

AP009 – Annual Christmas Function

1. Intention

To provide guidance to staff when organising of the annual Christmas function for elected members and employees.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

Council will provide in its Annual Budget an annual Christmas Function for elected members, employees and partners each year at a venue to be determined.

3.1 Employees

All full time and permanent part time employees, including those who have resigned their position since July 1 in the current calendar year, shall be invited.

All casual employees who have worked a minimum total of fifty (50) hours since July 1 in the current calendar year shall be invited.

3.2 Elected Members

All current serving elected members, and elected members who vacated their positions during the current calendar year.

4. Legislative and Strategic Context

Nil.

5. Review

This policy is to be reviewed as required.

6. Associated Documents

Nil.

Division		Administration			
Policy Number		AP009			
Contact Officer		Chief Executive Officer			
Related Legislation		Nil			
Related Shire Documents		Nil			
Risk Rating	Low	Review Frequency	As required	Next Review	When required
Date Adopted		22/06/2004			OCM04/083

Amendments		
Date	Details of Amendment	Reference
25/09/2007	Updated as part of major review.	OCM07/160
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
CORP031 – Annual Christmas Function 2.42 – Annual Christmas Function		