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DEFENCE INSTRUCTIONS (GENERAL)

New instruction

PERS 25-7

Gifts, Hospitality and Sponsorship

Department of Defence
Canberra ACT 2600

xx Month 2011

Issued with the authority of the Chief of the Defence Force and the Secretary of the Department of Defence pursuant to section 9A of the *Defence Act 1903* for members of the Australian Defence Force.

Issued with the authority of the Secretary pursuant to section 20 of the *Public Service Act 1999* for Department of Defence Australian Public Service employees.

I.J. WATT, AO
Secretary

A.G. HOUSTON, AC, AFC
Air Chief Marshal
Chief of the Defence Force

LIST XXXX

Sponsor:

Chief Finance Officer

Sponsor contact:

Directorate of Accounting and Financial Policy and Shareholder Advice

Review Date: xx Month 2011

Cancellations

DI(G) ADMIN

Interim Policy 4/2011

GIFTS, HOSPITALITY AND SPONSORSHIP

1. This Defence Instruction (General) (Instruction) details the instruction relating to the acceptance or soliciting of gifts, hospitality and sponsorship and the provision of gifts, hospitality and sponsorship by employees of the Department of Defence (including the Defence Materiel Organisation).

SCOPE

2. This Instruction applies to all Officials including APS employees and members of the ADF of all ranks, including within Australia, on overseas Defence travel, and when on operations or other deployments including secondments/attachments. Contractors/consultants that are acting in an official capacity on behalf of Defence must also comply with this Instruction where this is a requirement of their engagement by Defence.

DEFINITIONS

3. Definitions relevant to this Instruction are at Annex A.

OVERARCHING PRINCIPLES

4. In developing this Instruction, Defence has adopted the following overarching principles recommended by the Australian Public Service Commission (APSC):

- a. The main risk of accepting a gift or benefit is that it may result in an actual or perceived conflict of interest. At the extreme, it could be perceived as a bribe, which is an offence under the *Criminal Code Act 2005* (the Criminal Code), a breach of the APS Code of Conduct contained in the *Public Service Act 1999*, and a breach of the *Defence Force Discipline Act 1982*.
- b. Acceptance of gifts or benefits will not be appropriate from a person or company if they are:
 - (1) involved in a tender process with the agency, either for the procurement of goods and services or sale of assets; and/or
 - (2) the subject of a decision within the discretionary power or substantial influence of the Defence personnel concerned.
- c. In developing policies about accepting gifts and benefits, agencies should clarify in what circumstances accepting a gift or benefit may be appropriate, taking into account the agency's functions and objectives, the roles of employees within the agency and the types of relationships employees may have with organisations and people who may offer gifts or benefits.
- d. If a gift or benefit is accepted, it is prudent to disclose or register its approximate value. All valuable gifts or benefits should be registered.
- e. It should not be assumed, however, that gifts of minor value are acceptable. Even token gifts that carry a company's logo can create, in some circumstances, a perceived conflict of interest.

- f. Agencies may provide official hospitality if it furthers the conduct of public business. Expenditure on official hospitality must be publicly defensible on the basis that the primary purpose of the event is work-related.
- g. Offers of hospitality from sources outside the Commonwealth have the potential to cause perceived or actual conflicts of interest. However, offers of hospitality may be accepted if they genuinely assist the agency to develop and maintain constructive relationships with stakeholders.

REQUIREMENTS

- 5. All Officials must abide by the directions described in Annexes B, C, D, E, F, G, H and I prior to accepting or providing any gifts, hospitality and sponsorship.
- 6. All Services and Groups must have a gift and hospitality register in place.

COMPLIANCE

- 7. All Officials must comply with this Instruction.
- 8. Defence Instructions (General) are issued jointly by the Secretary and the Chief of the Defence Force (CDF) under section 9A of the Defence Act 1903 (Cth).
- 9. Australian Defence Force (ADF). This Instruction from the Chief of the Defence Force constitutes a general order to Defence Members as defined in section 3 of the *Defence Force Discipline Act 1982 (Cth)* (DFDA). Non-compliance may result in disciplinary action being taken in accordance with the DFDA.
- 10. Australian Public Service (APS). This Instruction is a lawful and reasonable direction to an Australian Public Service employee in the Department of Defence by the Secretary under subsection 13(5) of the *Public Service Act 1999 (Cth)*. Non-compliance may be referred to a delegate for investigation and possible sanction in accordance with the APS Code of Conduct.
- 11. Defence contract managers must include the requirement that contractors or consultants, who are acting in an official capacity on behalf of Defence or DMO must comply with this Instruction in the terms of the contract. Failure by a contractor/consultant to comply with this Instruction may result in a breach of contract.

DEFINITIONS

1. The following definitions apply to this Instruction:
 - a. **Cash** includes money, cash vouchers, money orders, shares or other similar items.
 - b. **Conflict of interest** refers to any situation where there is, or may appear to be, a conflict between an individual's personal interests and their public duties and responsibilities.
 - c. A **gift or a benefit** includes, but is not limited to:
 - (1) offers of cash or shares
 - (2) gifts, such as bottles of wine, manufacturer's samples or personal items
 - (3) promotional materials, including clothing, books, compact discs or DVDs
 - (4) sponsored travel and airline competition prizes
 - (5) accommodation and hire car discounts, which are not available generally to Defence officials and/or the public.
 - (6) entertainment, such as seats at sporting or theatre events or golf days.
 - (7) discounts on commercial items and free or discounted places on training and development courses (other than contra-deals associated with the presentation of papers), which are not available generally to Defence officials and/or the public.

[This definition is based on Australian Public Service Commission (APSC), APS Values and Code of Conduct in practice guidelines, as published in the APSC website]

A gift **does not** include recognition awards such as plaques, citations, medals; engineering models obtained as part of a procurement; or performance recognition awards such as gift vouchers.

Note: Specific rules apply to the acceptance of certain kinds of gifts that are identified in the Instruction as 'Nominated Gifts'.

- d. **Hospitality** is the provision or acceptance of meals, beverages, accommodation and entertainment.
- e. **Incidental Hospitality** is hospitality that is incidental to an activity relating to achieving Defence Portfolio outcomes. The hospitality is not in itself the primary purpose.
- f. **Official** is either a person employed under the *Public Service Act 1999*, a member of the Australian Defence Force, contractors engaged under the provisions of the *Public Service Act 1999* and contractors/consultants that are acting in an official capacity.
- g. **Official Hospitality** is the provision of hospitality by Defence officials to persons other than Defence personnel who are able to assist Defence in achieving its corporate outcomes (e.g. dinner to host visiting foreign dignitaries).
- h. **Private Sector** includes representatives of Australian and overseas companies, including Australian and foreign Government Business Enterprises (e.g. Australia Post and the Australian Government Solicitor).

- i. **Public Sector** includes Officials (or contractors or others in official positions) of Australian local, state, or federal levels of Government, including the Australian Defence Force, and includes government and military members of a foreign nation. Public Sector also includes the not-for-profit sector.
- j. **Representational allowance** is provided to assist Defence officials posted on long term duty overseas to meet the costs of officially entertaining host country nationals.
- k. **Reputation** is the estimation in which Defence is held, especially by the community or the public generally.
- l. **Reputational Risk** is the risk which may cause an adverse effect on Defence's creditability or reputational status within the community.
- m. **Serial Gifting** is where a gift from the same private sector supplier is accepted more than once within a three month period.
- n. **Special Event** is an occasion to recognise or celebrate significant events, including visitation events, graduations, anniversaries, award ceremonies and other major events, which are considered appropriate and which are important to the ADF or Defence as a whole, or at the Service/Group level.
- o. **Sponsorship** is an arrangement where a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits.
- p. **Working meals** are meals and light refreshments provided to enable the transacting of official business.

ACCEPTANCE OF GIFTS

Principle

Officials must ensure that the acceptance of any gifts does not give rise to conflict of interest or compromise the reputation of Defence.

Directions on the acceptance of Gifts supplied by the Private Sector	Directions on the acceptance of Gifts supplied by the Public Sector
<p><u>General Gifts (e.g. stationery, books, tokens or mementos – not including cash or Nominated Gifts)</u></p> <ul style="list-style-type: none"> • Officials can accept general gifts and retain for personal use if the value is less than \$50 ⁽¹⁾. • Officials can accept general gifts but cannot retain for personal use if the value is greater than \$50, unless approved by an SES Band 2, 0-8 (2 Star) ⁽²⁾. or above and by paying an amount equal to the difference between the value of the item and \$50. • The value of the gift for the purposes of this section is the equivalent retail price or a price established by evidence endorsed by CFO or CFO DMO. • Officials are required to record all general gifts valued greater than \$50 [including ‘serial giving’ as per note (1) below] in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials. 	<p><u>General Gifts (e.g. stationery, books, tokens or mementos – not including cash or Nominated Gifts)</u></p> <ul style="list-style-type: none"> • Officials can accept gifts on behalf of Defence regardless of value. • Officials can accept general gifts and retain for personal use if the value is less than \$200 ⁽¹⁾. • Officials can accept general gifts but cannot retain for personal use if the value is greater than \$200, unless approved by an SES Band 2, 0-8 (2 Star) ⁽²⁾. or above and by paying an amount equal to the difference between the value of the item and \$200. • The value of the gift for the purposes of this section is the equivalent retail price or a price established by evidence endorsed by CFO or CFO DMO. • Officials are required to record all general gifts valued greater than \$200 [including ‘serial giving’ as per note (1) below] in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials.
<p><u>Nominated Gifts</u></p> <ul style="list-style-type: none"> • Officials must not accept cash as a gift. • Officials must not accept ‘Nominated Gifts’, unless the gift is approved by a SES Band 2, 0-8 (2 Star) or above as being received in direct connection with representing the Defence organisation in achieving its outcomes⁽³⁾: • Nominated Gifts are: <ul style="list-style-type: none"> • tickets to sporting events; • tickets to entertainment events; and • participation in golf days. 	<p><u>Nominated Gifts</u></p> <ul style="list-style-type: none"> • Officials must not accept cash as a gift. • Officials can accept Nominated Gifts, which do not compromise the reputation of the department. • Officials are not required to record Nominated Gifts in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials.

<ul style="list-style-type: none"> • Officials are required to record all Nominated Gifts in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials. 	
<p><u>Gifts in the form of Free Seminars and Conferences (e.g. attendance at legal, accounting seminars)</u></p> <ul style="list-style-type: none"> • Officials can attend free seminars and conferences if it contributes to Defence or Government’s outcomes, but must exercise care to avoid perceived conflict of interests or perception of supplier preferential treatment. • Officials are not required to record in the <i>gifts and hospitality register</i>. 	<p><u>Gifts in the form of Free Seminars and Conferences (e.g. attendance at legal, accounting seminars)</u></p> <ul style="list-style-type: none"> • Officials can attend free seminars and conferences. • Officials are not required to record in the <i>gifts and hospitality register</i>.

Note (1) - A series of small gifts each of which is of nominal value, may have a cumulative value that exceeds the threshold (\$50 or \$200). Officials need to be cautious of attempts to compromise through ‘serial giving’ and consider the total value of gifts when making a decision to accept a gift.

Note (2) – For the purposes of this DI (G), in the Defence Science and Technology Organisation, SES Band 2, 0-8 (2 Star) is equivalent to a Chief of Division Grade 2.

Note (3) - These would be relatively rare, and involve attendance when Defence is a direct contributor to the event – e.g. the ANZAC cup –and a level of representation role is involved.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

Group Finance Officers are to submit Group gift and hospitality registers to the CFO Group on a monthly basis, until such time a centralised system is developed. DMO Gift and Hospitality registers are to be submitted to CFO DMO also on a monthly basis. CFO Group will provide a consolidated Portfolio list to the Secretary/CDF on all register information on a quarterly basis.

ACCEPTANCE OF HOSPITALITY

Principle

Officials must ensure that the acceptance of any hospitality is for the purposes of achieving Defence outcomes and does not give rise to a conflict of interest or compromise the reputation of Defence.

Directions on the acceptance of Hospitality supplied by the Private Sector	Directions on the acceptance of Hospitality supplied by the Public Sector
<p><u>Hospitality (e.g. invitation of a formal nature to attend a lunch, dinner or other social event, which is ‘representational’, celebratory or ceremonial in nature that relates to achieving Defence outcomes but is not directly related to a work activity)⁽¹⁾</u></p> <p>Large Group Events (invitation to more than 50 Defence attendees)</p> <ul style="list-style-type: none"> Officials must not accept hospitality to a large group event unless approved by an SES Band 3, O-9 (3 Star) or above. <p>Small Group or Individual Events (invitation to less than 50 Defence attendees)</p> <ul style="list-style-type: none"> Officials must not accept hospitality to a small group or individual event unless approved by an SES Band 2, O-8 (2 Star) or above. Officials must not accept hospitality to a small group or individual event overseas unless approved by a Defence employed Head of Post or above. Officials must record hospitality in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials. 	<p><u>Hospitality (e.g. invitation of a formal nature to attend a lunch, dinner or other social event, which is ‘representational’, celebratory or ceremonial in nature that relates to achieving Defence outcomes but is not directly related to a work activity)</u></p> <ul style="list-style-type: none"> Officials can accept hospitality. Officials are not required to record hospitality in the <i>gifts and hospitality register</i>.
<p><u>Incidental Hospitality [e.g. hospitality provided to an official as a speaker/presenter; hospitality provided to an official which is incidental to an activity which contributes to achieving Defence Portfolio outcomes; or hospitality received as part of a working meal]</u></p> <ul style="list-style-type: none"> Officials can accept incidental hospitality but must exercise care to avoid perceived conflict of interests or supplier preferential treatment. Not required to record in the <i>gifts and hospitality register</i>. 	<p><u>Incidental Hospitality [e.g. hospitality provided to an official as a speaker/presenter; hospitality provided to an official which is incidental to an activity which contributes to achieving Defence Portfolio outcomes; or hospitality received as part of a working meal]</u></p> <ul style="list-style-type: none"> Officials can accept incidental hospitality. Not required to record in the <i>gifts and hospitality register</i>.

Note (1) – Officials are to exercise care to ensure acceptance of hospitality is not excessive.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

Group Finance Officers are to submit Group gift and hospitality registers to the CFO Group on a monthly basis, until such time a centralised system is developed. DMO Gift and Hospitality registers are to be submitted to CFO DMO also on a monthly basis. CFO Group will provide a consolidated Portfolio list to the Secretary/CDF on all register information on a quarterly basis.

ACCEPTANCE OF SPONSORSHIP

Principle

Defence should fund activities that provide benefit to achieving Defence's outcome, and not rely on sponsorship. Officials must ensure that the acceptance of any sponsorship does not give rise to a conflict of interest or compromise the reputation of Defence.

Direction on the acceptance of sponsorship from the Private Sector	Directions on the acceptance of sponsorship from the Public Sector
<ul style="list-style-type: none"> • Officials must not accept sponsorship unless approved by the following: <ul style="list-style-type: none"> • Sponsorship valued at \$10,000 or more must be approved by the Sec/CDF/CEO DMO ⁽¹⁾; • Sponsorship valued at less than \$10,000 must be approved by SES Band 3, 0-9 (3 Star) or above. • All sponsorship revenue (including cash and in-kind) must be recorded in Defence's Financial Management Information System (ROMAN). • In accepting sponsorship, officials must obtain written confirmation from the sponsor that the sponsor will not seek to recover all or part of the amount of the sponsorship through their contracts with Defence. 	<ul style="list-style-type: none"> • Officials can accept sponsorship. • All sponsorship revenue (including cash and in-kind) must be recorded in Defence's Financial Management Information System (ROMAN).

Note (1) – Defence officials must seek approval from Sec/CDF and DMO officials from CEO DMO.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

Group Finance Officers are required to provide all sponsorship revenue information to the CFO Group. The CFO Group will provide a consolidated list of sponsorship revenue to the Secretary/CDF on a quarterly basis.

PROVISION OF GIFTS

Principle

Officials must ensure that the provision of any gifts to non-Defence individuals or organisations does not give rise to conflict of interest or compromise the reputation of Defence.

Direction on the provision of Gifts to the Private Sector	Directions on the provision of Gifts to the Public Sector
<ul style="list-style-type: none"> • Officials can purchase gifts to give to the private sector with a value less than \$50. • Officials must not purchase gifts to give to the private sector with a value more than \$50, unless approved by an SES band 2, O-8 (2 Star) or above. • Officials must not give cash as a gift. • Officials must not gift public property (e.g. military equipment, Defence assets and memorabilia) unless approved by a FINMAN 2: Financial Delegations Manual Schedule F6-2 delegate or DMO CEI 6.2 for DMO officials. • Officials must record all gifts provided in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials. 	<ul style="list-style-type: none"> • Officials can purchase gifts to give to the public sector. • Officials must not give cash as a gift. • Officials must not gift public property (e.g. military equipment, Defence assets and memorabilia) unless approved by a FINMAN 2: Financial Delegations Manual Schedule F6-2 delegate or DMO CEI 6.2 for DMO officials. • Officials must record all gifts provided in the <i>gifts and hospitality register</i> in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

Group Finance Officers will submit provision of gift information on a monthly basis to the CFO Group. DMO information is to be submitted to CFO DMO also on a monthly basis. CFO Group will report to the Secretary/CDF on a quarterly basis.

PROVISION OF HOSPITALITY

Principle

Officials must ensure that the provision of any hospitality to non-Defence individuals or organisations does not compromise the reputation of the department.

<p>Directions on the provision of Official Hospitality to the Private Sector</p>	<p>Directions on the provision of Official Hospitality to the Public Sector</p>
<ul style="list-style-type: none"> • Officials can provide official hospitality but must be approved by the following: <ul style="list-style-type: none"> • over \$2,000 by a SES Band 3, 0-9 (3 Star) or above. • up to \$2,000 by a SES Band 2, 0-8 (2 Star) or above. • All official hospitality must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials . 	<ul style="list-style-type: none"> • Officials can provide official hospitality but must be approved by the following: <ul style="list-style-type: none"> • over \$2,000 by a SES Band 3, 0-9 (3 Star) or above. • up to \$2,000 by a SES Band 2, 0-8 (2 Star) or above. • All official hospitality must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials.
<p>Direction on the provision of hospitality for a Special Event to the Private Sector</p>	<p>Directions on the provision of hospitality for a Special Event to the Public Sector</p>
<ul style="list-style-type: none"> • Officials can provide Hospitality for a Special Event. • Hospitality for a Special Event must be approved by SES Band 3, 0-9 (3 Star) or above. • All hospitality expenditure for a Special Event must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials. 	<ul style="list-style-type: none"> • Officials can provide Hospitality for a Special Event. • Hospitality for a Special Event must be approved by SES Band 3, 0-9 (3 Star) or above. • All hospitality expenditure for a Special Event must be recorded in registers including Defence’s Financial Management Information System (ROMAN) in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

Group Finance Officers will submit Group hospitality information on a monthly basis to the CFO Group. DMO Gift and Hospitality registers are to be submitted to CFO DMO also on a monthly basis. CFO Group will report to the Secretary/CDF on a quarterly basis, as part of the biannual reporting to the Minister.

PROVISION OF HOSPITALITY AT OVERSEAS POSTS

Principle

Officials must ensure that the provision of any hospitality using representational allowances does not give rise to a conflict of interest or compromise the reputation of the department.

Directions on the provision of Official Hospitality at overseas posts to the Private Sector	Directions on the provision of Official Hospitality at overseas posts to the Public Sector
<ul style="list-style-type: none"> • Officials can provide official hospitality using representational allowances ⁽¹⁾. • Acquittal of representational allowance is to be a monthly acquittal process. • All representational allowance must be recorded as advances in Defence’s Financial Management Information System (ROMAN), rather than being expensed at the time of the payment of advance. • Officials can provide official hospitality without using representational allowances but must be approved by the following: <ul style="list-style-type: none"> • up to \$2,000 by a Defence employed Head of Post or above. • over \$2,000 by a SES Band 2 0-8 (2 Star) or above. • All hospitality expenditure must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials . 	<ul style="list-style-type: none"> • Officials can provide official hospitality using representational allowances. • Acquittal of representational allowance is to be a monthly acquittal process. • All representational allowance must be recorded as advances in Defence’s Financial Management Information System (ROMAN), rather than being expensed at the time of the payment of advance. • Officials can provide official hospitality without using representational allowances but must be approved by the following: <ul style="list-style-type: none"> • up to \$2,000 by a Defence employed Head of Post or above. • over \$2,000 by a SES Band 2 0-8 (2 Star) or above. • All hospitality expenditure must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials.
Directions on the provision of hospitality for a Special Event overseas to the Private Sector	Directions on the provision of hospitality for a Special Event overseas to the Public Sector
<ul style="list-style-type: none"> • Officials can provide Hospitality for a Special Event. • Hospitality for a Special Event (regardless if representational allowance is used) must be approved by SES Band 3, O-9 (3 Star) or above. • All hospitality expenditure for a Special Event must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials. 	<ul style="list-style-type: none"> • Officials can provide Hospitality for a Special Event. • Hospitality for a Special Event (regardless if representational allowance is used) must be approved by SES Band 3, O-9 (3 Star) or above. • All hospitality expenditure for a Special Event must be recorded in registers including Defence’s Financial Management Information System (ROMAN), in accordance with procedures set out in Chapter 6.2 of FINMAN 5 – <i>Financial Management Manual</i> or DMH (FIN) 01-0-006 for DMO officials .

Note (1) – Defence officials using representational allowances must comply with Defence Instruction (General) ADMIN 23-6:
Overseas Representational Funds.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

Group Finance Officers will submit representation allowance for hospitality (excluding other representational allowance expenditure) information on a monthly basis to the CFO Group. CFO Group will report to the Secretary/CDF on a quarterly basis, as part of the biannual reporting to the Minister.

PROVISION OF WORKING MEALS

Principle

Officials must ensure that the provision of working meals is within acceptable limits.

Direction on the provision of Working Meals to the Private Sector	Directions on the provision of Working Meals to the Public Sector
<ul style="list-style-type: none"> • Officials can provide Working Meals in the conduct of Defence business. • Officials can provide Working Meals, with approval to be obtained from SES Band 1, 0-7 (1 Star) or above. • All Working Meals expenditure must be recorded in Defence's Financial Management Information System (ROMAN) in accordance with Chapter 6.2 of FINMAN 5 or DMH (FIN) 01-0-006 for DMO officials. . 	<ul style="list-style-type: none"> • Officials can provide Working Meals. • Officials can provide Working Meals, with approval to be obtained from SES Band 1, 0-7 (1 Star) or above. • All Working Meals expenditure must be recorded in Defence's Financial Management Information System (ROMAN) in accordance with Chapter 6.2 of FINMAN 5 or DMH (FIN) 01-0-006 for DMO officials..

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

The CFO Group will provide a consolidated list of expenditure on working meals to the Secretary/CDF on a quarterly basis.

PROVISION OF SPONSORSHIP

Principle

Officials must not expend public monies on the sponsorship of non-Defence individuals or organisations unless it is for the purposes of achieving Defence outcomes.

Directions on the provision of sponsorship to the Private Sector	Direction on the provision of sponsorship to the Public Sector
<ul style="list-style-type: none"> • Officials can provide sponsorship if it contributes to the achievement of Defence Portfolio outcomes. • Officials must not provide sponsorship unless approved by the following: <ul style="list-style-type: none"> • Sponsorship valued at \$10,000 or more must be approved by the Sec/CDF/CEO DMO ⁽¹⁾. • Sponsorship valued at less than \$10,000 must be approved by SES Band 3, 0-9 (3 Star) or above. • All Sponsorship expenditure must be recorded in Defence's Financial Management Information System (ROMAN). 	<ul style="list-style-type: none"> • Officials can provide sponsorship if it contributes to the achievement of Defence Portfolio outcomes. • Officials must not provide sponsorship unless approved by the following: <ul style="list-style-type: none"> • Sponsorship valued at \$10,000 or more must be approved by the Sec/CDF/CEO DMO ⁽¹⁾. • Sponsorship valued at less than \$10,000 must be approved by SES Band 3, 0-9 (3 Star) or above. • All Sponsorship expenditure must be recorded in Defence's Financial Management Information System (ROMAN).

Note (1) – Defence officials must seek approval from Sec/CDF and DMO officials from CEO DMO.

Monitoring and Reporting

Group Finance Officers are to provide advice and support to delegates on the application of this Instruction. In the case of DMO, advice and support will be provided by CFO DMO.

The CFO Group will provide a consolidated list of sponsorship expenditure to the Secretary/CDF on a quarterly basis.