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## 1. Statement

Council is committed to staging high quality events that meet best practice. The City Events Team provides centralised event planning and coordination services to eligible council initiated events.

## 2. Purpose and Principles

This policy defines the internal service delivery role of the City Events Team in the planning, coordination and execution of council owned events.

## 3. Strategic Plan Links

This policy aligns with the following iFuture 2021-2026 Corporate Plan theme:

- Safe, Inclusive and Creative

## 4. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Ipswich City Council Long Term Community Plan (i2031)*
- *Ipswich City Council Corporate Plan 2017 – 2022*

## 5. Human Rights Commitment

Ipswich City Council (Council) has considered the human rights protected under the *Human Rights Act 2019 (Qld)* (the Act) when adopting and/or amending this policy. When applying this policy, Council will act and make decisions in a way that is compatible with human rights and give proper consideration to a human right relevant to the decision in accordance with the Act.

## 6. Scope

This policy applies to council employees and to Councillor requests for internal event services received via the Councillors Administrative Support Team.

This policy covers all internal event service requests however it does not apply to events initiated and produced by the City Events Team.

The council branch requesting the event services must:

- Submit a MyCouncil request for consideration within the minimum timeframes and providing the event information outlined in the Event Services procedure.

- Only submit requests for legitimate event expertise and coordination services.
- Involve the allocated Events & Engagement Officer from the outset of planning.
- Understand that the role of the City Events Team is to provide holistic event expertise and coordination services not to provide ad hoc administrative functions that could be delivered by a council support officer i.e. coordinating morning tea or catering for meetings, booking catering at an existing venue, issuing of invitations, purchase tickets for corporate events, name tag preparation and distribution at events, delivery and erection of banners, etc.
- Have an appropriate and approved event budget to support the activity prior to making the MyCouncil request. If assistance is required to determine an appropriate budget, the City Events Team can be consulted prior to submitting the MyCouncil request.
- Be prepared to take on the internal 'client' role, coordinating and host planning meetings with stakeholders as needed.
- Be prepared to provide approvals related to event planning in a timely manner.

By example, the following are the types of events that qualify for planning and coordination assistance from the City Events Team:

- Opening Event related to significant new or refurbished council infrastructure.
- Awards ceremony or presentation where the awards are being administered and managed by a council Branch.
- Council conference, corporate event, expo, or symposium.
- Event where a Royal, Vice-Regal, Government Minister, Heads of Church, Diplomatic and Consular Corps, Military Senior Officers (Major-General or equivalent and above) are in attendance.
- Council initiated community events.
- Significant media event launches where there are complex logistics, invited guests, catering requirements, etc.

Event management advice can be provided to assist council branches in the staging of minor to medium sized events where advanced event expertise is not required.

By example, the following are types of events that the City Events Team does not generally assist with:

- Media calls
- Community engagement consultation
- Business or committee meetings
- Third party events sponsored by other council departments
- Exhibition and awards programs

The ability of the City Events Team to provide event services will be determined by available resourcing at the time of the request. Where the City Events Team cannot assist, the council branch will be provided with contact details for an external event management company. The cost of engaging the event management company will be the responsibility of the council branch.

## 7. Roles and Responsibilities

POSITION	RESPONSIBILITIES
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Applicant for event services	<ul style="list-style-type: none"> <li>• Comply with council policies</li> <li>• Submit request through MyCouncil</li> <li>• Provision of detailed event brief</li> <li>• Briefing of Marketing and Media Services (if required)</li> <li>• Planning input and approvals</li> <li>• Coordinate planning meetings</li> <li>• Approval of event budget</li> <li>• Coordination of key stakeholders</li> <li>• Coordination of event debrief</li> </ul>
Community Events & Engagement Officer	<ul style="list-style-type: none"> <li>• Comply with council policies</li> <li>• Attend planning, marketing and stakeholder meetings</li> <li>• Planning and coordination of the event</li> <li>• Oversee event delivery</li> <li>• Manage allocated event budget</li> <li>• Attend debrief and provide feedback</li> </ul>

**8. Key Stakeholders**

Councillor Support – Executive Services – Coordination and Performance

**9. Monitoring and Evaluation**

- Ensuring council events are delivered to a high standard.
- Feedback from participants and/or attendees achieves a minimum 80% satisfaction.
- Number of non-compliant requests for event services is reduced to less than 10%.

**10. Definitions**

<b>Council</b>	Means Ipswich City Council
<b>Councillors</b>	Mayor and Councillors
<b>Council Officer</b>	An employee of Ipswich City Council, whether employed on a permanent or temporary basis (includes award and contract staff).

**11. Policy Owner**

The General Manager (Community, Cultural and Economic Development) is the policy owner and the City Event Manager is responsible for authoring and reviewing this policy.