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Gifts and Benefits

[Open](#)[Awaiting Approval](#)[In Review](#)[Complete](#)

Number	<input type="text" value="GB0001150"/>	Submitted by	<input type="text" value="s22"/>
State	<input type="text" value="Complete"/>	Created	<input type="text" value="20/01/2023 15:32:23"/>
Name of official/contractor	<input type="text" value="Duncan McIntyre"/>	Organisation/individual name	<input type="text" value="Qantas"/>
Enter free text for official	<input type="checkbox"/>	Country	<input type="text" value="Australia"/>
Reference Division	<input type="text" value="Department Executive"/>	Date received	<input type="text" value="20/01/2023"/>
Division Not Selectable	<input type="checkbox"/>	Exact value (AUD)	<input type="text" value="101"/>
Branch	<input type="text"/>	Estimated value (AUD)	<input type="text" value="101"/>
Section	<input type="text"/>	Security screened	<input checked="" type="checkbox"/>
Position title	<input type="text" value="Deputy Secretary"/>	Official privacy consent	<input checked="" type="checkbox"/>
Classification of official	<input type="text" value="Deputy Secretary"/>	Publish	<input checked="" type="checkbox"/>
Transferrable or non-transferrable	<input type="text" value="Non-transferrable"/>	Published date	<input type="text" value="24/04/2023"/>
Name of reviewing officer	<input type="text" value="s22"/>		
Gift/benefit description:	<input type="text" value="Membership Lounge"/>		
Reason or circumstance for the gift/benefit:	<input type="text" value="Function to support their business in using meeting rooms"/>		
Additional information:	<input type="text"/>		
Security Classification	<input type="text" value="Official: Sensitive"/>		
Watch list	<input type="text"/>		

Approval Information


Prior Written Approval	<input type="text" value="Yes"/>	Approval date	<input type="text" value="20/01/2023"/>
Approver name	<input type="text" value="Jane Urquhart"/>	Position title of approver	<input type="text" value="A/g Secretary"/>
Attachment Missing	<input type="checkbox"/>	Classification of approver	<input type="text" value="Secretary"/>
Approval Evidence	RE Seeking approval - Qantas Chairman's Lounge_SEC_OFFICIAL_msg		

Retained/Donated Information

Gift retained or donated

Activity

Work notes:

 ActivitySh

Cc26/04/2023 13:09:57 s22


- Changed: Published date

Published date: 24/04/2023

Cc02/02/2023 12:29:14 s22

- Changed: Name of reviewing officer, Work notes

Name of reviewing officer: s22

 Work notes PFP comment 02/02/2023 - This is for Qantas Chairmain's Lounge

To

DISR - For release under the FOI Act

Cc20/01/2023 15:32:23 - Changed: Approver name, Classification of approver, Classification of official, Country, Date received, Estimated value (AUD), Gift received, Gift retained or donated, Gift/benefit description, Name of official/contractor, Number, Official privacy consent, Organisation/individual name, Position title, Position title of approver, Prior Written Approval, Reason or circumstance for the gift/benefit, Reference Division, Security screened, Transferrable or non-transferrable

Approver name: Jane Urquhart

Classification of approver: Secretary

Classification of official: Deputy Secretary


Country: Australia

Date received: 20/01/2023

Estimated value (AUD): 101

Gift received: true

Gift retained or donated: Retained by official

 Gift/benefit description Gift/benefit description:

Membership Lounge

Name of official/contractor: Duncan McIntyre

Number: GB0001150


Official privacy consent: true

Organisation/individual name: Qantas

Position title: Deputy Secretary

Position title of approver: A/g Secretary

Prior Written Approval: Yes

 Reason or circumstance for the gift/benefit Reason or circumstance for the gift/benefit:

Function to support their business in using meeting rooms

Reference Division: Department Executive

Security screened: true

Transferrable or non-transferrable: Non-transferrable

R:

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Gifts and Benefits

[Open](#) [Awaiting Approval](#) [In Review](#) [Complete](#)

Number	GB0001149	Submitted by	s22
State	Complete	Created	19/01/2023 15:24:31
Name of official/contractor	Jane Urquhart	Organisation/individual name	Qantas
Enter free text for official	<input type="checkbox"/>	Country	Australia
Reference Division	Department Executive	Date received	17/01/2023
Division Not Selectable	<input type="checkbox"/>	Exact value (AUD)	100.01
Branch	Department Executive	Estimated value (AUD)	101
Section	Executives	Security screened	<input checked="" type="checkbox"/>
Position title	Deputy Secretary	Official privacy consent	<input checked="" type="checkbox"/>
Classification of official	SES 3	Publish	<input checked="" type="checkbox"/>
Transferrable or non-transferrable	Non-transferrable	Published date	24/04/2023
Name of reviewing officer	s22		

Gift/benefit description:

Qantas Lounge Membership, entitling official to gain access to lounges across airports in Australia to support day to day business

Reason or circumstance for the gift/benefit:

Provided automatically to Deputy Secretary

Additional information:

Security Classification

Official

Watch list

Approval Information


Prior Written Approval	Yes	Approval date	19/01/2023
Approver name	Gavin McCosker	Position title of approver	CFO
Attachment Missing	<input type="checkbox"/>	Classification of approver	SES 2
Approval Evidence	Jane Urquhart approval - Qantas Chairman's Lounge SEC_OFFICIAL_.msg		

Retained/Donated Information

Gift retained or donated Retained by official

Activity

Work notes:

 ActivitySh

Cc26/04/2023 13:10:39 s22

- Changed: Published date

Published date: 24/04/2023

Cc02/02/2023 12:33:10 s22

- Changed: Name of reviewing officer

Name of reviewing officer: s22

To

Cc19/01/2023 15:24:31 S22 . Changed: Approver name, Classification of approver, Classification of official, Country, Date received, Estimated value (AUD), Gift received, Gift retained or donated, Gift/benefit description, Name of official/contractor, Number, Official privacy consent, Official's manager, Organisation/individual name, Position title, Position title of approver, Prior Written Approval, Reason or circumstance for the gift/benefit, Reference Division, Security screened, Transferrable or non-transferrable

Approver name: Gavin McCosker

Classification of approver: SES 2

Classification of official: SES 3


Country: Australia

Date received: 17/01/2023

Estimated value (AUD): 101

Gift received: true

Gift retained or donated: Retained by official

 Gift/benefit description

Gift/benefit description:

Qantas Lounge Membership, entitling official to gain access to lounges across airports in Australia to support day to day business

Name of official/contractor: Jane Urquhart

Number: GB0001149

Official privacy consent: true

Official's manager: Gavin McCosker

Organisation/individual name: Qantas

Position title: Deputy Secretary

Position title of approver: CFO

Prior Written Approval: Yes

 Reason or circumstance for the gift/benefit Reason or circumstance for the gift/benefit:
Provided automatically to Deputy Secretary

Reference Division: Department Executive

Security screened: true

Transferrable or non-transferrable: Non-transferrable

R:

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Gifts and Benefits

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[Open](#)
[Awaiting Approval](#)
[In Review](#)
[Complete](#)

Number	<input type="text" value="GB0001151"/>	Submitted by	<input type="text" value="s22"/>
State	<input type="text" value="Complete"/>	Created	<input type="text" value="23/01/2023 09:58:10"/>
Name of official/contractor	<input type="text" value="Julia Pickworth"/>	Organisation/individual name	<input type="text" value="Department of Industry, Science and Resources"/>
Enter free text for official	<input type="checkbox"/>	Country	<input type="text" value="Australia"/>
Reference Division	<input type="text" value="Department Executive"/>	Date received	<input type="text" value="20/01/2023"/>
Division Not Selectable	<input type="checkbox"/>	Exact value (AUD)	<input type="text" value="101"/>
Branch	<input type="text"/>	Estimated value (AUD)	<input type="text" value="101"/>
Section	<input type="text"/>	Security screened	<input checked="" type="checkbox"/>
Position title	<input type="text" value="Deputy Secretary"/>	Official privacy consent	<input checked="" type="checkbox"/>
Classification of official	<input type="text" value="Deputy Secretary"/>	Publish	<input checked="" type="checkbox"/>
Transferrable or non-transferrable	<input type="text" value="Non-transferrable"/>	Published date	<input type="text" value="24/04/2023"/>
Name of reviewing officer	<input type="text" value="s22"/>		

Gift/benefit description:

Reason or circumstance for the gift/benefit:

Additional information:

Security Classification

Watch list

Approval Information


Prior Written Approval	<input type="text" value="Yes"/>	Approval date	<input type="text" value="20/01/2023"/>
Approver name	<input type="text" value="Jane Urquhart"/>	Position title of approver	<input type="text" value="A/g Secretary"/>
Attachment Missing	<input type="checkbox"/>	Classification of approver	<input type="text" value="Secretary"/>
Approval Evidence	Re_FOR APPROVAL_Register Qantas Chairman's Lounge membership gift on behalf of Julia Pickworth.msg		

Retained/Donated Information

Gift retained or donated

Activity

Work notes:

 ActivitySh

Cc26/04/2023 13:10:09 ^{s22}

Published date: 24/04/2023

- Changed: Published date

Cc02/02/2023 12:30:11 ^{s22}

Name of reviewing officer: ^{s22}

- Changed: Name of reviewing officer

To

Cc23/01/2023 09:58:10 - Changed: Approver name, Classification of approver, Classification of official, Country, Date received, Estimated value (AUD), Gift received, Gift retained or donated, Gift/benefit description, Name of official/contractor, Number, Official privacy consent, Organisation/individual name, Position title, Position title of approver, Prior Written Approval, Reason or circumstance for the gift/benefit, Reference Division, Security screened, Transferrable or non-transferrable

Approver name: Jane Urquhart
Classification of approver: Secretary
Classification of official: Deputy Secretary
Country: Australia
Date received: 20/01/2023
Estimated value (AUD): 101
Gift received: true

Gift retained or donated: Retained by official
Gift/benefit description: Qantas Chairman's Lounge membership

Name of official/contractor: Julia Pickworth
Number: GB0001151
Official privacy consent: true
Organisation/individual name: Department of Industry, Science and Resources
Position title: Deputy Secretary
Position title of approver: A/g Secretary
Prior Written Approval: Yes

Reason or circumstance for the gift/benefit: Qantas offers this benefit to all members of the APS from Deputy Secretary level and above.

Reference Division: Department Executive
Security screened: true
Transferrable or non-transferrable: Non-transferrable

R:

 Click to Print

Gifts and Benefits

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[Open](#) [Awaiting Approval](#) [In Review](#) [Complete](#)

Number	<input type="text" value="GB0001148"/>	Submitted by	<input type="text" value="s22"/>
State	<input type="text" value="Complete"/>	Created	<input type="text" value="19/01/2023 13:23:03"/>
Name of official/contractor	<input type="text" value="Neal Mason"/>	Organisation/individual name	<input type="text" value="Qantas"/>
Enter free text for official	<input type="checkbox"/>	Country	<input type="text" value="Australia"/>
Reference Division	<input type="text" value="Department Executive"/>	Date received	<input type="text" value="05/01/2023"/>
Division Not Selectable	<input type="checkbox"/>	Exact value (AUD)	<input type="text" value="101"/>
Branch	<input type="text"/>	Estimated value (AUD)	<input type="text" value="101"/>
Section	<input type="text"/>	Security screened	<input checked="" type="checkbox"/>
Position title	<input type="text" value="Deputy Secretary"/>	Official privacy consent	<input checked="" type="checkbox"/>
Classification of official	<input type="text" value="Deputy Secretary"/>	Publish	<input checked="" type="checkbox"/>
Transferrable or non-transferrable	<input type="text" value="Non-transferrable"/>	Published date	<input type="text" value="24/04/2023"/>
Name of reviewing officer	<input type="text" value="s22"/>		

Gift/benefit description:

Reason or circumstance for the gift/benefit:

Additional information:

Security Classification

Watch list

Approval Information


Prior Written Approval	<input type="text" value="Yes"/>	Approval date	<input type="text" value="19/01/2023"/>
Approver name	<input type="text" value="Jane Urquhart"/>	Position title of approver	<input type="text" value="A/g Secretary"/>
Attachment Missing	<input type="checkbox"/>	Classification of approver	<input type="text" value="Secretary"/>
Approval Evidence	<input type="text" value="RE_Seeking_approval_-_Qantas_Chairman's_Lounge_SEC_OFFICIAL_msg"/>		

Retained/Donated Information

Gift retained or donated

Activity

Work notes:

 ActivitySh

Cc27/04/2023 10:36:24 ^{s22} - Changed: Published date
 Published date: 24/04/2023

Cc02/02/2023 12:32:10 ^{s22} - Changed: Name of reviewing officer
 Name of reviewing officer: ^{s22}


To

Cc19/01/2023 13:23:03 S22 · Changed: Approver name, Classification of approver, Classification of official, Country, Date received, Estimated value (AUD), Gift received, Gift retained or donated, Gift/benefit description, Name of official/contractor, Number, Official privacy consent, Organisation/individual name, Position title, Position title of approver, Prior Written Approval, Reason or circumstance for the gift/benefit, Reference Division, Security screened, Transferrable or non-transferrable

Approver name: Jane Urquhart
Classification of approver: Secretary
Classification of official: Deputy Secretary
Country: Australia

Date received: 05/01/2023
Estimated value (AUD): 101


Gift received: true
Gift retained or donated: Retained by official

 Gift/benefit description Gift/benefit description:
Chairmans Lounge membership from Qantas Australia

Name of official/contractor: Neal Mason
Number: GB0001148

Official privacy consent: true
Organisation/individual name: Qantas
Position title: Deputy Secretary
Position title of approver: A/g Secretary

Prior Written Approval: Yes

 Reason or circumstance for the gift/benefit Reason or circumstance for the gift/benefit:
Qantas provides Chairmans Lounge membership to Deputy Secretary level and above within the APS.

Reference Division: Department Executive
Security screened: true
Transferrable or non-transferrable: Non-transferrable

R:

Archived: Wednesday, 4 October 2023 1:33:16 PM

From: s22

Mail received time: Thu, 19 Jan 2023 16:13:32

Sent: Thu, 19 Jan 2023 16:13:32

To: [Financial.Policy](#)

Subject: FILE NOTE: Gifting - Qantas Memberships [SEC=OFFICIAL]

Importance: Normal

Sensitivity: None

FILE NOTE: 19/01/2023 – s22

s22 from the Secretary's office contacted me with regards to reporting Qantas Chairmans lounge memberships gifted to departmental executives.

I confirmed with s22 that the process is to report each chairman's lounge membership on the Gifting Register and attach Secretary approval for Deputy Secretary's and CFO approval for the Secretary and the dollar value will be \$100.01 to ensure that the gift is identified to be reported. When publishing on the website it will be amended to show a nil value as a value cannot be established for this gift received.

No further action required by PFP.

Kind regards

s22

A/g Senior Adviser – Financial Policy

Enabling and Business Services | Financial & Shared Services Branch | Procurement and Financial Policy Section

Ngunnawal Country, Industry House, 10 Binara Street (GPO Box 2013) Canberra ACT 2601 Australia

Department of Industry, Science and Resources

P s22 | E s22 @industry.gov.au

industry.gov.au ABN 74 599 608 295

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The department acknowledges the traditional owners of the country throughout Australia and their continuing connection to land, sea and community. We pay our respect to them and their cultures and to the elders past and present.



OFFICIAL

Archived: Friday, 6 October 2023 10:54:54 AM

From: [Urquhart, Jane](#)

Mail received time: Thu, 19 Jan 2023 17:13:47

Sent: Thu, 19 Jan 2023 17:13:47

To: s22

Cc

Subject: RE: Seeking approval - Qantas Chairman's Lounge [SEC=OFFICIAL]

Importance: Normal

Sensitivity: None

Agreed

From: s22 @industry.gov.au>
Sent: Thursday, 19 January 2023 1:58 PM
To: Urquhart, Jane <Jane.Urquhart@industry.gov.au>
Cc: s22 @industry.gov.au>
Subject: Seeking approval - Qantas Chairman's Lounge [SEC=OFFICIAL]

Good afternoon Jane,

I am seeking approval from you on behalf of Duncan to submit the following into the gift register:

- Qantas Chairman's Lounge membership

Once submitted through Service Now it will be published on the website in line with APSC guidance.

Please let me know if you require any further information.

Kind regards

s22

Executive Assistant | [Teams Call](#)

Ngunnawal Country, Industry House, 10 Binara Street (GPO Box 2013) Canberra ACT 2601 Australia

Department of Industry, Science and Resources

s22 @industry.gov.au

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Archived: Friday, 6 October 2023 10:52:59 AM

From: [McCosker, Gavin](#)

Mail received time: Thu, 19 Jan 2023 15:16:26

Sent: Thu, 19 Jan 2023 15:16:26

To: s22

Cc: s22

Subject: RE: Seeking approval - Qantas Chairman's Lounge [SEC=OFFICIAL]

Importance: Normal

Sensitivity: None

Thanks s22 – approved.

From: s22 <hlin@industry.gov.au>

Sent: Thursday, 19 January 2023 1:23 PM

To: McCosker, Gavin <Gavin.McCosker@industry.gov.au>

Cc: Turnbull, s22 <@industry.gov.au>

Subject: FW: Seeking approval - Qantas Chairman's Lounge [SEC=OFFICIAL]

Hello Gavin

I am seeking approval from you on behalf of Jane to submit the following into the gift register:

- Qantas Chairman's Lounge membership

Once submitted through Service Now it will be published on the website in line with APSC guidance.

I've received advice from the Financial Policy team that as Jane is acting Secretary you can approve this.

Please let me know if you require any further information.

Regards,

s22

EA - Jane Urquhart, Deputy Secretary

 s22 <s22@industry.gov.au>

Department of Industry, Science and Resources | www.industry.gov.au

OFFICIAL

Archived: Friday, 6 October 2023 10:53:39 AM

From: [Urquhart, Jane](#)

Mail received time: Fri, 20 Jan 2023 17:55:05

Sent: Fri, 20 Jan 2023 17:55:04

To: s22

Cc: s22 [Pickworth, Julia](#)

Subject: Re: FOR APPROVAL: Register Qantas Chairman's Lounge membership gift on behalf of Julia Pickworth
[SEC=OFFICIAL:Sensitive]

Importance: Normal

Sensitivity: None

Thanks ^{s2} Approved.

OFFICIAL:Sensitive

From: s22 [@industry.gov.au](#)

Date: Friday, 20 January 2023 at 5:34:19 pm

To: "Urquhart, Jane" <Jane.Urquhart@industry.gov.au>

Cc: "s22" [@industry.gov.au](#), "Pickworth, Julia" <Julia.Pickworth@industry.gov.au>

Subject: FOR APPROVAL: Register Qantas Chairman's Lounge membership gift on behalf of Julia Pickworth
[SEC=OFFICIAL:Sensitive]

A/Secretary Urquhart,

Julia Pickworth, Deputy Secretary Industry and Commercialisation, has received a Qantas Chairman's Lounge membership and is required to register this on the Department's Gift Register.

I am seeking your approval to register this acceptance of this gift on Julia's behalf.

Kind regards,

s22
^

s22 (she/her)

A/g Executive Assistant to Julia Pickworth

Deputy Secretary | Industry and Commercialisation

Ngunnawal Country, Industry House, 10 Binara Street (GPO Box 2013) Canberra ACT 2601 Australia

Department of Industry, Science and Resources

p s22 [@industry.gov.au](#)

industry.gov.au ABN 74 599 608 295

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OFFICIAL: Sensitive

Archived: Friday, 6 October 2023 10:54:14 AM

From: [Urquhart, Jane](#)

Mail received time: Thu, 19 Jan 2023 12:36:44

Sent: Thu, 19 Jan 2023 12:36:44

To: s22

Cc: s22

Subject: RE: Seeking approval - Qantas Chairman's Lounge [SEC=OFFICIAL]

Importance: Normal

Sensitivity: None

Approved.

s22 – did we get my Pilbara trip and Q Chairman's into the register?

From: s22 @industry.gov.au>

Sent: Thursday, 19 January 2023 12:22 PM

To: Urquhart, Jane <Jane.Urquhart@industry.gov.au>

Cc: s22 @industry.gov.au>

Subject: Seeking approval - Qantas Chairman's Lounge [SEC=OFFICIAL]

Good afternoon Jane,

I am seeking approval from you on behalf of Neal to submit the following into the gift register:

- Qantas Chairman's Lounge membership

Once submitted through Service Now it will be published on the website in line with APSC guidance.

Please let me know if you require any further information.

Kind regards,

s22

s22

Executive Assistant to Neal Mason, Deputy Secretary

Enabling and Business Services Group

Kauria Country, born on Ngarrindjeri Country

Department of Industry, Science and Resources

P s22 @industry.gov.au

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OFFICIAL

Departmental Policy 2.4A

Gifting – Receiving and Giving

You must refer to the following at all times in conjunction with this policy:

- [AAI 2.7 – Official Hospitality](#)
- [AAI 6 – Managing Property](#)
- [Department of Industry, Science and Resources - Delegations](#)

Officials must ensure that all gifting is an efficient, effective, economical and ethical use of Commonwealth resources consistent with [Section 15 of the Public Governance, Performance and Accountability \(PGPA\) Act](#) and is able to withstand public scrutiny.

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1.1 RECEIVING GIFTS AND BENEFITS

Principles

Officials may be offered gifts or benefits throughout the course of their work. The purpose of this guidance is to ensure that departmental officials are meeting public expectations of integrity, accountability, independence, transparency and professionalism in relation to gifts and benefits they choose to accept. Officials need to have regard to the following principles when considering whether to accept a gift or benefit:

- Officials are to apply high standards of probity and ethical behaviour and must not accept gifts or benefits which might reasonably be seen to compromise their integrity;
- Gifts or benefits should not be accepted by an official if acceptance could, in any way, be construed as an attempt to influence administrative, regulatory or contractual decisions, or give rise to a conflict of interest;
- Officials must not accept a gift of money;
- Officials must comply with their general duties under the *Public Governance, Performance and Accountability Act 2013* and the APS Code of Conduct; and
- Any gift or benefit received by an official's family as a result of their official duties must also comply with this policy.

Officials should generally not accept gifts or benefits, however, there will be circumstances where it is appropriate to do so:

- where attendance at an event is an important means of developing and maintaining relationships with key stakeholders; or
- where refusal could cause embarrassment or offence.

In deciding whether to accept a gift or benefit, officials should also consider how the gift or benefit will be treated after it is accepted. In other words, whether the:

- Official will retain the gift or benefit;
- The Department will retain the gift or benefit;
- The Gift or benefit will be donated (to the social club or external organisation); or
- The Gift or benefit will be disposed in a manner that would not offend the giver.

Definition

A gift or benefit is any item or service accepted by an official from clients, customers or other external associates in the course of their official duties. Gifts or benefits can be categorised as those which are transferable (i.e. the value embodied within the gift can be transferred from one person to another) or those which are non-transferable. Examples of gifts received may include, but are not limited to, the following:

Transferable

- Promotional materials, including caps, clothing, books, CDs, cups, manufacturers' samples;
- Bottles of wine, chocolates;
- Prizes, including lucky door prizes/raffles, airline competition prizes, participating in a competition using an official's business card;
- Equipment or facilities, including laptops, cameras, iPads;
- Cultural items including indigenous artwork, tokens from overseas visitors or delegations.

Non-transferable

- Entertainment such as tickets to attend sporting or theatre events (including meal);
- Meals, dinners or other **social** functions;
- Free or discounted places on training and development courses (other than contra-deals associated with the presentation of papers etc);
- Discounts on commercial items or gift card/voucher including gift cards after booking a venue or purchasing an item for the department or accommodation and hire car discounts;
- Externally sponsored travel, where an official is invited to attend an event but not expected to actively contribute to that event;
- Airline lounge membership given as a result of status points earned, that are directly attributable to airline travel on official business.

Excluded - Incidental benefits received. The following types of incidental benefits received by officials in the course of official duties are excluded from the application of this policy and its reporting/declaration requirements:

- incidental food and beverages consumed in connection with an invitation to attend a **work related event** (including presentations, seminars, briefings and other work functions). Some examples are:
 - Official dinners;
 - Lunches/dinners at conferences;
 - Lunchtime functions (e.g. National Press Club);
 - Work related stakeholder functions (e.g. Secretaries Dinner, USSC Thanksgiving reception).

- incidental food and beverages consumed during attendance at personal development training activities (including courses, workshops) etc;

Note: in cases where accepting incidental benefits *may give rise to an apparent conflict of interest*, they should be recorded on the gift register.

If officials have any doubts about the appropriateness of accepting a gift or benefit, they should consult with their Manager, or they **should not accept the gift or benefit**.

Threshold and Approvals

- **Estimating the value** of a gift or benefit – Officials should make reasonable enquiries to determine the value of the gift or benefit.
- **Estimated value up to A\$100** (GST exclusive):
 - officials may accept and retain but will need to declare details of the gift or benefit accepted to their relevant manager; and
 - officials will be required to record the item on the gift register.
 - **All physical/non-perishable gifts** that are to be retained on the department's premises are required to be screened for security purposes (refer to security screening process below).
- **Estimated value greater than A\$100** (GST exclusive):
 - **Non-transferable gifts or benefits** can be retained by officials.
 - Cultural items that are **transferable** may be retained by the department to display subject to approval from the appropriate delegate.
 - The following approvals to retain the above gifts or benefits are required:
 - officials will get approval from their Head of Division (or equivalent);
 - Heads of Division (or equivalent) will get approval from their Deputy Secretary;
 - Deputy Secretaries and the Chief Scientist will get approval to retain from the Accountable Authority;
 - the Accountable Authority will get approval from the Chief Operating Officer.
 - All other **transferable** gifts cannot be retained by officials and will need to be either:
 - donated to a charity or other appropriate external organisation;
 - donated to the department's social club to raise proceeds for charity; or
 - disposed in a manner that would not offend the giver.
 - Approval is not required for gifts that are not retained by an official.

Process for all gifts and benefits accepted (GST exclusive)

- Officials will complete the "Gifts received form" to provide details of gifts or benefits accepted, and, where applicable, obtain approval from their relevant delegate to retain gifts or benefits. The form can be found in ServiceNow and iCentral.
- In order to comply with the department's obligations under the *Privacy Act 1988*, officials should ensure that the person providing the gift or benefit is advised that their information may be published on the register.

- Within 7 working days of accepting a gift or benefit, officials must seek approval to retain the gift from the relevant delegate and record the details of the gift or benefit on the Gift Register via Service Now. The following details will be added to the register for each gift:
 - date gift or benefit received;
 - a description of the gift or benefit;
 - name of official who received gift or benefit;
 - details of person that provided the gift or benefit - name, organisation and country (if applicable);
 - the reason for the gift or benefit and circumstances/occasion under which it was offered;
 - estimated value of the gift or benefit;

Note: in cases where publishing the value of the gift or benefit may cause offence to the giver, the Financial Policy Section should be advised. The amount should still be listed on the gift register.

 - whether the gift was retained by the official, or department or not retained (e.g. donated, given to Social Club, disposed);
 - any other relevant information.
- **All physical/non-perishable** gifts that are to be retained on the department's premises are required to be screened for security purposes (refer to security screening process below).

Security screening process

- **All physical/non-perishable gifts** that are to be retained on the department's premises are required to be screened for security purposes.
- After receiving a gift the official will deliver the gift to the department's Security team and details of the items accepted are required to be recorded on the gift register.
- The Security team will coordinate the screening process and then notify the staff member of the status of the process that either the gift has been cleared and can be collected or the screening process has uncovered an issue with the gift and it will need to be destroyed.
- Subsequently, if the item is destroyed the official will advise the Financial Policy Section to update the register, where applicable.

1.2 GIVING GIFTS

Principles

- When presenting a gift, officials should make it clear that the gift is presented on **behalf of the department**.
- Gifts offered for official purposes should preferably be of an Australiana or local theme, be made in Australia and should not be of excessive value.

Definition

- Goods acquired to use as gifts **can include**:
 - wine (for unpaid guest speaker);
 - flowers;
 - chocolates (for unpaid guest speaker);
 - tickets to events;
 - gift vouchers;
 - memorabilia.
- Gifts **do not include**:
 - departmental promotional items; or
 - branding and merchandise (e.g. brochures, pens, key rings, books, calendars, diaries, USB memory devices, memorabilia).
- For gifting of relevant property please refer to **AAI 6 – Managing Property** and the **Asset Management Manual**.

Threshold and Process

- The intent to give a gift and the purchase of **all gifts** must be approved by an authorised financial delegate as listed in the Department of Industry, Science and Resources – Delegations (refer to – Other Financial and Policy Instructions).
- Approval must be sought by the relevant delegate, in the first instance, for the **intent** to give a gift (irrespective of value) via the Report giving a gift or benefit form in Service Now.
- Once approval has been given, officials may proceed with purchasing the gift and seeking relevant approvals per the normal procurement/purchasing processes (including seeking PGPA Act s23 approval).
- Where approval to give a gift has already been provided (outside of Service Now), officials will need to report the item using the Report giving a gift or benefit form in ServiceNow within 7 working days of the gift being given.

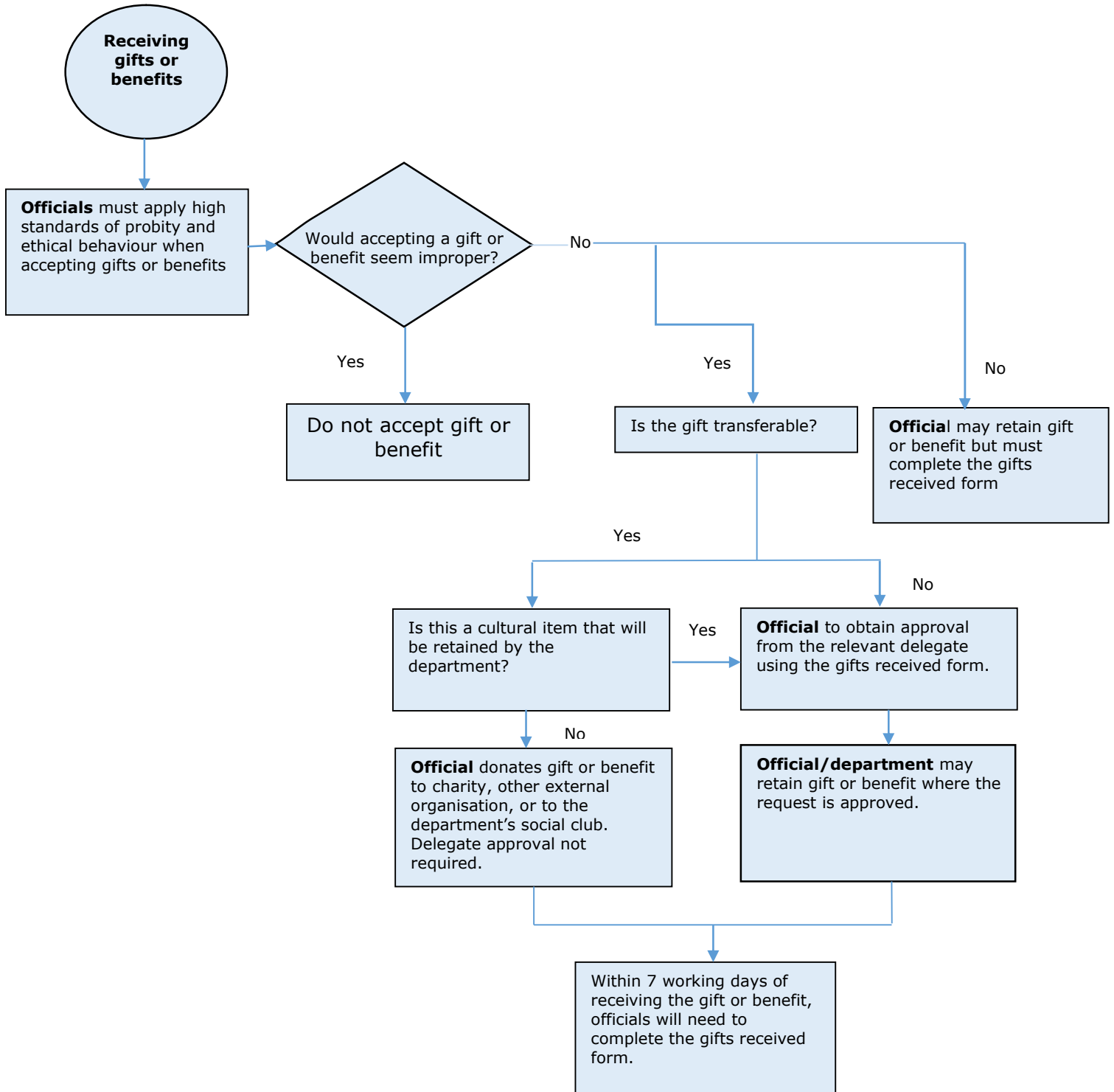
1.3 CENTRAL GIFT REGISTER

Details of **all gifts and benefits**, irrespective of the value, **received and given** by officials must be recorded in the Department's gift register, including seeking approval to **retain** gifts valued at above \$100.

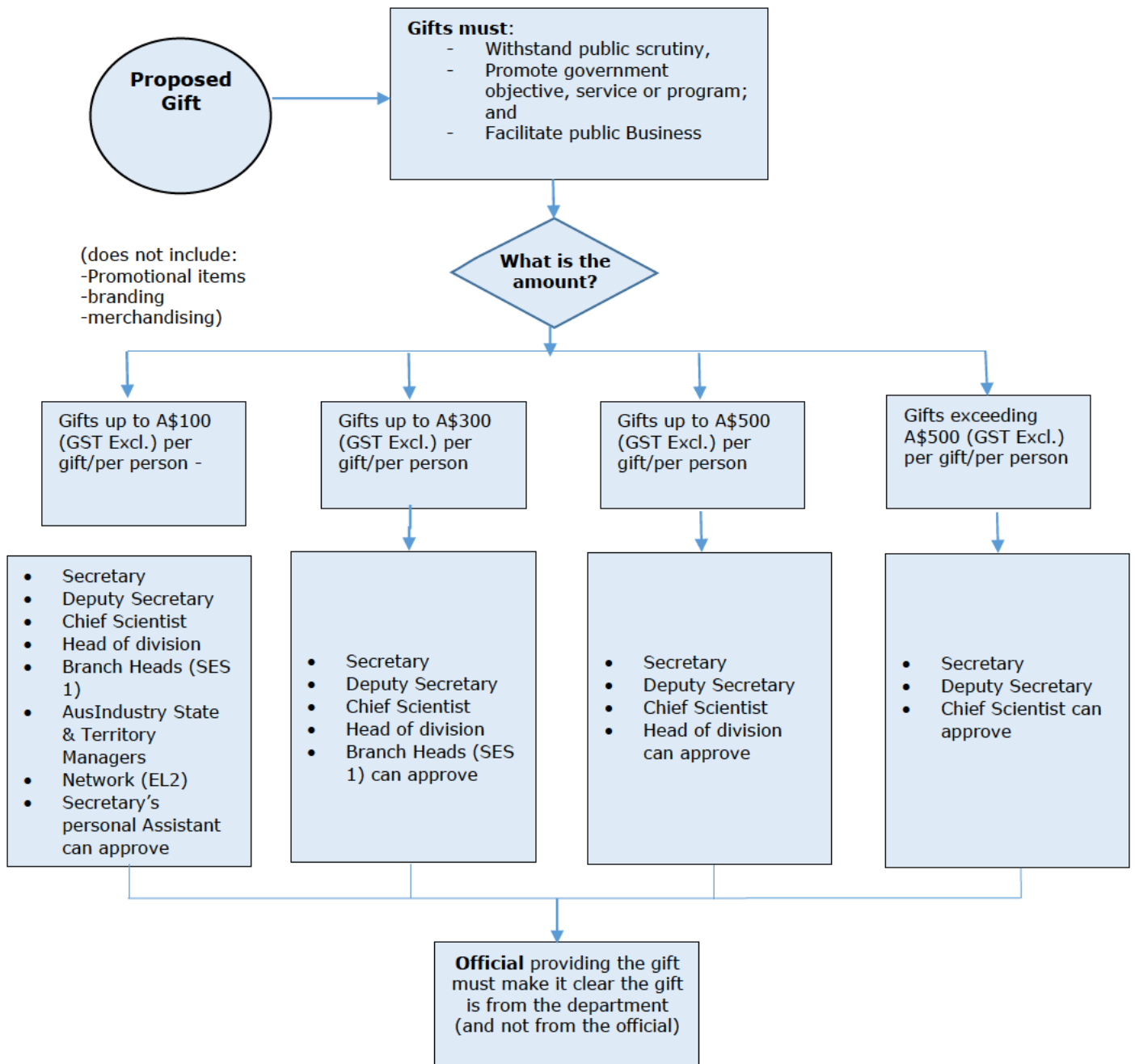
The register of gifts received will be published on the department's website quarterly. To ensure timely reporting, all gifts received must be approved and recorded in the department's gift register within 7 working days of receipt. Gifts given must be added to the register in the same time frame.

1.4 ADDITIONAL INFORMATION

Receiving gifts or benefits:



Giving Gifts:



Document Control

Document title	Approval/Publish Date	Approver	Next Review Date	To Be Reviewed By
DP 2.4A – Gifting – Receiving and Giving	7 August 2015	Chief Financial Officer	As Required	Policy Owner
DP 2.4A – Gifting – Receiving and Giving	13 October 2015	Financial Frameworks Team	As Required	Policy Owner
DP 2.4A – Gifting – Receiving and Giving	8 November 2017	Financial Frameworks Team	As Required	Policy Owner
DP 2.4A – Gifting – Receiving and Giving	25 January 2019	Chief Financial Officer	As Required	Policy Owner
DP 2.4A – Gifting – Receiving and Giving	13 January 2020/ 21 January 2020	Secretary	As Required	Policy Owner
DP 2.4A – Gifting – Receiving and Giving	27 March 2023	Chief Financial Officer	As Required	Policy Owner

Policy Owner: CFO Division
Guidance: Procurement and Financial Policy Team
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