

<b>Policy Reference Number:</b>	1.29
<b>Classification:</b>	General
<b>First Issued/Approved:</b>	December 2007 (Res. 250/2008)
<b>Review Frequency:</b>	After the general election – every 4 years
<b>Last Reviewed:</b>	12 August 2014 (Res 40/2015) 13 January 2015 (Res 269/2015) 15 January 2019 (Res 276/2019)
<b>Next Review Date:</b>	January 2020
<b>Responsible Officer:</b>	Chief Executive Officer
<b>Applicable Legislation:</b>	<i>Local Government Act 1999</i>
<b>Relevant Policies:</b>	
<b>Related Procedures:</b>	
<b>Compliance Standard:</b>	

**1. Objective**

To recognise the service of all employees for their past year of service through the provision of an annual Christmas function.

**2. Policy Provisions**

Council wishes to recognise the year of service given by all District Council of Robe staff, including part time, casual and fulltime staff.

An amount to be provided, up to the value of \$500 to host an annual Christmas function for all employees.

**FURTHER INFORMATION**

This policy will be available for inspection at the Council offices listed below during ordinary business hours and available to be downloaded, free of charge, from Council's internet site: [www.robe.sa.gov.au](http://www.robe.sa.gov.au)

Royal Circus, Robe SA 5276

Copies will be provided to interested parties upon request. Email [council@robe.sa.gov.au](mailto:council@robe.sa.gov.au)

Any grievances in relation to this policy or its application should be forwarded in writing addressed to the Chief Executive Officer of Council.

**POLICY REVIEW**

This policy may be amended at any time and must be reviewed at least every four years since its adoption (or latest amendment).