



Freedom of Information Request - FA 25/02/00104

For the following Home Affairs staff, total number of flights and total expenditure (only flights funded by Home Affairs), by airline, for the period 1 July 2023 to 12 February 2025			
Named Individual	Airline	Total Number of Flights	Total Expenditure AUD
Charlotte TRESSLER	Qantas	9	14,181
Charlotte TRESSLER	Virgin	3	499
Emma CASSAR	Other airlines	6	24,077
Emma CASSAR	Qantas	31	32,606
Emma CASSAR	Virgin	13	4,054
Gavan REYNOLDS	Qantas	9	2,324
Gavan REYNOLDS	Virgin	1	839
Hamish HANSFORD	Other airlines	5	22,409
Hamish HANSFORD	Qantas	49	67,522
Hamish HANSFORD	Virgin	16	5,397
Michael WILLARD	Other airlines	4	15,241
Michael WILLARD	Qantas	23	18,949
Michael WILLARD	Virgin	1	499
Michelle MCGUINNESS	Qantas	41	41,702
Michelle MCGUINNESS	Virgin	3	1,408
Nathan SMYTH	Other airlines	4	16,628
Nathan SMYTH	Qantas	20	15,810
Nathan SMYTH	Virgin	5	1,303
Sophie SHARPE	Qantas	6	10,293
Stephanie FOSTER	Qantas	37	25,036
Stephanie FOSTER	Virgin	19	6,966
Timothy FITZGERALD	Other airlines	9	51,005
Timothy FITZGERALD	Qantas	41	81,414
Timothy FITZGERALD	Virgin	2	429
Vanessa HOLBEN	Qantas	35	19,490
Vanessa HOLBEN	Virgin	3	890

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under the Freedom of Information Act 1982

Notes:

1. Source: Department of Home Affairs

Caveats:

- *This information is provided for the specific purpose of this request.*

From: [Stephanie CARGILL](#)
To: [All ABF - Band 3](#); [All Home Affairs and ABF - GM \(Group Managers\)](#); [All Home Affairs Dept - Band 3 \(Deputy Secretary & Coordinator\)](#)
Cc: [CFO Exec Support](#); [Tracy HOBDEN](#); [Financial Framework](#)
Subject: Annual airline lounge membership self-declaration 2024-25 [SEC=OFFICIAL]
Date: Thursday, 31 October 2024 4:38:29 PM
Attachments: [Reference guide - How to enter Invitation-only Airline Membership - October 2024.DOCX](#)

OFFICIAL

Colleagues,

It's time to complete your annual self-declaration of complimentary airline lounge membership/s for the current financial year using the online form in Lighthouse ([Record of gift or benefit received](#)).

In accordance with the [Australian Public Service Commission gift and benefit guidance](#), complimentary airline lounge memberships (including those which are invitation-only) must be reported in the gifts and benefits register:

- annually, or
- when your circumstances change, such as a new or cancelled membership.

Please note, this requirement applies only to airline lounge memberships which are gifted to you in the course of your official duties. It does not apply to the standard airline membership paid for by the department i.e. any entitlement included in your SES employment agreement.

There is also a requirement to declare gifts received by immediate family members where the offer of the gift or benefit is, or could be reasonably perceived as, the direct result of your work for the department. Therefore, if a spouse/family member has been granted their own lounge membership as a result of your invitation, this must also be declared in your gift submission. Note that this does not include where they accompany you as a guest.

If you have not already done so for the 2024-25 financial year, please self-declare your complimentary airline lounge membership/s in the online form in Lighthouse ([Record of gift or benefit received](#)). As the value of the airline lounge membership is estimated at more than AUD100 (per APSC guidance), it requires SES approval. For consistency, all declarations should be submitted to the Chief Finance Officer for review and approval. Attached is a reference guide to assist you report the gift in Lighthouse.

Officials are to apply high standards of probity and ethical behaviour when accepting gifts or benefits. If the circumstance in which the gift or benefit was accepted gives rise to a real, potential or perceived conflict of interest, it must be declared in accordance with the reporting requirements outlined in the Department's [Conflict of Interest Instruction](#).

Please ensure you:

- enter the value of the gift as \$101
- disclose if a spouse/family member has their own lounge membership as a result of your invitation in the 'Description of gift/benefit' section. For privacy purposes, please do not include the name of the person
- submit to the CFO for approval

- declare any conflicts of interest in accordance with the department's [Conflict of Interest Instruction](#).

If you require further information, please don't hesitate to contact my team at s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

Regards,

Stephanie Cargill

Chief Finance Officer

Finance Division | Chief Operating Officer Group

Department of Home Affairs

Ph: s. 22(1)(a)(ii) | M: s. 22(1)(a)(ii)

E: s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

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How to report exclusive/invitation-only airline memberships

In circumstances where officials are gifted lounge membership to an airline carrier's exclusive/invitation-only lounge, it must be recorded in the Department's gifts and benefits register annually or when circumstances change, such as a new or cancelled membership.

Note: The Department's register captures details and decisions relating to gifts and benefits received. This information is used to support reporting at Senate Estimates and ensure APSC external reporting requirements are met.

Entering a Gift or benefit into Lighthouse

This guide provides an overview on how to report the gift or benefit received in Lighthouse.

1. Go to [S. 47E\(d\)](#) the system will automatically log you into lighthouse using single user sign on.
2. The following Dashboard will appear. Click on 'New Application' in the 'Record Gift/Benefit received' tile.

Dashboard

Lighthouse - Department of Home Affairs

Welcome to Lighthouse

This system is used for:

- Disclosing potential financial non-compliances
- Recording gifts received by officials
- Reporting official hospitality events

Please select an option to get started:

If you need any help, please contact Financial Framework Section using the appropriate email address below.

For financial non-compliance contact [s. 22\(1\)\(a\)\(i\)](#) @homeaffairs.gov.au

For Gifting contact [s. 22\(1\)\(a\)\(ii\)](#) @homeaffairs.gov.au

For Official Hospitality contact [s. 22\(1\)\(a\)\(iii\)](#) @homeaffairs.gov.au

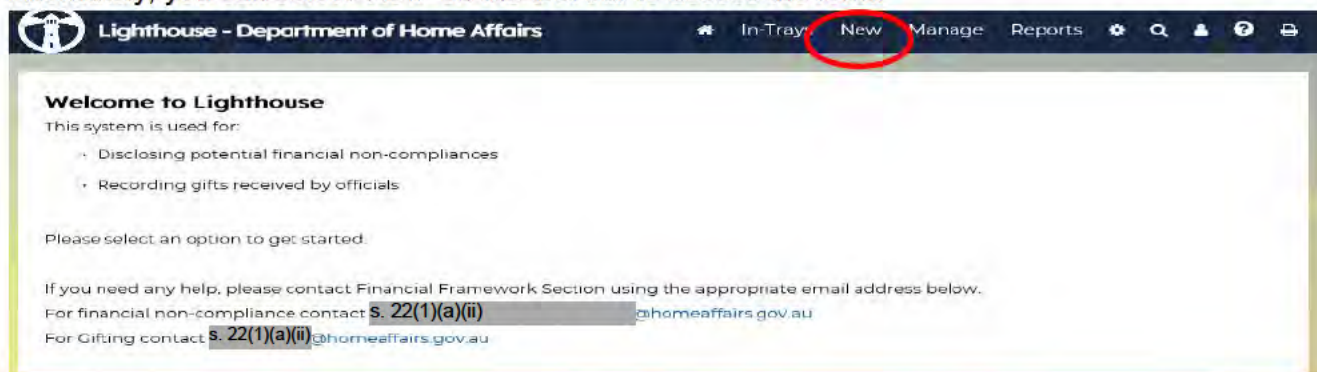
Record of Gift/Benefit Received

0 to action
View All

4 in progress
New Application

OFFICIAL

Alternately, you can select 'New' on the tool bar to access the form.



The following screen will appear. Click on 'Record of Gift/Benefit Received' tile.



3. The following fields will appear and will need to be completed to record the gift or benefit received.

Reporting details	
Name of reporter	Your name should automatically appear. If your name does not appear, click on and put in your first or last name (or both) and select the search button.
Who was the recipient of the gift/benefit	Click on and select 'Individual'.
Name of recipient:	Enter in the name of the person who received the gift or benefit. Note: where the membership recipient is an immediate family member, enter your name here. Refer to the '<u>Description of gift/benefit</u>' field below to disclose membership received by family members.

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Position Title:	Enter in the recipient's position title e.g. Deputy Secretary, National Security and Resilience.
Organisational unit:	Your organisational unit should appear. If it is not correct, click on and search for the correct organisational unit.
Gift/Benefit Provider	
Who provided the gift or benefit	Select 'Organisation'.
Name of Organisation	You must enter either: • 'Qantas'; or • 'Virgin' Note: a separate gift reporting form is required for each membership, i.e. if you have membership from both organisations, you will need to complete two gift submissions.
Gift/Benefit details	
Date gift/benefit received	Select date
Value of gift/benefit	Enter the value of the gift as \$101
Type of gift/benefit	Select 'Other'
Description of gift/benefit:	Enter the relevant description as shown below: • 'Qantas Chairman's Lounge membership' • 'Virgin Australia's Beyond Lounge membership' Note: If a spouse/family member has their own lounge membership as a result of your invitation, you <u>must</u> disclose these details in this section. For privacy purposes, please do not include the name of the person. E.g. 'Qantas Chairman's Lounge membership and Spouse Qantas Chairman's Lounge membership'
Value of gift/benefit	Select 'Estimated'.

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How did you estimate the value of the gift/benefit?	Enter the text as shown below: 'The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.'
Under what circumstances was the gift/benefit received?	Please provide as much detail as you can on how you received this gift. Note: membership to an exclusive/invitation-only Lounge is not a standard SES entitlement and is not offered to all SES officers.
Is there a real, potential or perceived conflict of interest in receiving the gift or benefit	Select 'Yes' or 'No'. Note: If 'Yes' - You must declare the conflict of interest in accordance with the additional reporting requirements contained in the <u>Conflict of Interest instruction</u> .
What further action is proposed?	Select 'Seeking SES approval to retain the gift or benefit which is valued at over AUD100'.
Please attach any relevant documentation	Browse and attach relevant files
Next Steps	
SES Approver How to change the approver Note: All submissions need to be approved by the Chief Finance Officer (CFO)	Submit to the CFO for approval. - Click on the blue search button - Wait for the "Select Authority" box to appear - Type all or part of the name of the CFO in the box - Click on the "Search" button - Click on the name of the CFO as approver - Once the approver name is in the box, click on blue 'Submit' to lodge the report

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What happens next?	Your submission will automatically be allocated the CFO for action. Note: Lighthouse will generate further emails for your action/advice as your submission progresses. Once complete, details contained in the submission will be published on the <u>Department's website</u> and reported in Senate Estimates.
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under the *Freedom of Information Act 1982*



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



ONLY GIFTS OR BENEFITS VALUED AT OVER AUD100.00 (EXCLUDING GST) MUST BE REPORTED.

This form MUST NOT be used for gifts or benefits:

- valued at AUD100 (excluding GST) or less.
- provided in accordance with The Awards and Recognition Framework.

Information provided will be used to support reporting at Senate Estimates and will be publicly available.

This form must be approved by an SES official. All gifts and benefits reported are published on the [Department's external website](#).

You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

Further information on receiving gifts or benefits can be found here: [Receiving gifts or benefits intranet page](#)

For enquiries about gifts or benefits received, email: [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

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

@HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Stephanie FOSTER (SECRETRY) s. 22(1)(a)(ii)

@HOMEAFFAIRS.GOV.AU

Position title:
(required)

Secretary

Organisational unit:
(required)

...AFFAIRS PORTFOLIO / CSEC_2 DS EXECUTIVE / EX_B OFFICE OF THE SECRETARY

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Virgin Australia / QANTAS

Gift/Benefit details

Date gift/benefit received:
(required)

1/12/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge membership and Spouse Qantas Chairman's Lounge membership

Virgin Australia's Beyond Lounge membership and Spouse Virgin Australia's Beyond Lounge membership

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

(required)

Virgin/Qantas invited Stephanie to join their Virgin Beyond/Chairman's membership program, which is an exclusive/invitation-only. Lounge is not a standard SES entitlement and is not offered to all SES officers.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☒ Yes ☐ No



You must declare the conflict of interest in accordance with the additional reporting requirements contained in the Conflict of Interest instruction.

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the [AAls](#) (required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

 [Personal Interests Disclosures.docx](#)

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Sophie SHARPE (SES BND3) **s. 22(1)(a)(ii)** @HOMEAFFAIRS.GOV.AU

Outcome: [Approved](#) Effective: 10-01-2025 Recorded: 10-01-2025 [View Comments](#)

Submission

Submitted on 10 Jan 2025 16:11 by

Rebecca CARPENTER (SES BND1) **s. 22(1)(a)(ii)** @HOMEAFFAIRS.GOV.AU

Personal Interests Disclosures

1. Annual membership to Qantas Chairman's Lounge (invitation only, currently expires June 2025) and Virgin Australia's Beyond Lounge (also invitation only). These memberships provide the capacity for private space in which I can carry out non-sensitive business while travelling, and additional flexibility with schedule changes, both of which increase my productivity.
2. I acknowledge they may create a perception of conflict of interest, given the Department's regulatory role in relation to transport security and responsibilities at the border, through the Australian Border Force, which involve ongoing engagement with all airlines that fly into Australia. I manage any perceived conflict of interest as follows:
 - While I have powers to take compliance and enforcement actions in relation to the aviation industry, I exercise these only in exceptional circumstances, and they are routinely delegated within my agency to authorised officers. The only instance in which I have exercised such powers has involved a broad-based direction to the aviation sector, not specifically to Qantas and Virgin.
 - If I were to make a decision relating to Qantas or Virgin Australia specifically, I would have my decision second counselled to avoid any perception of bias or influence.



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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This form MUST NOT be used for gifts or benefits:

- valued at AUD100 (excluding GST) or less.
- provided in accordance with the Awards and Recognition Framework.

Information provided will be used to support reporting at Senate Estimates and will be publicly available.

This form must be approved by an SES official. All gifts and benefits reported are published on the [Department's external website](#).

You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

Further information on receiving gifts or benefits can be found here: [Receiving gifts or benefits intranet page](#)

For enquiries about gifts or benefits received, email: [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Gavan REYNOLDS (ABF COMM) [s. 22\(1\)\(a\)\(ii\)](#) @ABF.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Gavan REYNOLDS (ABF COMM) [s. 22\(1\)\(a\)\(ii\)](#) @ABF.GOV.AU

Position title:
(required)

Commissioner ABF

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / Secretary

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

QANTAS

Gift/Benefit details

Date gift/benefit received:
(required)

8/07/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

QANTAS Chairman's Lounge Membership
Spouse has separate Chairman's Lounge Membership

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

Assessment

Under what circumstances was the gift/benefit received?

(required)

Invitation

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☒ Yes ☐ No



You must declare the conflict of interest in accordance with the additional reporting requirements contained in the Conflict of Interest Instruction.

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAls. (required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

 No uploaded files.

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Tracy HOBDEN (SES BND1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 20-11-2024 Recorded: 20-11-2024 [View Comments](#)

Submission

Submitted on 20 Nov 2024 07:51 by

Gavan REYNOLDS (ABF COMM) s. 22(1)(a)(ii) @ABF.GOV.AU





Reference 23291

Outcome: Approved

COMPLETE



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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Information provided will be used to support reporting at Senate Estimates and will be publicly available.

This form must be approved by an SES official. All gifts and benefits reported are published on the [Department's external website](#).

You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

Further information on receiving gifts or benefits can be found here: [Receiving gifts or benefits intranet page](#)

For enquiries about gifts or benefits received, email: [s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

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

@ABF.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Tim FITZGERALD (SES BND3) s. 22(1)(a)(ii)

@ABF.GOV.AU

Position title:
(required)

Deputy Commissioner, National Operations Group

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 NATIONAL OPERATIONS

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

QANTAS

Gift/Benefit details

Date gift/benefit received:
(required)

1/04/2024

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Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Gifted Annual Airline Lounge Access for QANTAS (Chairman's Lounge). Gift of membership applies to the majority of senior public servants and officials.

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

(required)

Within normal process of stakeholder engagement.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the [AAls](#).
(required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

 No uploaded files.

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Andrew HARVEY (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 08-01-2025 Recorded: 08-01-2025 [View Comments](#)

Submission

Submitted on 08 Jan 2025 15:28 by

s. 22(1)(a)(ii) @ABF.GOV.AU 



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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This form must be approved by an SES official. All gifts and benefits reported are published on the [Department's external website](#).

You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Sophie SHARPE (SES BND3) [s.22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Sophie SHARPE (SES BND3) [s.22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

Deputy Secretary Executive

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 DS EXECUTIVE

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Qantas

Gift/Benefit details

Date gift/benefit received:
(required)

1/07/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge membership.
Note my husband, S. 47F(1) also received membership but in his own capacity as the then S. 47F(1)
of S. 47F(1)

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However as per the APSC guidance it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

(required)

I was first invited as a spouse when my husband was invited in his capacity as the S. 47F(1) of the S. 47F(1). I was then invited in my own right in early 2023.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAI's.
(required)

- ☐ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☒ Not personally retaining the gift or benefit

Please attach any relevant documentation

 No uploaded files

Document 3.4

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Andrew HARVEY (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 02-01-2025 Recorded: 02-01-2025 [View Comments](#)

Submission

Submitted on 02 Jan 2025 13:36 by

Sophie SHARPE (SES BND3) s. 22(1)(a)(ii) HOMEAFFAIRS.GOV.AU 



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Sophie SHARPE (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Sophie SHARPE (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

Deputy Secretary Executive

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 DS EXECUTIVE

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Virgin

Gift/Benefit details

Date gift/benefit received:
(required)

1/07/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Virgin Australia's Beyond Lounge membership

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

(required)

I received an invitation in early 2023.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the [AAIs](#).
(required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Andrew HARVEY (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU
Outcome: Approved Effective: 02-01-2025 Recorded: 02-01-2025 [View Comments](#)

Submission

Submitted on 02 Jan 2025 13:39 by

Sophie SHARPE (SES BND3) s. 22(1)(a)(ii) HOMEAFFAIRS.GOV.AU



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



ONLY GIFTS OR BENEFITS VALUED AT OVER AUD100.00 (EXCLUDING GST) MUST BE REPORTED.

This form MUST NOT be used for gifts or benefits:

- valued at AUD100 (excluding GST) or less.
- provided in accordance with the Awards and Recognition Framework.

Information provided will be used to support reporting at Senate Estimates and will be publicly available.

This form must be approved by an SES official. All gifts and benefits reported are published on the [Department's external website](#).

You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

Further information on receiving gifts or benefits can be found here: [Receiving gifts or benefits intranet page](#)

For enquiries about gifts or benefits received, email: [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Vanessa HOLBEN (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @ABF.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Vanessa HOLBEN (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @ABF.GOV.AU

Position title:
(required)

Deputy Commissioner, Regional Operations, ABF

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 REGIONAL OPERATIONS

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

QANTAS

Gift/Benefit details

Date gift/benefit received:
(required)

13/02/2023

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Chairmans Lounge Access

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline membership is not disclosed. However as per the APSC guidance, it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

(required)

When I was promoted to Deputy Commissioner, SES Band 3 in December 2022, a short time later, I received an invitation as a gift to be a member of the QANTAS Chairmans Lounge which, when flying QANTAS I have access to the Chairmans Lounge.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☒ Yes ☐ No



You must declare the conflict of interest in accordance with the additional reporting requirements contained in the Conflict of Interest Instruction.

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the [AAls](#). (required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

 No uploaded files.

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Stephanie CARGILL (SES BND2) **s. 22(1)(a)(ii)** [@HOMEAFFAIRS.GOV.AU](#)

Outcome: Approved Effective: 05-11-2024 Recorded: 05-11-2024 [View Comments](#)

Submission

Submitted on 03 Nov 2024 14:22 by

Vanessa HOLBEN (SES BND3) **s. 22(1)(a)(ii)** [@ABF.GOV.AU](#) 



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Emma CASSAR (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Emma CASSAR (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

ASSOCIATE SECRETARY

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 IMMIGRATION

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

QANTAS

Gift/Benefit details

Date gift/benefit received:
(required)

23/10/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$100.01

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

QANTAS CHAIRMANS LOUNGE MEMBERSHIP

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.'

Under what circumstances was the gift/benefit received?

(required)

membership to an exclusive/invitation only Lounge is not a standard SES entitlement and is not offered to all SES officers.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the [AAIs](#).
(required)

- ☐ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☒ Not personally retaining the gift or benefit

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Tracy HOBDEN (SES BND1 s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 19-11-2024 Recorded: 19-11-2024 [View Comments](#)

Submission

Submitted on 19 Nov 2024 16:04 by

s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



ONLY GIFTS OR BENEFITS VALUED AT OVER AUD100.00 (EXCLUDING GST) MUST BE REPORTED.

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- provided in accordance with the Awards and Recognition Framework.

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For enquiries about gifts or benefits received, email: [s.22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Emma CASSAR (SES BND3) [s.22\(1\)\(a\)\(ii\)@HOMEAFFAIRS.GOV.AU](mailto:s.22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU)

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Emma CASSAR (SES BND3) [s.22\(1\)\(a\)\(ii\)@HOMEAFFAIRS.GOV.AU](mailto:s.22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU)

Position title:
(required)

ASSOCIATE SECRETARY

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 IMMIGRATION

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

VIRGIN

Gift/Benefit details

Date gift/benefit received:
(required)

14/11/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$100.01

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

• 'Virgin Australia's Beyond Lounge membership'

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.'

Under what circumstances was the gift/benefit received?

(required)

membership to an exclusive/invitation only Lounge is not a standard SES entitlement and is not offered to all SES officers.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the [AAIs](#).
(required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Tracy HOBDEN (SES BND1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU
Outcome: Approved Effective: 20-11-2024 Recorded: 20-11-2024 [View Comments](#)

Submission

Submitted on 20 Nov 2024 08:55 by

Tracy HOBDEN (SES BND1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU 



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



ONLY GIFTS OR BENEFITS VALUED AT OVER AUD100.00 (EXCLUDING GST) MUST BE REPORTED.

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For enquiries about gifts or benefits received, email: [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Nathan SMYTH (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Nathan SMYTH (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

Deputy Secretary, National Security and Resilience

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 NATIONAL SECURITY & RESILIENCE

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Qantas

Gift/Benefit details

Date gift/benefit received:
(required)

31/10/2024

Value of gift/benefit:

Only gifts valued at over AUD100 (excluding GST) need to be reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
☐ Alcohol
☐ Entertainment
☐ Gift card
☐ Technology (e.g. iPad, smart phone)
☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge membership

Value of gift/benefit

(required)

- ☐ Exact
☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100

Under what circumstances was the gift/benefit received?

(required)

Membership to an exclusive/invitation only Lounge is not a standard SES entitlement, and I was contacted via email from a Qantas representative, who invited me to me a part of the Chairman's lounge program and upgraded my existing Qantas membership after confirming my details were correct.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAI's.
(required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

 No uploaded files

Document 3.7

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Stephanie CARGILL (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 05-11-2024 Recorded: 05-11-2024 [View Comments](#)

Submission

Submitted on 31 Oct 2024 18:13 by

s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU 



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Nathan SMYTH (SES BND3) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

Deputy Secretary National Security and Resilience

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 NATIONAL SECURITY & RESILIENCE

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Virgin

Gift/Benefit details

Date gift/benefit received:
(required)

1/01/2018

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Virgin Beyond Lounge membership

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100

Under what circumstances was the gift/benefit received?

(required)

A contact from Virgin Australia reached out to invite Nathan to join their Virgin Beyond Membership program back in 2018 and it has been reviewed and renewed every 2 years.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAI's.
(required)

- ☐ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☒ Not personally retaining the gift or benefit

Please attach any relevant documentation

 No uploaded files

Document 3.7.1

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Tracy HOBDEN (SES BND1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 19-11-2024 Recorded: 19-11-2024 [View Comments](#)

Submission

Submitted on 19 Nov 2024 12:06 by

Tracy HOBDEN (SES BND1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU 



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Charlotte TRESSLER (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Charlotte TRESSLER (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

COO

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 CHIEF OPERATING OFFICER GROUP

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Qantas

Gift/Benefit details

Date gift/benefit received:
(required)

6/11/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$100.01

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

Advised by CFO

Under what circumstances was the gift/benefit received?

(required)

Annual renewal of declaration

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☒ Yes ☐ No



You must declare the conflict of interest in accordance with the additional reporting requirements contained in the Conflict of Interest Instruction.

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAls. (required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

No uploaded files.

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Sophie SHARPE (SES BND3) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 12-11-2024 Recorded: 12-11-2024 View Comments

Submission

Submitted on 06 Nov 2024 12:58 by

Charlotte TRESSLER (SES BND3) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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- provided in accordance with The Awards and Recognition Framework.

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You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

Further information on receiving gifts or benefits can be found here: [Receiving gifts or benefits intranet page](#)

For enquiries about gifts or benefits received, email: [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

Hamish HANSFORD (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Hamish HANSFORD (SES BND3) [s. 22\(1\)\(a\)\(ii\)](#) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

Deputy Secretary Cyber and Infrastructure Security

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 CYBER & INFRASTRUCTURE SECURITY

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Qantas and Virgin

Gift/Benefit details

Date gift/benefit received:
(required)

2/12/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$100.01

Type of gift/benefit:

(required)

- ☐ Food
☐ Alcohol
☐ Entertainment
☐ Gift card
☐ Technology (e.g. iPad, smart phone)
☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge Membership
Virgin Beyond Lounge Membership

Value of gift/benefit

(required)

- ☐ Exact
☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

Advice from the Chief Finance Officer

Under what circumstances was the gift/benefit received?

(required)

Provided in accordance with company policy based on my role. Please note that this also applies to my wife, S. 47F(1) who has received Beyond Lounge membership but NOT chairman's lounge. Further, my EA received complementary Virgin general lounge access.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☒ Yes ☐ No



You must declare the conflict of interest in accordance with the additional reporting requirements contained in the conflict of interest instruction.

Released by Department of Home Affairs
under the Freedom of Information Act 1982

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAls. (required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

 [Conflict of Interest in relation to Qantas Chairman and Virgin Beyond.docx](#)

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Andrew HARVEY (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 09-12-2024 Recorded: 09-12-2024 [View Comments](#)

Submission

Submitted on 02 Dec 2024 13:59 by

Hamish HANSFORD (SES BND3) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU 

Conflict of Interest in relation to Qantas Chairman's Lounge and Virgin Beyond Lounge memberships. I have declared a perceived conflict of interest given I directly regulate both Qantas and Virgin. The way that I am mitigating this is to ensure that I commit to resign the memberships should either Qantas or Virgin raise this in the context of my regulatory work or in any meeting or seek to hold the memberships up as a reason for me to take certain action or recommend certain policies. An additional mitigation is the fact that given my role I do not routinely use regulatory powers as this is delegated in the organisation and I do not interfere in individual decisions but rather am involved in the overall frameworks. Finally, the fact that both major airlines have given me the memberships based on my position is a further mitigation measure.



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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- provided in accordance with the Awards and Recognition Framework.

Information provided will be used to support reporting at Senate Estimates and will be publicly available.

This form must be approved by an SES official. All gifts and benefits reported are published on the [Department's external website](#).

You must consider the Department's Conflict of Interest policy including additional reporting requirements contained in the [Conflict of Interest Instruction and Guideline](#).

Further information on receiving gifts or benefits can be found here: [Receiving gifts or benefits intranet page](#)

For enquiries about gifts or benefits received, email: [s. 22\(1\)\(a\)\(ii\)@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)

For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

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

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Michelle McGuinness (SES BND3) s. 22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU

Position title:
(required)

National Cyber Security Coordinator

Organisational unit:
(required)

...NATIONAL CYBER SECURITY COORD / NC_D NATIONAL OFFICE OF CYBER SECURITY

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

QANTAS

Gift/Benefit details

Gift/Benefit Provider Details

Date gift/benefit received:
(required)

27/02/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:
(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

What was the gift/benefit that was
received?
(required)

Airline Lounge Membership

Description of gift/benefit:
i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge membership.

Qantas Chairman's Lounge membership also provided to partner.

Value of gift/benefit
(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of
the gift/benefit?
(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.

Released by Department of Home Affairs
under the *Freedom of Information Act 1982*

Under what circumstances was the gift/benefit received?
(required)

The membership was offered as a benefit associated with the role of National Cyber Security Coordinator during the Lieutenant General's secondment to Department of Home Affairs. This is an invitation only membership and does not have a dollar value assigned to it.
This is the Annual re-declaration of holding the benefit.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?
(required)

☒ Yes ☐ No

Please provide reason why the gift/benefit does or does not give rise to a real, potential or perceived conflict of interest.
(required)

This lounge membership is provided across government to SES and Star Ranked officers, or personnel in positions that are required to undertake significant travel as part of their duties.

Is the value of the gift/benefit \$100 or more?
(required)

☒ Yes ☐ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAls.
(required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
☐ Not personally retaining the gift or benefit

Please attach any relevant documentation

No uploaded files.

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Tracy HOBDEN (SES BND1) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 15-11-2024 Recorded: 15-11-2024 [View Comments](#)

Amendment History

☐ Include deleted

Reference	Title	Status	Outcome	Last Updated
22742	[22742] - Complete - \$101 [this application]	Complete	Approved	15/11/2024

Submission

Submitted on 01 Nov 2024 15:07 by

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



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

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

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Michelle McGuinness (SES BND3) s. 22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU

Position title:
(required)

National Cyber Security Coordinator

Organisational unit:
(required)

...NATIONAL CYBER SECURITY COORD / NC_D NATIONAL OFFICE OF CYBER SECURITY

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Virgin Australia

Gift/Benefit details

Date gift/benefit received:
(required)

8/10/2024

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Virgin Beyond - Invitation only airline lounge membership.

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

'The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.'

Under what circumstances was the gift/benefit received?

(required)

Virgin Australia Beyond membership representative who manages their accounts with all Senior AF members stated that they offer membership to all **S. 47F(1)** who are heads of their own group. After confirming some details about the nature of the NCSC's role and responsibilities, she forwarded through a recommendation to the CEO of Virgin Australia to extend an invitation. It took some time before they returned with the approval from the CEO. Then then forwarded the invitation to an email address where LTGEN McGuinness' last name was mis-spelled in the address, so we were unaware it had been forwarded for a few weeks. It has still not been received in the correct address, however we understand it is approved and are declaring it as such.

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the **AAIs**.
(required)

- ☐ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☒ Not personally retaining the gift or benefit

Please attach any relevant documentation

Next Steps

- 1. Select the relevant SES in the "SES Approval" field below.
- 2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Stephanie CARGILL (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Outcome: Approved Effective: 05-11-2024 Recorded: 05-11-2024 [View Comments](#)

Submission

Submitted on 31 Oct 2024 17:56 by

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



Australian Government
Department of Home Affairs

Gift/Benefit Received Report



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For enquiries about conflict of interest, email: esc@homeaffairs.gov.au

Reporting Details

Name of reporter:
(required)

s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Who was the recipient of the
gift/benefit?
(required)

Individual

Name of recipient:
(required)

Michael WILLARD (SES BND2) s. 22(1)(a)(ii) @HOMEAFFAIRS.GOV.AU

Position title:
(required)

Group Manager Immigration Operations

Organisational unit:
(required)

PORT_0 HOME AFFAIRS PORTFOLIO / CSEC_2 IMMIGRATION

Gift/Benefit Provider

Who provided the gift or benefit?
(required)

- ☒ Organisation
☐ Individual

Name of Organisation:
(required)

Qantas

Gift/Benefit details

Date gift/benefit received:
(required)

16/05/2023

Value of gift/benefit:

Only gifts valued
at over AUD100 (excluding GST) need to be
reported.
(required)

\$101.00

Type of gift/benefit:

(required)

- ☐ Food
- ☐ Alcohol
- ☐ Entertainment
- ☐ Gift card
- ☐ Technology (e.g. iPad, smart phone)
- ☒ Other

Description of gift/benefit:

i.e. brand, quantity, type
(required)

Qantas Chairman's Lounge membership.

Value of gift/benefit

(required)

- ☐ Exact
- ☒ Estimated

How did you estimate the value of the gift/benefit?

(required)

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

(required)

N/A

Is there a real, potential or perceived conflict of interest in receiving the gift or benefit?

(required)

- ☐ Yes ☒ No

What further action is proposed?

Note: If not retained personally by the official the gift/benefit remains property of the Department to be used, stored or disposed of in accordance with instructions outlined in Part 10 of the AAI's.
(required)

- ☒ Seeking SES approval to retain the gift or benefit which is valued at over AUD100
- ☐ Not personally retaining the gift or benefit

Next Steps

1. Select the relevant SES in the "SES Approval" field below.
2. Click the "Submit" button to forward the Gift/Benefit to the SES for Review.

SES Approver

Andrew HARVEY (SES BND2) s. 22(1)(a)(ii) [@HOMEAFFAIRS.GOV.AU](#)

Outcome: Approved Effective: 10-12-2024 Recorded: 10-12-2024 [View Comments](#)

Submission

Submitted on 10 Dec 2024 17:47 by

s. 22(1)(a)(ii) [@HOMEAFFAIRS.GOV.AU](#) 

s. 22(1)(a)(ii) 16/12/2024 4:30 pm

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

How did you estimate the value of the gift/benefit?

Under what circumstances was the gift/benefit received?

Personal Interests Disclosures

1. Annual membership to Qantas Chairman's Lounge (invitation only, currently expires June 2025) and Virgin Australia's Beyond Lounge (also invitation only). These memberships provide the capacity for private space in which I can carry out non-sensitive business while travelling, and additional flexibility with schedule changes, both of which increase my productivity.
2. I acknowledge they may create a perception of conflict of interest, given the Department's regulatory role in relation to transport security and responsibilities at the border, through the Australian Border Force, which involve ongoing engagement with all airlines that fly into Australia. I manage any perceived conflict of interest as follows:
 - While I have powers to take compliance and enforcement actions in relation to the aviation industry, I exercise these only in exceptional circumstances, and they are routinely delegated within my agency to authorised officers. The only instance in which I have exercised such powers has involved a broad-based direction to the aviation sector, not specifically to Qantas and Virgin.
 - If I were to make a decision relating to Qantas or Virgin Australia specifically, I would have my decision second counselled to avoid any perception of bias or influence.

16/12/2024 4:57 pm

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

As discussed, please find below some information on declaring airline lounge memberships and an attached guide.

How did you estimate the value of the gift/benefit?

The exact value of the airline lounge membership is not disclosed. However, as per the APSC guidance it is estimated to be valued at more than AUD100.

Under what circumstances was the gift/benefit received?

We are unable to provide specific wording as the circumstances of offer will vary depending on each individual's circumstances. An example is:

A contact from Virgin/Qantas reached out to invite X to join their Virgin Beyond/Chairman's membership program in 20XX and it has been reviewed and renewed every 2 years.

Please provide as much detail as you can on how you received this gift. Note: membership to an exclusive/invitation-only Lounge is not a standard SES entitlement and is not offered to all SES officers.

s. 47F(1)

From: Rebecca CARPENTER s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)
Sent: Tuesday, 3 December 2024 9:34 AM
To: Charlotte TRESSLER s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); Clare SHARP
 s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); Emma CASSAR s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au);
 Hamish HANSFORD s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); Michelle MCGUINNESS
 s. 22(1)(a)(ii) [@HOMEAFFAIRS.GOV.AU](mailto:s.22(1)(a)(ii)@HOMEAFFAIRS.GOV.AU); Nathan SMYTH
 s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); Nicole SPENCER s. 22(1)(a)(ii) [abf.gov.au](mailto:s.22(1)(a)(ii)@abf.gov.au); Sophie
 SHARPE s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); Stephanie FOSTER
 s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); Tim FITZGERALD s. 22(1)(a)(ii) [abf.gov.au](mailto:s.22(1)(a)(ii)@abf.gov.au);
 Vanessa HOLBEN s. 22(1)(a)(ii) [@abf.gov.au](mailto:s.22(1)(a)(ii)@abf.gov.au); Gavan REYNOLDS
 s. 22(1)(a)(ii) [@ABF.GOV.AU](mailto:s.22(1)(a)(ii)@ABF.GOV.AU)
Cc: Office of the Secretary s. 22(1)(a)(ii) [homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au); s. 22(1)(a)(ii)
 s. 22(1)(a)(ii) [homeaffairs.gov.au](mailto:s.22(1)(a)(ii)@homeaffairs.gov.au)
Subject: DOI: lounge memberships [SEC=OFFICIAL]

OFFICIAL

Released by Department of Home Affairs
under the Freedom of Information Act 1982

Good morning SLT

Stephanie recently updated her declaration of interests to Minister Burke and suggested you may like to consider using similar words re: lounge memberships when reviewing your own declarations.

Thanks

Bec

Personal Interests Disclosures

1. Annual membership to Qantas Chairman's Lounge (invitation only, currently expires June 2025) and Virgin Australia's Beyond Lounge (also invitation only). These memberships provide the capacity for private space in which I can carry out non-sensitive business while travelling, and additional flexibility with schedule changes, both of which increase my productivity.
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 - If I were to make a decision relating to Qantas or Virgin Australia specifically, I would have my decision second counselled to avoid any perception of bias or influence.

Rebecca Carpenter | Chief of Staff to the Secretary

Department of Home Affairs

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

E: s. 22(1)(a)(ii) [@homeaffairs.gov.au](mailto:rebecca.carpenter@homeaffairs.gov.au)

sig_image.jpg



OFFICIAL