

FOI request 11/2/2024- 10/2/2025

QANTAS - PM&C Officials with invitation exclusive lounge membership

PM&C Official	Qantas	Virgin	Gift/Benefit Value
Glyn Davis	Yes	No	0.00
Nadine Williams	Yes	Yes	0.00
Liz Hefren-Webb	Yes	Yes	0.00
Martin Hehir	Yes	Yes	0.00
Graham Fletcher	Yes	No	0.00
s 47F	Yes	No	0.00
Padma Raman	Yes	No	0.00
Blair Exell	Yes	Yes	0.00

No PM&C travel in the requested period

FOI request 11/2/2024- 10/2/2025

	Glyn Davis	Nadine Williams	Graham Fletcher	Martin Hehir	Liz Hefren-Webb	s 47F	Padma Raman
Qantas (QF)							
- Flights	14	2	7	7	7	26	25
- Total cost of QF flights	\$13,197.11	\$253.26	\$1,268.47	\$3,500.53	\$3,574.88	\$5,671.60	\$18,981.18
Virgin (VA)							
- Flights	1	2	1	10	3	4	0
- Total cost of VA flights	\$150.00	\$300.00	\$272.46	\$1,995.89	\$883.20	\$544.00	\$0.00
Jetstar / REX							
- Flights	2					1	
- Total cost of JQ flights	\$1,337.74					\$183.00	
American Airlines / Delta Airlines							
- flights							2
- Total cost of QF flights							\$487.00
Total Number of flights	17	4	8	17	10	31	27
Total Cost of flights	\$14,684.85	\$553.26	\$1,540.93	\$5,496.42	\$4,458.08	\$6,398.60	\$19,468.18

*In accordance with the Domestic Travel Policy - officials must select the Lowest Practical Fare (LPF) when undertaking official domestic air travel. LPF is the lowest fare available at the time the travel is booked on a regular service (not a charter flight), that suits the practical business needs of the traveller.

Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. **Gifts and benefits that have been declined before receipt do not have to be recorded.**"

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

For further information, please refer to the [PM&C Gifts & Benefits Policy](#).

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\)](#) [@pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

PM&C Gifts and Benefits Policy:

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.



Identifier 359

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

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Blair EXELL [§ 22\(1\)\(a\)\(ii\)](#) blair.exell@pmc.gov.au

Level (required)

SES3

Organisation Unit (required)

PMC / Social Policy Group / Social Policy Group Executive

Gift/Benefit Provider Details

Entity type **FOI/2025/024**
(required)

Organisation Individual

Document 2

Organisation name
(required)

Qantas

ABN
Leave blank if not known

16009661901

Contact name
(required)

s 47F

Phone number
Leave blank if not known

Email address
Leave blank if not known

s 47F @qantas.com.au

Country
(required)

Australia

Relationship to recipient
(required)

Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

Other details
(required)

Customer Relations Manager

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.
(required)

 [RE Publication of Declaration of Chairmans Lounge membership SEC OFFICIAL Sensitive .msg](#)

Offered/Received date
(required)

1/02/2022

Gift/Benefit type
(required)

- Benefits under loyalty schemes
- Bottles of wine
- Christmas function invitations
- Discounts on commercial items
- Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Access to Chairman's Lounge

Description
(required) FOI/2025/024

Document 2

Blair Exell has been given access to the Chairman's Lounge. Membership was offered to him in approximately February 2022.

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

The value of a chairman's lounge membership cannot be estimated as the membership is only offered to member, you cannot apply for it.

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

n/a

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

Yes No

Additional Attachments

 No additional attachments.

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

We realise there isn't a value we can readily assign to the membership offer but a senior PM&C official is receiving a benefit. As we understand it, the membership offer to the lounge is by invitation only and only select individuals are likely to receive such offers. Accordingly, given the nature of the gift from Qantas we highly recommend from an integrity perspective, that the lounge membership gift (if to be accepted), be approved/recorded through an FMCS application. This would ensure transparency/accountability with a supporting record declared on our official register (FMCS)

Submitted by

s 22(1)(a)(ii) @pmc.gov.au 

Submitter's Declaration

I declare that:


- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by **s 22(1)(a)(ii)** on 19 Feb 2025 13:05

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESb1) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Martin HEHIR **s 22(1)(a)(ii)** martin.hehir@pmc.gov.au 

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

We realise there isn't a value we can readily assign to the membership offer but a senior PM&C official is receiving a benefit. As we understand it, the membership offer to the lounge is by invitation only and only select individuals are likely to receive such offers. Accordingly, given the nature of the gift from Qantas we highly recommend from an integrity perspective, that the lounge membership gift (if to be accepted), be approved/recorded through an FMCS application. This would ensure transparency/accountability with a supporting record declared on our official register (FMCS)

Submitted

19 Feb 2025 17:58

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR **s 22(1)(a)(ii)** on 19 Feb 2025 17:58

Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. **Gifts and benefits that have been declined before receipt do not have to be recorded.**"

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

For further information, please refer to the [PM&C Gifts & Benefits Policy](#).

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\)](#) [@pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

PM&C Gifts and Benefits Policy:

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.



Identifier 361

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

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Blair EXELL [§ 22\(1\)\(a\)\(ii\)](#) blair.exell@pmc.gov.au

Level (required)

SES3

Organisation Unit (required)

PMC / Social Policy Group / Social Policy Group Executive

Gift/Benefit Provider Details

Entity type **FOI/2025/024**
(required)

Organisation Individual

Document 3

Organisation name
(required)

Virgin Australia Airlines Pty Ltd

ABN

Leave blank if not known

Contact name
(required)

Australia Beyond Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

Other details
(required)

Airline

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.
(required)

 [FW Publication of Declaration of Beyond Lounge membership SEC OFFICIAL Sensitive .msg](#)

Offered/Received date
(required)

5/12/2022

Gift/Benefit type
(required)

Benefits under loyalty schemes
 Bottles of wine
 Christmas function invitations
 Discounts on commercial items
 Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline Lounge Membership

Description
(required) FOI/2025/024

Document 3

Airline Lounge Membership - Virgin Australia Airlines Pty Ltd / Australia Beyond Lounge.

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

Lounge membership has been valid since appointment of Senior Executive Service Officer role/position.

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 Publication of Declaration of Beyond Lounge membership SEC OFFICIAL Sensitive .msg](#) [remove](#)

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.

Submitted by

s 22(1)(a)(ii) @pmc.gov.au 

Submitted

19 Feb 2025 17:45

I declare that:


- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s 22(1)(a)(ii) on 19 Feb 2025 17:45

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESBI) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Martin HEHIR s 22(1)(a)(ii) martin.hehir@pmc.gov.au 

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.

Submitted

19 Feb 2025 17:59

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR s 22(1)(a)(ii) on 19 Feb 2025 17:59

Disclosure of Gifts/Benefits offered by External Parties

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- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [s 47E\(d\)](#) [@pmc.gov.au](#) [s 47E\(d\)](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 310 Outcome: Accept – Used for official purpose

COMPLETE

Application Type

(required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Graham FLETCHER [s 22\(1\)\(a\)\(ii\)](#) graham.fletcher@pmc.gov.au

Level
(required)

SESB3

Gift/Benefit Provider Details

Entity type
(required)

Organisation Individual

Organisation name
(required)

QANTAS Airways limited

ABN

Leave blank if not known

Contact name
(required)

Chairman's Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

Other details
(required)

Airline

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.
(required)

 [FW For action - Chairmans Lounge reporting requirement into PMC Gifts Benefits Register SEC OFFICIAL Sensitive ACCESS Personal-Privacy .msg](#)

Offered/Received date
(required)

1/08/2019

Gift/Benefit type
(required)

- Benefits under loyalty schemes
- Bottles of wine
- Christmas function invitations
- Discounts on commercial items
- Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline lounge membership

Description **FOI/2025/024**
(required)

Document 4

Airline lounge membership - chairman's lounge QANTAS.

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or
estimated?
(required)

Confirmed Estimated

Valuation method
(required)

Membership to the Chairman's lounge valid per Departmental position held.

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

Membership to the Chairman's lounge valid per Departmental position held.

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

Yes No

Additional Attachments

 [FW For action - Chairmans Lounge reporting requirement into PMC Gifts Benefits Register SEC OFFICIAL Sensitive ACCESS Personal-Privacy .msg](#) remove

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-
Payment
(required)

Not Required

Justification

Official use for domestic and international travel.

s 22(1)(a)(ii) @pmc.gov.au

Submitted 18 Sep 2024 12:55

Submitter's Declaration

I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s 22(1)(a)(ii) on 18 Sep 2024 12:55

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESBI) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver (required)

Martin HEHIR s 22(1)(a)(ii) martin.hehir@pmc.gov.au

Approved Action (required)

Accept – Used for official purpose

Co-Payment (required)

Not Required

Justification

Official use for domestic and international travel.

Submitted

18 Sep 2024 18:00

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR s 22(1)(a)(ii) on 18 Sep 2024 18:00

Disclosure of Gifts/Benefits offered by External Parties

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In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\) \[redacted\]@pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 300 Outcome: **Accept – Used for official purpose** COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Glyn DAVIS [§ 22\(1\)\(a\)\(ii\)](#) glyn.davis@pmc.gov.au

Level (required)

SEC

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Organisation name
(required)

Qantas

ABN

Leave blank if not known

Contact name
(required)

Chairman's Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

- Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

Other details
(required)

Airline

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.
(required)

 [Provider Advice Document - Not Available.pdf](#)**Offered/Received date**
(required)

15/01/2024

Gift/Benefit type
(required)

- Benefits under loyalty schemes
 Bottles of wine
 Christmas function invitations
 Discounts on commercial items
 Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline Lounge membership

Description
(required)

Airline Lounge membership

**Licensing**

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

Lounge membership has been valid since the 1980s, prior to taking on the position.

Occasion

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

Continuation of membership

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

Yes No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.

Submitted by

s 22(1)(a)(ii) @pmc.gov.au

Submitted

12 Aug 2024 12:46

Submitter's Declaration

I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SES) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Karyn COOPER s 22(1)(a)(ii) karyn.cooper@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.

Submitted

12 Aug 2024 13:38

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Karyn COOPER s 22(1)(a)(ii) on 12 Aug 2024 13:38



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. Gifts and benefits that have been declined before receipt do not have to be recorded."

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\)](#) [@pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 308 Outcome: **Accept – personal use**

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

[s 47F](#) [@pmc.gov.au](#)

Level (required)

[s 47F](#)

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Organisation name
(required)

QANTAS Airways Limited

ABN

Leave blank if not known

Contact name
(required)

QANTAS Airways Limited

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

- Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

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.
(required)

 [Re Declaration of Chairmans Lounge membership SECOFFICIAL.msg](#)

Offered/Received date
(required)

12/08/2024

Gift/Benefit type
(required)

- Benefits under loyalty schemes
 Bottles of wine
 Christmas function invitations
 Discounts on commercial items
 Electronic device e.g Fit bit . These should not be

Description
(required)

QANTAS Chairmans Lounge membership.

Gift/Benefit value
(required)

\$0.00



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Valuation method
(required)

NA

Occasion

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

Spouse membership to the Chairmans Lounge. Membership is not linked in any way to my employment.

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

Yes No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept – personal use

Co-Payment
(required)

Not Required

Justification

Not linked to employment.

Submitted by

Submitted

25 Sep 2024 14:30

Submitter's Declaration

I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by on 25 Sep 2024 14:30

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESBI) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Justification

Not linked to employment.

Submitted

30 Sep 2024 13:46

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR [s 22\(1\)\(a\)\(ii\)](#) on 30 Sep 2024 13:46

Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. **Gifts and benefits that have been declined before receipt do not have to be recorded.**"

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\)](#) [@pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 297 Outcome: **Accept – Used for official purpose**

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Liz HEFREN-WEBB [§ 22\(1\)\(a\)\(ii\)](#) liz.hefren-webb@pmc.gov.au

Level (required)

SES3

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Organisation name
(required)

Virgin Australia Airlines Pty Ltd

ABN

Leave blank if not known

Contact name

(required)

Australia Beyond Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient

(required)

- Current Supplier
 Mentor or Mentoring
 Prospective Supplier
 Other
 Customer

Other details

(required)

Airline

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.
(required)

 [Provider Advice Document - Not Available 2.pdf](#)

Offered/Received date

(required)

1/08/2024

Gift/Benefit type

(required)

- Benefits under loyalty schemes
 Bottles of wine
 Christmas function invitations
 Discounts on commercial items
 Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline lounge Membership

Description

(required)

Airline Lounge membership -Virgin Australia Pty Ltd/ Australia Beyond Lounge



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

lounge membership has been valid since appointment of Senior Executive Service Officer role/position

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)

Co-Payment
(required)

Not Required

Justification

Submitted by

s 22(1)(a)(ii) @pmc.gov.au

Submitted

28 Aug 2024 09:58

Submitter's Declaration

I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SES) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Martin HEHIR s 22(1)(a)(ii) martin.hehir@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

For Official use for domestic and international travel

Submitted

28 Aug 2024 16:43

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR s 22(1)(a)(ii) on 28 Aug 2024 16:43



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. **Gifts and benefits that have been declined before receipt do not have to be recorded.**"

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\)](#) [@pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 298 Outcome: **Accept – Used for official purpose**

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Liz HEFREN-WEBB [§ 22\(1\)\(a\)\(ii\)](#) liz.hefren-webb@pmc.gov.au

Level (required)

SES3

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Organisation name
(required)

QANTAS Airways Limited

ABN

Leave blank if not known

Contact name

(required)

Chairman Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient

(required)

- Current Supplier
- Prospective Supplier
- Customer
- Mentor or Mentoring
- Other

Other details

(required)

Airline

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.
(required)

 [Provider Advice Document - Not Available 2.pdf](#)

Offered/Received date

(required)

1/08/2024

Gift/Benefit type

(required)

- Benefits under loyalty schemes
- Bottles of wine
- Christmas function invitations
- Discounts on commercial items
- Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline lounge membership

Description

(required)

Airline lounge membership Chairman lounge /Qantas



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

lounge membership has been valid since appointment of Senior Executive Services officer role

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

 [Chairmans Lounge reporting requirement into PMC Gifts Benefits Register.pdf](#) remove

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

membership accepted for official use-domestic and international travel

Submitted by

s 22(1)(a)(ii) @pmc.gov.au

Submitted

06 Aug 2024 15:37

Submitter's Declaration

I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [DM&C Conflict of Interest Policy](#) and reported any actual or



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SES) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Martin HEHIR s 22(1)(a)(ii) martin.hehir@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

membership accepted for official use-domestic and international travel

Submitted

06 Aug 2024 18:13

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR s 22(1)(a)(ii) on 06 Aug 2024 18:13



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. **Gifts and benefits that have been declined before receipt do not have to be recorded.**"

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\)](#) [s 47E\(d\)](#) [@pmc.gov.au](mailto:pmc.gov.au)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 295 Outcome: **Accept – Used for official purpose**

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Martin HEHIR [§ 22\(1\)\(a\)\(ii\)](#) martin.hehir@pmc.gov.au

Level (required)

SES3

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Organisation name
(required)

QANTAS Airways Limited

ABN

Leave blank if not known

Contact name

(required)

Chairman's Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient

(required)

- Current Supplier
- Prospective Supplier
- Customer
- Mentor or Mentoring
- Other

Other details

(required)

Airline

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.
(required)

 [Chairmans Lounge reporting requirement into PMC Gifts Benefits Register.pdf](#)

Offered/Received date

(required)

1/08/2024

Gift/Benefit type

(required)

- Benefits under loyalty schemes
- Bottles of wine
- Christmas function invitations
- Discounts on commercial items
- Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline lounge membership

Description

(required)

Airline lounge membership - Chairmans lounge / Qantas



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

Lounge membership has been valid since appointment of Senior Executive Service Officer role.

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)

Spouse has been offered and accepted Airline membership as part of Martin's offer (Gift/Benefit as a spouse of an SES Officer).

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by **s 22(1)(a)(ii)** on 06 Aug 2024 12:18

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESBI) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Karyn COOPERS **s 22(1)(a)(ii)** karyn.cooper@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.

Submitted

06 Aug 2024 12:44

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Karyn COOPER **s 22(1)(a)(ii)** on 06 Aug 2024 12:44



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. Gifts and benefits that have been declined before receipt do not have to be recorded."

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact Help-FinancialStatements@pmc.gov.au

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 296 Outcome: **Accept – Used for official purpose**

COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Martin HEHIRS s 22(1)(a)(ii) martin.hehir@pmc.gov.au

Level (required)

SES3

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Organisation name
(required)

Virgin Australia Airlines Pty Ltd

ABN

Leave blank if not known

Contact name

(required)

Australia Beyond Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country

(required)

Australia

Relationship to recipient

(required)

- Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

Other details

(required)

Airline

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.
(required)

 [Chairmans Lounge reporting requirement into PMC Gifts Benefits Register.pdf](#)

Offered/Received date

(required)

1/08/2024

Gift/Benefit type

(required)

- Benefits under loyalty schemes
 Bottles of wine
 Christmas function invitations
 Discounts on commercial items
 Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Airline Lounge Membership

Description

(required)

Airline Lounge Membership - Virgin Australia Airlines Pty Ltd / Australia Beyond Lounge.



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

Lounge membership has been valid since appointment of Senior Executive Service Officer role/position.

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)

Spouse has been offered and accepted Airline membership as part of Martin's offer (Gift/Benefit as a spouse of an SES Officer).

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by **s 22(1)(a)(ii)** on 06 Aug 2024 12:28

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESBI) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Karyn COOPERS **s 22(1)(a)(ii)** karyn.cooper@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel.

Submitted

06 Aug 2024 12:46

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Karyn COOPER **s 22(1)(a)(ii)** on 06 Aug 2024 12:46



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. Gifts and benefits that have been declined before receipt do not have to be recorded."

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit maybe considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [s 47E\(d\)](#) [@pmc.gov.au](mailto:s47E(d)@pmc.gov.au)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.



Identifier 304 Outcome: Accept – Used for official purpose

COMPLETE

Application Type

(required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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

Nadine WILLIAMS [s 22\(1\)\(a\)\(ii\)](#) nadine.williams@pmc.gov.au



Licensing

x

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Gift/Benefit Provider Details

Entity type
(required)

Organisation Individual

Organisation name
(required)

Virgin Airlines Pty Limited

ABN

Leave blank if not known

Contact name
(required)

Beyond Lounge

Phone number

Leave blank if not known

Email address

Leave blank if not known

Country
(required)

Australia

Relationship to recipient
(required)

Current Supplier Mentor or Mentoring
 Prospective Supplier Other
 Customer

Other details
(required)

Airline

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.
(required)

 [For action - Chairmans Lounge reporting requirement into PMC GiftsBenefits Register SECOFFICIALSensitive ACCESSPersonal-Privacy.msg](#)

Offered/Received date
(required)

15/01/2024

Gift/Benefit type
(required)

- Benefits under loyalty schemes
- Bottles of wine
- Christmas function invitations



Licensing



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Description FOI/2025/024
(required)

Airline lounge membership - Beyond Lounge / Virgin

Document 11

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

Lounge membership has been valid since appointment of Senior Executive Service Officer role

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)

Spouse has been offered and accepted Airline membership as a part of Nadine's offer (Gift/Benefit as a spouse of SES Officer)



Licensing



Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel

Submitted by

s 22(1)(a)(ii) @pmc.gov.au

Submitted

13 Aug 2024 15:39

Submitter's Declaration

I declare that:

- I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)
- I have read [PM&C Conflict of Interest Policy](#) and reported any actual or perceived conflicts of interest of which I am aware.

Declared by s 22(1)(a)(ii) on 13 Aug 2024 15:39

Approval

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SESBI) of the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Martin HEHIR s 22(1)(a)(ii) martin.hehir@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Membership accepted for official use - domestic and international travel

Submitted

13 Aug 2024 15:45

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIR s 22(1)(a)(ii) on 13 Aug 2024 15:45



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Disclosure of Gifts/Benefits offered by External Parties

Please note as per the PM&C Gifts Policy;

"All gifts and benefits valued at \$100 or more will be recorded in the PM&C Gifts and Benefits Register, including those that have been accepted but not retained. **Gifts and benefits that have been declined before receipt do not have to be recorded.**"

You are required to declare all occasions when you are offered a gift or benefit that you are awaiting for the 'approval' from the delegate or receive a gift or a benefit in the course of your work for the Commonwealth, except when the gift/benefit may be considered inconsequential if its value is less than \$100.

In accordance with the [APSC Gifts and Benefits Guidance](#) October 2019;

- this form (register) must be submitted and finalised within 28 days of receiving a gift or benefit. The only exception is if the gift/benefit is considered inconsequential;
- the register will start to be published on the department's website by 31 January 2020.
- the register will be updated quarterly; and
- **you must advise the 'giver' of the gift or benefit that their information may be published on the register. You will need to upload a copy of this advice with this form. This is to ensure compliance with the Privacy Act 1988. The only exception is if the gift/benefit is considered inconsequential.**

A monetary limit of \$100 may not be the sole determinant, in all cases, as to whether a gift is trivial or inconsequential. Before accepting the gift you should also consider:

- the particular circumstances surrounding the acceptance of the gift;
- whether the gift is received regularly;
- whether the monetary value is disputable; or
- whether inexpensive gifts carrying a name or logo of a supplier could give the appearance of a conflict of interest.

Please complete all the relevant fields in this disclosure, select your approver, and then click on the "Submit" button to lodge your declaration.

For assistance in helping you make a decision about your gift please refer to; ['The Receiving Gifts and Benefits Decision Workflow'](#) 'The Receiving Gifts and Benefits Decision Workflow'

Fringe Benefit Tax (FBT)

Please note that there may be FBT implications if you accept a gift and or benefit for further advice in relation to FBT please contact [§ 47E\(d\) @pmc.gov.au](#)

Approval of Accepting and or Retaining a Gift or Benefit or Sponsorship

Please refer to the Quick Reference Guide: [Receiving Gifts and Benefits](#)

* The Delegate needs to advise if a co-payment is required for gifts equal to and or greater than \$500. Co-payment amount is the gap between \$500 and the value of the gift.

Identifier 313 Outcome: **Accept – Used for official purpose** COMPLETE

Application Type (required)

- Gift/Benefit offered/received from an External Party
- Gift/Benefit given on behalf of Department of the Prime Minister & Cabinet
- 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)

Padma RAMAN [§ 22\(1\)\(a\)\(ii\)](#) padma.raman@pmc.gov.au

Level (required)

SES3

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Your license expires on 09 Mar 2025 - please contact Torque Software to renew.



Organisation name
(required)

Qantas Airways Limited

ABN

Leave blank if not known

Contact name

(required)

s 47F

Phone number

Leave blank if not known

02 6250 8272

Email address

Leave blank if not known

s 47F @qantas.com.au

Country

(required)

Australia

Relationship to recipient

(required)

- Current Supplier
 Mentor or Mentoring
 Prospective Supplier
 Other
 Customer

Other details

(required)

Customer relations manager

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.
(required)

 [PR Gift Qantas.pdf](#)

Offered/Received date

(required)

26/09/2024

Gift/Benefit type

(required)

- Benefits under loyalty schemes
 Bottles of wine
 Christmas function invitations
 Discounts on commercial items
 Electronic device e.g Fit bit . These should not be

Other gift/benefit type

Chairmans Lounge

Description

(required)

Invitation to become a member of the Qantas Chairmans Lounge



Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

Gift/Benefit value
(required)

\$0.00

Gift/Benefit value confirmed or estimated?
(required)

Confirmed Estimated

Valuation method
(required)

The value of a Chairmans Lounge cannot be estimated as the membership is only offered to members, you cannot apply for membership.

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

Invitation to become a member of the Qantas Chairmans Lounge

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

Yes No

Additional Attachments

No additional attachments.

Submission

Proposed Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Padma is required to travel frequently for her job. This will allow her to take certain meetings from the airport.

Submitted by

Submitted

16 Oct 2024 15:57

Submitter's Declaration

I declare that:
• I have disclosed all facts relating to the acceptance of the specified gift(s)/benefit(s)

Licensing

Your license expires on 09 Mar 2025 - please contact Torque Software to renew.

For gifts or benefits up to \$99 (less than \$100) the recipient must formally advise their Supervisor and Assistant Secretary (SES) or the gift or benefit offer and/or acceptance, regardless of whether you accept the gift/benefit.

Approver
(required)

Martin HEHIRS 22(1)(a)(ii) martin.hehir@pmc.gov.au

Approved Action
(required)

Accept – Used for official purpose

Co-Payment
(required)

Not Required

Justification

Padma is required to travel frequently for her job. This will allow her to take certain meetings from the airport.

Submitted

18 Oct 2024 11:18

Approver's Declaration

I confirm that I have the authority to approve this action, I have read [PM&C Conflict of Interest](#) and the action I have approved is in the best interests of the Department and takes into account any possible actual or perceived conflicts of interest of which I am aware.

Declared by Martin HEHIRS 22(1)(a)(ii) on 18 Oct 2024 11:18



Licensing

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From: [SES Unit](#)
To: [SES Unit](#)
Subject: FW: For action - Chairman's Lounge reporting requirement into PM&C Gifts/Benefits Register
[~~SEC=OFFICIAL:Sensitive, ACCESS=Personal-Privacy~~]
Date: Friday, 2 August 2024 3:23:54 PM

~~OFFICIAL: Sensitive~~
~~Personal privacy~~

Good afternoon

In line with the [PM&C Gifts and Benefits Policy](#) (*Sections 15: Exclusive Invitation Airline Lounge Membership*), all SES who hold exclusive membership/s are to report the benefit by July each year.

From 1 July 2024, all SES are required to declare this benefit in [FMCS](#).

An excerpt from the PM&C Gifts and Benefits policy being:

15. EXCLUSIVE INVITATION AIRLINE LOUNGE MEMBERSHIP

Airlines often will invite senior Public Servants membership to their exclusive lounges. There is no cost to the department however there is a benefit to the individual. The nature of these memberships is that they are ongoing, i.e. they are not renewed each year. In addition to this officers often retain their membership when they change roles/departments.

New Membership. If an officer is offered such a membership it is required to be recorded and approved in the Financial Management Compliance System (FMCS) and will be subsequently reported on the PM&C website in the departments Gifts and Benefits Register. Ongoing Membership Annual update. As these memberships are ongoing, on an annual basis officers will be required to report the exclusive invitation airline lounge memberships they hold. The Gifts and Benefits Register on the PM&C website will be updated to reflect memberships are current on 1 July each year or when circumstances change. On commencement staff who hold such a membership will be required to provide the appropriate details to be included on the website.

For action: To meet PM&C's compliance obligations, it would be appreciated if you could complete the Gifts and Benefits application through [FMCS](#) as a matter of priority and by no later than COB 9 August 2024.

The external [Gifts and Benefits Register on the PM&C website](#) will be updated by the Financial Governance team. For further information please contact [s 22\(1\)\(a\)\(ii\) @pmc.gov.au](#) or [s 22\(1\)\(a\)\(ii\) @pmc.gov.au](#)

Regards,

SES Unit | People Branch
Department of the Prime Minister and Cabinet
Gunnawal Country, One National Circuit, Barton ACT 2600 | PO Box 6500 CANBERRA ACT 2600