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# Community Christmas Event Policy

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**CONTROL:**

Policy Type:	Administrative
Authorised by:	Council
Head of Power:	Not Applicable
Responsible Officer:	Tourism and Event Manager
Adopted / Approved:	September 18 2017, Minute No. 2017.09.18-OM-4
Last Reviewed:	September 2017
Review:	September 2019
Version:	2

## 1. INTRODUCTION

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**1.1 PURPOSE:**

To bring the community together for a traditional Christmas event.

**1.2 POLICY OBJECTIVES:**

To encourage the Bedourie and Birdsville State School P&C Associations to host an annual Christmas event aimed at the enjoyment of children in the Shire.

**1.3 COMMENCEMENT OF POLICY:**

This Policy will commence on adoption and replaces the former Christmas Tree Functions Policy.

## 2. POLICY

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**2.1 POLICY STATEMENT:**

Council will provide financial support to Bedourie and Birdsville State School P&C Associations to organise and run an annual community Christmas event in each town in conjunction with their school break-up. Each Association will be reimbursed for eligible expenditure on receipt of invoices.

## 3. STANDARDS AND PROCEDURES

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**3.1 SPECIFIC AND STANDARD**

Council will not be involved in the event but will refund the costs of eligible expenditure up to the value of \$1500 for each town's event on the receipt of invoices.

Eligible expenditure includes;

- Entertainment and hospitality costs;
- Purchase of gifts for each eligible child attending the event up to the value of \$50 per child.\*

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The P&C Associations are responsible for all arrangements including;

- Advertising the event;
- Venue hire;
- Hospitality;
- Entertainment (eg, Santa Claus);
- Purchasing gifts.

\*Eligible children are those, up to year 6, who reside in Diamantina Shire including; Pandi Pandi, Clifton Hills, Carlo, Cordillo Downs, Alton Downs and Mooriberee Stations.

### 4. REFERENCE AND SUPPORTING INFORMATION

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#### 4.1 DEFINITIONS:

To assist in interpretation, the following definitions shall apply:

Word / Term	Definition
Council	means Diamantina Shire Council.

#### 4.2 RELATED POLICIES, LEGISLATION AND DOCUMENTS:

Links to supporting documentation
Entertainment and Hospitality Expenses Policy
Register of Fees & Charges
Community Grants Policy

#### 4.3 VERSION CONTROL:

Previous Version Number	Adopted/Approved Date
Version 1 (Original)	August 17 2015, Minute No. 2015.08.17-OM-8