

CHAIRMANS LOUNGE

WELCOME TO THE CHAIRMANS LOUNGE

Where exclusivity and excellence create an experience like no other.

It's our pleasure to invite you to enjoy the privileges of Chairmans Lounge membership. Take a look through this brochure to see the benefits you can look forward to.

The card that rewards you when you travel

Your Chairmans Lounge Card comes with a host of unique features, designed to make travelling even easier. You can use it as a boarding pass, as well as to access the lounge. For eligible members, it's enhanced with Qantas Travel Money, a prepaid Mastercard¹ with a world of benefits². Qantas Travel Money allows you to load multiple currencies², use it at millions of Mastercard[®] locations³, earn Qantas Points on eligible purchases⁴ and withdraw cash from ATMs worldwide.

For more information and to apply to activate visit qantatravelmoney.com

Booking and seating privileges

Priority VIP support

As a Chairmans Lounge member, wherever you are in the world you'll receive the highest level of personalised support from our VIP Service Team who can assist with Qantas flight bookings and help beyond routine requests. An Australian and worldwide contact number are listed on page 12 of this brochure.

Priority Economy Seat Purchase

When available, you receive priority when purchasing a Full Economy ticket for yourself and a guest on any Qantas operated flight with a QF flight number, for bookings made before midday on the day before travel⁵.

Preferential access to Qantas Classic Flight Reward seats

Receive preferential access, when available, to selected Qantas Classic Flight Reward seats.

Seat Selection Benefits

Choose your seat on any Qantas or Emirates, domestic or international flight from the moment you book until three hours before your scheduled departure. Where available, you can choose from reserved seating zones for yourself and those included in your booking.





Your favourite seat

Wherever possible, we will try to accommodate the seating preference saved in your Qantas Frequent Flyer profile when you book a Qantas operated international flight in Premium Economy, Business or First. If you're travelling in Economy or on domestic Qantas operated flights, you can select your seat or make changes to allocated seating by using Seat Selection on qantas.com

Enjoy a better upgrade experience

If you use your Qantas Points for Classic Upgrade Rewards[®] you will receive:

- Confirmation of successful international requests up to 3 days prior to departure
- High priority to have an upgrade confirmed

Earn 100% more Qantas Points

Be rewarded with a 100% Status Bonus on eligible flights with a Qantas (QF), Jetstar (JQ, 3K or GK) or American Airlines[®] (AA) flight number on your ticket⁷.

Your airport privileges

Domestic check-in

Enjoy a number of check-in options, where available, including:

- Online at qantas.com or on your mobile with the Qantas App.
- Dedicated Premium Service Desks at select airports or if you're travelling with hand luggage only, head straight to the Chairmans Lounge to check in.

International check-in

Your choice of international check-in includes:

- Online at qantas.com
- First check-in suites at Sydney and Melbourne airports
- Priority check-in – use First or Business counters, regardless of your class of travel (including when you travel with Emirates and **oneworld**[®] member airline)⁸.

Chairmans Lounge

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Travelling with baggage

Make life easier with these faster, more convenient options:

- Complimentary Q Bag Tags – permanent tags for a quick bag drop when you travel with Qantas at selected domestic airports
- Generous extra baggage allowance on Qantas flights⁹
- Your extra baggage allowance also extends to when you are flying with Emirates
- Priority baggage – your checked baggage will be given priority, regardless of your class of travel¹⁰.

Priority security lanes

Access the priority security lanes when available at selected domestic and international airports¹¹.

Lounge privileges

When travelling that day with Qantas, Jetstar, Emirates, China Eastern or a **oneworld**[®] member airline, you will continue to receive a warm welcome in all Chairmans Lounges across Australia, as well as Qantas International First and Business, Qantas Domestic Business and Qantas Club Lounges around the world regardless of your class of travel. You can invite up to two guests to join you in any Qantas lounge. For domestic lounges your guests don't need to be travelling. For international lounges your guests need to be travelling that day with Qantas, Jetstar, Emirates, China Eastern or a **oneworld** partner airline.

With **oneworld** Emerald status, your lounge privileges extend even further. You and one guest can enjoy access to 620 oneworld alliance airline lounges around the world when you are both travelling with oneworld alliance airlines¹². You can also visit their First (or equivalent) lounge.





On Departure Upgrade requests

Request an upgrade to Business on domestic flights, using Qantas Points, on your Qantas App once you have checked in, or from the comfort of the Qantas Club or Domestic Business Lounges¹³.

Priority boarding

You take priority when you board selected Qantas domestic and international flights and Emirates flights¹⁴.

Priority waitlist / airport standby

Receive priority when waitlisted on a flight, including Emirates and oneworld flights¹⁵.

oneworld[®] Emerald benefits

Your Emerald membership with oneworld ensures you can access additional privileges when you travel on oneworld alliance airlines¹⁶.

You'll find more information about the oneworld alliance and your Emerald status at qantas.com/privileges

Added privileges when flying with Emirates

Enjoy additional benefits when flying with Emirates including access to selected Emirates lounges when travelling with Emirates or Qantas, priority check-in and boarding, and additional checked baggage allowance. You can also use your points to book flights across the Qantas and Emirates network. For full details visit qantas.com/platinum

Chairman's Lounge

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Chairmans Lounge

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Essential telephone numbers

You can contact the VIP Service Team wherever you are in the world, 7 days a week for all of your Qantas travel needs and support.

Australia
1300 752 801

Worldwide
+61 2 6122 1111

Chairmans Lounge locations

Adelaide
Departures level, opposite gate 21

Brisbane
Qantas Lounge Precinct, departure level 1

Canberra
Enter via escalator, opposite service desk

Melbourne
Enter via escalator on first floor after security

Perth
Enter via lift after security and go to second floor

Sydney T3
Enter via escalator, opposite gates 4 and 5



IMPORTANT INFORMATION

Your Chairman's Lounge brochure and letter are produced using paper from FSC certified forests.

1. To be eligible to receive the Qantas Card with the option of Qantas Travel Money you must be an Australian resident Qantas Frequent Flyer member 16 years of age or older. Heritage Bank Limited (AFSL 240984) (the Issuer) issues Qantas Travel Money under arrangements between it, Qantas Airways Limited (AFS representative number 261363) and Mastercard Prepaid Management Services Australia Pty Ltd (AFSL 386837) (a Mastercard business). Mastercard Prepaid Management Services Australia Pty Limited distributes Qantas Travel Money (together with Qantas which is an authorised representative of Mastercard Prepaid Management Services Australia Pty Limited for the purposes of providing general financial product advice with respect to Qantas Travel Money). Mastercard Prepaid Management Services Australia Pty Limited can be contacted at customer care@qantastravelmoney.com. Mastercard Prepaid Management Services Australia Pty Limited and Qantas earn foreign exchange revenue from Qantas Travel Money transactions. Mastercard Prepaid Management Services Australia Pty Ltd and Qantas earn foreign exchange revenue from Qantas Travel Money transactions. Mastercard Prepaid Management Services Australia Pty Ltd receives a processing fee from domestic Qantas Travel Money "point of sale" transactions. Qantas receives revenue generated by Qantas Travel Money transactions based on interchange fees paid to the Issuer, deposits held by the Issuer, cardholder fee and certain rebates and incentives from Mastercard Asia/Pacific Pte Ltd. This information has been prepared without taking into account your objectives, financial situation or needs and you should consider the appropriateness of the information about the Qantas Travel Money facility having regard to those matters. A Product Disclosure Statement in respect of Qantas Travel Money is available via qantastravelmoney.com, and will also be given to applicants. A person should obtain and consider the PDS before making any decisions about whether to acquire or continue to hold the prepaid facility. **2.** Refer to the Product Disclosure Statement for full list of available currencies. **3.** Qantas Travel Money is unable to be used for purchases related to gambling or adult entertainment. Currently Qantas Travel Money cannot be used in the following countries and geographical regions due to sanctions that are currently in place: Crimea, Iran, North Korea, Sudan, Syria, Donetsk and Luhansk. If you attempt to withdraw cash from an ATM or use your Card at merchants in any of these countries and geographical regions, your request will be declined. Additionally, all Mastercards will not work at Russian merchants or ATMs. In addition, ATMs or POS terminals may not be owned or operated by the Issuer or Mastercard Prepaid Management Services Australia Pty Ltd and the Issuer and Mastercard Prepaid Management Services Australia Pty Ltd are not responsible for ensuring that merchants will accept the Qantas Travel Money card. For example, the Issuer and Mastercard Prepaid Management Services Australia Pty Ltd cannot control when an ATM or POS terminal is due for maintenance or is faulty or if a merchant chooses not to accept the Qantas Travel Money card. In such cases, your Qantas Travel Money card may not function properly or may be declined. For more information please see the Product Disclosure Statement at qantastravelmoney.com. **4.** Eligible purchases do not include money orders, traveller's cheques, gambling chips or purchasing foreign currencies in cash. You do not earn Qantas Points when loading funds to your facility, transferring funds to another currency balance or another member's facility or when withdrawing funds from ATMs or cashing out your facility balance. Purchases that are reversed, refunded or charged-back are also ineligible for points earn, in addition to fees incurred. **5.** Priority Economy Seat Purchase is available with paid Full Economy tickets for up to two people, including the Chairman's Lounge member, on selected Qantas operated flights with a QF flight number on your ticket (subject to availability). Only for bookings made before midday on the day before travel. Pre-purchase and other conditions apply. See

s 22(1)(a)(ii)

Subject: FW: New Senior Executives in DFAT [SEC=OFFICIAL]

From: s 47F(1) <[redacted]@qantas.com.au>
Sent: Thursday, 13 January 2022 1:45 PM
To: s 22(1)(a)(ii) <[redacted]@dfat.gov.au>
Subject: [EXTERNAL] RE: New Senior Executives in DFAT [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Brilliant

Thanks

s 47F(1)

Regional Manager ACT
Qantas Airways Limited

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

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) <[redacted]@qantas.com.au>



From: s 22(1)(a)(ii) <[redacted]@dfat.gov.au>
Sent: Thursday, 13 January 2022 1:29 PM
To: s 47F(1) <[redacted]@qantas.com.au>
Subject: RE: New Senior Executives in DFAT [SEC=OFFICIAL]

OFFICIAL

Sorry thought he filled in that part will get it and resend the form

From: s 47F(1) <[redacted]@qantas.com.au>
Sent: Thursday, 13 January 2022 1:19 PM

To: s 22(1)(a)(ii) @dfat.gov.au>
 Subject: [EXTERNAL] RE: New Senior Executives in DFAT [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

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

For security purposes we must have the Mothers Maiden name, in case Tim ever has to speak with Qantas Loyalty staff about his account and also a home address please

Thank you

Kind regards s 22(1)(a)(ii)

s 47F(1)

Regional Manager ACT
 Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
 Brindabella Business Park
 Canberra International Airport ACT 2609
 P. s 47F(1)
 M. +s 47F(1)
 E. s 47F(1) :@qantas.com.au



From: s 22(1)(a)(ii) @dfat.gov.au>
 Sent: Thursday, 13 January 2022 12:30 PM
 To: s 47F(1) @qantas.com.au>
 Subject: RE: New Senior Executives in DFAT [SEC=OFFICIAL]

OFFICIAL

Dear s 47F(1)

Please find attached the paperwork for the Associate Secretary, Tim Yeend.

Thanks
 s 22(1)(a)(ii)

From: s 47F(1) @qantas.com.au>
 Sent: Monday, 10 January 2022 4:29 PM
 To: s 22(1)(a)(ii) @dfat.gov.au>

Cc: s 22(1)(a)(ii)

@dfat.gov.au>

LEX 9085 - Document 02

Subject: [EXTERNAL] RE: New Senior Executives in DFAT [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

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

Can you kindly have both Tim and Craig complete the attached form and return to me to process their Qantas Chairmans Lounge applications. s 22(1)(a)(ii)

Thanks very much for giving me the heads up.

Kind regards s 47F(1)

s 47F(1)

Regional Manager ACT
Qantas Airways Limited

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

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) @qantas.com.au



From: s 22(1)(a)(ii) @dfat.gov.au>

Sent: Monday, 10 January 2022 3:28 PM

To: s 47F(1) @qantas.com.au>

Cc: s 22(1)(a)(ii) @dfat.gov.au>

Subject: New Senior Executives in DFAT [SEC=OFFICIAL]

OFFICIAL

Dear s 47F(1)

I wanted to keep you abreast of updates to our Senior Executive within DFAT. I have attached two Bio's for your perusal.

Please let me know if you require any further information.

Regards

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Executive Assistant to Tim Yeend
Associate Secretary | Trade & Investment Group
Department of Foreign Affairs and Trade
Tel: +s 22(1)(a)(ii)

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Qantas Airways Limited
ABN 16 009 661 901
Visit Qantas online at <http://qantas.com>



CHAIRMANS LOUNGE

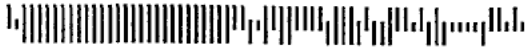
MEMBERSHIP APPLICANT DETAILS

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s 47F(1)
Nominee's Given Names:	Timothy [REDACTED]
Nominee's Family Name: CAPITAL LETTERS:	YEEN'D
Title: Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Date of Birth:	s 47F(1)
Mother's Maiden Name:	
Address (Home):	
Address (Business):	DFAT - John McEwen Cres Barton
E-mail Address:	tim.yeend@dfat.gov.au
Phone (Hm):	
Phone (Mob):	s 47F(1)
Phone (Bus):	02 6261 2406
Position in Company / Organisation:	Associate Secretary
Company / Organisation:	Dept of Foreign Affairs + Trade.
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	
2	SALUTATIONS (Mandatory)
Title:	Associate Secretary.
Salutation:	MR
Post Nominals:	
Name to be shown on Card:	Tim Yeend
3	PARTNER'S PERSONAL INFORMATION
Partner's Frequent Flyer Number:	s 47F(1)
Partner's Given Names:	
Partner's Family Name CAPITAL LETTERS:	
Title:	s 47F(1)
Date of Birth:	
Mother's Maiden Name:	
E-mail Address:	
Phone (home):	
Phone (mobile):	
4	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	s 22(1)(a)(ii)
Title:	s 22(1)(a)(ii)
E-mail Address:	s 22(1)(a)(ii) @dfat.gov.au
Telephone (Business):	

pin needed for MF.



**CHAIRMANS
LOUNGE**



444671-001 000001(1)

CL01_LOY/CLNEWAUE_LOY/SC# 000000001

MR T YEEND

Associate Secretary

Department Of Foreign Affairs & Trade

Rg Casey Building

John Mcewen Cres

BARTON ACT 2600



25 January 2022

YOUR MEMBERSHIP NO **s 47F(1)**

WELCOME TO THE CHAIRMANS LOUNGE

Dear Mr Yeend

I take great pleasure in welcoming you to the Qantas Chairmans Lounge, our most exclusive level of membership. I hope you'll take advantage of the services and privileges that your new membership affords you, and that you'll enjoy our personalised service whenever you travel with Qantas.

Your Chairmans Lounge Qantas Card, valid until 31 Jan 2024, is enclosed, together with a summary of privileges for you to enjoy.

As a Qantas Chairmans Lounge member, you're invited to access our VIP Service Team who are dedicated to managing all aspects of your Qantas travel including general bookings, Qantas Classic Flight Rewards and Classic Upgrade Rewards. They also provide support beyond routine requests. The VIP Service Team can be contacted 7 days a week at vipserviceteam@qantas.com.au or by calling 1300 752 801 in Australia or +61 2 6122 1111 worldwide.

To change any of your travel preferences, interests or personal details, simply log in at qantas.com/update and amend your profile.

I thank you for your ongoing support of Qantas, and my team looks forward to looking after you on every journey you take with us.

Yours sincerely

s 47F(1)

Alan Joyce
CEO
Qantas Airways Limited



s 22(1)(a)(ii)

From: COI
Sent: Monday, 4 July 2022 11:52 AM
To: Secretary Office; Jo Talbot
Cc: Chief People Officer; s 22(1)(a)(ii) ; COO Office s 22(1)(a)(ii)
Subject: ACTION REQUIRED: SES Stocktake of Gifts and Benefits [SEC=OFFICIAL]
Categories: Follow up

OFFICIAL

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

As the previous process saw the Secretary's Office managing the gift register up until recently, then it is quite possible that all gifts were not registered with EES, especially given that the Secretary is the delegate for Deputy Secretaries.

I have attached a list below of all gifts received by the Secretary and Dep Sec that were registered with EES from December 2019 – 30 June 2022.

Date Received	Description	Received by	Received From	Estimated Value
Ongoing	Chairman's Lounge	Secretary Deputy Secretaries Head, Office of the Pacific	Qantas Airways LTD	NA
Ongoing	The Club	Secretary Deputy Secretaries Head, Office of the Pacific	Virgin Australia	NA
24/09/2019	Two Tickets to the Gillette T20 INTL Series	Secretary, Frances Adamson	Cricket Australia	\$100
30/10/19	Small, framed picture	Secretary, Frances Adamson	Secretary, Myanmar Delegation	No commercial value
13/11/2019	Oroton mini zip wallet	Secretary, Frances Adamson		\$69.95
22/01/2020	Salisbury Chippendale extra small tray – engraved with the signatures of Donald and Melania Trump	Secretary, Frances Adamson		\$49.31
18/08/2021	Book – Dancing with Warriors	Secretary, Kathryn Campbell		\$30

22/06/2021	1 homemade replica of a metal army tank	Steven Robinson/Philippines Embassy		\$684.36
18/03/2022	2 x swiss army knives	Adrian Hudson, COO	Caroline Bichet-Anthamatten, Ambassador of Switzerland and on behalf of Embassy of Switzerland as wedding gift	\$100
12/05/2022	Framed Tongan Artwork	Secretary, Kathryn Campbell		\$200
17/06/2022	Framed commemorative photo	Secretary, Kathryn Campbell	In recognition of DFAT's continued support United States Study Centre	\$20
28/06/2022	1 x book titled The Taste of Angkor	Secretary, Kathryn Campbell	Secretary visit to Phnom Penh in June 2022	\$20
28/06/2022	1 x book titled Tuol Sleng Genocide Museum 40 years: remember the victims of s-21.	Secretary, Kathryn Campbell	Secretary visit to Phnom Penh in June 2022	\$20
30/06/2022	1 x book titled Vann Nath	Secretary, Kathryn Campbell	Received during Secretary visit to Phnom Penn	\$20

Kind regards

s 22(1)(a)(ii)

Assistant Director
Ethics, Integrity and Professional Standards Section (EES)
People Operations Branch
Department of Foreign Affairs and Trade

E | s 22(1)(a)(ii) @dfat.gov.au T | s 22(1)(a)(ii) M | s 22(1)(a)(ii)
s 22(1)(a)(ii)



From: s 47E(d) @dfat.gov.au>
Sent: Friday, 1 July 2022 3:41 PM
To: Jo Talbot <Jo.Talbot@dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>
Subject: RE: ACTION REQUIRED: SES Stocktake of Gifts and Benefits [SEC=OFFICIAL]

OFFICIAL

Hi Jo

Given we register gifts throughout the quarter and then send the approved forms through to COI, it would be most helpful if the COI folks could send out a consolidated list for us to verify.

The Secretary's office will await the COI stocktake of forms submitted and then verify. Could you please have it sent through early next week.

Many thanks, s 22(1)(a)(ii)

s 22(1)(a)(ii)

Office of the Secretary
 Department of Foreign Affairs and Trade
 T s 22(1)(a)(ii)
 E s 22(1)(a)(ii) @dfat.gov.au

From: s 22(1)(a)(ii) @dfat.gov.au> **On Behalf Of** Jo Talbot
Sent: Wednesday, 29 June 2022 12:27 PM
To: s 47E(d) @dfat.gov.au>; Tim Yeend <Tim.Yeend@dfat.gov.au>; Justin Hayhurst <Justin.Hayhurst@dfat.gov.au>; Katrina Cooper <Katrina.Cooper@dfat.gov.au>; Ewen McDonald <Ewen.McDonald@dfat.gov.au>; Kathy Klugman <Kathy.Klugman@dfat.gov.au>; Craig Maclachlan <Craig.Maclachlan@dfat.gov.au>; Adrian Hudson <Adrian.Hudson@dfat.gov.au>; Rod Hilton <Rod.Hilton@dfat.gov.au>
Cc: s 47E(d) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 47E(d) @dfat.gov.au>
Subject: ACTION REQUIRED: SES Stocktake of Gifts and Benefits [SEC=OFFICIAL]

OFFICIAL

Dear Secretary's Office and Deputy Secretaries,

In order to update DFAT's publicly released Registry of Gifts and Benefits, I am seeking your assistance to please complete the stocktake table attached to this email. The details of all gifts and benefits valued over AUD\$100 received since December 2019 to 30 June 2022 should be included in the table. A 'nil' response is also required.

If you have received a gift that has not been registered, please complete [Form C: Gift/Benefit/Hospitality/Sponsored travel](#)

For more information on Gifts and Benefits, please see [Chapter 6.1](#) of the Ethics, Integrity and Professional Standards Policy Manual or email coi@dfat.gov.au

Your response to coi@dfat.gov.au by **COB 9 July 2022** would be very appreciated.

Thank you.

Regards,
Jo

s 22(1)(a)(ii)

From: Secretary Office
Sent: Monday, 22 August 2022 12:56 PM
To: s 22(1)(a)(ii)
Cc: Secretary Office
Subject: s 22(1)(a)(ii)
Attachments:

OFFICIAL

s 22(1)(a)(ii)

I will work with the QBT VIP team and the Qantas chairmans lounge on getting these transferred into Craig's name and keep you updated.

s 22(1)(a)(ii)

s 22(1)(a)(ii)

OFFICIAL

From: s 22(1)(a)(ii)
Sent: Tuesday, 13 June 2023 9:21 AM
To: s 47F(1) @qantas.com.au>
Subject: RE: [EXTERNAL] Elly Lawson - Chairman's Lounge [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

That would be lovely, I'll see you on Thursday at 1:00pm and bring you to Elly's office.

Hope you have a great week

Kind regards,

s 22(1)(a)(ii)

Executive Assistant Deputy Secretary Elly Lawson
Geostrategic Group
Department of Foreign Affairs and Trade
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 47F(1) @qantas.com.au>
Sent: Friday, 9 June 2023 1:10 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: Re: [EXTERNAL] Elly Lawson - Chairman's Lounge [SEC=OFFICIAL]

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I have to meet with Elly

Get [Outlook for iOS](#)

From: s 22(1)(a)(ii) @dfat.gov.au>
 Sent: Friday, June 9, 2023 11:19:33 AM
 To: s 47F(1) @qantas.com.au>
 Subject: RE: [EXTERNAL] Elly Lawson - Chairman's Lounge [SEC=OFFICIAL]

OFFICIAL

Sounds fabulous.

Do you need to meet with Elly or will I suffice?

Kind regards,

s 22(1)(a)(ii)

Executive Assistant Deputy Secretary Elly Lawson
 Geostrategic Group
 Department of Foreign Affairs and Trade
 T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

From: s 47F(1) @qantas.com.au>
 Sent: Friday, 9 June 2023 10:41 AM
 To: s 22(1)(a)(ii) @dfat.gov.au>
 Subject: [EXTERNAL] RE: Elly Lawson - Chairman's Lounge [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Hi s 22(1)(a)(ii) could we do 1230pm or 1pm if that's okay on 15th please

s 47F(1)

Regional Manager ACT
 Qantas Airways Limited

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

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) @qantas.com.au



From: s 22(1)(a)(ii) @dfat.gov.au>
 Sent: Friday, 9 June 2023 10:20 AM

To: s 47F(1) @qantas.com.au>
Subject: Elly Lawson - Chairman's Lounge [SEC=OFFICIAL]

OFFICIAL

Good Morning s 47F(1)

I hope you are well.

I believe you reached out yesterday regarding Elly's Chairman Lounge Card and bringing it over.

Apologies I was not here to help, I've been on training, but would you be free Thursday 15th of June sometime between 10:30am – 1:30pm? If not, we could look at other dates?

Kind regards,

s 22(1)(a)(ii)

Executive Assistant Deputy Secretary Elly Lawson
Geostrategic Group
Department of Foreign Affairs and Trade
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

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Qantas Airways Limited
ABN 16 009 661 901
Visit Qantas online at <http://qantas.com>

CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s 47F(1)
Nominee's Given Names:	Eleanor [REDACTED]
Nominee's Family Name: CAPITAL LETTERS:	LAWSON
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Ms
Date of Birth:	s 47F(1)
Mother's Maiden Name:	
Address (Home):	
Address (Business):	R.G. Casey Building John McEwen Crescent, Barton ACT 2602
E-mail Address:	Elly.Lawson@dfat.gov.au
Phone (Hm):	
Phone (Mob):	s 22(1)(a)(ii)
Phone (Bus):	02 6261 3611
Position in Company / Organisation:	Deputy Secretary
Company / Organisation:	Department of Foreign Affairs and Trade
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	
2	SALUTATIONS (Mandatory)
Title:	Deputy Secretary
Salutation:	Ms
Post Nominals:	n/a
Name to be shown on Card:	Elly Lawson
3	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	s 22(1)(a)(ii)
Title:	s 22(1)(a)(ii)
E-mail Address:	dfat.gov.au
Telephone (Business):	
4	DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Friday, 16 June 2023 12:42 PM
To: s 47F(1) qantas.com.au
Subject: Chairman's lounge membership - Roderick Brazier - s 47F(1) [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Dear s 47F(1)

Apologies if your not the right contact.

Rod Brazier has been promoted to Deputy Secretary and I wonder how I go about applying for a membership for the Chairman's lounge.

Please let me know.

Kind regards

s 22(1)(a)(ii)

Executive Assistant to
Rod Brazier
Deputy Secretary
Development and Multilateral Group
P| +61 2 6261 1161 M | s 22(1)(a)(ii)

s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Monday, 19 June 2023 3:25 PM
To: s 47F(1)
Cc: Roderick Brazier
Subject: RE: [EXTERNAL] Chairmans Lounge membership - Roderick Brazier [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Thank you!

s 22(1)(a)(ii)

Executive Assistant to
Rod Brazier
Deputy Secretary
Development and Multilateral Group
Department of Foreign Affairs and Trade
P | s 22(1)(a)(ii) M | s 22(1)(a)(ii)

From: s 47F(1) @qantas.com.au>
Sent: Monday, 19 June 2023 3:17 PM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: [EXTERNAL] Chairmans Lounge membership - Roderick Brazier [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

My Chairmans Lounge staff are looking forward to meeting Rod tomorrow night

s 47F(1)

Regional Manager ACT
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609
P. s 47F(1)
M. s 47F(1)
E. s 47F(1) [@qantas.com.au](mailto:s 47F(1)@qantas.com.au)



From: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Sent: Monday, 19 June 2023 9:25 AM
To: s 47F(1) <[s47F\(1\)@qantas.com.au](mailto:s47F(1)@qantas.com.au)>
Subject: RE: [EXTERNAL] Chairmans Lounge membership - Roderick Brazier [SEC=OFFICIAL]

OFFICIAL

Thank you! s 22(1)(a)(ii) number is s 22(1)(a)(ii) .

s 22(1)(a)(ii)

Executive Assistant to
Rod Brazier
Deputy Secretary
Development and Multilateral Group
Department of Foreign Affairs and Trade
P | s 22(1)(a)(ii) M | s 22(1)(a)(ii)

From: s 47F(1) <[s47F\(1\)@qantas.com.au](mailto:s47F(1)@qantas.com.au)>
Sent: Monday, 19 June 2023 8:49 AM
To: s 22(1)(a)(ii) <[s22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s22(1)(a)(ii)@dfat.gov.au)>
Subject: [EXTERNAL] RE: Chairmans Lounge membership - Roderick Brazier [SEC=OFFICIAL]

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Thanks s 22(1)(a)(ii)

We will start the process today.

Are you able to give me Jan Adams EA's telephone number please I need to make an appointment to deliver her new Chairmans Lounge card.

Thanks s 47F(1)

s 47F(1)

Regional Manager ACT
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609
P. s 47F(1)
M. s 47F(1)
E. s 47F(1) <[s47F\(1\)@qantas.com.au](mailto:s47F(1)@qantas.com.au)>



From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Friday, 16 June 2023 5:39 PM
To: s 47F(1) @qantas.com.au>
Subject: Chairmans Lounge membership - Roderick Brazier [SEC=OFFICIAL]

OFFICIAL

Dear s 47F(1)

Please find attached Rod's application form for Chairman's Lounge.

Kind regards

s 22(1)(a)(ii)

Executive Assistant to
Rod Brazier
Deputy Secretary
Development and Multilateral Group
P | s 22(1)(a)(ii) M | s 22(1)(a)(ii)

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Qantas Airways Limited
ABN 16 009 661 901
Visit Qantas online at <http://qantas.com>

CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

1		NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s 47F(1)	
Nominee's Given Names:	Roderick	
Nominee's Family Name: CAPITAL LETTERS:	Brazier	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Mr	
Date of Birth:	s 47F(1)	
Mother's Maiden Name:		
Address (Home):		
Address (Business):	RG Casey Building, John McEwen Crescent, Barton	
E-mail Address:	Rod.brazier@dfat.gov.au	
Phone (Hm):		
Phone (Mob):	s 22(1)(a)(ii)	
Phone (Bus):	6261 3883	
Position in Company / Organisation:	Deputy Secretary	
Company / Organisation:	Department of Foreign Affairs and Trade	
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	s 47F(1)	
2		SALUTATIONS (Mandatory)
Title:	Mr	
Salutation:		
Post Nominals:		
Name to be shown on Card:	Roderick Brazier	
3		NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	s 22(1)(a)(ii)	
Title:		
E-mail Address:	@dfat.gov.au	
Telephone (Business):		
4		DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMAN'S LOUNGE POSITION
Title:	s 22(1)(a)(ii)	
Chairman's Lounge Number		
New Department/Organisation		
New Position		
E-mail Address:		
Telephone (Business):		

From: s 22(1)(a)(ii)
To: Elizabeth Peak
Subject: FW: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]
Date: Tuesday, 22 August 2023 9:52:00 PM
Attachments: [image002.png](#)
[image003.png](#)
[New Chairmans Lounge Application Pro Forma NP.JAN20.docx](#)

OFFICIAL

Hi Liz

I ended up calling QF regarding partner affiliation with Chairman Lounge members. The practice of granting membership to partners was withdrawn last year, however, they have agreed to grant an exception on this occasion by extending the invitation to your partner.

Happy to complete the form on your behalf once I have all the details.

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s 47F(1)
Nominee's Given Names:	
Nominee's Family Name: CAPITAL LETTERS:	
Title: s 47F(1)	
Date of Birth:	
Mother's Maiden Name:	
Address (Home):	
Address (Business):	
E-mail Address:	
Phone (Hm):	
Phone (Mob):	
Phone (Bus):	
Position in Company / Organisation:	
Company / Organisation:	
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	
2	SALUTATIONS (Mandatory)
Title:	Mr
Salutation:	
Post Nominals:	
Name to be shown on Card:	
3	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	
Title: Mr Mrs Ms ' Miss Dr Other:	
E-mail Address:	
Telephone (Business):	
4	DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr Mrs Ms ' Miss Dr Other:	

Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

Regards

s 22(1)(a)(ii)

Executive Assistant to **Elizabeth Peak** | **Head of the Office of the Pacific**
 Office of the Pacific
 Department of Foreign Affairs and Trade
 Es 22(1)(a)(ii)@dfat.gov.au
 (P): s 22(1)(a)(ii) | (M): s 22(1)(a)(ii)

From: s 47F(1) @qantas.com.au
Sent: Tuesday, 22 August 2023 10:33 AM
To: s 22(1)(a)(ii) @dfat.gov.au
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

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

Please find attached a form for Elizabeth's husband. While the office of our CEO has restricted partner memberships, please accept this invitation as a courtesy to Elizabeth.

Kind regards

s 47F(1)
 Manager Government Account
 Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
 Brindabella Business Park
 Canberra International Airport ACT 2609
 P. s 47F(1)
 M. s 47F(1)
 E. s 47F(1) @qantas.com.au

qantas.com | facebook.com/qantas | twitter @qantas | youtube.com/qantas



From: s 22(1)(a)(ii) @dfat.gov.au
Sent: Sunday, 23 July 2023 6:35 PM
To: s 47F(1) @qantas.com.au
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

OFFICIAL

Dear s 47F(1)

On behalf of Elizabeth Peak I wish to thank you for the congratulatory message and invitation to the Qantas Chairmans Lounge. I have enclosed the pro forma and understand the nomination is to be considered by Qantas Executive Management.

s 22(1)(a)(ii)

Please let me know if you require further information.

regards

s 22(1)(a)(ii)

Executive Assistant to **Elizabeth Peak** | **Head of the Office of the Pacific**

Office of the Pacific

Department of Foreign Affairs and Trade

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

(P): s 22(1)(a)(ii) | (M): s 22(1)(a)(ii)

From: s 47F(1)

[@qantas.com.au](mailto:s 47F(1)@qantas.com.au)>

Sent: Monday, 10 July 2023 12:52 PM

To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

Cc: s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>

Subject: [EXTERNAL] Qantas Chairmans Lounge

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Dear s 22(1)(a)(ii)

On behalf of Qantas I would like to congratulate Elizabeth Peak on her recent appointment as Deputy Secretary and extend her an invitation to become a member of the Qantas Chairmans Lounge.

To that end, I would appreciate if you might complete the attached Chairmans Lounge pro forma. Please note Chairmans Lounge membership is subject to approval by Qantas Executive Management in Sydney and the entire nomination process can take up to four (4) weeks.

Please don't hesitate to give me a call should you have any questions.

Kind regards

s 47F(1)

Manager Government Account

Qantas Airways Limited

Level 1/ 9 Brindabella Circuit

Brindabella Business Park

Canberra International Airport ACT 2609

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) [@qantas.com.au](mailto:s 47F(1)@qantas.com.au)

qantas.com | facebook.com/qantas | [twitter @qantas](https://twitter.com/qantas) | youtube.com/qantas

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Qantas Airways Limited

ABN 16 009 661 901

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CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	
Nominee's Given Names:	
Nominee's Family Name: CAPITAL LETTERS:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Date of Birth:	
Mother's Maiden Name:	
Address (Home):	
Address (Business):	
E-mail Address:	
Phone (Hm):	
Phone (Mob):	
Phone (Bus):	
Position in Company / Organisation:	
Company / Organisation:	
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	
2	SALUTATIONS (Mandatory)
Title:	
Salutation:	
Post Nominals:	
Name to be shown on Card:	
3	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
E-mail Address:	
Telephone (Business):	
4	DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

From: s 47F(1)
To: s 22(1)(a)(ii)
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]
Date: Monday, 24 July 2023 8:50:43 AM
Attachments: [image002.png](#)
[image003.png](#)

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Dear s 22(1)(a)

Thank you for the completed Chairmans Lounge pro forma. Please be aware that Chairmans Lounge membership is subject to approval by Qantas Executive Management in Sydney and the entire nomination process can take up to four (4) weeks.

I will be in touch with an update on the process in due course.

Have a good week.

Kind regards

s 47F(1)

Manager Government Account
Qantas Airways Limited

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

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) [@qantas.com.au](mailto:s 47F(1)@qantas.com.au)

qantas.com | facebook.com/qantas | [twitter @qantas](https://twitter.com/qantas) | youtube.com/qantas



From: s 22(1)(a)(ii) <[s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>
Sent: Sunday, 23 July 2023 6:35 PM
To: s 47F(1) <[s 47F\(1\)@qantas.com.au](mailto:s 47F(1)@qantas.com.au)>
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

OFFICIAL

Dear s 47F(1)

On behalf of Elizabeth Peak I wish to thank you for the congratulatory message and invitation to the Qantas Chairmans Lounge. I have enclosed the pro forma and understand the nomination is to be considered by Qantas Executive Management.

s 22(1)(a)(ii)

Please let me know if you require further information.

regards

s 22(1)(a)(ii)

Executive Assistant to **Elizabeth Peak** | **Head of the Office of the Pacific**

Office of the Pacific

Department of Foreign Affairs and Trade

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

(P): s 22(1)(a)(ii) | (M): s 22(1)(a)(ii)

From: s 47F(1) [@qantas.com.au](mailto:s 47F(1)@qantas.com.au)>**Sent:** Monday, 10 July 2023 12:52 PM**To:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>**Cc:** s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au)>**Subject:** [EXTERNAL] Qantas Chairmans Lounge

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Dear s 22(1)(a)(ii)

On behalf of Qantas I would like to congratulate Elizabeth Peak on her recent appointment as Deputy Secretary and extend her an invitation to become a member of the Qantas Chairmans Lounge.

To that end, I would appreciate if you might complete the attached Chairmans Lounge pro forma. Please note Chairmans Lounge membership is subject to approval by Qantas Executive Management in Sydney and the entire nomination process can take up to four (4) weeks.

Please don't hesitate to give me a call should you have any questions.

Kind regards

s 47F(1)

Manager Government Account

Qantas Airways Limited

Level 1/ 9 Brindabella Circuit

Brindabella Business Park

Canberra International Airport ACT 2609

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) [@qantas.com.au](mailto:s 47F(1)@qantas.com.au)

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ABN 16 009 661 901

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CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

1 NOMINEE'S PERSONAL INFORMATION	
Nominee's Frequent Flyer Number:	
Nominee's Given Names:	
Nominee's Family Name: CAPITAL LETTERS:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Date of Birth:	
Mother's Maiden Name:	
Address (Home):	
Address (Business):	
E-mail Address:	
Phone (Hm):	
Phone (Mob):	
Phone (Bus):	
Position in Company / Organisation:	
Company / Organisation:	
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	
2 SALUTATIONS (Mandatory)	
Title:	
Salutation:	
Post Nominals:	
Name to be shown on Card:	
3 NOMINEE'S PERSONAL ASSISTANT	
Personal Assistant's Given & Family Name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
E-mail Address:	
Telephone (Business):	
4 DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMAN'S LOUNGE POSITION	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Chairman's Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

**CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS**

1 NOMINEE'S PERSONAL INFORMATION	
Nominee's Frequent Flyer Number	s 47F(1)
Nominee's Given Names	Elizabeth
Nominee's Family Name CAPITAL LETTERS:	PEAK
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	Ms
Date of Birth.	s 47F(1)
Mother's Maiden Name	
Address (Home)	
Address (Business):	R. G. Casey Building, John McEwen Crescent Barton ACT 0221 Australia
E-mail Address	elizabeth_peak@dfat.gov.au
Phone (Hm)	n/a
Phone (Mob)	s 47F(1)
Phone (Bus)	6261 1608
Position in Company / Organisation:	Head of Office of the Pacific / Deputy Secretary
Company / Organisation:	Department of Foreign Affairs and Trade
INTERESTS (AFL-specify club, Theatre, Rugby, Arts)	
2 SALUTATIONS (Mandatory)	
Title	Ms
Salutation:	
Post Nominals	
Name to be shown on Card	Elizabeth Peak
3 NOMINEE'S PERSONAL ASSISTANT	
Personal Assistant's Given & Family Name	s 22(1)(a)(ii)
Title:	
E-mail Address:	@dfat.gov.au
Telephone (Business)	(T) s 22(1)(a)(ii) (M)
4 DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMAN'S LOUNGE POSITION	
Title:	s 22(1)(a)(ii)
Chairman's Lounge Number	:
New Department/Organisation	
New Position	
E-mail Address	
Telephone (Business)	

From: s 22(1)(a)(ii)
 To: Corporate Intranet
 Cc: s 22(1)(a)(ii)
 Subject: Update to gift register on external website [SEC=OFFICIAL]
 Date: Tuesday, 15 August 2023 4:20:00 PM
 Attachments: [image001.jpg](#)

OFFICIAL

Good afternoon Team

Appreciate if you can please replace the table on the [gift registry](#) page with what is provided below.
 Please let me know if I can provide anything further.

Date Received	Description	Received by	Received From	Estimated Value AUD
Ongoing	Chairman's Lounge	Secretary Deputy Secretaries Head, Office of the Pacific	Qantas Airways LTD	NA
Ongoing	The Club	Secretary Deputy Secretaries Head, Office of the Pacific	Virgin Australia	NA
24/09/2019	Two Tickets to the Gillette T20 INTL Series	Secretary, Frances Adamson	Cricket Australia	\$100
18/03/2022	2 x swiss army knives	Adrian Hudson, COO	Caroline Bichet-Anthamatten, Ambassador of Switzerland and on behalf of Embassy of Switzerland as wedding gift	\$100
02/03/2022	Silver vase	Deputy Secretary SGG – Katrina Cooper	HR Minister Pan Sorasak – Minister for Commerce Cambodia	\$250
13/04/2022	Indonesian Red Cross Book and Memorabilia Item	Deputy Secretary SGG – Katrina Cooper	Jusuf Kalla – PMI Chairman & Former Vice President of Indonesia – Indonesia Red Cross	Combined value \$100.00
19/04/2022	Thai Vogue Book & Thai Metal Box	Deputy Secretary SGG – Katrina Cooper	Thani Thongpakdi – Permanent Secretary Ministry of Foreign Affairs Thailand	Combined value \$165.15
12/05/2022	Framed Tongan Artwork	Secretary, Kathryn Campbell	Tongan Commissioner General and Ambassador to the UAE	\$200
22/11/2022	Plaque of Singapore Merlion With Stamp	Deputy Secretary, Michelle Chan	H.E Mr Thangphare Savanphet, Lao Vice Minister	\$118
23/11/2022	Gold Lotus Flower Framed with Plaque and Ha Bao Silk	Deputy Secretary, Michelle Chan	Chairman Phan Dinh Trac, Internal Affairs Commission (Vietnam)	\$178.95
13/12/2022	Handmade Silk Scarf	Deputy Secretary, Michelle Chan	Mr Anne Crete Riise, Ambassador to the Embassy of Norway	\$100
15/08/2023	Batik Scarf, coffee and ASEAN Merchandise	Deputy Secretary, Michelle Chan	Indonesia Kemlu (Foreign Ministry)	\$150

Kind regards

s 22(1)(a)(ii)

Assistant Director | Ethics, Integrity and Professional Standards Section (EES)
 People Operations Branch (OPB) | People Division (PPD)
 Department of Foreign Affairs and Trade
 E | [s 22\(1\)\(a\)\(ii\)@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au) T | s 22(1)(a)(ii) M | s 22(1)(a)(ii)

[dfat.gov.au](#) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

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From: s 22(1)(a)(ii)
To: s 22(1)(a)(ii)
Subject: Fwd: COO Approval Requested for Media enquiry - Due to MLS 10am Thursday / s 47F(1) gifts/benefits: Qantas Chainman's Lounge [SEC=OFFICIAL]
Date: Wednesday, 16 August 2023 6:08:20 PM
Attachments: [image002.jpg](#)

From: s 22(1)(a)(ii) @dfat.gov.au>
Date: Wednesday, 16 August 2023 at 2:26:00 pm
To: "Clare Walsh" <Clare.Walsh@dfat.gov.au>
Cc: "Natalie Roche" <Natalie.Roche@dfat.gov.au>, s 22(1)(a)(ii) @dfat.gov.au>, s 47E(d) @dfat.gov.au>, s 47E(d) @dfat.gov.au>
Subject: COO Approval Requested for Media enquiry - Due to MLS 10am Thursday / s 47F(1) / gifts/benefits: Qantas Chainman's Lounge [SEC=OFFICIAL]

Good afternoon Clare

Please see the below CPO cleared media response for your consideration.

Action

- That you **approve** the below draft media response due at 10am Thursday 17 August.
- That you **note** that multiple APS agencies have received the same request for information.

//

Any gifts and/or benefits received by both the Secretary and Deputy Secretaries where the value exceeds the stipulated threshold of AUD \$100.00, are published on the Departments [Gifts and Benefits Register](#). The Secretary was gifted a membership to the Chairmans Lounge during her employment as a Deputy Secretary and still holds a current membership.

//

Background

- APSC gifts and benefits reporting guidelines came into effect from 18 October 2019. Under this guidance, the APSC requires agency heads to publish a register of gifts and benefits they accept on their departmental website on a quarterly basis with our next update being due at the end of October 2023.
- EES took over the management of the Gifts and Benefits Register in 2021 at the request of former Secretary Campbell. Prior to this, it was managed by the Secretary's Office. It is likely that if there are records of the membership being declared and/or requested, those records would have been held by the Secretary's Office.

Please let me know if I can provide anything further to assist you.

Kind regards

s 22(1)(a)(ii)

Assistant Director | Ethics, Integrity and Professional Standards Section (EES)
People Operations Branch (OPB) | People Division (PPD)

Department of Foreign Affairs and Trade

E | [s 22\(1\)\(a\)\(ii\) @dfat.gov.au](#) **T** | +[s 22\(1\)\(a\)\(ii\)](#) **M** | [s 22\(1\)\(a\)\(ii\)](#)

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[s 22\(1\)\(a\)\(ii\)](#)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

Kind regards

s 22(1)(a)(ii)

Media Liaison Officer | Media Liaison Section (MLS)
Media and Communications Delivery Branch (MCB)
Strategic Communications Division (SGD)
s 22(1)(a)(ii) [@dfat.gov.au](mailto:media@dfat.gov.au) | s 22(1)(a)(ii)

From: s 47F(1)

Sent: Tuesday, 15 August 2023 1:24 PM

To: Media <media@dfat.gov.au>

Subject: [EXTERNAL] RE: Gifts/benefits

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

Good afternoon media team,

My inquiry relates to gifts/benefits received by the agency head. I understand these are published online regularly but haven't been able to find the information I am looking for. Could I please have a response by Thursday 6pm?

Has the secretary been gifted membership for Qantas Chairman's Lounge Access (including before taking the role as department head)?

If so, when?

Best Regards

s 47F(1)

From: s 22(1)
To: [Media](#)
Cc: s 22(1)(a)(ii) ; [Chief People Officer](#); [COO Office](#); [Secretary Office](#); s 22(1)(a)(ii)
Subject: 17AUG23: Secretary clearance provided: **Media enquiry for action** Due to MLS 10am tomorrow / s 47F(1)
/ gifts/benefits: Qantas Chairman's Lounge [SEC=OFFICIAL]
Date: Thursday, 17 August 2023 9:17:07 AM

OFFICIAL

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

Please see the below media response which has been approved by the Secretary.

//

Any gifts and/or benefits received by both the Secretary and Deputy Secretaries where the value exceeds the stipulated threshold of AUD \$100.00, are published on the Departments [Gifts and Benefits Register](#). The Secretary was gifted a membership to the Chairmans Lounge during her employment as a Deputy Secretary and still holds a current membership.

//

Please let me know if I can provide anything further.

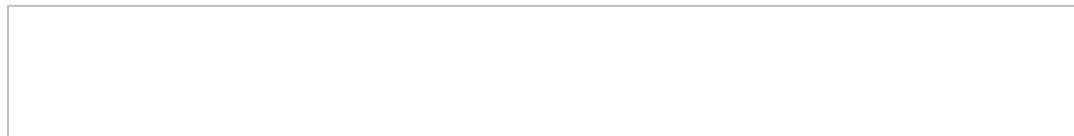
Kind regards

s 22(1)(a)(ii)

Assistant Director | Ethics, Integrity and Professional Standards Section (EES)
People Operations Branch (OPB) | People Division (PPD)
Department of Foreign Affairs and Trade

E | s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au) **T** | s 22(1)(a)(ii) **M** | s 22(1)(a)(ii)

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s 22(1)(a)(ii)

OFFICIAL

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

s 22(1)(a)(ii)

To: [Elizabeth Peak](#)
Subject: FW: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]
Date: Monday, 21 August 2023 10:28:07 AM
Attachments: [image001.png](#)

From: s 47F(1) [@qantas.com.au](#)>
Sent: Friday, 18 August 2023 8:51 AM
To: s 22(1)(a)(ii) [@dfat.gov.au](#)>
Subject: Re: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

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

Apologies for the tardy reply. Elizabeth may take in two guests to the Chairmans Lounge when flying with Qantas or Jetstar.

Those guests which of course can include Elizabeth's husband do not need to be flying with her.

Kind regards

s 47F(1)

From: s 22(1)(a)(ii) [@dfat.gov.au](#)>
Sent: Thursday, August 11, 2023 5:09:01 PM
To: s 47F(1) [@qantas.com.au](#)>
Subject: FW: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 47F(1)

I'm hoping you can direct my query concerning protocols relating to Qantas Chairmans Lounge membership. On occasions when Elizabeth is travelling on personal travel with her husband, is her husband permitted to join her in the Chairman's lounge or do they use the QF lounge.

Elizabeth's husband is s 47F(1)

Grateful for your advice when convenient.

Regards

s 22(1)(a)(ii)

Executive Assistant to **Elizabeth Peak** | **Head of the Office of the Pacific**
Office of the Pacific
Department of Foreign Affairs and Trade
E: s 22(1)(a)(ii)@dfat.gov.au
(P): s 22(1)(a)(ii) | (M): s 22(1)(a)(ii)

From: s 22(1)(a)(ii)

Sent: Friday, 14 July 2023 6:35 PM

s 22(1)(a)(ii) - duplicate email chain - see document 09

s 22(1)(a)(ii) - duplicate email chain - see document 09

CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

1		NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:		
Nominee's Given Names:		
Nominee's Family Name: CAPITAL LETTERS:		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Date of Birth:		
Mother's Maiden Name:		
Address (Home):		
Address (Business):		
E-mail Address:		
Phone (Hm):		
Phone (Mob):		
Phone (Bus):		
Position in Company / Organisation:		
Company / Organisation:		
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)		
2		SALUTATIONS (Mandatory)
Title:		
Salutation:		
Post Nominals:		
Name to be shown on Card:		
3		NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
E-mail Address:		
Telephone (Business):		
4		DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:		
Chairmans Lounge Number		
New Department/Organisation		
New Position		
E-mail Address:		
Telephone (Business):		

s 22(1)(a)(ii)

From: Roderick Brazier <Rod.Brazier@dfat.gov.au>
Sent: Monday, 21 August 2023 8:41 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Chairmans lounge [SEC=OFFICIAL]

OFFICIAL

Nor was I until it came up at the 9am. Most of the DepSecs had not declared it yet. R

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Sunday, 20 August 2023 5:27 PM
To: Roderick Brazier <Rod.Brazier@dfat.gov.au>
Subject: Re: Chairmans lounge[SEC=OFFICIAL]

OFFICIAL

Sure! I wasn't aware.

From: "Roderick Brazier" <Rod.Brazier@dfat.gov.au>
Date: Saturday, 19 August 2023 at 11:36:09 am
To: s 22(1)(a)(ii) @dfat.gov.au>
Subject: Chairmans lounge[SEC=OFFICIAL]

OFFICIAL

s 22(1)(a)(i) I just remembered that we need to declare my chairmans lounge membership as a gift. Apparently all the DepSecs are required to do this.

Thanks
Rod

FORM C – Gift/Benefit/Hospitality/Sponsored Travel Report Form

The reportable item received / offered is: A gift A benefit Hospitality Sponsored Travel

Recipient's Details

Rod Brazier Deputy Secretary, DMG
 Name Position

Details of Gift / Benefit / Hospitality / Sponsored Travel

Received From / Offered By:
s 47F(1) Regional Manager, ACT Qantas Airways Limited
 Name Position Organisation / On Behalf Of

Source (Please Circle): Government / Private
 Please provide a brief description of the gift / benefit / hospitality / sponsored travel received / offered
Qantas – Chairmans Lounge Membership
 Please provide a brief description of the circumstances under which the gift / benefit / hospitality / sponsored travel was / would be received and why it was not / cannot be refused (please attach further supporting documentation if necessary)
 This has been offered to executive staff in recognition of the significant amount of work travel in their roles. Due to the high volume of travel and long layovers on occasion at airports the Chairman's Lounge offers a place to recuperate and prepare for subsequent work meetings.

Valuation (gifts and benefits only)

Assessed value of gift / benefit: Local Currency n/a (AUD) _____
 Cost of independent valuation (if required): Local Currency _____ (AUD) _____
 (Please attach independent valuation where recipient wishes to retain for personal use a gift or benefit which is above the allowable limit; file official receipt with this form when excess value is paid)
 Excess Value To Be Paid If Retained for Personal Use: (AUD) _____

Proposed Action and Recommendation

<p>RECIPIENT: Proposed Action</p> <p><input type="checkbox"/> Accept/retain – personal use <input checked="" type="checkbox"/> Accept/retain – official use</p> <p>Comment:</p> <p style="text-align: center;">s 22(1)(a)(ii)</p> <p>Recipients Signature: _____ Position: <u>Dep Sec</u> Date: <u>21/8/23</u></p>	<p>DESIGNATED APPROVER: Recommendation</p> <p><input type="checkbox"/> Decline <input type="checkbox"/> Accept/retain – personal use <input type="checkbox"/> Accept/retain – official use</p> <p>Comment:</p> <p>Approver's Signature: _____ Name: _____ Position: _____ Date: _____</p>
---	--

From: s 47F(1)
To: s 22(1)(a)(ii)
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]
Date: Wednesday, 30 August 2023 12:05:44 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

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

Thank you for the completed Chairmans Lounge pro forma. We will begin the process for the partner membership.

Kind regards

s 47F(1)

Manager Government Account
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit
Brindabella Business Park
Canberra International Airport ACT 2609
P. s 47F(1)
M. s 47F(1)
E. s 47F(1) [@qantas.com.au](mailto:)

qantas.com | facebook.com/qantas | [twitter @qantas](https://twitter.com/qantas) | youtube.com/qantas



From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 29 August 2023 3:02 PM
To: s 47F(1) @qantas.com.au>
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

OFFICIAL

Hi s 47F(1)

Thank you for extending the generous partner membership to Elizabeth Peak's husband, s 47F(1) I have attached the form and will wait further advice.

It is very much appreciated.

Kind regards

s 22(1)(a)(ii)

Executive Assistant to **Elizabeth Peak** | **Head of the Office of the Pacific**
Office of the Pacific
Department of Foreign Affairs and Trade
E s 22(1)(a)(ii) [@dfat.gov.au](mailto:)

(P): s 22(1)(a)(ii) | (M): s 22(1)(a)(ii)

From: s 47F(1) [@qantas.com.au](mailto:qantas.com.au)>

Sent: Tuesday, 22 August 2023 10:33 AM

s 22(1)(a)(ii) - duplicate email chain - see document 09

]

s 22(1)(a)(ii) - duplicate email chain

s 22(1)(a)(ii) - duplicate email chain

CHAIRMANS LOUNGE
MEMBERSHIP APPLICANT DETAILS

1	NOMINEE'S PERSONAL INFORMATION
Nominee's Frequent Flyer Number:	s 47F(1)
Nominee's Given Names:	
Nominee's Family Name: CAPITAL LETTERS:	
Title: s 47F(1)	
Date of Birth:	
Mother's Maiden Name:	
Address (Home):	
Address (Business):	
E-mail Address:	
Phone (Hm):	
Phone (Mob):	
Phone (Bus):	
Position in Company / Organisation:	
Company / Organisation:	
INTERESTS: (AFL-specify club, Theatre, Rugby, Arts)	
2	SALUTATIONS (Mandatory)
Title: s 47F(1)	s 47F(1)
Salutation:	
Post Nominals:	
Name to be shown on Card:	
3	NOMINEE'S PERSONAL ASSISTANT
Personal Assistant's Given & Family Name:	
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
E-mail Address:	
Telephone (Business):	
4	DETAILS OF PREVIOUS/OUTGOING INCUMBENT OF ABOVE CHAIRMANS LOUNGE POSITION
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other:	
Chairmans Lounge Number	
New Department/Organisation	
New Position	
E-mail Address:	
Telephone (Business):	

From: s 22(1)(a)(ii)
To: s 47F(1)
Subject: FW: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]
Date: Friday, 1 September 2023 8:18:14 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)

Liz

s 47F(1) partner membership has been processed.

regards

s 22(1)(a)(ii)

Executive Assistant to **Elizabeth Peak** | **Head of the Office of the Pacific**

Office of the Pacific

Department of Foreign Affairs and Trade

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

(P): s 22(1)(a)(ii) | (M): s 22(1)(a)(ii)

From: s 47F(1) [@dfat.gov.au](mailto:dfat.gov.au) <dfat.gov.au>
Sent: Thursday, 31 August 2023 12:32 PM
To: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au) <dfat.gov.au>
Subject: RE: [EXTERNAL] Qantas Chairmans Lounge [SEC=OFFICIAL]

CAUTION: This email originated from outside the organisation. Do not click links or open attachments unless you recognise the sender.

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

s 47F(1) partner Chairmans Lounge membership is now active and associated to Elizabeth's primary membership.

Enjoy the rest of your week.

Kind regards

s 47F(1)

Manager Government Account
Qantas Airways Limited

Level 1/ 9 Brindabella Circuit

Brindabella Business Park

Canberra International Airport ACT 2609

P. s 47F(1)

M. s 47F(1)

E. s 47F(1) [@qantas.com.au](mailto:qantas.com.au)

qantas.com | facebook.com/qantas | [twitter @qantas](https://twitter.com/qantas) | youtube.com/qantas



From: s 22(1)(a)(ii) [@dfat.gov.au](mailto:dfat.gov.au)>

Sent: Tuesday, 29 August 2023 3:02 PM

s 22(1)(a)(ii) - duplicate email chain - see document 17

s 22(1)(a)(ii) - duplicate email chain - see document 17

s 22(1)(a)(ii) - duplicate email chain - see document 17

s 22(1)(a)(ii) - duplicate email chain - see document 17

s 22(1)(a)(ii) - duplicate email chain - see document 17

From: s 22(1)(a)(ii)
To:
Subject: FW: COO Note: request to have SES declare current memberships with the Qantas Chairmans Lounge [SEC=OFFICIAL]
Date: Friday, 15 September 2023 1:38:11 PM
Attachments: [image001.png](#)

OFFICIAL

OFFICIAL

FYI

s 22(1)(a)(ii)

Director
Ethics, Integrity and Professional Standards Section
People Operations Branch | People Division

Department of Foreign Affairs and Trade
T s 22(1)(a)(ii) | M s 22(1)(a)(ii)

OFFICIAL

From: Clare Walsh <Clare.Walsh@dfat.gov.au>
Sent: Friday, 15 September 2023 1:30 PM
To: Natalie Roche <Natalie.Roche@dfat.gov.au>; s 47E(d)
<@dfat.gov.au>
Cc: Belinda Casson <Belinda.Casson@dfat.gov.au>; s 47E(d)
<@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: RE: COO Note: request to have SES declare current memberships with the Qantas Chairmans Lounge [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

agreed

OFFICIAL

From: Natalie Roche <Natalie.Roche@dfat.gov.au>
Sent: Thursday, 14 September 2023 1:05 PM
To: Clare Walsh <Clare.Walsh@dfat.gov.au>; s 47E(d) <@dfat.gov.au>
Cc: Belinda Casson <Belinda.Casson@dfat.gov.au>; s 47E(d) <@dfat.gov.au>; s 22(1)(a)(ii) <@dfat.gov.au>
Subject: COO Note: request to have SES declare current memberships with the Qantas Chairmans Lounge [SEC=OFFICIAL]

OFFICIAL

OFFICIAL

Hi Clare

Action

- The you **agree** to send the attached email to all SES officers and request they confirm if they hold a membership with the Qantas Chairman's Lounge or Virgin Airline's The Club.
- That you **note** that PPD will include how many SES hold current Qantas Chairman's Lounge and/or Virgin Club memberships in upcoming Senate Estimates briefs on integrity.

Background

- Qantas has come under intense scrutiny in recent weeks, following the ACCC investigation and questions over its influence on the government's decision to deny Qatar Airway's bid for additional flights to Australian airports.
- Membership with the Qantas Chairman's Lounge is invite only and is generally only offered to departmental staff once they become Deputy Secretaries, however, due to the department employing ex parliamentarians and special envoy appointments, we recommend all SES be asked to declare current membership.
- Recent media reporting has also noted a number of politicians and senior public servants have membership with Virgin Airline's equivalent, The Club.
- As a result, there are ongoing questions around whether SES accepting these memberships could contribute to the perception of a conflict of interest.
- Any gifts and/or benefits received by the Secretary and Deputy Secretaries, where the value exceeds the stipulated threshold of AUD \$100.00, are published on the Department's [Gifts and Benefits Register](#). Once memberships are declared, PPD will update the register accordingly.

Kind Regards

Natalie

Natalie Roche FCPA

Assistant Secretary
People Operations Branch | People Division
Department of Foreign Affairs and Trade
T +61 (0)2 6261 2597

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OFFICIAL

s 22(1)(a)(ii)

From: Paul Griffiths
Sent: Tuesday, 19 September 2023 3:01 PM
To: DM SES All
Cc: COO Office
Subject: Action required: declaration of membership with Qantas Chairman's Lounge and Virgin Airline's The Club [SEC=OFFICIAL]

OFFICIAL

Colleagues,

As I am sure you are all aware, there has been significant media attention regarding the Qantas Chairman's Lounge.

To ensure we're meeting our obligations under the department's Ethics, Integrity and Professional Standards Policy, and for complete transparency, I request that all SES officers who hold a current Qantas Chairman's Lounge or Virgin Airline's The Club membership notify the Ethics, Integrity and Professional Standards Section (EES) no later than **5pm Thursday 21 September**. They can be contacted ^{s 22(1)(a)(ii)}[@dfat.gov.au](mailto:dfat.gov.au)

When responding to EES, please also include the year in which you obtained the membership.

The Department's Gifts and Benefits Register will be updated accordingly.

Regards,

Paul

Paul Griffiths

A/g Chief Operating Officer
Department of Foreign Affairs and Trade
P +61 2 6261 3394 | M **s 22(1)(a)(ii)**
dfat.gov.au | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

From: s 22(1)(a)
To: [COI](#)
Cc: [Tim Yeend](#)
Subject: Chairman's lounge membership - Associate Secretary Yeend [SEC=OFFICIAL]
Date: Tuesday, 19 September 2023 3:59:36 PM
Attachments: [image001.png](#)

OFFICIAL

Dear COI

Associate Secretary Yeend receive membership to the Chairman's lounge on the 25 January 2022, membership number s 47F(1) . Membership is valid until January 2024.

Please update the Department's Gifts and Benefits register.

Thanks

s 22(1)(a)(ii)

Executive Assistant to Associate Secretary Tim Yeend

Office of the Associate Secretary

Department of Foreign Affairs and Trade

T: s 22(1)(a)(ii) | M: s 22(1)(a)(ii)

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From: [Elly Lawson](#)
To: [COJ](#)
Cc: [s 22\(1\)\(a\)\(ii\)](#)
Subject: FW: Action required: declaration of membership with Qantas Chairman's Lounge and Virgin Airline's The Club [SEC=OFFICIAL]
Date: Tuesday, 19 September 2023 4:08:03 PM

OFFICIAL

This is to advise I have held a Chairman's Lounge membership since 2023 (since promotion to deputy secretary)

Elly

OFFICIAL

From: Paul Griffiths <Paul.Griffiths@dfat.gov.au>
Sent: Tuesday, September 19, 2023 3:01 PM
[s 22\(1\)\(a\)\(ii\) - duplicate email - see document 20](#)

From: [Michelle Chan](#)
To: [COI](#)
Cc: [s 22\(1\)\(a\)\(ii\)](#)
Subject: Qantas Chairman's Lounge Membership [SEC=OFFICIAL]
Date: Tuesday, 19 September 2023 6:18:46 PM
Attachments: [image001.jpg](#)

OFFICIAL

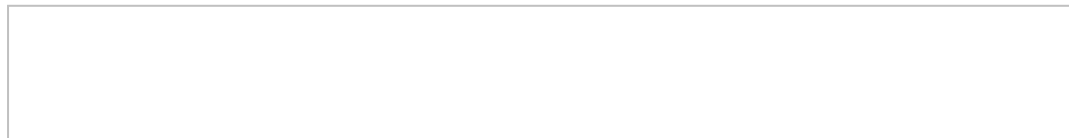
EES, this is to advise that I hold a current Qantas Chairman's Lounge membership, and have done so since 2017, regards Michelle

Michelle Chan

Deputy Secretary South and Southeast Asia Group
Department of Foreign Affairs and Trade
Canberra

P +61 2 6261 9240 | **M** [s 22\(1\)\(a\)\(ii\)](#)

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From: [Clare Walsh](#)
To: [COI](#)
Subject: Lounge membership
Date: Tuesday, 19 September 2023 6:50:08 PM

colleagues

I accepted Chairman's Club and equivalent Virgin lounge membership in 2018. I retain both.

Thanks

Clare

Get [Outlook for iOS](#)

From: [Elizabeth Peak](#)
To: [COI](#)
Subject: Fwd: Action required: declaration of membership with Qantas Chairman's Lounge and Virgin Airline's The Club [SEC=OFFICIAL]
Date: Tuesday, 19 September 2023 8:33:15 PM

Dear Ethics section

I hold membership of the Chairman's club. I received it this year.

EP

From: "Paul Griffiths" <Paul.Griffiths@dfat.gov.au>

Date: Tuesday, 19 September 2023 at 1:01:14 am

s 22(1)(a)(ii) - duplicate email - see document 20

From: [Craig Maclachlan](#)
To: [COI](#)
Subject: RE: Chairman's Lounge membership [SEC=OFFICIAL]
Date: Wednesday, 20 September 2023 9:33:03 AM

OFFICIAL

I received it last year sometime, perhaps around mid-year.

Tks

C

From: [s 22\(1\)\(a\)\(ii\)](#)@dfat.gov.au>
Sent: Wednesday, 20 September 2023 9:19 AM
To: Craig Maclachlan <Craig.Maclachlan@dfat.gov.au>
Subject: RE: Chairman's Lounge membership [SEC=OFFICIAL]

OFFICIAL

Hi Craig

Apologies, I didn't ask in my initial email but can you please confirm for me how long you have had this membership.

Many thanks

[s 22\(1\)\(a\)\(ii\)](#)

Integrity Policy Officer | Ethics, Integrity and Professional Standards Section (EES)
People Operations Branch (OPB) | People Division (PPD)
Department of Foreign Affairs and Trade
P [s 22\(1\)\(a\)\(ii\)](#)
[dfat.gov.au](#) | [Twitter](#) | [Facebook](#) | [Instagram](#) | [LinkedIn](#)

The Department of Foreign Affairs and Trade acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: Craig Maclachlan <[Craig.Maclachlan@dfat.gov.au](#)>
Sent: Tuesday, 19 September 2023 3:59 PM
To: [s 22\(1\)\(a\)\(ii\)](#)@dfat.gov.au>
Subject: Chairman's Lounge membership [SEC=OFFICIAL]

OFFICIAL

Hello

I am confirming that I have membership of the Qantas Chairman's Lounge. I am not a member of Virgin's equivalent lounge – nor any other airline's equivalent lounge.

Tks

C

Craig Maclachlan

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s 22(1)(a)(ii)

From: COI
Sent: Tuesday, 26 September 2023 9:50 AM
To: s 22(1)(a)(ii)
Subject: RE: Action required: declaration of membership with Qantas Chairman's Lounge and Virgin Airline's The Club [SEC=OFFICIAL]

OFFICIAL

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

Thanks for confirming.

I will make a note of this for Rod on our end.

Kind regards

s 22(1)(a)(ii)

Integrity Policy Officer | Ethics, Integrity and Professional Standards Section (EES)
People Operations Branch (OPB) | People Division (PPD)
Department of Foreign Affairs and Trade
p s 22(1)(a)(ii)
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The Department of Foreign Affairs and Trade acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to elders both past and present.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 26 September 2023 9:00 AM
To: s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: Action required: declaration of membership with Qantas Chairman's Lounge and Virgin Airline's The Club [SEC=OFFICIAL]

OFFICIAL

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

Confirming that Rod has a membership with Chairmans Lounge only and not Virgin Airline's The Club.

Many thanks

s 22(1)(a)(ii)

Executive Assistant to
Rod Brazier
Deputy Secretary
Development, Multilateral and Europe Group

Department of Foreign Affairs and Trade

P | s 22(1)(a)(ii) M | s 22(1)(a)(ii)

Budget Estimates: 10 November 2022

COO Brief - PPD - Budget Estimates October 2023 - Employee Integrity Issues

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Budget Estimates: 10 November 2022

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Does the department know exactly how many staff hold memberships with the Qantas Chairmans Lounge and the Virgin Airlines Equivalent, The Club?

- Approximately XX number of SES hold current memberships with the Qantas Chairmans Lounge, and XX hold current memberships with the Virgin equivalent, The Club.

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Budget Estimates: 10 November 2022

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What is the department's policy on staff retaining gifts and benefits such as memberships to the Chairman's Lounge?

- Memberships such as the Chairmans lounge are considered a reportable benefit and may be accepted where they have a demonstrated representational value.
 - When a staff member is offered a membership, they must seek approval in accordance Chapter 6 of the Ethics, Integrity, and Professional Standards Policy Manual - Gifts, Benefits, Hospitality, Sponsored Travel and Sponsorship
 - This includes completing the appropriate form and having it approved within 14 days of receiving the benefit; and
 - Memberships retained by the Secretary or Deputy Secretaries are also recorded on the departments public Gifts and Benefits Register.

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Budget Estimates: 10 November 2022

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Budget Estimates: 10 November 2022

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Recent Media Reporting

s 22(1)(a)(ii)

- On 15 August 2023, s 47F(1) asked the following from a number of APS agencies:
 - Has the secretary been gifted membership for Qantas Chairman's Lounge Access (including before taking the role as department head)?
 - If so, when?
- On 17 August 2023 the department provided the following response:
 - Any gifts and/or benefits received by both the Secretary and Deputy Secretaries where the value exceeds the stipulated threshold of AUD \$100.00, are published on the Departments Gifts and Benefits Register. The Secretary was gifted a membership to the Chairmans Lounge during her employment as a Deputy Secretary and still holds a current membership.

Budget Estimates: 10 November 2022

Division: ESG | People Division

PDR No: s 47E(d)

<p>Prepared by: s 22(1)(a)(ii)</p> <p>Mob: s 22(1)(a)(ii) Ext: s 22(1)(a)(ii)</p> <p>Date: Click or tap to enter a date.</p>	<p>Cleared by Branch/Division Head: Natalie Roche</p> <p>Mob: s 22(1)(a)(ii) Ext: 2597</p> <p>Date:</p>
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<p>Consultation: Enter Div/Branch/Section. Name: Type in Officer's name.</p>	<p>Date: Click or tap to enter consultation date. Mob: Type mobile. Ext: Type extension.</p>
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<p>Cleared by CFO / FAS CMD:</p> <p><i>If brief includes financial or HR data, it must be jointly cleared with relevant FAS to ensure consistency and accuracy. Enter the date brief was jointly cleared (in column right) or type N/A if not applicable. These instructions can then be deleted.</i></p>	<p>Date: Click or tap to enter CFO/FAS CMD clearance date.</p>
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s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, 2 February 2022 8:39 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: QANTAS request for 30min meeting [SEC=OFFICIAL]

OFFICIAL

Rock on! s 47F(1) is available then too! Just sent through the meeting invites now.

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, 3 February 2022 12:38 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: QANTAS request for 30min meeting [SEC=OFFICIAL]

OFFICIAL

I booked the room

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, 3 February 2022 12:35 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: QANTAS request for 30min meeting [SEC=OFFICIAL]

OFFICIAL

Katrina can do either, Craig looks busy on the 22nd at 10am so lets book in the 23rd at 3:30pm. I'll call now and lock it in. I will also register the guest in VMS and escort

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Thursday, 3 February 2022 12:34 PM
To: s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>; s 22(1)(a)(ii) @dfat.gov.au>
Cc: s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: QANTAS request for 30min meeting [SEC=OFFICIAL]

OFFICIAL

Or what ^{s 22(1)(a)(ii)} suggested is ok

From: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>
Sent: Thursday, 3 February 2022 11:58 AM
To: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>; ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>; ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>
Cc: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>
Subject: RE: QANTAS request for 30min meeting [SEC=OFFICIAL]

OFFICIAL

Hi ^{s 22(1)(a)(ii)}

Should we coordinate this for after estimates on Wednesday the 23rd at 3:3pm looks nice?

Kind regards,

^{s 22(1)(a)(ii)}

Executive Assistant to Katrina Cooper
Deputy Secretary Southeast Asia & Global Partners Group
Department of Foreign Affairs and Trade
T ^{s 22(1)(a)(ii)} | M ^{s 22(1)(a)(ii)}
E ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)

From: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>
Sent: Thursday, 3 February 2022 11:55 AM
To: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>; ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>; ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>
Cc: ^{s 22(1)(a)(ii)} [@dfat.gov.au](mailto:dfat.gov.au)>
Subject: QANTAS request for 30min meeting [SEC=OFFICIAL]

OFFICIAL

Good Morning All,

^{s 47F(1)} from Qantas Airways would like to arrange a 30 minute meeting with Katrina, Craig and Tim to present their Chairman Lounge access package.

^{s 47F(1)} has suggested that Monday, Tuesday and Thursday mornings suit best. Or Wednesday and Friday afternoons. He would like to avoid Wednesday and Friday mornings.

^{s 47F(1)} mobile is: ^{s 47F(1)}

Most grateful for your assistance to arrange this presentation. ^{s 47F(1)} suggested it would be efficient to present to all three Dep Secs at once, but was open to multiple meetings.

Warm Regards ^{s 22(1)(a)(ii)}

s 22(1)(a)(ii)

Acting Executive Officer to Deputy Secretary Katrina Cooper
Southeast Asia and Global Partners Group (SGG)
Department of Foreign Affairs and Trade
Phone: s 22(1)(a)(ii) - Mobile s 22(1)(a)(ii)