



**Australian Government**  
**Department of Defence**

## PHILANTHROPIC MANUAL

The *Philanthropic Manual* (PHILOMAN) is issued for use by Defence personnel and is effective from the date of publication.

We have authorised this manual on advice from Deputy Secretary Defence Support and Reform as our principal adviser on all aspects of policy relating to the management and administration of philanthropic organisations that support Defence.

Handwritten signature of Dennis Richardson in black ink.

Dennis Richardson  
Secretary

Handwritten signature of M.D. Binskin, AO in black ink.

M.D. BINSKIN, AO  
Air Marshal  
Acting Chief of the Defence Force

Department of Defence  
CANBERRA ACT 2600

3 December 2013

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**Sponsor:**

Defence Secretary Defence Support and Reform

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Australian Defence Force Support Services

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PERS 42-4—*Philanthropic organisations within the Australian  
Defence Force—policy and administration.*

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## **Philanthropic Manual**

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## FOREWORD

1. A Defence accredited philanthropic organisation is characterised by philanthropy, benevolence and a demonstrated concern for humankind by providing practical beneficence to members of the Australian Defence Force (ADF) in support of their personal welfare and morale. These organisations perform distinct functions and should not be confused with work undertaken by Non-Government Organisations.
2. There are six currently accredited philanthropic organisations to the ADF. These are:
  - a. **The Returned Services League—Australian Forces Overseas Fund (RSL–AFOF).** The RSL–AFOF fund support to Defence is by way of comfort packages that are distributed to each service man/woman whilst deployed. These packages are supplied biannually. Under arrangement other, recreational items can be supplied throughout the course of an operation.
  - b. **Red Shield Defence Services (RSDS)—a division of the Salvation Army and Everyman’s Welfare Service (EWS).**
    - (1) The RSDS and EWS have actively supported the ADF since 1914 and 1936 years respectively. They continue to provide services directly to ADF members in the field on exercise, in the barracks environment and are available to accompany the ADF on operations.
    - (2) The services provided by both RSDS and EWS are similar in nature. They take the form of providing staffed recreation centres (the RSDS ‘Hop-In’ and EWS ‘Everyman’s’ centres) and are currently on 17 Defence bases throughout Australia. The recreational centres are alcohol free and can contain, reading material, tea and coffee making facilities, TV, internet access and gaming consoles.
    - (3) Both operate ‘Brew Trucks’ that are used to support ADF members on field exercises, open days, parade practices, etc and can be used for operational support. ‘Brew Trucks’ contain welfare and amenity items to assist with the overall welfare and morale of our troops in Australia and overseas.
    - (4) Neither RSDS nor EWS accredited representatives receive any form of pay or remuneration from the ADF.
    - (5) Defence accredited philanthropic representatives from these organisations are sponsored by individual ADF units. The sponsoring unit is responsible for the administration of the Representative sponsored. The sponsorship is directly related to Defence activities.
  - c. **The Australian Red Cross Society (ARCS).** The International Red Cross and Red Crescent Movement, born of a desire to bring assistance without discrimination to the wounded on the battlefield, endeavours, in its international and national capacity, to prevent and alleviate human suffering wherever it may be found. Its purpose is to protect life and health and ensure respect for the human being. It promotes mutual understanding, friendship, cooperation and lasting peace amongst all people. ARCS may be able to provide support to the ADF undertaking operations and may also assist in the field hospital environment during major concentrations of ADF resources within Australia.
  - d. **The Young Women’s Christian Association (YWCA) and Young Men’s Christian Association (YMCA).** The role of the YMCA and YWCA is to provide recreational facilities, entertainment, and personal support from a religious fellowship perspective. The YMCA and YWCA do not provide support to the ADF during normal periods of ADF training activities but may provide support to concentrations of ADF forces within Australia or overseas at the instigation of a request to ADFSS by the operational planners.
3. While the Australian Red Cross, YWCA and the YMCA are listed as ADF philanthropic organisations, they are currently inactive and retain their accreditation status against the day when their services might be required.

**4.** Defence remains committed to philanthropic organisations and is fully supportive of their role. Whilst sympathetic to the issues of funding that some of these organisations may have, Defence has articulated that it is unable to provide any direct financial support to alleviate any funding shortfalls the organisation may have.

**5.** This Defence manual replaces the DI(G) PERS 42-1—*Philanthropic organisations within the Australian Defence Force—policy and administration* dated 26 February 2004.





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## CHAPTER 1

# PHILANTHROPIC MANUAL

### INTRODUCTION

**1.1** The Chief of the Defence Force (CDF), Secretary of Defence, Service Chiefs and all Commanders of the Australian Defence Force (ADF) are responsible for the morale and wellbeing of Defence personnel under their command. Philanthropic organisations are available to augment the welfare needs of Defence members and to complement existing ADF welfare resources available to Commanders.

**1.2** Approved philanthropic organisations are nationally based and have limited financial resources available in their traditional roles of providing morale and welfare support to the ADF, Australian public and the ex-Services community. The cost of providing philanthropic support to the ADF is primarily borne by the philanthropic organisation. Commonwealth assistance with the delivery of Defence related philanthropic support to the ADF must be provided in accordance with the *Philanthropic Manual* (PHILOMAN).

### POLICY STATEMENT

**1.3** Defence recognises the importance of providing approved philanthropic support to Defence members, in order to enhance the delivery of personnel support to the ADF in Australia and overseas.

### SCOPE

**1.4** PHILOMAN applies to all Defence personnel, external service providers, where compliance is a term of their engagement, and all philanthropic representatives engaged through the Defence accreditation process.

**1.5** The list of current approved philanthropic organisations to provide support to the ADF, both in Australia and overseas are:

- a. Australian Red Cross Society (Field Force);
- b. Everyman's Welfare Service;
- c. Salvation Army—Red Shield Defence Services;
- d. Returned and Services League of Australia—Australian Forces Overseas Fund;
- e. Young Men's Christian Association—Defence Forces Division; and
- f. Young Women's Christian Association—Defence Forces Division.

**1.6** Guidance involving approved philanthropic organisations support to Defence operations is contained in the [Australian Defence Doctrine Publication 1.1—Personnel Support to Operations](#).

**1.7** Philanthropic representatives must be sponsored by an ADF unit.

## LEGISLATION

**1.8 Personnel safety.** Civilians engaged through approved philanthropic organisations in accordance with this Instruction are considered workers under the *Work Health and Safety Act 2011* (WHS Act), and are classed as Voluntary Workers under the definition for insurance cover by Comcare.

**1.9 Compensation.** Members of approved philanthropic organisations serving the Defence force are covered under the following determination, *Military Rehabilitation and Compensation (Members) Determination 2004 (No 1)*.

**1.10 Defence honours and awards.** Defence honours and awards may be awarded to philanthropic representatives, when the prescribed conditions are met. *Defence Honours and Awards Manual*, [Volume 1](#) and [Volume 2](#).

**1.11 Financial delegations.** [Finance Manual 2 \(FINMAN 2\)](#)—*Financial Delegation Manual* is the authoritative policy for the financial delegations pertaining to philanthropic assistance in PHILOMAN.

## DEFINITIONS

**1.12** A list of definitions that apply to PHILOMAN is in [Annex A](#).

## SPONSORSHIP

**1.13** The Deputy Secretary Defence Support and Reform, as the principal adviser to the Secretary and the CDF on all aspects of the administration of approved Philanthropic organisations, is the primary sponsor of PHILOMAN.

## AUTHORISATIONS

**1.14** The Deputy Secretary Defence Support and Reform is authorised to issue and amend, as necessary, subsequent chapters of PHILOMAN in accordance with the *System of Defence Instructions Manual*.

## ROLES AND RESPONSIBILITIES

### Chief of Navy, Chief of Army and Chief of Air Force

**1.15** Chiefs of Navy, Army and Air Force are responsible to the CDF for articulating the requirements for Approved Philanthropic Organisations services to support the Navy, Army and Air Force.

### Deputy Secretary Defence Support and Reform Group

- 1.16** Deputy Secretary Defence Support and Reform Group (DSRG) is responsible for:
- a. facilitating a cooperative working relationship with approved philanthropic organisations sponsored by the Services;
  - b. working with each Service in defining the resources baseline required for current and proposed levels of support for the philanthropic organisation;
  - c. providing facilities and Base Services (Garrison Support Service) to philanthropic organisations to meet Service requirements;
  - d. providing guidance to each Service to assess the philanthropic organisations facilities and infrastructure requirements, and delivering approved requirements, subject to the normal Defence funding and approval processes;

- e. capital works programs for new facilities, the relocation of a philanthropic organisation's existing facilities to another facility, or the refurbishment of existing facilities as required by sponsor unit base redevelopment plans and projects;
- f. providing facilities and services to an approved philanthropic organisation for the provision of philanthropic support on operations in Australia and overseas as required; and
- g. providing access to Defence recognised external health agencies for medical examinations in support of the Defence philanthropic accreditation process.

### **Head Defence Support Operations**

**1.17** Head Defence Support Operations is responsible for:

- a. facilitating a cooperative working relationship with philanthropic representatives sponsored by a unit on base; and
- b. providing base services, through Base Services contracts to approved philanthropic organisations when in direct support of ADF activities.

### **Director-General Base and Customer Support Services**

**1.18** Director-General Base and Customer Support Services, through Australian Defence Force Support Services (ADFSS), is responsible for:

- a. developing, reviewing and advising on policy regarding approved philanthropic organisations support;
- b. consulting with the Chief Commissioner of each approved philanthropic organisation and, with advice from ADF commanders, determining the number of philanthropic representatives, and the locations in which they support;
- c. supporting the formal accreditation process for philanthropic representatives;
- d. sponsoring and approving the appointment and accreditation of the Chief Commissioner for each approved philanthropic organisation;
- e. supporting a philanthropic Chief Commissioner's agreed Defence related yearly business activity plan;
- f. cancelling, in consultation with the Chief Commissioner, the accreditation of any representative who fails to comply with the lawful directions of a Commonwealth officer in the course of his/her ADF supporting role; and
- g. arranging appropriate security clearances for sponsored philanthropic representatives through the Australian Government Security Vetting Agency.

### **Sponsoring units**

**1.19** Sponsoring units are responsible for:

- a. ensuring all sponsored philanthropic representatives attached to the unit are inducted on and observe all requirements of the base accountability requirements including but not limited to Work Health and Safety, Emergency Management and Security;
- b. the day-to-day administration and management of philanthropic representatives attached to the unit;
- c. arranging the issuing of approved clothing and protective equipment as contained under the philanthropic organisation uniform section of this Instruction;

- d. authorising an philanthropic representative to attend military and/or Campus courses considered necessary for the representative to undertake their duties safely within Defence, with respect to the [WHS Act](#); and
- e. ensuring that philanthropic representatives are aware of, and conform to, relevant Defence Instructions, policy and unit procedures for the maintenance of good discipline and for the proper performance of their duties.

### **Philanthropic Chief Commissioner**

**1.20** Chief Commissioners of approved philanthropic organisations are responsible to the Service Chiefs for:

- a. corporate management of their personnel, eg maintaining correct records of attendance of Representatives while in support of the ADF;
- b. all matters of discipline in respect of their philanthropic representatives within the parent organisations corporate environment;
- c. the corporate training needs of a representative; and
- d. submitting an agreed Defence related yearly business activity plan to the ADFSS.

## **STRUCTURE AND RELEASE DATES**

**1.21** PHILOMAN comprises two chapters set out in subject themes;

- a. Introduction.
- b. Defence assistance to approved philanthropic organisations.

**1.22** Upon final publication of PHILOMAN, the final release and review dates will be inserted in the Foreword. This section will then be administratively removed from PHILOMAN.

## **IMPLEMENTATION**

**1.23** The issuing of this PHILOMAN replaces the following policy:

- a. Defence Instruction (General) PERS 42–4—*Philanthropic organisations within the Australian Defence Force—policy and administration* issued 26 February 2004.

**1.24** Groups and Services involved with the administration of Philanthropic organisations must ensure that appropriate arrangements and adequate resourcing are in place to ensure the policy contained in PHILOMAN can be effectively implemented.

**1.25** Groups and Services involved with the provision of Defence assistance to approved Philanthropic organisations must ensure that the processes and procedures required for making financial decisions are clearly promulgated in appropriate guidance materials.

## **DELEGATIONS**

**1.26** Financial decisions about the provision of Defence assistance to approved Philanthropic organisations must be exercised under appropriate delegations under the [Financial Management and Accountability Act 1997](#).

## MONITORING AND REPORTING

**1.27** ADF Support Services' monitoring and reporting regime is contained at the [ADFSS-DSRG](#) intranet site.

## RELATED DOCUMENTS

Related instructions and legislation are accessible through the ADFSS-DSRG intranet site.

### Annexes:

- A. [Definitions](#)
- B. [Structure and release dates for the Philanthropic Manual](#)

**Sponsor:** DEPSECDSR



## DEFINITIONS

**Accreditation.** Is the process determined by the Australian Defence Force Support Services (ADFSS) to authorise the eligibility for philanthropic representatives to support the Australian Defence Force (ADF).

**Approved philanthropic organisation.** An approved philanthropic organisation is a civilian organisation which has been approved by the Minister for Defence (or delegate) to operate within the ADF. Philanthropic organisations are characterised by philanthropy, benevolence and a demonstrated concern for humankind by providing practical benefit to members of the ADF in support of their personal welfare and morale.

**Approved unaccredited representatives.** An approved unaccredited representative is an individual who is a member of an approved philanthropic organisation and sponsored by an ADF unit. The individual is not yet accredited by ADFSS.

**Chief Commissioner.** A Chief Commissioner or equivalent is the head of an approved philanthropic organisation.

**Commonwealth officer,** means a person holding office under, or employed by, the Commonwealth and includes:

- a. a person appointed or engaged under the *Public Service Act 1999*; and
- b. a person permanently or temporarily employed or serving in the public service of a territory or, in connection with, the Defence force, or in the service of an authority or body constituted by or under an Act.

**Defence means** the Department of Defence, ADF and the Defence Materiel Organisation.

**Defence civilian,** as defined in section 3 of the *Defence Force Discipline Act 1982* (DFDA), means a person (other than a Defence Member) who:

- a. with the authority of an authorised officer as defined in the DFDA, accompanies a part of the ADF that is: outside Australia, or on operations against the enemy; and
- b. has consented, in writing, to subject themselves to ADF discipline while so accompanying that part of the ADF.

**Defence employee** means a person employed in the Department of Defence under section 22 of the *Public Service Act 1999*.

**Defence member,** as defined in section 3 of the DFDA, means:

- a. a member of the Permanent Navy, the Regular Army or the Permanent Air Force; or
- b. a member of the Reserves who:
  - (1) is rendering continuous full-time service; or
  - (2) is on duty or in uniform.

**Defence personnel,** for the purposes of this Instruction, means all Defence employees, locally engaged employees overseas, Defence civilians, Defence members and the equivalents from other Defence organisations on exchange to Defence.

**External service providers** means a contractor, consultant, and/or professional service provider engaged by Defence.

**Part-time representatives.** Days served calculation for a part-time representative is:

- a. Six or more hours = one days service.
- b. Three hours but less than six hours = half a days service.

**Philanthropic representative.** A philanthropic representative is an individual belonging to an approved philanthropic organisation and accredited by ADFSS.

**Rest and Recreational Centres.** 'Hop-in' centres are alcohol free places where ADF members visit. A range of activities are provided including reading and writing materials, board games, audiovisual and computer facilities.

**Spare parts.** These are a part or parts which replace a faulty, worn, or broken part of a machine, especially a motor vehicle. For the purposes of this Instruction 'tyres' are not included in this definition.

**Sponsor unit.** A sponsor unit is an ADF unit that, with the approval of its Commanding Officer, has agreed to sponsor a philanthropic representative (full or part-time) or an approved unaccredited representative in accordance with this Instruction.



**STRUCTURE AND RELEASE DATES FOR THE  
PHILANTHROPIC MANUAL**

<b>Chapter Number</b>	<b>Chapter Title</b>	<b>Proposed release date</b>	<b>Review date</b>	<b>Chapter sponsor</b>
1				
2				
3				
4				
5				
6				



## CHAPTER 2

**DEFENCE ASSISTANCE TO APPROVED PHILANTHROPIC ORGANISATIONS****General principles**

**2.1** Defence is committed to the morale and welfare of the members Australian Defence Force (ADF). The *Philanthropic Manual* (PHILOMAN) is one of the mechanism by which Defence provides this assistance.

**2.2** PHILOMAN provides the policy and administrative guidance that are to be used by Defence when providing assistance to approved philanthropic organisations and their representatives.

**2.3** The PHILOMAN is the reference for Defence groups and services by which to develop policy and procedures in relation to approved assistance to approved philanthropic organisations.

**Defence assistance to approved philanthropic organisations**

**2.4** Australian Defence Force Support Services (ADFSS) (Auth: ADFSS) and Commanding Officer of Sponsoring Units (Auth: COSU) may approve the use of Defence resources to assist philanthropic activities that are Defence related. The principal factors to be considered in the use of Defence resources are:

- a. that the use of Defence resources is normally limited to circumstances where Defence members on an authorised activity are the primary beneficiaries of the philanthropic support; and
- b. in Defence related activities, assistance is to be provided to minimise the cost to the approved philanthropic organisation in recognition that Philanthropic Organisations operate on a volunteer basis and receive funding through charitable donations.

**Provision of philanthropic support**

**2.5** ADF Commanders may request philanthropic support through ADFSS. All proposed philanthropic representatives must be sponsored by an ADF unit or in the case of a Chief Commissioner, ADFSS.

**2.6** **Philanthropic accreditation.** Philanthropic representatives are accredited for duty within the ADF as follows

- a. **National level.** Chief Commissioners are appointed for each approved philanthropic organisation, who oversees the corporate administration of their Representatives. Administrative support staff at the national level must not be accredited for duty within the ADF unless the individual concerned also acts as a representative at unit level;
- b. **State and territory level.** A Commissioner and Assistant Commissioner may be appointed by the philanthropic organisation and allocated to an ADF unit; and
- c. **Unit level.** Philanthropic representatives must be sponsored by ADF units, as the result of a request by Defence for support.

**2.7** **Categories of philanthropic representatives.** Philanthropic representatives are to provide support to the ADF. There are three categories of approved philanthropic representatives:

- a. **Full-time philanthropic representatives.** Full-time philanthropic representatives that are sponsored by an ADF unit and accredited by ADFSS for an initial tenure of five years;
- b. **Part-time philanthropic representatives.** Part-time philanthropic representatives are sponsored by an ADF unit on a part-time basis. Part-time philanthropic representatives may provide a minimum of 20 days service in a 12-month period; and

- c. **Approved unaccredited representatives.** Representatives accompanying an accredited full-time philanthropic representative for the purpose of on-the-job training (OJT). Approved unaccredited representatives are entitled to ADF rates in relation to meals and available transit live-in accommodation as per a full-time philanthropic representative for the duration of OJT. The sponsoring unit is the approving authority and the maximum period for OJT is to be no longer than three months. (Auth: COSU)

### Accreditation of Philanthropic Representatives

**2.8 Accreditation procedures.** The current accreditation procedure and responsibilities (including issuing of PMKeyS number, medical and security requirements) are contained on the [ADFSS—Defence Support and Reform Group](#) (DSRG) intranet site. (Auth: ADFSS)

**2.9 Conditions of accreditation.** The conditions of accreditation and guidance in circumstances when a philanthropic representative's Defence accreditation should be revoked are contained on the ADFSS—DSRG intranet site.

### Religious services

**2.10 Philanthropic organisation pastoral duties.** Philanthropic representatives within Australia, as part of their parent organisation, may attend to normal pastoral duties outside the ADF.

**2.11 Religious services.** The provision and conduct of religious services, including religious instruction, is the responsibility of ADF chaplains who are ordained ministers of religion. Philanthropic representatives may be invited to assist unit chaplains in the conduct of a joint religious service.

**2.12** In circumstances where there is no ADF chaplain available to conduct religious services, a sponsoring unit may authorise a philanthropic representative to conduct religious services, provided the representative is an ordained minister of religion. The senior chaplain of the sponsoring unit's formation headquarters must be consulted before any approval is given for a philanthropic representative to hold a religious service. (Auth: COSU)

### Housing and relocation

**2.13 Housing assistance.** Full-time philanthropic representatives may be provided housing assistance similar to ADF members under [ADF Pay and Conditions Manual](#) (PACMAN) (Volume 2, Chapter 7—'ADF housing and meals' as guidance). Housing assistance will only apply to Service residences and living-in accommodation Service residence assistance should be at the rent Band 2 or B2 level Service residence. Philanthropic organisations will arrange payment for housing assistance by (or provided to) their representatives.

**2.14** ADF housing assistance for philanthropic representatives is considered in a rolling forecast provided by the Chief Commissioner. Initial housing is only provided to those philanthropic representatives that meet the following requirements: (Auth: ADFSS)

- a. a minimum three-month full-time probation period has been served with the philanthropic organisation;
- b. the philanthropic representative is serving the sponsor unit full-time; and
- c. the philanthropic representative's Chief Commissioner confirms a minimum three-year posting.

**2.15** The approved philanthropic organisation is responsible for funding the initial relocation for representatives joining a sponsor unit. On posting from a current sponsor unit to a new sponsor unit, Defence will fund the relocation to the new unit location. On completion of the representatives' service, Defence will fund the relocation of their personal effects to an elected location within Australia. The requested uplift date must be within one calendar month of the completion of service. (Auth: ADFSS)

**2.16 Relocation.** Chief Commissioners and full-time representatives that are approved for relocation, are to be relocated using the following policy as guidance; *APS Pay and Conditions Defence Workplace Relations Manual (DWRM)*, Chapter 17, [Part 1](#)—‘Relocation Assistance’. The relevant section of Chapter 17 applies:

- a. Chapter 17, Part 1, [Section 3](#)—‘Travel Costs on Relocation’, (meals en route and Travelling Allowance are not paid).
- b. Chapter 17, Part 1, Section 6, [Annex A](#)—‘Settling-out expenses’ (meals and Travelling Allowance are not paid and employee does not make a contribution).
- c. Chapter 17, Part 1, Section 6, [Annex B](#)—‘Settling-in expenses’ (meals and Travelling Allowance are not paid and employee does not make a contribution).

**2.17** ADFSS is to liaise with Chief Commissioners and the Directorate of Relocation and Housing with respect to the forecasting of housing and relocation requirements of the active approved philanthropic organisations.

### Other Defence assistance

**2.18 Membership—Unit messes.** Philanthropic representatives may be offered affiliated membership to the sponsoring unit’s Officers Mess while providing service to the ADF. The requirement to pay mess subscriptions will depend on the constitution of the individual mess.

**2.19 Defence related travel.** Sponsoring units are responsible for funding philanthropic representative’s Defence related travel and accommodation from unit resources. All defence related travel must be in accordance with the Defence Travel Guidelines. (Auth: COSU)

**2.20** Sponsor units are to forecast travel budgets for in their year business/operations plan for Philanthropic travel.

**2.21 Rest and Recreational centres—Australia.** Where possible, existing facilities on a Defence establishment should be designated for use as Rest and Recreational Centres by DSRG and maintained under Base Services contracts.

**2.22 Office space—Chief Commissioners.** Allocation of office space for Chief Commissioners of active approved philanthropic organisations will generally be sited on a Defence establishment. (Auth: COSU) If a philanthropic organisation elects to use facilities outside a designated Defence establishment, all costs associated with the use of those facilities must be borne by that organisation.

**2.23 Office furniture.** Approved philanthropic organisations operating on Defence establishments have no entitlement to new departmental funded office furniture. Defence may supply new office furniture as part of an office upgrade, or excess office furniture subject to availability. (Auth: COSU)

**2.24 Defence Restricted Network (DRN).** Sponsoring units may authorise individual access to the DRN for a philanthropic representative. The DRN must only be used in accordance with current Chief Information Officer Group policy. (Auth: COSU)

**2.25 Mail services.** Approved philanthropic organisations may use Defence mail/posting services at the discretion of their sponsor unit when conducting activities in direct support of the ADF. (Auth: COSU)

**2.26 Telephone—communications connections.** Fixed line telephone or other ADF communication connections, required as part of a sponsoring unit’s normal communication network, may be provided to service the office space of philanthropic organisations when the office space is in a designated Defence establishment. (Auth: COSU)

**2.27 Vehicles and trailers.** Approved philanthropic organisations are responsible for the provision of their own vehicles and trailers used in support of ADF activities. The philanthropic organisation is responsible for purchasing of the spare parts when vehicles are serviced in Australia. (Auth: COSU)

**2.28 Maintenance—approved philanthropic organisation vehicle and equipment.** Sponsoring units may provide the following assistance: (Auth: COSU)

- a. Within Australia, the sponsoring unit is the approval authority to maintain an allocated active philanthropic representative's official vehicle or ancillary equipment; (Auth: COSU)
- b. Deployed approved philanthropic organisation vehicles and equipment, providing support to deployed ADF forces overseas or within Australia, are to be maintained and repaired at Commonwealth expense. Directorate of ADFSS, in consultation with Headquarters Joint Operations Command (HQJOC) planners, are to seek Australian Government Indemnity through the Defence Legal Service for any vehicle or equipment owned by a philanthropic organisation utilised in an AO outside of Australia. During the planning of a deployment, the Chief Commissioners are to provide ADFSS and HQJOC with a detailed manifest of vehicles and equipment to be deployed overseas; (Auth: HQJOC)
- c. **Petrol, oils, lubricants (POL).** POL is provided to an approved philanthropic organisation vehicle while being used in direct support of ADF activities, exercises or operations. The recording and accounting for POL usage in the philanthropic vehicle is to be monitored by the sponsoring unit in accordance with the relevant Defence policy in location; and
- d. **Vehicle tyres.** To provide and arrange for replacement tyres on a 'needs' basis, for those approved philanthropic organisations' support vehicles that are engaged in direct support of ADF activities. The sponsoring unit is the approval authority for the utilisation of ADF trade persons or contractors. (Auth: COSU)

**2.29 Loan of unit equipment.** Sponsoring units may approve the issue of stores and equipment for their philanthropic representative to carry out Defence related duties. (Auth: COSU) Sponsor unit control procedures are to be adhered to, including the return of any equipment prior to the representative leaving a unit.

**2.30 Freight and cartage Returned and Services League of Australia—Australian Forces Overseas Fund (RSL-AFOF).** For the purpose of providing amenity assistance to deployed ADF forces, the RSL-AFOF is to be assisted with the cost of freight and cartage from the point of departure in Australia. 39 Personnel Support Battalion (39 PSB) is responsible for funding the freight and cartage against the relevant operation. ADFSS is to liaise with 39 PSB when this assistance is required. (Auth: CO39PSB)

### **Philanthropic organisation uniform**

**2.31 Philanthropic organisation uniform.** To ensure that there is consistency in appearance amongst philanthropic representatives when supporting ADF activities, ADFSS (in consultation with Directorate of Logistics—Army) are the approving authority for each approved philanthropic organisation's current uniform.

**2.32** Defence is to supply philanthropic representatives with items from the approved clothing list as set out on the ADFSS intranet site. The sponsor unit is the authority for the issue of clothing and protective items to all categories of philanthropic representatives as defined in this Instruction. (Auth: COSU)

**2.33** The approved clothing list for each Service is contained at [ADFSS—\(DSRG\)](#).

**2.34 Protective clothing and equipment.** Protective clothing for philanthropic representatives is issued by sponsoring units. The clothing items are to be supplied in the colour of the current approved philanthropic uniform. The clothing is to be maintained by the philanthropic representative and may be replaced at Commonwealth expense subject to the normal provisions applying to fair wear and tear. (Auth: COSU)

**2.35** Additional types and quantities of protective clothing required to conform to Defence work, health and safety obligations. [Block Scale No 3004/05—Protective \(Special Purpose\) Clothing and Equipment—Australian Army \(including civilian employees\)](#) is the reference for these items. (Auth: COSU)

**2.36 Authorised embellishments.** Each approved uniform must contain the following embellishments: (Auth: ADFSS)

- a. **Philanthropic Organisation Badge (cloth)**, eg Salvation Army, EWS.
- b. **Cloth badge philanthropic.** ‘PHILANTHROPIC’ embossed on it 8 cm X 8 cm. Lettering is to be 1.5 cm high and canary yellow in colour.
- c. **Name tag (cloth).** Lettering is 1.5 cm high, canary yellow in colour.
- d. **Signs—National Distinguishing.** National Flag Badge.

#### Overseas deployment of Philanthropic resources

**2.37 Planning considerations.** Operational planning guidance is contained in the [Australian Defence Doctrine Publication 1.1—Personnel Support to Operations](#).

**2.38 Categorisation.** Philanthropic representatives will be categorised as Defence civilians whilst accompanying the ADF on operations. (Auth: CJOC)

**2.39** Deployment of philanthropic support to an overseas Area of Operations must be approved by ADFSS. (Auth: ADFSS)

**2.40 Philanthropic support to civilians and other Defence forces.** Philanthropic representatives, accredited to serve with deployed ADF troops, must not seek undertake pastoral support to the civilian population or non-Australian defence forces whilst engaged in direct support of the ADF.

#### Exclusions

**2.41** For clarification of this policy, the following is to be observed:

- a. **Pay and allowances.** Philanthropic organisations are responsible for the remuneration of their respective representatives. There is no entitlement to ADF pay or related pay allowances.
- b. Commonwealth funding used for cash payments constitute a grant, this Defence Manual has no authority with respect to Commonwealth grants. There is no delegation within this Defence Manual to enable delegates to provide a Defence Funded cash payment to any Philanthropic Organisations or its nominated representative.
- c. **Rank authority.** While some philanthropic organisations use a rank structure within their day-to-day operations, all philanthropic representatives are civilians and have no military authority or rank equivalence.

