

Reporting Chairman's/Airport Lounge as Gifts and Benefits

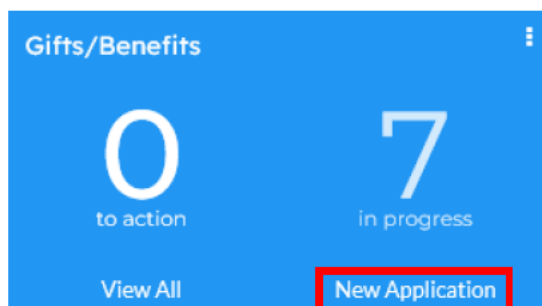
Entering Gift and Benefits in FMCS

1. Go to [FMCS](#)
2. Use **single sign-on** to log in

Click here to login via single sign-on.

Login with Username and Password

3. Find the **Gift/Benefits** tile, and press **New Application** on the lower righthand side



4. Select **Gift/Benefit offered/received from External Party**

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
☐ Gift/Benefit given on behalf of the organisation
☐ Gift/Benefit given on behalf of Australia

5. Fill in the **Gift/Benefit Provider Details**:

	Qantas Airlines Ltd	Virgin Australia Airlines Pty
ABN	16 009 661 901	36 090 670 965
Contact Name		
Ph	13 13 13	13 67 89
Country	Australia	Australia
Relationship to Recipient	Current Supplier	Current Supplier

6. In the **Gift/Benefit Details** section select the following:

Under **Does the recipient have a possible conflict of interest** select the answer that relates to you

Offer status
(required)

- ☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

Offered/Received date
(required)

Gift/Benefit type
(required)

- ☐ Chocolates
☒ Complimentary airline lounge membership
☐ Conference
☐ Entertainment
☐ Flowers
☐ Money
☐ Technology
☐ Tickets
☐ Other

Description
(required)

Complimentary airline lounge membership

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

- ☒ Confirmed ☐ Estimated

Valuation method
(required)

Not available for purchase

Occasion

Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

- ☐ Yes ☐ No

Proposed action
(required)

- ☒ Accept - Attend
☐ Accept - Keep at work
☐ Accept - Take home
☐ Accept - Used for official purpose
☐ Accept - Dispose
☐ Decline - Return to Provider

Justification
(required)

Position held

7. Then select **Submit** in the bottom right of the page

8. The form will workflow to your Line Manager for approval

Please contact **s47E(d)** for any questions relating to FMCS or the Gifts/Benefits form

CFO DIVISION

- airline tickets
- a stay in a hotel
- providing free or discounted services.

Accepting or declining gifts and benefits

Accepting gifts may result in an actual or perceived [conflict of interest](#).

You must assess each situation carefully and, on a case-by-case basis. You must exercise judgement and common-sense. If you return a gift, do so in a way that will not offend the giver.

As outlined below, your manager needs to approve the acceptance of any gifts or benefits, other than [token, low value gifts](#).

In extreme circumstances, a gift may be viewed as a bribe. Accepting a bribe may be an offence under the Criminal Code Act 1995 and/or a breach of the APS Code of Conduct.

Money or financial benefits

You must not accept offers of cash, gift cards, lottery tickets (including instant lottery 'scratch and win' tickets) or other monetary benefits in any circumstances. Such offers could be, or appear to be, payment for agency services or bribes for favours or advantage.

Token gifts

There are some very limited situations where it may be appropriate to accept token gifts or hospitality. For example, where accepting the gift facilitates the efficient conduct of the agency's business and does not influence, or could not be seen to influence, your impartiality in undertaking your duties. These situations may include, but are not limited to:

- a one-off nominal gift, where the gifts are being distributed widely, such as pens or calendars
- low value Christmas gifts
- reasonable hospitality for normal social conventions, such as lunch, seminar or Christmas function
- small gifts from representatives of other nations (where refusal would cause offence).

If you can share a token gift, you should. For example, share a box of chocolates with the office.

Token gifts are assessed on case-by-case basis. As a guideline, token gifts may be \$20 or under. Gifts over \$100 in value are never token and are required to be reported externally.

At times, even minor gifts or benefits could compromise or be perceived to compromise impartiality and undermine public confidence. For example if:

- a tender is underway
- the giver is lobbying Ministers or government, or
- you have discretionary power or influence over a particular decision.

Travel

Read the [Travel Policy](#) to learn about sponsored travel or gifts while on official business.

Airport Lounge Memberships

Gifts of airline lounge memberships, including those that are invitation only, such as the Chairman's lounge may be accepted, noting that the value of the gift is unable to be determined, as these are not available for sale. Receipt of an airline lounge membership can be recorded at any stage through a [Gifts and Benefits](#) form in Lighthouse. Airline lounge membership must also be confirmed on an annual basis through the [SES Conflict of Interest](#) process.

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

Do not use this application for gifts and benefits given to agency officials by the agency. This application is for gifts and benefits given to the agency or agency officials by external parties.

For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

Gift cards, gift vouchers and other items with a redeemable value must be managed through an Accountable Forms register. This includes gift cards, gift vouchers and other items with a redeemable value purchased for the provision to customers as incentives for research and user testing.

For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information, including our privacy policy, on the agency's [external Privacy internet page](#), and the [Privacy and Secrecy intranet page](#).

In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier T1451

Outcome: **Accept – Used for official purpose**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.



No contacts.

Recipient Details**Recipient**
(required)Russell Egan (s47E(d)) (s47E(d)) s47F(1) @SERVICESAUSTRALIA.GOV.AU **Classification**
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / CORPORATE ENABLING

Gift/Benefit Provider Details**Entity type**
(required)☒ Organisation ☐ Individual**Organisation name**
(required)

Qantas

ABN

Leave blank if not known

Contact name
(required)

Unknown

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient
(required)☐ Current Supplier ☐ Customer
☐ Prospective Supplier ☒ Other**Other details**
(required)

Service Provider to a Third Party

Gift/Benefit Details**Offer status**
(required)☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.**Offered/Received date**
(required)

1/07/2022

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Qantas Chairman's Lounge Membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)☐ Confirmed ☐ Estimated**Valuation method**
(required)**Occasion**Enter the circumstances of the gift/benefit offer
(required)

Offered to SESB3 officers

Does the recipient have a possible conflict of interest ?
(required)☒ Yes ☐ No**Nature of conflict of interest**
(required)

There may be a perception of a conflict of interest given my role in approving travel for others. There are policies in place to ensure this does not materialize. I do not approve my own travel requests.

Additional Attachments

No additional attachments.


Submission**Proposed Action**
(required)

Accept – Used for official purpose

Justification

Value for money to the Commonwealth as it avoids the Agency needing to purchase a lounge membership

Submitted by

Russell Egan (s47E(d)) (s47E(d)) s47F(1) @SERVICESAUSTRALIA.GOV.AU 

Submitted

08 Nov 2023 09:37

Submitter's Declaration


I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Russell Egan (REN043) on 08 Nov 2023 09:37

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)Christopher (s47F(1)) Birrer (s47E(d)) (s47E(d)) s47F(1) @SERVICESAUSTRALIA.GOV.AU Approved Action
(required)

Accept – Used for official purpose

Justification

Value for money to the Commonwealth as it avoids the Agency needing to purchase a lounge membership

Submitted

09 Nov 2023 14:01

Approver's Declaration

If the form is to provide an approval for
accepting
 the gift or benefit

I confirm that I have the authority to approve this action:

Declared by Christopher (s47F(1)) Birrer (s47E(d)) on 09 Nov 2023 14:01

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

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For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

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For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

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In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier T1462

Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

... have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.



No contacts.

Recipient Details**Recipient**
(required)Angela Diamond ^{s47E(d)} | ^{s47E(d)} ^{s47F(1)} @SERVICESAUSTRALIA.GOV.AU **Classification**
(required)

SES 2

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / CORPORATE ENABLING / CHIEF FINANCIAL OFFICER

Gift/Benefit Provider Details**Entity type**
(required)☒ Organisation ☐ Individual**Organisation name**
(required)

Qantas Airlines Ltd

ABN

Leave blank if not known

16009661901

Contact name
(required)

Qantas

Phone number

Leave blank if not known

131313

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient
(required)☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other**Gift/Benefit Details****Offer status**
(required)☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.**Offered/Received date**
(required)

1/01/2017

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary airline lounge membership.



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)☐ Confirmed ☐ Estimated**Valuation method**
(required)**Occasion**Enter the circumstances of the gift/benefit offer
(required)

Complimentary Qantas airline lounge (Chairman) membership since 2017, initially provided in my role in Defence.

Does the recipient have a possible conflict of interest?
(required)☐ Yes ☒ No**Additional Attachments**

No additional attachments.

Submission**Proposed Action**
(required)

Accept - Attend

Justification

Positions held.

Submitted byAngela Diamond s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU **Submitted**

13 Nov 2023 13:41

Declared by Russell Egan (s47E(d)) on 13 Nov 2023 13:52

From: [Diamond, Angela](#)
To: [s47F\(1\)](#)
Cc: [Bernroider, Adrian](#)
Subject: Qantas Chairman Lounge Membership [SEC=OFFICIAL:Sensitive]
Date: Thursday, 24 October 2024 5:34:40 PM
Attachments: [image001.png](#)

[s47F\(1\)](#)

Apologies for not updating my Qantas lounge memberships on the gift register by the due date of 18 October 2024.

I wish to advise that I continue to hold a Qantas Chairman lounge membership, which was issued in 2017.

Please let me know if you require any further details.

Please update the gift register accordingly.

Regards,

Angela



Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

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- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

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Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier T1486

Outcome: Accept - Attend

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details**Recipient**
(required)Charles McHardie ^{s47E(d)} (^{s47E(d)}) ^{s47F(1)} @SERVICEAUSTRALIA.GOV.AU **Classification**
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / TECHNOLOGY AND DIGITAL PROGRAMS

Gift/Benefit Provider Details**Entity type**
(required)☒ Organisation ☐ Individual**Organisation name**
(required)

Qantas Airlines Ltd

ABN
Leave blank if not known

16009661901

Contact name
(required)

Qantas Airlines Ltd

Phone number
Leave blank if not known

131313

Email address
Leave blank if not known**Country**
(required)

Australia

Relationship to recipient
(required)☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other**Gift/Benefit Details****Offer status**
(required)☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.


 No document uploaded.**Offered/Received date**
(required)

6/12/2023

Gift/Benefit type
(required)

- ☐
- Chocolates
-
- ☒
- Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
-
- ☐
- Conference
-
- ☐
- Entertainment

Description <small>(required)</small>	Complimentary airline lounge membership
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 \$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated? <small>(required)</small>	<input type="radio"/> Confirmed <input type="radio"/> Estimated
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Valuation method <small>(required)</small>	
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Occasion <small>Enter the circumstances of the gift/benefit offer (required)</small>	position held
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Does the recipient have a possible conflict of interest? <small>(required)</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No
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Additional Attachments	 No additional attachments.
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Submission

Proposed Action <small>(required)</small>	Accept - Attend
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Justification	position held
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Submitted by	s47F(1) (s47E(d), s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU 
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Submitted	06 Dec 2023 15:47
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Submitter's Declaration


I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by **s47F(1)** **s47E(d)** on 06 Dec 2023 15:47

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)Christopher **s47F(1)** Birrer **s47E(d)** **s47E(d)**, **s47F(1)** @SERVICESAUSTRALIA.GOV.AU Approved Action
(required)

Accept - Attend

Justification

position held

Submitted

07 Dec 2023 16:00

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

- The gift or benefit does not present an actual or perceived conflict of interest.

Declared by Christopher **s47F(1)** Birrer **s47E(d)** on 07 Dec 2023 16:00

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

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- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

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- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

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In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier T1524

Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.



No contacts.

Recipient Details

Recipient
(required)

Charles McHardie s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU 

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / TECHNOLOGY AND DIGITAL PROGRAMS

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Virgin Australia

ABN

Leave blank if not known

36090670965

Contact name
(required)

Virgin Australia

Phone number

Leave blank if not known

136789

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.


Offered/Received date
(required)

7/04/2022

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description <small>(required)</small>	Complimentary airline lounge membership
--	---



 \$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated? <small>(required)</small>	<input type="radio"/> Confirmed <input type="radio"/> Estimated
---	---

Valuation method <small>(required)</small>	
---	--

Occasion <small>Enter the circumstances of the gift/benefit offer (required)</small>	position held
---	---------------

Does the recipient have a possible conflict of interest? <small>(required)</small>	<input type="radio"/> Yes <input checked="" type="radio"/> No
---	---

Personal Attachments	<div> Fwd_ Welcome to Virgin Australia Beyond.msg remove</div>
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Submission

Proposed Action <small>(required)</small>	Accept - Attend
--	-----------------

Justification	position held
---------------	---------------

Submitted by	<div>s47F(1) s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU </div>
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Submitted	09 Jan 2024 12:34
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Submitter's Declaration

I declare that:

• I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)

• I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s47F(1) | s47E(d) on 09 Jan 2024 12:34

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver (required)

s47F(1) David Hazlehurst | s47E(d) | s47E(d)

s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action (required)

Accept - Attend

Justification

position held

Submitted

25 Jan 2024 06:21

Approver's Declaration

If the form is to provide an approval for **accepting** the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst | s47E(d) on 25 Jan 2024 06:21

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11686**

Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Charles McHardie s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / TECHNOLOGY AND DIGITAL PROGRAMS

Gift/Benefit Provider Details**Entity type**
(required)☐ Organisation ☒ Individual**Contact name**
(required)

Qantas

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Afghanistan

Relationship to recipient
(required)☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other**Gift/Benefit Details****Offer status**
(required)☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.**Offered/Received date**
(required)

1/01/2019

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Qantas Chairmans Lounge access



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

ongoing

Does the recipient have a possible conflict of interest ?
(required)

☐ Yes ☒ No

Additional Attachments

 No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

I am not a decision maker in respect to any contractual arrangements with Qantas

Submitted by

Charles McHardie | s47E(d) | s47E(d) | s47F(1) | @SERVICESAUSTRALIA.GOV.AU 

Submitted

11 Oct 2024 14:36

Submitter's Declaration

I declare that:

• I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)

• I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Charles McHardie | s47E(d) on 11 Oct 2024 14:36

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst | s47E(d) | s47E(d) | s47F(1) | @SERVICESAUSTRALIA.GOV.AU 

Approved Action
(required)

Accept - Attend

Justification

I am not a decision maker in respect to any contractual arrangements with Qantas

Submitted

14 Oct 2024 13:17

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d) on 14 Oct 2024 13:17

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

Do not use this application for gifts and benefits given to agency officials by the agency. This application is for gifts and benefits given to the agency or agency officials by external parties.

For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

Gift cards, gift vouchers and other items with a redeemable value must be managed through an Accountable Forms register. This includes gift cards, gift vouchers and other items with a redeemable value purchased for the provision to customers as incentives for research and user testing.

For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information, including our privacy policy, on the agency's [external Privacy internet page](#), and the [Privacy and Secrecy intranet page](#).

In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier T1448

Outcome: Accept - Attend

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Jarrold s47F(1) Howard s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU 

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / CUSTOMER SERVICE DELIVERY

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Qantas

ABN

Leave blank if not known

Contact name
(required)

Qantas

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.

Offered/Received date
(required)

3/11/2023

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Airline Membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)☐ Confirmed ☐ Estimated**Valuation method**
(required)**Occasion**Enter the circumstances of the gift/benefit offer
(required)

Membership offered on achieving substantive DCEO role.

Does the recipient have a possible conflict of interest ?
(required)☒ Yes ☐ No**Nature of conflict of interest**
(required)

Perceived conflict due to Qantas being a supplier. I am not a decision maker on the Qantas contract and continue to utilise WOG travel rules.

Additional Attachments

No additional attachments.

Submission**Proposed Action**
(required)

Accept - Attend

Justification

Accept in alignment with WOG and agency gift policies

Submitted by

Jarrod s47F(1) Howard s47E(d)s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

03 Nov 2023 21:53

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Jarrod s47F(1) Howard s47E(d) on 03 Nov 2023 21:53

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

Christopher s47F(1) Birrer s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Accept in alignment with WOG and agency gift policies

Submitted

09 Nov 2023 14:03

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

- The gift or benefit does not present an actual or perceived conflict of interest

Declared by Christopher s47F(1) Birrer s47E(d) on 09 Nov 2023 14:03

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11678** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Jarrod **s47F(1)** Howard **is47E(d)** | **s47E(d)** **s47F(1)** @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / CUSTOMER SERVICE DELIVERY

Gift/Benefit Provider Details**Entity type**
(required)
☒ Organisation
 ☐ Individual
Organisation name
(required)

Qantas

ABN

Leave blank if not known

16009661901

Contact name
(required)

Unsure

Phone number

Leave blank if not known

131313

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient
(required)
☒ Current Supplier
 ☐ Customer
☐ Prospective Supplier
 ☐ Other
Gift/Benefit Details**Offer status**
(required)
☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.
Offered/Received date
(required)

1/05/2023

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary Airline Lounge Membership - Qantas Chairmans Lounge



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

position held

Does the recipient have a possible conflict of interest?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

Jarrod s47F(1) Howard s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

03 Oct 2024 11:25

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Jarrod s47F(1) Howard | s47E(d) on 03 Oct 2024 11:25

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

14 Oct 2024 13:17

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d)) on 14 Oct 2024 13:17

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

Do not use this application for gifts and benefits given to agency officials by the agency. This application is for gifts and benefits given to the agency or agency officials by external parties.

For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

Gift cards, gift vouchers and other items with a redeemable value must be managed through an Accountable Forms register. This includes gift cards, gift vouchers and other items with a redeemable value purchased for the provision to customers as incentives for research and user testing.

For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information, including our privacy policy, on the agency's [external Privacy internet page](#), and the [Privacy and Secrecy intranet page](#).

In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier 11475

Outcome: Accept - Attend

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Kirsty ^{s47F(1)} Faichney ^{s47E(d) s47E(d)} ^{s47F(1)} @SERVICESAUSTRALIA.GOV.AU 

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / PROGRAM DESIGN

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

QANTAS Airlines Ltd

ABN

Leave blank if not known

16009661901

Contact name
(required)

No contact

Phone number

Leave blank if not known

131313

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.

Offered/Received date
(required)

16/11/2022

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary airline lounge membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

Confirmed



Estimated

Valuation method
(required)**Occasion**Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

Yes



No

Additional Attachments

No additional attachments.

Submission**Proposed Action**
(required)

Accept - Attend

Justification

Position held

Submitted byKirsty ^{s47F(1)}Faichney ^{s47E(d)}^{s47E(d)} ^{s47F(1)} @SERVICESAUSTRALIA.GOV.AU **Submitted**

23 Nov 2023 16:55

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Kirsty ^{s47F(1)} Faichney ^{s47E(d)} on 23 Nov 2023 16:55

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

Christopher ^{s47F(1)} Birrer ^{s47E(d)} ^{s47E(d)} ^{s47F(1)} @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

27 Nov 2023 11:38

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

- The gift or benefit does not ^{s47F(1)} "pose a conflict of interest"

Declared by Christopher ^{s47F(1)} Birrer ^{s47E(d)} on 27 Nov 2023 11:38

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11679** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Kirsty s47F(1) Faichney | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / PROGRAM DESIGN

Gift/Benefit Provider Details**Entity type**
(required)
☒ Organisation
 ☐ Individual
Organisation name
(required)

Qantas Airlines Ltd

ABN

Leave blank if not known

16 009 661 901

Contact name
(required)

s47F(1) (Manager Government Account)

Phone number

Leave blank if not known

131313

Email address

Leave blank if not known

s47F(1) @qantas.com.au

Country
(required)

Australia

Relationship to recipient
(required)
☒ Current Supplier
 ☐ Customer
☐ Prospective Supplier
 ☐ Other
Gift/Benefit Details**Offer status**
(required)

- ☐ Offer declined by recipient.
- ☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
- ☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.
Offered/Received date
(required)

16/06/2022

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary Qantas Chairmans Lounge membership, unsure what the benefit value is.



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position Held

Does the recipient have a possible conflict of interest?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

s47F(1) s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

03 Oct 2024 16:38

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s47F(1) s47E(d) on 03 Oct 2024 16:38

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

14 Oct 2024 13:18

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d)) on 14 Oct 2024 13:18

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11680** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Susannah **s47F(1)** Smith **s47E(d)** **s47E(d)** **s47F(1)** @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / STRATEGY AND PERFORMANCE

Gift/Benefit Provider Details**Entity type**
(required)
☒ Organisation
 ☐ Individual
Organisation name
(required)

Qantas Airlines Ltd

ABN

Leave blank if not known

16009661901

Contact name
(required)

Not known

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient
(required)
☒ Current Supplier
 ☐ Customer
☐ Prospective Supplier
 ☐ Other
Gift/Benefit Details**Offer status**
(required)
☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.
Offered/Received date
(required)

31/07/2023

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary Qantas Chairman's Lounge Membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

Susannah s47F(1) Smith s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

04 Oct 2024 10:49

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Susannah s47F(1) Smith s47E(d) on 04 Oct 2024 10:49

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

14 Oct 2024 13:15

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d)) on 14 Oct 2024 13:15

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

Do not use this application for gifts and benefits given to agency officials by the agency. This application is for gifts and benefits given to the agency or agency officials by external parties.

For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

Gift cards, gift vouchers and other items with a redeemable value must be managed through an Accountable Forms register. This includes gift cards, gift vouchers and other items with a redeemable value purchased for the provision to customers as incentives for research and user testing.

For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information, including our privacy policy, on the agency's [external Privacy internet page](#), and the [Privacy and Secrecy intranet page](#).

In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact **s47E(d)** to confirm your relevant approver.



Identifier T1494

Outcome: Accept - Attend

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Financial Policy (FinPol) () **s47E(d)** @servicesaustralia.gov.au

Classification
(required)

EL 1

Zone/Branch/Division
(required)

... / CORPORATE ENABLING / CHIEF FINANCIAL OFFICER / FINANCIAL ACCOUNTING

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Qantas Airlines Ltd

ABN

Leave blank if not known

16009661901

Contact name
(required)

Qantas

Phone number

Leave blank if not known

131313

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.

Offered/Received date
(required)

30/10/2023

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Chris Birrer Complimentary airline lounge membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)☐ Confirmed ☐ Estimated**Valuation method**
(required)**Occasion**Enter the circumstances of the gift/benefit offer
(required)

Chris Birrer Complimentary airline lounge membership

Does the recipient have a possible conflict of interest?
(required)☐ Yes ☒ No**Additional Attachments**

FW_ Amendment to Guidance for Agency Heads – Gifts and Benefits SEC=OFFICIAL].pdf remove

Submission**Proposed Action**
(required)

Accept - Attend

Justification

Chris Birrer Complimentary airline lounge membership

Submitted by

s47F(1) s47E(d)s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

07 Dec 2023 14:24

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by **s47F(1) s47E(d)** on 07 Dec 2023 14:24

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)**s47F(1) s47E(d)s47E(d)** **s47F(1)**

@SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Complimentary airline lounge membership

Submitted

07 Dec 2023 14:28

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

• The gift or benefit is **s47F(1) s47E(d)** actual or perceived conflict of interest.

Declared by **s47F(1) s47E(d)** on 07 Dec 2023 14:28

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11681**

Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Christopher ^{s47F(1)} Birrer | ^{s47E(d)} | ^{s47E(d)} ^{s47F(1)} @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / PAYMENTS AND INTEGRITY

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Qantas Airlines Ltd

ABN
Leave blank if not known

160009661901

Contact name
(required)

Nil

Phone number
Leave blank if not known

131313

Email address
Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

No document uploaded.

Offered/Received date
(required)

4/10/2024

Gift/Benefit type
(required)

☐ Chocolates
☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
☐ Conference
☐ Entertainment

Description
(required)

Qantas Chairmans' Lounge membership

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission


Proposed Action
(required)

Accept - Attend

Justification

Position held.

Submitted by

Christopher s47F(1) Birrer | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU 

Submitted

04 Oct 2024 15:43

Submitter's Declaration

I declare that:


- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Christopher s47F(1) Birrer | s47E(d) on 04 Oct 2024 15:43

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU 

Approved Action
(required)

Accept - Attend

Justification

Position held.

Submitted

14 Oct 2024 13:19

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d)) on 14 Oct 2024 13:19

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **T1627** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Randall Brugeaud s47E(d)s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / CORPORATE ENABLING

Gift/Benefit Provider Details**Entity type**
(required)
☒ Organisation
 ☐ Individual
Organisation name
(required)

Qantas Airlines Ltd

ABN

Leave blank if not known

16 009 661 901

Contact name
(required)

s47F(1)

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient
(required)
☒ Current Supplier
 ☐ Customer
☐ Prospective Supplier
 ☐ Other
Gift/Benefit Details**Offer status**
(required)
☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.
Offered/Received date
(required)

1/07/2007

Gift/Benefit type
(required)

- ☐ Chocolates
 ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
 ☐ Conference
 ☐ Entertainment

Description
(required)

Qantas Chairman's Lounge Membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest ?
(required)

☒ Yes ☐ No

Nature of conflict of interest
(required)

There may be a perception that the membership may influence decision making

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

Randall Brugeaud s47E(d)s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

11 Jul 2024 15:07

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Randall Brugeaud s47E(d) on 11 Jul 2024 15:07

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1)

David Hazlehurst

s47E(d)s47E(d)

s47F(1)

@SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

12 Jul 2024 18:20

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

The gift or benefit does not present an actual or perceived conflict of interest

Declared by s47F(1)David Hazlehursts47E(d)on 12 Jul 2024 18:20

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11684** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Randall Brugeaud **s47E(d)** **s47E(d)** **s47F(1)** @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / CORPORATE ENABLING

Gift/Benefit Provider Details**Entity type**
(required)
☒ Organisation
 ☐ Individual
Organisation name
(required)

Qantas Airlines Ltd

ABN

Leave blank if not known

16 009 661 901

Contact name
(required)

s47F(1)

Phone number

Leave blank if not known

13 13 13

Email address

Leave blank if not known

s47F(1) @qantas.com.au

Country
(required)

Australia

Relationship to recipient
(required)
☒ Current Supplier
 ☐ Customer
☐ Prospective Supplier
 ☐ Other
Gift/Benefit Details**Offer status**
(required)
☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.
Offered/Received date
(required)

1/09/2023

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary Airline Lounge Membership/Qantas Chairman's Lounge Membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

Randall Brugeaud | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

09 Oct 2024 17:40

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by Randall Brugeaud | s47E(d) on 09 Oct 2024 17:40

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

14 Oct 2024 08:33

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d)) on 14 Oct 2024 08:33

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

Do not use this application for gifts and benefits given to agency officials by the agency. This application is for gifts and benefits given to the agency or agency officials by external parties.

For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

Gift cards, gift vouchers and other items with a redeemable value must be managed through an Accountable Forms register. This includes gift cards, gift vouchers and other items with a redeemable value purchased for the provision to customers as incentives for research and user testing.

For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information, including our privacy policy, on the agency's [external Privacy internet page](#), and the [Privacy and Secrecy intranet page](#).

In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact [s47E\(d\)](#) to confirm your relevant approver.



Identifier 11525

Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Financial Policy (FinPol) () s47E(d) @servicesaustralia.gov.au

Classification
(required)

EL 2

Zone/Branch/Division
(required)

... / CORPORATE ENABLING / CHIEF FINANCIAL OFFICER / FINANCIAL ACCOUNTING

Gift/Benefit Provider Details

Entity type
(required)

Organisation

Individual

Organisation name
(required)

Qantas Airlines Ltd

ABN
Leave blank if not known

16009661901

Contact name
(required)

Qantas

Phone number
Leave blank if not known

131313

Email address
Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

Current Supplier

Customer

Prospective Supplier

Other

Gift/Benefit Details

Offer status
(required)

Offer declined by recipient.

Offered only, gift/benefit has not been received. Decision pending outcome of this application.

Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

No document uploaded.

Offered/Received date
(required)

10/01/2024

Gift/Benefit type
(required)

Chocolates

Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership

Conference

Entertainment

Description
(required)

David Hazlehurst Complimentary airline lounge membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)



Confirmed



Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

David Hazlehurst Complimentary airline lounge membership

Does the recipient have a possible conflict of interest ?
(required)



Yes



No

Additional Attachments



FW_ CEO airline lounge membership declaration SEC=OFFICIAL_Sensitive ACCESS=Personal-Privacy].pdf remove

Submission

Proposed Action
(required)

Accept - Attend

Justification

David Hazlehurst Complimentary airline lounge membership

Submitted by

s47F(1) s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

10 Jan 2024 09:08

Submitter's Declaration

I declare that:

• I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)

• I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s47F(1) s47E(d) on 10 Jan 2024 09:08

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

David Hazlehurst Complimentary airline lounge membership

Submitted

10 Jan 2024 09:08

Approver's Declaration

If the form is to provide an approval for **accepting** the gift or benefit

I confirm that I have the authority to approve this action:

• The gift's value or perceived conflict of interest

Declared by s47E(d) s47E(d) on 10 Jan 2024 09:08

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **T1626** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

s47F(1) David Hazlehurst s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

Agency Head

Zone/Branch/Division
(required)

SERVICES AUSTRALIA

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

QANTAS

ABN
Leave blank if not known

Contact name
(required)

s47F(1)

Phone number
Leave blank if not known

s47F(1)

Email address
Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

No document uploaded.

Offered/Received date
(required)

31/05/2024

Gift/Benefit type
(required)

☐ Chocolates
☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
☐ Conference
☐ Entertainment

Description
(required)

Chairman's club membership

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest ?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

s47F(1) David Hazlehurst s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

12 Jul 2024 18:19

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s47F(1) David Hazlehurst s47E(d) on 12 Jul 2024 18:19

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

Angela Diamond s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

13 Aug 2024 15:02

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

• The gift or benefit does not present a real or perceived conflict of interest
Declared by Angela Diamond ^{s47E(d)} on 13 Aug 2024 15:02

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier **11697** Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

s47F(1) David Hazlehurst | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

Agency Head

Zone/Branch/Division
(required)

SERVICES AUSTRALIA

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Qantas Airlines Ltd

ABN
Leave blank if not known

16009661901

Contact name
(required)

s47F(1)

Phone number
Leave blank if not known

131313

Email address
Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer

☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.

☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.

☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

No document uploaded.

Offered/Received date
(required)

1/10/2024

Gift/Benefit type
(required)

☐ Chocolates

☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership

☐ Conference

☐ Entertainment

Description
(required)

Chairman's Lounge membership

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

☒ Yes ☐ No

Nature of conflict of interest
(required)

Major supplier

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

s47F(1) David Hazlehurst | s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

18 Oct 2024 14:40

Submitter's Declaration

I declare that:


- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s47F(1) David Hazlehurst | s47E(d) on 18 Oct 2024 14:40

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

Randall Brugeaud (s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU 

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

18 Oct 2024 15:59

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by Randall Brugeaud (s47E(d) on 18 Oct 2024 15:59

Disclosure of Gifts/Benefits offered by External Parties

Disclosure for the acceptance of a gift or other benefit from a party external to the agency

IMPORTANT INFORMATION

Do not use this application for gifts and benefits given to agency officials by the agency. This application is for gifts and benefits given to the agency or agency officials by external parties.

For gifts and benefits given to agency officials by the agency, a [Staff Awards Approval Form](#) must be completed and must be attached to the credit card acquittal as part of the credit card reconciliation process, or to the tax invoice where payment is via a purchase order. The expenditure must be coded against general ledger account 41641 Staff Awards & Recognition and Gifts.

Gift cards, gift vouchers and other items with a redeemable value must be managed through an Accountable Forms register. This includes gift cards, gift vouchers and other items with a redeemable value purchased for the provision to customers as incentives for research and user testing.

For further information about the requirements for staff awards, refer to section 2.9 Staff awards, gifts and benefits of the [Accountable Authority Instructions](#) and to the [Staff Awards Quick Guide](#).

Privacy and your personal information

Your personal information is protected by law, including the *Privacy Act 1988*. Information you provide about gifts and benefits is collected by the agency in line with:

- section 29 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act)
- the [Australian Public Service Commission Guidelines for Agency Heads: Gifts and Benefits](#) (Guidelines).

If you disclose the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website. The register of accepted gifts will be published on a quarterly basis. The publicly disclosed information about the gift or benefit includes the:

- date received
- date recorded
- description
- estimated value, and
- giver of the gift/benefit.

You should notify the giver of the gift or benefit that their name and gift will be publicly disclosed. You can read the [Accepting Gifts and Benefits Policy](#) for more information.

Your information may be used by the agency, or given to other parties (such as the Australian Taxation Office and the Australian Public Service Commission) where you have agreed to that, or where it is required or authorised by law (including for the purpose of research or conducting investigations).

You can get more information, including our privacy policy, on the agency's [external Privacy internet page](#), and the [Privacy and Secrecy intranet page](#).

In line with the requirements of the Accepting Gifts and Benefits Policy, token, low value gifts and benefits do not need to be recorded. For further information, please refer to the [Accepting Gifts and Benefits Policy](#).

Approval

If your gifts or benefits are worth more than \$100 you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES) or above.

Please contact [s47E\(d\)](#) to confirm your relevant approver.



Identifier T1449

Outcome: Accept - Attend

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia


o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.



No contacts.

Recipient Details

Recipient
(required)

Jonathon Thorpe s47E(d) s47E(d) @SERVICESAUSTRALIA.GOV.AU 

Classification
(required)

SES 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / SERVICE DELIVERY EXCELLENCE

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Qantas Airlines Ltd

ABN
Leave blank if not known

16 009 661 901

Contact name
(required)

s47F(1)

Phone number
Leave blank if not known

131313

Email address
Leave blank if not known

s47F(1) @qantas.com.au

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer
☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

 No document uploaded.

Offered/Received date
(required)

17/10/2023

Gift/Benefit type
(required)

- ☐ Chocolates
- ☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
- ☐ Conference
- ☐ Entertainment

Description
(required)

Complimentary airline lounge membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)☐ Confirmed ☐ Estimated**Valuation method**
(required)**Occasion**Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)☐ Yes ☒ No**Personal Attachments** FW Qantas Chairmans Lounge EA actioning.msg [remove](#)**Submission****Proposed Action**
(required)

Accept - Attend

Justification

Position held

Submitted by[s47F\(1\)](#)[s47E\(d\)](#)[s47F\(1\)](#)[@SERVICESAUSTRALIA.GOV.AU](#)**Submitted**

06 Nov 2023 14:08

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by **s47F(1)** **s47E(d)** on 06 Nov 2023 14:08

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

Christopher **s47F(1)** Birrer **s47E(d)** **s47F(1)** @SERVICESAUSTRALIA.GOV.AU 

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

09 Nov 2023 14:02

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

• The gift or benefit does not **s47F(1)** an actual or perceived conflict of interest.
Declared by Christopher **s47F(1)** Birrer **s47E(d)** on 09 Nov 2023 14:02

Acceptance and Disclosure of Gifts/Benefits offered by External Parties



Do not use this application for gifts and benefits given to agency officials by the agency.

This application is for gifts and benefits given to the agency or agency officials by external parties.

IMPORTANT INFORMATION

Generally, officials should **NOT** accept gifts or benefits in the course of their work. Officials need to carefully consider the appropriateness of a gift or benefit before accepting or rejecting it.

Agency Officials must **NOT** accept offers of cash, gift cards, lottery tickets, scratchies, or any other monetary gift under any circumstances.



In extreme circumstances a gift may be viewed as a bribe, accepting a bribe can be considered an offence under the Criminal Code Act 1995 and under the APS Code of Conduct.

Approval - If your gifts or benefits are worth more than \$100 (GST exclusive) you will need:

- 1) recommendation by your Line Manager, then
- 2) approval by your National Manager (SES 1) or above.

Information Privacy and Publishing

After disclosing the acceptance of a gift or benefit with a value of over \$100 (GST exclusive), it will be published on our external website with the following required information:

- Title of the relevant SES official.
- Date received.
- Description.
- Estimated Value.
- Giver of the gift/benefit.

You should notify the giver of the gift or benefit that their gift will be publicly disclosed.

Further information available:

- [Accountable Authority Instructions – Section 2.9](#)
- [Gifts and Benefits Policy](#)
- [Australian Public Service Commission - Gifts and Benefits](#)
- [Public Governance, Performance and Accountability Act 2013 – Section 29](#)



Identifier 11705 Outcome: **Accept - Attend**

COMPLETE

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
- ☐ Gift/Benefit given on behalf of the organisation
- ☐ Gift/Benefit given on behalf of Australia

- - - - -

o have an interest in this application but who are not directly linked to the application. People listed here will also be able to access this application and receive notifications.

No contacts.

Recipient Details

Recipient
(required)

Jonathon Thorpe s47E(d) | s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Classification
(required)

SES Band 3

Zone/Branch/Division
(required)

SERVICES AUSTRALIA / SERVICE DELIVERY EXCELLENCE

Gift/Benefit Provider Details

Entity type
(required)

☒ Organisation ☐ Individual

Organisation name
(required)

Qantas Airlines Ltd

ABN
Leave blank if not known

16009661901

Contact name
(required)

s47F(1)

Phone number
Leave blank if not known

131313

Email address
Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

☒ Current Supplier ☐ Customer

☐ Prospective Supplier ☐ Other

Gift/Benefit Details

Offer status
(required)

☐ Offer declined by recipient.

☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.

☒ Gift/Benefit has been received. Decision pending outcome of this application.

The provider must be advised their information may be published on the register of gifts and benefits. Upload document advising the provider.

No document uploaded.

Offered/Received date
(required)

30/10/2024

Gift/Benefit type
(required)

☐ Chocolates

☒ Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership

☐ Conference

☐ Entertainment

Description
(required)

Qantas Chairman's Lounge Membership



\$ not applicable as this is not available for purchase

Gift/Benefit value confirmed or estimated?
(required)

☐ Confirmed ☐ Estimated

Valuation method
(required)

Occasion
Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

☐ Yes ☒ No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept - Attend

Justification

Position held

Submitted by

s47F(1) s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Submitted

30 Oct 2024 09:46

Submitter's Declaration

I declare that:

- I have read the agency's [Accepting Gifts and Benefits Policy](#), and have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read the [Accepting Gifts and Benefits Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s47F(1) s47E(d) on 30 Oct 2024 09:46

Approval

Gifts/benefits with a value of \$100 or under require line manager approval.

Approver
(required)

s47F(1) David Hazlehurst s47E(d) s47E(d) s47F(1) @SERVICESAUSTRALIA.GOV.AU

Approved Action
(required)

Accept - Attend

Justification

Position held

Submitted

04 Nov 2024 07:10

Approver's Declaration

If the form is to provide an approval for
accepting
the gift or benefit

I confirm that I have the authority to approve this action:

Declared by s47F(1) David Hazlehurst (s47E(d)) on 04 Nov 2024 07:10

From: [Egan, Russell](#)
To: [Faichney, Kirsty](#); [McHardie, Charles](#); [Thorpe, Jonathon](#); [Smith, Susie](#); [Birrner, Chris](#); [Higgins, Robert](#); [Robertson, Bo](#); [Howard, Jarrod](#)
Cc: [s47E\(d\)](#); [s47E\(d\)](#); [s47E\(d\)](#); [s47E\(d\)](#); [s47E\(d\)](#); [s47E\(d\)](#); [s47E\(d\)](#)
Subject: FW: FOR YOUR REVIEW AND ACTION – Updating your Conflict of Interest declaration [SEC=OFFICIAL]
Date: Friday, 20 October 2023 2:13:32 PM
Attachments: [image005.jpg](#)
[SES Conflict of Interest - Information sheet.docx](#)
[image008.jpg](#)
[image003.png](#)
Importance: High

Colleagues

In light of recent and continuing media focus on Qantas' invitation to high profile SES employees and agency heads to join the Qantas Chairman's Lounge, I encourage you to review and update as appropriate, your Conflict of Interest declaration to include membership of the Chairman's Lounge and/or Virgin's Australia Beyond lounge. While the APSC has committed to developing consistent guidelines for agencies by the end of 2023, it is imperative the agency maintain a central, transparent record of any memberships held by senior executive, in the meantime. Pending APSC guidance, relevant SES policies and the SES Hub are being updated to specifically address the reporting of invitation-only airline lounge memberships.

The attached information sheet also provides guidance on managing conflicts of interest.

If you have any questions on the declaration process, please contact the [SES Unit](#).

Regards,

Russe

Russell Egan, Chief Operating Officer (He/Him)

Phone [s47F\(1\)](#) **(Ext. s47F(1) Mobile** [s47F\(1\)](#)

Corporate Enab ng Group



[s47F\(1\)](#)

Services Australia acknowledges the traditional Custodians of the lands we live on. We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.

From: Egan, Russell <[s47F\(1\)](#) @servicesaustralia.gov.au>

Sent: Friday, October 6, 2023 12:28 PM

To: [s47E\(d\)](#) @servicesaustralia.gov.au

Cc: [s47E\(d\)](#) @servicesaustralia.gov.au; [s47E\(d\)](#) @servicesaustralia.gov.au;

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[s47E\(d\)](#) @servicesaustralia.gov.au

Subject: REMINDER: Update your SES Conflict of Interest declaration [SEC=OFFICIAL]

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Colleagues,

REMINDER: Update your SES Conflict of Interest declaration

I am writing to remind you of your obligations in relation to updating your Conflict of Interest (COI) declaration.

This needs to be done:

- at least annually
- whenever there is a change to your personal circumstances
- whenever you change roles for 3 months or more.

The COI declaration form can be accessed in the [Financial Management Compliance System \(FMCS\)](#).

Managers of SES are responsible for assessing and addressing any conflicts of interest declared by their SES employees. This includes determining and approving proposed mitigation measures that may be required.

The attached information sheet also provides guidance on managing conflicts of interest.

If you have any questions on the declaration process, please contact the [SES Unit](#).

Regards,

Russell

Russell Egan, Chief Operating Officer *(He/Him)*

Phone s47F(1) **(Ext. s47F(1)) Mobile** s47F(1)

Corporate Enab ng Group



s47F(1)

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Information sheet: SES Conflict of Interest

Contents

Who is covered by this information sheet?	2
What employees need to know	2
Definition of conflict of interest	2
Private interests	3
Why is it important?	3
Responsibilities	4
SES Employees	4
SES Managers	4
What type of conflicts of interests need to be disclosed?	5
Chief Executive Officer	5
Mitigation options	5
Advice and Support	6
Disputes	7
Confidentiality	7
Record keeping	7
References	7

Who is covered by this information sheet?

These requirements apply to all SES employees including non-SES employees acting in SES roles for more than three months.

What employees need to know

This information sheet expands on the agency's Conflict of Interest Policy and is designed to provide guidance on the extra requirements for SES employees, and for managers of SES employees, in declaring and managing conflicts of interest.

All SES employees are required to complete a declaration of any material conflict of interest, whether it is actual, potential or perceived. This declaration must be completed on promotion/engagement and must be updated at least annually. Employees are also required to update their declaration when they change roles or when relevant personal circumstances change. SES managers are responsible for approving appropriate mitigation measures to address any conflicts of interest declared by their SES employees.

To be 'material', a personal interest needs to be of a type that can give rise to an actual or perceived conflict of interest and not simply a remote or theoretical possibility of conflict. If no reasonable person could draw a connection between the employee's personal interests and their duties, then the personal interest is not 'material'.

The interests of immediate family members, close personal friends or 'other relationships' could, or could be seen to, influence the decisions the employee is taking or the advice they are giving. These interests **must** also be declared.

Immediate family includes, but is not limited to:

- a partner, parent, child, grandparent, grandchild or sibling of the employee
- the parent, child, grandparent, grandchild or sibling of the employee's partner
- traditional kinship, where there is a relationship or obligation, under the customs and traditions of the community or group to which the employee belongs.

'Other relationships' can include those involving personal conflict, litigation or are overly negative in nature.

Conflicts of interest can arise due to:

- financial interests
- real estate investments – commercial or residential
- personal relationships
- personal or former relationships potentially impacting any procurement or recruitment processes
- association with people of interest to law enforcement
- accepting or being offered gifts and hospitality
- outside or prospective employment outside of the agency
- membership of clubs or associations
- family or personal relationships with politicians or their staff, or members of the media
- relationships with anyone involved in fraud against the agency
- material conflict of interest situations involving procurement

Definition of conflict of interest

A conflict of interest occurs when an employee's interests conflict, or could be perceived as conflicting, with the performance of their duties. A conflict of interest can also arise if there could be a perception that an employee's interests could improperly influence the performance of their duties. A conflict of interest can also involve immediate family, close personal friends or other relationships.

A conflict of interest can be actual, perceived or potential:

- An *actual* conflict of interest occurs where there is a direct conflict between an employee's duties and responsibilities and their personal or financial interests.
- A *perceived* conflict of interest arises where it appears that an employee's personal or financial interests could improperly influence the performance of their duties at work, regardless of whether a conflict actually exists. The perception of a conflict of interest can be as damaging as an actual conflict of interest and it must be managed accordingly.
- A *potential* conflict of interest occurs where personal or financial interests could conflict with an employee's official duties in the future.

Family members should be consulted and provide their consent for any information disclosure. Where consent is not given, the employee should discuss with their manager, in general terms, that they believe that there is an actual or potential sensitivity.

A key test for identifying whether a conflict of interest exists is whether an impartial observer would reasonably question if the financial or personal interests of the employee (or their family member/ other relationship) might influence the way they behave and carry out their duties.

Private interests

An interest means anything that can have an impact on an individual or group. The term 'private interests' includes not only an individual's own personal, professional or business interests, but also the personal, professional or business interests of individuals or groups with whom they are closely associated. This can include partners, relatives, friends and associates. The term encompasses both positive and negative relationships and interests.

Why is it important?

Under the Australian Public Service Code of Conduct (the Code), it is a legal requirement for employees to take reasonable steps to avoid any conflict of interest, actual or perceived, in connection with their employment. Where a conflict of interest cannot be avoided, the Code requires employees to disclose details of any material personal interest in connection with their employment. More details are available from the Australian Public Service Commission.

Similarly, under the *Public Governance, Performance and Accountability Act 2013*, an official of a Commonwealth entity who has a material personal interest that relates to the affairs of the entity must disclose details of the interest.

Identifying, reporting and appropriately managing any conflicts of interest helps the agency to maintain the highest levels of integrity and public trust. Failing to effectively manage a conflict of interest can lead to improper decision-making and corruption and can expose employees to adverse consequences or publicity.

It is important to acknowledge that agency employees are also private individuals with a wide range of private interests that could potentially conflict with their official duties. Having a conflict of interest is not

necessarily unusual or wrong but it is important that the conflict is disclosed and managed appropriately. This is for the employee's own protection, as well as the protection of the agency and the Australian Public Service. By disclosing actual or perceived conflicts, if an allegation of impropriety is made, it can be demonstrated that the situation was known and managed, and that the individual has performed their duties appropriately.

Other policies and guides that interact with the Conflict of Interest Policy include the Accepting Gifts and Benefits Policy, Outside Employment Policy, Social Media Policy, Conduct and Behaviour Policy [and](#) Security Contact Reporting Scheme.

Where a foreign national seeks to establish social contact outside of official meetings, provide a gift or benefit, or seeks to obtain information they do not need to know, employees should also contact the agency's security team to determine whether a report is required as part of the contact reporting scheme.

Section 1.2.3 of the agency's Accountable Authority Instructions also requires SES employees to maintain a current Declaration of Interests in the agency's register and to ensure compliance, within the employee's area of responsibility, with the PGPA Act and Rule, the Finance Minister's delegation and the agency's internal control framework.

Responsibilities

SES Employees

It is the employee's responsibility to consider the impact their personal or financial interests may have on their official duties and to identify whether a conflict of interest could exist. Employees must also declare any immediate family members' interests where there is the potential for a conflict of interest. The declaration requires employees to advise whether the relevant family member has consented to the disclosure of their personal details to the agency.

SES employees new to their role, whether by engagement, movement or promotion, must complete a declaration within one month of commencement in an SES role. Employees acting in an SES role for more than three consecutive months must also complete a declaration. SES employees must update their declaration on an annual basis as well as when transferring to another position or when personal circumstances change. If the manager changes, the new manager must be informed of any declarations and mitigation measures currently in place.

SES Managers

Managers of SES employees are responsible for approving the appropriate mitigation measures to address any actual, perceived or potential conflict of interest. Managers must take appropriate action whether approving the mitigation plan suggested by the employee, modifying the suggested plan or determining a new mitigation plan. As part of their decision-making, managers must consider whether the trust placed in SES employees by the agency and the public will be diminished, or perceived to be diminished, by the situation. They must also consider what mitigation measures are required to demonstrate that decisions are made, and are seen to be made, for legitimate reasons and without bias.

Managers are also responsible for regularly monitoring and reviewing any measures they have approved.

Managers should use their judgement on whether to advise their manager and/or the Chief Executive Officer when a material conflict of interest is declared. The Chief Executive Officer should be advised, through the relevant SES Band 3, via email or minute.

What type of conflicts of interests need to be disclosed?

Types of conflicts of interests that could be seen to affect official responsibilities, or potentially impact your responsibilities that need to be disclosed to a manager and/or the Chief Executive Officer include:

- financial interests
- real estate investments – commercial or residential
- personal relationships
- personal or former relationships potentially impacting any procurement or recruitment processes
- association with people of interest to law enforcement
- accepting or being offered gifts and hospitality
- outside or prospective employment outside of the agency
- membership of clubs or associations
- family or personal relationships with politicians or their staff, or members of the media
- relationships with anyone involved in fraud against the agency
- material conflict of interest situations involving procurement

The Chief Executive Officer does not need to be advised if the following conflicts of interest have been declared:

- the employee is interacting with the agency as a customer, member of the public or on behalf of a family member
- declarations requiring straight-forward mitigation measures or no further action
- general recruitment or procurement conflicts of interest
- offers or acceptance of minor gifts, hospitality or benefits

Chief Executive Officer

The Chief Executive Officer is responsible for determining any conflict of interest situations declared by SES Band 3 employees (or other direct reports).

The Chief Executive Officer is also responsible for determining any disputes unable to be resolved by a SES Band 3 or where the proposed mitigation measure involves the movement of an SES employee.

Mitigation options

Before considering what measures should apply in managing a conflict of interest situation, managers should have a discussion with the employee. Managers and employees can use one or more of the following measures to manage a conflict of interest situation. Regular reviews of the situation will ensure the continued appropriateness of the measures especially if there is a change of circumstance that may impact on the previously approved mitigation measures.

SES Band 2 managers should consult with their SES Band 3 if they believe the Chief Executive Officer should be involved rather than advised.

Note but no further action

Formally noting the declaration may be an appropriate mitigation measure, if the issue is deemed immaterial or the risk is low and consequences minimal. This option allows the manager to be aware of the situation and the disclosure maintains transparency.

Note and ongoing monitoring

Some situations may require ongoing reporting, for example where close family members are of interest to law enforcement agencies. In this case, a formal reporting of each contact may be appropriate.

Restricting involvement

Restrictions may be placed on an employee's involvement in specific work activities. This approach is appropriate when an effective separation from the activity or process can be achieved or the conflict only arises on an infrequent or one-off basis. One example is during a one-off procurement exercise where the employee's family are a tenderer or when required to make decisions potentially affecting a family business.

Involve others

An impartial third party may be involved to oversee part or all of the process that deals with the matter. This is useful where the effects of the conflict are more significant and require higher levels of management but it is not appropriate or possible to remove the individual from the process. An example of this is appointing an additional person for any interactions between the employee and a service provider who is also a close personal friend.

Remove involvement

The employee is removed from the situation completely – for example, the work is allocated to another employee or work area. This option is appropriate where there is a significant risk and consequence. An example of this would be when the employee would be responsible over a sustained period for reviewing a framework/policy that would significantly impact on their family financial matters. In this situation, the employee should be removed from all involvement in the situation.

Divestment of interest

Where the conflict relates to financial matters, an employee may elect to relinquish or divest themselves of the interest that is creating the conflict. This strategy is most appropriate for ongoing conflicts of interest that are not able to be resolved through the alternative options. The degree of divestment required will need to be considered – for example, deciding whether transferring shares to a blind trust is sufficient compared to selling the shares. It should be noted that an employee cannot be forced to relinquish property. Failure to divest, however, may mean that it is not appropriate for the employee to remain in their current role.

Employee as customer restrictions

Employees may need to interact with the agency on private matters, either for themselves or on behalf of others. If an employee needs to conduct business as a customer of the agency, they should use the staff as customers contact options.

Re-assignment of duties

Where there is an ongoing conflict of interest situation, and the employee is unable or unwilling to resolve the conflict, it may be appropriate to seek alternative suitable positions for the employee (or other parties if the conflict of interest involves another employee). Alternative positions may be within Services Australia or another agency within the Australian Public Service. An example of when this may be necessary is where there is a close relationship (positive or negative) with a staff member and the relationship is causing issues within the workplace. Another example is when an immediate family member or close personal friend works for a media organisation or a politician with a close interest in the agency or the employee's area of responsibility. It should be noted that any re-assignment of duties requires the involvement and approval of the Chief Executive Officer.

Advice and Support

Where a manager is unsure of the appropriate mitigation measure, they may seek guidance from a higher level manager.

Advice on policy or process is available from the SES Unit.

Disputes

Where an SES Band 1 employee disagrees with their manager's mitigation decision, the employee can request the decision be reviewed by their SES Band 3. Disputed decisions affecting SES Band 2 employees can be referred to the Chief Executive Officer.

Confidentiality

For information about how the agency treats the information collected on conflict of interest forms, refer to the privacy notice on the declaration form.

Access to completed declaration forms is restricted to the employee, their manager and senior members of the SES Unit.

Record keeping

Completed conflict of interest forms are held in a secure electronic database. These records are retained until either the employee reaches age 75 or seven years after the last declaration, whichever is the later. This is a requirement under the *Archives Act 1983*.

References

Access to referenced policies is available on the Services Australia intranet.

Australian Public Service Commission: APS Values, Code of Conduct and Employment Principles.

Australian Public Service Commission Guidance.

Examples of conflict of interest situations

An employee develops a close personal relationship with a subordinate. The situation leaves other staff feeling unable to raise issues or complaints, and it is causing a perception of favouritism.

The employee should discuss the situation with their manager. The manager should explore the options for one of the people in the relationship to be transferred elsewhere – this should not automatically be the subordinate.

The employee has a child that has started work as a media advisor in the office of an opposition politician. The child lives at home with the employee.

The manager needs to provide clear direction about what can and can't be discussed at home, and this should be followed up with regular reminders. The employee needs to advise their child of the restrictions that have been placed upon the employee.

The employee's partner is an opposition politician who has just been given responsibility for the shadow social services portfolio.

In this situation, it would be very difficult to mitigate the perception of a conflict of interest if the employee stayed in the agency. The safest mitigation measure would be to facilitate a transfer to an agency in another portfolio.

The employee has a social relationship with the Chief of Staff of a senator. The employee also has social connections to a senior political journalist.

The minimum mitigation measures would be a requirement to refuse to discuss any agency or government information, and for the employee to report any attempt to canvass an agency or government issue.

The employee is involved with a community outreach group. While previously not politically active, the group has recently become vocal in opposition to some proposed government reforms within the employee's area of responsibility.

While the employee may not be active in the group's campaign, there could be questions raised by the employee's continued involvement with the group. In this situation, it may be appropriate to request the employee to take a leave of absence or resign from the community group, especially if the employee has any type of a leadership role. This restriction should remain in place while the group's political campaign is active.

An agency employee manages a service delivery business area. The employee's son or daughter is a member of, or an association with, an outlaw motorcycle gang and the employee has regular contact, at least weekly.

The employee must report the association to their manager and it must be recorded on a declaration of interest form. The employee requires clear guidance on how to handle interactions and conversations.

This contact should also be declared to the Security team, if not previously declared.

A sibling of an employee's partner has been found guilty of Centrelink fraud, involving a significant amount of money over an extended timeframe.

The employee should not be involved in any decisions relating to relevant fraud investigations, debt recovery or repayments. The employee should also avoid any situations relating to future Centrelink payments that may affect the partner's sibling, to mitigate any public perception of a conflict of interest.

The employee has responsibility for developing policy affecting businesses providing care services. A family trust has a major interest in several businesses that provide these services. The employee is unable to divest the trust of these businesses.

There is a strong likelihood of a public perception of a conflict of interest in this situation. The employee should be allocated other policy work or be transferred to another area.

The employee's partner is the Managing Director of a research company that tenders for social research activities and also acts as an advisor to the agency from time to time.

The employee must remove them self from any procurement that the research company tenders for and avoid any approval of payments. The employee would also need to avoid any discussions at home about upcoming research programmes in the agency.

The employee is in a role that engages with Employment Network Providers but is also a close personal friend with the Managing Director of an Employment Network Provider.

While not all friendships need to be disclosed, disclosure is prudent where the friend is in a position of influence in a sector that the employee is required to both engage with and potentially make decisions about. In these circumstances, the social connection with the Managing Director may reasonably be thought to conflict with duties as part of the team responsible for engagement.

This may represent a scenario where oversight is an appropriate management plan. That is, for all engagement with the Employment Network Provider in question, a second senior employee is involved to monitor engagement and provide assurance that no inappropriate activities or favouritism take place.

The employee is involved in the selection of products or supplies for the agency, however the agency employee has an existing personal relationship with a vendor.

Where a relationship exists with a vendor which could influence procurement decisions, such employees should either remove themselves from the entire procurement process or separate themselves from relevant parts of the process.

If the relationship between the agency employee and the vendor is a high risk conflict of interest (for example, material shareholdings or an immediate family member having a position of influence in the vendor company), the agency employee should remove themselves from the procurement, evaluation and decision processes. If it is a medium or low risk conflict of interest (for example former employment), then separation from involvement in evaluation of the vendor in question may be sufficient.

In the normal course of their duties, the employee is required to make a decision affecting a person they are in litigation with.

The appropriate mitigation measures are to remove the employee from all dealings in respect of the other person.

An agency employee is an office holder in a professional or industry association.

Involvement with the professional or industry association should be disclosed. Depending on the role of the professional association and its engagement with the agency, it is possible that a conflict of interest may occur. An appropriate management plan in this circumstance may be for the employee to separate from any agency engagement or decision making with regard to sponsorship, membership or involvement with the professional body.

If the association starts campaigning for or against agency or government policies, it may be appropriate to expect the employee to resign their office in the association.

During the course of their usual duties, an employee is required to access information relating to their ex-spouse.

If this occurs, the employee must notify the situation to their manager as a conflict of interest and submit a declaration of interest form. The manager needs to ensure the employee avoids direct or indirect knowledge of any agency dealings with the person, with another employee being assigned to handle the work.

The employee has been offered a senior role with an IT company that provides services to the agency.

The manager would consider the:

- importance and sensitivity of the employee's role in the agency
- nature of the private sector appointment and its relationship to the employee's work
- relationship of the future employer with the agency – for example, if the future employer could benefit from knowledge of government policy intentions
- period during which agency information or contacts would continue to be of value to the employee and their new employer (normally a maximum of 12 months).

The employee may have to be moved to other duties/responsibilities until the resignation/ retirement takes effect to avoid any actual or perceived conflict of interest. At the minimum, the employee should not be involved in any interactions with the company.

SES employees should also be aware of the special provisions restricting lobbying activities for 12 months after SES employees leave Commonwealth employment.

The employee has real estate investment properties in other jurisdictions.

The employee should declare their investment interest in the Conflict of Interest Declaration.

If the employee is required to travel to this region for business reasons they should:

- advise their manager prior to seeking travel approval
- not visit the properties during the working week

Russell

Russell Egan, Chief Operating Officer *(He/Him)*

Phone s47F(1) **(Ext. s47F(1)) Mobile** s47F(1)

Corporate Enabling Group



s47F(1)

Services Australia acknowledges the Traditional Custodians of the lands we live on. We pay our respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.

Reporting Chairman's/Airport Lounge as Gifts and Benefits

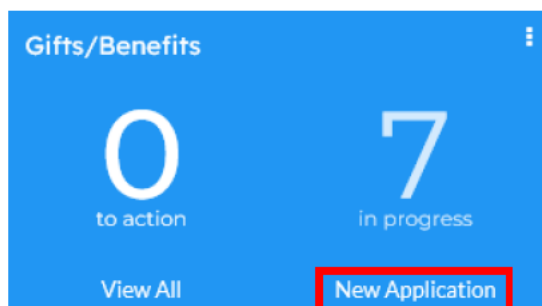
Entering Gift and Benefits in FMCS

1. Go to [FMCS](#)
2. Use **single sign-on** to log in

Click here to login via single sign-on.

Login with Username and Password

3. Find the **Gift/Benefits** tile, and press **New Application** on the lower righthand side



4. Select **Gift/Benefit offered/received from External Party**

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
☐ Gift/Benefit given on behalf of the organisation
☐ Gift/Benefit given on behalf of Australia

5. Fill in the **Gift/Benefit Provider Details**:

	Qantas Airlines Ltd	Virgin Australia Airlines Pty
ABN	16 009 661 901	36 090 670 965
Contact Name		
Ph	13 13 13	13 67 89
Country	Australia	Australia
Relationship to Recipient	Current Supplier	Current Supplier

6. In the **Gift/Benefit Details** section select the following:

Under **Does the recipient have a possible conflict of interest** select the answer that relates to you

Offer status
(required)

- ☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

Offered/Received date
(required)

Gift/Benefit type
(required)

- ☐ Chocolates
☒ Complimentary airline lounge membership
☐ Conference
☐ Entertainment
☐ Flowers
☐ Money
☐ Technology
☐ Tickets
☐ Other

Description
(required)

Complimentary airline lounge membership

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

- ☒ Confirmed ☐ Estimated

Valuation method
(required)

Not available for purchase

Occasion

Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest?
(required)

- ☐ Yes ☐ No

Proposed action
(required)

- ☒ Accept - Attend
☐ Accept - Keep at work
☐ Accept - Take home
☐ Accept - Used for official purpose
☐ Accept - Dispose
☐ Decline - Return to Provider

Justification
(required)

Position held

7. Then select **Submit** in the bottom right of the page

8. The form will workflow to your Line Manager for approval

Please contact [Financial.Policy](#) for any questions relating to FMCS or the Gifts/Benefits form

From: [Diamond, Angela](#)
To: [Brugeaud, Randall](#)
Cc: s47E(d) s47E(d)
Subject: COO Airline Lounge Membership Declaration [SEC=OFFICIAL]
Date: Thursday, 11 July 2024 1:23:00 PM
Attachments: [image002.png](#)
[G&B Chairman's Lounge v2.0 11.07.2024.pdf](#)

Randal,

To ensure that your Airline Lounge memberships is appropriately recorded by the Agency, I have attached the process to report airline memberships on Lighthouse. Once your membership has been recorded on Lighthouse, your airline membership(s) will also be reported on the External Services Australia Gifts and Benefits Register, consistent with the Australian Public Service Commission (APSC) requirements.

Alternatively, my team can enter your airline memberships on your behalf, if you provide details of the Lounge Memberships you hold (i.e. Qantas and/or Virgin).

The Agency updated all SES lounge memberships in October 2023, and will review all SES memberships during August/September, consistent with the APSC's annual reporting requirements for lounge memberships.

In order to streamline this process, the CFO Division is working closely with the SES Unit to have the reporting of airline memberships as part of the annual SES Conflict of Interest and SES onboarding processes.

Happy to discuss.

Regards,

Angela



Reporting Chairman's/Airport Lounge as Gifts and Benefits

Entering Gift and Benefits in FMCS

1. Go to [FMCS](#), use **single sign-on** to log in
2. Find the **Gift/Benefits** tile, and press **New Application** on the lower righthand side
3. Select **Gift/Benefit offered/received from External Party**

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
☐ Gift/Benefit given on behalf of the organisation
☐ Gift/Benefit given on behalf of Australia

4. Fill in the **Gift/Benefit Provider Details**:

	Qantas Airlines Ltd	Virgin Australia Airlines Pty
ABN	16 009 661 901	36 090 670 965
Contact Name		
Ph	13 13 13	13 67 89
Country	Australia	Australia
Relationship to Recipient	Current Supplier	Current Supplier

5. In the **Gift/Benefit Details** section select the following:

Under **Does the recipient have a possible conflict of interest** select the answer that relates to you

Offer status
(required)

- ☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.


Offered/Received date
(required)

Gift/Benefit type
(required)

- ☐ Chocolates
☒ Complimentary Airline Lounge Membership/ Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
☐ Conference
☐ Entertainment
☐ Flowers
☐ Money
☐ Technology
☐ Tickets
☐ Other


Description
(required)

Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership 

Reporting Chairman's/Airport Lounge as Gifts and Benefits

SERVICES AUSTRALIA

Gift/Benefit value confirmed or estimated? <small>(required)</small>	<input checked="" type="radio"/> Confirmed <input type="radio"/> Estimated
Valuation method <small>(required)</small>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> Not available for purchase </div>
<hr/>	
Occasion <small>Enter the circumstances of the gift/benefit offer</small> <small>(required)</small>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> Position held </div>
<hr/>	
Does the recipient have a possible conflict of interest? <small>(required)</small>	<input type="radio"/> Yes <input type="radio"/> No
<hr/>	
Proposed action <small>(required)</small>	<input checked="" type="radio"/> Accept - Attend <input type="radio"/> Accept - Keep at work <input type="radio"/> Accept - Take home <input type="radio"/> Accept - Used for official purpose <input type="radio"/> Accept - Dispose <input type="radio"/> Decline - Return to Provider
<hr/>	
Justification <small>(required)</small>	<div style="border: 1px solid #ccc; padding: 5px; min-height: 50px;"> Position held </div>

6. Then select  in the bottom right of the page

7. The form will workflow to your Line Manager for approval

Please contact [Financial.Policy](#) for any questions relating to FMCS or the Gifts/Benefits form

From: [Brugeaud, Randall](#)
To: s47E(d)
Cc: s47E(d) ; s47E(d) ; s47E(d) ; s47E(d)
Subject: REMINDER: Airline Lounge Membership Declarations [SEC=OFFICIAL]
Date: Thursday, 3 October 2024 9:15:10 AM
Attachments: [image001.png](#)
[GB Chairman's Lounge v2.0 27.09.2024.pdf](#)
[image002.jpg](#)



Good afternoon,

RE: REMINDER: Airline Lounge Membership Declarations

This email is to remind all SES officials of the Australian Public Service Commission (APSC) requirement to declare all gifts and benefits accepted in the course of their official duties, in particular, the requirement to disclose free airline lounge memberships. This includes those who are invited to a lounge only such as the Chairman's lounge.

The APSC has provided guidelines in relation to the requirements for Agency Heads to declare all gifts or benefits they receive in relation to their employment, including the requirement to externally publish gifts and benefits valued at \$100 or more on the agency's [Register](#). The APSC also mandates that airline lounge memberships must be recorded in the agency's gifts and benefits register annually or when circumstances change, such as a new or cancelled membership.

In order to meet these requirements, if you hold a current airline lounge membership that has been gifted to you, you must re-declare it in [Light house](#) by **COB Friday 18 October 2024**.

To assist with the reporting of any membership, instructions are [attached](#). If you require any further assistance, please contact s47F(1) (Director, Financial Policy, Assurance and Training) or s47E(d) [@servicesaustralia.gov.au](#).

Regards,

Randall Brugeaud
Chief Operating Officer
Services Australia
M: s47F(1)
Executive Assistant – s47F(1)
Office of the Chief Operating Officer
s47F(1)
P: s47F(1) M: s47F(1)



I acknowledge the Traditional Custodians of the lands we live on. I pay my respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.

Reporting Chairman's/Airport Lounge as Gifts and Benefits

Entering Gift and Benefits in Lighthouse, the agency's Management and Compliance System (FMCS)

1. Go to [Lighthouse \(FMCS\)](#), use **single sign-on** to log in
2. Find the **Gift/Benefits** tile, and press **New Application** on the lower righthand side
3. Select **Gift/Benefit offered/received from External Party**

Application Type
(required)

- ☒ Gift/Benefit offered/received from an External Party
☐ Gift/Benefit given on behalf of the organisation
☐ Gift/Benefit given on behalf of Australia

4. Fill in the **Gift/Benefit Provider Details:**

	Qantas Airlines Ltd	Virgin Australia Airlines Pty
ABN	16 009 661 901	36 090 670 965
Contact Name		
Ph	13 13 13	13 67 89
Country	Australia	Australia
Relationship to Recipient	Current Supplier	Current Supplier

5. In the **Gift/Benefit Details** section select the following:

Under **Does the recipient have a possible conflict of interest** select the answer that relates to you

Offer status
(required)

- ☐ Offer declined by recipient.
☐ Offered only, gift/benefit has not been received. Decision pending outcome of this application.
☒ Gift/Benefit has been received. Decision pending outcome of this application.

Offered/Received date
(required)



Gift/Benefit type
(required)

- ☐ Chocolates
☒ Complimentary Airline Lounge Membership/ Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership
☐ Conference
☐ Entertainment
☐ Flowers
☐ Money
☐ Technology
☐ Tickets
☐ Other

Description
(required)

Complimentary Airline Lounge Membership / Qantas Chairman's Lounge Membership / Virgin Beyond Lounge Membership



Gift/Benefit value confirmed or estimated?
(required)

☒ Confirmed ☐ Estimated


Valuation method
(required)

Not available for purchase

Occasion

Enter the circumstances of the gift/benefit offer
(required)

Position held

Does the recipient have a possible conflict of interest? 
(required)

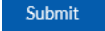
☐ Yes ☐ No

Proposed action
(required)

- ☒ Accept - Attend
☐ Accept - Keep at work
☐ Accept - Take home
☐ Accept - Used for official purpose
☐ Accept - Dispose
☐ Decline - Return to Provider

Justification
(required)

Position held

6. Then select  in the bottom right of the page
7. The form will workflow to your Line Manager for approval

Please contact [Financial.Policy](#) for any questions relating to Lighthouse or the Gifts/Benefits form

From: s47F(1)
To: s47E(d)
Cc: Cooney, Stephen; s47E(d); s47F(1)
Subject: RE: FOR ACTION BY 12PM WEDNESDAY 30 OCTOBER - Airline upgrades and travel expenses [SEC=OFFICIAL]
Date: Tuesday, 29 October 2024 5:06:31 PM
Attachments: image002.png

Hi s47F(1)

A free airline upgrade or membership is under the Gifts and Benefits Policy and register which is owned by the Financial Policy section in CFO. I have CC'ed the relevant director for visibility on the last dot point below.

I have some dot points that we think could be included in a broader brief:

- The agency Conflict of Interest Policy is regularly reviewed and maintained, it was last updated October 2024.
- All staff must identify, and take reasonable steps to manage or avoid, a real, perceived or potential conflict of interest.
- Staff report conflicts to their manager directly as soon as they are identified.
- For non-SES staff, this is done by email and a record kept securely.
- All SES officers must complete a declaration in the Financial Management Compliance System (FMCS) at least annually, where a conflict arises or circumstances change.
- Free airline upgrades and memberships are declared in line with the agency's Gifts and Benefits Policy and recorded in a register which available on the agency website.

Thank you

s47F(1)

s47F(1), Director HR Policy
Phone: s47F(1)
 Workplace Re-at on Branch, We be ng and R Support D v s on



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From: s47F(1) @servicesaustralia.gov.au> **On Behalf Of** s47E(d)
Sent: Tuesday, 29 October 2024 3:45 PM
To: s47F(1) @servicesaustralia.gov.au>
Cc: Cooney, Stephen < s47F(1) @servicesaustralia.gov.au>; s47E(d) @servicesaustralia.gov.au>
Subject: FW: FOR ACTION BY 12PM WEDNESDAY 30 OCTOBER - Airline upgrades and travel expenses [SEC=OFFICIAL]
Importance: High

Hi s47F(1)

Could you please have an **urgent** look at the below request from COO office, in

particular:

Information on how the agency manages all Conflict-of-Interest declarations in lighthouse and the policy

Any words (and attached policies) you have handy to help address the when and how questions that may be raised would help please.

s47F(1), Executive Officer

Phone s47F(1) | s47F(1)

Workforce Capability Division and Wellbeing and HR Support Division

From: s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>

Sent: 29 October 2024 16:37

To: s47E(d) <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>; Cooney, Stephen
s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>

Cc: Viertmann, Lily s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; s47E(d)
<[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>; Diamond, Angela

s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; Gabriel, Melinda

s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; Martin, Sally

s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>

Subject: RE: FOR ACTION BY 12PM WEDNESDAY 30 OCTOBER - Airline upgrades and travel expenses [SEC=OFFICIAL]

s47F(1)

Thanks for the email and the team are working through input to the response now – it was raised to me, however, that the Agency’s conflict of interest policy is managed by Stephen Cooney’s branch, Workplace Relations.

Stephen: Noting s47F(1) email below, happy if you wanted to have your team prepare a few words on “Information on how the agency manages...Conflict of Interest...policy. Otherwise, if preferred we can organise a brief discussion with myself and s47F(1) for more context is required?”

Regards,

s47F(1)

Executive Officer to

Angela Diamond | CFO

Chief Financial Officer Division

Phone: s47F(1)



Level 1 Doris Blackburn Building, 18 Canberra Avenue Forrest ACT 2603

From: s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)> **On Behalf Of** s47E(d)
Sent: Tuesday, 29 October 2024 4:20 PM
To: Diamond, Angela <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; Gabriel, Melinda
 s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>
Cc: s47E(d) <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>; s47E(d)
 <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>; s47F(1)
 s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; Viertmann, Lily
 s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; s47E(d) <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>
Subject: FW: FOR ACTION BY 12PM WEDNESDAY 30 OCTOBER - Airline upgrades and travel expenses [SEC=OFFICIAL]

Me nda, s47F(1) and Ange a,

As d scussed w th Me nda and s47F(1) ust now, can you p ease ass st w th the fo ow ng add t ona nformat on nto the attached br ef:

- Inc ude breakdown of f gures back to 2018/2019 – CFO
- Inc ude count of tr ps aga nst a r ne (Qantas, V rg n and other), nternat ona /domest c and bus ness/economy CCGSD

@D amond, Ange a – Randa has a so requested the fo ow ng nformat on n a separate document p ease, temp ate s attached:

- Number of SES who have dec ared a ounge membersh p n ghthouse, broken down to a r ne
- Informat on on how the agency manages a Conf ct of Interest dec arat ons n ghthouse and the po cy

If th s nformat on

hank you,
 s47F(1)

s47F(1) (she/her) **Executive Officer to Randall Brugeaud**
Phone: s47F(1) s47F(1) **M:** s47F(1)
 Off ce of the Ch ef Operat ng Off cer



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s47F(1)

Serv ces Austr a acknow edges the rad t ona Custod ans of the ands we ve on. We pay our respects to a E ders, past and present, of a Abor g na and orres Stra t ls ander nat ons.

From: Gabriel, Melinda <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>
Sent: Tuesday, 29 October 2024 3:29 PM
To: s47E(d) <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>
Cc: s47E(d) <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>; Viertmann, Lily
 s47F(1) <[s47F\(1\)@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au)>; s47E(d) <[s47E\(d\)@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)>
Subject: Airline upgrades and travel expenses [SEC=OFFICIAL]

Team

I have just attended the Senate Estimates prep meeting with the CEO and deputies on behalf of Lily.

In the room there was discussion about can we tell if staff are having their flights upgraded as a “perk” from the airline. The Whole of Government travel provider does not report to us any flight changes that do not come with a cost, the airlines do not report this to them. It is not possible for us to get this information from the travel provider/airlines, any reporting on changes to flight class would have to come from the traveller.

There was also discussion about updating the travel spend brief, I believe that CFO has prepared this, to include pre-COVID years and spend by carrier. Please let me know if my travel team and I can assist in getting this information together?

Regards

Mel

Melinda Gabriel
National Manager

Payroll and Corporate Operations Branch,
Corporate and Cross Government Services Division

Mobile s47F(1)



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s47F(1)

Executive Assistant: s47F(1) | Mb: s47F(1) | E: s47F(1) [@servicesaustralia.gov.au](mailto:s47F(1)@servicesaustralia.gov.au) or
s47E(d) [@servicesaustralia.gov.au](mailto:s47E(d)@servicesaustralia.gov.au)

From: [Brugeaud, Randall](#)
To: [s47E\(d\)](#)
Cc: [s47E\(d\)](#)
Subject: Accountability and public confidence in the APS - Proactively managing conflicts of interest and probity [SEC=OFFICIAL]
Date: Tuesday, 7 January 2025 4:43:00 PM
Attachments: [image001.jpg](#)
[image002.png](#)



Colleagues,

As a friendly reminder to start the new year, I'd like to remind you that as an SES officer in the agency, you have an ongoing obligation to:

1. Maintain your annual conflict of interest declaration, including for changes of circumstances
2. Complete a new declaration of interests at least annually, and
3. Individually declare any conflicts in relation to other high-risk activities (listed below).

Accountability and public confidence in the APS

It is important that the public have confidence in the integrity of public officials, and to know that an APS employee's personal interests do not conflict with the public duties of that individual or the agency. It should be noted that any perception of a conflict of interest is just as important to instil confidence in public administration. The appearance of a conflict can be just as damaging to public confidence in public administration as a conflict which gives rise to a concern based on objective facts. As a result, it is important to record and manage any real, potential, or perceived conflicts appropriately.

Annual conflict of interest declarations

Your SES conflict of interest declaration is completed and maintained in the [Lighthouse](#) system, consistent with relevant agency [policy](#) and [SES guidance](#).

The [APS Code of Conduct \(the Code\)](#) requires employees to take reasonable steps to avoid any conflict of interest, real or apparent, in connection with their employment.

Conflicts of interest cannot always be avoided. Where this is the case, the Code requires employees to disclose details of any material personal interest of the employee in connection with their employment. This fulfills our legal obligation to disclose interests under section 29 of the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act).

What should be included in your annual conflict of interest declaration?

As a general guide, a conflict of interest means any real or perceived conflict between the agency or an employee's official duties and responsibilities, and their private interests. This includes declaring any interest that could, or could be seen to, influence the actions they are taking or the advice they are giving. In assessing what is an apparent or potentially perceived conflict of interest, a useful test is to consider how a reasonable member of the public would view the situation.

By way of example, it is expected that your declaration of your private interests and activities that could come into conflict with official duties of yourself or the agency would include consideration and declaration of:

- a) Political affiliations and activities
- b) Family, personal and social relationships
- c) Financial interests, including shares, directorships or other commercial and business interests
- d) Membership of or affiliations with community groups and non-government organisations
- e) Affiliations or contacts with professional lobbyists
- f) Secondary employment outside the APS, including unpaid and voluntary work
- g) Moving (or offers to move) from the APS to outside employment in a similar field
- h) Receipt of gifts or hospitality from third parties
- i) Giving gifts or hospitality to third parties, and
- j) Endorsement or promotion of a product or service from a third party.

Other declarations for high-risk activities

Your annual conflict of interest declaration does not replace the need to declare conflicts of interest in relation to other high-risk activities you are involved in where probity must be demonstrated, including:

- a) [Procurement and contract management activities](#)
- b) [Recruitment processes](#)
- c) [Outside employment declarations](#), and
- d) [Gifts and benefits](#).

Conflict of interest declarations in relation to:

- Procurement and contract management activities must be stored in accordance with [Procurement Record Keeping practices](#)
- Recruitment must be completed and sent to [s47E\(d\)](#) [t@servicesaustralia.gov.au](#), and
- Outside employment and gifts and benefits can be declared in the [Lighthouse](#) system.

Delegate responsibilities

As an agency delegate you must also ensure that a confidentiality and conflict of interest declaration is completed by all officials who are involved in the following:

- A procurement exercise, from the procurement planning stage of the procurement, and updated as necessary during the procurement
- An interview panel or for a potential labour hire or contract staff member, and
- Management of a contract.

For any queries, please contact the business owner of the relevant policies in CFO Division and/or Wellbeing and HR Support Division.
Regards,

Randall Brugeaud

Chief Operating Officer

Services Australia

M: s47F(1)

Executive Assistant – s47F(1)

Office of the Chief Operating Officer

s47F(1)

P: s47F(1) M: s47F(1)



I acknowledge the Traditional Custodians of the lands we live on. I pay my respects to all Elders, past and present, of all Aboriginal and Torres Strait Islander nations.