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The Canberra Convention Bureau has closed its books on yet another successful year and a list of achievements and highlights of which the local business events industry can be proud.

We move into the next financial year with a high level of optimism and a range of exciting initiatives that will boost the local economy and raise Canberra’s position even further as a major player in the national and international business events sector.

The ACT and Federal governments are underwriting a plethora of multi-billion dollar infrastructure projects. Most are either nearing completion or are slated to commence in the next 12 to 18 months, all of which create enormous opportunities for our business.

The reopening of the newly refurbished National Convention Centre in October this year will mark a major milestone and ensure Canberra is back on the map as a provider of top quality facilities for short and long lead business events. The refurbishment, which has progressed very smoothly, now allows us to promote our product, and Canberra as a business events destination, more widely and aggressively than ever before.

A snapshot of other major changes includes upgrades to our national institutions, including a multi million project to enhance the National Gallery of Australia expected to be completed late next year, and a new building for the National Portrait Gallery to be completed around the same time.

A new gallery of Australian Democracy is also under development at Old Parliament House, while the Australian War Memorial will open new galleries later this year.

Private investment in the city is also stronger than ever, with major refurbishments for the city’s hotels including the Crowne Plaza Canberra, Olims Hotel Canberra,
the Canberra Rex Hotel, The Brassey of Canberra and Rydges Eaglehawk. The Novotel Canberra hotel is expected to be expanded with another two stories and two new 5-star facilities, Hotel Realm and Diamant Hotel, are under construction to provide more than 300 new rooms for the city.

The city’s infrastructure is also booming. Constitution Avenue’s redevelopment into a grand boulevard is a $70 million project that will heighten the city centre’s sense of status and prestige, while additional public and private capital works, including an upgrade of Pialligo Avenue and an overpass at the Russell roundabout, will make getting around the city easier and smoother for those visiting to do business.

Canberra Airport’s upgrades continue, with new parking and conference facilities associated with new office developments in the precinct, as well as negotiations on the development of a new terminal.

The Bureau has many goals for the next 12 months and a very sharp focus on what we want to achieve. I am excited about the prospects and opportunities that lie ahead and Canberra’s ability to capture them.

I would like to thank the Canberra Convention Bureau team for its dedication to achieving our goals. I would also like to thank my fellow directors for their contribution throughout the year, as well as our government and industry partners for their support of the Bureau’s work.

As always, our members deserve many accolades, as their dedication, skills and unwavering confidence in Canberra as a business events destination enable us to showcase the city and its features to the rest of Australia and the world.

Tom Snow
Chairman
As we end another challenging but satisfying year, I am delighted to say that the Bureau has once again met and exceeded stakeholder expectations through its combination of dedication, savvy marketing techniques and high-level skills.

Our key goal, to embed Canberra in the minds of business events decision-makers throughout Australia and the world, is being realised as we continue to make strong inroads into the aggressive and highly competitive national and international markets.

Our achievements in 2005-06 have been built on over the past 12 months with a range of marketing and other initiatives designed to build our brand and to capitalise on the established recognition and reputation of Canberra as a business events destination.

The Bureau continued its unique approach to marketing the city’s knowledge credentials by undertaking a range of industry initiatives throughout the year. A series of famils were held to showcase Canberra’s facilities to professional conference organisers and other industry members, while specialist introductions were held for employees of health, medical and research organisations, and members of the law and franchising sectors.

A special initiative also targeted members of the business events industry in the regional areas surrounding Canberra. A new, Regional membership category was established to broaden the product portfolio we offer to clients for both pre and post conference touring and local businesses seeking to meet outside Canberra.

Part of our continuing strategy is to build on the knowledge and market intelligence captured over the past few years to target specific niche sectors that not only provide a solid income base, but bring with them a high level of prestige and stature that can be leveraged for future bids.
One special initiative in this regard was to form a research group last year to engage academics, research and education professionals. This highly prestigious group, made up of some of Australia’s most highly regarded scientists and academics, met on several occasions to discuss tactics and to initiate communications throughout their networks nationally.

Taking influential Canberran’s to meet senior executives in Sydney and Melbourne was another tactic used to showcase Canberra’s knowledge credentials. The innovative plan used some of our city’s leading academics, researchers and scientists as the driving force to sell Canberra at a series of interstate business luncheons arranged by the Bureau with the aim of generating increased business events for the ACT.

Our major marketing initiative, Top Secret, was held in May this year and brought about 20 business event buyers to Canberra to showcase the city’s facilities and attractions as a business events destination. The initiative is expected to deliver conversions of up to $6 million, bringing the total amount of income generated for Canberra since the initiative’s inception to about $45 million.

Key corporate and promotional initiatives and publications have continued, including the highly successful and sought after Meeting Planners Guide, as well as our ongoing public relations program to attract national mainstream and specialty editorial. The Bureau also continued its strategic representation at key national and international events including the AsiaPacific Incentive and Meetings Expo and Team Australia Asia Expo.

My role as president of the Australian Association of Convention Bureaux provided national leverage for the Bureau in important national industry initiatives and raised Canberra’s profile in new and different forums that would otherwise be inaccessible to the Bureau.
A key part of the work over the past 12 months has been managing the perception of Canberra as being “closed for business” while the refurbishment of the National Convention Centre is undertaken. Careful management of interstate perceptions through our public relations, sales and marketing initiatives has ensured significantly reduced impact on business during the closure period and also enabled longer lead opportunities to be generated and capitalised upon.

The centre’s reopening in October has enabled us to identify a raft of new opportunities and we will move aggressively in 2007-08 to capture these leads, as well as to promote the centre’s new facilities as widely as possible.

Our impressive report card for the past year has been due to the dedication and commitment of the Bureau’s team and I would like to thank everyone for their support. Three of our team moved on during the year, Amanda Hogg and Penny Nolan who both moved into the Australian Government sector, and Cindy Young who has taken stewardship of the National Convention Centre as its new manager. I wish Amanda, Penny and Cindy all the very best and thank them for their insight and hard work during their time with us. We will continue to work with them in the future on the shared goal of promoting Canberra’s business events credentials as widely as possible.

We are moving into the new financial year with an incredible sense of optimism, a strong and focused team and a highly developed and refined strategic platform from which to launch our business activities. I am looking forward to continuing to work closely with industry and government to ensure Canberra remains a highly respected and sought after business events destination.

Robyn Hendry
Chief Executive
Vision

The Product: Canberra will be a highly respected and sought after business events destination, resulting from the collaborative efforts of the Bureau, its members, and by leveraging our national capital status and attributes.

Our Clients: will testify that by working with the Bureau they were able to draw on our knowledge and efficiency to enrich their organisation’s business event experience in Canberra, enabling superior outcomes and a rich delegate experience.

The Bureau’s role: as the peak body for business events we will build on our relationships and be well understood and highly valued as an essential economic driver by members, government and the broader Canberra community.

Mission

To attract business events to Canberra

Business Planning

Our vision and mission will be achieved through clarity of purpose, stakeholder engagement and skilled staff. Growth will result from the right balance of resource allocation for sales, advocacy, marketing, knowledge management and organisational capability.
Organisational Values

Innovation: through collaboration
Respect: for individuals and organisations
Achievement: for collective good
Equitable, reliable and trustworthy
Pride: in Canberra and Bureau’s brand integrity
Knowledgeable: about Canberra’s business event assets

Our stakeholders

- ACT Government
- ACT Minister for Tourism
- ACT Shadow Minister for Tourism
- Australian Capital Tourism
- Members
- Australian Government
- Tourism and business events industry
- Kindred organisations
- Clients

Type of organisation: not for profit association

Associations Incorporation Act

The Bureau is incorporated under the Associations Incorporation Act 1991 and complies with the requirements of the Act. Annual statements and information relating to the committee (Canberra Convention Bureau Board) and public officer are lodged with the ACT Registrar-General’s office.
Our people

Organisational chart

Membership and ACT Government

Representative board

CEO

Sales

Knowledge management and corporate services

Marketing and Membership
**Staff and role**

Robyn Hendry  Chief Executive  
Carol Scott  Marketing Manager  
Cindy Young  Director of Sales  
Robert Doyle  Senior Business Development Manager  
Liz Bendeich  Knowledge Manager  
Tracey Mitchell  Business Services Manager  
Cathryn Hendrickson  Business Development Manager  
Joyce Nesbitt  Finance Officer  
Tina Horwood  Marketing Assistant  
Jemma Davie  Business Development Executive  
Bianca Skeggs  Sales Coordinator  

**Board of directors**

The Bureau’s member representative board is made up of 12 directors, 11 of whom are Bureau members from industry, plus one member nominated by the ACT Government.

The Board is elected from the membership for a period of two years. Office bearers, including the chairman, vice chairman and treasurer, are elected by the Board. The table below shows the representative board categories and the current board members.

<table>
<thead>
<tr>
<th>Category</th>
<th>No.</th>
<th>Board Member</th>
<th>Organisation</th>
<th>Meetings out of 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) those who own or are engaged in the management of hotels or motels having at least 100 accommodation units</td>
<td>1</td>
<td>Karl Diefenbach, Treasurer</td>
<td>Hyatt Hotel Canberra</td>
<td>4</td>
</tr>
<tr>
<td>(b) those who own or are engaged in the management of hotels or motels and accommodation houses having less than 100 accommodation units</td>
<td>1</td>
<td>Mark Sproat</td>
<td>The Brassey of Canberra</td>
<td>4</td>
</tr>
<tr>
<td>Category</td>
<td>No.</td>
<td>Board Member</td>
<td>Organisation</td>
<td>Meetings out of 5</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
<td>-------------------------------------</td>
<td>------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>(c) those who provide or are engaged in the management of air transport</td>
<td>1</td>
<td>Allan Williams</td>
<td>Qantas</td>
<td>5</td>
</tr>
<tr>
<td>(d) those who own or are engaged in the management of restaurants or other outlets, catering establishments, or engaged in training for the tourism and hospitality industries</td>
<td>1</td>
<td>Dennis Souter, Deputy Chairman</td>
<td>The Boat House by the Lake</td>
<td>2</td>
</tr>
<tr>
<td>(e) those who own or are engaged in the management of some form of visitor attraction</td>
<td>1</td>
<td>Lois Fordham (Chair, resigned Feb 07)</td>
<td>Australian Institute of Sport</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Steve Gower (appointed Feb 07)</td>
<td>Australian War Memorial</td>
<td></td>
</tr>
<tr>
<td>(f) those who own or are engaged in the management of convention venues in excess of 500 square metres</td>
<td>1</td>
<td>David Donald (resigned April 07)</td>
<td>Crowne Plaza Canberra and National Convention Centre</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Matt Young (appointed June 07)</td>
<td>Crowne Plaza Canberra and National Convention Centre</td>
<td>0</td>
</tr>
<tr>
<td>(g) those who provide or are engaged in the provision of convention and meeting organisation</td>
<td>1</td>
<td>Barry Neame</td>
<td>Consec Conference Management</td>
<td>4</td>
</tr>
<tr>
<td>Category</td>
<td>No.</td>
<td>Board Member</td>
<td>Organisation</td>
<td>Meetings out of 5</td>
</tr>
<tr>
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<td>----------------------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>(h) ordinary members who own or are engaged in the management of some other form of visitor, tourist or convention business or activity or any other business or activity</td>
<td>4</td>
<td>Tom Snow (appointed Chair Feb 07)</td>
<td>Canberra International Airport</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jane Carter</td>
<td>Conference Logistics</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Professor Ian Chubb</td>
<td>Australian National University</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Phil McKenzie, proxy for Professor Chubb</td>
<td>Australian National University</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tish Nyer (resigned Apr 07)</td>
<td>Rydges Capital Hill</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patrick Lonergan (appointed Jun 07)</td>
<td>Rydges Capital Hill</td>
<td>1</td>
</tr>
<tr>
<td>ACT Government nominee</td>
<td>1</td>
<td>Ross McDiarmid (resigned Feb 07)</td>
<td>Australian Capital Tourism Territory and Municipal Services</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mike Zissler (appointed Nov 06)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

There is also one ex-officio board member, Annabelle Pegrum, National Capital Authority, appointed Nov 06, meetings attended, 2.
A knowledge management approach provided the foundation for the Bureau’s sales strategy. New markets were targeted in line with Canberra’s knowledge hubs and existing markets expanded in industries in which Canberra has had previous successes. A Research and Learning Institutes Group, known as RALIG, was formed during the year with members from Canberra’s finest knowledge institutes. This prestigious and well-connected group will assist in identifying and attracting strategic conferences to Canberra. Additional seed funding provided by the ACT Government will further support the group’s activity over the next three years.

Marketing activities included a revised, more targeted familiarisation program, with the frequency of national familiarisations increasing from two to three a year. This approach incorporated a greater emphasis on the knowledge advantages of Canberra’s institutions, as well as the traditional reliance on entertainment and destination attributes.

Membership retention strategy was the focus for 06-07 ensuring the continued support of existing members and the addition of new members through membership referrals. Continued growth in membership can partly be attributed to the improved profile the Bureau has in the local market place. Regional membership continues to grow (two additional members) and this year we undertook a regional familiarisation which was well supported by the members.

The Bureau continued to provide market leadership in addressing industry growth constraints. This included providing advisory services for the scope of work to the upgrade of the National Convention Centre, lobbying for a new world class convention centre, contributing to the city’s revitalisation planning and encouraging investment in new and improved product development in hotels and other business event related products and services.
The Bureau’s approach to human resource management continues to focus on further developing a cohesive workplace culture and creating an environment of learning and development. The replacement of three key staff members during the year has provided the opportunity to attract both new talent and enthusiasm to the team. We are pleased to report that we have attracted three outstanding individuals to the positions of Business Development Manager, Director of Sales and Business Services Manager who all complement the existing highly experienced team.

Financial management focused on delivering the greatest number of marketing and sales activities. This was achieved without compromising the medium term financial position of the Bureau by retaining a generous proportion of unallocated funds. This allowed for flexibility in issues management and in the implementation of strategic plans. Additional ACT Government funding for the Bureau was announced in the 07-08 budget and takes effect from July 07 for a period of three years.

Sales results

- 22.5m in sales were confirmed during the year, down from 28m the previous year. This reduction in sales is largely due to the closure of the NCC, Canberra’s largest dedicated conference venue.
- Based on the National Visitor Survey, Tourism Research Australia year ending March 2007 statistics there were 5,000 fewer business tourists (likely attributable to the closure of the NCC) however, room nights for the same period were up by 23%, reflecting high yield visitation.
- 14 international conferences were confirmed for Canberra during the year. The upgrade of the National Convention Centre will benefit sales from late 2007 and beyond.
- 537 business event proposals were submitted during the year. 285 events were converted including 245 that were both submitted and converted during the year with another 40 events being converted from the previous year’s submissions.
- Bids accounted for 15%, or 78 bids, as a proportion of the total submissions and represented 71% of the total potential economic value. 30 bids were confirmed for Canberra during the year. Of the converted bids, 13 were submitted and converted within 2006-07 with the other 17 bids converted from the previous year’s submissions. 31 bids are still pending at 30 June 2007.
- The conversion rate for 2006-07 on Total Business Events submitted and converted within this financial year is 45%.
A selection of major wins...

- The Australian Association for Research in Education for 2009 with 700 delegates – which was won with the assistance of RALIG and the ANU.
- Family Business Australia’s national conference is coming up in August with 400 delegates.
- Building Designers Conference with 200 delegates is returning to Canberra in 2008 for a second time.
- The 2007 International Baccalaureate Organisation International Conference for 400 delegates.
- Catholic Education Office 2007 Seminar for 700 delegates.
- The NRMA Roadshow held in October 2006 for 700 attendees.

Major pending business, just finalising their venues are...

- ACE National with 400 delegates in 2008 is from our 2007 Top Secret Familiarisation.
- AGOSCI, a health disability association, for 2008 with 200 delegates is from our 2006 Health Industry familiarisation.

Membership results

At the beginning of the financial year, there were 124 financial members (and 11 Kindred Organisations). During the year 18 members resigned and 25 members joined.

Public relations and media

13 media releases were distributed throughout the year. Publicity and editorial generated as a result of the publicity program represented a value of approximately $560,717 for the year.

Brand position

The Bureau’s brand position for Canberra as a business events destination focuses on the features of the national capital that add value specifically to
business events. They are reflected in the tagline ‘Canberra: the meeting place of a nation’. The brand essence continued to underpin promotional and marketing activities along with the Bureau’s key proposition that Canberra’s unique attraction of allowing access to influence adds value to business events.

Canberra offers business events access to influence by being in the national capital, seat of the Australian Government, world class national attractions and prestigious learning institutions. Canberra’s influence and knowledge centres add value to the content of business events and increases the perceived status of the event.

Canberra provides ease of movement in a sophisticated and modern city that is surrounded by natural beauty. National attractions located in Canberra hold the treasures of our nation, they tell the Australian story and as venues they add individuality to business events.

The Bureau takes time to understand the individual needs of meeting managers. We apply our experience to research Canberra’s corporate and government initiatives that may add value to business events. Our professional customised bids offer innovative and creative solutions. We provide options to address identified needs within budget guidelines, and ideas to inspire. Our collaborative working relationship with the local industry, along with our collective knowledge of Canberra’s assets, allows us to provide expert advice and assistance.

Meeting Planners Guide

The 2007 Meeting Planners Guide continued to develop and promote the Canberra brand and to capitalise on our national capital attributes. The guide is the Bureau’s premier publication and continues to be supported by members’ investment through advertising. At January 2007, 4004 of the 2006 edition had been distributed, at June 2007, 3054 of the 2007 edition had been distributed.

Website

The Bureau web site was enhanced with an image library and additional features in the member’s zone including the introduction of resumes of people looking for employment in the business events sector. The web site continues to reflect the brand position of Canberra as the meeting place of a nation.
**Top Secret**

The two day familiarisation, Top Secret, continues to be one of the Bureau’s most successful marketing activities with conversion at $41.5 million since its inception in 1996.

The sales team continued to work on several bids from the March 2007 Top Secret program including the Geological Society of Australia 2010 ASM (worth $2,100,000). Confirmed business includes the UNESCO Australian Memory of the World International Conference (worth $421,560). Top Secret was attended by approximately 20 qualified organisations in 2006-07. This event was made possible by the cooperative efforts of 23 of the Bureau’s members.

**Top Secret conversion since 1996**

<table>
<thead>
<tr>
<th>Revenue:</th>
<th>$41,541,672</th>
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</thead>
<tbody>
<tr>
<td>Delegates:</td>
<td>38,755</td>
</tr>
<tr>
<td>Room nights:</td>
<td>92,320</td>
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</tbody>
</table>

**Industry Familiarisations**

A familiarisation program for 12 clients in the health industry was held in November 2006. These programs have proved to be valuable, with pending business in the health sector having a value of more than $580,000. The familiarisations were introduced to reinforce Canberra’s position as easily providing access to influence and knowledge. The programs are made possible by the support of the Bureau’s members, in this year’s familiarisation 21 member organisations participated.
Local familiarisations

Three local familiarisations were held during the year and attended by a total of 42 of Canberra’s local meeting planners. More than 25 members were given the opportunity to showcase their products and services through these events.

Networking nights

Six networking nights were held and attended by 117 local meeting planners and 338 member employees. These functions are continuing to increase in popularity, particularly with members.

Executive lunches

Three executive lunches were held in 2006-07, one each in Sydney, Melbourne and Canberra. In total 37 senior executives and five platinum members attended.

AsiaPacific Incentive Meetings Expo (AIME)

The AsiaPacific Incentive Meetings Expo (AIME) showcases Australia, Asia-Pacific and international destinations, products and services. It is the premier meetings, incentive, convention and exhibition event of its type in the Southern Hemisphere and was held in Melbourne from 13-14 February 2007. Eight members participated in the event and over 35 prescheduled appointments and an additional 79 unscheduled meetings took place. Pending business that has been quoted since the event equates to $325,700.

Team Australia-Asia

Team Australia is a strategic alliance between Tourism Australia and the Association of Australian Convention Bureaux. It aims to improve international buyers’ knowledge and understanding of Australia as a business events destination and showcases Australian destinations and products.

The Bureau participated in the Team Australia Business Events Expo (TABEE) in Shanghai, in conjunction with Tourism Events Australia, and held individual appointments with 40 incentive and corporate clients from 11 Asian countries.
Australian Events Expo (AEE)

The Australian Events Expo builds on the heritage of Sydney on Sale and was held on 16 and 17 May 2007, at the Sydney Convention and Exhibition Centre. The focus of the tradeshow is to see what is new from around the country in corporate events, with destinations, venues and suppliers from across the country on show.

The Bureau was joined at AEE by the following members: The Brassey of Canberra, Quality Suites Clifton on Northbourne, Pavilion on Northbourne, National Convention Centre, HI Event Management. Appointments were held with 413 clients.

The National Franchise Council Conference (NFCC)

The Franchise Council of Australia Limited (FCA) is the peak body for the $128 billion franchise sector in Australia, representing franchisees, franchisors and service providers to the sector. The annual National Franchise Convention brings the Australian franchise community - including successful business people, CEOs, government officials and industry advisors - together to enjoy education, networking and business development opportunities.

The Bureau exhibited at the NFCC for the first time at the conference held 22-24 October 2006. Joined by the National Convention Centre they met 40 franchisees and small business owners.
Business event market overview

Return on investment for each dollar invested in the Bureau by government and members

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash income (government and members)</td>
<td>1.19</td>
<td>1.1</td>
<td>1.13</td>
<td>1.25</td>
</tr>
<tr>
<td>Sales</td>
<td>27.5</td>
<td>28.4</td>
<td>22.5</td>
<td>28.5</td>
</tr>
<tr>
<td>Return on $1 invested</td>
<td>$23.1</td>
<td>$25.8</td>
<td>$19.91</td>
<td>$22.80</td>
</tr>
</tbody>
</table>

**Budget 2007/08

Cash and cash equivalent* income

2005-06 Income

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Cash</td>
<td>$376,655</td>
</tr>
<tr>
<td>Industry cash equivalent</td>
<td>$270,473</td>
</tr>
<tr>
<td>Total industry contribution</td>
<td>$647,128</td>
</tr>
<tr>
<td>Federal Government EMDG</td>
<td>$9,421</td>
</tr>
<tr>
<td>ACT Government Cash</td>
<td>$692,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$19,356</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,367,905</strong></td>
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</table>
2006-07 Income

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Cash</td>
<td>$404,339</td>
</tr>
<tr>
<td>*Industry cash equivalent</td>
<td>$223,043</td>
</tr>
<tr>
<td>Total industry contribution</td>
<td>$627,382</td>
</tr>
<tr>
<td>Federal Government EMDG</td>
<td>$8,726</td>
</tr>
<tr>
<td>ACT Government Cash</td>
<td>$692,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,348,106</strong></td>
</tr>
</tbody>
</table>

*reduced from previous year as ‘Top Secret’ program was run at a lower cost
2007-08 Income (forecast)

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Cash</td>
<td>$432,908</td>
</tr>
<tr>
<td>Industry cash equivalent</td>
<td>*$245,347</td>
</tr>
<tr>
<td>Total industry contribution</td>
<td>$667,103</td>
</tr>
<tr>
<td>Federal Government EMDG</td>
<td>$8,500</td>
</tr>
<tr>
<td>ACT Government Cash</td>
<td>$800,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,495,603</strong></td>
</tr>
</tbody>
</table>

*estimate based on actual 2006-07 + 10%

* Cash equivalent is the value of member products and services provided for Bureau marketing programs. These programs and services are valued at the average daily rate for a specific period. They include, but are not limited to, accommodation, food and beverage and transport services.
Canberra’s Business Tourism Market as a % of Tourism

Domestic visitors year ending 31 March 2007

<table>
<thead>
<tr>
<th>Purpose of visit</th>
<th>Holiday</th>
<th>VFR</th>
<th>Business</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT O/night Visitors (people)</td>
<td>27%</td>
<td>37%</td>
<td>31%</td>
<td>6%</td>
</tr>
<tr>
<td>ACT Visitor nights (room nights)</td>
<td>24%</td>
<td>40%</td>
<td>30.5%</td>
<td>5%</td>
</tr>
<tr>
<td>Day Visitors (day only)</td>
<td>43%</td>
<td>24.5%</td>
<td>16%</td>
<td>17%</td>
</tr>
</tbody>
</table>

Source: National Visitor Survey, Tourism Research Australia, YE March 2007

Increase in business tourism year ending March 2007 compared to 2005 and 2006

<table>
<thead>
<tr>
<th>Purpose of visit</th>
<th>Year ending March 2005</th>
<th>Year ending March 2006</th>
<th>Year ending March 2007</th>
<th>Percentage change 2005-06</th>
<th>Percentage change 2006-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td>1,220,000</td>
<td>1,212,000</td>
<td>1,506,000</td>
<td>-0.7%</td>
<td>24%</td>
</tr>
<tr>
<td>Visiting friends and relatives</td>
<td>2,742,000</td>
<td>2,136,000</td>
<td>2,523,000</td>
<td>-22%</td>
<td>18%</td>
</tr>
<tr>
<td>Business</td>
<td>1,049,000</td>
<td>1,554,000</td>
<td>1,913,000</td>
<td>48%</td>
<td>23%</td>
</tr>
<tr>
<td>Other*</td>
<td>314,000</td>
<td>205,000</td>
<td>316,000</td>
<td>-34%</td>
<td>54%</td>
</tr>
<tr>
<td>Total</td>
<td>5,331,000</td>
<td>5,115,000</td>
<td>6,274,000</td>
<td>-4%</td>
<td>22.7%</td>
</tr>
</tbody>
</table>

Source: National Visitor Survey, Tourism Research Australia, YE March 2007
Increase in business tourism year ending March 2007 compared to 2005 and 2006

<table>
<thead>
<tr>
<th>Purpose of visit</th>
<th>Year ending March 2005</th>
<th>Year ending March 2006</th>
<th>Year ending March 2007</th>
<th>Percentage change 2005-06</th>
<th>Percentage change 2006-07</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday</td>
<td>501,000</td>
<td>531,000</td>
<td>523,000</td>
<td>6%</td>
<td>-1.5%</td>
</tr>
<tr>
<td>Visiting friends and relatives</td>
<td>756,000</td>
<td>709,000</td>
<td>729,000</td>
<td>-6%</td>
<td>3%</td>
</tr>
<tr>
<td>Business</td>
<td>523,000</td>
<td>610,000</td>
<td>605,000</td>
<td>16.6%</td>
<td>-0.8%</td>
</tr>
<tr>
<td>Other*</td>
<td>141,000</td>
<td>81,000</td>
<td>108,000</td>
<td>-42.5%</td>
<td>33%</td>
</tr>
<tr>
<td>Total</td>
<td>1,918,000</td>
<td>1,931,000</td>
<td>1,962,000</td>
<td>0.6%</td>
<td>1.6%</td>
</tr>
</tbody>
</table>

Source: National Visitor Survey, Tourism Research Australia, YE March 2007

NOTE: The above figures indicate in year end 2006-07, compared to the previous year, the number of visitors for business decreased (-1%) however, the visitor nights increased (23%). The closure of the National Convention Centre is likely to be a key factor in the reduction of visitor numbers. Despite the reduction in number of visitors for business it is pleasing to see the increase in visitor nights, a key yield performance indicator.

Value of business events market to Canberra and market characteristics

Excerpts from a Tourism Australia study released in 2005 and conducted by CRC for Sustainable Tourism on the national business event market.

Snapshot

<table>
<thead>
<tr>
<th>Data relates to 2003</th>
<th>ACT</th>
<th>Australia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of business events</td>
<td>19,000</td>
<td>316,000</td>
</tr>
<tr>
<td>Total number of business event participants</td>
<td>1.4 million</td>
<td>22.8 million</td>
</tr>
<tr>
<td>Total expenditure</td>
<td>$990 million</td>
<td>$17.3 billion</td>
</tr>
<tr>
<td>Direct value added</td>
<td>$350 million</td>
<td>$6.1 billion</td>
</tr>
</tbody>
</table>
Indirect value added: $300 million
Contribution to total gross value added: $650 million
Employment: 6,600
Indirect employment: 5,600
Contribution to total employment: 12,200

Key findings: the ACT enjoys a 6 per cent share of the national market

As illustrated above, it is estimated that 19,000 events were staged in the ACT in 2003 and that 1.4 million participants were involved. A further breakdown of events and participants is provided in the table below. These figures show that the ACT hosts a larger proportion of association and government events and participants than the Australian average, and far fewer corporate events.

Comparison of event types in ACT and Australia

<table>
<thead>
<tr>
<th></th>
<th>Total</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACT</td>
<td>Australia</td>
</tr>
<tr>
<td>Association</td>
<td>46.0%</td>
<td>21.8%</td>
</tr>
<tr>
<td>Corporate</td>
<td>12.3%</td>
<td>54.3%</td>
</tr>
<tr>
<td>Government</td>
<td>41.7%</td>
<td>23.9%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>
The Canberra Convention Bureau is a not for profit member based organisation. Its charter is to raise the profile of Canberra as a leading business events destination and to secure business events for the economic benefit of the city and members. The Bureau assists conference organisers by providing a range of free services including innovative ideas to ensure that their business events objectives are met and that their business event is highly successful. The Bureau is considered the ‘one-stop conference shop’ for conference organisers. Services offered during the year included:

**Familiarisations**

**Top Secret**

Top Secret is the Bureau’s showcase marketing initiative designed for executives and meeting planners to uncover the secrets of Canberra as a business events destination. It is the Bureau’s major annual event and aims to reach the people who make the final decision on the conference destination. In 2007 it was held on 22 to 24 March.

**Industry familiarisations**

Industry familiarisations are especially designed for executives and meeting planners from specific target industries. The aim is to showcase Canberra’s knowledge hubs and institutions that could provide a range of resources and opportunities to add value to the content of clients’ business events.

On 23 to 25 November 2006 the health industry was targeted with a familiarisation for 12 delegates that visited the John Curtin School of Medical Research (JCSMR) and the Pathology Museum as well as a variety of meeting venues. Guest speakers at each venue added value to the program and included John Flannery,
Communications Director for the Australian Medical Association (speaking at Parliament House), Professor Chris Parish, Professor and Head of Division of Immunology & Genetics, JCSMR, Australian National University (speaker at lunch at The Boat House by the Lake) and Professor Jonathan Stone, Director of the Research School of Biological Sciences, ANU College of Science who spoke on stem cell research during the visit to JCSMR.

Local familiarisations

Local familiarisations are tailored to specific requirements and designed to showcase venues and services to Canberra meeting planners involved with organising meetings and other business events. In 2006-07 local familiarisations were held in October (14 delegates), March (9 delegates) and June (19 delegates).

Site Inspections

The Bureau arranges site inspections at member venues to help clients make informed decisions. Site inspection programs, both escorted and unescorted, were arranged by the sales department for 34 client groups.

Sourcing proposals

During the year the Bureau’s sales team sourced and obtained conference quotations from appropriate venues on the clients’ behalf.

Preparing, submitting and presenting bids

64 tailored bids were created for clients considering Canberra as an option for their conference, providing compelling reasons why Canberra should be their preferred destination.
Executive lunches

Executive lunches were hosted in Sydney (22 February, 11 clients), Melbourne (18 October, 11 clients) and Canberra (7 December, 16 clients) to introduce association executives to members and promote Canberra’s credentials as a business event destination. For interstate clients, the lunches also provided an opportunity to learn more about Canberra without leaving home.

Networking nights

Networking nights provided an opportunity for clients to meet members and Bureau staff and to learn more about the host member’s venue. In 2006-07 six Networking Nights were held, in July, September, October, March, May, and June for a total of 338 members and 117 clients.

Brochure service

The Bureau sourced promotional material for conference delegates. Items such as brochures, seasonal planners and show bags were supplied to conference organisers free of charge and delivered direct to the Canberra conference venue.

Grant searches

To assist business event clients, grant searches were undertaken for specific industries. The sales team accessed information and intelligence on grant availability and provided details and electronic updates on available ACT and Australian Government grants. These reports were reviewed each month and relevant industries targeted accordingly.

Meeting Planners Guide – reference material

During the year the Bureau promoted Canberra and its members through the Meeting Planners Guide. The guide was distributed to local, national and international clients to use as a ready reference when placing business, either through the Bureau or directly with members.
Services to members and supporters

Leads
Members were provided with the opportunity to quote on business through the Bureau. The Bureau gathered all the necessary information to identify clients and provided this information to members. Over the 2006-07 period a total of 608 Bulletins were sent out to 4,773 members. This resulted in 245 confirmed events for members.

Familiarisations
By being involved in the Bureau’s familiarisation initiatives, members were provided with networking and sales opportunities for both the Canberra and interstate markets. Familiarisations allowed members to showcase their products and services to the people booking business events.

Top Secret
Top Secret allowed members to showcase their venue or services to senior decision-makers and provided invaluable networking opportunities over an intensive two and a half day format. The 2007 event was supported by a total of 23 member organisations including:

- Australian Institute Of Sport
- Australian National Botanic Gardens
- Australian War Memorial
- Canberra District Wine Industry Association
- Canberra Stadium
- Crowne Plaza Canberra and National Convention Centre
- CSIRO Discovery
Industry familiarisations

Industry familiarisations provided sponsorship opportunities for members and direct access to meeting planners from targeted industries during a two-day showcase of Canberra. These events focused on aspects of Canberra that could directly benefit specific client segments. The Health industry familiarisation conducted in 2007 was sponsored by 21 member organisations.

Local familiarisations

Local familiarisations provided members with the opportunity to showcase their venue or product to Canberra based meeting planners from government, corporate and association sectors. Each of the three local familiarisations held during the 2006-07 time period was supported by up to ten member organisations.
AIME Tradeshow

Members of the Bureau’s delegation at AIME were a part of the largest meetings expo in the southern hemisphere. Bureau members Hotel Realm, Australian Institute of Sport, National Convention Centre, Hyatt Hotel Canberra, Rydges Group, Cockington Green, National Museum and Ginger Catering joined the Bureau stand to directly promote their products and services along with more than 850 exhibitors and 2,500 buyers.

Networking

Networking nights provided an opportunity to showcase members’ venues, products or services to Canberra based meeting planners and local industry colleagues. Members participated either by hosting an event or by coming along to the evening. The six Networking Nights held in 2006-07 were hosted by National Museum of Australia, CSIRO Discovery, Quality Suites Woden, Canberra Institute of Technology and Thoroughbred Park.

Executive lunches

Executive lunches allowed members to build valuable relationships with groups of senior association executives from Sydney, Melbourne and Canberra. Platinum members were invited to participate, and Hyatt Hotel Canberra, National Convention Centre, Australian Institute of Sport, Doma Hotels Canberra and ICMS Pty Ltd joined Bureau staff in hosting these events. Guest speakers also came from member organisations and included Professor Ian Chubb from the Australian National University, Dr David Martin and Keith Lyons, from the Australian Institute of Sport, and Chris Males from Pro-Fit.

Industry representation

Part of the Bureau’s role is to represent its members and industry colleagues to politicians, taskforces and public sector decision-makers. In 2006-07, representation to these industry counterparts covered areas including:

Infrastructure development: membership of the National Capital Attractions Association; participation in the National Convention Centre upgrade reference panel; participation in the new convention and exhibition centre site comparison
study, Cox 07; and development of a new convention centre submission by the Canberra Business Council.

Development of relationships with the ACT and Australian Governments: including quarterly meetings with Minister Andrew Barr, MLA; regular meetings with Brendan Smyth, MLA and Senator Gary Humphries; frequent meetings with key staff members of ACT Government departments. Annual meetings were also held with: Bob McMullen MP; Senator Kate Lundy; Annette Ellis MP; and Garry Nairn, Member for Eden Monaro. As part of our Australian Government engagement strategy a dinner was also held with Minister Jim Lloyd, Minister for Territories, Michael Ball, Chair, National Capital Authority, Annabelle Pegrum, Chief Executive, National Capital Authority, and representatives from the ACT tourism industry.

Promotion of the Business Events sector as an economic driver for the ACT: participation in the Canberra Business Council Tourism Arts and Sports Taskforce and Economic and Employment Growth Taskforce; participation in the 2013 Centenary of Canberra Celebrations Taskforce.

Representation on business and industry groups: Presidency of Australian Association of Convention Bureaux (Robyn Hendry), Board member of Business Events Council of Australia (Robyn Hendry); Councillor of Tourism and Industry Council – ACT & Region, Committee member on Canberra Business Council.

Other major activities undertaken in 2006-07 included the successful budget submission to the ACT Government for increased funding effective from 2007-08. This included the development of a discussion paper “The Way Forward” which outlined strategies to leverage the investment in the upgraded National Convention Centre, and provide resourcing to the Research and Learning Institutes Group (RALIG). The aim of these strategies is to increase Canberra’s market share of the national business event market from 6 to 7%.

Site inspections

Site inspections enabled clients to see specific member products, to assist in their conference decision making process. A total of 34 client groups over the period participated in individually designed site inspections that visited up to ten members’ venues over a one or two day period.
Meeting Planners Guide – advertising

A benefit of Bureau membership is the opportunity to advertise in the annual *Meeting Planners Guide*, distributed to over 4,000 recipients throughout the year.

Product/service updates

The Bureau kept up to date with members, their products and services throughout the year to ensure it could actively promote Canberra. This is achieved through a number of ways, including the inviting of both new and existing members to present to Bureau staff periodically. Sales staff ensure their knowledge of member products is up to date and accurate through regular inspections of member venues and careful recording of venue capacities and features.

Editorial for industry publications

The Bureau provided editorial on the Canberra business events industry to trade publications such as CIM. It also provided member contacts for feature articles and negotiated advertising on behalf of members.

Service to government and kindred organisations

The Bureau maintained its role as the key industry body providing relevant knowledge and expertise to government and kindred organisations by developing and providing input into position papers and acting as an industry representative on reference panels or committees.

Industry trends and news

Information was provided to members via email, newsletters and the website on matters such as: a post Australian Government budget analysis by Econtech; Avian Influenza; the National Convention Centre upgrade; city infrastructure redevelopment; and cooperative marketing opportunities. We also conducted a member survey on the taxi issue for the business event market and this was used as evidence for the Canberra Business Council position paper on taxi services which was submitted to the ACT Government.
Operational excellence and commercial responsibility

Purchaser/provider arrangements

Communications
The Bureau continued its public communications strategy during the year to strengthen stakeholder relationships and raise its public profile and the profile of the destination to the business events market. A public relations program was established through to the end of June 2007 and Morris Walker Pty Ltd continued its appointment as communications provider. Publicity generated from July 2006 to year end was positive and increased interest and confidence in the Bureau’s activities. Total publicity value from July 2006 to June 2007 was estimated at $560,717.

Audit
Duesbury Nexia continued as the Bureau’s auditors, providing independent yearly financial reports.

Accountancy
Wilson Watt Papendrea continued as the Bureau’s accountants, providing independent quarterly financial reports.

Business planning
A team building and business planning workshop was held at Saville Park Suites Canberra on 1 March 2007 to build and strengthen team dynamics and develop a high level 2007-08 business plan framework. The business plan has since been finalised and took effect from 1 July 2007.
Reporting

Monthly reports outlining sales, marketing and issues management were prepared by the Bureau’s chief executive and distributed to the Board. Independent quarterly financial reports were prepared by the Bureau’s accountants and distributed to the Board. An audit of the year was carried out by the Bureau’s auditors Duesbury Nexia. The provision of capacity reports to members was a new initiative. The Snapshot document, summarising the state of the Australian business events industry and Canberra and the Canberra Convention Bureau’s place in that market, was widely distributed to members. The 2005-06 Annual Report was produced and distributed.

Mid year sales review

A sales team workshop was conducted at Thredbo on 11 and 12 March. The workshop examined the workings of the whole team including individual responsibilities, critical success factors, customers, aspirations, challenges and team dynamics.

Occupational Health and Safety (OHS)

The Bureau is committed to providing a safe and healthy work environment for all employees. It is the organisation’s policy to make every reasonable effort to prevent accidents, protect employees from injury, and promote the health, safety and welfare of all employees.

The Bureau made available appropriate resources to ensure that it complied with relevant occupational health and safety legislation, and to ensure that the workplace remained safe and healthy. Individual requests for improvements to workstations are assessed and responded to quickly. No OHS claims were reported during the year.
Environmental sustainability

Recycling
The Bureau recycled all its papers and cardboard during the year. A ‘no waste’ recycling bin was provided in the office and each employee had their own ‘paper only’ bin.

Energy efficiency
The Bureau’s procedures for energy efficiency included a system for opening and closing the office to ensure all lights and air-conditioning are turned off at the end of each day along with kitchen appliances using stand-by power such as the toaster, coffee machine and hot water.

Systems
- A new telephone system (LG Aria digital) was purchased and installed in July 2006
- The Event Business Management Software (EBMS) database system was upgraded from version 15.2 to 16.2 on all computers. Enhancements include better reporting tools, improved importing features and advanced screen search options
- Throughout the year an additional three patches were downloaded by USI onto the EBMS system to improve emailing imports and report scheduling.

Support
The Bureau’s annual Ungerboeck Systems International (USI) service agreement provided 24 hour support for the EBMS database.

Technical support and back-up management was provided by the Bureau’s recruited IT support company, Insitec, including support, maintenance, back up and off site storage.
Governance, risk management, insurance

Risk management
Allison Consulting undertook a risk assessment and risk management analysis during the year, covering activities that were identified as operational risks and identifying strategies to redress these. The risk management plan will be reviewed at regular intervals to ensure currency.

Insurance
Areas of risk identified have been responded to in accordance with recommendations provided. The Bureau holds a Business Insurance Policy with CGU Insurance Limited covering Fire and Specified Events, Business Interruption, Money, Burglary, Glass, Public Liability ($20,000,000) and General Property, valid until 30 June 08. Other policies held by the Bureau include: Business Travel Policy, with Allianz Australia Insurance Limited, valid until 30 June 08; Workers’ Compensation Insurance, with CGU Insurance Limited, valid until 30 June 08; Association Liability Insurance with Lloyds of London, valid until 3 March 08.

Privacy Act
The Bureau has a strict code of conduct in relation to privacy and confidentiality of member and client information in accordance with the Privacy Act 1998. Details of the Privacy Policy are included in written correspondence – letters and email, the Meeting Planners Guide and the website.
Human resource management

Human resource policies and procedures

Legislative requirements

The Bureau has policies in place to fulfil our legal obligations including the legal rights and responsibilities of both the employer and employees. This gives employees a clear understanding of what is expected of them and what they can expect from their employer.

Under the Associations Incorporation Act, the Board is responsible for terms and conditions of employment. These policies reflect the practices and processes agreed to improve human resource management within the organisation.

Consult with employees

The Bureau believes that employees should have input to the ongoing development of policies. Any comments or suggestions can be forwarded directly to the Chief Executive. New or amended policies are circulated for comment prior to implementation.

Publicised and easily accessible

For policies to have resonance with employees, it is important that they are publicised and easily accessible throughout the organisation. All employees are informed of their contents.
Learning and development

Learning and development has been an important focus for building capability and creating a learning culture. The learning and development program below outlines the training undertaken by staff throughout the year. Marketing and systems training has been a key focus.

Training and development undertaken

<table>
<thead>
<tr>
<th>Staff Member</th>
<th>Development</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff</td>
<td>Business Development training</td>
<td>26-27 September</td>
<td>Completed</td>
</tr>
<tr>
<td>All staff</td>
<td>“Delivering the Brand Promise” workshop</td>
<td>11 May</td>
<td>Completed</td>
</tr>
<tr>
<td>All staff</td>
<td>Database training in conjunction with upgrade to 16.2</td>
<td>8-9 May</td>
<td>Completed</td>
</tr>
<tr>
<td>Amanda Hogg</td>
<td>Australian Institute of Management – Designing learning programs</td>
<td>7-9 August</td>
<td>Completed</td>
</tr>
<tr>
<td>Amanda Hogg</td>
<td>AACB Conference</td>
<td>25-27 August</td>
<td>Completed</td>
</tr>
<tr>
<td>Carol Scott</td>
<td>AACB Conference</td>
<td>25-27 August</td>
<td>Completed</td>
</tr>
<tr>
<td>Cathryn Hendrickson</td>
<td>MEA Conference</td>
<td>1-4 April</td>
<td>Completed</td>
</tr>
<tr>
<td>Joyce Nesbitt</td>
<td>Salary Packaging and FBT Workshop</td>
<td>6 March</td>
<td>Completed</td>
</tr>
<tr>
<td>Joyce Nesbitt</td>
<td>Upgrade MYOB skills</td>
<td></td>
<td>Ongoing</td>
</tr>
<tr>
<td>Liz Bendeich</td>
<td>EBMS Conference</td>
<td>1-2 June</td>
<td>Completed</td>
</tr>
<tr>
<td>Penny Nowlan</td>
<td>AIM Course</td>
<td>30 October</td>
<td>Completed</td>
</tr>
<tr>
<td>Robyn Hendry</td>
<td>AACB Conference</td>
<td>25-27 August</td>
<td>Completed</td>
</tr>
<tr>
<td>Robyn Hendry</td>
<td>ICCA Conference</td>
<td>29 October – 1 November</td>
<td>Completed</td>
</tr>
<tr>
<td>Sales staff</td>
<td>Thredbo Workshop</td>
<td>11-12 March</td>
<td>Completed</td>
</tr>
</tbody>
</table>
Staffing and recruitment

The following appointments and resignations occurred during the year.

**Appointments**
- Tracey Mitchell    Business Services Manager
- Robert Doyle      Business Development Manager
- Jemma Davie       Business Development Executive
- Tina Horwood      Marketing Assistant
- Bianca Skeggs     Sales Coordinator

**Resignations**
- Amanda Hogg       Director of Sales
- Penny Nowlan      Executive Assistant/Marketing Coordinator
- Cindy Young       Director of Sales
- Tina Horwood      Marketing Assistant

**Team development**

Staff morale was maintained through a number of initiatives including birthday celebrations, welcome lunches, and milestone celebrations.

**Code of conduct**

All employees are expected to observe the highest standards of ethics, integrity and behaviour during the course of their employment. The standards expected of employees are detailed in the Bureau’s personnel policies and procedures, and code of conduct, and reflected in the Bureau’s values.

Breaches of the code of conduct are dealt with in accordance with the Bureau’s discipline and termination policy.

Contents

Report by Committee
Income Statement
Balance Sheet
Statement of Changes in Equity
Cash Flow Statement
Notes to the Financial Statements
Statement by Executive Committee
Independent Audit Report
ANNUAL REPORT 2006–07
<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2008</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Government</td>
<td>207,288</td>
<td>207,288</td>
</tr>
<tr>
<td>Convention, Adventure &amp; Business Tourism</td>
<td>239,000</td>
<td>167,788</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>546,288</td>
<td>375,076</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting and Audit</td>
<td>5,609</td>
<td>14,425</td>
</tr>
<tr>
<td>Advertising</td>
<td>4,569</td>
<td>11,174</td>
</tr>
<tr>
<td>General Material</td>
<td>4,946</td>
<td>4,776</td>
</tr>
<tr>
<td>Print &amp; Graphics &amp; Computer Use</td>
<td>12,819</td>
<td>12,745</td>
</tr>
<tr>
<td>Depreciation</td>
<td>3,595</td>
<td>4,768</td>
</tr>
<tr>
<td>Legal &amp; Professional</td>
<td>10,742</td>
<td>9,402</td>
</tr>
<tr>
<td>Human Resources</td>
<td>9,284</td>
<td>9,346</td>
</tr>
<tr>
<td>Finance</td>
<td>9,226</td>
<td>10,283</td>
</tr>
<tr>
<td>Internet and Web Marketing</td>
<td>1,272</td>
<td>1,944</td>
</tr>
<tr>
<td>Promotion and Events</td>
<td>6,381</td>
<td>6,381</td>
</tr>
<tr>
<td>Travel and Conference</td>
<td>2,817</td>
<td>2,817</td>
</tr>
<tr>
<td>Transport &amp; Security</td>
<td>3,700</td>
<td>2,465</td>
</tr>
<tr>
<td>Other Operating Costs</td>
<td>12,189</td>
<td>14,965</td>
</tr>
<tr>
<td>Research</td>
<td>9,000</td>
<td>9,000</td>
</tr>
<tr>
<td>Subcontractors &amp; Leasing</td>
<td>7,718</td>
<td>9,297</td>
</tr>
<tr>
<td>Telephone &amp; Fax</td>
<td>1,970</td>
<td>1,235</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>1,950</td>
<td>2,845</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1,929</td>
<td>1,929</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>81,073</td>
<td>103,565</td>
</tr>
<tr>
<td><strong>Surplus for the Year</strong></td>
<td>465,215</td>
<td>271,511</td>
</tr>
</tbody>
</table>
## Balance Sheet

### As at 30 June 2007

<table>
<thead>
<tr>
<th>Asset Category</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and equivalents</td>
<td>2,300.01</td>
<td>2,204.75</td>
</tr>
<tr>
<td>Receivables</td>
<td>447.75</td>
<td>374.87</td>
</tr>
<tr>
<td>Other</td>
<td>527.46</td>
<td>677.20</td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td>3,275.22</td>
<td>3,256.75</td>
</tr>
<tr>
<td><strong>Non-Current Assets</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plant and equipment</td>
<td>10,019.05</td>
<td>10,102.05</td>
</tr>
<tr>
<td><strong>Total Non-Current Assets</strong></td>
<td>10,019.05</td>
<td>10,102.05</td>
</tr>
<tr>
<td><strong>Total Assets</strong></td>
<td>13,294.27</td>
<td>13,358.75</td>
</tr>
<tr>
<td><strong>Current Liabilities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade and other creditors</td>
<td>4,017.40</td>
<td>4,014.22</td>
</tr>
<tr>
<td>Provisions</td>
<td>2,226.40</td>
<td>2,226.40</td>
</tr>
<tr>
<td>Other</td>
<td>4,350.61</td>
<td>4,350.61</td>
</tr>
<tr>
<td><strong>Total Current Liabilities</strong></td>
<td>10,604.41</td>
<td>10,591.24</td>
</tr>
<tr>
<td><strong>Total Liabilities</strong></td>
<td>10,604.41</td>
<td>10,591.24</td>
</tr>
<tr>
<td><strong>Net Assets</strong></td>
<td>2,690.13</td>
<td>2,767.51</td>
</tr>
</tbody>
</table>

### Equity

- **Retained earnings**: 128.28
- **Total equity**: 1,282.28

---

**ANNUAL REPORT 2006–07**
<table>
<thead>
<tr>
<th>Retained Earnings</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at the beginning of the year</td>
<td>14,520</td>
<td>22,980</td>
</tr>
<tr>
<td>Net income for the year</td>
<td>5,244</td>
<td>5,244</td>
</tr>
<tr>
<td>Balance at the end of the year</td>
<td>20,438</td>
<td>28,224</td>
</tr>
</tbody>
</table>
CASH FLOW STATEMENT
FOR THE YEAR ENDED JUNE 30, 2007

<table>
<thead>
<tr>
<th>Cash Flows from Operating Activities</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payments to employees and expenses</td>
<td>Notes</td>
<td>Particulars</td>
</tr>
<tr>
<td></td>
<td>3,000.25</td>
<td>4,800.00</td>
</tr>
<tr>
<td></td>
<td>1,142.00</td>
<td>1,742.00</td>
</tr>
<tr>
<td></td>
<td>1,142.00</td>
<td>1,742.00</td>
</tr>
<tr>
<td></td>
<td>2,040.00</td>
<td>2,040.00</td>
</tr>
<tr>
<td>Total Cash Flow from Operating Activities</td>
<td>7,334.50</td>
<td>10,584.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Flows from Investing Activities</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of property, plant and equipment</td>
<td>191,760.00</td>
<td>191,760.00</td>
</tr>
<tr>
<td>Net Cash Flow from Investing Activities</td>
<td>191,760.00</td>
<td>191,760.00</td>
</tr>
<tr>
<td>Net Change in Cash and Short Term Investments</td>
<td>191,760.00</td>
<td>191,760.00</td>
</tr>
<tr>
<td>Cash at the Beginning of the Year</td>
<td>1,240.00</td>
<td>12,240.00</td>
</tr>
<tr>
<td>Cash at the End of the Year</td>
<td>193,000.00</td>
<td>204,000.00</td>
</tr>
</tbody>
</table>
The Annual Report is based on the financial year ended 30 June 2019, in accordance with Australian Accounting Standards, including Australian Accounting Interpretations, and the Accounting Standards, the Australian Accounting Standards Board and the requirements of the Australian Accounting Act 1998.

The financial report of the Association complies with all Accounting Standards and Australian Accounting Standards (AASB) and Australian Financial Reporting Standards (AFRS). The Association has adopted the financial reporting framework of the Association of Australian Insurers (AAI).

The financial report has been prepared on an accruals basis and is based on historical cost, and is prepared in accordance with the prescribed accounting standards and directives issued by the Australian Accounting Standards Board and the Australian Institute of Chartered Accountants.

**Income Statement**

The income statement is a true and fair presentation of the financial performance of the Association for the year ended 30 June 2019.

**Statement of Financial Position**

The statement of financial position presents a true and fair view of the financial position of the Association at 30 June 2019.

**Statement of Cash Flows**

The statement of cash flows presents a true and fair view of the cash flows of the Association for the year ended 30 June 2019.

**Note to the Financial Statements**

The financial statements are prepared in accordance with the prescribed accounting standards and are presented in the form appropriate for the Association.

**Note to the Financial Statements**

The financial statements include the financial statements of the Association and its subsidiaries. The notes to the financial statements provide additional information that is integral to an understanding of the financial statements.
A financial report on property, plant and equipment is included in the financial statements of the year ended 30 June 2007.

The book values of property, plant and equipment, and the accumulated depreciation, are shown at the lower of cost and depreciated book value. The amount is tested at the level of the expected net realizable amount that can be recovered from the asset. The accumulated depreciation, which is included in the balance sheet, is presented at the lower of the net realizable amount and the net present value of the expected future net cash flows of the asset.

The depreciation of property, plant and equipment is recognized as an expense in the financial statements. The amount of depreciation is determined by an assessment of the expected future net cash flows of the asset and the expected useful life of the asset. The depreciation is recognized in the financial statements in the period in which the asset is used.

The amount of depreciation for each asset is determined by an assessment of the expected future net cash flows of the asset and the expected useful life of the asset. The amount of depreciation is recognized as an expense in the financial statements in the period in which the asset is used.

Depreciation is provided on all depreciable assets, including buildings, machinery and equipment. The useful life of an asset is determined by the shorter of the estimated useful life of the asset or the period during which it is expected to be used in the operations of the association.

The association is required to provide depreciation for the cost of assets purchased, including land and buildings, that are used in the operations of the association. The depreciation is recognized as an expense in the financial statements in the period in which the asset is used.

The association is required to provide depreciation for the cost of assets purchased, including land and buildings, that are used in the operations of the association. The depreciation is recognized as an expense in the financial statements in the period in which the asset is used.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2009

NOTE 1: SUMMARY OF ACCOUNTING POLICIES

1.0 Introduction

These financial statements were prepared in accordance with Australia Accounting Standards which include Interpretations and Compliance with Interpretations. These standards and interpretations are all implemented as at 30 June 2009.

1.1 General

These financial statements are presented in accordance with the AusFAS standards which require the use of the accrual basis of accounting for which the basis for accruals and non-current assets are measured in Australian dollars.

1.2 General Accounting Policies

Assets and liabilities are measured at cost except for land which is held at fair value at the date of sale and the cost of management fees and leasing expenses are charged in the fair value of the asset and included in the financial statements of the period in which they arise.

1.3 Revenue

Revenue comprises fees and subscriptions paid to the Corporation by delegates and members of the Corporation.

1.4 Financial Instruments

The Corporation adopted the International Accounting Standards for the first time in the current reporting period. The Corporation is not required to adopt the International Accounting Standards until the date of the first annual report.

1.5 Financing

The financial statements have been prepared in accordance with Australian Accounting Standards for the purpose of presentation and disclosure to the users of the financial statements. The statements are not intended to be used for any other purpose.

1.6 Related Parties

Financial interests are accounted for on a basis which avoids double counting and is consistent with that used for non-related parties in accordance with Australian Accounting Standards.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2007

MEMORANDUM OF ACCOUNTING POLICIES

(1) Impairment of Assets

An impairment loss is the amount by which the carrying amount of a non-financial asset (or an amortizable intangible asset) is greater than the recoverable amount of the asset. The recoverable amount is the higher of:

(a) fair value less costs to sell; or

(b) value in use.

The recoverable amount of an asset is its value to the entity. The entity is the business entity that owns the asset. This includes the entity’s management (the director(s)). It does not include the entity’s shareholders. The recoverable amount of an asset is the amount that could be expected to be realized in the period in which the asset is sold or during the period in which the asset is used as part of the operating activities of the entity.

Any impairment that arises for an asset not held for sale at the date when the impairment is recognized shall be included in the determination of net profit for the year.

(2) Employee Benefits

Provisions are made for the funding of employee benefits arising from services rendered by employees in future years. The benefits expected to be received by employees in future years are recognized at the present value as of the end of the period. The present value is determined by multiplying the number of employees expected to be covered by the benefit by the actuarial present value of the expected future benefit. The actuarial present value of the expected future benefit is determined by actuarial assumptions. The benefits expected to be received by employees in future years may be included in the determination of net profit for the year.

(3) Provisions

Provisions are recognized for the amounts expected to be paid in respect of post-employment benefits. The provision is the present value of the cost of providing the benefits. The provision is increased by the interest cost associated with the provision.

(4) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, demand deposits, and short-term, highly liquid investments, which are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.

(5) Revenue

Revenue is recognized when the economic benefits from the sale of goods or services are realized. The amount of revenue recognized is the amount of consideration expected to be realized in exchange for the goods or services transferred.

Revenue is recognized when the goods or services are delivered or when the services are performed.

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Revenue is recognized when the economic benefits from the sale of goods or services are realized. The amount of revenue recognized is the amount of consideration expected to be realized in exchange for the goods or services transferred.

Revenue is recognized when the goods or services are delivered or when the services are performed.

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Revenue is recognized when the economic benefits from the sale of goods or services are realized. The amount of revenue recognized is the amount of consideration expected to be realized in exchange for the goods or services transferred.

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Revenue is recognized when the economic benefits from the sale of goods or services are realized. The amount of revenue recognized is the amount of consideration expected to be realized in exchange for the goods or services transferred.

Revenue is recognized when the goods or services are delivered or when the services are performed.

Revenue is recognized when the economic benefits from the sale of goods or services are realized. The amount of revenue recognized is the amount of consideration expected to be realized in exchange for the goods or services transferred.

Revenue is recognized when the goods or services are delivered or when the services are performed.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2005

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Intellectual property rights

All intellectual property rights are recognised at the date of acquisition where the consideration paid for the rights is not associated with the grant of the rights. These intellectual property rights are amortised over their useful lives, which is expected to be five years, based on historical data and experience.

Comparative figures

Figures for the year ended 30 June 2004 have been adjusted using revenue recognition changes introduced by the Statement of Accounting Standards for the year ended 30 June 2004.

Critical accounting estimates and judgments

The complexity of several estimates and judgments is considered significant in the preparation of the financial statements, which involve a high degree of subjectivity and require management's judgment and expertise. These estimates have been determined based on past experience and data obtained both internally and externally.

The assumptions made for the future are based on the best information available at the time of the preparation of the financial statements, and are subject to risks of internal and external factors which might affect the accuracy of these estimates.

CANBERRA CONVENTION BUREAU
### ANNUAL REPORT 2006–07

#### NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 30 JUNE 2007**

<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.1</td>
<td>Cash and Cash Equivalents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cash at bank</td>
<td>2,700,500</td>
<td>2,500</td>
</tr>
<tr>
<td></td>
<td>Cash at hand</td>
<td>500</td>
<td>700</td>
</tr>
<tr>
<td></td>
<td>Bank balances</td>
<td>119,840</td>
<td>159,856</td>
</tr>
<tr>
<td></td>
<td>Total $13,551</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 5.3  | Trade and Other Receivables | | |
|      | Trade receivables | 63,718 | 54,760 |
|      | Sales returns | 2,034 | 111 |
|      | Total $65,752 | | | |

| 5.4  | Other Non-current Assets | | |
|      | Property | 2,274 | 2,412 |

| 5.5  | Plant and Equipment | | |
|      | Building and equipment | 74,000 | 74,000 |
|      | Less accumulated depreciation | (1,296) | (2,412) |
|      | Total $72,704 | | | |

| 5.6  | Furniture and Fixtures | | |
|      | Building and equipment | 15,600 | 15,664 |
|      | Less accumulated depreciation | (1,332) | (1,532) |
|      | Total $14,268 | | | |

| 5.7  | Computer Software | | |
|      | | 1,000 | 1,000 |
|      | Less accumulated depreciation | (790) | (1,532) |
|      | Total $210 | | | |
### PLANT AND EQUIPMENT - CONT'D

<table>
<thead>
<tr>
<th>Description</th>
<th>Opening Balance</th>
<th>Additions</th>
<th>Disposals</th>
<th>Depreciation</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Amount</td>
<td>Amount</td>
<td>Rate (5%)</td>
<td>Amount</td>
</tr>
<tr>
<td>Plant &amp; equipment</td>
<td>1,246,000</td>
<td>256,000</td>
<td>14,400</td>
<td>10%</td>
<td>1,383,600</td>
</tr>
<tr>
<td>Furniture &amp; fittings</td>
<td>160,000</td>
<td>1,000</td>
<td></td>
<td>5%</td>
<td>161,500</td>
</tr>
</tbody>
</table>

**Total:** 1,404,500

### DEPRECIATION RATES AND METHODS

<table>
<thead>
<tr>
<th>Class of asset</th>
<th>Depreciation rate</th>
<th>Depreciation method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant and equipment</td>
<td>8% - 10%</td>
<td>Reducing balance</td>
</tr>
<tr>
<td>Furniture and fittings</td>
<td>10%</td>
<td>Straight line</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th>2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plant and equipment</td>
<td>102,000</td>
<td>102,000</td>
</tr>
<tr>
<td>Furniture and fittings</td>
<td>16,000</td>
<td>16,000</td>
</tr>
</tbody>
</table>

### TRAVEL AND SUBSISTENCE ALLOWANCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals and Incidents</td>
<td>67,184</td>
<td>47,184</td>
</tr>
<tr>
<td>Accommodation</td>
<td>66,734</td>
<td>66,734</td>
</tr>
</tbody>
</table>

**Total:** 133,918

### OTHER INCOME

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:**

---
CANBERRA CONVENTION BUREAU
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007

<table>
<thead>
<tr>
<th>Note</th>
<th>AUDITORS' REMUNERATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2007</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Salary &amp; Remuneration</td>
<td>4,000</td>
</tr>
<tr>
<td>Total Remuneration</td>
<td>4,000</td>
</tr>
</tbody>
</table>

NOTES TO MANAGERIAL PERSONNEL

Key managerial personnel is defined by ANZECA Guidelines. The remuneration package includes salary, bonuses and share incentive plans.

The aggregate remuneration paid to key managerial personnel during the financial year is as follows:

<table>
<thead>
<tr>
<th>Note</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>95,000</td>
<td>100,000</td>
</tr>
<tr>
<td>Bonus</td>
<td>12,240</td>
<td>12,240</td>
</tr>
<tr>
<td>Other</td>
<td>1,241</td>
<td>1,241</td>
</tr>
<tr>
<td>Total Remuneration</td>
<td>118,481</td>
<td>113,481</td>
</tr>
</tbody>
</table>

## Notes to the Financial Statements

### For the Year Ended June 2007

#### Note 1: Recognition of Gain

For the purposes of the above financial statements, gains are presented in the financial year in which they occur. The related items in the Balance Sheet are as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gains</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Note 2: Allocation of Net Taxable Income

The allocation of net taxable income for the year is as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues from operations and sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses and other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decrease in deferred income from grants</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase in tax liability</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Net tax from income operations accounts</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Classifications</th>
<th>2007</th>
<th>2006</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CANBERRA CONVENTION BUREAU
ANNUAL REPORT 2006–07
# Note 3: Investment Property

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance at start of year</td>
<td>$100,000</td>
<td>$95,000</td>
<td>$90,000</td>
<td>$85,000</td>
<td>$80,000</td>
</tr>
<tr>
<td>Proceeds from sales</td>
<td>$5,000</td>
<td>$7,000</td>
<td>$8,000</td>
<td>$9,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>Expenditure</td>
<td>$3,000</td>
<td>$4,000</td>
<td>$5,000</td>
<td>$6,000</td>
<td>$7,000</td>
</tr>
<tr>
<td>Balance at end of year</td>
<td>$102,000</td>
<td>$94,000</td>
<td>$87,000</td>
<td>$79,000</td>
<td>$73,000</td>
</tr>
</tbody>
</table>

**Investment Property Disclosures**

Financial assets are measured at their net fair value at balance date. The carrying value of financial assets and financial liabilities approximates their net fair value (excluding taxation) on a current basis. Financial assets are not impaired by current market conditions. Financial liabilities are not exposed to significant fluctuations or changes.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2007

NOTE 1 GENERAL INFORMATION
The Association operated as the Australian Epilepsy Foundation Limited (ACEF) under a Deed of Trust registered in Victoria on 27 September 2000.

NOTE 2 RELATED PARTY INFORMATION
The Association operates for the Australian Epilepsy Foundation Limited (AEFL) a registered charity.

NOTE 3 EVENTS AFTER THE BALANCE SHEET DATE
The financial report was authorised by the Directors on the date of signing the Report Statement by Directors.

Events occurred after the audit date which require amendment of the Financial Statements in the financial report.
STANDARD EXECUTIVE AGREEMENT

In consideration of the above agreement, the undersigned agree to pay the sum of $10,000.

1. The undersigned agrees to pay the sum of $10,000 to the Canberra Convention Bureau, for the purpose of securing the services of the undersigned for the provision of services to the Australian Academy of Nursing.

2. The undersigned agrees to pay the sum of $10,000 to the Canberra Convention Bureau, for the purpose of securing the services of the undersigned for the provision of services to the Australian Academy of Nursing.

The undersigned agree to make a further payment of $5,000, and the execution of all terms of this agreement on the 31st day of August 2013.

[Signatures]

[Name]

[Name]

[Date]
INDEPENDENT AUDITORS’ REPORT
TO THE MEMBERS OF CANBERRA COMMISSION BUREAU INCORPORATED

We have audited the accompanying financial statements of Canberra Commission Bureau Incorporated, which incorporate the Books of Account as at the 30th June 2007 and the year ending 30th June 2007, and the related statements of changes in equity and have expressed an opinion thereon, as follows:

We have audited the accompanying financial statements of Canberra Commission Bureau Incorporated, which incorporate the Books of Account as at the 30th June 2007 and the year ending 30th June 2007, and the related statements of changes in equity and have expressed an opinion thereon.

The responsibility of the Executive Committee for the financial report

The Executive Committee is responsible for the preparation and fair presentation of the financial report. This report is consistent with the applicable financial reporting framework

Auditor’s responsibility

Our responsibility in preparing this report is to express an opinion on the financial report based on the audit we conducted in accordance with current auditing standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures in order to form a conclusion about the amounts and disclosures in the financial report. The procedures are planned and performed, including the assessment of the risk of material misstatement in the financial report, whether due to fraud or error, in accordance with the objective of the audit. The audit consists of examining, among other things, evidence about the amounts and disclosures in the financial report in order to design and perform audit procedures for the purposes of forming an opinion about the financial report. An audit also includes assessing whether the internal control over financial reporting is effective in order to design and perform the audit procedures in the most efficient manner in the circumstances, including the use of audit automation.

We believe that the audit evidence we have obtained is sufficient and appropriate to

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Auditor's Opinion

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The financial report of Canberra Convention Bureau Incorporated is properly drawn up in accordance with the requirements set out in the Companies Act 1989 (Cth), the Corporations Law and the Accounting Standards of the Association incorporated under the Companies Act 1989 (Cth) and the Association's Incorporation Act in dealing with the financial period ended 30 June 2000 and the other matters required by section 222 of the Association's Incorporation Act in dealing with the financial period ended 30 June 2000 in accordance with the progress of the Association's operations, including the Association's Accounting Standards, including the Australian Accounting Standard.
Committee, industry associations and kindred organisations

The Bureau fosters and encourages partnerships with key kindred organisations and industry associations to support the business events and tourism industries.

During the year the Bureau participated in, or partnered with, the following organisations:

**ACT & Region Chamber of Commerce**
The Bureau is a member

**Australian Association of Convention Bureaux (AACB)**
Robyn Hendry, President
Carol Scott, committee member

**Business Events Council of Australia (BECA)**
Robyn Hendry, Board Member

**Canberra Business Council**
Robyn Hendry, elected committee member
Robyn Hendry, economic and tourism taskforce subcommittee member
Meeting & Events Australia (MEA)
Cathryn Hendrickson, committee member

National Capital Attractions Association (NCAA)
Carol Scott, member

Tourism Events Australia (a division of Tourism Australia)
Member of Team Australia (AACB and Tourism Events Australia partnership)

Tourism Industry Council – ACT & Region (TIC)
Robyn Hendry, Councillor

2013 Centenary of Canberra celebrations taskforce
The Bureau was appointed program facilitator for conferences as part of the 2013 celebrations. Cindy Young was the project leader.

Student presentations
During the year the Bureau conducted four presentations to students from the Canberra Institute of Technology (CIT), Meetings & Events Australia, Tourism Industry Council and University of Canberra, as part of our ongoing support offered for education and skills development.
Corporate

ActewAGL

Platinum

ACTION
Australian Institute Of Sport
Canberra Stadium
Conference Logistics
Crowne Plaza Canberra
Exhibition Park In Canberra  EPIC
HI Event Management
Hotel Heritage
Hyatt Hotel Canberra
ICMS Pty Ltd
Marque Hotel Canberra
Medina Executive James Court
National Convention Centre
Novotel Canberra
Pavilion on Northbourne
QANTAS Airways
Rydges Capital Hill
Rydges Eagle Hawk Resort
Rydges Lakeside Canberra
Saville Park Suites Canberra
Staging Connections - Canberra
Waldorf Apartment Hotel
Membership

Gold

Australian National University Union
Barlens Event Hire
Brindabella Airlines
Canberra District Wine Industry Association
Canberra Institute of Technology
Canberra Rex Hotel
CIM Magazine
Cliftons
Conference Co-ordinators
Consec - Conference Management
Diamant Hotel
Ginger Catering at Old Parliament House
Hillcrest AV
Hotel Realm
Hudsons Catering at Questacon
Hyatt Catering at Parliament House
Hyatt Catering at the National Museum of Australia
Murrays Travel
Olims Hotel Canberra
Rocket Event Services
Teatro Vivaldi Restaurant
The Auditorium
The Brassey of Canberra
The Deck at Regatta Point
Thoroughbred Park
Membership

Silver

Australian National University
Belconnen Premier Inn
Canberra International Airport Pty Ltd
Canberra Stadium
Capital Executive Apartment Hotel
Diplomat Hotel
Embassy Motel
Federal Golf Club
Global Learning
Griffin Hotel, Canberra
One More Mountain Pty Ltd
Paddywack Promotional Products
Quality Suites Clifton on Northbourne
SBX System Built eXhibitions
The Boat House by the Lake
The Communication Link
Tony Magee Creative Events
University House
Membership

**Bronze**
Audio Solutions
Australian Management Control
Australian National Botanic Gardens
Australian Railway Historical Society (ACT)
Australian War Memorial
Balloon Aloft
Belconnen Way Motel & Serviced Apartments
Burgmann College
Canberra's National Zoo & Aquarium
Capital Bicycle Hire
Casino Canberra
Cockington Green Gardens
Country Comfort Greenway
Countrylink
CRE8IVE
CSIRO Discovery
Dawn Drifters
Entertainment Book
Event Pix
Flavours - The Culinary Centre
Forrest Hotel and Apartments
Hire A Guide
Hotel Kurrajong
Hyatt Catering at the Australian War Memorial
Id Photographics
Kamberra Wine Company
Membership

King O’Malleys Irish Pub
Manuka Oval
mice.net Magazine
Morris Walker Pty Ltd
National Archives of Australia
National Capital Authority
National Capital Printing
National Gallery of Australia
National Museum of Australia
Neon Productions
Old Parliament House
Outdoor Insights
Parliament House
Peter Funnell Entertainment
Peter Jones Special Events
Poachers Pantry
Pro-Fit Corporate Health
Quality Hotel Dickson
Quality Hotel Woden
Quest Canberra Serviced Apartments
Questacon - National Science & Technology Centre
Quorum Publishing
Spotless Services
Studio218
This Week In Canberra Magazine
University of Canberra Union
Virgin Blue Airlines
Membership

Regional
Batemans Bay Soldiers Club
Bay Waters Holiday Resort
Coachhouse Marina Resort
Cooradigbee Conferencing and Quarters
EcoPoint Murrarang Resort
Mollymook Shores Motel
Mona Country Manor House
Novotel Lake Crackenback Resort
River Inn Thredbo

Kindred organisations
ACT & Region Chamber of Commerce and Industry
Australian Association of Convention Bureaux
Australian Capital Tourism
Australian Hotels Association - ACT Region
Canberra Accommodation Industry Association
Canberra Business Council
Eurobodalla Coast Convention Bureau
Canberra Region Tourism Operators Association
Capital Indoor Plant Hire
Chief Minister Department
Eurobodalla Coast Convention Bureau
National Capital Attractions Association
Tourism Australia
Tourism Industry Council