

CHAPTER 7

ADF CADETS MANAGEMENT OF UNIT FUNDS

INTRODUCTION

4.7.1. The ADF Cadets are community based youth development programs run in partnership with the ADF. ADF support to cadet units includes funding and other resources. Individual units may raise money for unit related equipment and activities additional to those funded by the ADF.

4.7.2. Good financial management allows an organisation to operate efficiently, plan for the future and make the best possible use of available funds. It also protects the reputations of fund managers. As far as possible, the funds management process should be transparent, flexible and straightforward.

POLICY INTENT

4.7.3. The intent of this policy is to outline the nature of unit funds and to support appropriate financial administration to maintain trust and confidence in ADF Cadets units, their fund managers and their parent Service.

POLICY

4.7.4. Unit funds are funds contributed by individuals that are used for the benefit of the unit for the conduct of unit social activities or provision of equipment and amenities to enhance the morale of the unit. **Unit funds are not Commonwealth or public funds and are not managed by Defence or subject to the *Public Governance, Performance and Accountability Act 2013*.**

4.7.5. Unit funds are not managed by Commonwealth Officials.

4.7.6. Although unit funds are not subject to Defence Financial Management policies, there is a need for an appropriate level of command oversight in the management of unit funds to ensure management is in accordance with community expectations for the management of donated funds and conducted in accordance with the [Defence Youth Safe Code of Conduct \(Adult\)](#) and [Defence's Values and Behaviours](#).

4.7.7. Although unit funds are not managed by Commonwealth officials, there is a need to ensure unit funds are adequately managed and controlled. The Director General Australian Navy Cadets (DGANC), the Commander Australian Army Cadets (COMD AAC), and the Director General Cadets – Air Force (DGCADETS-AF) should maintain appropriate command oversight of the management of unit funds according to the following principles:

- a. Management of unit funds matches community expectations for the management of donated funds

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- (1) Keep finances secure
 - (2) Establish and maintain strong financial controls
 - (3) Meet all obligations under Commonwealth, State or Territory and/or local laws.
- b. ADF Cadets Adults must act lawfully and honestly and be aware that:
- (1) Responsible and transparent management of unit funds protects fund managers and the reputation of the ADF Cadets
 - (2) Although unit funds are not Commonwealth or public funds, they are ADF Cadets program related. As such, Defence Approved Helpers (DAH), Instructors of Cadets (IOC) and Officers of Cadets (OOC) involved in the management of unit funds are expected to act in accordance with the standards of the Code of Conduct (Adult) and their respective Service values
 - (3) ADF Cadets should guard against the threat of fraud and mismanagement of unit funds by ensuring ADF Cadets Adults are held to the standards of the Code of Conduct (Adult).

PRIVACY

4.7.8. Privacy matters relevant to this policy are to be managed in accordance with [Part 1, Section 1, Chapter 2](#) and the [Defence Privacy Policy](#).

Accountable Officer: Chief of Personnel

Policy Owner: Head Reserve and Cadet Support Division