

## PROVISION OF OFFICIAL HOSPITALITY BY MINISTER OR PARLIAMENTARY SECRETARY

### 1. Guidance

Section 71 of the *Public Governance, Performance and Accountability Act 2013*:

- a. provides Ministers with the authority to approve the proposed expenditure of relevant money; and
- b. requires the Minister to record the terms of the approval in writing as soon as practicable after giving the approval.

Noting the Minister is approving proposed expenditure, approval must be given prior to the expenditure.

### 2. Request to Provide Hospitality

This form for hospitality when conducting Defence-related business (costs will be charged to the Department of Defence). Note that while DI(G) PERS 25-7, *Gifts, Hospitality and Sponsorship* does not apply to hospitality provided by Ministers and Parliamentary Secretaries, FINMAN 5, Chapter 2, Part 2.6, *Gifts Hospitality and Sponsorship* does apply.

#### ***Request to arrange and provide hospitality by Minister for Defence***

<b>Function Host</b>	<b><i>Minister for Defence – Senator the Hon Marise Payne</i></b>
<b>Date of Function</b>	<b><i>Various Functions</i></b>
<b>Purpose of Function</b>	<b><i>Defence Related activities and official engagements</i></b>
<b>Location (venue, city, state, country)</b>	<b><i>Numerous locations as per the attached</i></b>

### 3. Attendees

<b>Number of Defence Attendees:</b>	<b><i>As per attached</i></b>
<b>Number of External Attendees:</b>	<b><i>As per attached</i></b>
<b>Total Number of Attendees:</b>	<b><i>As per attached</i></b>

### 4. Declaration by Requester

I confirm that the provision of this hospitality:

- a. will not give rise to a conflict of interest (real or perceived) or compromise the reputation of the Department of Defence or the Commonwealth; and
- b. is consistent with the provisions of FINMAN 5, Chapter 2, Part 2.6.

If approved, I will provide all supporting documentation (including receipts) to Ministerial and Executive Support and Training for retention and reporting in Defence's gift register.

Note: Once completed this document including all supporting procurement documentation must be emailed to [Ministerial.Support@defence.gov.au](mailto:Ministerial.Support@defence.gov.au).

Name	Signature	Date
FLTLT Katilyn O'Brien	s22	29 March 2017

### 5. Minister / Parliamentary Secretary Approval

I am satisfied that this provision of Hospitality is an efficient, effective, economical and ethical use of Commonwealth resources that is not inconsistent with the policies of the Commonwealth.

Furthermore, I approve this expenditure under section 71 of the *Public Governance, Performance and Accountability Act 2013*.

Name and Title		
Minister for Defence – Senator the Hon Marise Payne		
Signature	s22	Date
		10.04.2017

**Ministerial Functions 2016**

Function	Attendees	Venue	Cost	Food Served	Alcohol Served	Flowers or Decorations	Entertainment
s22						s22	

s22



s22

22 Nov 16 – 34SQN Thank You Function	Approximately 90 Guests, 30 Parliamentarians, 60 Defence Personnel	Australian Parliament House	\$6,127.00	Catering Package - \$2520 Catering - \$2557 Service and Venue	\$1050 for beverage purchase (left over kept for DA Function in 2017)	Nil	Nil
--	--	-----------------------------------	------------	--	---	-----	-----

**PARLIAMENT HOUSE CATERING BY**  
**InterContinental Hotels Group**

**BANQUET EVENT ORDER****6784****NEW**

Parliament House Canberra, ACT Australia 2600

Phone: 61 2 6277 5309 - Fax: 61 2 6277 5144

Page 1 of 2

Created: 15/11/16 17:30

**Annual Bi-Partisan Thank You for RAAF 34 Squadron**

<b>Client:</b> CBRPH - Members and Senators <b>Address:</b> Office of Senator the Hon Marise Payne PO Box 6022 Canberra, ACT 2600  <b>Contact:</b> Ms Robyn Mills <b>Phone:</b> 61 2 6277 7800 <b>Fax:</b> <b>Email:</b> robyn.mills@defence.gov.au <b>Email:</b> robyn.mills@aph.gov.au	<b>On: Tuesday, 22 November 2016</b>  <b>Property Contact is:</b> Elizabeth Notting <b>Client Contact on the day is:</b> Ms Robyn Mills <b>Phone:</b> 61 2 6277 7800
--	--

**Tuesday, 22 November 2016**

Time	Room	Function	Set-up	Attendees	Set Up Fee
17:00 - 18:30	Court Yard	Cocktail Reception	Cocktail Reception	90	\$750.00

**AGENDA**

Onsite contact arrives: 1630 hours - Ms Robyn Mills 0412 097 090

\*\*A client induction will need to take place upon your arrival.  
 Please allow 5 - 10 minutes for this\*\*

Main Front open: N/A - During opening hours

Main Front close: N/A - Organised via the Office of Marise Payne

**AGENDA**

- 1700 Guests begin arriving and are escorted to Courtyard 28K by staff from the Office of Marise Payne  
 Water station available  
 Beverage and canape service to begin
- 1830 Event to conclude  
 Guests to depart, escorted by staff from the Office of Marise Payne

**SET UP****17:00 - Cocktail Reception****Court Yard****COURTYARD 28K**

- ~ No registration table required
- ~ Scattered cocktail rounds with white linen set where appropriate
- ~ Bar set on grass in front of glass linkway area
- ~ Beverages to be trayed around to guests
- ~ Water station set where appropriate

~ The following equipment is being hired from IHG:

- 90 \* White wine glasses @ \$1.00 per glass  
 90 \* Champagne glasses @ \$1.00 per glass

**FOOD****17:00 - Cocktail Reception****Court Yard****Canape Menu - 6 per person****COLD CANAPES**

Hickory smoked beef sirloin, hot mustard cream with sweet corn and black bean salsa (GF)  
 Cured ocean trout, lemon thyme and macadamia nut crumble with cucumber gel (GF)  
 Basil, cherry tomato and bocconcini skewers with balsamic glaze (V) (GF)

\*\*\*\*\*

**HOT CANAPES**

Braised beef cheek and caramelised onion croquettes with horseradish and parsley mayonnaise  
 Mini chicken, pistachio and lemon thyme sausage rolls with tarragon aioli  
 Smoked eggplant tartlets, roasted baby vegetables and pistachio crumb (V)

90 people

@ 28.00 each guest

Dietary Requirements:

~ TBC BY CLIENT

**BEVERAGE****17:00 - Cocktail Reception****Court Yard****Water station**

25 Water station refreshed throughout the event @ \$2.00 per person

**Corkage on Beverages Supplied by Client**

Wines, soft drinks and juice supplied via client

90 people

@ 16.50 each guest

s22

All details contained within this Banquet Event Order are current at the time of the documents creation.  
 Any additional charges that are incurred prior to and during the event will be billed in accordance with the standard terms and conditions.

s22

Kathryn O'Brien

Client Authorised Print Name

Signature

Date

17-11-16

**Client:** CBRPH - Members and Senators  
**Annual Bi-Partisan Thank You for RAAF 34 Squadron**  
**Event Date:** Tuesday, 22 November 2016

**BEO #:** 6,784

Page 2 of 2

Created On: 15/11/16

### SET UP cont...

90 \* Beverage glasses @ \$1.00 per glass  
 4 \* Ice caddies filled with ice @ \$13.00 per caddy

\*\*Any unplanned changes or resets to the room set up within 24 hours of the event start time, or throughout the duration of the event, may attract additional fees\*\*

### TECHNICAL & CREATIVE SERVICES

No AV required

### SIGNAGE

Parliament House regulations restrict any use of signage in the public areas.

s22

### MISCELLANEOUS

#### FINAL NUMBERS

Final guest numbers are required no later than 2pm AEST, 3 working days (5 working days for Great Hall events) prior to the event start date.

SECURITY COST ESTIMATE: \$0.00

\* Organised via the Office of Sen Marise Payne

#### ESCORTS & PASSES

\* Organised via the Office of Sen Marise Payne

#### FILMING & PHOTOGRAPHY APPROVAL

Client did not apply for approval.

#### ON ARRIVAL

Please contact IHG Banquets Staff on ext 5117 for assistance upon arrival at Parliament House.

#### SPECIAL NEEDS

If any of your guests have special requirements or needs, please advise your event coordinator as soon as possible.

#### CAR PARKING

Paid parking is available in the Parliament House public car park. On weekdays, parking will be free for the first two hours, with charges to apply for longer stays on an incremental scale. Parking will be free on weekends and public holidays. For more information please visit [http://www.aph.gov.au/Visit\\_Parliament/Planning\\_a\\_visit#paidparking](http://www.aph.gov.au/Visit_Parliament/Planning_a_visit#paidparking)

#### LOADING DOCK

The loading dock is open Monday to Friday 0730 - 1400 ONLY. If the loading dock is required to be open outside these hours, a minimum four hour call out fee will apply. One week's notice is required to apply to open the dock outside these hours.

#### DELIVERIES

Please return a completed loading dock form to your event coordinator no later than 48 hours prior to the delivery. The following items will be delivered via the loading dock:  
 ~ Beverages

### PAYMENT

Full pre-payment required prior to event

Deposit Received: \$5,127.00

All details contained within this Banquet Event Order are current at the time of the documents creation.

Any additional charges that are incurred prior to and during the event will be billed in accordance with the standard terms and conditions.

Katilyn O'Brien

s22

Client Authorised

Print Name

Signature

Date

17.11.16

**Office of Senator M Payne  
Australia**

Confirmation # : 631389  
Arrival : 22/11/16  
Departure : 06/12/16  
Page No. : 1 of 1  
Cashier : 72  
Printed : 15/11/16 17:02  
ABN : 58 608 763 275

**ADVANCE DEPOSIT RECEIPT      6219**

Recieved By	Amount
Visa	5,203.91AUD

**Ashauer, Matthew MR**

**From:** Dan Murphy's [orders@danmurphys.com.au]  
**Sent:** Wednesday, 16 November 2016 5:51 PM  
**To:** O'Brien, Katilyn FLTLT  
**Subject:** Here's the tax invoice from your recent order #51909649

**/// Tax Invoice**

16-Nov-2016

Katilyn O'Brien

**Billing address:**

corner State Circle and Brisbane Ave  
Canberra  
2600  
Australia

**/// Dan Murphy's order reference - 51909649**

Item	Subtotal
12 x Yarra Burn Vintage Pinot Noir Chardonnay Pinot Meunier (bottles)	\$204.60
12 x Annie's Lane Shiraz (bottles)	\$136.20
2 x James Boag's Premium Lager (cases)	\$88.00
8 x James Boag's Premium Light (packs)	\$85.92
3 x James Squire One Fifty Lashes Pale Ale (cases)	\$161.85
8 x Somersby Apple Cider (packs)	\$85.92
12 x Jacob's Creek Cool Harvest Sauvignon Blanc (bottles)	\$124.80
<b>Item Subtotal</b>	<b>\$887.29</b>
Delivery	\$6.90
Promotions	-\$5.92
Total (ex GST)	\$807.52
GST	\$80.75

**Order Total (inc GST) \$888.27**

This is a system generated email. Please do not reply - if you wish to contact us please [enquire online](#) or call us on **1300 72 33 88**.

If you no longer wish to receive marketing emails from Dan Murphy's please [unsubscribe](#).

---

[Terms & Conditions](#) | [Privacy Policy](#) | [Liquor Licensing Acts](#) | [Help](#) | [Contact Us](#)



Dan Murphy's supports the responsible service of alcohol. It is against the law to sell or supply alcohol to, or to obtain alcohol on behalf of, a person under the age of 18 years. For more information please [visit our website](#) or see a team member in-store.

---

© 2016 Dan Murphys. ABN 88000014675

---

Coles Supermarkets Australia Pty Ltd  
Tax Invoice ABN: 45 004 189 708



MANUKA Store: 0859  
Monday - Sunday 7:00am - 11:00pm  
7 days a week  
Your store manager is: Kathy  
Phone: (02) 6126 9600 Receipt: 6478  
Date: 20-Nov-2016 Time: 10:35  
Reg 2 Served By: Afshana - 377

%SANTA VITRIA MINERAL 1.5LITRE	\$	24.00
Quantity: 12 @ \$2.00 each		
%CCA COCA COLA ZERO 2LITRE		12.30
Quantity: 3 @ \$4.10 each		
%CCA COCA COLA 1.25LITRE		10.00
Quantity: 5 @ \$2.00 each		
<b>Total for 20 items</b>	<b>\$46.30</b>	
EFTPOS	46.30	
<b>GST INCLUDED IN TOTAL</b>	<b>\$4.21</b>	

\*\*\*\*\*  
**Total Savings \$10.85**  
\*\*\*\*\*

Total Savings include any Promotional  
and Loyalty Discounts

Coles NSW AU  
20/11/16 10:35 27363936 N85902  
\*\*\*\*\* 5600 VISA  
CREDIT ACCOUNT NAB Visa Credit  
APSN 0000 ATC 0013 A0000000031010  
PURCHASE AUD\$ 46.30  
RRN 000020647801 (00)APPROVED  
AUTH 573310

flybuys membership 6008 9448 5475 5319  
% = Taxable items

flybuys points balance as of yesterday: 8609

**LIQUORLAND**

Valid until 06/12/2016

**\$10**  
BEER 6PK

AND  
OR

**\$39**  
BEER 24PK

Present this docket at Liquorland and receive a Kirin Megumi  
6pk (6x330mL) for \$10 and/or a Carton of Kirin Megumi  
(24x330mL) for only \$39. Limit of one of each per transaction.

Not available to under 18s. Offer available in all Liquorland stores (excluding stores located in North WA or NT). Not available through Coles Online, Liquorland Online. While stocks last. Docket cannot be used in conjunction with other offers and is not transferable. Present your flybuys cards and surrender this docket at the time of purchase.



9 3 1 3 9 3 8 0 1 0 3 2 6

coles

**SAVE**  
**4¢**  
per litre

OR

flybuys  
**COLLECT**  
**8 POINTS**  
PER 1 LITRE

More points today. More travel tomorrow.

Receive 4c/L off the fuel pump price or collect 8 flybuys BONUS POINTS per litre when you present your flybuys card and docket in store, at Coles Express. Limit 1 receipt per fuel purchase up to 150L per vehicle, per customer. Discount excludes Fleet Card, Shell Card, Motorcharge and Motorpass purchases. See in store for 4c/L Terms and Conditions and flybuys.com.au for more details.

Expires: December 18, 2016

AE 643  
Revised 1 Sept 16

## Defence Purchasing

Information in this form is interactive, it is important to answer all questions in the sequence they appear as data requirements change based on selections.

The form is divided into a number of basic segments being [Logic Decisions](#), [About the Process](#), [About the Contract](#), [Approvals](#) and [Financial information](#), further guidance to support completion of the form is available.

Blue text on the form represents hyperlinks to further guidance.  
Red (\*) denotes mandatory fields

### [Transaction type](#) \*

☒ New contract ☐ New contract under a Standing Offer (SON) or Multi-Use List (MUL) ☐ Edit, amend or change an existing contract or purchase order

### [Total contract value in AUD including GST \(Threshold bracket\)](#) \*

☒ Under \$10K ☐ \$10K - \$80K ☐ \$80K - \$200K ☐ \$200K - \$1m ☐ \$1m - \$7.5m ☐ Over \$7.5m

### [Primary Financial Commitment Reporting Category](#) \*

General Workplace Operating Expenses (other Non Capital)

### [Has, or will a Defence Purchasing Card \(DPC\) be used?](#) \*

☒ Yes ☐ No

## [About the Process](#)

RFT/RFQ reference number

## [About the Contract](#)

### [What is the most relevant Product or Services Category? \(UNSPSC\)](#) \*

90100000

Vendor name \*

Australian Parliament House Catering



UNCLASSIFIED

Total Value of Contract inclusive of GST, in AUD *	Contract start date *	Planned Contract end date *
\$5,127.00	16 Nov 16	17 Nov 16

Approvals

Number of quotes/tenders received \*

1

Value for Money assessment statement \*

Minister hosting Official Thank you function for 34SQN at APH. Catering provided through Venue catering services

Was prior verbal approval given from the Section 23 Commitment Approver? \*

☒ Yes ☐ No

Date approval was provided \*

15 Nov 16

- This form is used to record in writing a previous verbal approval in accordance with section 18 PGPA Rule and AAI 2.3.1.11.
- The Section 23 Commitment Approver that provided the verbal approval must sign as the delegate on this form.
- The Section 23 Commitment Approver confirms that the information provided is in accordance with the verbal approval.

Value of funds reserved/available in AUD including GST

\$5,127.00

Reference number

Was an Indigenous business provided the opportunity to quote? \*

☐ Yes ☒ No

Delivery

Enter Australian delivery location postcode for the majority of the Contract

Select the Country where the majority of the contract will be delivered (if not within Australia)

Delivery address (where delivery is required)

Special delivery instructions



UNCLASSIFIED

**Card Management System (CMS)***All pricing at line level is GST exclusive in the identified source currency.*

Company	Supplier	Cardholder name	
1000	Australian Parliament House Catering	FLTLT KATILYN O'BRIEN	
Validity start date	Validity end date	Target value (GST Inc)	Cumulative total (GST Ex) Currency
16 Nov 16	17 Nov 16	\$5,127.00	\$4,660.91 AUD

Line description/Purpose/Expense group	Expense type	Quantity - Line	Price	Reference number	GL Code	Cost Centre Code	Fund	Internal Order	WBS Element	Tax code	ESP	Asset
16 Nov 16 - Australian Parliament House Catering - Food and Services for Function	Purchase	1	\$4,660.91			100040	99998		MINDEF-05	P1		

If the item is an Asset complete and submit form [AD975 - Asset Shell Request](#) to Asset Accounting Shared Services for processing.

**Commitment Approver FINMAN 2 - Schedule 1**

The Commitment Approver delegation is to be signed where the delegations HAVE NOT been exercised elsewhere, and, by signing the officer:

- is exercising the Section 23(3) Commitment Approver delegation and confirms that the commitment of relevant money complies with the requirements of FINMAN 2; and
- confirms that the information provided is an accurate reflection of the arrangement and is authorised for release to the general public and that they are familiar with internal guidance in the Defence Procurement Policy Manual (Chapter 5.8) and on the AusTender Publishing website.

I confirm that the information provided is an accurate reflection of the contract/amendment and is authorised for release to the general public. Where necessary I have consulted internal guidance as available at the Defence Procurement Policy Manual (Chapter 5.8) and the AusTender Publishing website.

Employee ID *	Rank or level *	Position number *	Position title *	Printed name *	Date form signed*
s22	EL 2	108599	Director, Ministerial and Parliamentary Liaison	Amara Foster	21 Nov 16

Signature \*

Digitally signed by amara.foster  
 Date: 2016.11.21 17:47:28 +11'00'



AE 643  
Revised 1 Sept 16

## Defence Purchasing

Information in this form is interactive, it is important to answer all questions in the sequence they appear as data requirements change based on selections.

The form is divided into a number of basic segments being [Logic Decisions](#), [About the Process](#), [About the Contract](#), [Approvals](#) and [Financial information](#), further guidance to support completion of the form is available.

Blue text on the form represents hyperlinks to further guidance.  
Red (\*) denotes mandatory fields

### [Transaction type](#) \*

- ☒ New contract      ☐ New contract under a Standing Offer (SON) or Multi-Use List (MUL)      ☐ Edit, amend or change an existing contract or purchase order

### [Total contract value in AUD including GST \(Threshold bracket\)](#) \*

- ☒ Under \$10K      ☐ \$10K - \$80K      ☐ \$80K - \$200K      ☐ \$200K - \$1m      ☐ \$1m - \$7.5m      ☐ Over \$7.5m

### [Primary Financial Commitment Reporting Category](#) \*

General Workplace Operating Expenses (other Non Capital)

### [Has, or will a Defence Purchasing Card \(DPC\) be used?](#) \*

- ☒ Yes      ☐ No

## [About the Process](#)

RFT/RFQ reference number

## [About the Contract](#)

### [What is the most relevant Product or Services Category? \(UNSPSC\)](#) \*

90100000

Vendor name \*

Coles Manuka



UNCLASSIFIED

Total Value of Contract inclusive of GST, in AUD *	Contract start date *	Planned Contract end date *
\$50.00	16 Nov 16	17 Nov 16

Approvals

Number of quotes/tenders received \*

1

Value for Money assessment statement \*

Minister hosting Official Thank you function for 34SQN at APH. Bulk purchase through Coles is the most economical means for function.

Was prior verbal approval given from the Section 23 Commitment Approver? \*

☒ Yes ☐ No

Date approval was provided \*

15 Nov 16

- This form is used to record in writing a previous verbal approval in accordance with section 18 PGPA Rule and AAI 2.3.1.11.
- The Section 23 Commitment Approver that provided the verbal approval must sign as the delegate on this form.
- The Section 23 Commitment Approver confirms that the information provided is in accordance with the verbal approval.

Value of funds reserved/available in AUD including GST

\$50.00

Reference number

Was an Indigenous business provided the opportunity to quote? \*

☐ Yes ☒ No

Delivery

Enter Australian delivery location postcode for the majority of the Contract

Select the Country where the majority of the contract will be delivered (if not within Australia)

Delivery address (where delivery is required)

Special delivery instructions



UNCLASSIFIED

## Card Management System (CMS)

All pricing at line level is GST exclusive in the identified source currency.

Company		Supplier		Cardholder name	
1000		Coles Manuka		FLTLT KATILYN O'BRIEN	
Validity start date		Validity end date		Target value (GST Inc)	
16 Nov 16		17 Nov 16		\$50.00	
				Cumulative total (GST Ex)	
				\$45.00	
				Currency	
				AUD	

Line description/Purpose/Expense group	Expense type	Quantity - Line	Price	Reference number	GL Code	Cost Centre Code	Fund	Internal Order	WBS Element	Tax code	ESP	Asset
16 Nov 16 - Coles - Beverages (non-alcoholic) for Function	Purchase	1	\$45.00			100040	99998		MINDEF-05	P1		

If the item is an Asset complete and submit form [AD975 - Asset Shell Request](#) to Asset Accounting Shared Services for processing.

### Commitment Approver [FINMAN 2 - Schedule 1](#)

The Commitment Approver delegation is to be signed where the delegations HAVE NOT been exercised elsewhere, and, by signing the officer:

- is exercising the Section 23(3) Commitment Approver delegation and confirms that the commitment of relevant money complies with the requirements of FINMAN 2; and
- confirms that the information provided is an accurate reflection of the arrangement and is authorised for release to the general public and that they are familiar with internal guidance in the Defence Procurement Policy Manual (Chapter 5.8) and on the AusTender Publishing website.

I confirm that the information provided is an accurate reflection of the contract/amendment and is authorised for release to the general public. Where necessary I have consulted internal guidance as available at the Defence Procurement Policy Manual (Chapter 5.8) and the AusTender Publishing website.

Employee ID *	Rank or level *	Position number *	Position title *	Printed name *	Date form signed*
s22	EL 2	108599	Director, Ministerial and Parliamentary Liaison	Amara Foster	21 Nov 16

Signature \*

Digitally signed by amara.foster  
Date: 2016.11.21 17:48:29 +11'00'



AE 643  
Revised 1 Sept 16

## Defence Purchasing

Information in this form is interactive, it is important to answer all questions in the sequence they appear as data requirements change based on selections.

The form is divided into a number of basic segments being [Logic Decisions](#), [About the Process](#), [About the Contract](#), [Approvals](#) and [Financial information](#), further guidance to support completion of the form is available.

Blue text on the form represents hyperlinks to further guidance.  
Red (\*) denotes mandatory fields

### [Transaction type](#) \*

- ☒ New contract      ☐ New contract under a Standing Offer (SON) or Multi-Use List (MUL)      ☐ Edit, amend or change an existing contract or purchase order

### [Total contract value in AUD including GST \(Threshold bracket\)](#) \*

- ☒ Under \$10K      ☐ \$10K - \$80K      ☐ \$80K - \$200K      ☐ \$200K - \$1m      ☐ \$1m - \$7.5m      ☐ Over \$7.5m

### [Primary Financial Commitment Reporting Category](#) \*

General Workplace Operating Expenses (other Non Capital)

### [Has, or will a Defence Purchasing Card \(DPC\) be used?](#) \*

- ☒ Yes      ☐ No

## [About the Process](#)

RFT/RFQ reference number

## [About the Contract](#)

### [What is the most relevant Product or Services Category? \(UNSPSC\)](#) \*

90100000

Vendor name \*

Dan Murphy's



UNCLASSIFIED

Total Value of Contract inclusive of GST, in AUD *	Contract start date *	Planned Contract end date *
\$888.27	16 Nov 16	17 Nov 16

Approvals

Number of quotes/tenders received \*

1

Value for Money assessment statement \*

Minister hosting Official Thank you function for 34SQN at APH. Bulk purchase through Dan Murphy's is the most economical means for function.

Was prior verbal approval given from the Section 23 Commitment Approver? \*

☒ Yes ☐ No

Date approval was provided \*

15 Nov 16

- This form is used to record in writing a previous verbal approval in accordance with section 18 PGPA Rule and AAI 2.3.1.11.
- The Section 23 Commitment Approver that provided the verbal approval must sign as the delegate on this form.
- The Section 23 Commitment Approver confirms that the information provided is in accordance with the verbal approval.

Value of funds reserved/available in AUD including GST

\$200.00

Reference number

Was an Indigenous business provided the opportunity to quote? \*

☐ Yes ☒ No

Delivery

Enter Australian delivery location postcode for the majority of the Contract

Select the Country where the majority of the contract will be delivered (if not within Australia)

Delivery address (where delivery is required)

Special delivery instructions



UNCLASSIFIED

**Card Management System (CMS)***All pricing at line level is GST exclusive in the identified source currency.*

Company	Supplier	Cardholder name										
1000	Dan Murphy's	FLTLT KATILYN O'BRIEN										
Validity start date	Validity end date	Target value (GST Inc)	Cumulative total (GST Ex)	Currency								
16 Nov 16	17 Nov 16	\$888.27	\$807.52	AUD								
Line description/Purpose/Expense group	Expense type	Quantity - Line	Price	Reference number	GL Code	Cost Centre Code	Fund	Internal Order	WBS Element	Tax code	ESP	Asset
16 Nov 16 - Dan Murphys - Beverages for Function	Purchase	1	\$807.52			100040	99998		MINDEF-05	P1		

If the item is an Asset complete and submit form [AD975 - Asset Shell Request](#) to Asset Accounting Shared Services for processing.

**Commitment Approver [FINMAN 2 - Schedule 1](#)**

The Commitment Approver delegation is to be signed where the delegations HAVE NOT been exercised elsewhere, and, by signing the officer:

- is exercising the Section 23(3) Commitment Approver delegation and confirms that the commitment of relevant money complies with the requirements of FINMAN 2; and
- confirms that the information provided is an accurate reflection of the arrangement and is authorised for release to the general public and that they are familiar with internal guidance in the Defence Procurement Policy Manual (Chapter 5.8) and on the AusTender Publishing website.

I confirm that the information provided is an accurate reflection of the contract/amendment and is authorised for release to the general public. Where necessary I have consulted internal guidance as available at the Defence Procurement Policy Manual (*Chapter 5.8*) and the AusTender Publishing website.

Employee ID *	Rank or level *	Position number *	Position title *	Printed name *	Date form signed*
s22	EL 2	108599	Director, Ministerial and Parliamentary Liaison	Amara Foster	21 Nov 16
Signature *					
Digitally signed by amara.foster Date: 2016.11.21 17:49:28 +11'00'					



Tuesday, 10 January 2017 10:36:15

Dept. of Defence

**CMS Expense Summary Report**

Document ID : AU03908803

<b>Card Holder</b>	MS KATILYN O'BRIEN	<b>Account Type</b>	Visa International NAB
<b>Account Holder</b>	Katilyn O'Brien		

<b>Expense Type</b>	PURCHASES
---------------------	-----------

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
15-11-2016	Visa0000000022962413	Parliament House Catering	CATERERS	(1@5203.91) 5203.91 AUD	P1	4730.83	473.08	5203.91
				5203.91 AUD				

4730.83 473.08 5203.91

<b>Account Total</b>	4730.83 473.08 5203.91
----------------------	------------------------

Tuesday, 10 January 2017 10:35:54

Dept. of Defence

**CMS Expense Summary Report**

Document ID : AU03908802

<b>Card Holder</b>	MS KATILYN O'BRIEN	<b>Account Type</b>	Visa International NAB
<b>Account Holder</b>	Katilyn O'Brien		

<b>Expense Type</b>	PURCHASES
---------------------	-----------

Tran Date	Reference	Merchant	Merchant Cat.	Amount	Tax Code	Net	Tax	Gross
16-11-2016	Visa0000000022970490	DAN MURPHYS ONLINE	BOTTLED LIQUOR SALES, HOTEL, LIQUOR SHOPS, WINERIES	(1@888.27) 888.27 AUD	P1	807.52	80.75	888.27
24-11-2016	Visa0000000023036353	DAN MURPHYS ONLINE	BOTTLED LIQUOR SALES, HOTEL, LIQUOR SHOPS, WINERIES	(1@-6.90) -6.90 AUD	P1	-6.27	-0.63	-6.90
				<b>881.37 AUD</b>				
						<b>801.25</b>	<b>80.12</b>	<b>881.37</b>
<b>Account Total</b>						<b>801.25</b>	<b>80.12</b>	<b>881.37</b>

Dept. of Defence

## Document ID : AU03908804

Expense Type	PURCHASES
--------------	-----------

<b>Tran Date</b>	<b>Reference</b>	<b>Merchant</b>	<b>Merchant Cat.</b>	<b>Amount</b>	<b>Tax Code</b>	<b>Net</b>	<b>Tax</b>	<b>Gross</b>
20-11-2016	Visa0000000023019506	COLES 0859	SUPERMARKETS, GROCERY AND GENERAL STORES	(1@46.30) 46.30 AUD	P1	42.09	4.21	46.30
				<b>46.30 AUD</b>				
						<b>42.09</b>	<b>4.21</b>	<b>46.30</b>
<b>Account Total</b>						<b>42.09</b>	<b>4.21</b>	<b>46.30</b>