

# Gifts, Hospitality and Sponsorship Policy

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# Defence Instructions (General) PERS25-7

- DI(G) PERS25-7 – Gifts, hospitality and sponsorship
- New instruction issued by Secretary and Chief of Defence Force on 13 April 2011 and took effect on 1 May 2011
- This policy has the force of law.



# Who do the policy and procedures apply to and where?

- Who:
  - DMO officials
    - ADF - all ranks
    - APS employees
    - Contractors & consultants acting in an official capacity on behalf of Defence or the DMO
- Where:
  - In Australia
  - On overseas travel
  - On operations
  - On other deployments
  - On secondment/attachment

# Definitions

- **Gifts** are items of value offered at nil cost by people outside Defence
- **Hospitality** is the provision or acceptance of meals, beverages, travel and entertainment
- **Sponsorship** is where a sponsor provides money or in kind support for an activity in return for benefits, public or private sector
- **Working meals** are meals and light refreshments to enable transacting official business

# Probity, perception and reputation

- The community holds the Defence Organisation in a high regard and expects ethical conduct
- We must be exemplary in all aspects of our financial and business activity
- Our actions and expenditure must be publicly defensible, and what we do is highly visible:
  - Freedom of Information
  - Audits, reviews
  - Other public scrutiny, including the media
- Actual or perceived conflict of interest; at an extreme, a gift could be perceived as a bribe

# Principles

- Officials must ensure that the acceptance of gifts, hospitality, sponsorship or working meals does not:
  - give rise to a conflict of interest or
  - compromise the reputation of Defence or the DMO
- Officials can accept gifts, hospitality, sponsorship or working meals but must follow strict rules regarding value and reporting
- Cash is never accepted
- Generally, can be accepted if it is being received in direct connection with formally representing the Defence organisation in achieving its outcomes
- Acceptance of gifts or benefits will not be appropriate from a person or company if they:
  - Are involved in a tender process with the agency, either for the procurement of goods or services or sale of assets; and/or
  - The subject of a decision within the discretionary power or substantial influence of the Defence personnel concerned.

# Sponsorship

- 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.

# Conclusion

- Acceptance of gifts or benefits will not be appropriate from a person or company if they:
  - Are involved in a tender process with the agency, either for the procurement of goods or services or sale of assets; and/or
  - The subject of a decision within the discretionary power or substantial influence of the Defence personnel concerned.