

**Freedom of Information Act 1982*****FOI Request***

Documents, or a summary of information that outline the Department's overall spend on Christmas/end of year celebrations for staff at the Department's Canberra offices and Australia House in London in 2025, including a breakdown by section/division where possible, and any document that outlines the Department's current policy on end of year staff celebrations.

Section 17 of the FOI Act

The below table was produced in accordance with section 17 of the FOI Act that shows expenditure for the Australian High Commission in the United Kingdom Staff Gathering.

DATE	OCCURRENCE	EXPENDITURE
18-Dec-25	AHC Christmas Get Together - Beverages (SANZA)	£85.24
18-Dec-25	AHC Christmas Get Together - Catering and beverages (Sainsbury's)	£62.95
18-Dec-25	AHC Christmas Get Together - Beverages (Tesco)	£12.00
18-Dec-25	AHC Christmas Get Together - Coffee cups (Amazon)	£17.98
	TOTAL	£178.17

Financial policies



s 22(1)(a)(ii)

My DFAT

Representation funds policy

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3. Recipients of hospitality

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Annex A

s 22(1)(a)(ii)

3. Recipients of hospitality

The facilitation of personal contacts with well-informed and influential members of local and international communities will assist officers in:

- promoting Australia's interests and policies;
- obtaining information that will form the basis of future reporting; and/or

- achieving efficiencies in the operation of the post.

As a general principle, it follows that local contact for which representation is claimed should fit one of the categories above.

In addition to local contacts, eligible recipients of hospitality also include Australians listed in the following categories:

- members of Federal and State parliaments and Territory and local government authorities;
- prominent citizens, for example members of business, media, academic, cultural, sporting and other visiting dignitaries; and
- Australian public servants, including employees from other posts and mission staff.

Expenditure is admissible where functions are held to enable people listed in the above categories to meet host country nationals or nationals of other countries, or where they are required to assist with a representation function, or where their presence is in the operational interests of the mission's objectives.

s 22(1)(a)(ii)

Annex A

List of admissible expenses

Entertainment

Expense	Description/Instruction
s 22(1)(a)(ii)	
Functions solely for mission staff	<p>These types of functions are expected to have a direct link to the operational efficiency of the mission. They must be approved in advance by the HOM/HOP/DHOM/SAO. It is expected that they would occur infrequently (once or twice a year). It does not include:</p> <ul style="list-style-type: none">• gifts for staff,

Expense	Description/Instruction
	<ul style="list-style-type: none">• birthday celebrations and gifts for staff,• contributions to bereavement flowers, etc.

s 22(1)(a)(ii)

The Australian Department of Foreign Affairs and Trade acknowledges the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respect to all First Nations peoples, their cultures and to their Elders, past, present and emerging.