

**From:** s47G(  
**To:** s47F  
**Cc:** s47F  
**Subject:** Mundine Means Business - conclusion of grant contract  
**Date:** Monday, 4 February 2019 9:25:46 AM  
**Attachments:** [Mundine Means Business s47G\(1\)\(a\) .pdf](#)  
[Mundine Means Business s47G\(1\)\(a\) .pdf](#)

---

s47F

s47G(1)(a)

[Redacted]

[Redacted]

[Redacted]

s47F



s47F

[Redacted]

Address: s47G(1)(a) Sydney, NSW, 2000  
Post: PO Box s47G( Royal Exchange, NSW, 1225, Australia  
Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

**From:** s47F [redacted]  
**To:** s47F [redacted]  
**Cc:** s47F [redacted]; s47F [redacted]; s47F [redacted]  
**Subject:** RE: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Tuesday, 5 February 2019 12:58:20 PM  
**Attachments:** [Project ID 4-8EH1D9U - Nyungga Black Group - Project Performance Report.docx](#)  
[4-8EH1D9U Mundine Means Business - acquittal template.docx](#)

---

**UNCLASSIFIED**

Hi s47F [redacted]

s47F [redacted] passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) [redacted] as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F [redacted] in the Economic Policy team on s47F [redacted].

Thanks, s4 [redacted]

s47F [redacted] | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

☎ s47F [redacted] ☎ s47F [redacted] ☒ s47F [redacted]

PO Box 6500 CANBERRA ACT 2600

**From:** s47F [redacted]  
**To:** s47F [redacted]  
**Cc:** s47F [redacted]  
**Subject: Mundine Means Business - conclusion of grant contract**

s47F [redacted]  
s47G(1)(a) [redacted]

s47G(1)(a)

s47F



s47F



Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G( Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*



## Australian Government

### Department of the Prime Minister and Cabinet

# IAS Performance Report

Your Organisation is due to complete the following IAS Performance Report (the Report):

Report Details:

**Project ID:** 4-8EH1D9U

**Legal Name:** Nyungga Black Group Pty Ltd

**Project Name:** Mundine Means Business

**Programme Name:** Jobs Land and Economy

**Report Description:** Performance Report – Project Duration

**Reporting Period:** 18/06/2018 to Project End Date

*Please respond to all questions below using the space provided. If you wish to provide additional documentation, please include it when you submit this completed document to your Agreement Manager.*

## Project Delivery Overview

- 1. Please provide details about your Organisation's progress in delivering the outcomes and objectives of the project (as outlined in the project description) and where relevant, any challenges and/or changes experienced during the reporting period.**



**2. Does your Organisation have any success stories to share for this reporting period?**

**Australian Government**

---

**Department of the Prime Minister and Cabinet**

Please provide numeric responses to the Key Performance Indicators (KPIs), using the text boxes provided.

**3. MDKI.D1 – Employment Numbers**

Total number of females employed

Total number of males employed

Total number of Indeterminate/Intersex/  
Unspecified employed

Total number of Indigenous females employed

Total number of Indigenous males employed

Total number of Indigenous Indeterminate/Intersex/  
Unspecified employed

**4. MKDI.D2 – Hours Worked – Indigenous Staff**

Number of hours worked in the reporting period by all  
Indigenous people employed under the activity

**5. MKDI.D3 – Hours worked – All Staff**

Number of hours worked in the reporting period by all  
people employed under the activity

**6. MKPI.M1 – Indigenous Employment**

Proportion of hours worked in the reporting period  
that were worked by an Indigenous person   
*This should be equal to MKDI.D2 / MKDI.D3 \* 100%*

**7. MKPI.M2 – Core Service Provision**

Core Service Provision: the core activities/service being  
delivered meet or exceed requirements

N/A – to be answered by  
Department

**8. Project Contact Information**

*Please provide the details of the Primary Contact Person for this project in the text boxes provided.*

<b>Title:</b>	<input type="text"/>
<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>

**9. Declaration**

*Are the details of the authorising officer the same as the Primary Contact person?*

*Yes / No*

*If not, please provide the detail of the officer authorised to be contacted regarding information in this Report:*

<b>Title:</b>	<input type="text"/>
<b>First Name:</b>	<input type="text"/>
<b>Last Name:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>
<b>Phone:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>

**I, the authorised Officer:**

- Understand and agree to the disclaimer;
- Agree that the information I have provided in this document is true and correct, and;
- Acknowledge that giving false or misleading information is a serious offence under Section 137.1 of the *Criminal Act Code 1995 (Cth)*

<b>Authorised Officer:</b>	<input type="text"/>
<b>Position:</b>	<input type="text"/>

X  
\_\_\_\_\_



Australian Government

Department of the Prime Minister and Cabinet

Activity ID: 4-8EH1D9U

s47F

Nyungga Black Group Pty Ltd

s47F

Dear s47F

**Non-audited Financial Acquittal Report for 2017-18**

Your non-audited financial acquittal report for Mundine Means Business for the year 2018-19 is due.

The purpose of the non-audited financial acquittal report is to provide assurance that the funding provided under the PM&C Grant Agreement has been used in an efficient, effective, economical and ethical manner and in accordance with the Grant Agreement.

Please ensure you are fully aware of the financial acquittal reporting requirements specified in your Grant Agreement.

**Acquittal Documentation**

The non-audited financial acquittal report must confirm that the funding has been spent in accordance with the Grant Agreement.

In most cases PM&C requires a separate income and expenditure statement pertaining to each PM&C funded activity. An income and expenditure statement for your entire organisation is not acceptable, unless income and expenditure relating to each PM&C funded activity is clearly differentiated. If your organisation is funded for more than one activity, a single set of financial acquittal documentation can be provided. However, this report must clearly differentiate the income and expenditure relating to each activity you are funded for, unless otherwise specified in your Grant Agreement.

A template covering these requirements which you may find useful is provided at **Attachment A**. If you have a budget in your agreement you should report against the budget in your agreement instead of using the template at **Attachment A**.

**Interest**

A **Grant** includes any **interest** earned on a Grant (as specified in your IAS Grant Agreement). You must therefore also include any interest earned on your IAS Grant as part of the Non-audited Financial Acquittal Report.

If you require any further information in relation to the above or any other aspect of the Terms and Conditions of PM&C grant funding, please contact me on s47F or s47F .

Yours sincerely,

s47F  
Business and Economic Policy Branch  
5 February 2019

### Non-Audited Financial Acquittal Report

This form, together with the Statement of Grant Income and Expenditure Report, should be provided to PM&C by the Acquittal Due Date.

Grant Recipient: Nyungga Black Group Pty Ltd

Activity Name: Mundine Means Business

Activity ID Number (from relevant system): 4-8EH1D9U

Grant Agreement Managing Office: Woden

Activity Start Date: 18/06/2018

Grant Agreement Acquittal Period Start 18/06/2018

Grant Agreement Acquittal Period End 04/02/2019:

Amount of Funding excluding SACS Supplementation Released for Year Ending 30/06/2019: n/a

Amount of SACS Supplementation Released for Year Ending 30/06/2019: n/a

Unexpended Funds for this activity from Prior Year approved carry forward: \$0.00

Unexpended Funds for this activity from Prior Year carried forward and offset: \$0.00

Total Value of Funds to be Acquitted (grant recipient to add interest): \$200,000

Acquittal Due Date: 01 November 2019

(The above details to be prepopulated by Agreement Manager)

**DECLARATION BY MANAGEMENT  
FOR THE PERIOD 1 JULY 201X TO 30 JUNE 201X  
(INSERT ACTIVITY NAME) GRANT AGREEMENT**

We declare that the financial acquittal report of the (INSERT ACTIVITY NAME) GRANT AGREEMENT is in accordance with the (INSERT ACTIVITY NAME) GRANT AGREEMENT. In particular, the Statement of Grant Income and Expenditure:

- a) Gives a complete and accurate view of the (INSERT ACTIVITY NAME) GRANT AGREEMENT Income and Expenditure and grant interest of (INSERT INTEREST); and
- b) All funding and grant interest was expended for the project and in accordance with the Grant Agreement.
- c) (AGREEMENT MANAGER TO INSERT THE FOLLOWING IF SACS SUPPLEMENTATION WAS RECEIVED) This includes SACS Supplementation of (INSERT AMOUNT OF SACS SUPPLEMENTATION EXPENDED) which was used to meet the costs associated with the implementation of the SACS Decisions and in accordance with the Grant Agreement.

.....

NAME  
POSITION  
Dated:

## Non-Audited Statement of Grant Income and Expenditure for the period 1 July 201X to 30 June 201X

Income		
(delete categories in italics if not applicable)	Budgeted Amount as per Grant agreement (Excluding GST) <sup>1</sup>	Actual Amount (Excl GST)
Grant funds received (excluding SACS Supplementation) <sup>2</sup>		
SACS Supplementation received (if applicable) <sup>3</sup>		
Unexpended Funds received in previous financial year approved for carryover <sup>4</sup>		
Interest income derived from grant funds <sup>5</sup>		
<i>Other activity generated income:</i>		
<i>Fees from service users (grant related only)</i>		
<i>Sale of goods (grant related only)</i>		
<i>Other<sup>6</sup></i>		
<b>Total income</b>		
Expenditure		
(delete categories in italics if not applicable)	Budgeted Amount as per Grant agreement (Excluding GST)	Actual Amount (Excl GST)
<b>Operational<sup>7</sup></b>		
Salary & related		
Administration		
Travel & motor vehicle		
Information technology & minor equipment (non capital) <sup>8</sup>		
Consultants & contractors		
Rental & property (including repairs and maintenance)		
General administration <sup>9</sup>		
Accounting & audit		
Other		
<i>Overheads<sup>7</sup></i>		
<i>Salary &amp; related</i>		
<i>Administration</i>		
<i>Rental &amp; property (including repairs and maintenance)</i>		
<i>Insurance &amp; utilities</i>		
<i>Other attributed administration costs<sup>9</sup></i>		
<b>Capital<sup>8</sup></b>		
<i>Vehicles</i>		
<i>Building purchase &amp; construction</i>		
<i>Major equipment purchase &amp; installation</i>		
<i>Other<sup>10</sup></i>		
<b>Total expenditure</b>		
Grant Underspend/ (Overspend)		
Grant underspend/(overspend)		
Remaining funds, excluding SACS supplementation (unexpended and uncommitted prior to the end of the current period) <sup>11</sup>		
Remaining SACS Supplementation		
Requested carry over funding into next period <sup>12</sup> (if applicable)		

## Guidance to complete the Statement of Grant Income and Expenditure

**Failure to comply with this request for a Statement of Grant Income and Expenditure may result in non-compliance with the conditions of your grant agreement.** The Statement of Grant Income and Expenditure must be prepared from the financial records and information of your organisation.

Please refer to the following footnotes when completing this template:

1. The amounts presented in this column should agree to the grant agreement. Some schedules (or Additional Conditions) contain approved budgets for grants.
2. This amount should be the amount of all payments received from the Department during the financial acquittal period.
3. These payments are to be treated separately for reporting purposes. You must review your grant agreement to assess whether there are payments you may have received that are a Social and Community Services (SACS) Award Supplementation.
4. This amount must be the amount approved as an underspend for carryover from the previous financial grant acquittal reporting period. If you are uncertain if you have an underspend that was carried over or the amount of this carryover, please contact your Agreement Manager to confirm if an underspend must be reported here.
5. Interest income reported should only be interest derived from the grant funding.
6. Income generated from performing activities relating to this grant must be reported, such as event/ticket income, cost recovery income or rent received from letting properties leased or purchased using grant funds.
7. "Operational" costs are those that relate directly to the grant, e.g. salaries for staff working 100% on the funded activity. Costs that are incurred centrally and allocated to the grant activity should be reported under the "overheads" heading.
8. Capital costs are for purchases of large assets such as a vehicle, building or large piece of equipment and are acquitted separate to the other expenses, under the "capital" heading. The cost of these assets can only be acquitted if they are specifically included in your grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading. Note that you must contact the department in writing prior to purchasing, leasing or acquiring an Asset that has a value of more than \$5,000.00 (excluding GST). Depreciation is not generally referred to in the terms and conditions of the grant agreement and is not a claimable expense item against IAS Grant funding. There are only exceptional circumstances that approval may be obtained for claiming depreciation against a Grant. Depreciation can only be claimed if specified in the grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading.
9. Only administration costs directly related to the grant should be reported under the "operational" heading. Where the administration costs are incurred centrally and allocated to the grant activity they should be reported under the "overheads" heading. Your grant agreement may also set a limit to the value of administration costs that can be allocated to the funding you have received.
10. Please list the nature of expenditure if your grant expenditure does not align to an expenditure line item already listed.
11. This amount is calculated as the grant underspend/(overspend) less any funds that have been committed (e.g. signed contract, goods ordered but not yet delivered) but not paid at the time of reporting

12. The amount entered here is the value of the funds that you wish to carry forward for use in future periods. **Grant funds cannot be carried forward if the grant activities have been completed. Your agreement manager will advise you on the treatment of this underspend.**

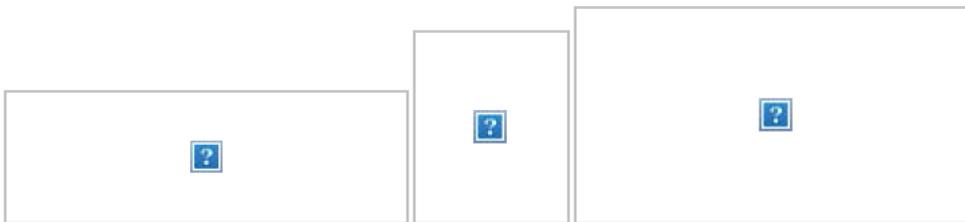
**From:** s47F  
**To:** s47F  
**Cc:** s47F ; s47F ; s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Sunday, 17 February 2019 10:00:30 AM  
**Attachments:** [Project ID 4-8EH1D9U - Nyungga Black Group - Project Performance Report - Completed.pdf](#)  
[4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf](#)

---

s47F

s47G(1)(a)

Regards, s47F



s47F

Address: s47G(1)(a), Sydney, NSW, 2000  
Post: PO Box s47G( Royal Exchange, NSW, 1225, Australia  
Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

UNCLASSIFIED

Hi s47F

s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited

Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F in the Economic Policy team on s47F.

Thanks, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

☎ s47F    ☎ s47F    📧 s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject: Mundine Means Business - conclusion of grant contract**

s47F

s47G(1)(a)



s47G(1)(a)

Regards, s47F



s47F

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G(1)(a) Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

## Guidance to complete the Statement of Grant Income and Expenditure

**Failure to comply with this request for a Statement of Grant Income and Expenditure may result in non-compliance with the conditions of your grant agreement.** The Statement of Grant Income and Expenditure must be prepared from the financial records and information of your organisation.

Please refer to the following footnotes when completing this template:

1. The amounts presented in this column should agree to the grant agreement. Some schedules (or Additional Conditions) contain approved budgets for grants.
2. This amount should be the amount of all payments received from the Department during the financial acquittal period.
3. These payments are to be treated separately for reporting purposes. You must review your grant agreement to assess whether there are payments you may have received that are a Social and Community Services (SACS) Award Supplementation.
4. This amount must be the amount approved as an underspend for carryover from the previous financial grant acquittal reporting period. If you are uncertain if you have an underspend that was carried over or the amount of this carryover, please contact your Agreement Manager to confirm if an underspend must be reported here.
5. Interest income reported should only be interest derived from the grant funding.
6. Income generated from performing activities relating to this grant must be reported, such as event/ticket income, cost recovery income or rent received from letting properties leased or purchased using grant funds.
7. "Operational" costs are those that relate directly to the grant, e.g. salaries for staff working 100% on the funded activity. Costs that are incurred centrally and allocated to the grant activity should be reported under the "overheads" heading.
8. Capital costs are for purchases of large assets such as a vehicle, building or large piece of equipment and are acquitted separate to the other expenses, under the "capital" heading. The cost of these assets can only be acquitted if they are specifically included in your grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading. Note that you must contact the department in writing prior to purchasing, leasing or acquiring an Asset that has a value of more than \$5,000.00 (excluding GST). Depreciation is not generally referred to in the terms and conditions of the grant agreement and is not a claimable expense item against IAS Grant funding. There are only exceptional circumstances that approval may be obtained for claiming depreciation against a Grant. Depreciation can only be claimed if specified in the grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading.
9. Only administration costs directly related to the grant should be reported under the "operational" heading. Where the administration costs are incurred centrally and allocated to the grant activity they should be reported under the "overheads" heading. Your grant agreement may also set a limit to the value of administration costs that can be allocated to the funding you have received.
10. Please list the nature of expenditure if your grant expenditure does not align to an expenditure line item already listed.
11. This amount is calculated as the grant underspend/(overspend) less any funds that have been committed (e.g. signed contract, goods ordered but not yet delivered) but not paid at the time of reporting

12. The amount entered here is the value of the funds that you wish to carry forward for use in future periods. **Grant funds cannot be carried forward if the grant activities have been completed. Your agreement manager will advise you on the treatment of this underspend.**

**From:** s47F  
**To:** s47F  
**Cc:** s47F ; s47F ; s47F  
**Subject:** RE: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Thursday, 21 February 2019 11:15:09 AM

---

**UNCLASSIFIED**

Dear s47F

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement.

There is one point we query/seek to clarify. s47G(1)(a)

Can you please confirm that this is accurate?

Appreciate your advice.

Regards, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)  
☎ s47F ☎ s47F ☒ s47F  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F

**Sent:** Sunday, 17 February 2019 9:58 AM

**To:** s47F

**Cc:** s47F ; s47F ; s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F

s47G(1)(a)

Regards, s47F

s47F

Mobile: s47F

Email: s47F

Twitter & Facebook: s47F

Instagram: s47F

s47F

Mobile: s47F

Email: s47F

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

**UNCLASSIFIED**

Hi s47F

s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F in the Economic Policy team on s47F .

Thanks, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

📞 s47F 📠 s47F 📧 s47F

PO Box 6500 CANBERRA ACT 2600

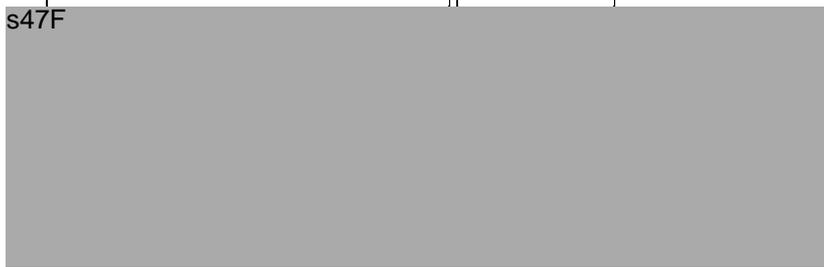
**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject: Mundine Means Business - conclusion of grant contract**

s47F  
s47G(1)(a)



Regards, s4/r

s47F



Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**From:** s47F  
**To:** s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Thursday, 21 February 2019 11:24:49 AM

---

s47F

s47F - s47G(1)(a)

s47G(1)(a)

Cheers  
s47F

s47F  
s47F - Nyungga Black Group  
s47F - Mundine Means Business  
Phone: s47F Email: s47F  
Post: PO Box s47G(1)( ), Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Thu, Feb 21, 2019 at 11:15 AM s47F wrote:

UNCLASSIFIED

Dear s47F

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement.

There is one point we query/seek to clarify. s47G(1)(a)

Can you please confirm that this is accurate?

Appreciate your advice.

Regards, s47

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F ☒ s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**Sent:** Sunday, 17 February 2019 9:58 AM  
**To:** s47F  
**Cc:** s47F s47F  
s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F

s47G(1)(a)

Regards, s47F

| | |

s47F

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G(1)( ) Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

UNCLASSIFIED

Hi s47F

s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F in the Economic Policy team on s47F .

Thanks, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

☎ s47F    ☎ s47F    📧 s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
s47F  
**To:** s47F  
**Cc:** s47F  
**Subject: Mundine Means Business - conclusion of grant contract**

s47F

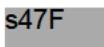
s47G(1)(a)

[Redacted]

s47G(1)(a)



Regards, s47F



s47F



Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G(1)( ) Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---





Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Thu, Feb 21, 2019 at 11:15 AM s47F wrote:

**UNCLASSIFIED**

Dear s47F

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement.

There is one point we query/seek to clarify.

s47G(1)(a)

Can you please confirm that this is accurate?

Appreciate your advice.

Regards, s47F

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F ☎ s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F

**Sent:** Sunday, 17 February 2019 9:58 AM

**To:** s47F

**Cc:** s47F; s47F

s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F

s47G(1)(a), s47F

Regards, s47F

s47F

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G(1)(a) Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

**UNCLASSIFIED**

Hi s47F

s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F in the Economic Policy team on s47F .

Thanks, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F ☐ s47F  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject: Mundine Means Business - conclusion of grant contract**

s47F  
s47G(1)(a)



Regards, s47F

s47F



Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

## Guidance to complete the Statement of Grant Income and Expenditure

**Failure to comply with this request for a Statement of Grant Income and Expenditure may result in non-compliance with the conditions of your grant agreement.** The Statement of Grant Income and Expenditure must be prepared from the financial records and information of your organisation.

Please refer to the following footnotes when completing this template:

1. The amounts presented in this column should agree to the grant agreement. Some schedules (or Additional Conditions) contain approved budgets for grants.
2. This amount should be the amount of all payments received from the Department during the financial acquittal period.
3. These payments are to be treated separately for reporting purposes. You must review your grant agreement to assess whether there are payments you may have received that are a Social and Community Services (SACS) Award Supplementation.
4. This amount must be the amount approved as an underspend for carryover from the previous financial grant acquittal reporting period. If you are uncertain if you have an underspend that was carried over or the amount of this carryover, please contact your Agreement Manager to confirm if an underspend must be reported here.
5. Interest income reported should only be interest derived from the grant funding.
6. Income generated from performing activities relating to this grant must be reported, such as event/ticket income, cost recovery income or rent received from letting properties leased or purchased using grant funds.
7. "Operational" costs are those that relate directly to the grant, e.g. salaries for staff working 100% on the funded activity. Costs that are incurred centrally and allocated to the grant activity should be reported under the "overheads" heading.
8. Capital costs are for purchases of large assets such as a vehicle, building or large piece of equipment and are acquitted separate to the other expenses, under the "capital" heading. The cost of these assets can only be acquitted if they are specifically included in your grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading. Note that you must contact the department in writing prior to purchasing, leasing or acquiring an Asset that has a value of more than \$5,000.00 (excluding GST). Depreciation is not generally referred to in the terms and conditions of the grant agreement and is not a claimable expense item against IAS Grant funding. There are only exceptional circumstances that approval may be obtained for claiming depreciation against a Grant. Depreciation can only be claimed if specified in the grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading.
9. Only administration costs directly related to the grant should be reported under the "operational" heading. Where the administration costs are incurred centrally and allocated to the grant activity they should be reported under the "overheads" heading. Your grant agreement may also set a limit to the value of administration costs that can be allocated to the funding you have received.
10. Please list the nature of expenditure if your grant expenditure does not align to an expenditure line item already listed.
11. This amount is calculated as the grant underspend/(overspend) less any funds that have been committed (e.g. signed contract, goods ordered but not yet delivered) but not paid at the time of reporting

12. The amount entered here is the value of the funds that you wish to carry forward for use in future periods. **Grant funds cannot be carried forward if the grant activities have been completed. Your agreement manager will advise you on the treatment of this underspend.**

**From:** s47F  
**To:** s47F  
**Cc:** s47F ; s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Saturday, 23 February 2019 4:34:43 PM  
**Attachments:** [4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf](#)

---

Hi s47F

s47G(1)(a)

Cheers

s47F

s47F  
s47F - Nyungga Black Group  
s47F - Mundine Means Business  
Phone: s47F Email: s47F  
Post: PO Box s47G(1)( ) Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Fri, Feb 22, 2019 at 4:28 PM s47F wrote:

UNCLASSIFIED

Hi s47F

s47F is out of the office today and asked that I respond. Thank you for providing s47E(a)

One additional query - We noticed that s47G(1)(a). The Department's procedure for finalising an acquittal s47G(1)(a)

s47G(1)(a) please just send through a brief explanation for our records.

Kind regards,

s47F

s47F | Advisor

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division | Department of the Prime Minister and Cabinet

p. s47F | e. s47F | w. [www.pmc.gov.au](http://www.pmc.gov.au)

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:** s47F  
**Sent:** Thursday, 21 February 2019 11:24 AM  
**To:** s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F

s47F - s47G(1)(a)

Hope this assists.

Cheers

s47F

s47F

s47F - Nyungga Black Group  
s47F - Mundine Means Business  
Phone: s47F Email: s47F  
Post: PO Box s47G(1) Royal Exchange, NSW, 1225  
( )



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Thu, Feb 21, 2019 at 11:15 AM s47F wrote:

UNCLASSIFIED

Dear s47F,

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement.

There is one point we query/seek to clarify. s47G(1)(a)

Can you please confirm that this is accurate?

Appreciate your advice.

Regards, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F

**Sent:** Sunday, 17 February 2019 9:58 AM

**To:** s47F

**Cc:** s47F; s47F

s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F

s47F, s47G(1)(a)

Regards, s47F

s47F

s47F

Address: s47G(1)(a), Sydney, NSW, 2000

Post: PO Box s47G( Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

UNCLASSIFIED

Hi s47F

s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F in the Economic Policy team on s47F .

Thanks, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F ☎ s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F [redacted]  
**To:** s47F [redacted]  
**Cc:** s47F [redacted]  
**Subject:** Mundine Means Business - conclusion of grant contract

s47F

s47G(1)(a) [redacted]

[redacted]

[redacted]

[redacted]

Regards, s47F [redacted]

[redacted]

Address: s47G(1)(a) [redacted], Sydney, NSW, 2000

Post: PO Box s47G(1)(a) [redacted], NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyunga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

## Guidance to complete the Statement of Grant Income and Expenditure

**Failure to comply with this request for a Statement of Grant Income and Expenditure may result in non-compliance with the conditions of your grant agreement.** The Statement of Grant Income and Expenditure must be prepared from the financial records and information of your organisation.

Please refer to the following footnotes when completing this template:

1. The amounts presented in this column should agree to the grant agreement. Some schedules (or Additional Conditions) contain approved budgets for grants.
2. This amount should be the amount of all payments received from the Department during the financial acquittal period.
3. These payments are to be treated separately for reporting purposes. You must review your grant agreement to assess whether there are payments you may have received that are a Social and Community Services (SACS) Award Supplementation.
4. This amount must be the amount approved as an underspend for carryover from the previous financial grant acquittal reporting period. If you are uncertain if you have an underspend that was carried over or the amount of this carryover, please contact your Agreement Manager to confirm if an underspend must be reported here.
5. Interest income reported should only be interest derived from the grant funding.
6. Income generated from performing activities relating to this grant must be reported, such as event/ticket income, cost recovery income or rent received from letting properties leased or purchased using grant funds.
7. "Operational" costs are those that relate directly to the grant, e.g. salaries for staff working 100% on the funded activity. Costs that are incurred centrally and allocated to the grant activity should be reported under the "overheads" heading.
8. Capital costs are for purchases of large assets such as a vehicle, building or large piece of equipment and are acquitted separate to the other expenses, under the "capital" heading. The cost of these assets can only be acquitted if they are specifically included in your grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading. Note that you must contact the department in writing prior to purchasing, leasing or acquiring an Asset that has a value of more than \$5,000.00 (excluding GST). Depreciation is not generally referred to in the terms and conditions of the grant agreement and is not a claimable expense item against IAS Grant funding. There are only exceptional circumstances that approval may be obtained for claiming depreciation against a Grant. Depreciation can only be claimed if specified in the grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading.
9. Only administration costs directly related to the grant should be reported under the "operational" heading. Where the administration costs are incurred centrally and allocated to the grant activity they should be reported under the "overheads" heading. Your grant agreement may also set a limit to the value of administration costs that can be allocated to the funding you have received.
10. Please list the nature of expenditure if your grant expenditure does not align to an expenditure line item already listed.
11. This amount is calculated as the grant underspend/(overspend) less any funds that have been committed (e.g. signed contract, goods ordered but not yet delivered) but not paid at the time of reporting

12. The amount entered here is the value of the funds that you wish to carry forward for use in future periods. **Grant funds cannot be carried forward if the grant activities have been completed. Your agreement manager will advise you on the treatment of this underspend.**

**From:** s47F  
**To:** s47F  
**Cc:** s47F ; s47F ; s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Monday, 4 March 2019 10:56:27 AM

s47F and s47F

s47G(1)(a)

Cheers  
s47F

s47F  
s47F Nyungga Black Group Pty Ltd  
s47F - Mundine Means Business  
s47F

On 22 Feb 2019, at 4:27 pm, s47F wrote:

UNCLASSIFIED

Hi s47F  
s47F is out of the office today and asked that I respond. Thank you for providing clarification s47G(1)(a).  
One additional query - We noticed that the s47G(1)(a).  
The Department's procedure for finalising an acquittal s47G(1)(a)  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted] please just send through a brief explanation

for our records.

Kind regards,  
s47F

[Redacted] | Advisor  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division | Department of the Prime Minister and Cabinet  
p. s47F | e. s47F | w. [www.pmc.gov.au](http://www.pmc.gov.au)  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**Sent:** Thursday, 21 February 2019 11:24 AM  
**To:** s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F  
s47F - s47G(1)(a)

Hope this assists.

Cheers  
s47F

s47F  
s47F - Nyungga Black Group  
s47F - Mundine Means Business  
Phone: s47F Email: s47F

Post: PO Box s47G(1)(a) Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Thu, Feb 21, 2019 at 11:15 AM s47F wrote:

UNCLASSIFIED

Dear s47F

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement. There is one point we query/seek to clarify. s47G(1)(a)

Can you please confirm that this is accurate?

Appreciate your advice.

Regards, s47F

s47F Senior Adviser  
Economic Policy I Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F

Sent: Sunday, 17 February 2019 9:58 AM

To: s47F

Cc: s47F

s47F ; s47F

Subject: Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F  
s47G(1)(a)

Regards, s47F  
s47F

Address: s47G(1)(a), Sydney, NSW, 2000

Post: PO Box s47G(1)(a) NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

UNCLASSIFIED

Hi s47F

s47F passed your email on to me – my team manages the Mundine Means Business

grant. We can do a contract variation to end Nyungga Black Group Pty Ltd's funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report - happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions - you can contact me or s47F in the Economic Policy team on s47F

Thanks, s4

s47F I Senior Adviser  
Economic Policy I Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F

s47F

**To:** s47F

**Cc:** s47F

s47F

**Subject: Mundine Means Business - conclusion of grant contract**

s47F

s47G(1)(a)

Regards, s47F

s47F

s47F

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyunga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

<4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf>

**From:** s47F  
**To:** s47F ; s47F  
**Cc:** s47F ; s47F  
**Subject:** RE: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Wednesday, 6 March 2019 5:22:03 PM

---

**UNCLASSIFIED**

Hi s47F ,

Apologies for the delay in responding.

After a further point of clarification – s47G(1)(a)

[Redacted]

Also, we have tried to access all 16 episodes of Season 2 but haven't been able to as some are no longer available to stream. Would you be able to send us a copy of all episodes? Be good to have them on file.

These will be the last bits we likely need - will then send you variation bringing forward end date.

Thanks, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)  
s47F s47F s47F  
PO Box 6500 CANBERRA ACT 2600

---

**From:** s47F

**Sent:** Monday, 4 March 2019 10:55 AM

**To:** s47F

**Cc:** s47F ; s47F ; s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F and s47F

s47G(1)(a)  
[Redacted]  
s4 / r

s47F  
s47F - Nyungga Black Group Pty Ltd  
s47F - Mundine Means Business  
s47F

On 22 Feb 2019, at 4:27 pm, s47F wrote:

**UNCLASSIFIED**

Hi s47F ,

s4 is out of the office today and asked that I respond. Thank you for providing clarification s47G(1)(a) .

One additional query - We noticed that the s47G(1)(a)

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]



s47F ;s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract  
[SEC=UNCLASSIFIED]

s47F  
s47G(1)(a), s47F

Regards, s47F  
s47F

Address: s47G(1)(a), Sydney, NSW, 2000  
Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia  
Website: [www.nyunggablack.com](http://www.nyunggablack.com)  
*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

**UNCLASSIFIED**

Hi s47F  
s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.  
However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).  
Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.  
Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.  
If you have any questions – you can contact me or s47F in the Economic Policy team on s47F.

Thanks, s47F  
s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)  
s47F s47F s47F  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
s47F  
**To:** s47F  
**Cc:** s47F  
s47F

**Subject: Mundine Means Business - conclusion of grant contract**

s47F

s47G(1)(a)

[Redacted]

Regards, s47F

s47F

[Redacted]

Address: s47G(1)(a), Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you

have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

<4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf>

**From:** s47F  
**To:** s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Thursday, 7 March 2019 9:56:58 AM

---

s47F

s47G(1)(a)

Cheers

s47F

s47F

s47F - Nyungga Black Group

Phone: s47F Email: s47F  
Post: PO Box s47G, Royal Exchange, NSW, 1225  
(1)( )



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Wed, Mar 6, 2019 at 5:22 PM s47F wrote:

UNCLASSIFIED

Hi s47F

Apologies for the delay in responding.

After a further point of clarification – s47G(1)(a)

Also, we have tried to access all 16 episodes of Season 2 but haven't been able to as some are no longer available to stream. Would you be able to send us a copy of all episodes? Be good to have them on file.

These will be the last bits we likely need - will then send you variation bringing forward end date.

Thanks s4

s47F I Senior Adviser

Economic Policy I Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F

Sent: Monday, 4 March 2019 10:55 AM

To: s47F

Cc: s47F; s47F

s47F

Subject: Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F and s47F

s47G(1)(a)

s47F

s47F

s47F

s47F - Nyungga Black Group Pty Ltd

s47F - Mundine Means Business

s47F

On 22 Feb 2019, at 4:27 pm, s47F wrote:

UNCLASSIFIED

Hi s47F

s4 is out of the office today and asked that I respond. Thank you for providing clarification s47G(1)(a).

One additional query - s47G(1)(a) . The Department's procedure for finalising an acquittal s47G(1)(a)

s47G(1)(a) [redacted]  
[redacted] please just send through a brief explanation for our records.

Kind regards,

s47F [redacted]

s47F [redacted] | Advisor

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division | Department of the Prime Minister and Cabinet

p. s47F [redacted] | e. s47F [redacted] | w. [www.pmc.gov.au](http://www.pmc.gov.au)

PO Box 6500 CANBERRA ACT 2600

**From:** s47F [redacted]  
**Sent:** Thursday, 21 February 2019 11:24 AM  
**To:** s47F [redacted]  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F [redacted]

s47F [redacted] - s47G(1)(a) [redacted]

[redacted]

[redacted]

s47F [redacted]

s47F [redacted]

s47F [redacted] - Nyungga Black Group  
s47F [redacted] - Mundine Means Business  
Phone: s47F [redacted] Email: s47F [redacted]  
Post: PO Box s47G( [redacted], Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Thu, Feb 21, 2019 at 11:15 AM s47F [redacted] wrote:

UNCLASSIFIED

Dear s47F [redacted]

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement.

There is one point we query/seek to clarify: s47G(1)(a) [redacted]

s47G(1)(a)

Can you please confirm that this is accurate?

Appreciate your advice.

Regards, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F

**Sent:** Sunday, 17 February 2019 9:58 AM

**To:** s47F

**Cc:** s47F s47F

s47F ; s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract  
[SEC=UNCLASSIFIED]

s47F

s47F, s47G(1)(a)

Regards, s47F

s47F

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F [redacted] wrote:

UNCLASSIFIED

Hi s47F [redacted],

s47F [redacted] passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd's funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) [redacted] as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F [redacted] in the Economic Policy team on s47F [redacted].

Thanks, s4 [redacted]

s47F [redacted] | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

📧 s47F [redacted] 📞 s47F [redacted] 📧 s47F [redacted]

PO Box 6500 CANBERRA ACT 2600

**From:** s47F [redacted]  
**To:** s47F [redacted]  
**Cc:** s47F [redacted]  
**Subject: Mundine Means Business - conclusion of grant contract**

s47F [redacted]

s47G(1)(a) [redacted]

[redacted]

s47G(1)(a)  
[Redacted]

[Redacted]

[Redacted]

Regards, s47F

s47F

[Redacted]

Address: s47G(1)(a), Sydney, NSW, 2000

Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you

must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

<4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf>

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject:** RE: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
**Date:** Friday, 8 March 2019 10:37:27 AM  
**Attachments:** [4-8EH1D9U Mundine Means Business - acquittal - Amendments required.pdf](#)

**UNCLASSIFIED**

Thank you for that information s47F.

The acquittal has been through further internal processing on our end and request the further amendments and checking below:

• **Under the declaration by management on page 1:**

- s47G(1)(a) [Redacted]

• **Non-Audited Statement of Grant Income and expenditure on page 2:**

- s47G(1)(a) [Redacted]

We have highlighted all of the areas that require amendments in the attached document. Apologies for sending requests through in stages rather than all at the same time. Please give me a call if you have any questions.

Regards, s47F  
s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)  
s47F s47F s47F  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**Sent:** Thursday, 7 March 2019 9:56 AM  
**To:** s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F  
s47G(1)(a) [Redacted]

Cheers  
s47F

s47F

s47F Nyungga Black Group  
Phone: s47F Email: s47F  
Post: PO Box s47G(1)(a), NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Wed, Mar 6, 2019 at 5:22 PM s47F wrote:

**UNCLASSIFIED**

Hi s47F

Apologies for the delay in responding.

After a further point of clarification – s47G(1)(a)

[Redacted text block]

Also, we have tried to access all 16 episodes of Season 2 but haven't been able to as some are no longer available to stream. Would you be able to send us a copy of all episodes? Be good to have them on file.

These will be the last bits we likely need - will then send you variation bringing forward end date.

Thanks, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F ☐ s47F  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**Sent:** Monday, 4 March 2019 10:55 AM  
**To:** s47F  
**Cc:** s47F; s47F  
s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F and s47F  
s47G(1)(a)

[Redacted text block]

s4 / r

s47F  
s47F - Nyungga Black Group Pty Ltd  
s47F - Mundine Means Business  
s47F

On 22 Feb 2019, at 4:27 pm, s47F wrote:

**UNCLASSIFIED**

Hi s47F,

s4 is out of the office today and asked that I respond. Thank you for providing clarification s47G(1)(a).

One additional query - We noticed that the s47G(1)(a)

[Redacted text block]



From: s47F  
Sent: Sunday, 17 February 2019 9:58 AM  
To: s47F  
Cc: s47F; s47F  
s47F; s47F

Subject: Re: Mundine Means Business - conclusion of grant contract  
[SEC=UNCLASSIFIED]

s47F  
s47G(1)(a), s47F

Regards, s47F  
s47F  
Mobile: s47F  
Email: s47F  
Twitter & Facebook: s47F  
Instagram: s47F  
s47F  
Mobile: s47F  
Email: s47F  
Address: s47G(1)(a) Sydney, NSW, 2000  
Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia  
Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F wrote:

**UNCLASSIFIED**

Hi s47F  
s47F passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.  
However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).  
Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) as an attachment.  
Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F in the Economic Policy team on s47F.

Thanks, s47F  
s47F I Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F  
PO Box 6500 CANBERRA ACT 2600

From: s47F

To: s47F  
Cc: s47F

**Subject: Mundine Means Business - conclusion of grant contract**

s47F  
s47G(1)(a)

s47F  
s47F

Address: s47G(1)(a), Sydney, NSW, 2000  
Post: PO Box s47G, Royal Exchange, NSW, 1225, Australia  
Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

---

IMPORTANT: This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you

must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

<4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf>

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

## Guidance to complete the Statement of Grant Income and Expenditure

**Failure to comply with this request for a Statement of Grant Income and Expenditure may result in non-compliance with the conditions of your grant agreement.** The Statement of Grant Income and Expenditure must be prepared from the financial records and information of your organisation.

Please refer to the following footnotes when completing this template:

1. The amounts presented in this column should agree to the grant agreement. Some schedules (or Additional Conditions) contain approved budgets for grants.
2. This amount should be the amount of all payments received from the Department during the financial acquittal period.
3. These payments are to be treated separately for reporting purposes. You must review your grant agreement to assess whether there are payments you may have received that are a Social and Community Services (SACS) Award Supplementation.
4. This amount must be the amount approved as an underspend for carryover from the previous financial grant acquittal reporting period. If you are uncertain if you have an underspend that was carried over or the amount of this carryover, please contact your Agreement Manager to confirm if an underspend must be reported here.
5. Interest income reported should only be interest derived from the grant funding.
6. Income generated from performing activities relating to this grant must be reported, such as event/ticket income, cost recovery income or rent received from letting properties leased or purchased using grant funds.
7. "Operational" costs are those that relate directly to the grant, e.g. salaries for staff working 100% on the funded activity. Costs that are incurred centrally and allocated to the grant activity should be reported under the "overheads" heading.
8. Capital costs are for purchases of large assets such as a vehicle, building or large piece of equipment and are acquitted separate to the other expenses, under the "capital" heading. The cost of these assets can only be acquitted if they are specifically included in your grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading. Note that you must contact the department in writing prior to purchasing, leasing or acquiring an Asset that has a value of more than \$5,000.00 (excluding GST). Depreciation is not generally referred to in the terms and conditions of the grant agreement and is not a claimable expense item against IAS Grant funding. There are only exceptional circumstances that approval may be obtained for claiming depreciation against a Grant. Depreciation can only be claimed if specified in the grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading.
9. Only administration costs directly related to the grant should be reported under the "operational" heading. Where the administration costs are incurred centrally and allocated to the grant activity they should be reported under the "overheads" heading. Your grant agreement may also set a limit to the value of administration costs that can be allocated to the funding you have received.
10. Please list the nature of expenditure if your grant expenditure does not align to an expenditure line item already listed.
11. This amount is calculated as the grant underspend/(overspend) less any funds that have been committed (e.g. signed contract, goods ordered but not yet delivered) but not paid at the time of reporting

12. The amount entered here is the value of the funds that you wish to carry forward for use in future periods. **Grant funds cannot be carried forward if the grant activities have been completed. Your agreement manager will advise you on the treatment of this underspend.**

From: s47F  
To: s47F  
Cc: s47F ; s47F  
Subject: Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]  
Date: Monday, 11 March 2019 10:23:20 PM  
Attachments: [4-8EH1D9U Mundine Means Business - acquittal.pdf](#)

s47

s47G(1)(a)

s4 / r

s47F  
s47F - Nyungga Black Group

Phone: s47F Email: s47F  
Post: PO Box s47G( Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Fri, Mar 8, 2019 at 10:37 AM s47F wrote:

UNCLASSIFIED

Thank you for that information s47F .

The acquittal has been through further internal processing on our end and request the further amendments and checking below:

• Under the declaration by management on page 1:

o s47G(1)(a)

o s47G(1)(a)

• Non-Audited Statement of Grant Income and expenditure on page 2:

o s47G(1)(a) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

We have highlighted all of the areas that require amendments in the attached document.

Apologies for sending requests through in stages rather than all at the same time. Please give me a call if you have any questions.

Regards, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F

**Sent:** Thursday, 7 March 2019 9:56 AM

**To:** s47F

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F

s47G(1)(a) [Redacted]

[Redacted]

[Redacted]

[Redacted]

s47F

s47F

s47F - Nyungga Black Group

Phone: s47F Email: s47F  
Post: PO Box s47G, Royal Exchange, NSW, 1225  
(1)( )



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Wed, Mar 6, 2019 at 5:22 PM s47F wrote:

UNCLASSIFIED

Hi s47F

Apologies for the delay in responding.

After a further point of clarification – s47G(1)(a)  
[Redacted]

Also, we have tried to access all 16 episodes of Season 2 but haven't been able to as some are no longer available to stream. Would you be able to send us a copy of all episodes? Be good to have them on file.

These will be the last bits we likely need - will then send you variation bringing forward end date.

Thanks, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

📧 s47F 📞 s47F 📠 s47F

PO Box 6500 CANBERRA ACT 2600

---

**From:** s47F  
**Sent:** Monday, 4 March 2019 10:55 AM  
**To:** s47F  
**Cc:** s47F; s47F  
s47F  
**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F and s47F

s47G(1)(a)  
[Redacted]

[Redacted]

s47F

s47F

s47F [redacted] - Nyungga Black Group Pty Ltd

s47F [redacted] - Mundine Means Business

s47F [redacted]

On 22 Feb 2019, at 4:27 pm, s47F [redacted] wrote:

UNCLASSIFIED

Hi s47F [redacted]

s4 [redacted] is out of the office today and asked that I respond. Thank you for providing s47G(1)(a) [redacted]

One additional query - We noticed that the s47G(1)(a) [redacted]

[redacted] The Department's procedure for finalising an acquittal s47G(1)(a) [redacted]

[redacted]  
[redacted]  
[redacted]

[redacted]  
[redacted]

[redacted]

[redacted]  
[redacted], please just send through a brief explanation for our records.

Kind regards,

s47F [redacted]

s47F [redacted] | Advisor

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division | Department of the Prime Minister and Cabinet

p. s47F [redacted] | e. s47F [redacted] | w. [www.pmc.gov.au](http://www.pmc.gov.au)

PO Box 6500 CANBERRA ACT 2600

**From:** s47F [redacted]

**Sent:** Thursday, 21 February 2019 11:24 AM

**To:** s47F [redacted]

**Subject:** Re: Mundine Means Business - conclusion of grant contract [SEC=UNCLASSIFIED]

s47F [redacted]

s47F [redacted] - s47G(1)(a) [redacted]

[redacted]

[redacted]

s47F [redacted]

s47F

s47F - Nyungga Black Group  
s47F - Mundine Means Business  
Phone: s47F Email: s47F  
Post: PO Box s47G, Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Thu, Feb 21, 2019 at 11:15 AM s47F  
wrote:

UNCLASSIFIED

Dear s47F

Thank you for providing us with the final performance report and expenditure report for the Mundine Means Business Funding Agreement.

There is one point we query/seek to clarify. s47G(1)(a)  
[Redacted]

Appreciate your advice.

Regards, s4

s47F | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

From: s47F

Sent: Sunday, 17 February 2019 9:58 AM

To: s47F

Cc: s47F s47F

s47F ; s47F

Subject: Re: Mundine Means Business - conclusion of grant contract  
[SEC=UNCLASSIFIED]

s47F

s47G(1)(a), s47F  
[Redacted]

, s47F

s47F  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

Address: s47G(1)(a) [Redacted] Sydney, NSW, 2000

Post: PO Box s47 [Redacted], Royal Exchange, NSW, 1225, Australia

Website: [www.nyungablack.com](http://www.nyungablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

On Tue, 5 Feb 2019 at 12:58, s47F [Redacted] wrote:

UNCLASSIFIED

Hi s47F [Redacted]

s47 [Redacted] passed your email on to me – my team manages the Mundine Means Business grant. We can do a contract variation to end Nyungga Black Group Pty Ltd’s funding agreement with PMC early.

However - before this proceeds - we require a Project Performance Report and unaudited Financial Acquittal Statement completed to our satisfaction (as per the contract).

Please find attached templates for the Project Performance Report and the unaudited Financial Acquittal Statement for your completion as soon as possible. For the performance report – happy for your responses to Q1 and Q2 to be brief (i.e. text from your below email), with the s47G(1)(a) [Redacted] as an attachment.

Once we have received those documents, we will complete a Contract Variation as soon as we can, with updated milestones and agreement end dates and you will receive a copy for review and signature.

If you have any questions – you can contact me or s47F [Redacted] in the Economic Policy team on s47F [Redacted].

Thanks, s4 [Redacted]

s47F [Redacted] | Senior Adviser

Economic Policy | Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

s47F s47F s47F

PO Box 6500 CANBERRA ACT 2600

**From:** s47F

**To:** s47F

**Cc:** s47F

**Subject: Mundine Means Business - conclusion of grant contract**

s47F

s47G(1)(a)

[Redacted]

[Redacted]

[Redacted]

s47F

s47F

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Address: s47G(1)(a) Sydney, NSW, 2000

Post: PO Box s47G Royal Exchange, NSW, 1225, Australia

Website: [www.nyunggablack.com](http://www.nyunggablack.com)

*Nyungga Black Group Pty. Ltd., acknowledges the Traditional Owners of the lands on which we work, across Australia. We recognise and honour their Elders, past and present.*

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

<4-8EH1D9U Mundine Means Business - acquittal - Completed.pdf>

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you

have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

## Guidance to complete the Statement of Grant Income and Expenditure

**Failure to comply with this request for a Statement of Grant Income and Expenditure may result in non-compliance with the conditions of your grant agreement.** The Statement of Grant Income and Expenditure must be prepared from the financial records and information of your organisation.

Please refer to the following footnotes when completing this template:

1. The amounts presented in this column should agree to the grant agreement. Some schedules (or Additional Conditions) contain approved budgets for grants.
2. This amount should be the amount of all payments received from the Department during the financial acquittal period.
3. These payments are to be treated separately for reporting purposes. You must review your grant agreement to assess whether there are payments you may have received that are a Social and Community Services (SACS) Award Supplementation.
4. This amount must be the amount approved as an underspend for carryover from the previous financial grant acquittal reporting period. If you are uncertain if you have an underspend that was carried over or the amount of this carryover, please contact your Agreement Manager to confirm if an underspend must be reported here.
5. Interest income reported should only be interest derived from the grant funding.
6. Income generated from performing activities relating to this grant must be reported, such as event/ticket income, cost recovery income or rent received from letting properties leased or purchased using grant funds.
7. "Operational" costs are those that relate directly to the grant, e.g. salaries for staff working 100% on the funded activity. Costs that are incurred centrally and allocated to the grant activity should be reported under the "overheads" heading.
8. Capital costs are for purchases of large assets such as a vehicle, building or large piece of equipment and are acquitted separate to the other expenses, under the "capital" heading. The cost of these assets can only be acquitted if they are specifically included in your grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading. Note that you must contact the department in writing prior to purchasing, leasing or acquiring an Asset that has a value of more than \$5,000.00 (excluding GST). Depreciation is not generally referred to in the terms and conditions of the grant agreement and is not a claimable expense item against IAS Grant funding. There are only exceptional circumstances that approval may be obtained for claiming depreciation against a Grant. Depreciation can only be claimed if specified in the grant agreement. Purchases of minor pieces equipment can be acquitted under the "Operational" heading.
9. Only administration costs directly related to the grant should be reported under the "operational" heading. Where the administration costs are incurred centrally and allocated to the grant activity they should be reported under the "overheads" heading. Your grant agreement may also set a limit to the value of administration costs that can be allocated to the funding you have received.
10. Please list the nature of expenditure if your grant expenditure does not align to an expenditure line item already listed.
11. This amount is calculated as the grant underspend/(overspend) less any funds that have been committed (e.g. signed contract, goods ordered but not yet delivered) but not paid at the time of reporting

12. The amount entered here is the value of the funds that you wish to carry forward for use in future periods. **Grant funds cannot be carried forward if the grant activities have been completed. Your agreement manager will advise you on the treatment of this underspend.**

**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject:** Re: Variation to Mundine Means Business project [DLM=For-Official-Use-Only]  
**Date:** Wednesday, 13 March 2019 9:11:38 PM  
**Attachments:** [Variation Agreement - Mundine Means Business - Final.pdf](#)

---

s47F

s47G(1)(a), s47F

s47F

s47F  
s47F - Nyungga Black Group

Phone: s47F Email: s47F  
Post: PO Box s47G(1)(a), Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Wed, Mar 13, 2019 at 1:38 PM s47F wrote:

For Official Use Only

Hi s47F

Thank you for submitting an updated acquittal on Monday.

Please see [attached](#) a letter regarding changes to the project schedule for *Mundine Means Business* and a Variation Agreement for your consideration.

The Variation Agreement includes a revised schedule and all changes have been highlighted. Please take the time to review the agreement, and if you are happy with the terms please sign the documentation (page 5 of the variation) and return **via email** as soon as possible. Once we have received the documentation, we will sign and execute the contract and provide you with a final copy.

I have also attached an outcome letter for the acquittal you provided on 11 March 2019. If you have any questions, please don't hesitate to call.

Thanks, s47F

s47F I Senior Adviser

Economic Policy I Business and Economic Policy Branch

Community and Economic Development Division

Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F 📠 s47F

PO Box 6500 CANBERRA ACT 2600

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---

**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject:** Variation to Mundine Means Business project [DLM=For-Official-Use-Only]  
**Date:** Wednesday, 13 March 2019 1:38:34 PM  
**Attachments:** [Cover letter Variation Agreement - Mundine Means Business.pdf](#)  
[Variation Agreement - Mundine Means Business - Final.pdf](#)  
[Revised Project Schedule - Clean version.pdf](#)  
[Outcome Letter - Acquittal for Mundine Means Business.pdf](#)

---

## For Official Use Only

Hi s47F ,

Thank you for submitting an updated acquittal on Monday.

Please see [attached](#) a letter regarding changes to the project schedule for *Mundine Means Business* and a Variation Agreement for your consideration.

The Variation Agreement includes a revised schedule and all changes have been highlighted. Please take the time to review the agreement, and if you are happy with the terms please sign the documentation (page 5 of the variation) and return **via email** as soon as possible. Once we have received the documentation, we will sign and execute the contract and provide you with a final copy.

I have also attached an outcome letter for the acquittal you provided on 11 March 2019. If you have any questions, please don't hesitate to call.

Thanks, s4

s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)  
☎ s47F ☎ s47F ☎ s47F  
PO Box 6500 CANBERRA ACT 2600



**Australian Government**

**Department of the Prime Minister and Cabinet**

**PM&C  
16 Bowes Place  
PHILLIP ACT 2606**

s47F  
s47F  
Nyungga Black Group Pty Ltd  
s47G(1)(a)  
Sydney NSW 2000

Dear s47F,

**Variation of Project Agreement**

We refer to the Project Agreement for the Jobs, Land and the Economy programme, Head Agreement ID 4-8E745J3 and Project Schedule ID 4-8EH1D9K dated 18 June 2018 ('the Agreement') between the Commonwealth of Australia, represented by the Department of the Prime Minister and Cabinet and Nyungga Black Group Pty Ltd.

Following discussion with you concerning the Project Agreement End Date, we have agreed to vary the Project Agreement and do so with the attached Variation Agreement.

We have provided two original copies of the Variation Agreement for you to sign. The new Project Schedule at Annexure A contains all changes in highlight. The variation will be a complete replacement of the Project Schedule with those changes. Please ensure that you sign both copies of the Variation Agreement and return to us at the above address within thirty (30) days of the date of this letter, otherwise this offer will lapse. We will sign the Variation Agreement and return to you for your information and records. For ease of reference, we will also provide a consolidated 'clean' Project Schedule containing all changes. This is for information purposes only and does not form part of the variation.

Alternatively, after you have signed the Variation Agreement, you may scan and email it to us using the email address provided below. We will email you an executed copy and forward an original copy to you by post.

If you have any questions, please contact s47F on s47F or email s47F.

Yours sincerely

s47F  
Senior Advisor  
Business and Economic Policy Branch  
13 March 2019



## Australian Government

### Department of the Prime Minister and Cabinet

Nyungga Black Group Pty Ltd  
 PO Box s47G(  
 Royal Exchange  
 NSW 1225

Attention: s47F

Acquittal advice

I refer to the funding provided in the 2018-19 financial year for:

An analysis of the financial acquittal documentation has been carried out to determine if the funding objectives have been achieved and that all funds have been accounted for in accordance with your Grant Agreement.

The following acquittal action has been taken in respect to the above activity resulting in the funds being acquitted as fully expended:

<b>Activity ID:</b>	4-8EH1D9U
<b>Programme/project:</b>	Mundine Means Business
<b>Total Value of Agreement:</b>	\$200,000.00 GST exc
<b>2018-19 Funded amount:</b>	\$200,000.00
<b>Interest:</b>	\$133.00
<b>Total value of funds to be acquitted:</b>	\$200,133.00
<b>Actual approved expenditure:</b>	s47G(1)(a)
<b>Overspent funds to be absorbed by your organisation:</b>	-s47G(1)(a)

Although we have acquitted funds we may still seek return of those funds or pursue other remedies if it is later discovered that the funds were not used in accordance with your Grant Agreement.

Should you have any queries in regard to the above please do not hesitate to contact s47F on s47F or s47F .

Yours sincerely,

s47F  
 Senior Advisor  
 Business and Economic Policy Branch  
 13 March 2019

**From:** s47F  
**To:** s47F  
**Cc:** s47F  
**Subject:** RE: Variation to Mundine Means Business project [SEC=UNCLASSIFIED]  
**Date:** Thursday, 14 March 2019 1:58:45 PM

**UNCLASSIFIED**

Hi s47F  
Thanks you for sending through. Left a phone message – could you please call me (on the mobile) about this? Need to clarify a couple things.

Thanks, s47F  
s47F | Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)  
☎ s47F ☎ s47F ☎ s47F  
PO Box 6500 CANBERRA ACT 2600

**From:** s47F  
**Sent:** Wednesday, 13 March 2019 9:11 PM  
**To:** s47F  
**Cc:** s47F  
**Subject:** Re: Variation to Mundine Means Business project [DLM=For-Official-Use-Only]

s47F  
s47F, s47G(1)(a)  
[Redacted]  
s47F

s47F  
s47F - Nyungga Black Group  
Phone: s47F Email: s47F  
Post: PO Box s47G(1)( ) Royal Exchange, NSW, 1225



Nyungga Black Group Pty. Ltd. ABN: 85 165 802 719

On Wed, Mar 13, 2019 at 1:38 PM s47F wrote:

**For Official Use Only**

Hi s47F  
Thank you for submitting an updated acquittal on Monday.  
Please see attached a letter regarding changes to the project schedule for *Mundine Means Business* and a Variation Agreement for your consideration.  
The Variation Agreement includes a revised schedule and all changes have been highlighted. Please take the time to review the agreement, and if you are happy with the

terms please sign the documentation (page 5 of the variation) and return **via email** as soon as possible. Once we have received the documentation, we will sign and execute the contract and provide you with a final copy.

I have also attached an outcome letter for the acquittal you provided on 11 March 2019. If you have any questions, please don't hesitate to call.

Thanks, s47

s47F I Senior Adviser  
Economic Policy | Business and Economic Policy Branch  
Community and Economic Development Division  
Department of the Prime Minister and Cabinet (PM&C)

☎ s47F ☎ s47F ☐ s47F

PO Box 6500 CANBERRA ACT 2600

---

**IMPORTANT:** This message, and any attachments to it, contains information that is confidential and may also be the subject of legal professional or other privilege. If you are not the intended recipient of this message, you must not review, copy, disseminate or disclose its contents to any other party or take action in reliance of any material contained within it. If you have received this message in error, please notify the sender immediately by return email informing them of the mistake and delete all copies of the message from your computer system.

---