

Administration

Annual Council Christmas Function

Objective

To provide direction, clarity and consistency on the arrangement for the Shire of Koorda's ("the Shire's") annual Christmas function.

Policy

Council will provide a Christmas Function for Councillors, Staff and their partners/spouses and children. (Note: Children, under 18 years)

The invitation list is to include:

- Current Councillors, partner/spouse and children;
- Former Councillors, partner/spouse and children, who retired at the last elections;
- All current employees, partner/spouse and children;
- Former employees, partner/spouse and children, who have left within the past 12 months, at the discretion of the Chief Executive Officer;
- Any other person at the discretion of the President.

An annual budget allocation will be made available to support the organisation of the Christmas Function. An internal organising committee, comprising of employees, will be established to assist with the planning. This committee is responsible for making recommendations regarding catering, refreshments, and event arrangements, within the approved budget.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Local Government Act 1995

Local Government (Rules of Conduct) Regulations 2007

Code of Conduct (Elected Member & Employee)

Review History

Date	Council Resolution	Description of review/amendment
18/06/2025	RES: 040625	V1.1. Update to procedure.
28/06/2023	RES: 120623	V1.0. Update policy wording.
Former Policy No: C15 Annual Christmas Employee Functions		
19/07/2000		Adoption of Policy