

From: s 22(1)(a)(ii)
To:
Subject: FW: Gift [SEC=UNCLASSIFIED]
Date: Wednesday, 1 May 2019 11:52:45 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.jpg](#)

UNCLASSIFIED

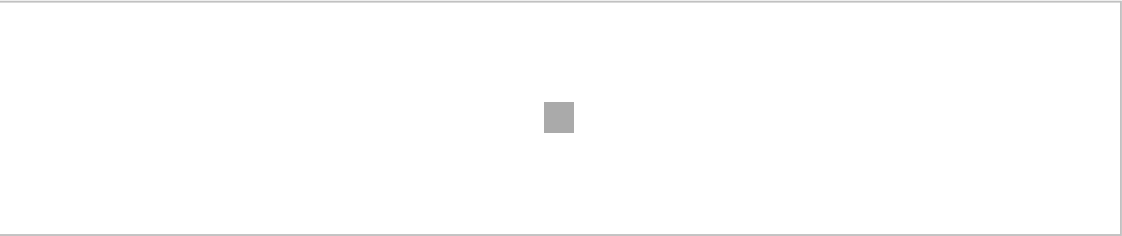
Hi s 22(1)(a)(ii)

Are you tracking the below conversations from a PIV Div perspective?

As far as I am aware there have been previous instances of ‘donations on behalf of’ arranged by CERHOS/PIV Div and these processes may already be in place?

Cheers

s 22(1)(a)(ii) | Director
VIP Operations
Ministerial and Parliamentary Support Branch
Department of the Prime Minister and Cabinet
p s 22(1)(a)(ii) | m. + s 22(1)(a)(ii)
e s 22(1)(a)(ii) | w. www.pmc.gov.au
One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
To:
Cc:
Subject: FW: Gift [SEC=UNCLASSIFIED]
Date: Tuesday, 28 May 2019 9:29:39 AM
Attachments:

[image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.png](#)

UNCLASSIFIED

Hi s 22(1)(a)(ii)

Can I leave this one to you please. We will have a chat.

Regards

s 22(1)(a)(ii)

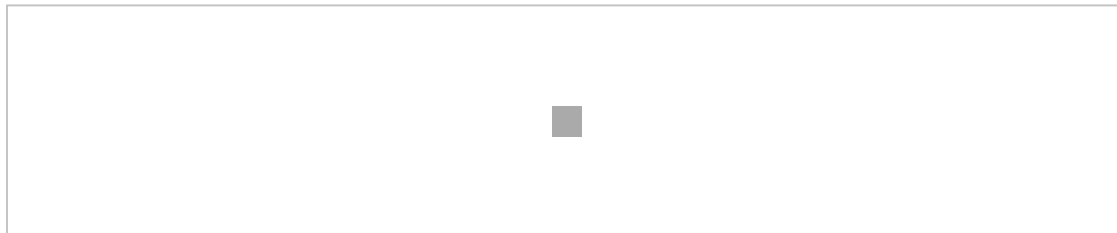
Protocol Officer (Office Manager)

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



From: s 22(1)(a)(ii)
Sent: Wednesday, 22 May 2019 10:03 PM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

This old chestnut – now we are out of caretaker we will need to progress this again.

To chat about

Ta

s 22(1)

From: s 22(1)(a)(ii)

Sent: Thursday, 2 May 2019 1:56 PM

To: s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

Subject: RE: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks s 22(1)(a)(ii)

I will get onto s 22(1)(a) have left her a message.

Thanks for all your help with this.

Cheers

s 22(1)(a)(ii)

Protocol Officer | Protocol and International Visits Division

Department of the Prime Minister and Cabinet | p. s 22(1)(a)(ii) m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Thursday, 2 May 2019 1:10 PM

To: s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

s 22(1)(a)(ii)

Subject: FW: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

As discussed earlier this morning would you please contact s 22(1)(a)(ii) and advise of the sensitivities re her email below.

Regards

s 22(1)(a)(ii)

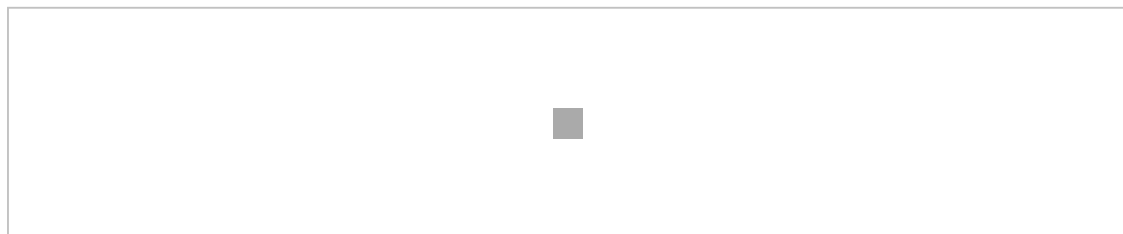
Protocol Officer (Office Manager)

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. (s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

e. k s 22(1)(a)(ii) | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



From: s 22(1)(a)(ii)
Sent: Thursday, 2 May 2019 10:52 AM
To: s 22(1)(a)(ii)
Subject: FW: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

FYI

s 22(1)(a) | Finance Manager
Financial Services | Budgets & Reporting Branch
Corporate Division | Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii)
e. s 22(1)(a)(ii) | w. www.pmc.gov.au
One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



cid:image005.jpg@01D30607.6CF4DA00

From: s 22(1)(a)(ii)
Sent: Thursday, 2 May 2019 10:29 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
s 47E(d)
s 22(1)(a)(ii)
s 47E(d)
s 47E(d)
Subject: RE: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

Please refer to –read the SIs & FRs attached please look at the sections that cover ‘gifts’.

Gifts under the PGPA Act – are relevant property.

And as per the advice below- if this gift is on behalf of the Australian people? If yes then it falls under the “Grant” category. Means it will need to follow that process and the ‘gift’ will need to be published accordingly on the “Grants gazettal” (equivalent of AusTender)

- You will still need to apply and follow the relevant PMC SIs and FRs; ‘disposing of relevant property’ and associated Financial delegations;
 - o https://intranet.ssp.pmc.gov.au/ES/FIN/Documents/FR_Disposing_Relevant_Property.pdf ref page 3
 - o <https://intranet.ssp.pmc.gov.au/ES/FIN/Pages/Financial-delegations.aspx> reference 23

Kind regards

§ 22(1)(a)(ii)

From: § 22(1)(a)(ii)

Sent: Wednesday, 1 May 2019 5:42 PM

To: § 22(1)(a)(ii)

Cc: § 22(1)(a)(ii)

§ 47E(d)

§ 22(1)(a)(ii)

§ 47E(d)

Subject: RE: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi § 22(1)(a)(ii)

Thank you for this advice. I am a little confused still by where this gift fits in – it does not meet the definition of relevant property, so is a gift of relevant monies. Should this be departmental and therefore the delegate can sign off on the funds for any purpose?

I am not sure the actual process that I need to advise them to undertake.

Perhaps we can chat about it tomorrow?

Thank you,

§ 22(1)(a)(ii)

From: § 22(1)(a)(ii)

Sent: Wednesday, 1 May 2019 8:23 AM

To: § 22(1)(a)(ii)

Cc: § 22(1)(a)(ii)

§ 47E(d)

§ 22(1)(a)(ii)

§ 22(1)(a)(ii)

Subject: RE: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi § 22(1)(a)(ii)

Regarding the 'gift' to the outgoing GG;

- Is this gift on behalf of the Australian people? If yes then it falls under the "Grant" category. Means it will need to follow that process and the 'gift' will need to be published accordingly on the "Grants gazetta" (equivalent of AusTender)
- You will still need to apply and follow the relevant PMC SIs and FRs; 'disposing of relevant property' and associated Financial delegations;

o https://intranet.ssp.pmc.gov.au/ES/FIN/Documents/FR_Disposing_Relevant_Property.pdf
ref page 3

o <https://intranet.ssp.pmc.gov.au/ES/FIN/Pages/Financial-delegations.aspx> reference 23

Kind regards

s 22(1)(a)(ii)

Financial Statements and Governance

Financial Accounting Branch

Tel: s 22(1)(a)(ii) Mobile: s 22(1)(a)(ii)

Help-FinancialGovernance@pmc.gov.au

cid:image001.jpg@01D30607.7B671FD0

From: s 22(1)(a)(ii)

Sent: Tuesday, 30 April 2019 5:21 PM

To: s 22(1)(a)(ii)

s 22(1)(a)(ii)

Cc: s 22(1)(a)(ii)

Subject: RE: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii) - it seems funny that they asked you this question, I would have thought their finance manager could help. Is there someone in particular we can go back to?

Hi s 22(1)(a)(ii) – are you able to help PIV Div out with this question?

Thanks

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Tuesday, 30 April 2019 5:10 PM

To: s 22(1)(a)(ii)

Subject: FW: Gift [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

I have had a question from the *Protocol and International Visits Division* re the process of 'gifting' \$10,000 to an organisation called 'Soldier On', as a farewell gift to the outgoing Governor General. I

have the following information, but am really not convinced I have the solid answer I am looking for!

- DoF website identifies Resource Management – PGPA Glossary defines 'Gifting' as:
'(in relation to relevant property) is disposing of relevant property by an entity unconditionally without receiving payment or other consideration. A minister or official must gift relevant property in accordance with section 66 of the PGPA Act. This does not include relevant money (gifting relevant money is a grant.)'
- Section 2.6 seems the only reference to a 'gift' in the CGRGs and only references gifts in relation to property.

If gifting of relevant money is a grant, then the funds must align with the objectives of the source of funding (purpose of appropriation) and the objectives of government, and be released under a set of Guidelines (I suspect a gift is usually in the form of an Act of Grace Payment or waived debt? Not sure how this particular gift fits in.)

Are you able to tell me the process that is normally undertaken in release of funds for this sort of purpose, or let me know who I should contact in this department for that information? (This must happen periodically!)

Thanks very much,

s 22(1)(a)(ii)

IGP, IAS Policy and Guidelines | Grant Design Branch
Programme Office Division

p. s 22(1)(a)(ii) | mobile s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
To:
Subject: Project code required- approval to commit for the Farewell of the GG. [SEC=UNCLASSIFIED]
Date: Thursday, 30 May 2019 2:37:00 PM
Attachments: [Approval for Commitment of Relevant Money - Farewell of the Governor-General.pdf](#)
[image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)

UNCLASSIFIED

Hi s 22(1)(a)(ii)

Please find attached the approval to commit for the Farewell of the GG. Could you please advise s 22(1)(a)(ii) of the project code?

Kind regards

s 22(1)(a)(ii) | Business Manager
Protocol and International Visits Division | Department of the Prime Minister and Cabinet
p. s 22(1)(a)(ii)
e. s 22(1)(a)(ii) | w. www.pmc.gov.au

cid:image001.jpg@01D30607.7B671FD0





Approval for Commitment of Relevant Money

This proposal is used for the approval of commitments of relevant money for goods or services.

Description of Procurement

Title: Farewell of the Governor-General

His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd) will finish as Governor-General of the Commonwealth of Australia at the end of June 2019. In farewelling His Excellency, the Commonwealth of Australia will extend a gift to him by making a contribution to a charity on his behalf. His Excellency and Lady Cosgrove will also be farewelled at Defence Establishment Fairbairn.

Background: Approval is sought to spend public money from the State Occasions and Official Visits Program (SOOV) for the forthcoming State Occasion – Farewell of the Governor-General. It is envisaged the Division will incur costs for such items as a national contribution s 22(1)(a)(ii). The Finance Manager for PIV will be consulted with regard to procurements associated with this event.

Planned Procurement Method: Various

Proposed Upper limit of this proposal: s 22(1)(a)(ii)

Cost Codes – W-16-various-___

How is this procurement Value for Money: The Division will utilise existing and known procurement suppliers.

Risk: Low

**Officials responsible for approving commitments of relevant money have a duty under section 15 of the Public Governance, Performance and Accountability (PGPA) Act to promote the proper use of the money (i.e. the efficient, effective, economical and ethical use of the money). This duty applies when an official approves commitments of relevant money.*

Officials acting under the financial delegations of PM&C when approving a commitment of relevant money must exercise the power consistently with the financial delegations and the relevant Secretary's Instruction (SI).

A proposal for approval of commitment may be approved at any time prior to entering into an arrangement and may be approved well before the arrangement is entered into. At the time the approval of commitment is provided, the expectation is that an arrangement will be entered into consistent with the terms of the proposal for approval of commitment.

Recommendation:

That you approve, in accordance with the Public Governance, Performance and Accountability (PGPA) Act, the commitment of relevant money from the State Occasions and Official Visits Program (SOOV) for the Farewell of the Governor-General for up to s 22(1)(a)(ii) which is the estimated expenditure of the Division. The upper limit of particular items are detailed below:

Expenditure	Amount
National Contribution	Up to \$10,000
s 22(1)(a)(ii)	

PIV will be monitoring closely the detailed commitments that constitute this overarching approval and will ensure that the relevant decision making processes will also be documented to comply with the CPRs.

RECOMMENDED

☒ Approved

☐ Not Approved

☐ Please Discuss

Signature:

s 22(1)(a)

Protocol Officer

Protocol and International Visits Division

Date: 20/05/2019

Signature:

s 22(1)(a)(ii)

Approver Name:

Alison Green

Title and Workgroup:

Assistant Secretary

Protocol and International Visits Division

Date: 20/05/2019

PLEASE NOTE: The department has implemented a new requirement whereby all consultancy arrangements valued at or above \$10,000 must be endorsed by the Secretary prior to entering into an arrangement with a supplier. If your procurement meets the criteria for a consultancy arrangement please contact the Procurement, Contracts and Travel Team at procurement.advice@pmc.gov.au in the first instance.

From: s 22(1)(a)(ii)
To:
Cc:
Subject: Re: URGENT advice sought regarding PM&C Grant Reporting [SEC=UNCLASSIFIED]
Date: Friday, 31 May 2019 11:40:32 AM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.jpg](#)

s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii)

On 31 May 2019, at 12:34 pm, s 22(1)(a)(ii) wrote:

UNCLASSIFIED

Hi Team,

I've made contact with Soldier On and discussed our requirements re the invoice, this won't be a problem.

The Approval to Commit has been completed and signed by Alison.

Thanks

s 22(1)(a)(ii)

| A/g Senior Protocol Officer

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p: s 22(1)(a)(ii) | f | m: s 22(1)(a)(ii)

<image001.png>

From: s 22(1)(a)(ii)
Sent: Thursday, 30 May 2019 12:05 PM
To: s 22(1)(a)(ii)
Subject: Fwd: URGENT advice sought regarding PM&C Grant Reporting [SEC=UNCLASSIFIED]

Many thanks

Kind regards

OFFICIAL: Sensitive

PDR: MS19-001532

DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C
Secretary
Ms Foster
Mr Fraser
Mr Martin
Mr Reid
Ms Green
Mr Martin

PMO
Dr Kunkel
s 22(1)(a)(ii)

To: Prime Minister (for signature by 19 June 2019)

**GIFT FROM THE AUSTRALIAN GOVERNMENT IN HONOUR OF HIS
EXCELLENCY GENERAL THE HONOURABLE SIR PETER COSGROVE AK MC
(RETD)**

Recommendations - that you:

1. Agree to mark the service of His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd) as the 26th Governor-General of the Commonwealth of Australia with a \$10,000 contribution to the charity Soldier On Australia.
2. Agree to the draft letter of thanks to His Excellency at Attachment A.

Agreed / Not Agreed

Agreed / Not Agreed

s 22(1)(a)(ii)

SCOTT MORRISON

Date:

14.6.19

Comments:

Key Points:

1. Consistent with past practice, we recommend that you consider the provision of a gift on behalf of the Government and the people of Australia to His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd), to mark his service as Governor-General to the Commonwealth of Australia.
2. Following consultation with the Official Secretary to the Governor-General, we suggest that this be in the form of \$10,000 contribution to a charity that His Excellency supports, Soldier On Australia.
3. Should you agree to the contribution, funding will be sourced from existing funds within the Department of the Prime Minister and Cabinet.
4. A draft letter of thanks to His Excellency is at Attachment A for consideration and signature.

Mr Mark Fraser
First Assistant Secretary
Protocol and International Visits Division
13 June 2019

Policy Officer: s 22(1)(a)(ii)
Phone no: s 22(1)(a)(ii)

OFFICIAL: Sensitive

OFFICIAL: Sensitive

ATTACHMENT

ATTACHMENT A DRAFT LETTER TO HIS EXCELLENCY

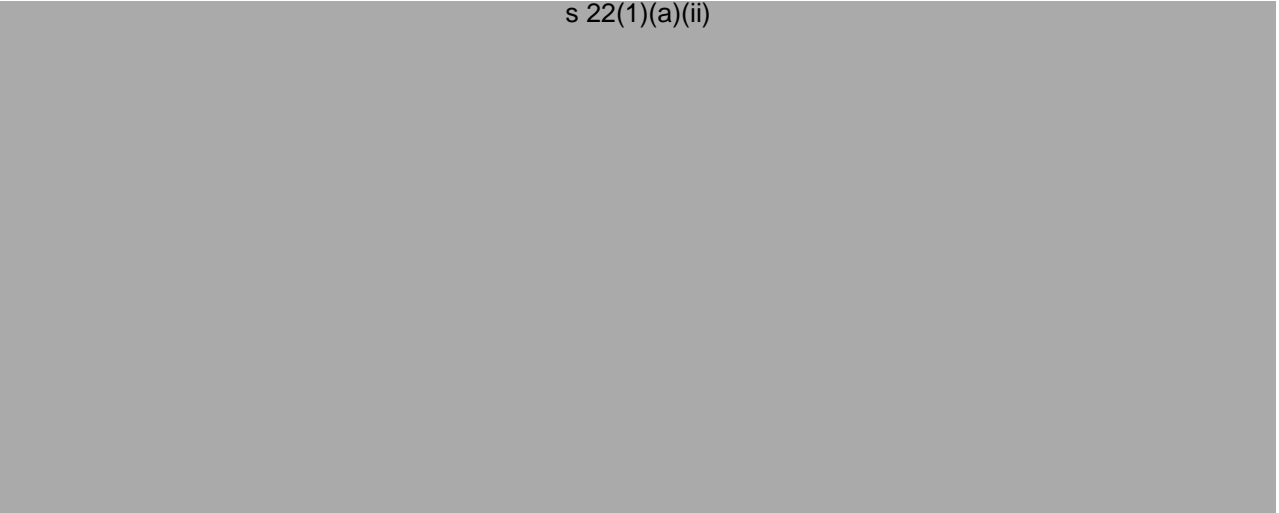
OFFICIAL: Sensitive

Reference: MS19-001532

His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)
Governor-General of the Commonwealth of Australia
Government House
CANBERRA ACT 2600

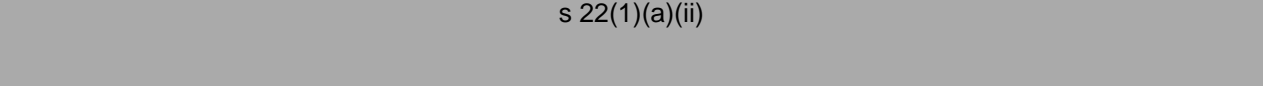
Dear Governor-General

s 22(1)(a)(ii)



To honour your time as Governor-General, the Australian Government has made a contribution of \$10,000 to Soldier On Australia. I know you are a strong supporter of this charity and the work they do to support the health and well-being of national service personnel.

s 22(1)(a)(ii)



Yours sincerely

SCOTT MORRISON



PRIME MINISTER

Reference: MS19-001532

14 JUN 2019

His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)
Governor-General of the Commonwealth of Australia
Government House
CANBERRA ACT 2600

Dear Governor-General

s 22(1)(a)(ii)

To honour your time as Governor-General, the Australian Government has made a contribution of \$10,000 to Soldier On Australia. I know you are a strong supporter of this charity and the work they do to support the health and well-being of national service personnel.

s 22(1)(a)(ii)

Yours sincerely

s 22(1)(a)(ii)

SCOTT MORRISON

DEPARTMENT OF THE PRIME MINISTER AND CABINET

PM&C
Secretary
Ms Foster
Mr Fraser
Mr Martin
Mr Reid
Ms Green
Mr Martin

To: Prime Minister (for signature by 19 June 2019)

**GIFT FROM THE AUSTRALIAN GOVERNMENT IN HONOUR OF HIS
EXCELLENCY GENERAL THE HONOURABLE SIR PETER COSGROVE AK MC
(RETD)**

PMO
Dr Kunkel
s 22(1)(a)(ii)

Recommendations - that you:

1. Agree to mark the service of His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd) as the 26th Governor-General of the Commonwealth of Australia with a \$10,000 contribution to the charity Soldier On Australia.

Agreed / Not Agreed

2. Agree to the draft letter of thanks to His Excellency at Attachment A.

Agreed / Not Agreed

SCOTT MORRISON

Date:

Comments:

Key Points:

1. Consistent with past practice, we recommend that you consider the provision of a gift on behalf of the Government and the people of Australia to His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd), to mark his service as Governor-General to the Commonwealth of Australia.
2. Following consultation with the Official Secretary to the Governor-General, we suggest that this be in the form of \$10,000 contribution to a charity that His Excellency supports, Soldier On Australia.
3. Should you agree to the contribution, funding will be sourced from existing funds within the Department of the Prime Minister and Cabinet.
4. A draft letter of thanks to His Excellency is at Attachment A for consideration and signature.

Mr Mark Fraser
First Assistant Secretary
Protocol and International Visits Division
13 June 2019

Policy Officer: s 22(1)(a)(ii)
Phone no: s 22(1)(a)(ii)

ATTACHMENT

ATTACHMENT A DRAFT LETTER TO HIS EXCELLENCY



His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd)
Governor-General of the Commonwealth of Australia

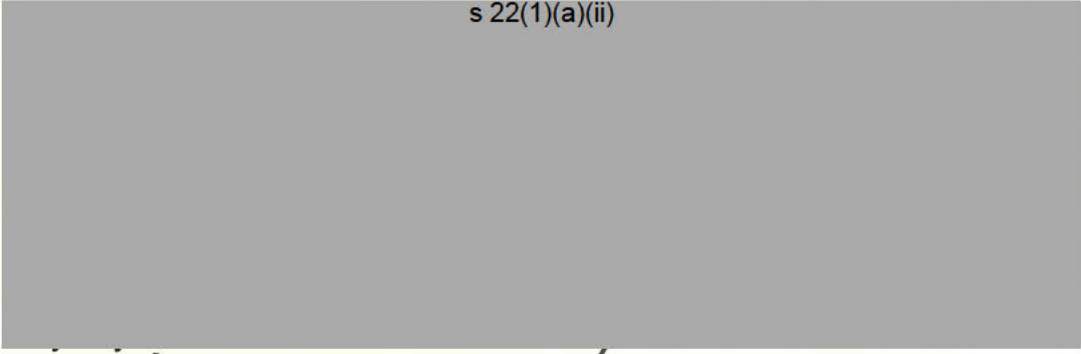
The Honourable Scott Morrison MP
Prime Minister
Parliament House
CANBERRA ACT 2600

Dear Prime Minister

Thank you for your letter of 14 June 2019 and your thoughtful words as I conclude my term as Governor-General. I appreciate the Australian Government's generous donation to SoldierOn and know how much this will be appreciated by an organisation doing such important work in support of our veterans.

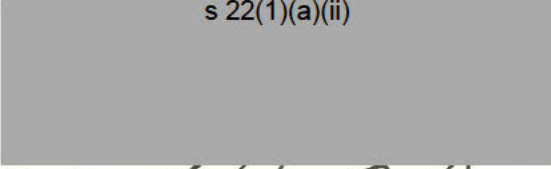
s 22(1)(a)(ii)

s 22(1)(a)(ii)



Warmest regards

s 22(1)(a)(ii)



20th July 2019

From: s 47F
To: s 22(1)(a)(ii)
Subject: Invoice INV-3112 from Soldier On Limited for Department of the Prime Minister and Cabinet
Date: Wednesday, 19 June 2019 3:11:18 PM
Attachments: [Invoice INV-3112.pdf](#)

Soldier On Limited

[View invoice](#)

\$10,000.00 due 26 Jun
INV-3112

Dear s 22(1)(a)(ii)

Please find attached your invoice INV-3112 for 10,000.00 AUD.

Should you have any queries please don't hesitate to contact me.

Kind regards,

s 47F

Ph: s 47F

TAX INVOICE

To

**Department of the Prime
Minister and Cabinet**

Attention: s 22(1)(a)(ii)
Protocol and International Visits
Division
One National Circuit
BARTON ACT 2600

Invoice Date
19 Jun 2019

Invoice Number
INV-3112

ABN
24 811 760 786



Building 1, Gungahlin House
80 Bellenden St
GUNGAHLIN ACT 2912

info@soldieron.org.au
www.soldieron.org.au

Description	Quantity	Unit Price	Amount
National Contribution from the Australian Government	1.0	10,000.00	10,000.00
Subtotal			10,000.00
Total GST Free			0.00
Invoice Total AUD			10,000.00
Amount Due AUD			10,000.00

Thank you for supporting Soldier On. Your valuable gift allows us to continue to work side by side with those who serve and protect Australia, and their families, helping them to secure their futures.

Sincerely yours,

s 47F

DIRECTOR OF FUNDRAISING

Payment Methods:**Direct Deposit:**

Commonwealth Bank, London Circuit, Account Name: Soldier On, BSB: § 22(1)(a)(ii) Account Number: § 22(1)(a)(ii) Swift Code: § 22(1)(a)(ii)

Cheques

Please make cheques out to "Soldier On" and send to 44/1 Bellenden St, Crace, ACT 2911.

Please send an email to accounts@soldieron.org.au once transfer is complete so that we can confirm your payment. Payment is requested within 14 working days.

Soldier On Charity Number: 24 811 760 786 ACN/ARBN: 159 358 219 ABN: 24 811 760 786.

From: s 22(1)(a)(ii)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: URGENT advice sought regarding PM&C Grant Reporting [SEC=UNCLASSIFIED]
Date: Thursday, 20 June 2019 4:39:30 PM
Attachments: [Invoice INV-3112 from Soldier On Limited for Department of the Prime Minister and Cabinet.msg](#)
[image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.jpg](#)
[image006.jpg](#)
[image007.jpg](#)
[image008.png](#)

UNCLASSIFIED

Hi s 22(1)(a)(ii)

Please see attached email with the National Contribution invoice.

Thanks

s 22(1)(a)(ii)

| Protocol Officer | Protocol and International Visits Division

Department of the Prime Minister and Cabinet | p. s 22(1)(a)(ii) m. s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 30 May 2019 11:57 AM
To: s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii),
s 22(1)(a)(ii)
s 22(1)(a)(ii)
Subject: RE: URGENT advice sought regarding PM&C Grant Reporting [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

When the gift to the outgoing GG has been agreed please send through the approval to commit (s 22(1)(a)(ii) is processing approval to commit) and invoice and we will work the divisions Finance Manager to:

- enter the Grant into Finance One as a one-off ad hoc grant; and
- publish this grant as a 'national contribution' on Grants Connect.

As there is no exchange of goods or services, and the amount represents a gift, it's my understanding that there would be no GST applicable on the invoice and the amount should therefore be shown as GST free.

Due to sensitivities regarding grants reporting, please ensure the invoice description states 'national contribution' not donation.

To raise the invoice, you can provide the following details to the grant recipient.

CONTACT:

s 22(1)(a)(ii)

s 22(1)(a)(ii)

TAX INVOICE

Bill to:

Protocol and International Visits Division
Department of the Prime Minister and Cabinet
One National Circuit
BARTON

ACT 2600

DESCRIPTION:

National contribution from the Australian Government for.....

AMOUNT:

\$10,000 GST Free

PM&C ABN:

18 108 001 191

The invoice to PM&C needs to be issued as a TAX INVOICE, including bank account details and an ABN.

I can also confirm that this is the process previously followed.

Kind regards

s 22(1)(a)(ii) | Business Manager

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. (s 22(1)(a)(ii))

e. (s 22(1)(a)(ii)) | w. www.pmc.gov.au

cid:image001.jpg@01D30607.7B671FD0

s 22(1)(a)(ii)

From: s 47E(d)
To: s 22(1) : s 47E(d)
Cc: s 22(1)(a)(ii)
Subject: RE: PM&C Grant [DLM=Sensitive]
Date: Monday, 24 June 2019 3:12:09 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)

Sensitive

Hi s 22(1)(a)(ii)

Vendor 21189

Kind Regards

s 22(1)(a)(ii)

| Accounts Supervisor

Financial Operations | Financial Accounting Branch

Corporate Division | Department of the Prime Minister and Cabinet

For assistance please call PM&C Corporate Connect on 6271 6000

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

16 Bowes Street, Woden ACT 2606 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)
Sent: Monday, 24 June 2019 11:24 AM
To: s 47E(d)
Cc: s 22(1)(a)(ii)

Subject: PM&C Grant [DLM=Sensitive]

Sensitive

Good morning

Could you please urgently set the attached supplier up as a new vendor under ADMINISTERED.

Terms of payment will need to be immediate.

Do not hesitate to contact me if you require further information.

Regards

s 22(1)(a) | Business Manager

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

cid:image001.jpg@01D30607.7B671FD0



s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Tuesday, 25 June 2019 5:19 PM
To: s 22(1)(a)
Subject: FW: Request EL2 approval - Soldier On Grant number GA005016 [DLM=Sensitive]

Sensitive

Hi s 22(1)(a)(i)

It appears s 22(1)(a)(ii) has approved it in F1.

Please let me know if you have any issues.

Thanks

s 22(1)(a)(ii) | Finance Manager

Financial Services | Budgets & Reporting

Corporate Services Division | Department of the Prime Minister & Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.dpmc.gov.au | www.indigenous.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respect to their Cultures, Country and Elders both past and present.

From: s 22(1)(a)(ii)
Sent: Tuesday, 25 June 2019 2:37 PM
To: s 22(1)(a)(ii)
Subject: RE: Request EL2 approval - Soldier On Grant number GA005016 [DLM=Sensitive]

Sensitive

Approved

From: s 22(1)(a)(ii)
Sent: Monday, 24 June 2019 3:54 PM
To: s 22(1)(a)(ii)
Cc: s 47E(d)
Subject: Request EL2 approval - Soldier On Grant number GA005016 [DLM=Sensitive]
Importance: High

Sensitive

Hi § 22(1)(a)(ii)

Please see below a PIVDiv Grant just submitted for the Soldier On Grant number GA005016 for Business Manager approval. I believe you are the one with the access to approve it in F1.

I believe if you go to F1 to the Grant Approval tab, and in the Grants Financial Management tab select “Grant Development Business Process”.

Please let me know once this has been approved and PIVDiv will process the invoice against the contract and send through the GrantsConnect details for § 22(1)(a)(ii) to publish (it appears he might be the only one who knows how to publish Grants).

Regards

Management		help	back	home	close	clear	retrieve
New Choose a Template to create a new Contract <Blank Contract> More....		Grant Contract Profile Name:* PCON_GRNTA Contract Number:* GA005016					
Actions to Perform Save Draft Delete This task is currently assigned to Resource Pool 'GRANT_APPR'. To enable Workflow options this task must be assigned to you, or you can be granted access through the Resource Pool.		General Description:* National Contribution Narration: National contribution from the Australian Government on the occasion of the 100th Anniversary of the Honorable Sir Peter Cosgrove AK MC Commonwealth of Australia Contract Type: Purchase Status:* Inactive Contract Stage: Draft Sponsor:* s 47F Completion Date: s 22(1)(a)(ii) Effective Date:* 30/05/2019 Confidentiality Cont:* NA Confidentiality Outp:* NA Confidentiality Desc: Confid Output Desc: Commitment Agreed: Frwd yr commitment No: Frwd yr commitment \$: Contingent Liab Amt: Contingent Probabili: Cost Centre:* W16 Multiple Cost Centre:* NO Grant Manager:* s 22(1)(a)(ii) Execution Date:* 24/06/2019 Activity End Date:* 24/06/2019 Grant Term Mths: 0 Grantee Suburb/Town:* Gungahlin Grantee State:* ACT Grantee Postcode:* 2912 Grantee Electorate:* Fenner Acquittal Processed:* NA Date Acquittal Proc: RMU File Reference:					
Sections to Display General Control Attributes Qualifications Parties Schedules Comments Attachments Expand All Collapse All Find		Audit Details Modified by the user s 47F at 24/06/2019 3:38:24 PM					

s 22(1)(a)(ii) | Finance Manager

Financial Services | Budgets & Reporting

Corporate Services Division | Department of the Prime Minister & Cabinet

p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.dpmc.gov.au | www.indigenous.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



The Department acknowledges the Traditional Custodians of Country throughout Australia and their continuing connection to land, waters and community. We pay our respect to their Cultures, Country and Elders both past and present.

From: s 47E(d)
To: s 22(1)(a) s 47E(d)
Cc: s 22(1)(a)(ii)
Subject: RE: PIV Priority - GA005016 - Soldier On \$10,000 - Administered Grant - URGENT [DLM=For-Official-Use-Only]
Date: Wednesday, 26 June 2019 12:26:42 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)

For Official Use Only

Hi s 22(1)(a)(i)

Cut off for EOFY processing was COB yesterday, Tuesday 25 June.

We will endeavour to have this processed however, invoices received by cut off will be processed first.

s 22(1)(a)(ii)

Accounts Supervisor

Financial Operations | Financial Accounting Branch

Corporate Division | Department of the Prime Minister and Cabinet

For assistance please call PM&C Corporate Connect on s 47E(d)

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) w. www.pmc.gov.au

16 Bowes Street, Woden ACT 2606 | PO Box 6500 CANBERRA ACT 2600

s 22(1)(a)(ii)

From: s 47E(d)
To: s 22(1)
Subject: Wid-Assign: Document File 128009 Invoice has been sent to you for approval THIS IS AN AUTOMATED EMAIL DO NOT REPLY
Date: Thursday, 27 June 2019 9:03:46 AM
Attachments: [WAB1.jpg](#)
[WAB2.jpg](#)
[WFNotifyHeading1.jpg](#)
[WFNotifyHeading2.jpg](#)

workflow	workflow
----------	----------

s 22(1)(a)
 regards,
 s 22(1)(a)(ii)

Document File 128009

Protected

Network

CONTRACT CLAIM INVCE - Soldier On - NV3112 - GA005016 - \$10,000.00

Document File

Document File Name: 128009
 Description: CONTRACT CLA M INVCE
 Narration 1: Contract Claim Invoice - Administered
 Narration 2: Created on 27-Jun-2019 at 08:56:51
 Narration 3:
 Processing Group: P19ACT PM&C 18/19 Act Pr Gr
 Document File Period: 12
 Format Name: CTAPINVA Contracts AP Adm Inv
 Document File Group: PM&C PM&C Doc File Group
 Created By: s 47F s 22(1)(a)(ii)
 Document File Date: 27/06/2019
 GST Applies: Yes
 Total Debits: 10,000.00
 Total Credits: 10,000.00
 Source System: B/I

Document

Invoice No.	Invoice Date	Invoice Received Date	Period	Ledger	Ledger Description	Creditor No.	Creditor No. Description	Amount	Narrative	Narration 2	Narration 3
NV3112	19/06/2019	26/06/2019	12	PA	PM&C AP Admin	21189	Soldier On	10,000.00	INV3112 - GA005016	National Contribution Farewell Governor-	National Contribution Farewell Governor-

Document Line

Item Description	Ledger	Ledger Description	Account Number	Account Number Description	Inclusive	Narrative	Narrative (line 2)	Narrative (line 3)	Purchase Order	Purchase Order Line	T&E Document	T&E Document Description
	GL	PM&C 18/19 GL Ldg	A-W16-12420-000	Administered State Occasions Expenses Suppliers General Expense Hospitality No project code Gifts	10,000.00	National Contribution	National Contribution Farewell Governor-	National Contribution Farewell Governor-				

Stage SUBMITTED
Task Approve Doc File
Task Description Approval of Data Entry Document File, through standard Transaction Entry Function.
Assigned To s 47F on 27-Jun-2019
Assigned From s 47F
Date Due 28-Jun-2019

Log	Task Approve Doc File assigned to s.47E by \$TB DPUSER on 27-Jun-2019 08:59:13.
Workflow Item	DEFAULT/CT_DOCFILE/32282/2/1 in Production Database direct
<i>For More Information</i>	
Please use My Workflow function available from your Technology One menu.	

From: s 47E(d)
To: s 22(1)(a)(ii); s 47E(d)
Cc: s 22(1)(a)(ii)
Subject: RE: 128009 - GA005016 - Soldier On invoice INV3112 \$10,000 - Administered Grant [DLM=For-Official-Use-Only]
Date: Thursday, 27 June 2019 11:13:02 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)

For Official Use Only

Thankyou

From: s 22(1)(a)(ii)
Sent: Thursday, 27 June 2019 11:11 AM
To: s 47E(d)
Cc: s 22(1)(a)(ii)
Subject: RE: 128009 - GA005016 - Soldier On invoice INV3112 \$10,000 - Administered Grant [DLM=For-Official-Use-Only]

For Official Use Only

Hi s 22(1)(a)(ii)

I have now goods receipted this.

Kind regards

s 22(1)(a)(ii) | Business Manager
 Protocol and International Visits Division | Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii)
 e. s w. www.pmc.gov.au
 cid:image001.jpg@01D30607.7B671FD0

From: s 47E(d)
Sent: Thursday, 27 June 2019 11:07 AM
To: s 47E(d) >; s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: 128009 - GA005016 - Soldier On invoice INV3112 \$10,000 - Administered Grant [DLM=For-Official-Use-Only]

For Official Use Only

Hi all

Just make sure the invoice is goods receipted today.

Kind Regards

s 22(1)(a)(ii)

Accounts Supervisor

Financial Operations | Financial Accounting Branch

Corporate Division | Department of the Prime Minister and Cabinet

For assistance please call PM&C Corporate Connect on 6271 6000

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

16 Bowes Street, Woden ACT 2606 | PO Box 6500 CANBERRA ACT 2600

From: s 47E(d)

Sent: Thursday, 27 June 2019 10:10 AM

To: s 22(1)(a)(ii) s 47E(d)

Cc: s 22(1)(a)(ii)

Subject: RE: 128009 - GA005016 - Soldier On invoice INV3112 \$10,000 - Administered Grant
[DLM=For-Official-Use-Only]

For Official Use Only

Hi s 22(1)(a)(ii)

Just to let you know the invoice has been processed so accrual is not required.

Kind Regards

s 22(1)(a)(ii)

Accounts Supervisor

Financial Operations | Financial Accounting Branch

Corporate Division | Department of the Prime Minister and Cabinet

For assistance please call PM&C Corporate Connect on 6271 6000

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

16 Bowes Street, Woden ACT 2606 | PO Box 6500 CANBERRA ACT 2600

From: s 22(1)(a)(ii)

Sent: Wednesday, 26 June 2019 12:22 PM

To: s 47E(d)

Cc: s 22(1)(a)(ii)

s 22(1)(a)(ii)

Subject: 128009 - GA005016 - Soldier On invoice INV3112 \$10,000 - Administered Grant

Importance: High

For Official Use Only

Good afternoon Accounts

Could you please urgently process the attached invoice against GA005016.

This is a one-off ad hoc grant for Australia's Contribution for the farewell of the Governor-General.

We would appreciate immediate payment as the event is on 1 July 2019.

Would you kindly advise when this has been actioned.

Kind regards

s 22(1)(a)(ii) | Business Manager

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

cid:image001.jpg@01D30607.7B671FD0

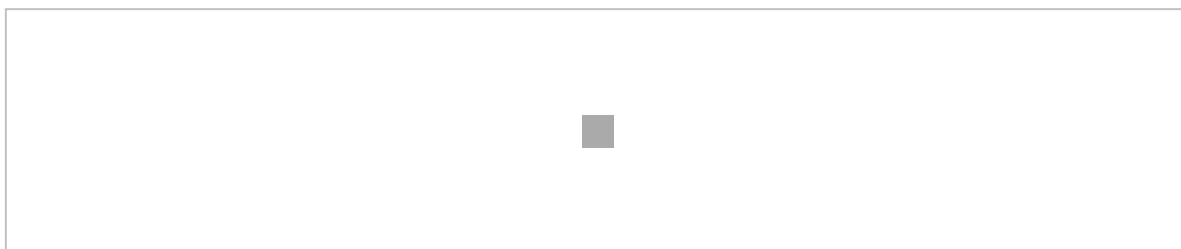


From: s 22(1)(a)(ii)
To:
Cc:
Subject: FW: VIP Corro - Governor-General - Reply to gift from the Australia Government in honour of His Excellency General the Honourable Sir Peter Cosgrove [SEC=UNCLASSIFIED]
Date: Thursday, 27 June 2019 12:39:52 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)
[image004.jpg](#)
[image005.png](#)
[image006.png](#)

UNCLASSIFIED

FYI

s 22(1)(a)(ii) | Protocol Officer (Office Manager)
 Protocol and International Visits Division | Department of the Prime Minister and Cabinet
 p. s 22(1)(a)(ii) | m. s 22(1)(a)(ii)
 e. s 22(1)(a)(ii) | w. www.pmc.gov.au
 One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



From: Green, Alison <Alison.Green@pmc.gov.au>

Sent: Thursday, 27 June 2019 12:26 PM

s 22(1)(a)(ii)

Subject: RE: VIP Corro - Governor-General - Reply to gift from the Australia Government in honour of His Excellency General the Honourable Sir Peter Cosgrove [SEC=UNCLASSIFIED]

UNCLASSIFIED

Thanks!

From: s 22(1)(a)(ii)
Sent: Thursday, June 27, 2019 12:19 PM
To: Green, Alison <Alison.Green@pmc.gov.au>; s 22(1)(a)(ii)
 s 22(1)(a)(ii)
Cc: s 22(1)(a)(ii)
Subject: RE: VIP Corro - Governor-General - Reply to gift from the Australia Government in honour of His Excellency General the Honourable Sir Peter Cosgrove [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Alison

Payment has been processed. I have just spoken with Accounts Payable and it is in tomorrow's payment run. Will reach Soldier On – Commonwealth Bank account on Monday or Tuesday of next week.

Regards

s 22(1)(a)(ii)

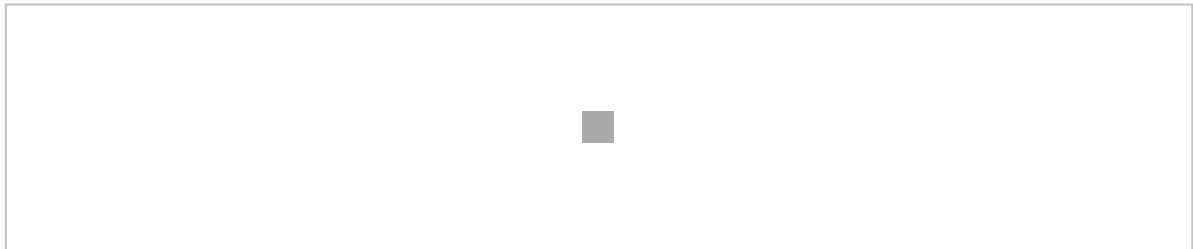
Protocol Officer (Office Manager)

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii) m. s 22(1)(a)(ii)

e. s 22(1)(a)(ii) | w. www.pmc.gov.au

One National Circuit Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600



From: Green, Alison <Alison.Green@pmc.gov.au>

Sent: Thursday, 27 June 2019 11:42 AM

s 22(1)(a)(ii)

Subject: FW: VIP Corro - Governor-General - Reply to gift from the Australia Government in honour of His Excellency General the Honourable Sir Peter Cosgrove [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi all

Grateful if you could make the appropriate arrangements.

Cheers

Alison

From: Fraser, Mark <Mark.Fraser@pmc.gov.au>

Sent: Friday, June 21, 2019 5:17 PM

To: Green, Alison <Alison.Green@pmc.gov.au>

Subject: Fwd: VIP Corro - Governor-General - Reply to gift from the Australia Government in honour of His Excellency General the Honourable Sir Peter Cosgrove [SEC=UNCLASSIFIED]

A - need to actually make arrangements for the donation to be made.

Begin forwarded message:

From: s 47E(d)

To: " s 47E(d)
Cc: s 47E(d) s 22(1)(a)(ii)
s 22(1)(a)(ii)
s 22(1)(a)(ii) "Green,
Alison" <Alison.Green@pmc.gov.au>, "Fraser, Mark"
<Mark.Fraser@pmc.gov.au>, "Martin, Gerard" <Gerard.Martin@pmc.gov.au>,
" s 22(1)(a)(ii) "Rush, Peter"
<Peter.Rush@pmc.gov.au>

**Subject: VIP Corro - Governor-General - Reply to gift from the Australia
Government in honour of His Excellency General the Honourable Sir
Peter Cosgrove [SEC=UNCLASSIFIED]**

From: s 22(1)(a)(ii)
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: Publish grant - SOLDIER ON - Approval [SEC=UNCLASSIFIED]
Date: Monday, 8 July 2019 1:22:29 PM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)

This is approved.

Sorry for the delay.

Kind regards

s 22(1)(a)(ii)

Sent from iPhone

On 8 Jul 2019, at 12:28 pm, s 22(1)(a)(ii) > wrote:

UNCLASSIFIED

Hi s 22(1)(a)(ii)

Could you please provide your approval for this grant to be published on GrantsConnect?

We will need to get this approved by Alison and to Finance Manager early this week to be uploaded.

Under the Commonwealth Grants Rules and Guidelines, an entity *must* report, on GrantConnect^[1], information on individual grants **no later than 21 calendar days** after the grant agreement for the grant takes effect.

Kind regards

s 22(1)(a)(ii) | Business Manager
 Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)
 m. s 22(1)(a)(ii)
 e s 22(1)(a)(ii) | w. www.pmc.gov.au

<image001.jpg>

<image002.jpg> <image003.jpg>

From: s 22(1)(a)(ii)

Sent: Tuesday, 2 July 2019 11:34 AM

To: s 22(1)(a)(ii)

Cc: [REDACTED]

Subject: Publish grant - SOLDIER ON - Approval [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

As per the new approval process, could you please approve the following to be published on GrantConnect www.grants.gov.au for the outgoing GGs farewell contribution to SOLDIER ON.

Once approved I will provide to Alison for her approval.

GA005016 SOLDIER ON	
Agency	Department of the Prime Minister and Cabinet
Internal Reference ID	GA005016
Recipient Name	SOLDIER ON
Recipient ABN	24 811 760 786
PBS Program Name	PMC 18/19 1.1 Prime Minister and Cabinet
Grant Program	State Occasions and Official Visits
Grant Activity	National Contribution
Purpose	National contribution from the Australian Government on the occasion of the Farewell of His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd), Governor-General of the Commonwealth of Australia.
Ad hoc/One-off	Y
Aggregate	N
Confidentiality - Contract	N
Confidentiality - Outputs	N
Approval Date	30/05/2019
Start Date	24/06/2019
End Date	24/06/2019
Value (AUD)	\$10,000
Recipient Suburb	Gungahlin
Recipient Town/City	Canberra
Recipient Postcode	2912
Recipient State/Territory	ACT
Recipient Country	AUSTRALIA
Delivery State/Territory	ACT
Delivery Postcode	2912
Delivery Country	AUSTRALIA
Contact Name	s 22(1)(a)(ii)

Kind regards

s 22(1)(a) | Business Manager
(iii)
Protocol and International Visits Division | Department of the Prime Minister and
Cabinet
p. (s 22(1)(a)(ii)
m s 22(1)(a)(ii)
e. s 22(1)(a)(ii) | w. www.pmc.gov.au

<image001.jpg>

<image002.jpg> <image003.jpg>

^[1] See the Finance website for further guidance on grants reporting at www.finance.gov.au.

From: s 22(1)(a)(ii)
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Publish grant - SOLDIER ON - Approval [DLM=For-Official-Use-Only]
Date: Tuesday, 9 July 2019 10:52:55 AM
Attachments: [image001.jpg](#)
[image002.jpg](#)
[image003.jpg](#)

For Official Use Only

Hi s 22(1)(a)(ii)

Thank you for the comprehensive table of information; that made it very simple for me.

It has been published and the GrantsConnect reference number is:

GA54404

Kind regards.

s 22(1)(a) | Accountant
 Financial Services | Budgets & Reporting Branch
 Corporate Division
 p. s 22(1)(a)

From: s 22(1)(a)(ii)
Sent: Monday, 8 July 2019 5:05 PM
To: s 22(1)(a)(ii) >
Cc: s 22(1)(a)(ii)
 s 22(1)(a)(ii),
 s 22(1)(a)(ii)
Subject: Publish grant - SOLDIER ON - Approval [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi s 22(1)(a)(ii)

I would be grateful if you could publish the following Grant on GrantConnect for the outgoing GGs farewell contribution to SOLDIER ON.

To ensure the Division does not receive a breach, could you please publish this Grant before Friday 12 July 2019. Under the Commonwealth Grants Rules and Guidelines, an entity *must* report, on GrantConnect, information on individual grants **no later than 21 calendar days** after the grant agreement for the grant takes effect.

GA005016 SOLDIER ON	
Agency	Department of the Prime Minister and Cabinet
Internal Reference ID	GA005016

Recipient Name	SOLDIER ON
Recipient ABN	24 811 760 786
PBS Program Name	PMC 18/19 1.1 Prime Minister and Cabinet
Grant Program	State Occasions and Official Visits
Grant Activity	National Contribution
Purpose	National contribution from the Australian Government on the occasion of the Farewell of His Excellency General the Honourable Sir Peter Cosgrove AK MC (Retd), Governor-General of the Commonwealth of Australia.
Ad hoc/One-off	Y
Aggregate	N
Confidentiality - Contract	N
Confidentiality - Outputs	N
Approval Date	30/05/2019
Start Date	24/06/2019
End Date	24/06/2019
Value (AUD)	\$10,000
Recipient Suburb	Gungahlin
Recipient Town/City	Canberra
Recipient Postcode	2912
Recipient State/Territory	ACT
Recipient Country	AUSTRALIA
Delivery State/Territory	ACT
Delivery Postcode	2912
Delivery Country	AUSTRALIA
Contact Name	s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii) | Business Manager

Protocol and International Visits Division | Department of the Prime Minister and Cabinet

p. s 22(1)(a)(ii)

m s 22(1)(a)(ii)

e. w. www.pmc.gov.au

cid:image001.jpg@01D30607.7B671FD0

