



Freedom of Information Request – FA 25/12/01268

Amount spent under the Awards and Recognition Policy by the department on Christmas/end of year activities in November and December 2025

Division	Event	Amount
Immigration Programs Group, Migration, Citizenship & Humanitarian Policy Division	Catered end of year lunch	\$725.64
National Operations Group and Targeting & Intelligence Operations Division	Sausage sizzle	\$201.95
Immigration Programs Group, Middle East and North Africa Region	End of year team lunch	\$449.80
Regional Operations Group, South & West Division	Team end of year party	\$400.00
Total		\$1,777.39

Amount spent on 'Other Items' under the Awards and Recognition Policy by the department on Christmas/end of year activities in November and December 2025

Division	Event	Amount
Immigration Programs Group, Migration, Citizenship & Humanitarian Policy Division	Christmas Tree	\$75.96
Total		\$75.96

Notes:

1. Source: Department of Home Affairs (internal documents)

Caveats:

- This information is provided for the specific purpose of this request.



Australian Government
Department of Home Affairs

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Accountable Authority Instructions

Resource Management Framework
2025-01

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s. 22(1)(a)(ii)

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Summary of main points

These Accountable Authority Instructions (AAIs) are issued by the accountable authority (the Secretary of the Department of Home Affairs (the Department)) under section 20A of the *Public Governance, Performance and Accountability Act 2013*.

All departmental officials must comply with the requirements in these AAIs. They have been developed to ensure that the Department complies with the Commonwealth's Resource Management Framework, which consists of:

- the [Public Governance, Performance and Accountability Act 2013](#) (PGPA Act)
- the [Public Governance, Performance and Accountability Rule 2014](#) (PGPA Rule)
- the [Financial Framework \(Supplementary Powers\) Act 1997](#) (FF(SP) Act)
- other legislative instruments and directions made under this legislation
- guidance and advice issued by the Department of Finance.

To assist officials in understanding their duties and responsibilities, the AAIs contain links to relevant legislative requirements, guidance material, delegations and other instructions.

Note: financial limits stated in the AAIs are in Australian Dollars (AUD) and unless otherwise specified, are GST inclusive.

The Chief Operating Officer (COO) or Chief Finance Officer (CFO) can issue Financial Management Guidelines (FMGs) or other directions in support of the instructions outlined in these AAIs. Where the content is outside the responsibility of the Chief Finance Officer, the relevant First Assistant Secretary can issue a Procedural Instruction with the endorsement of the CFO. Departmental officials must act in accordance with any guidance or directions.

Scope

These AAIs set out the obligations of officials in relation to the resource management requirements contained in the Commonwealth's Resource Management Framework.

These AAIs apply to:

- the Commissioner of the Australian Border Force (ABF)
- the Associate Secretary
- all employees of the Department, including the ABF
- contractors and consultants undertaking work duties at the direction of the Department
- any person who is defined as an official in accordance with section 13 of the PGPA Act and section 9 of the PGPA Rule.

The AAIs constitute directions that departmental officials must comply with. Failure by a departmental official to comply with a lawful and reasonable direction may result in action being commenced to determine whether they have breached the APS Code of Conduct.

Duties and responsibilities of officials

Sections 25 to 29 of the PGPA Act impose the following duties on all officials:

- a duty of care and diligence
- a duty to act in honesty, good faith and for a proper purpose
- a duty in relation to use of position
- a duty in relation to use of information
- a duty to disclose interests.

To meet these duties, officials are expected to exhibit a minimum standard of behaviour in exercising their powers or performing their functions. An official must comply with finance law, which includes the PGPA Act, the PGPA Rule, any other instruments made under the PGPA Act (including these instructions) and an Appropriation Act.

s. 22(1)(a)(ii)

Instructions – PGPAAs23(3)⁷ – hospitality spending proposal delegates

2.80. You must:

- act in accordance with the Commonwealth Procurement Rules when procuring goods or services to provide official hospitality (see [Procurement](#))
- ensure that any decision to spend money on official hospitality is publicly defensible
- ensure that the costs are reasonable and appropriate in the specific circumstances
- only approve official hospitality that complies with the requirements of [FMG 1.02.02 – Official hospitality and business catering](#)
- not approve any expenditure on alcohol unless you are an SES official
- not approve expenditure on official hospitality for purposes that would appear unreasonable in the view of an impartial observer. The following list, while not exhaustive, provides guidance on the types of proposed expenditure which must not be approved:

s. 22(1)(a)(ii)

- o Christmas or similar functions

s. 22(1)(a)(ii)

Note: An event meeting any of the above criteria should be funded via private expenditure.

s. 22(1)(a)(ii)

⁷ These instructions also apply to arrangements that are entered into under s32B of the FF(SP) Act.



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Event scenario guide

The following guide outlines (but is not limited to) some common scenarios where an activity would be considered official hospitality, business catering or a private expense.

The scenarios are for guidance only and delegates must consider events on a case-by-case basis in accordance with the FMG 1.02.02 - Official hospitality and business catering – PI (FM-1264).

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Private expenditure

Public money should not be spent on events that are related to staff social interaction. Departmental money must only be spent to achieve Australian Government or departmental outcomes.

Table 3 – Private expenditure

Activity

s. 22(1)(a)(ii)

Purchasing food and decorations to celebrate a birthday or holiday

There may be instances where a meal is provided as part of the Awards and Recognition Program.

See: [Awards and Recognition](#)

Document details

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