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DIVISION	BRANCH
AFHQ	CADETS BRANCH - AIR FORCE
AFHQ	CADETS BRANCH - AIR FORCE

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Activity Description

National Cadet and Instructor of the Year Award 2026 - Buffet Style Dining-in
National Headquarters Conference - Venue Hire

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AUD
Funded Value FY 26/27
15,000
11,000

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	AUD
Jun	FY26-27
	15,000
	11,000

From: s47E(c)
Sent: Friday, 21 August 2026 9:19 AM
To: s47E(c)
Cc: s47E(c); s47E(c)
Subject: 260821:0918 - s47E(c)]-s47E(c)] National Conference budget
Attachments: AAFC National Awards Dining in Night 22-08-2026 (Revised).pdf
Follow Up Flag: Follow up
Flag Status: Completed

OFFICIAL

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The National Conference is a key activity within the AAFC and CB-AF annual calendar, providing the only opportunity for face-to-face engagement on sensitive and complex matters that are not typically suitable for discussion via video conferencing.

In response to the reduced budget allocation for this year, CB-AF has adopted a cost-conscious approach and will conduct a single conference rather than multiple events. The options considered for hosting the National Conference were assessed against venue costs, accommodation expenses, and travel requirements to ensure the most effective use of available funds. The selected location and venue represent the best value-for-money option, balancing operational requirements with financial constraints.

A breakdown of the National Conference budget is provided below:

National Conference Venue Hire -\$11000
National Conference accommodation -\$11000
National Conference Car Hire - \$4000
National Conference travel - \$24000
National Conference Meals Incidental - \$7000
National Conference taxi/ parking- \$1000

We are ensuring the economical expenditure possible and expect to come in under this budget. Any underspend is allocated to activities to directly support the cadet experience.

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Kind Regards,
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s47E(c)

Deputy Director- Finance

Cadets Branch – Air Force

s47E(c) | Brindabella Business Park | Canberra Airport ACT 2610

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Tax Invoice

Cadets Branch National Conference from 22/08/2026 to 23/08/2026

Date of Service	Description	Quantity	Unit Price (Tax Incl)	Amount (Tax Incl)
22/08/2026	Package "Business Class Day Delegate Package" on 22/08/2026 for 45 attendees	45	\$78.00	\$3,510.00
23/08/2026	Package "Business Class Day Delegate Package" on 23/08/2026 for 45 attendees	45	\$78.00	\$3,510.00
22/08/2026	Venue Hire Session for "Event Details"	1	\$1,500.00	\$1,500.00
23/08/2026	Venue Hire Session for "Event Details"	1	\$1,500.00	\$1,500.00
Invoice #1115278				-\$2,160.00
Total Incl Tax				\$7,860.00
GST Included				\$714.54
Received				\$0.00
Amount Owing				\$7,860.00

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Invoice #	Date	Description	Amount
1115278	21/04/2026	Deposit Invoice	\$2,160.00