



Australian Government
Department of Infrastructure, Transport,
Regional Development and Communications

To: FAS, Office for the Arts

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

Gift:	QANTAS Chairman's Lounge membership
Estimated value:	Nil monetary value

Circumstances in which the gift was offered, including name of donor:

Offered by QANTAS – spouse membership to Chairman's Lounge.
My wife is a Chairman's Lounge member in her own right.

- I seek your approval to retain the gift.
- I do not wish to retain the gift.
 - I seek approval for the gift to be retained for display within the Department.
 - I seek approval for the gift to be donated to the Departmental library.
 - I seek approval for the gift to be donated to the Departmental social club.
 - Other: Please state.

Name: Greg Cox^{s47F}

Signature:

Position: AS, Arts Development and Investment

Approved:	Date: 3/12/20
(signature of delegate)	



Australian Government

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**Department of Infrastructure, Transport,
Regional Development and Communications**

To: Jim Betts, Secretary

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift **I** have received as an employee of this Department.

Gift:	Membership of Qantas Chairman's Lounge
Estimated value:	Unable to purchase so unable to value

Circumstances in which the gift was offered, including name of donor:

Stephen Arnott has been given membership of the Chairman's Lounge by Qantas. These memberships are gifted to all Department Deputy Secretaries.

A I seek your approval to retain the gift.

I do not wish to retain the gift.

I seek approval for the gift to be retained for display within the Department. **I**

seek approval for the gift to be donated to the Departmental library. **I** seek

approval for the gift to be donated to the Departmental social club. Other: Please

state.

Name: Stephen Arnott

s47F

Signature: [Redacted]08/05/2023.

Position: Deputy Secretary

Approved: <u>Jim Betts</u> (signature of delegate)	Date: <u>9/5/23</u>
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Released under the freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts



Australian Government
**Department of Infrastructure, Transport,
Regional Development and Communications**

To: Jim Betts, Secretary

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

Gift:	Membership of Qantas Chairman's Lounge
Estimated value:	Unable to purchase so unable to value

Circumstances in which the gift was offered, including name of donor:

Mr Hallinan has been given membership of the Chairman's Lounge by Qantas. These memberships are gifted to all Department Deputy Secretaries.

- I seek your approval to retain the gift.
- I do not wish to retain the gift.
 - I seek approval for the gift to be retained for display within the Department.
 - I seek approval for the gift to be donated to the Departmental library.
 - I seek approval for the gift to be donated to the Departmental social club.
 - Other: Please state.

Name: Dave Hallinan

s47F

Signature:

Position: Deputy Secretary

Approved: <u>Jim Betts</u> (signature of delegate)	Date: <u>9/5/13</u>
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Australian Government
Department of Infrastructure, Transport,
Regional Development and Communications

To:

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

<p>Gift: Qantas Chairman's Lounge Membership</p> <p>Estimated value: Unknown</p>

Circumstances in which the gift was offered, including name of donor:

Mr McRandle has been given membership of the Chairman's Lounge by Qantas. These memberships are gifted to all Department Deputy Secretaries.

- I seek your approval to retain the gift.
- ~~I do not wish to retain the gift.~~

I seek approval for the gift to be retained for display within the Department.

I seek approval for the gift to be donated to the Departmental library.

I seek approval for the gift to be donated to the Departmental social club.

Other: Please state.

Name: BRENDAN MC RANDLE
s47F

Signature:

Position: DEPUTY SECRETARY

<p>Approved: (signature of delegate)</p>	<p>Date: <u>6/11/20</u></p>
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Australian Government
**Department of Infrastructure, Transport,
Regional Development and Communications**

To:

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

Gift:	Membership of Qantas Chairman's Lounge
Estimated value:	Unable to purchase so unable to value

Circumstances in which the gift was offered, including name of donor:

Ms Dacey has been given membership of the Chairman's Lounge by Qantas. These memberships are gifted to all Department Deputy Secretaries.

I seek your approval to retain the gift.

I do not wish to retain the gift.

I seek approval for the gift to be retained for display within the Department.

I seek approval for the gift to be donated to the Departmental library.

I seek approval for the gift to be donated to the Departmental social club.

Other: Please state.

Name: Christine Dacey

Signature: 

Position: Deputy Secretary

Approved: 	Date: 6/11/20
(signature of delegate)	



Australian Government

**Department of Infrastructure, Transport,
Regional Development and Communications**

To:

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

Gift: *Qantas Chairman's Lounge memberships*

Estimated value: *unknown*

Circumstances in which the gift was offered, including name of donor:

Provided by Qantas due to position. These memberships are gifted to all Department Deputy Secretaries.

I seek your approval to retain the gift.

I do not wish to retain the gift.

I seek approval for the gift to be retained for display within the Department.

I seek approval for the gift to be donated to the Departmental library.

I seek approval for the gift to be donated to the Departmental social club.

Other: Please state.

Name: *[Signature]*
 Signature: *[Redacted]*
 Position: *Band 3*

Approved: *[Redacted]* Date: *6/11/20*
 (signature of delegate)

Please return completed form to the Financial Management Team – FMT@infrastructure.gov.au

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Australian Government

**Department of Infrastructure, Transport,
Regional Development and Communications**

To: **Jim Betts – for Approval**

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

<p>Gift: Qantas Chairman’s Lounge membership</p> <p>Estimated value: Unknown Value</p>

Circumstances in which the gift was offered, including name of donor: Provided by Qantas due to position. These memberships are gifted to all Department Deputy Secretaries.

- I seek your approval to retain the gift.
- I do not wish to retain the gift.
 - I seek approval for the gift to be retained for display within the Department.
 - I seek approval for the gift to be donated to the Departmental library.
 - I seek approval for the gift to be donated to the Departmental social club.
 - Other: Please state.

Name: Marisa Purvis- smith
s47F

Signature: [Redacted]

Position: Deputy Secretary for Transport Group

<p>Approved: <u>Jim Betts</u> (signature of delegate)</p>	<p>Date: <u>16/12/20</u></p>
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Australian Government
Department of Infrastructure, Transport,
Regional Development and Communications

To: **Secretary**

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

Gift: QANTAS Chairman's Lounge Membership

Estimated value: Unknown

Circumstances in which the gift was offered, including name of donor:

Provided by QANTAS due to position. These memberships are gifted to all Department Deputy Secretaries.

I seek your approval to retain the gift.

~~I do not wish to retain the gift.~~

~~I seek approval for the gift to be retained for display within the Department.~~

~~I seek approval for the gift to be donated to the Departmental library.~~

~~I seek approval for the gift to be donated to the Departmental social club.~~

~~Other: Please state.~~

Name: PIP SPENCE

s47F

Signature:

Position: DEPUTY SECRETARY

Approved: Date: 19/12/20
(signature of delegate)



Australian Government
**Department of Infrastructure, Transport,
Regional Development and Communications**

To: **Jim Betts**

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on providing Gifts or Accepting Gifts or Benefits.

I wish to declare the following gift I have received as an employee of this Department.

Gift:	Membership of Qantas Chairman's Lounge
Estimated value:	Unable to purchase so unable to value

Circumstances in which the gift was offered, including name of donor:

I have
~~been~~ been given membership of the Chairman's Lounge by Qantas. These memberships are gifted to all Department Deputy Secretaries.

- I seek your approval to retain the gift.
- I do not wish to retain the gift.
 - I seek approval for the gift to be retained for display within the Department.
 - I seek approval for the gift to be donated to the Departmental library.
 - I seek approval for the gift to be donated to the Departmental social club.
 - Other: Please state.

Name: David Mackay ^{s47F}
 Signature: 
 Position: Deputy Secretary, Regions, Cities and Territories Group

Approved: <i>Jim Betts</i> (signature of delegate)	Date: <i>7/6/23</i>
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Australian Government

**Department of Infrastructure, Transport,
Regional Development, Communications and the Arts**

To: **Cha Jordanoski, Chief Financial Officer**

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on Accepting Gifts or Benefits.

Gifts and benefits with an estimated value over \$100 (excluding GST), are included on the department's gift register and will be publicly disclosed on the department's website at the end of each quarter. The published register will identify employees by their position title and not their name.

I wish to declare the following gift I have received as an employee of this Department.

Gift: Membership of Qantas Chairman's Lounge

Estimated value: Unable to purchase, unable to value.

Circumstances in which the gift was offered, including name of donor:

I have been given membership of the Chairman's Lounge by Qantas. These Memberships are gifted to all Department Secretaries and Deputy Secretaries.

- I seek your approval to retain the gift.
- I do not wish to retain the gift.
 - I seek approval for the gift to be retained for display within the Department.
 - I seek approval for the gift to be donated to the Departmental library.
 - I seek approval for the gift to be donated to the Departmental social club.
 - Other: Please state.

Name: Jim Betts

Signature: *Jim Betts*

Position: Secretary

Approved: s47F Date: *16/8/2023*
 (signature of delegate) *Al9000/Sub CFO.*

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Australian Government

**Department of Infrastructure, Transport,
Regional Development, Communications and the Arts**

To: **Jim Betts (Secretary)**

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on Accepting Gifts or Benefits.

Gifts and benefits with an estimated value over \$100 (excluding GST), are included on the department's gift register and will be publicly disclosed on the department's website at the end of each quarter. The published register will identify employees by their position title and not their name.

I wish to declare the following gift I have received as an employee of this Department.

Gift: Membership of Qantas Chairman's Lounge

Estimated value: Unable to purchase, unable to value.

Circumstances in which the gift was offered, including name of donor:

I have been given membership of the Chairman's Lounge by Qantas. These Memberships are gifted to all Department Deputy Secretaries.

I seek your approval to retain the gift.

I do not wish to retain the gift.

I seek approval for the gift to be retained for display within the Department.

I seek approval for the gift to be donated to the Departmental library.

I seek approval for the gift to be donated to the Departmental social club.

Other: Please state.

Name: Maree Bridger

s47F



MAREE BRIDGER
CHIEF OPERATING OFFICER

Signature:

Position: Deputy Secretary

Approved: Jim Betts Date: 16/8/22
(signature of delegate)

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Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

To: **Jim Betts (Secretary)**

Approval for the Acceptance of Gifts

Note: This form is to be used in conjunction with the rules and guidance set out in the Accountable Authority Instruction (AAI) and practical guide on Accepting Gifts or Benefits.

Gifts and benefits with an estimated value over \$100 (excluding GST), are included on the department's gift register and will be publicly disclosed on the department's website at the end of each quarter. The published register will identify employees by their position title and not their name.

I wish to declare the following gift I have received as an employee of this Department.

Gift: Membership of Qantas Chairman's Lounge

Estimated value: Unable to purchase, unable to value.

Circumstances in which the gift was offered, including name of donor:

I have been given membership of the Chairman's Lounge by Qantas. These Memberships are gifted to all Department Deputy Secretaries.

I seek your approval to retain the gift.

I do not wish to retain the gift.

I seek approval for the gift to be retained for display within the Department.

I seek approval for the gift to be donated to the Departmental library.

I seek approval for the gift to be donated to the Departmental social club.

Other: Please state.

Name: Richard Winderver

s47F

Signature:

Position: Deputy Secretary

Approved: Jim Betts Date: 16/8/23
(signature of delegate)

Introduction

Background

All APS employees are required to take reasonable steps to avoid any conflict of interest (real or apparent) in connection with their employment, and to disclose any material personal interests which may give rise to a conflict of interest. This is required by section 13(7) of the *Public Service Act 1999* (PS Act), the APS Code of Conduct, and section 29 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

APSC policy requires all SES employees and any other employee identified by the Secretary, to submit at least annually a declaration of any interests which could involve a conflict with their employment. For more information please visit the [Australian Public Service Commission's website](#).

What is a Conflict of Interest?

A conflict of interest is any personal interest which influences, or could be seen to influence, a person's actions and decisions. To be 'material' a personal interest needs to be of a type that can give rise to a real or apparent conflict of interest.

A **real** conflict of interest occurs where there is a conflict between the public duty and personal interests of an employee that improperly influences the employee in the performance of his or her duties.

An **apparent** conflict of interest occurs where it appears that an employee's personal interests could improperly influence the performance of his or her duties but is not in fact the case.

If in doubt, declare the interest so that you and your manager can work together to manage the conflict. Examples of potential types of interests or relationships which could be perceived to impact upon the decisions as an APS employee include:

- real estate investments
- shareholdings
- trusts or nominee companies
- company directorships or partnerships
- other significant sources of income
- gifts
- previous employment
- private business or social/personal relationships
- paid, unpaid, or voluntary outside employment
- significant liabilities

Staff Declaration

Your name
(required)

David Hallinan 

What is the reason for completing the Conflict of Interest form?
(required)



This form does not cover the Grants Conflict of Interest process.

Are you an SES officer?
(required)

Yes No

Declaration: Interests
(required)

- To the best of my knowledge and belief, no conflict exists which may hinder or prevent me from acting fairly and impartially, in the best interests of Commonwealth, and on behalf of the department
- I advise that the following material personal interests of myself and/or my immediate family members could influence or be seen to influence, the decisions I make or the advice I give.

Insert Interests
(required)

I have a Qantas Chairman's lounge membership, gifted by Qantas. While I have no decision-making role that affects airlines, a perception of conflict may arise should the Western Sydney Airport Company engage in market operations that could affect airline access to WSA. In this event, I would make clear my membership gift, and note ensure probity is effectively managed through engagement with relevant probity advisors.

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Did you declare any personal interests or relationships of your immediate family above?
(required)

Yes No

Next Steps

Instructions

1. Select your SES manager in the field below.
2. Click the "Submit" button to send your declaration to your Governance Processing Team.

SES Manager Reviewer

Jim Betts

Outcome: ~~Conflict of Interest Declaration Reviewed~~ Effective: ~~18-05-2023~~ Recorded: ~~18-05-2023~~ [View Comments](#)

^ Submission Record



Australian Government

**Department of Infrastructure, Transport,
 Regional Development, Communications and the Arts**

Declaration of Personal Interests

The types of interests and relationships which may need to be disclosed include real estate investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could or could be seen to impact upon official responsibilities.

For additional guidance refer to:

- [Resource Management Guide No. 203 General duties of officials \(Department of Finance\);](#)
- [APS Code of Conduct Section 5: Conflict of Interest \(Australian Public Service Commission\)](#) and;
- [Declaration of interests \(Australian Public Service Commission\)](#)

Please complete:

To the best of my knowledge and belief, no conflict exists which may hinder or prevent me from acting fairly and impartially, in the best interests of the Commonwealth, and on behalf of the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the **Department**).

OR

I advise that the following pecuniary and other interests or relationships of myself and/or my immediate family members may give rise to a conflict of interest or to the perception of a conflict of interest:

- **Membership of the Qantas Chairman's Lounge**

s47F



I advise that I hold the following directorships or that I am engaged in the following employment/arrangement which may give rise to a conflict of interest or to the perception of a conflict of interest:

- **Nil**

I also confirm that where I am assigned a task that could give rise to a conflict or to the perception of a conflict of interest, I will promptly update this declaration.

I have read and understood the Department's Australian Privacy Principle (APP) 5 notice (at the bottom of the next page) providing advice on the purpose of collection of this information and how it will be used.

Jim Oeth

Signature and date

JIM OETH

Name (please print)

SECRETARY

Position



Australian Government

**Department of Infrastructure, Transport,
 Regional Development, Communications and the Arts**

Declaration of consent by immediate family member to the disclosure of personal financial and other interests

This declaration is to be completed by immediate family member(s) should circumstances arise in which the official considers that the personal financial and other interests of the family member(s) could or could be seen to influence the decisions they are taking or the advice they are giving.

The types of interests and relationships which may need to be disclosed include real estate investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could or could be seen to impact upon your employment responsibilities.

Name: s47F

Name of related employee: s47F

Relationship to employee: s47F

I am aware that my information has been collected for the purpose of identifying personal and other interests that could or could be seen to influence the decisions made or actions to be taken by the official covered by this declaration. I have read and understood the Australian Privacy Principle (APP) 5 notice at the bottom of this page advising the purpose of collection of this information and how it will be used.

I consent to the collection of my personal information by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department).

s47F

 Signature

Date: 4 / 2 / 2023 s47F

s47F

 Name (please print)

Privacy Notice (APP5)

The department is collecting information for the purposes of compliance with its Conflict of Interest policies.

The department will use this information to record your declaration of any personal and other interests that could or could be seen to influence decisions made by the employee or advice they are providing. This information is not routinely provided to parties external to the department. If you do not provide a declaration for any personal financial and other interests the employee covered by the declaration will be responsible for any consequences arising if a conflict of interest is later identified.

The department's online privacy policy contains information regarding complaint handling processes and can be accessed on the department's webpage at

www.infrastructure.gov.au/department/about/privacy-policy.aspx.

The department's Privacy Officer can be contacted on (02) 6274 6420.

Released under the freedom of Information Act 1982 by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts

Introduction

Background

All APS employees are required to take reasonable steps to avoid any conflict of interest (real or apparent) in connection with their employment, and to disclose any material personal interests which may give rise to a conflict of interest. This is required by section 13(7) of the *Public Service Act 1999* (PS Act), the APS Code of Conduct, and section 29 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

APSC policy requires all SES employees and any other employee identified by the Secretary, to submit at least annually a declaration of any interests which could involve a conflict with their employment. For more information please visit the [Australian Public Service Commission's website](#).

What is a Conflict of Interest?

A conflict of interest is any personal interest which influences, or could be seen to influence, a person's actions and decisions. To be 'material' a personal interest needs to be of a type that can give rise to a real or apparent conflict of interest.

A **real** conflict of interest occurs where there is a conflict between the public duty and personal interests of an employee that improperly influences the employee in the performance of his or her duties.

An **apparent** conflict of interest occurs where it appears that an employee's personal interests could improperly influence the performance of his or her duties but is not in fact the case.

If in doubt, declare the interest so that you and your manager can work together to manage the conflict. Examples of potential types of interests or relationships which could be perceived to impact upon the decisions as an APS employee include:

- real estate investments
- shareholdings
- trusts or nominee companies
- company directorships or partnerships
- other significant sources of income
- gifts
- previous employment
- private business or social/personal relationships
- paid, unpaid, or voluntary outside employment
- significant liabilities

Staff Declaration

Your name
(required)

Marisa Purvis-Smith 

What is the reason for completing the Conflict of Interest form?
(required)



This form does not cover the Grants Conflict of Interest process.

Are you an SES officer?
(required)

Yes No

Declaration: Interests
(required)

- To the best of my knowledge and belief, no conflict exists which may hinder or prevent me from acting fairly and impartially, in the best interests of Commonwealth, and on behalf of the department
- I advise that the following material personal interests of myself and/or my immediate family members could influence or be seen to influence, the decisions I make or the advice I give.

Insert Interests
(required)

I have received a Chairman's Lounge membership from Qantas. My husband has received a membership as my spouse. In my role as Deputy Secretary of Transport Group, I advise on issues that affect Qantas. I have received this as part of being a deputy secretary not as part of my specific role as Deputy Secretary of Transport Group, and first received it when I was Deputy Secretary of Water Infrastructure Group. I have also declared the membership as a gift.

Did you declare any personal interests or relationships of your immediate family above?
[\(required\)](#)

Yes No

Next Steps

Instructions

1. Select your SES manager in the field below.
2. Click the "Submit" button to send your declaration to your Governance Processing Team.

SES Manager Reviewer

Jim Betts

Outcome: ~~Conflict of Interest Declaration Reviewed~~ Effective: ~~18-05-2023~~ Recorded: ~~18-05-2023~~ [View Comments](#)

^ bmission Record



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

Accountable Authority Instruction

Conflict of Interest

This Accountable Authority Instruction (AAI) is about managing conflict of interest in accordance with section 29 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and sections 10 and 13 of the *Public Service Act 1999*, which set out the APS Values and APS Code of Conduct respectively.

Instructions

All officials must:

1. take reasonable steps to avoid real or apparent conflicts of interest
2. disclose to their SES manager in writing as soon as possible situations where their private interests may conflict or be perceived to conflict with their official duties, including interests of immediate family members that may give rise to a conflict of interest, and any steps they have taken to avoid the conflict of interest
3. make a new disclosure if there is a significant change in their personal interests or if they move to a new position in the department that affects their previous disclosure or gives rise to any new conflict of interest.

All SES and identified non-SES officials:

4. SES and identified non-SES officials must participate in an annual declarations process coordinated by the Governance Section.

Guidance

All officials

1. When undertaking their duties, all officials are required to abide by the APS Code of Conduct and the following general duties of officials (sections 25 to 29 of the PGPA Act):
 - a) a duty of care and diligence
 - b) a duty to act in honesty, good faith and for a proper purpose
 - c) a duty in relation to use of position
 - d) a duty in relation to use of information
 - e) a duty to disclose material personal interests

For more information on these duties, see [Resource Management Guide 203: General duties of officials](#).

What is a Conflict of Interest?

2. A conflict of interest occurs where an official has personal interests which improperly influence, or could be perceived to improperly influence the performance of their official duties and responsibilities.
3. A conflict of interest can be real or apparent:
 - a) a **real** conflict of interest occurs where there is a conflict between the public duty and personal interests of an employee that improperly influences the employee in the performance of their duties.
 - b) an **apparent** conflict of interest occurs where it may be perceived an employee's personal interests could improperly influence the performance of their duties but is not in fact the case. Interests can include:
 - i. real estate investments (located in an area relating to the work the official undertakes)
 - ii. shareholdings
 - iii. trusts or nominee companies
 - iv. company directorships or partnerships
 - v. other significant sources of income
 - vi. gifts (the department maintains a gifts register which is used to declare any gifts received)
 - vii. previous employment
 - viii. private business or social/personal relationships
 - ix. paid, unpaid or voluntary outside employment
 - x. significant financial liabilities
4. Activities which may involve a heightened risk of conflict of interest for employees are in Table 1 below:

Table 1: Activities with heightened risk of conflict of interest

Function	Activity
Regulation individual or business activities	<ul style="list-style-type: none"> • Inspecting, regulating or monitoring standards, businesses, equipment or premises • Issuing qualifications or licenses • Issuing or reviewing fines or penalties
Distributing good, services or funds	<ul style="list-style-type: none"> • providing a service • Allocating grants of public funds • Allocating subsidies, financial assistance, concessions or other relief
Making binding decisions	<ul style="list-style-type: none"> • Issuing determinations on matters • Passing binding judgements • Exercising statutory powers • Voting as a member of a board or committee
Owning or trading shares or other financial products	<ul style="list-style-type: none"> • Officials must not own or trade shares or other financial products (such as options to acquire shares) relating to a company that operates in the relevant industry sector without declaring them. • If an official wishes to acquire or dispose of shares or other financial products relating to a company that operates in the relevant industry sector they must first complete a new conflict of interest declaration form, which will be sent to their SES manager for approval.
Procurement processes	<ul style="list-style-type: none"> • This may include procuring goods or services. • Tendering for and managing contracts. • Officials are to comply with the conflict of interest arrangements set out in the Procurement Guide.

Contract management	<ul style="list-style-type: none"> • All officials involved in managing a contract/tender process are to promptly report any real or apparent conflicts using the conflict of interest process outlined for non-SES officials in paragraph 9. • Contract managers should also ensure contracted service providers and grant recipients, where appropriate, provide conflict of interest declarations before or on commencement of the contract and update the form on a regular basis as circumstances change. Requirements to do so will often be stated in the contract.
Grants program assessment and administration processes	<ul style="list-style-type: none"> • Officials are to comply with relevant conflict of interest arrangements. The Business Grants Hub administers departmental grants and can be found on ENTR.
Recruitment processes	<ul style="list-style-type: none"> • Recruitment processes include engaging and promoting employees and making appointments to statutory positions • All officials making employment decisions must consider, declare and act appropriately if any conflicts of interest are identified, to meet the APS Employment Principles of fair employment decisions based on merit. A conflict of interest should be declared to all selection panel members and to the delegate before assessments begin. • The delegate must decide if the selection committee member should be excluded from the selection process, or from consideration of the candidate/s to which the conflict of interest relates. • If a panel member is required to provide referee comments on an applicant, this must be provided prior to accessing information on other applicants.

Please refer to the [Frequently Asked Questions \(FAQs\)](#) for further guidance to identify possible conflict of interest.

SES Officials

5. SES officials (including those acting for 3 months or more) are required to declare any real or apparent conflict arising from their personal interests and that of their immediate family upon commencement in their role. Declarations are to be made using the online form available via ENTR .
6. SES employees are also required to continually consider their circumstances and make a new disclosure when there is a significant change in personal interests.
7. SES officials are also responsible for reviewing the declarations submitted by non-SES employees or contractors in their branch/division, and must take appropriate action to manage real or apparent conflicts via a management strategy.
8. When an SES Officer makes a declaration, the Governance Section will provide that declaration to their relevant SES manager (to First Assistant Secretaries (FAS) or Deputy Secretaries for FAS-level employees) to consider any actions to be taken to manage the conflict and inform a management strategy.
9. Where no interests have been declared, the Governance Section will arrange to have the declaration placed on the employee's personnel file with no further action required.
10. Where interests have been declared, the Governance Section will provide these declarations to the Chief Operating Officer (COO). The COO will bring any serious real or apparent conflicts to the attention of the Secretary and discuss the management strategy.

Non-SES officials and contractors

11. Non-SES officials and contractors must discuss any real or apparent conflict of interest with their direct manager and declare any conflict of interest by completing a declaration form using the online form available on ENTR

12. Declarations must be provided to the relevant SES manager to consider any actions to be taken to manage the conflict and inform a management strategy.
13. Where interests have been declared, these declarations will be provided to the Chief Operating Officer (COO). The COO will bring any serious real or apparent conflict to the attention of the Secretary and discuss the management strategy.
14. Where no interests have been declared, the Governance Section will arrange for the declaration to be placed on the employee's personnel file.

Identified Non-SES position holders

15. Identified position holders will be reviewed annually by the Governance Section, in consultation with Divisions.
16. Identified position holders are required to discuss any real or apparent conflict of interest with their direct manager; and declare any conflict of interest by completing a declaration form using the online form available on ENTR.
17. Declarations will be provided to the relevant SES manager to consider any actions to be taken to manage the conflict and inform a management strategy.
18. Where interests have been declared, these declarations will be provided to the Chief Operating Officer (COO). The COO will bring any serious real or apparent conflicts to the attention of the Secretary and discuss the management strategy.
19. Where no interests have been declared, the Governance Section will arrange for the declaration to be placed on the employee's personnel file.

Annual declaration process

20. The Governance Section coordinates business as usual conflict of interest arrangements and facilitates an annual declaration of personal interests process.
21. The annual declarations process requires all SES and non-SES officials in identified positions to declare their financial and other interests, and those of their immediate families, which could give rise to real or apparent conflict of interest.
22. Declarations will be provided to the relevant SES manager to consider any actions to be taken to manage declared interests and to inform a management strategy. Where interests have been declared, these declarations will be provided to the COO. The COO will bring any serious real or apparent conflicts to the attention of the Secretary and discuss the management strategy.
23. The Governance Section will liaise with the Secretary's office to coordinate the Secretary's annual disclosure to the relevant Minister.
24. The process for coordinating the declarations made by the Secretary and the Deputy Secretaries is managed separately.

Managing a conflict of interest

25. After receiving a declaration form, the relevant SES official must decide whether there is, or could be, a conflict of interest and what action is appropriate to resolve or manage the conflict.
26. Factors which must be considered when deciding whether a conflict of interest requires a management strategy include:
 - a. the nature of the real or apparent conflict
 - b. the ability of the relevant official, contracted service provider or grant recipient to influence an outcome relevant to the declared interest
 - c. the market sensitivity of any information available to the official, contracted service provider or grant recipient and the potential to gain by making use of that information
 - d. the potential adverse implications for the credibility and reputation of the department.

27. SES officials must consider whether the official should continue in their duties subject to certain conditions, or be reassigned to ensure the interests of the department (and the Commonwealth) are not compromised.
28. The processes undertaken to resolve a conflict of interest, including discussions held is via a management strategy. The management strategy should be proportionate to the level of risk that the conflict poses to the department.
29. All declarations **with a management strategy** (ie, where interests have been declared) need clearance by the COO and where applicable, by the Secretary. If there is a conflict of interest that risks compromising the reputation of the department, the Accountable Authority is to be advised. The Accountable Authority has the final responsibility for decisions on conflict of interest.
30. Declarations are lodged to the COO on a quarterly basis, and are managed and stored by the Governance Section for auditing purposes. Declarations where no interests are declared are not provided to the COO.

Failing to declare, or breaching an interest

31. A failure to declare, or to take reasonable steps to avoid, a conflict of interest may result a breach of the APS Code of Conduct. To determine the appropriate course of action where an official is suspected of having breached the Code of Conduct please refer to the department's [Procedures for Determining Suspected Breaches of the Australian Public Services Code of Conduct](#).
32. In relation to contracted services providers, legal advice should be sought from the relevant General Counsel (legal services) on any suspected breaches of contract relating to conflict of interest.

Privacy

33. All records containing personal information, in particular conflict of interest information, are to be dealt with in a manner that complies with the requirements of the *Privacy Act 1988*, which includes complying with the [Australian Privacy Principles](#).

Other relevant documents

- [Australian Public Service Commission guidance on conflict of interest annual process](#)
- [Accountable Authority Instructions \(ENTR\)](#)
 - Procurement AAI
 - Grants AAI
 - Receiving Gifts, Hospitality and Other Benefits [AAI](#)

Effective date	AAI effective 20 July 2020 Guidance updated 24 July 2022
Approved by	Mr Simon Atkinson, Secretary under section 20A of the PGPA Act
Legislative requirements	PGPA Act : s.29 PGPA Rule : s.12 to 16D PS Act : s.13(7)
Content owner	Governance Section ethics@infrastructure.gov.au
Practical guidance	Version 7, 24 July 2022



Accountable Authority Instruction

Gifts and Hospitality

This AAI is about providing and accepting official hospitality, entertainment, business catering and gifts which incur a high level of public scrutiny.

Instructions

All officials —

1. With respect to *expenditure* on official hospitality, business catering, entertainment and gifts, officials must:
 - a. only consider and make decisions on official hospitality, business catering, entertainment and gifts expenditure where they have been delegated the power to do so by the Accountable Authority, and in compliance with any directions in that delegation
 - b. comply with the Commonwealth Procurement Rules and Procurement AAI when considering matters related to the provision of official hospitality, entertainment and gifts.
2. With respect to the receipt or acceptance of gifts and/or benefits, officials must not:
 - a. ask for, or encourage, the giving of gifts or other benefits to themselves, their family, associates or other officials
 - b. accept a gift of money (except in exceptional circumstances, approved by the Secretary or the Chief Operating Officer (COO))
 - c. accept a gift or other benefit that influences, or could be perceived to influence, their decision or action on a particular matter, except in accordance with this AAI. For the purposes of clarity, the acceptance of any gift or benefit except in accordance with instructions within this AAI should be viewed as potentially creating a perception of influence.
3. Officials must ensure they identify and disclose any material personal interests when arranging, providing or accepting gifts or hospitality that may give rise to a perceived or actual conflict of interest.
4. All gifts accepted by officials of the department must be recorded in a register maintained by the Director Financial Accounting. The Director Financial Accounting must ensure that all gifts recorded on the register with an estimated value of \$100 or more (GST exclusive) are published on the department's website by the end of each quarter.

Officials providing official hospitality, entertainment and gifts —

5. Expenditure on official hospitality (including any associated entertainment and/or gifts) must be defensible to the public and Parliament on the grounds that:
 - a. the primary purpose of the event is to provide entertainment to persons other than officials, to facilitate the achievement of one or more Australian Government policy objective and
 - b. the costs incurred are reasonable and appropriate.
6. Attendance of officials at an official hospitality event must be limited to those whose attendance will benefit the department.
7. Unless specific limits are stated in an Accountable Authority Delegation Instrument, official hospitality expenditure must be approved by:
 - a. an SES Band 2 or above where the expenditure is up to \$5,000 (GST inclusive)
 - b. an SES Band 3 or above where the expenditure is in excess of \$5,000 (GST inclusive).
8. Official hospitality expenditure for the Indian Ocean Territories Administration (IOTA) and Norfolk Island may be approved by their Administrators.

Officials providing business catering —

9. Expenditure on business catering must be defensible to the public and Parliament on the grounds that:
 - a. the business catering is incidental to the event at which it was provided
 - b. the primary purpose of the event is work related
 - c. the costs incurred are reasonable and appropriate.
10. Business meals outside of the office may be provided where this is appropriate to enable the cost effective conduct of business not otherwise achievable (e.g. where no other time or suitable venue for a meeting could be arranged).

Penalties —

11. Decisions in relation to the acceptance of gifts and other benefits are a matter for consideration with respect to the [APS Code of Conduct](#).
12. The Secretary has the power under subsection 15(1) of the [Public Service Act 1999](#) to determine sanctions in relation to breaches of the APS Code of Conduct, and has delegated this power to certain officials within the department (refer to the department's [HR delegations](#)).
13. All IOTA staff are required to uphold the IOTA Values and Code of conduct, given effect by Determinations made under subsection 11(1) of the Territory of Christmas Island Administration Ordinance 1968 (Determination No. 2 of 2001) and subsection 10(1) of the Territory of Cocos (Keeling) Islands Administration Ordinance 1975 (Determination No. 1 of 2001).

Guidance to all officials**Official hospitality**

1. Official hospitality refers to the use of public funds to facilitate the conduct of public business with persons or entities outside the Commonwealth. This includes food and beverages, entertainment and gifts.
2. Expenditure on hospitality requires the highest standards of accountability, must be publicly defensible and able to withstand scrutiny.
3. Official hospitality can take place in Australia or overseas. It may occur on Commonwealth property, or private property. Hospitality may be provided in an official's home, though costs associated with members of the host's family, other than the spouse, would not be met by the Commonwealth.

Expenditure classified as official hospitality

4. A flowchart to help determine what may be official hospitality is at [Attachment A](#). The following are all forms of official hospitality:
 - a. hosting overseas visitors where the Department/Commonwealth has an interest
 - b. provision of gifts whilst on foreign visits or for visiting foreign delegates
 - c. conference or seminar expenses involving existing or potential business clients
 - d. minor coincidental expenditure on gratuities (commensurate with the services provided)
 - e. hospitality extended to representatives of the press and other media on those occasions when media attendance would be to the benefit of the Commonwealth
 - f. the provision of a liquor cupboard for small scale official entertainment
 - g. the purchase of flowers either decorative or for presentation in special circumstances e.g. to present to non-Commonwealth dignitaries where it is custom to do so and / or
 - h. minor gifts for protocol or public relations purpose where such gifts are in conformity with the department's functions.

Expenditure not classified as official hospitality

5. Expenditure on the following is not classified as official hospitality and standard expenditure approval processes apply:
 - a. expenses associated with functions where all participants are Commonwealth officials
 - b. simple meals (e.g. sandwiches, fruit, coffee, etc.), venue and equipment hire incidental to a work meeting. Working meals should be taken at the work/meeting location and not be a regular occurrence and alcohol should not be provided
 - c. fees for seminars, courses, conferences, workshops or similar functions

- d. meals, morning teas and/or afternoon teas at courses, conferences, seminars, workshops etc organised and financed by the department
- e. professional body membership fees and
- f. hospitality at a Commonwealth Government sponsored conference (such an expense is a charge to the program/conference budget).

Note: expenditure of a non-official nature must not be made using public money. Examples would include, but not limited to, celebratory or farewell lunches, morning or afternoon teas, and purchase of flowers for officials who may be ill or retiring except where made in accordance with the department's rewards and recognition policy.

Official functions

- 6. Where an official function (i.e. lunch, dinner) is to be held, the following applies:
 - a. the number of Commonwealth officials should be a minor proportion of those attending any large scale function
 - b. for small functions (e.g. less than 12 people) the number of Commonwealth officials should be minimised and in general should not exceed the number of visitors
 - c. the number of Commonwealth officials in attendance should be restricted to those who are able to advance public business or where the Commonwealth will benefit from their attendance.

International hospitality

- 7. Where an official is on a short-term overseas trip and wishes to reciprocate hospitality, a proposal in accordance with AAI and guidance is to be submitted to the relevant Deputy Secretary, COO or Secretary for approval.

Visitors

- 8. Hospitality may be extended to overseas visitors and to members of the diplomatic and consular corps where the department has an interest in, or obligation towards, facilitating goodwill during the visit. Hospitality would normally be extended on only one occasion per visit although additional hospitality may be appropriate in particular circumstances, e.g. an extended visit, or where two or more Commonwealth agencies have an interest.
- 9. Officials participating in exchange programs may return reasonable hospitality offered by the host organisation. Likewise, an official on exchange with an overseas government may extend hospitality where representational duties are involved.

Ministerial hospitality

- 10. Ministers are responsible for hospitality they wish to offer. All ministerial hospitality which relates directly to activities of the department is funded from departmental operating expense funds.
- 11. Where the Minister provides hospitality that is not directly related to the department, the costs should be borne by the Minister.
- 12. Where the Minister approves expenditure on official hospitality, the information as detailed in the Request for Approval of Hospitality form is required from the Minister's Office to enable the Fringe Benefits Tax liability to be determined (refer Taxation Obligations AAI).

Official hospitality — approval processes

- 13. All approvals for hospitality are required to:
 - a. be made in writing prior to the event, wherever possible
 - b. be met from the appropriate operating budget
 - c. have regard to Accountable Authority Instruction 6.2 Probity and conflict of interest and
 - d. take into account any Fringe Benefits Tax liability (refer Taxation Obligations AAI).
- 14. All requests for hospitality should be made by completing a [Request for Approval of Hospitality form](#). [Forms can be found under Guidance and other relevant documents below](#). Completed forms must be forwarded to help.taxation@infrastructure.gov.au.
- 15. Officials cannot approve their own official hospitality or be the delegate for function expenditure if they are attending the function.

Hospitality cupboard

- 16. SES officials may seek approval under this Instruction to maintain a hospitality cupboard.

17. A Hospitality Cupboard Replenishment Approval Form should be completed at the time of each replenishment. Forms can be found under *Guidance and other relevant documents* below.
18. Completed Hospitality Cupboard Replenishment Approval Forms are to be forwarded to the Taxation Team at help.taxation@infrastructure.gov.au.

Records and payments

19. Records of both approval and expenditure documentation on hospitality are to be kept for 5 years to satisfy Fringe Benefits Tax requirements.
20. Where an account will be rendered for expenditure on official hospitality, a purchase order is to be raised prior to the hospitality being provided. Full documentation is to be provided in support of the account.
21. Officials responsible for events considered as official hospitality must provide the Request for Approval of Hospitality form and supporting receipts to the Taxation team, help.taxation@infrastructure.gov.au.

Providing gifts or benefits

22. Delegates must not approve a gift of relevant property for which the value would exceed their delegation for gifting relevant property (refer [Accountable Authority Delegations under Related AAls and delegations instruments](#) below).
23. Officials must obtain prior approval for any gifts expenditure using the Official Hospitality and Entertainment Approval Form. Forms can be found under *Guidance and other relevant documents* below.
24. The presentation of gifts to international guests whose visit is hosted by the department should be directly related to and representative of the purpose of the visit and must be in the ethical interests of the department to do so. This also applies to the presentation of gifts by department representatives whilst on official business overseas.
25. An official may be liable to pay the department an amount equal to the value of the relevant property, if an official makes an unauthorised gift of relevant property.

Officials providing gifts of prior-owned relevant property

26. The decision to gift relevant property must be fully documented, including why the decision complies with the relevant factors in the [Public Governance, Performance and Accountability \(Finance Minister to Accountable Authorities of Non-Corporate Commonwealth Entities\) Delegation](#) and the Relevant Property AAl.
27. Consideration should be given to the ability of the recipient to operate and maintain gifted property before making an offer.
28. The advice to the recipient of the gift of relevant property must be in writing and must make it clear, should there be any potential implication to the contrary, that the decision to gift the property is for the single instance only.
29. Both the documentation of the decision to gift prior-owned relevant property and a copy of the letter to the recipient, are to be forwarded to the Chief Financial Officer for inclusion in a register of gifted relevant property and removal from the assets register where necessary.

Fringe Benefits Tax (FBT)

30. FBT is payable by the department for any fringe benefit provided to departmental employees and their associates (i.e. spouse, children) by the department, or, by any other Commonwealth agency.
31. FBT is not payable on hospitality provided to non-departmental employees (i.e. industry representatives).
32. The Request for Approval of Hospitality form provides all the details necessary for the calculation of any FBT liability. For FBT purposes, expenditure needs to be identified as:
 - taxable — employees and
 - non-taxable — guests who are not employees of the department.
33. Further details regarding FBT are available from the Finance Branch.

Accepting gifts or benefits offered to officials

34. The receipt or acceptance of gifts and/or benefits by officials is sensitive and subject to a high degree of external scrutiny. The APS Code of Conduct requires officials to act with honesty, integrity and avoid

real or perceived conflicts of interest. For this reason, strict rules apply in relation to the receipt or acceptance of gifts and/or benefits in all cases.

35. Whilst the AAI generally precludes the acceptance of gifts and benefits by officials (and their families and associates), it is recognised that there may be times when it is appropriate for an official to accept a gift or benefit on behalf of the department.
36. Circumstances that might be reasonable for accepting a gift include:
 - a. when refusal could cause offence
 - b. as a means of networking with stakeholders
 - c. when it does not conflict, or give rise to a perceived conflict, with the official's role and the business of the department.
37. Acceptance of gifts and benefits will not be appropriate if the person or company is:
 - a. involved in a tender process or contract negotiations with the department
 - b. in contractual dispute with the department
 - c. involved in the sale of a government asset
 - d. the subject of a decision within the discretionary power or substantial influence of the official concerned.
38. Particular care should also be taken if:
 - a. the person or organisation is in a contractual or regulatory relationship with the Commonwealth
 - b. the person or organisation's primary purpose is to lobby Ministers, members of Parliament or Commonwealth entities.
39. Officials must carefully consider the appropriateness of a gift or other benefit before accepting it or rejecting it. If officials decide to seek approval to accept/retain a gift or benefit, the reason(s) must be defensible and able to withstand public scrutiny. In particular:
 - a. officials must have regard to the general duties of officials in deciding whether to accept a gift or benefit.
 - b. where the official is in any doubt over whether the gift or benefit should be accepted, they should discuss it with their supervisor before accepting.
40. Invitations to attend sporting and cultural events are considered a benefit and are subject to this AAI.
41. A decision to accept a gift or benefit must be defensible and able to withstand public scrutiny. For this reason, officials must disclose any gifts or benefits accepted by family members that relate to, or could reasonably be perceived to relate to, the duties of the official.
42. For example, if tickets to an event are offered to an official and their spouse or partner, the total value of the tickets should be disclosed. The retention of a gift by an official may create a fringe benefit causing the department to pay Fringe Benefit Tax (FBT) and the official will have a reportable Fringe Benefit amount included in their Payment Summary for the combined value.
43. In deciding when to accept a gift, officials must have regard to the [APS Values and Code of Conduct](#). It should not be assumed that gifts which may be of minor value are necessarily acceptable.

Sponsored travel

44. Situations may arise where a stakeholder offers to pay for the travel expenses of an official. Approval from the relevant SES B2 (or higher where the recipient is an SES B2) must be obtained before an offer of free or sponsored travel can be accepted. Sponsored travel is considered a benefit, if the value is more than \$100 (excluding GST), it must be recorded on the departmental gift register (generally within 10 days of receiving the benefit).
45. Acceptance of sponsored travel must only be considered in circumstances where it would not conflict with the official's responsibilities and duties.

Attempted bribery, suspicious and dubious gifts and related offences

46. Should officials receive or be offered a gift or benefit and consider the motive to be doubtful or suspicious, then it must be reported to the official's manager and the Director Evaluation, Audit and Risk Section (refer [AAI Fraud](#)).
47. Accepting a gift or benefit that may be defined as a bribe is a breach of the APS Code and the Criminal Code.

Gifts, hospitality and other benefits offered during official international travel

48. The acceptance of gifts, hospitality or other benefits while travelling on official international travel must be assessed in a similar way to the instructions above, however, the official should have particular regard to local customs and practices relating to the acceptance of gifts, ensuring not to offend or damage international relationships.
49. Where cultural and/or diplomatic sensitivities apply and it would cause embarrassment to reject offers of gifts, hospitality and other benefits, such offers can be accepted on behalf of the department without prior approval but should be subsequently declared using the [Receiving Gifts, Hospitality and Other Benefits](#) form where valued at more than \$AUD100.00 (excluding GST). Forms can be found under *Guidance and other relevant documents* below.
50. If the gift does not qualify for duty-free entry under normal passenger concessions, the set customs duties are payable. In the absence of actual valuation documents, the value for customs purposes would normally be determined by reference to the value of similar goods in the country of origin.

Inconsequential gifts, hospitality and other benefits

51. The acceptance of small gifts, hospitality or other benefits is a customary part of commercial life and a generally accepted practice, both in the private sector and in government, where the offer is made in good faith and there is no attempt to undermine impartiality or independence. These gifts do not need to be reported unless their value exceeds \$100 (GST exclusive).
52. The range of gifts, hospitality, and other benefits considered appropriate and which may be accepted include:
- a. small gifts such as diaries, calendars, inexpensive pens and other items given to participants as part of a seminar or conference
 - b. small prizes awarded at public events
 - c. reasonable hospitality for regular social events and Christmas functions
 - d. reasonable hospitality associated with business presentations and seminars.
53. Care must always be exercised even when a minor gift is offered and there are 'unacceptable strings attached'. This could extend to cases where gifts are being offered very regularly by a supplier or potential supplier or where a gift is being offered during a tender process.
54. Care must always be exercised when accepting a gift, hospitality or other benefit to avoid an inappropriately close or preferred relationship with the outside party. On the other hand, accepting these gifts, when appropriate, can contribute towards maintaining good channels of communication and enhancing the conduct of business.

Accepting Gifts and benefits — approval and reporting

55. If possible, prior approval should be obtained before accepting a gift or benefit.
56. In all cases:
- a. SES officials must clear the acceptance of gifts or benefits through their immediate supervisor using the [Approval for Acceptance of Gifts form](#)
 - b. non-SES officials must clear the acceptance of gifts or benefits through their SES Band 1 or Band 2 using the [Approval for Acceptance of Gifts form](#)
57. Forms can be found under *Guidance and other relevant documents* below.
58. approvers must decide on how the gift will be treated. A copy of the completed [Approval for Acceptance of Gifts form](#) for all gifts or benefits with an estimated value over \$100 (excluding GST) must be provided to fmt@infrastructure.gov.au within 10 days of receiving the gift or benefit at fmt@infrastructure.gov.au for inclusion on the departmental gift register.
59. Note: Please retain approval for your own records where the gift or benefit accepted is less than \$100 (excluding GST).
60. Where the value of the gift is not known, the value should be estimated based on the purchase price of similar items. If the value cannot be reliably estimated, it should be listed on the department's gift register unless the value is clearly trivial.
61. Gifts and benefits included on the department's gift register will be publicly disclosed on the department's website at the end of each quarter. The published register will identify employees, other than the Secretary, by their position title and not their name.

62. If a gift or benefit has an estimated value of \$5,000 or above, it must be listed on the department's asset register within 28 days of receiving the gift or benefit, if it meets the definition as an asset under the Non-financial assets accounting policy.

Gifts offered as a reward for, or in recognition of, the achievements and contributions of employees

63. The Secretary, Deputy Secretaries and SES B2 officials are responsible for formal and informal rewarding of employees in recognition of achievements and significant contributions to meeting the department's business objectives and are responsible for deciding the appropriate nature of any reasonable individual and/or team award, including the provision of gifts to be made.

Placement or disposal of gifts

64. The approval for a gift or benefit will state whether it should be retained by an official, retained by the department, donated or disposed. Divisions may elect to pass items to Finance, Legal and IT Division if there is no suitable display location or if it is considered inappropriate to retain the item within their division.
65. Other options which can be considered when placing gifts retained by the department are:
- a. displaying the gift in departmental offices or foyers
 - b. providing the item, on loan, to the Minister's offices
 - c. transferring, with a title/document of ownership if necessary, to the Department of the Prime Minister and Cabinet
 - d. transferring, along with title, to a repository of national collections held by a museum, gallery, library, archives, educational or community institution
 - e. donating it to a nominated non-profit organisation or charity at the discretion of the Secretary
 - f. disposing of the item, in an appropriate manner, as agreed by the Secretary.
66. Items retained within the department must be recorded in the Register of Portable and Attractive Items. In the occasional situations when an item is received with a value in excess of the department's assets capitalisation threshold, the department's Asset Register will need to be updated.
67. Decisions made and actions taken on the disposal or on-gifting of a gift of significance must be fully documented explaining the circumstances of the situation.

Definitions

business catering is the provision of food and/or drink that is incidental to attendance at meetings relating to the department's business. Examples may include morning or afternoon teas, lunches or dinners at inter-departmental committee meetings, planning days, training courses and seminars hosted by the department.

entertainment is the provision of food, drink and/or recreation to officials, including consequential travel and accommodation, where the provision of this entertainment is one of the objectives of, not just incidental to, the arrangements. Examples include Christmas functions, award functions, gifts of relevant property and celebration afternoon teas.

gifts or benefits include souvenirs, bottles of wine and personal items, sponsored travel, hospitality, accommodation, entertainment or prizes and may include relevant property.

official hospitality generally involves the use of public resources to provide hospitality to persons other than officials to facilitate the achievement of one or more Commonwealth policy objectives. Any decision to spend relevant money on official hospitality must be publicly defensible. Official hospitality may include the provision of refreshments, entertainment, gifts of relevant property, prizes or other benefits.

Portable and attractive items are those which might require a certain level of security, and include items such as: smartphones; mobile phones; laptops; iPads, desktop PCs; monitors; secure briefcases; and cameras

prior-owned relevant property is relevant property that is owned by the department or administered by the department prior to the decision to gift this property (as distinct from a gift that was specifically acquired for the purpose of gifting).

Other relevant documents

Guidance and other relevant documents

Official Hospitality and Entertainment Approval Form

ENTR > Business Services > Finance and Procurement > Taxation > Official Hospitality and Entertainment > Official Hospitality and Entertainment Approval Form

Nishi Intranet > Forms > Finance > Request for approval of official hospitality

Gifts, Hospitality and Other Benefits Form

ENTR > Business Services > Finance and Procurement > Forms and Templates > Approval for Acceptance of Gifts Form

Nishi Intranet > Forms > Finance > Gifts, Hospitality and Other Benefits Form

Hospitality Cupboard Replenishment Approval Form

ENTR > Business Services > Finance and Procurement > Taxation > Official Hospitality and Entertainment > Hospitality Cupboard Replenishment Approval Form

Nishi Intranet > Forms > Finance

- [Resource Management Guide No. 203, General duties of officials](#)

Related AAls and delegation instruments

AAI Fraud

AAI Procurement

AAI Travel

AAI Probity and Conflict of Interest

AAI Relevant Money

AAI Credit Cards

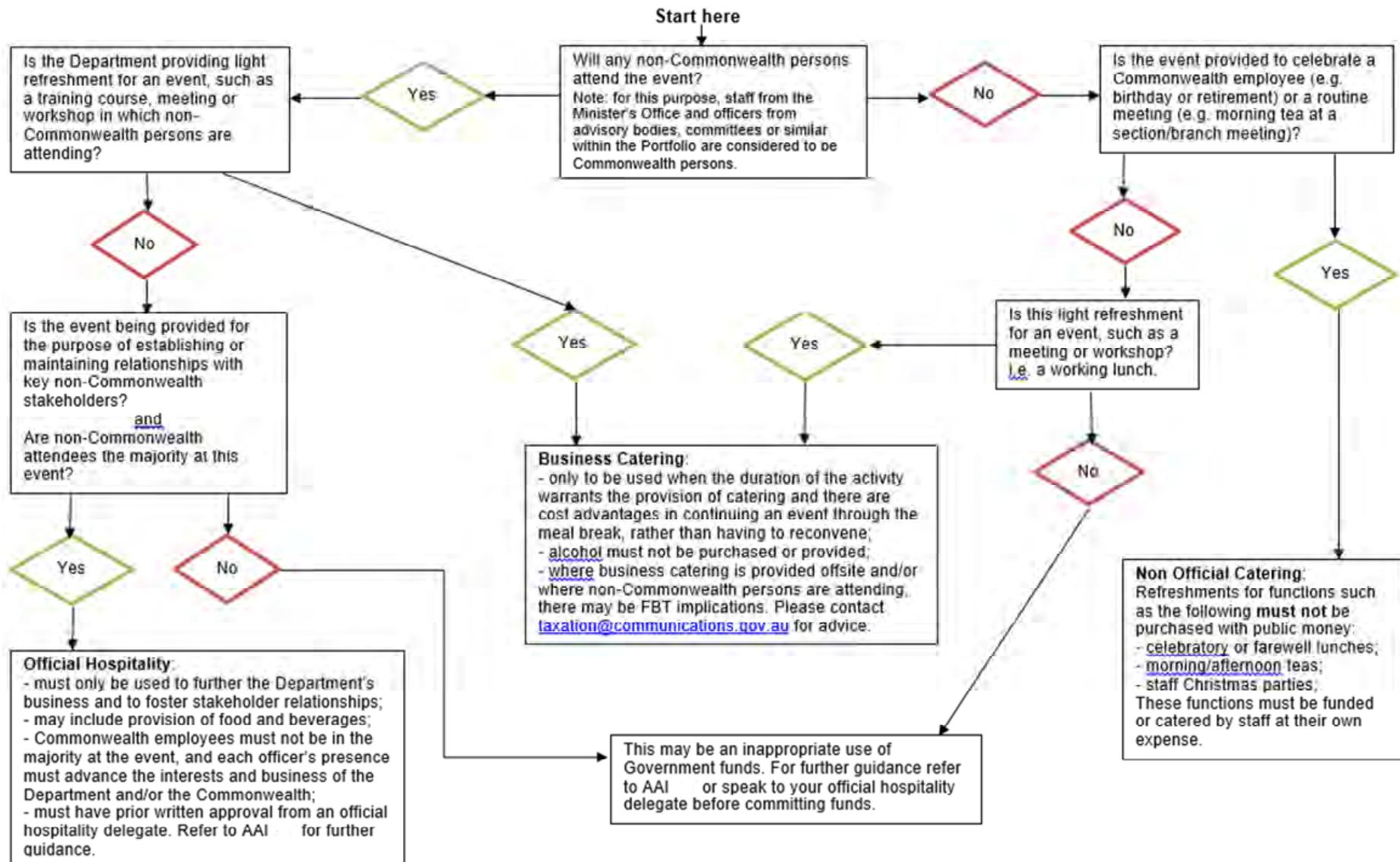
Accountable Authority Delegations:

ENTR > The Department > Responsibilities and Decision making > Delegations and Authorisations

Nishi Intranet > Everyday tasks > Parliamentary and Governance Hub > AAls and Delegations > Delegations and authorisations

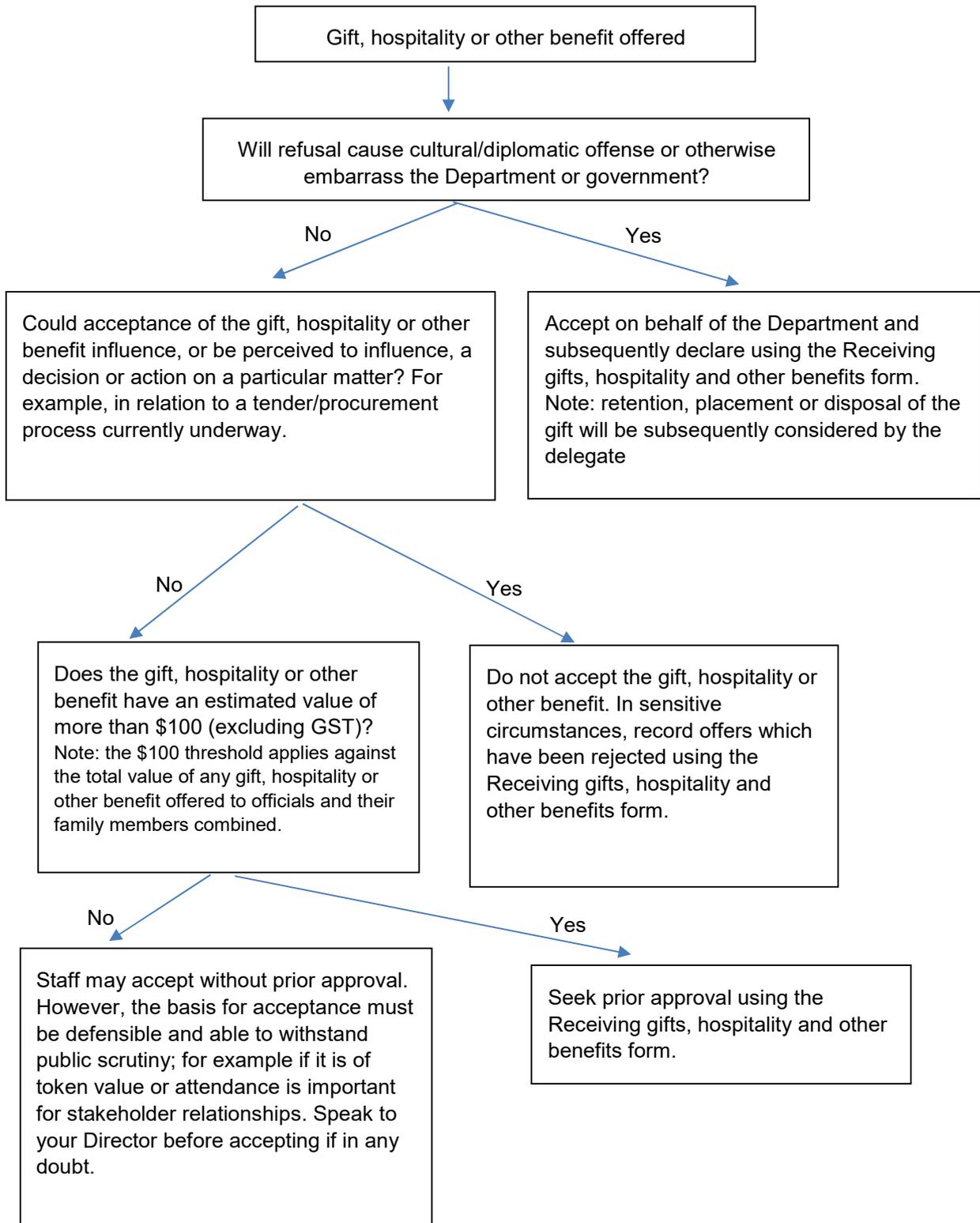
Effective date	10 July 2020
Approved by	Mr Simon Atkinson, Secretary under section 20A of the PGPA Act
Legislative requirements	section 16 of the PGPA Act and any other specific legislation relevant to the instructions
Content owner	Financial Accounting Section, Finance Branch, help.taxation@infrastructure.gov.au (providing official hospitality) or fmt@infrastructure.gov.au (accepting gifts, hospitality or other benefits)

Attachment A – quick guide flowchart – Providing Official Hospitality



Attachment B – quick guide flowchart

Receiving gifts approval process



From: s22(1)(a)(ii)
To: s47F
Subject: RE: Chairmans Lounge Application Form [SEC=OFFICIAL]
Date: Friday, 25 September 2020 4:44:00 PM
Attachments: [image003.png](#)

OFFICIAL

Many thanks s47F Dave will be very happy!

Thanks

s22(1)
(a)(ii)

OFFICIAL

From: s47F
Sent: Friday, 25 September 2020 4:38 PM
To: s22(1)(a)(ii)
Subject: Re: Chairmans Lounge Application Form [SEC=OFFICIAL]
All approved and new card is in the mail to Dave
Will chase up next week
Cheers s47F
Get [Outlook for iOS](#)

From: s22(1)(a)(ii)
Sent: Friday, September 25, 2020 3:28:57 PM
To: s47F
Subject: RE: Chairmans Lounge Application Form [SEC=OFFICIAL]

OFFICIAL

Hi s47F
Hope you are well.
Just touching base on the approval of Dave’s Chairman’s Lounge Membership. Please let me know if there is anything else you require from our end.

Kind regards,

s22(1)(a)(ii)
Executive
Assistant to
Dave Hallinan
Deputy
Secretary |
Infrastructure &
Surface
Transport Group
Department of
Infrastructure,
Transport,
Regional
Development
and
Communications
t: 02 s22(1)(a)(ii)
GPO Box 594,

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Canberra ACT
2601

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OFFICIAL

From: s22(1)(a)(ii)
Sent: Thursday, 3 September 2020 4:07 PM
To: s47F
Subject: RE: Chairmans Lounge Application Form [SEC=OFFICIAL]

OFFICIAL

Thanks s47F
Please see attached completed form for Dave.
Kind regards,

s22(1)(a)(ii)
Executive
Assistant to
Dave Hallinan
Deputy
Secretary |
Infrastructure &
Surface
Transport Group
Department of
Infrastructure,
Transport,
Regional
Development
and
Communications

t: 02 s22(1)(a)(ii)
GPO Box 594,
Canberra ACT
2601

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OFFICIAL

From: s47F
Sent: Thursday, 3 September 2020 3:38 PM
To: s22(1)(a)(ii)
Subject: Re: Chairmans Lounge Application Form [SEC=OFFICIAL]

Correct
Get [Outlook for iOS](#)

From: s22(1)(a)(ii)

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Sent: Thursday, September 3, 2020 2:37:57 PM

To: s47F

Subject: RE: Chairmans Lounge Application Form [SEC=OFFICIAL]

OFFICIAL

Hi s47F

Thank you very much for your email. Dave and I were discussing this just the other day!
Just wanted to confirm, section 4 of the form, this information is of the previous deputy secretary who is now at another department?

Kind regards,

s22(1)(a)(ii)

Executive
Assistant to
Dave Hallinan
Deputy
Secretary |
Infrastructure &
Surface
Transport Group
Department of
Infrastructure,
Transport,
Regional
Development
and
Communications
t: 02 s22(1)(a)(ii)
GPO Box 594,
Canberra ACT
2601

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OFFICIAL

From: s47F

Sent: Thursday, 3 September 2020 12:42 PM

To: s22(1)(a)(ii)

Subject: FW: Chairmans Lounge Application Form

Hi Leigh

I am not sure if we ever processed a Chairmans Lounge application for David, so can you kindly complete and return the attached application so I can start the process.

Kind regards s47F

s47F

Regional Manager ACT

Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609
P. +61 2 6250 s47F

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M. +s47F
E. s47F @qantas.com.au



From: s47F
Sent: Monday, 13 January 2020 11:42 AM
To: s47F
Subject: CL Appli NP
s47F
Regional Manager ACT
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609
P. +61 2 6250 s47F
M. s47F
E. s47F @qantas.com.au



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1 NOMINEE'S PERSONAL INFORMATION	
Nominee's Frequent Flyer Number:	s47F
Nominee's Given Names:	David s47F
Nominee's Family Name: CAPITAL LETTERS:	HALLINAN
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Mr
Date of Birth:	s47F
Mother's Maiden Name:	s47F
Address (Home):	s47F
Address (Business):	111 Alinga Street, Canberra City, ACT
E-mail Address:	David.Hallinan@infrastructure.gov.au
Phone (Hm):	s47F
Phone (Mob):	s47F
Phone (Bus):	02 6274 6302
Position in Company / Organisation:	Deputy Secretary
Company / Organisation:	Department of Infrastructure, Transport, Regional Development & Communications
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	Rugby – Brumbies
2 SALUTATIONS (Mandatory)	
Title:	Mr
Salutation:	
Post Nominals:	
Name to be shown on Card:	David Hallinan
3 NOMINEE'S PERSONAL ASSISTANT	
Personal Assistant's Given & Family Name:	s22(1)(a)(ii)
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	s22(1)(a)(ii)
E-mail Address:	s22(1)(a)(ii) @infrastructure.gov.au
Telephone (Business):	02 s22(1)(a)(ii)
4 DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Mr
Chairmans Lounge Number	s47F
New Department/Organisation	Treasury
New Position	Deputy Secretary
E-mail Address:	s47F @treasury.gov.au
Telephone (Business):	02 6263 s47F

From: s47F
To: s22(1)(a)(ii)
Subject: RE: upgrade to Chairman's Lounge Membership for David Mackay [SEC=OFFICIAL]
Date: Tuesday, 17 January 2023 3:23:50 PM
Attachments: [image004.png](#)
[image005.png](#)
[image001.png](#)

Thanks s22(1)(a)(ii)
I have started the process which can take up to four weeks to finalise.
Kind regards s47F
s47F

Regional Manager ACT

Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609
P. +61 2 s47F
M. s47F
E. s47F [@qantas.com.au](mailto:s47F@qantas.com.au)



From: s22(1)(a)(ii)
Sent: Tuesday, 17 January 2023 10:45 AM
To: s47F
Cc: s22(1)(a)(ii)
Subject: RE: upgrade to Chairman's Lounge Membership for David Mackay [SEC=OFFICIAL]

OFFICIAL

Hi s47F
Please find attached David Mackay's completed chairman's lounge form.
Rachel Bacon was previously in this role, she is now at PMC, unfortunately I don't have her membership details.
Let me know if you require any further information & next steps.

Cheers

s22(1)(a)(ii)
s22(1)(a)(ii)

Executive Assistant to David Mackay, Deputy Secretary

s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

P +61 s22(1)(a)(ii)
GPO Box 594 Canberra, ACT 2601

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I recognise and respect their continuing connection to the land, waters and communities.*

I pay my respects to Elders past and present and to all Aboriginal and Torres Strait Islanders.

OFFICIAL

From: s47F <[redacted]@qantas.com.au>
Sent: Sunday, 15 January 2023 1:02 PM
To: s22(1)(a)(ii) <[redacted]@infrastructure.gov.au>
Subject: RE: upgrade to Chairman's Lounge Membership for David Mackay [SEC=OFFICIAL]
 Hi s22(1)(a)(ii)
 Can you kindly complete and return the attached Chairmans Lounge Application form to me please
 Kind regards s47F
 s47F
Regional Manager ACT
 Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
 Brindabella Business Park
 Canberra International Airport ACT 2609
 P. +61 2 s47F
 M. s47F
 E. s47F <[redacted]@qantas.com.au>



From: s22(1)(a)(ii) <[redacted]@infrastructure.gov.au>
Sent: Thursday, 12 January 2023 4:36 PM
To: s47F <[redacted]@qantas.com.au>
Cc: s22(1)(a)(ii) <[redacted]@infrastructure.gov.au>
Subject: upgrade to Chairman's Lounge Membership for David Mackay [SEC=OFFICIAL]

OFFICIAL

Hi s47F
 It was lovely to meet you yesterday, as discussed David Mackay is a newly appointed Deputy Secretary, I understand he is now entitled to be upgraded to Chairman's Lounge Membership. David's frequent flyer number is: s47F
 If you could send through any paperwork I'll complete and send it back to you ASAP.
 Cheers

s22(1)(a)(ii)
 s22(1)(a)(ii)

Executive Assistant to David Mackay, Deputy Secretary

s22(1)(a)(ii) <[redacted]@infrastructure.gov.au>

(ii) s22(1)(a)(ii)

GPO Box 594 Canberra, ACT 2601

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OFFICIAL

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1 NOMINEE'S PERSONAL INFORMATION	
Nominee's Frequent Flyer Number:	s47F
Nominee's Given Names:	David s47F
Nominee's Family Name: CAPITAL LETTERS:	MACKAY
Title: Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Date of Birth:	s47F
Mother's Maiden Name:	s47F
Address (Home):	s47F
Address (Business):	111 Alinga Street Canberra ACT 2601
E-mail Address:	david.mackay@infrastructure.gov.au
Phone (Hm):	s47F
Phone (Mob):	s47F
Phone (Bus):	02 6274 6181
Position in Company / Organisation:	Deputy Secretary
Company / Organisation:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	Travel, music, opera, literature
2 SALUTATIONS (Mandatory)	
Title:	Mr
Salutation:	
Post Nominals:	
Name to be shown on Card:	David Mackay
3 NOMINEE'S PERSONAL ASSISTANT	
Personal Assistant's Given & Family Name:	s22(1)(a)(ii)
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
E-mail Address:	s22(1)(a)(ii) @infrastructure.gov.au
Telephone (Business):	s22(1)(a)(ii)
4 DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

CHAIRMANS LOUNGE

MEMBERSHIP APPLICANT DETAILS

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s47F
Nominee's Given Names:	Maree s47F
Nominee's Family Name: CAPITAL LETTERS:	BRIDGER
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Ms
Date of Birth:	s47F
Mother's Maiden Name:	s47F
Address (Home):	s47F
Address (Business):	111 Alinga Street, Canberra City ACT 2601
E-mail Address:	Maree.bridger@infrastructure.gov.au
Phone (Hm):	
Phone (Mob):	s47F
Phone (Bus):	02 6274 7029
Position in Company / Organisation:	Chief Operating Officer
Company / Organisation:	Department of Infrastructure, Transport, Regional Development, Communications and the Arts
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	Trail running, theatre
2	SALUTATIONS (Mandatory)
Title:	Chief Operating Officer
Salutation:	Ms
Post Nominals:	
Name to be shown on Card:	Maree Bridger
3	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	s22(1)(a)(ii)
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
E-mail Address:	s22(1)(a)(ii)@infrastructure.gov.au
Telephone (Business):	s22(1)(a)(ii)
4	DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Not applicable
Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

From: s47F
To: s22(1)(a)(ii)
Subject: RE: Chairmans Lounge Application Form - Maree Bridger [SEC=OFFICIAL, ACCESS=Personal-Privacy]
Date: Wednesday, 21 December 2022 1:56:46 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

Thanks s22(1)(a)(ii)
We have started the process
Kind regards s47F
s47F

Regional Manager ACT

Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609

P. s47F
M. s47F
E. s47F [@qantas.com.au](mailto:s47F@qantas.com.au)



From: s22(1)(a)(ii)
Sent: Tuesday, 20 December 2022 4:45 PM
To: s47F
Subject: RE: Chairmans Lounge Application Form - Maree Bridger [SEC=OFFICIAL, ACCESS=Personal-Privacy]

OFFICIAL, Personal-Privacy

Hi s47F
Thank you for sending through the application for Maree.
Please find attached Maree's completed document.
Regards

s22(1)(a)(ii)
Executive Assistant to Maree Bridger
Chief Operating Officer
s22(1)(a)(ii) [@infrastructure.gov.au](mailto:s22(1)(a)(ii)@infrastructure.gov.au)

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OFFICIAL, Personal-Privacy

From: s47F [redacted] <[redacted]@qantas.com.au>
Sent: Tuesday, 20 December 2022 12:25 PM
To: s22(1)(a)(ii) [redacted] <[redacted]@infrastructure.gov.au>
Subject: FW: Chairmans Lounge Application Form - Maree Bridger

Hi s22(1)(a)(ii) [redacted]
Can you kindly have Maree complete and return the attached Qantas Chairmans Lounge Application form so I may start the process for her.

Kind regards s47F [redacted]
s47F [redacted]

Regional Manager ACT
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609

P. s47F [redacted]
M. s47F [redacted]
E. s47F [redacted] <[redacted]@qantas.com.au>



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From: s22(1)(a)(ii)
To: s47F
Subject: RE: Qantas Chairmans Lounge Application [SEC=OFFICIAL]
Date: Tuesday, 30 November 2021 2:43:00 PM
Attachments: [image004.png](#)
[20211130151218984.pdf](#)
[image001.png](#)

OFFICIAL

Thanks very much s47F – see attached.
Please let me know if you require anything additional.
Kind regards,

s22(1)(a)(ii)

Executive Officer

to Stephen Arnott, Deputy Secretary - Creative Economy and the Arts

s22(1)(a)(ii) [@arts.gov.au](https://www.arts.gov.au)

P +s22(1)(a)(ii)

GPO Box 2154 Canberra, ACT 2601

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[arts.gov.au](https://www.arts.gov.au)



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OFFICIAL

From: s47F
Sent: Friday, 26 November 2021 3:15 PM
To: s22(1)(a)(ii)
Subject: FW: Qantas Chairmans Lounge Application

Hi s22(1)(a)

Can you kindly complete the attached Qantas Chairmans Lounge Application Form for Stephen and return to me please so I can start the process.

Kind regards s47F
s47F

Regional Manager ACT
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609

P. s47F

M. s47F

E. s47F [@qantas.com.au](mailto:s47F@qantas.com.au)



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CHAIRMAN'S LOUNGE MEMBERSHIP APPLICANT DETAILS

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s47F
Nominee's Given Names:	STEPHEN s47F
Nominee's Family Name: CAPITAL LETTERS:	ARNOTT
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input checked="" type="checkbox"/> Other:	
Date of Birth:	s47F
Mother's Maiden Name:	s47F
Address (Home):	s47F
Address (Business):	2 PHILLIP LAW ST, CANBERRA, 2601
E-mail Address:	stephen.arnott@arts.gov.au
Phone (Hm):	
Phone (Mob):	s47F
Phone (Bus):	02 6271 1313
Position in Company / Organisation:	DEPUTY SECRETARY, CREATIVE ECONOMY
Company / Organisation:	& THE ARTS, DEPARTMENT OF INFRASTRUCTURE
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	ARTS, TECHNOLOGY
2	SALUTATIONS (Mandatory)
Title:	DR
Salutation:	Stephen
Post Nominals:	PSM
Name to be shown on Card:	STEPHEN ARNOTT
3	PARTNER'S PERSONAL INFORMATION
Partner's Frequent Flyer Number:	s47F
Partner's Given Names:	
Partner's Family Name CAPITAL LETTERS:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Date of Birth:	
Mother's Maiden Name:	
E-mail Address:	
Phone (home):	
Phone (mobile):	
4	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	s22(1)(a)(ii)
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
E-mail Address:	s22(1)(a)(ii) @ arts.gov.au
Telephone (Business):	s22(1)(a)(ii)

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CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

5	DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other: <input type="checkbox"/>	
Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	