
From: s22
Sent: Tuesday, 5 May 2015 12:04 PM
To: 'Alison Cook'
Subject: RE: CCGT - Milestone 1 Report - Funding Agreement CDG021 [SEC=UNCLASSIFIED]

Hi Alison,

Regarding the first payment of \$630,000, can you please reissue your tax invoice to include GST amount?. Please note your organisation is registered for the GST.

On receipt of this information I will be able to finalise your payment.

s22

From: Alison Cook [mailto:alison.cook@ccgt.com.au]
Sent: Friday, 1 May 2015 4:24 PM
To: s22
Subject: RE: CCGT - Milestone 1 Report - Funding Agreement CDG021 [SEC=UNCLASSIFIED]

Good afternoon s22

Thanks for your time on the phone today I appreciate you taking the time to speak with me.

After speaking with you I have reviewed all of the documents I sent you and I have found that I have made an error in the report for the committed and actual expenditures, the difference is \$1 and was an error in my calculations of the Solar invoices. I do apologise for this and as result I have included an amended report with this update.

In response to your e-mail and as discussed on the phone milestone 1 was achieved on 31 March 2015 and I have included the following documents for you to review and to provide further as requested.

- Progress Report – Milestone 1 – amended as above
- Committed and actual expenditure report
- Proposals / quotations / contracts

If there is anything else you need please let me know.

Hope you have a lovely weekend.

Kind Regards,
Alison

From: s22
Sent: Friday, 1 May 2015 11:40 AM
To: Alison Cook
Subject: FW: CCGT - Milestone 1 Report - Funding Agreement CDG021 [SEC=UNCLASSIFIED]

Hi Alison,

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We have assessed your report and I'm writing to resolve a few issues before we can complete the assessment and release the first payment.

I noted that you have provided invoices as evidence for completion of procurement process, confirmation of final costs and the order of hardware and software.

- Date milestone one was achieved;
- Procurement Contract/s other than the invoices;
- Documentary evidence for total final costs other than the invoices;
- List of Invoices totalling \$372,506 for the stated committed expenditure (Please note that the amount reported under Committed Expenditure should be for tax invoices on hand to be paid prior to submission of the next report (further advice on this is available on page 5 of Progress Report 1);

If there is anything that I can do to assist with this, please do not hesitate to contact me.

Thanks and regards, s22

From: s22
Sent: Thursday, 30 April 2015 2:58 PM
To: 'Alison Cook'
Subject: RE: CCGT - Milestone 1 Report - Funding Agreement CDG021 [SEC=UNCLASSIFIED]

Hi Alison,

Thanks for sending this report through. The report is being assessed and you should hear from the Department shortly.

Regards,

From: Alison Cook [<mailto:alison.cook@ccgt.com.au>]
Sent: Wednesday, 29 April 2015 4:25 PM
To: s22
Cc: Greg Best
Subject: CCGT - Milestone 1 Report - Funding Agreement CDG021

Good afternoon,

Please find attached the first progress report on Milestone 1 for funding agreement CDG021 along with the following attachments:

- Invoices along with one purchase order to demonstrate the procurement process has been completed with all final costs confirmed
- Photo demonstrating the progress of the solar installation as at 30 March 2015
- Tax invoice for the first milestone payment

The asset register has been completed as at 31 March 2015 to show the items that we have either partially or fully purchased using our own funds, with the view that we will be utilising the programme funds once received to pay for these items.

In order to maintain the timeframes of the project and ensure the completion milestone is met the decision to temporarily fund these items was made by management in consultation with your office.

If you have any questions or require any further information please feel free to either contact myself or our General Manager, Mr. Greg Best.

Kind Regards,

From: Alison Cook <alison.cook@ccgt.com.au>
Sent: Friday, 1 May 2015 4:24 PM
To: s22
Subject: RE: CCGT - Milestone 1 Report - Funding Agreement CDG021 [SEC=UNCLASSIFIED]
Attachments: Progress Report_Milestone 1_Amended.docx; Committed and Actual Expenditure_310315.pdf; Apple Equipment Proposal.pdf; CCTS_ Approved Proposal.pdf; Colouworks PO_160315.pdf; Descas Landscapes_Outdoor Hub Approved Proposal_310315.pdf; eVideo Proposal_130315.pdf; GTPaC Proposal.pdf; Job Ready_Signed Proposal_180215.pdf; Pacnet Sales Order Form_100215.pdf; Solar Consent Form_160215.pdf; Solar-Final Buy_Lease Proposal - 10kW - Central Coast Group - Houselights.pdf; Solar-Final Buy_Lease Proposal - 20kW - Central Coast Group - Unit 2.pdf; Solar-Final Buy_Lease Proposal - 30kW - Central Coast Group - Unit 1.pdf; TCDC Proposal_300315.pdf; Wiccorp_GRC System_Signed Proposal_260215.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

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If there is anything else you need please let me know.

Hope you have a lovely weekend.

Kind Regards,
 Alison

From: s22
Sent: Friday, 1 May 2015 11:48 AM
To: Alison Cook
Subject: FW: CCGT - Milestone 1 Report - Funding Agreement CDG021 [SEC=UNCLASSIFIED]

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- Date milestone one was achieved;
- Procurement Contract/s other than the invoices;
- Documentary evidence for total final costs other than the invoices;

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List of Invoices totalling \$372,506 for the stated committed expenditure (Please note that the amount reported under Committed Expenditure should be for tax invoices on hand to be paid prior to submission of the next report (further advice on this is available on page 5 of Progress Report 1);

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Cc: Greg Best
Subject: CCGT - Milestone 1 Report - Funding Agreement CDG021

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In order to maintain the timeframes of the project and ensure the completion milestone is met the decision to temporarily fund these items was made by management in consultation with your office.

If you have any questions or require any further information please feel free to either contact myself or our General Manager, Mr. Greg Best.

Kind Regards,

Alison Cook
Operations Manager

p 02 4353 2655 f 02 4353 4647
e alison.cook@ccgt.com.au
a 3 Bounty Close, Tuggerah NSW 2259
Postal Address: PO Box 3100, Tuggerah NSW 2259

CAREER ADVICE | RECRUITMENT | GROUP TRAINING | www.ccgt.com.au



16 March 2015

s47G

Dear ,

Central Coast Group Training would like to proceed with the purchase of the following products as outlined in your proposal:

2 x Canon IR-ADV C5250 – A3 Colour Device

CCGT will provide a payment of \$15,000 ex GST for these services to be installed in the training and administration areas.

Kind Regards,



Greg Best
General Manager



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Invoice / Reference #	Committed Expenditure	% Paid	Actual Expenditure as at 31/03/2015	Payment Date	Remaining Payments
4331249276	\$ 1,253.00	100%	\$	10/03/2015	\$
4331626643	\$ 3,024.00	100%	\$ 3,024.00	10/03/2015	\$
4331520060	\$ 3,334.00	100%	\$ 3,334.00	10/03/2015	\$
4331211672	\$ 19,202.00	100%	\$ 19,202.00	10/03/2015	\$
4333902841	\$ 2,369.00	100%	\$ 2,369.00	10/03/2015	\$
577615487-1	\$ 57,000.00	100%	\$ 57,000.00	17/03/2015	\$
3161	\$ 315,647.18	50%	\$ 157,823.59	24/03/2015	\$ 157,823.59
41927	\$ 3,428.00	100%	\$ 3,428.00	31/03/2015	\$
26847	\$ 3,920.00	100%	\$ 3,920.00	17/03/2015	\$
1204	\$ 14,403.00	10%	\$ 1,440.00	16/02/2015	\$ 12,963.00
1202	\$ 38,471.00	10%	\$ 3,847.00	16/02/2015	\$ 34,624.00
1203	\$ 27,771.00	10%	\$ 2,777.00	16/02/2015	\$ 24,994.00
4433	\$ 47,628.00	40%	\$ 19,051.20	17/03/2015	\$ 28,576.80
15936	\$ 31,090.00	100%	\$ 31,090.00	24/03/2015	\$
15-0005	\$ 14,500.00	100%	\$ 14,500.00	31/03/2015	\$
7405	\$ 11,938.00	50%	\$ 5,969.00	31/03/2015	\$ 5,969.00
4858	\$ 949.99	100%	\$ 950.00	17/03/2015	\$
10211	\$ 41,467.50		\$		\$ 41,467.50
15732	\$ 11,610.00		\$		\$ 11,610.00
191494	\$ 15,000.00		\$		\$ 15,000.00
Purchase Order	\$ 39,480.00		\$		\$ 39,480.00
	\$ 703,485.67		\$ 330,977.79		\$ 372,507.89

s47G