

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

The annual Christmas Function should be held at a venue within the Shire of Waroona.

#### 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 shall be invited.

### 4. Legislative and Strategic Context

Nil.

### 5. Review

This policy is to be reviewed as required.

### 6. Associated Documents

Nil.

<b>Division</b>	Administration				
<b>Policy Number</b>	AP009				
<b>Contact Officer</b>	Chief Executive Officer				
<b>Related Legislation</b>	Nil				
<b>Related Shire Documents</b>	Nil				
<b>Risk Rating</b>	Low	<b>Review Frequency</b>	Triennially	<b>Next Review</b>	June 2027

<b>Date Adopted</b>	22/06/2004	OCM04/083
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<b>Amendments</b>		
<b>Date</b>	<b>Details of Amendment</b>	<b>Reference</b>
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
25/06/2024	Reviewed with minor amendment	OCM24/06/090
<b>Previous Policies</b>		
CORP031 – Annual Christmas Function 2.42 – Annual Christmas Function		