



Australian Government

**Department of Agriculture,
Fisheries and Forestry**

Remittance Advice

Accounts Payable
GPO Box 858 Canberra ACT 2601
ABN: 34 190 894 983

Page 1 of 1

To: **AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION
QUEENSLAND BRANC
LEVEL 1 39 LYLTON ROAD
EAST BRISBANE QLD 4169**

Date: 22/12/2022
Reference: 0101223
Account Code: C00010544

Account email address:
ACCOUNTS@AMIEUQLD.ASN.AU

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
22/11/2022	221122	AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UN reimburse flights and accomodation	941.66

This payment has been directly credited to your nominated bank

Total Amount: \$941.66

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

Department of Agriculture, Fisheries and Forestry

70 Northbourne Avenue
Canberra, ACT, 2601

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To: **AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION
QUEENSLAND BRANC
LEVEL 1 39 LYLTON ROAD
EAST BRISBANE QLD 4169**

Date: 24/03/2023
Reference: 0111145
Account Code: C00010544

Account email address:
ACCOUNTS@AMIEUQLD.ASN.AU

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
23/03/2023	230323	AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UN AWWG December Meeting - CBR	639.63

This payment has been directly credited to your nominated bank

Total Amount: \$639.63

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

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To: **AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION
QUEENSLAND BRANC
LEVEL 1 39 LYLTON ROAD
EAST BRISBANE QLD 4169**

Date: 20/06/2023
Reference: 0120146
Account Code: C00010544

Account email address:
ACCOUNTS@AMIEUQLD.ASN.AU

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
16/06/2023	RCTI-160623	AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UN AWWG Meeting 6	883.28

This payment has been directly credited to your nominated bank

Total Amount: \$883.28

Note:

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To: **AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION
QUEENSLAND BRANC
LEVEL 1 39 LYLTON ROAD
EAST BRISBANE QLD 4169**

Date: 07/07/2023
Reference: 0121685
Account Code: C00010544

Account email address:
ACCOUNTS@AMIEUQLD.ASN.AU

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
19/06/2023	RCTI190623	AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UN Wilson Parking	48.00

This payment has been directly credited to your nominated bank

Total Amount: \$48.00

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

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To: **TTF M AND A GARDINER FAMILY TRUST**
s. 47F(1)

Date: 05/10/2023
Reference: 0126353
Account Code: C00010963

Account email address:
s. 47F(1)@gardinerfarms.com.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
02/10/2023	8	TTF M AND A GARDINER FAMILY TRUST AWWG 8 - A Gardiner travel reimbursement	986.00

This payment has been directly credited to your nominated bank

Total Amount: \$986.00

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

Department of Agriculture, Fisheries and Forestry

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ABN: 34 190 894 983

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To: **TTF M AND A GARDINER FAMILY TRUST**
s. 47F(1)

Date: 19/10/2023
Reference: 0127472
Account Code: C00010963

Account email address:
s. 47F(1)@gardinerfarms.com.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
02/10/2023	10	TTF M AND A GARDINER FAMILY TRUST AWWG member travel reimbursement ANN G	1,189.61
02/10/2023	9	TTF M AND A GARDINER FAMILY TRUST AWWG member travel reimbursement - ANN G	839.29

This payment has been directly credited to your nominated bank

Total Amount: \$2,028.90

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

Department of Agriculture, Fisheries and Forestry

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Canberra, ACT, 2601

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To: **THE TRUSTEE FOR JANEFIELD TRUST**
s. 47F(1)

Date: 12/05/2023
Reference: 0115808
Account Code: C00006349

Account email address:
janefield.accounts@bigpond.com

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
08/05/2023	INV-0412	THE TRUSTEE FOR JANEFIELD TRUST Travel reimbursement	897.26

This payment has been directly credited to your nominated bank

Total Amount: \$897.26

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

Department of Agriculture, Fisheries and Forestry

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Canberra, ACT, 2601

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To: **AUST MEAT INDUSTRY COUNCIL**
PO BOX 1208
CROWS NEST NSW 2065

Date: 23/11/2023
Reference: 0129472
Account Code: C00001054

Account email address:
s. 47F(1)@amic.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
27/09/2023	RCTI-270923	AUST MEAT INDUSTRY COUNCIL AWWG 10 travel reimbursement - AMIC	1,053.84
12/04/2023	RCTI-120423	AUST MEAT INDUSTRY COUNCIL AWWG 1, 4 travel reimbursement - AMIC	1,788.69

This payment has been directly credited to your nominated bank

Total Amount: \$2,842.53

Note:

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Department of Agriculture, Fisheries and Forestry

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To: **NATIONAL FARMERS FEDERATION LIMITED**
LOCKED BAG 9
KINGSTON ACT 2604

Date: 05/10/2023
Reference: 0126354
Account Code: C00011002

Account email address:
ssc.nff.accounts@nswfarmers.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
27/09/2023	SINV110-002098	NATIONAL FARMERS FEDERATION LIMITED AWWG 10 - T Mahar travel reimbursement	1,261.71

This payment has been directly credited to your nominated bank

Total Amount: \$1,261.71

Note:

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Department of Agriculture, Fisheries and Forestry

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Canberra, ACT, 2601

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To: **NATIONAL FARMERS' FEDERATION LIMITED**
PO BOX E10
KINGSTON ACT 2604

Date: 28/03/2023
Reference: 0111245
Account Code: C00001891

Account email address:
accounts@nff.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
23/03/2023	120323	NATIONAL FARMERS' FEDERATION LIMITED Travel reimbursement up to March Meeting Travel - Tony, Richard and Ben	2,760.76

This payment has been directly credited to your nominated bank

Total Amount: \$2,760.76

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

Department of Agriculture, Fisheries and Forestry

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Canberra, ACT, 2601

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To: **UNITED WORKERS UNION**
833 BOURKE ST
DOCKLANDS VIC 3008

Date: 10/03/2023
Reference: 0108978
Account Code: C00010543

Account email address:
uwuaccounts@unitedworkers.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number	Amount
09/02/2023	SIN2302AUWU1065 ⁴ UNITED WORKERS UNION Return Flight Perth to Melbourne s. 47F(1)	898.40

This payment has been directly credited to your nominated bank

Total Amount: \$898.40

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

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To: **UNITED WORKERS UNION**
833 BOURKE ST
DOCKLANDS VIC 3008

Date: 12/05/2023
Reference: 0115835
Account Code: C00010543

Account email address:
uwuaccounts@unitedworkers.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number	Amount
29/03/2023	SIN2303AUWU1068€ UNITED WORKERS UNION AWWG Meeting 5	1,193.96

This payment has been directly credited to your nominated bank

Total Amount: \$1,193.96

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

Department of Agriculture, Fisheries and Forestry

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To: **UNITED WORKERS UNION**
833 BOURKE ST
DOCKLANDS VIC 3008

Date: 21/03/2023
Reference: 0110309
Account Code: C00010543

Account email address:
uwuaccounts@unitedworkers.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number	Amount
13/03/2023	SIN2303AUWU1067£ UNITED WORKERS UNION Accommodation reimbursement	153.00

This payment has been directly credited to your nominated bank

Total Amount: \$153.00

Note:

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To: **UNITED WORKERS UNION**
833 BOURKE ST
DOCKLANDS VIC 3008

Date: 21/12/2022
Reference: 0100835
Account Code: C00010543

Account email address:
uwuaccounts@unitedworkers.org.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
16/11/2022	161122	UNITED WORKERS UNION flight reimbursement Sydney to Brisbane	358.99

This payment has been directly credited to your nominated bank

Total Amount: \$358.99

Note:

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Department of Agriculture, Fisheries and Forestry

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To: **AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION
QUEENSLAND BRANC
LEVEL 1 39 LYLTON ROAD
EAST BRISBANE QLD 4169**

Date: 29/08/2023
Reference: 0124434
Account Code: C00010544

Account email address:
ACCOUNTS@AMIEUQLD.ASN.AU

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
22/08/2023	AWWG	AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UN AWWG Meeting 8	69.00

This payment has been directly credited to your nominated bank

Total Amount: \$69.00

Note:

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Department of Agriculture, Fisheries and Forestry

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Canberra, ACT, 2601

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To: **TTF M AND A GARDINER FAMILY TRUST**

S. 47F(1)

Date: 27/04/2023

Reference: 0114215

Account Code: C00010963

Account email address:

s. 47F(1)@gardinerfarms.com.au

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
20/04/2023	RCTI-200423-4	TTF M AND A GARDINER FAMILY TRUST AWWG Meeting 5 4 of 4	977.94
20/04/2023	RCTI-200423-3	TTF M AND A GARDINER FAMILY TRUST AWWG Meeting 4 3 of 4	342.00
20/04/2023	RCTI-200423-2	TTF M AND A GARDINER FAMILY TRUST AWWG meeting 3 2 of 4	1,520.88
20/04/2023	RCTI-200423-1	TTF M AND A GARDINER FAMILY TRUST AWWG Meeting 2 - Canberra 1 of 4	919.85

This payment has been directly credited to your nominated bank

Total Amount: \$3,760.67

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

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To: **AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UNION
QUEENSLAND BRANC
LEVEL 1 39 LYLTON ROAD
EAST BRISBANE QLD 4169**

Date: 11/05/2023
Reference: 0115680
Account Code: C00010544

Account email address:
ACCOUNTS@AMIEUQLD.ASN.AU

Contact Name: Accounts Payable Help Desk
APInbox@aff.gov.au

Contact: 02 6272 3227

Date	Invoice Number		Amount
26/04/2023	RCTI-260423	AUSTRALASIAN MEAT INDUSTRY EMPLOYEES UN AWWG Meeting 5	1,029.68

This payment has been directly credited to your nominated bank

Total Amount: \$1,029.68

Note:

**Please check your address and email details on this remittance and email AP if they have changed.*

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70 Northbourne Avenue
Canberra, ACT, 2601

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Canberra ACT 2601

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Agricultural Workforce Forum – Travel Reimbursement Principles

Deadline for reimbursement

The department will request invoices for reimbursement of travel expenses after each Forum meeting. Members will have one month from the date of this request to submit travel reimbursement invoices, after which travel expenses may not be reimbursed.

Reimbursement invoices

For any invoices for reimbursement of travel expenses, members' invoices must contain all required information as outlined in [the ATO's tax invoice guidelines](#), which include:

1. Document title ('Invoice')
2. Member's identity
3. Member's Australian business number (ABN)
4. Date the invoice was issued
5. A separate item for each expense for which members are seeking reimbursement, including the quantity (if applicable) and the price
6. For each item, GST amount (if any) payable
7. 'Total amount payable' listed at bottom of invoice.

Principles for reimbursement items

Item	Principles	Evidence requirements
Flights	<p>Department will reimburse the cost of the lowest practical economy fare. Lowest practical fare is generally defined as the cheapest fare within the hour window of reasonable departure. For example, if the latest you could reasonably depart from your home city for the meeting is 8.30 am, you should select the cheapest economy fare in the window from 7.30-8.30am.</p> <p>If you wish to travel business class, the department will reimburse up to the value of an economy class fare as per the above principles.</p>	Flight booking invoice/booking confirmation
Accommodation	<p>Department will reimburse hotels if an overnight stay is required due to meeting schedule (e.g., if no day-of-meeting departure options are available to arrive in time).</p> <p>Members may choose to extend their stay in a city to complete other business, however this must not disadvantage the Commonwealth financially (i.e., members must cover additional accommodation and any increased flight costs).</p>	Hotel booking invoice/booking confirmation.

	Members should use the relevant rates in the table below as guidance for an appropriate room rate. If you exceed the relevant rate for a particular location, please provide appropriate justification (i.e., unavoidable short notice booking, peak period, proximity to meeting location etc.).	
Taxi/rideshare	For meetings within capital cities, department will reimburse the costs of taxis/rideshares to and from the meeting location: <ul style="list-style-type: none"> from the airport; OR from usual place of work/residence (if in the same city as the meeting location). 	Taxi or rideshare receipt.
Private vehicle	Department will reimburse travel to and from the meeting from the members' usual place of work/residence using the rate specified in the Australian Taxation Office cents per kilometre method . For 2023-24, this rate is 85 cents per kilometre. <i>Parking:</i> Where a private vehicle is used to travel to the meeting, including to an airport, the department will reimburse reasonable parking costs for the duration of the meeting.	<i>For private vehicle travel:</i> calculation of cost per kilometre travelled. <i>For parking:</i> receipt.
Meals	Department does not generally provide meal allowances to external parties. Meetings of the Forum may include light refreshments.	N/A

Accommodation Capital Cities

City	Rate
Adelaide	\$183.00
Brisbane	\$193.00
Canberra	\$205.00
Darwin (high season – May to September)	\$269.00
Darwin (low season – October to April)	\$159.00
Hobart	\$192.00
Melbourne	\$196.00
Perth	\$193.00
Sydney	\$199.00



Australian Government
Department of Agriculture,
Fisheries and Forestry

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DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY

To: Mr Craig Rosner-Moore

PGPA ACT SECTION 23(3) APPROVAL – AWWG MEETING FLIGHT AND ACCOMODATION REIMBURSEMENT

Timing: 2 December 2022 – To process flight and accommodation reimbursement for working group members as soon as possible

Recommendation/s:

Approve the commitment of relevant money in accordance with *Public Governance, Performance and Accountability Act 2013* (PGPA Act) Section 23(3) to the Agricultural Workforce Working Group members (listed below) for the amount of \$50,000 (inclusive of GST) up until 30 October 2023 for the reimbursement of travel and accommodation for working group members. You have s23(3) delegation to the limit of \$2 Million

Approved / Not approved

Craig Rosner-Moore:

Date: 7/12/22

Comments:

Key Points:

1. The department needs to reimburse Agricultural Workforce Working Group (AWWG) members for flights and accommodation (when necessary) to attend the monthly AWWG Meetings. The estimated value of total reimbursements for travel and accommodation expenses is up to \$50,000 over the 12 months of meetings.
2. The estimated amount of up to \$50,000 will allow for reimbursement of travel and accommodation costs to all AWWG members if required. The maximum expected expenditure is intended to provide flexibility acknowledging the level of uncertainty around certain costs to be incurred through this procurement such as the frequency of required travel and any field trips to farms that may form part of the meeting schedule.

3. This approach has been formulated with advice from the Procurement Team as to the best way to process AWWG member reimbursements for travel and accommodation.
4. The following organisations will be able to claim reimbursement from this pool:
 - Australian Council of Trade Unions
 - Australian Workers Union
 - United Workers' Union
 - Australasian Meat Industry Employees Union
 - Australian Meat Industry Council
 - National Farmers' Federation
 - Australian Dairy Farmers
5. **Indigenous Procurement Policy:** The Indigenous Procurement Policy does not apply to this procurement as the estimated value does not fall within the Mandatory Set-Aside threshold of 80,000 - \$200,000, and the services will not be delivered in a remote area.
6. **Value for money.** The reimbursement methodology and requirement to provide evidence closely follow Department of Finance guidelines for booking travel and accommodation. AWWG members have been provided with Travel Reimbursement Principles, that you agreed to prior to the first meeting of the AWWG. These principles advise members to book the lowest practical economy airfare and provide guidance on appropriate accommodation rates for capital cities, these principles are attached at Attachment A.
7. **Financial management and payment:** If you approve this commitment, it will allow future reimbursements to be entered into TechnologyOne and processed under this PGPA approval. A register of all reimbursements will be maintained and monitored by the AWWG Secretariat, and should it be necessary, the Secretariat will seek further approval if future reimbursements exceed the requested amount of \$50,000.
8. **Farmer/Stakeholder Implications:** Effective operation of the Working Group will help identify solutions to agricultural workforce challenges and support agriculture sector engagement in the Employment White Paper.

Clearing Officer: s. 22(1)(a)(ii)
Director
Agricultural Policy Division
Mob: s. 22(1)(a)(ii)
6/12/2024

Contact Officer: s. 22(1)(a)(ii)
Workforce Working Group section
Ph: s. 22(1)(a)(ii)

ATTACHMENTS

A: Travel Principles (for members)



Australian Government
Department of Agriculture,
Fisheries and Forestry

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DEPARTMENT OF AGRICULTURE, FISHERIES AND FORESTRY

To: Mr Craig Rosner-Moore

PGPA ACT SECTION 23(3) APPROVAL – AGRICULTURAL WORKFORCE FORUM REIMBURSEMENT OF MEMBERS' REASONABLE TRAVEL COSTS

Timing: 21 November 2023 – To process reasonable travel reimbursements for members following first Agricultural Workforce Forum meeting

Recommendation/s:

Approve the commitment of relevant money in accordance with *Public Governance, Performance and Accountability Act 2013* (PGPA Act) Section 23(3) to the Agricultural Workforce Forum members (listed below) for the amount of \$60,000 (inclusive of GST) up until 30 November 2024 for the reimbursement of reasonable travel to Forum meetings for Forum members. You have s23(3) delegation to the limit of \$2 million.

Approved / Not approved

Craig Rosner-Moore:

Comments:

7/11/23

Key Points:

1. The department is to reimburse Agricultural Workforce Forum (Forum) members for reasonable travel costs, including flight costs, private vehicle use, taxis or rideshare services, accommodation, and/or parking where necessary to attend the quarterly Forum Meetings. The estimated value of total reimbursements for travel and accommodation expenses is up to \$60,000 over five quarterly meetings (expected to be November 2023, February 2024, May 2024, August 2024, and November 2024).
2. The estimated amount of up to \$60,000 will allow for reimbursement of travel and accommodation costs to all Forum members if required. The maximum expected expenditure is intended to provide flexibility acknowledging the level of uncertainty around certain costs to be incurred through this procurement such as meeting location and proportion of members attending in person.

3. This approach is based on the process used for the Agricultural Workforce Working Group (AWWG), which was formed with advice from the Procurement Team as to the best way to process AWWG member reimbursements for travel and accommodation.
4. The following organisations and individuals, as Forum members, will be able to claim reimbursement from this pool:
 - Australian Council of Trade Unions
 - Australian Workers Union
 - United Workers' Union
 - Australasian Meat Industry Employees Union
 - Australian Meat Industry Council
 - National Farmers' Federation
 - Australian Dairy Farmers
 - Australian Fresh Produce Alliance
 - in his capacity as an independent member, Mr John Azarias
 - in their capacity as an independent member, a First Nations primary producer.
5. **Indigenous Procurement Policy:** The Indigenous Procurement Policy does not apply to this procurement as the estimated value does not fall within the Mandatory Set-Aside threshold of 80,000 - \$200,000, and the services will not be delivered in a remote area.
6. **Value for money.** The reimbursement methodology and requirement to provide evidence closely follow Department of Finance guidelines for booking travel and accommodation. Forum members will be provided with Travel Reimbursement Principles (Attachment A) which advise members to book the lowest practical economy airfare and provide guidance on appropriate accommodation rates for capital cities, these principles are attached at Attachment A.
7. **Financial management and payment:** If you approve this commitment, it will allow future reimbursements to be entered into TechnologyOne and processed under this PGPA approval. A register of all reimbursements will be maintained and monitored by the Forum Secretariat, and should it be necessary, the Secretariat will seek further approval if future reimbursements exceed the requested amount of \$60,000.
8. **Farmer/Stakeholder Implications:** Effective operation of the Forum will help identify solutions to agricultural workforce challenges and support agriculture sector engagement in the Employment White Paper.

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Clearing Officer: s. 22(1)(a)(ii)
Director
Agricultural Policy Division
Mob: s. 22(1)(a)(ii)
6/12/2024

Contact Officer: s. 22(1)(a)(ii)
Domestic Workforce
Ph: s. 22(1)(a)(ii)

ATTACHMENTS

A: Travel Principles (for members)

Meeting	Oct-22	Nov-22	Dec-22
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s. 22(1)(a)(ii)

Member reimbursements	\$2,233.67	\$2,220.50	\$2,833.01
Member flights	\$1,992.61	\$1,993.50	\$2,649.41
Member accommodation	\$241.06	\$227.00	\$183.60

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

Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23
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s. 22(1)(a)(ii)

	\$3,036.76	\$3,201.58	\$1,780.54	\$48.00	\$986.00
	\$2,642.13	\$3,201.58	\$1,467.92	\$48.00	\$986.00
	\$394.63	\$0.00	\$312.62	\$0.00	\$0.00

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

Aug-23

Sep-23 Total

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

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

\$908.29

\$3,505.16

\$908.29

\$3,239.16

\$0.00

\$266.00

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

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

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

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