



Version Control and Objective ID	Version No: 5	Objective ID: A8789990
Adopted at Council Ordinary Meeting on	23 March 2023	
Date of Review	23 March 2027	

1. Statement

Council delivers and supports a portfolio of civic and ceremonial events each year. These activities build community pride, foster positive relationships between the community and Council, connect the community in celebration, and recognise individual and community contributions.

2. Purpose and Principles

This policy defines Council's commitment to delivering and supporting civic and ceremonial events for the benefit of the Ipswich community.

This policy applies to Councillors and Council employees and applies to Council events and community 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*
- Code of conduct for Councillors in Queensland
- Australian Citizenship Ceremonies Code 2019

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 the following portfolio of civic and ceremonial events:

- Australia Day Awards – Celebrate the diverse and remarkable contributions of community members. Manage the nomination process, judging and award ceremony (Council Event).

- Citizenship Ceremonies – Support and celebrate Ipswich residents to make the Australian citizenship pledge. Facilitate the official Department of Home Affairs requirements and manage the ceremonies in accordance with the Australian Citizenship Ceremonies Code (Council Event).
- ANZAC Day Commemorative Service and Parade (Ipswich Central) – Provide operational assistance and funding support to the Ipswich RSL Sub-Branch for their annual ANZAC Day Commemorative Service and Parade (External Event).
- ANZAC Day Commemorative Services and Parades (Other) – Provide funding and in-kind support to ANZAC Day Commemorative Services and Parades delivered by endorsed RSL Sub-Branched and Organising Committees (External Event).
- Remembrance Day – Provide funding and in-kind support to Remembrance Day Commemorative Services delivered by endorsed RSL Sub-Branched and Organising Committees (External Event).
- Victory in the Pacific Day – Provide funding and in-kind support to Victory in the Pacific Day Commemorative Services delivered by endorsed RSL Sub-Branched and Organising Committees (External Event).
- Vietnam Veterans’ Day – Provide funding and in-kind support to Vietnam Veterans’ Day Commemorative Services delivered by endorsed RSL Sub-Branched and Organising Committees (External Event).
- Korean Veterans’ Day – Provide funding and in-kind support to Korean Veterans’ Day Commemorative Services delivered by endorsed RSL Sub-Branch and Organising Committees (External Event).
- Labour Day – Provide funding and in-kind support to Labour Day Services and Parades delivered by endorsed Organising Committees (External Event).
- Ipswich Day – Recognise and celebrate the proclamation of the municipality of Ipswich (Council Event).
- Volunteer Recognition Day – Recognise Council and community volunteers during National Volunteer Week (Council Event).
- Seniors Recognition Day – Promote positive community attitudes towards older people and ageing, facilitate community participation, and enhance community connections during Queensland Seniors Week (Council Event).
- Box Flat Memorial Service – Provide funding and in-kind support to the Box Flat Memorial Service delivered by an endorsed Organising Committee (External Event).
- Keys to the City – A symbolic presentation representing the highest honour that the city can confer on an individual or group (Council Event).
- Freedom of Entry – A right which is granted upon a military unit authorising that unit to march through the streets of the city on a ceremonial occasion (Council Event).
- Other civic and ceremonial events approved by Council or the Chief Executive Officer.

This Policy also applies to the presentation of:

- Certificates of recognition – to residents, businesses or community groups with certificates of recognition, commemoration or appreciation;

- Presentation plaques – to commemorate the opening of a new business, community group or other community facility. Presentation plaques covered in this policy are distinct from the plaques covered under the Public Monuments and Memorials Policy; and
- Floral tributes and wreaths – to honour or pay respects on behalf of Council.

7. Out of Scope

This policy does not apply to the annual City Events Plan, those activities are designed and delivered by the City Events Section in consultation with the Mayor and Councillors. Nor does it include local events that receive Council support through Council’s Events Sponsorships.

8. Roles and Responsibilities

POSITION	RESPONSIBILITIES
Mayor and Councillors	<ul style="list-style-type: none"> • Agree the annual portfolio of civic and ceremonial events via the Civic and Ceremonial Events Advisory Group. • Oversee the planning and delivery of the annual portfolio of civic and ceremonial events via the Civic and Ceremonial Events Advisory Group. • Attend civic and ceremonial events in an officiating capacity. • The Mayor and Deputy Mayor are approved Presiding Officers for Citizenship Ceremonies. • Request certificates of recognition, presentation plaques or floral tributes via their relevant Mayor/Councillor support officer.
Mayor and Chief Executive Officer	<ul style="list-style-type: none"> • Provides approval for floral tributes and wreaths.
Office of the Mayor and Councillor Liaison Officers	<ul style="list-style-type: none"> • Coordinate attendance by the Mayor and Councillors. • Prepare speeches and any other requirements of official duties for the Mayor and Councillors. • Coordinate approvals and action the preparation/purchase and distribution of certificates of recognition, presentation plaques or floral tributes or wreaths on behalf of the Mayor and Councillors.
Community, Cultural and Economic Development Department – City Events Section	<ul style="list-style-type: none"> • Council Event planning, budget, coordination, delivery and reporting. • External Event coordination of funding and in-kind support.

9. Key Stakeholders

- Mayor and Councillors
- Chief Executive Officer
- Office of the Mayor – Executive Services – Coordination and Performance

- Councillor Liaison Officers – Executive Services – Coordination and Performance
- City Events Section – Marketing and Promotions – Community, Cultural and Economic Development Department
- Community Development Section – Economic and Community Development – Community, Cultural and Economic Development Department

10. Monitoring and Evaluation

- Ensuring that relevant policy and procedure is followed.
- Ensuring council events are delivered within scope and budget.
- Acquittal of funding and in-kind support.

11. Definitions

Civic and Ceremonial Event	An event which Council has direct involvement in and designates as building community pride, fostering positive relationships between the community and Council, connecting the community in celebration, and recognising individual and community contributions.
Civic and Ceremonial Events Advisory Group	An internal collaborative team of Councillors and Council employees who have agreed to meet regularly to review, approve and assist in the planning and delivery of the portfolio of civic and ceremonial events.
Community Organisation	Schedule 8 of the Local Government Regulation 2012 defines a community organisation as: (a) an entity that carries on activities for a public purpose; or (b) another entity whose primary object is not directed at making a profit
Council	Council of the City of Ipswich.
Council Event	An event initiated and managed by Council and where Council is the main contributor of funds and is responsible for decisions about the event.
Councillors	A Councillor of the City of Ipswich (including the Mayor).
External Event	Events not owned or operated by Council.
Funding Support	The provision of money to a community organisation for a specified purpose and subject to certain terms and conditions.
In-Kind	The provision of goods or services as opposed to money.
Operational Assistance	The involvement of Council in the planning and delivery of an event though only in a support role.
Organising Committee	The entity or person external to Council who is responsible for organising the event and is authorised to make decisions about the event.

Presentation Plaques	May be either a wooden plaque of standard design and wording with the Council crest, or a larger custom designed plaque (e.g. used for official openings).
-----------------------------	--

12. Related Documents

Presentations and Floral Tributes Procedure

13. Policy Owner

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