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**From:** s. 22(1)(a)(ii)**Sent:** Wednesday, 17 September 2025 5:26 PM**To:** s. 22(1)(a)(ii) <[@aff.gov.au](mailto:@aff.gov.au)>**Subject:** RE: FOR APPROVAL: Travel request - s. 22(1)(a)(ii) 19-23 October 2025 [SEC=OFFICIAL]

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

Thank you for this.

Approved per the below details.

Kind regards,

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

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**From:** s. 22(1)(a)(ii) <[@aff.gov.au](mailto:@aff.gov.au)>**Sent:** Wednesday, 17 September 2025 5:11 PM**To:** s. 22(1)(a)(ii) <[@aff.gov.au](mailto:@aff.gov.au)>**Subject:** FOR APPROVAL: Travel request - s. 22(1)(a)(ii) 19-23 October 2025 [SEC=OFFICIAL]

OFFICIAL

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

As verbally discussed, I am seeking your approval for the commitment of up to \$2454.15 under section 23(3) of the *Public Governance, Performance and Accountability Act 2013* for s. 22(1)(a)(ii) (me) to travel to Canberra on 19 October PM – 23 October PM so I'm able to meet with my Canberra based team and attend our Branch planning sessions. This is under the Stakeholder Engagement cost centre T13, and there is adequate funding available and forecast.

Please see below the indicative breakdown of the cost:

Flights: \$480 approx. (plus booking charges)

Taxis: \$300 approx.

Accommodation: \$698.00 (please note this is just outside the travel allowance rate, however better meets business needs and requires no taxi charges to travel to office)

Travel allowance: \$751.15

10% contingency: \$225

Approver name – s. 22(1)(a)(ii)	
I approve the commitment of relevant money for the purpose stated under PGPA s23(3):	
Goods and services	s. 22(1)(a)(ii) to travel to Canberra on 19-23 October 2025 so I'm

	able to meet with my Canberra based team and attend our Branch planning sessions.	
Supplier	CTM Various suppliers such as, CTM, Canberra Taxi's	
Cost centre	T13	
Amount (GST inclusive)	\$2454.15	
as it is a proper use of Commonwealth resources and is consistent with the requirements of the PGPA Act 2013, and accords with the Accountability Authority Instructions and Commonwealth Procurement Rules		
You have delegation to approve		SPAO2: Available funds
Delegations have changed. For domestic travel SES Band 3 to EL1 can approve "Available funds"		
Approver Name: s. 22(1)(a)(ii)		
Approver Position: Director, Strategic Communications Digital and Engagement		

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

Director | Change Management and Engagement

Department of Agriculture, Fisheries and Forestry  
42-44 Qantas Drive, Brisbane Airport, QLD 4008  
Mobile: s. 22(1)(a)(ii)

[agriculture.gov.au](http://agriculture.gov.au)



We acknowledge the continuous connection of First Nations Traditional Owners and Custodians to the lands, seas and waters of Australia. We recognise their care for and cultivation of Country. We pay respect to Elders past and present, and recognise their knowledge and contribution to the productivity, innovation and sustainability of Australia's agriculture, fisheries and forestry industries.

OFFICIAL

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

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**From:** Curran, Carmel <[Carmel.Curran1@aff.gov.au](mailto:Carmel.Curran1@aff.gov.au)>  
**Sent:** Thursday, 18 September 2025 8:21 AM  
**To:** s. 22(1)(a)(ii) <[@aff.gov.au](mailto:@aff.gov.au)>  
**Subject:** RE: Approval sought - Travel - s. 22(1)(a)(ii) [SEC=OFFICIAL]

OFFICIAL

Hi <sup>s. 22(1)(a)(i)</sup>

I approve the commitment of relevant money in accordance with Public Governance, Performance and Accountability Act 2013 (PGPA Act) Section 23(3) to the recommended supplier DAFF CTM Travel for the amount of up to \$2400 (inclusive of GST) plus additional incidentals for the provision of **s. 22(1)(a)(ii)** travel to Canberra, as described in the email below. This is to be covered by cost centre A08.

Regards

Carmel

*Carmel Curran*

Assistant Secretary Communication and Media Branch  
Enterprise Strategy and Governance Division

**Department of Agriculture, Fisheries and Forestry**

Nggunawal Country  
Agriculture House, 70 Northbourne Ave, Canberra ACT 2600

Ph Mobile **s. 47F(1)** | Email [carmel.curran1@aff.gov.au](mailto:carmel.curran1@aff.gov.au)

[www.agriculture.gov.au](http://www.agriculture.gov.au)



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OFFICIAL

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**From:** **s. 22(1)(a)(ii)** [@aff.gov.au](mailto:@aff.gov.au)  
**Sent:** Wednesday, 17 September 2025 5:36 PM  
**To:** Curran, Carmel <[Carmel.Curran1@aff.gov.au](mailto:Carmel.Curran1@aff.gov.au)>  
**Subject:** Approval sought - Travel - **s. 22(1)(a)(ii)** [SEC=OFFICIAL]

OFFICIAL

Hi Carmel,

I'm writing to seek your approval to travel to Canberra for the period 19-23 October for the Communication and Media Branch planning days and for in-person meetings with stakeholders and clients. This amount is covered by the Corporate Communications and Events and Sponsorship cost centre A08.

Total cost is approx. \$2400 which includes \$760 for flights, \$700 for accommodation, plus incidentals such as cabs and meals.

If you are supportive of the proposed expenditure, please reply with the following text.

*I approve the commitment of relevant money in accordance with Public Governance, Performance and Accountability Act 2013 (PGPA Act) Section 23(3) to the recommended supplier DAFF CTM Travel for the amount of up to \$2400 (inclusive of GST) plus additional incidentals for the provision of s. 22(1)(a)(ii) travel to Canberra, as described in the email below. This is to be covered by cost centre A08.*

With thanks

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

Kind regards,

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

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

**A/g Director, Corporate Communications and Events**  
Department of Agriculture, Fisheries and Forestry (DAFF)  
Mobile s. 22(1)(a)(ii) | Email s. 22(1)(a)(ii)@aff.gov.au



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OFFICIAL

OFFICIAL

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

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**From:** Curran, Carmel <Carmel.Curran1@aff.gov.au>  
**Sent:** Thursday, 18 September 2025 8:23 AM  
**To:** s. 22(1)(a)(ii) @aff.gov.au  
**Subject:** RE: FOR APPROVAL: Travel request - s. 22(1)(a)(ii) October [SEC=OFFICIAL]

OFFICIAL

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

I approve the commitment of relevant money in accordance with Public Governance, Performance and Accountability Act 2013 (PGPA Act) Section 23(3) to the recommended supplier DAFF CTM Travel for the amount of up to \$2977.00 (inclusive of GST) plus additional incidentals for the provision of s. 22(1)(a)(ii) travel to Canberra, as described in the email below. This is to be covered by cost centre F35.

Regards

Carmel

*Carmel Curran*  
Assistant Secretary Communication and Media Branch  
Enterprise Strategy and Governance Division

**Department of Agriculture, Fisheries and Forestry**  
Ngunnawal Country  
Agriculture House, 70 Northbourne Ave, Canberra ACT 2600

Ph Mobile s. 47F(1) | Email [carmel.curran1@aff.gov.au](mailto:carmel.curran1@aff.gov.au)

[www.agriculture.gov.au](http://www.agriculture.gov.au)



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OFFICIAL

**From:** s. 22(1)(a)(ii) @aff.gov.au>  
**Sent:** Wednesday, 17 September 2025 5:05 PM  
**To:** Curran, Carmel <Carmel.Curran1@aff.gov.au>  
**Subject:** FOR APPROVAL: Travel request - s. 22(1)(a)(ii) October [SEC=OFFICIAL]

### OFFICIAL

Hi Carmel,

Seeking your approval for the commitment of up to \$2977.00 under section 23(3) of the *Public Governance, Performance and Accountability Act 2013* for s. 22(1)(a)(ii) (me) to travel to Canberra on 19 October until 23 October to participate in branch and team planning activities.

Please see below the indicative breakdown of the cost:

Flights: \$759.00  
 Taxis: \$350 approx.  
 Accommodation: \$ 808 (\$202 per night)  
 Travel allowance: \$ \$790.00  
 10% contingency: \$270

Approver name – Carmel Curran	
I approve the commitment of relevant money for the purpose stated under PGPA s23(3):	
Goods and services	s. 22(1)(a)(ii) to travel to Canberra
Supplier	CTM Various suppliers such as, CTM, Canberra Taxi's
Cost centre	F35
Amount (GST inclusive)	\$2977.00
as it is a proper use of Commonwealth resources and is consistent with the requirements of the PGPA Act 2013, and accords with the Accountability Authority Instructions and Commonwealth Procurement Rules	
You have delegation to approve	SES Band 1: Available funds
Delegations have changed. For domestic travel SES Band 3 to EL1 can approve "Available funds"	
Approver Name: Carmel Curran	
Approver Position: Assistant Secretary, Communications and Media	

Thanks,

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

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

### Head of Strategic Communications, Design and Engagement

Communications and Media Branch | Strategy, Enterprise and Engagement (SEE) Group  
 Mobile s. 22(1)(a)(ii) | Email s. 22(1)(a)(ii) @aff.gov.au

Department of Agriculture, Fisheries and Forestry  
 1 Dean Street, Moonee Ponds VIC 3039  
 GPO Box 858 Canberra City ACT 2601