




# **Staff Christmas Party Policy**

## DOCUMENT AUTHORISATION

<b>RESPONSIBLE OFFICER:</b>		EXECUTIVE ASSISTANT (MAYOR AND GENERAL MANAGER)			
<b>REVIEWED BY:</b>		MANEX			
<b>REVIEW DUE DATE:</b>		March 2024			
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<b>VERSIONS:</b>	<b>DATE:</b>	<b>RESOLUTION NO:</b>	<b>DESCRIPTION OF AMENDMENTS:</b>	<b>AUTHOR / EDITOR:</b>	<b>REVIEW / SIGN OFF:</b>
4	25/03/2021	5.03/21	Update to new template with inclusion of Outcomes and Roles and Responsibilities	EA (Mayor and General Manager)	Council
3	23/03/2017	4.03/17		GM	Council
2	28/11/2013	4.11/13		GM	Council
1	22/10/2009	2.10/09		GM	Council



.....  
General Manager

29/3/21  
.....  
Date

## **PURPOSE**

The purpose of this policy is to set a fixed date and time for the annual Council Staff Christmas Party, for future staffing and budgeting purposes.

## **APPLICABILITY**

This policy applies to all Council employees.

## **OUTCOMES**

Council acknowledges the existence of the Council Staff Christmas Party being held annually in December and that an annual financial contribution is necessary to facilitate the Council Staff Christmas Party.

Staff members are aware of their expectations regarding attendance at the Council Staff Christmas Party.

Managers can plan employee's work practices and leave around the Council Staff Christmas Party.

## **ROLES AND RESPONSIBILITIES**

The Manager of Administration and Human Resources will communicate this policy to Managers for highlighting at team meetings.

Managers will communicate this policy to their staff members at team meetings.

## **POLICY STATEMENT**

The annual Staff Christmas Party is to be held on a Friday afternoon in the fortnight preceding the week in which Christmas Day occurs.

Council acknowledges that an annual financial contribution will be necessary to facilitate the Staff Christmas Party. This function will also be utilised to hand over Certificates of Service to staff in recognition of individual contributions to Council.

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The Staff Christmas Party is mandatory for all permanent staff to attend except for those staff, who by necessity, have to work during the day or who are otherwise on approved leave. Where practicable, managers and supervisors shall schedule staff rostered days off, or time off in lieu of overtime, so that such days off do not coincide with the day of the Christmas Party.

Casual staff members are also invited to attend the Council Staff Christmas Party and will be provided a meal, however, will not be paid for their time.

All staff members are expected to work up to 1.00pm on the day of the Christmas Party, without taking a lunch break before this mentioned time and attend the Christmas Party from 1.30pm until their usual finish time.

## LEGISLATION AND SUPPORTING DOCUMENTS

### Relevant Council Policies and Procedures include:

- Human Resources Policy Statement Register:
  - HR.3.02 Long Term Staff Recognition Policy

## VARIATION AND REVIEW

The Staff Christmas Party Policy will be reviewed every three (3) years, or earlier if deemed necessary, to ensure that it meets the requirements of legislation and the needs of Council. The term of the Policy does not expire on the review date, but will continue in force until superseded, rescinded or varied either by legislation or a new resolution of Council.

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