Room Per Person - Fully Catered Day Delegate Package	77.00	\$96.00	\$7392.00
12/09/2024	Bundle - Catering Full Day (Room Package Inclusion) ATTENDEES	67.00	\$0.00	\$0.00
12/09/2024	PA System - (2x Lapel OR Handheld Microphones)	1.00	\$315.00	\$315.00
12/09/2024	VC - Subsequent Day Pricing [ Day 2 - 4 ]	1.00	\$375.00	\$375.00
12/09/2024	Lectern with Lectern Microphone	1.00	\$195.00	\$195.00
12/09/2024	Thater at an angle : Chevron Seating	1.00	\$0.00	\$0.00
12/09/2024	Flipchart - Stand Only (excluding Pad)	11.00	\$30.00	\$330.00
12/09/2024	10 extra for all catering runs, as discussed with [REDACTED]	1.00	\$0.00	\$0.00
12/09/2024	Mixer - Analog	1.00	\$165.00	\$165.00

Please remit payments to the following bank account	Amount excl. GST	\$41154.00
	G.S.T.	\$4115.40
	Amount Due	\$45269.40
Commonwealth Bank		
BSB: [REDACTED]		
Account No: [REDACTED]		
Account Name: Clifton Operations Pty Ltd		
Online Credit Card payments URL:		

<https://www.cliftons.com/payments>

**EMAIL ADDRESS FOR REMITTANCES: [accountsreceivable@cliftons.com](mailto:accountsreceivable@cliftons.com)**

**Address for payment: GPO Box 5415, Sydney NSW 2001 AUS**

**Phone number for Accounts Queries: +61** s 22: removed with consent

For all MasterCard and Visa payments a 1.2% a Credit Card charge will be incurred. For all AMEX payments a 3.0% charge will be incurred.

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BUREAU OF METEOROLOGY

**REQUEST TO INCUR EXPENDITURE ON OFFICIAL HOSPITALITY<sup>1</sup>**

Once approved by the Authorised Spending Delegate who has delegation to approve Official Hospitality:

1. Send a copy of this form to: [financialreporting@bom.gov.au](mailto:financialreporting@bom.gov.au); and
2. Attach this as supporting documentation when acquitting this transaction in Concur.

Dear Authorised Spending Delegate

Your approval is sought under Section 23(3) of the PGPA Act as outlined in the [Bureau's Authorisation and Delegation Instrument](#) to commit relevant money for Official Hospitality for the following function:

<b>Occasion/ Nature of Function:</b> R&D Workshop	
<b>Date of Function:</b> Monday 9 September 2024 to Thursday 12 September 2024	<b>Venue:</b> Cliftons - Level 1, 440 Collins Street Melbourne VIC 3000
<b>Maximum Cost: GST exclusive \$</b>	<b>GST inclusive \$</b> \$49,988.40
<b>Cost Centre/WBS:</b> RESSIG	<b>Fund</b>

Advantage to the Commonwealth of this expenditure:

The Annual Research and Development Workshop is the Bureau's signature science and technology event. It serves as a platform to celebrate cutting-edge research, innovation, and collaborative partnerships driven by the Bureau's 10-Year R&D Plan. This year marks the 35<sup>th</sup> anniversary of the workshop and it will be a special event, held jointly with the 6<sup>th</sup> Momentum<sup>®UK</sup> Partnership Convective Scale Workshop.

During this joint workshop, distinguished scientists from esteemed institutions—including the UK Met Office, the India National Centre for Medium Range Weather Forecasting, the New Zealand National Institute of Water and Atmospheric Research, and the Singapore National Environment Agency—will converge to explore the theme of “Advancing Convective Scale Predictions”. The focus will be on enhancing our modelling of convective-scale weather phenomena and improving predictive capabilities. The workshop aims to foster collaboration, share insights, and drive advancements in weather and climate services.

Society's vulnerability to weather and climate hazards is rising, highlighting the need to improve predictive capabilities. Enhanced convective scale models, offering superior resolution and convective process representation, are crucial for more precise forecasts, especially for severe weather like thunderstorms and flash floods. The workshop's focus on advancing convective scale modelling aligns with the increasing demand for accuracy, essential for safeguarding the public and aiding government, industry, and environmental protection decision-making.

The Bureau and Momentum<sup>®UK</sup> Partners focus on providing targeted information and services that empower decision-making in the face of meteorological hazards. Through collaborative efforts, we co-develop essential modelling science to meet societal needs and address common challenges.

The workshop will include in-person and hybrid sessions. Topics will cover:

- Challenges and opportunities for convective scale modelling
- Evaluation of the new regional NextGen model LFRic
- Machine Learning for convective scale weather and climate
- Convective scale models in the forecasting process
- Convective scale opportunities for services and user requirements

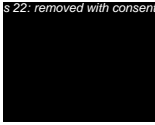
The workshop brings together experts from across these fields to discuss the latest scientific innovations and how we can work together to provide the Australian and international community with improved services and decision-making capabilities, resulting in greater impact and value. The workshop is open to anyone, and attendees are invited to contribute. Talks will be solicited from Australian and international experts across the range of disciplines.

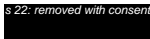
External venues were explored via the recent quotes provided by § 22: removed with consent Executive Assistant. Cliftons at Level 1, 440 Collins Street, Melbourne, were able to provide the best value for money taking into consideration the conference requirements, room setting, location and availability.

Total cost for approx. 100 delegates per day includes room hire, audio visual and full day catering.

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I declare that this expenditure demonstrates value for money<sup>2</sup> and is appropriate, reasonable and complies with the Bureau's [Official Hospitality and Business Catering Procedure](#) and would enhance the achievement of relevant business outcomes<sup>3</sup>.

Signed (requesting officer) .....  ..... Date: ..03/06/2024.....

Name (print): ..  ..... Division / Branch: ....Science and Innovation Group.....

I am satisfied that this expenditure is in accordance with Accountable Authority's Instruction and the Bureau's policies and procedures and approve this commitment of funds.

\_\_\_\_\_ (signed) \_\_\_\_\_ Date

**Authorised Spending Delegate (Section 23(3) PGPA Act - Official Hospitality)**

Name \_\_\_\_\_ Position \_\_\_\_\_

**Attendees List** - Add additional rows as required

Name	Employer	APS Officer Yes/No
Attendees to be listed post registration Expectation is over 100 internal and external in person attendees, plus many more virtually		

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<sup>1</sup> Official hospitality generally involves the use of public resources to provide hospitality to persons other than entity staff members to facilitate the achievement of one or more Commonwealth entity objectives. Official hospitality may include the provision of refreshments, entertainment, gifts, sponsorship, prizes or other benefits.

<sup>2</sup> *Value for money* is the core rule of the CPRs. Approvers must be satisfied, after reasonable enquires, that the procurement achieves a value for money outcome. Value for money in procurement requires:

- a. encouraging competitive and non-discriminatory processes
- b. using Commonwealth resources in an *efficient, effective, economical and ethical* manner that is not inconsistent with the policies of the Commonwealth
- c. making decisions in an *accountable and transparent manner*;
- d. considering the risk; and
- e. conducting a process commensurate with the scale and scope of the procurement.

<sup>3</sup> The provision or acceptance of all forms of hospitality, including business catering, must be publicly defensible and be able to withstand scrutiny on the grounds that it promotes or supports a government policy objective, service or outcome and facilitates the conduct of public business.

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