

# • 1 Civic Celebrations - Events and Activities

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# IPSWICH CITY COUNCIL Civic Events Policy

Version Control and Objective ID	Version No: 2	Objective ID: A7150374
Approved by Council on	25 March 2021	
Date of Review	25 March 2025	

#### 1. Statement

Council delivers several civic and ceremonial events and functions, as well as other functions and receptions as the need arises. These events and functions foster positive relationships between the community and Council, connect the community in celebration, recognise and celebrate individual and community achievements, and promote community pride or spirit.

#### 2. Purpose and Principles

This policy defines the civic event service delivery role of the City Events Team in the planning, coordination and execution of civic events.

#### 3. Strategic Plan Links

This policy relates to Advance Ipswich Theme:

• Caring for the Community

#### 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
- Australian Citizenship Ceremonies Code 2019

#### 5. Scope

This policy applies to

- Australia Day Awards: The awards recognises outstanding achievers in our community.
- Citizenship Ceremonies: An official ceremony delivered on behalf of the Department of Home Affairs where approved conferees are conferred as Australian Citizens. Citizenship Ceremonies are organised in accordance to the Australian Citizenship Ceremonies Code.
- ANZAC Day Parade: Provide operational assistance to The RSL (The Returned and Services League, Australia) at the main ANZAC Day parade and associated activity.
- ANZAC Day Commemorative Services: Provide support through community funding and in-kind support in line with the Community Funding and Support Policy.
- Other events to commemorate civic occasions: Approved by the Chief Executive Officer and the General Manager (Community, Cultural and Economic Development).

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#### IPSWICH CITY COUNCIL | Civic Events Policy

Mayor and councillors to attend civic events in an officiating capacity.

Mayor, Deputy Mayor, CEO and the Administrator are approved Presiding Officers for Citizenship Ceremonies.

6. Roles and Responsibilities

POSITION	RESPONSIBILITES	
Community Events & Engagement Officer	<ul> <li>Comply with council policies</li> <li>Briefing of Marketing and Media Services (if required)</li> <li>Coordination of key stakeholders</li> <li>Coordinate approvals</li> <li>Planning and coordination of the event</li> <li>Oversee event delivery</li> <li>Manage allocated event budget</li> <li>Coordination of debrief and provide feedback</li> </ul>	

#### 7. Key Stakeholders

- Office of the Mayor Executive Services Coordination and Performance
- Councillor Support Executive Services Coordination and Performance

#### 8. Monitoring and Evaluation

- Ensuring that any related protocol is correctly followed
- Ensuring council events are delivered within scope and budget.
- Ensuring council events are delivered to a high standard.
- Feedback from participants and/or attendees achieves a minimum 80% satisfaction.

#### 9. Definitions

Civic event	An event that council is obligated to deliver to commemorate a major civic occasion
Council	Means Ipswich City Council
Councillors	Mayor and Councillors

#### 10. 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.



IPSWICH CITY COUNCIL MAYORAL BRIEFING NOTE

SUBJECT	Civic Events and Ceremonial Activities	
Requested by	Mayor Harding, Councillor Fechner, Councillor Ireland	
Date	22 February 2021	
Responsible Area	Community, Cultural and Economic Development Department	
Contact Officer	Ben Pole	
Service Request #	N/A	

#### The information contained in this briefing is:

- Confidential
- ⊠ Not Confidential
- $\square$  Not Confidential, Caution should be exercised due to nature of topic
- □ Official Position of Council (Public Information)

#### PURPOSE

The purpose of this briefing note is to summarise notes from a meeting held from 3:30pm to 4:30pm Wednesday 17 February between Mayor Harding, Cr Ireland, Cr Fechner, GM CCED Ben Pole and CLO Paula Watkins concerning the Australia Day Awards and other civic events and ceremonial activities.

The primary objective of the meeting was for the Mayor and Councillors to provide feedback on the 2021 Australia Day Awards and discuss future Awards – those notes have been captured below.

The discussion then included other civic events and ceremonial activities such as Citizenship Ceremonies, Volunteer Days, Welcoming Babies, birthday certificates and anniversary certificates.

The potential for a Civic Celebrations Working Group was raised for consideration by Councillors.

#### RECOMMENDATION

It is recommended that the Mayor:

- 1. Receive the contents of the report
- 2. Consider the suggested Next Steps for consultation with Councillors

Endorsed	Endorsed	
GM CCED Ben Pole Date: 25/02/21	Chief Executive Officer Date: DD/MM/YY 26/02/2021	
Comments	Comments	

#### 2021 IPSWICH AUSTRALIA DAY AWARDS

Council has traditionally produced a range of civic events and ceremonial activities.

During the period of Administration, many of those events and activities were altered or discontinued. With the return of Elected Representatives there is an opportunity to re-establish a positive program of priority civic events and ceremonial activities designed to celebrate the Ipswich community and improve quality engagement between Council and residents.

The annual Ipswich Australia Day Awards is one of the most significant examples of this intent.

The 2021 Ipswich Australia Day Awards held Wednesday 20 January 2021 generated the following feedback from the Mayor and Councillors:

- Lack of consultation on the key dates
  - o further discussion required on best day for ceremony if prior to Australia Day
- Concern for how nominees and finalists were / were not contacted
  - o all should be confirmed by email and telephone
  - o applications should include contact for nominator as back-up
- Mid-morning timing of the Awards requires attendees to take time off work or other duties
- Confusion over recognition of nominees and finalists
  - o all nominees to be notified prior to public announcement
  - o nominees to be advised prior to public announcement that they are not a finalist
  - o finalists to be invited to the ceremony allow for extra guests per finalist
  - o at ceremony all finalists to be called to stage
- The Highly Commended awards were not consulted and seemed haphazard
- Consideration could be given to reintroducing Divisional Awards
- The official national Australia Day collateral should be more prevalent and prominent
- State and federal MPs should be engaged to assist with nominations
- The custom-made local trophies were extremely well received
- A more specific program of activities for Award winners should be developed for the year

It was agreed at the Wednesday 17 February meeting that the above feedback should be used to inform a planning meeting for the 2022 Ipswich Australia Day Awards to be held mid-2021 to ensure appropriate planning and consultation.

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#### **KEY ISSUES**

There are a range of civic events and ceremonial activities that would benefit from increased engagement and involvement of the Mayor and Councillors in their planning and delivery, some current and historic examples of this would be:

- Citizenship Ceremonies
- Volunteer Thank You Days
- Distribution of milestone Birthday and Anniversary certificates
- Welcoming Babies
- Annual Defence celebration
- Significant infrastructure openings
- Commemorative days

No planning or provision has been made for a broader program of civic events and ceremonial activities.

In order to progress this approach for Council, a Civic Celebrations Working Group made up of Councillors and Council Officers could be formed. Such a working group could review options and make recommendations for such outcomes.

With a prioritised and agreed program of civic events and ceremonial activities appropriate governance, budget and resources could be allocated annually.

#### FINANCIAL IMPACTS

Council has allocated budget and resources for the delivery of the Ipswich Australia Day Awards and the Citizenship Ceremonies.

There isn't currently any specific resource or provision for additional civic events and ceremonial activities.

#### CONSULTATION

Councillor Ireland and CLO Paula Watkins provided their notes from the Wednesday 17 February meeting to assist in the drafting of this Briefing Note.

#### NEXT STEPS

Mayor and CEO to discuss the formation of a Civic Celebrations Working Group.

Consideration for an expanded portfolio of civic events and ceremonial activities be considered as part of the 2021/22 budget planning process.

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# NOTICE

## of

# **CIVIC EVENTS COMMITTEE MEETING**

Pursuant to the provisions of Section 84(1) of the Local Government Act 1999

TO BE HELD IN

# COUNCIL CHAMBERS PLAYFORD CIVIC CENTRE 10 PLAYFORD BOULEVARD, ELIZABETH

MEMBERS MAY PARTICIPATE BY ELECTRONIC MEANS

ON

#### WEDNESDAY, 13 JANUARY 2021 AT 4:00PM

THIS MEETING WILL ALSO BE VIEWABLE AT https://www.youtube.com/user/CityOfPlayford

SAM GREEN CHIEF EXECUTIVE OFFICER Issue Date: Thursday, 7 January 2021

MEMBERSHIP

#### PRESIDING MEMBER – CR GAY SMALLWOOD-SMITH

Australian Navy Cadets (Mr Dave Martin) City of Playford ex-officio (Mayor Glenn Docherty) Ridley District Scouts (Mr Brett Kallin) Youth Advisory Committee (Ms Nicole Worthley) City of Playford Councillor (Cr Dennis Ryan) Elizabeth Playford Lions Club (Mrs Beryl Tearle) Rotary Club of Elizabeth (Ms Eryn Halls)

City of Playford Councillor (Cr Katrina Stroet) Playford District Girl Guides (Ms Tammy Suidgeest) St John SA (Mr Chris Kenny) Civic Events Committee Agenda

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13 January 2021

## City of Playford Civic Events Committee Meeting

# AGENDA

WEDNESDAY, 13 JANUARY 2021 AT 4:00PM

### 1 ATTENDANCE RECORD

- 1.1 Present
- 1.2 Apologies
- 1.3 Not Present

### 2 CONFIRMATION OF MINUTES

## RECOMMENDATION

The Minutes of the Civic Events Committee Meeting held 2 December 2020 be confirmed as a true and accurate record of proceedings.

#### 3 DECLARATIONS OF INTEREST

#### 4 DEPUTATION / REPRESENTATIONS

Nil

#### 5 STAFF REPORTS

#### Matters to be considered by the Committee Only

Matters delegated to the Committee.

#### 6 INFORMAL DISCUSSION

6.1	2020 Christmas in Playford Program	11
6.2	Civic Events Committee Work Plan 2021 (Attachment)	12

## 7 INFORMAL ACTIONS

8 CONFIDENTIAL MATTERS

Nil

9 CLOSURE

# **STAFF REPORTS**

# MATTERS TO BE CONSIDERED BY THE COMMITTEE ONLY

Matters delegated to the Committee.

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#### 5.1 PLANNING SCOPE - 2021 PLAYFORD AUSTRALIA DAY CELEBRATIONS

Responsible Executive Manager : Ms Lilly Bukva

Report Author : Ms Chloe Camilleri

Delegated Authority : Matters delegated to the Committee.

#### PURPOSE

To present the Civic Events Committee the planning scope incorporating updates and decision making for the 2021 Playford Australia Day Celebrations.

#### STAFF RECOMMENDATION

The Committee approves the planning scope for the 2021 Playford Australia Day Celebrations.

#### EXECUTIVE SUMMARY

The objective our Civic Events program is to connect and celebrate with our community and each other and foster community pride in the people and places of Playford.

Traditionally, we celebrate Australia Day each year with our community through holding the Playford Australia Day Celebrations event on 26 January. The COVID-19 pandemic and subsequent government measures in place continue to change the way we need to plan and deliver this event. In order to promote transparency with the committee and maintain a formal decision making process, this report will scope out the planning and decision making for the 2021 Playford Australia Day Celebrations, subject to an approved COVID Management Plan.

Under the Civic Events Committee Charter, the Civic Events Committee is to consider and make recommendations to Council regarding the planning and delivery of Council's annual Civic Events program.

Council has delegated to the Civic Events Committee the power to 'enact decisions in relation to Council's Civic Events' (s4.1.3) and 'determine how budgeted funds will be spent on Council's Civic Events' (s4.1.4).

#### 1. BACKGROUND

Staff continue to carefully consider the potential for COVID-19 to impact the 2021 Playford Australia Day Celebrations.

This report aims to provide the Civic Events Committee insight and opportunity to discuss the delivery of the 2021 Playford Australia Day Celebrations under the current COVID-19 restrictions.

#### 2. RELEVANCE TO STRATEGIC PLAN

#### 1: Smart Service Delivery Program

Outcome 1.4 Enhanced City presentation, community pride and reputation

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The Civic Events program provides an important opportunity for the Council and the community to connect and celebrate with each other and foster community pride in the people and places of Playford.

#### 3. PUBLIC CONSULTATION

There is no requirement to consult the community on this matter.

#### 4. DISCUSSION

- 4.1 While 2020 continues to be unpredictable in nature and hard for organiser to set events in stone, staff are preserving with planning for the 2021 Playford Australia Day Celebrations whilst ensuring alignment to budget and the highest levels of health and safety are met.
- **4.2** The purpose of this report is to present the Committee with an update on the planning of the 2021 Playford Australia Day Celebrations in light of the mandatory COVID Management Plan including density, distancing and contact tracing.
- **4.3** The 2021 Playford Australia Day Celebrations is currently scheduled for Tuesday, 26 January 2021, starting at 8:00am and will be subject to the approval of a COVID Management Plan from SA Health.
- **4.4** The Committee will only be able to make decisions that fall within the delegations given by Council and in accordance with all policies.
- **4.5** Delegations that fall outside of the Committee's delegation will be referred to Council for a determination.
- **4.6** Subject to the event proceeding, a formal event debrief report will be presented to the Committee in March 2021.
- **4.7** The 'Australia Day Awards 2021' selection panel have selected the Australia Day Award winners.
- 4.8 The Australia Day Council Ambassador is Dr Bill Griggs AM ASM.
- **4.9** In planning for Australia Day, staff have been in regular contact with the SA Health COVID Management Plan Team for advice and support.
- **4.10** The COVID Management Plan Team have resumed reviewing COVID Management Plans.
- **4.11** The COVID Management Plan for Playford Australia Day Celebrations 2021 is currently in the detailed review stage.
  - 4.11.1 Once this review is completed, the COVID Management Plan Team may or may not have further queries. If so, they will reach out with queries. If not, they will seek plan approval from the COVID Management Committee.
  - 4.11.2 Staff will be available to respond to the COVID Management Plan Team throughout the Christmas closure if required.
- **4.12** Since the Committee met on 2 December, the *Emergency Management (Public Activities No 16) (COVID-19) Direction* has been updated four times. These

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directions outline public activity requirements for public entertainment in South Australia. At a high level, the guidelines outline the following:

- 4.12.1 The density requirement of 1 person per 2 square metres applies.
- 4.12.2 From 14 December, any public defined activity which requires a COVIDSafe Plan and general retail premises must use an approved contact tracing system which includes the COVID-SAfe Check-In, Scan Tek or any other electronic platform which is approved by the state coordinator.
- **4.13** SA Health have advised that it is strongly encouraged for those events holding a COVID Management Plan to use the COVID-SAfe Check-In QR Code application for contact tracing.
  - 4.13.1 The COVID-SAfe Check-In QR Code will be used at the 2021 Playford Australia Day Celebrations.
  - 4.13.2 If a patron does not have a smart phone, a paper record will be available to provide details.
  - 4.13.3 In the event that it might not be possible for a patron attending the event to provide their contact details (i.e. a child), a carer/companion of the person attending may record or provide the relevant contact details on behalf of the person attending.
- **4.14** Staff are working on a diverse stage production that incorporates Playford's local talent and multi-cultural community. Entertainers are being confirmed for Australia Day 2021. While we are in discussions with a number of performers who are still to be confirmed, the following acts are confirmed to perform:
  - 4.14.1 Londyn Foreman Playford local singer; part of NSS Youth Choir.
  - 4.14.2 Bumbles the Clown Adelaide's #1 clown magician who performs a COVID safe interactive magic show.
  - 4.14.3 Mr Oopy Children's Show COVID safe interactive experience incorporating music, dance, singing and games.
  - 4.14.4 Wasabi Adelaide semi-acoustic trio who will perform covers of some classic Australian songs.
- 4.15 Staff are working on an 'Aussie Sport' activities theme for the celebrations.
  - 4.15.1 Tennis SA are confirmed to provide one inflatable for kids and their families to test their tennis serve and a pop-up court.
  - 4.15.2 Central District Football Club will run a football experience for kids and their families including kicking, marking and handballing.
  - 4.15.3 Gazelles Netball Club will run a netball experience for kids and their families including a mock-court with passing and shooting practice.
- **4.16** Staff will conduct a COVIDSafe training session for the barbecue volunteers (Elizabeth Playford Lions, Rotary Club of Elizabeth, Ridley District Scouts) week commencing 18 January 2021.
- **4.17** Large umbrellas and pop-up marquees are being booked to increase shade on the oval.

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- **4.18** Schedule 10 Permit for the barbecue to operate on Australia Day has been approved by the South Australian Country Fire Service.
- 4.19 St John Ambulance officers have been booked to service the event.
- **4.20** Staff have notified the following emergency services of our intention to hold an Australia Day Celebration event:
  - 4.20.1 South Australian Police Northern District Planning.
    - SAPOL Northern District Planning will require a copy of the approved COVID Management Plan staff will provide this to them.
  - 4.20.2 SA Metropolitan Fire Service Emergency Management, Special Operations.
  - 4.20.3 SA Ambulance Elizabeth Park.
- **4.21** While staff acknowledges holding one large scale event can carry risk of cancellation should COVID-19 cases spike again in South Australia, staff are exploring other ways to deliver a sense of pride, connection and celebration with the community should restrictions reverse and the event be forced to cancel.

#### 5. OPTIONS

#### Recommendation

The Committee approves the planning scope for the 2021 Playford Australia Day Celebrations.

#### Option 2

The Committee approves the planning scope for the 2021 Playford Australia Day Celebrations, with the following amendments:

1.	
2.	
3.	

#### 6. ANALYSIS OF OPTIONS

#### 6.1 Recommendation Analysis

#### 6.1.1 Analysis & Implications of the Recommendation

As restrictions in South Australia have remained largely the same since the Committee last met in December, staff are proceeding with planning subject to the approval of the COVID Management Plan.

Clear planning and event management processes are recorded allowing for detailed planning and record keeping for continuous improvement.

Event planners receive clear direction on the planning and delivery of the key elements for the event.

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Each year Council delivers this event, the Committee provides feedback that is recorded in a debrief report. This report forms the basis for the planning for the following year.

#### 6.1.2 Financial Implications

Currently there are no financial or resource implications as additional funding has been sourced.

#### 6.2 Option 2 Analysis

#### 6.2.1 Analysis & Implications of Option 2

If planning continues within an informal process, no record of event planning or decision making will be recorded.

#### 6.2.2 Financial Implications

The financial implications of any decisions would require proper investigation and the Committee would be updated of any impact on the budget.

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# **INFORMAL DISCUSSION**

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## 6.1 2020 Christmas in Playford Program

Presenter:	Ms Chloe Camilleri
Purpose:	Committee debrief on the 2020 Christmas in Playford Program.
Duration:	20 Minutes

Civic Events Committe	ee Agenda 12	13 January 2021	
6.2 Civic Eve	6.2 Civic Events Committee Work Plan 2021		
Attachments :	1 <u>.</u> Civic Events Committee Workplan 2021		
Presenter:	Ms Chloe Camilleri		
Purpose: Committee to discuss the 2021 Work Plan.			
Duration:	5 Minutes		

Civic Events Committee Workplan 2021

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Item 6.2 - Attachment 1

# City of Playford Civic Events Committee Work Plan 2021

January 2021	Date of Event
<u>Christmas in Playford 2020</u> Discussion <u>:</u> Committee debrief on 2020 Christmas in Playford program.	December 2020
Australia Day 2021 Discussion: Committee to receive an update on event management and planning.	26 January 2021
February 2021	Date of Event
Australia Day 2021 Discussion: Committee to debrief on the Playford Australia Day Celebrations event to provide feedback and amendments for future events.	26 January 2020
Anzac Day 2021 Discussion: Committee to begin discussions and assembly of a working group.	25 April 2021
March 2021	Date of Event
Australia Day 2021 Discussion: Committee to receive the Playford Australia Day Celebrations debrief report.	26 January 2021
Anzac Day 2021 Discussion: Committee to receive an update on event management and planning.	25 April 2021
April 2021	Date of Event
Anzac Day 2021 Discussion: Committee to receive an update on event management and planning.	25 April 2021
May 2021	Date of Event
No Meeting	
June 2021	Date of Event
Anzac Day 2021 Discussion: Committee to debrief on the Playford Anzac Day Commemorations event to provide feedback and amendments for future events.	25 April 2021
Community Carols 2021 Discussion: Committee to receive an update on event management and planning.	4 December 2021

Civic Events Committee Workplan 2021 14	Item 6.2 - Attachment
July 2021	Date of Event
No Meeting	
August 2021	Date of Event
Anzac Day 2021 Discussion: Committee to receive the Playford Anzac Day Commemorations debrief report.	25 April 2021
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022
September 2021	Date of Event
No Meeting	
October 2021	Date of Event
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022
November 2021	Date of Event
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
<u>Australia Day 2022</u> Discussion: Committee to receive an update on event management and planning.	26 January 2022
December 2021	Date of Event
<u>Community Carols 2021</u> Discussion: Committee to receive an update on event management and planning.	4 December 2021
Australia Day 2022 Discussion: Committee to receive an update on event management and planning.	26 January 2022

## CIVIC EVENTS SCRUTINY WORKING GROUP

**SUMMARY**: This is an agenda pack for a meeting of the Civic Events Scrutiny working group taking place on the 12 November 2015. The main item is a briefing on the role the Council plays in managing and organising the different types of Civic Events.

Date: 12 November 2015 Time: 11.00am

## Venue: GUILDHALL, Committee room 4

#### Members of the Panel:

Anthony Colburn June Burtonshaw Chris Holley Yvonne Jardine Keith Marsh Robert Smith Mike White

## AGENDA

No.	Item
1.	Welcome and apologies
2.	Civic Events Briefing Report – Joanne Cutler, Corporate Marketing Manager and Cllr Clive Lloyd, Lead Member for Transformation and Performance
	The purpose of the meeting is to understand the views of the working group in relation to the management and organisation of the different types of Civic Events detailed in the report.
	Working Groups are intended to be light-touch – effectively a one-off meeting to consider a specific report or information, resulting in a letter to relevant Cabinet Member(s) with views and recommendations.

## Item No. 2

## Report of the Corporate Director

## Scrutiny Board 12 November 2015

## Civic Events, Royal Visits and support to the Civic Office

Purpose	<ul> <li>To provide a briefing requested by the Board about civic events and support.</li> <li>To advise the Board about the process of Royal Visits</li> </ul>
Content	This report includes an explanation of the types of civic events that take place during a mayoral term. It outlines major civic affairs. It details the process of royal visits and precedence and the relationship with the Lieutenancy.
Councillors are being asked to	Give their views on the appropriateness of events.
Lead Councillor(s)	Leader and Cabinet Member for Transformation
Lead Officer(s)	Director of Corporate Services and Head of Communications and Customer Engagement
Report Author	Jo-anne Cutler <u>Joanne.cutler@swansea.gov.uk</u> 01792 637553

#### 1. General Description

- 1.1 The Lord Mayor is the First Citizen and has an important ceremonial role to play within the City & County of Swansea. He or she takes precedence over all, except royalty and the monarch's representative, the Lord Lieutenant for West Glamorgan.
- 1.2 The Lord Mayor undertakes over 400 engagements per year, supported by the Deputy Lord Mayor and has an important community role to play.
- 1.3 Continual requests are made for the Lord Mayor to attend events as their presence elevates events and organisers enjoy the First Citizen being in attendance.

## 2. Why We Do This

- 2.1 Swansea has a long history with mayoralty status and has had a Mayor since 1835. In 1982 HM The Queen granted letters patent to elevate the role to 'Lord Mayor' status with Swansea being one of 30 other cities to enjoy Lord Mayor status and it is the responsibility of the City to support the civic role.
- 2.2 Under the constitution adopted by the City & County of Swansea, the position of Lord Mayor does not have a recognised status. In this respect, the post is entirely ceremonial and does not carry any formal responsibilities e.g. chairing meetings of council etc.
- 2.3 As a result, discussions regarding the Lord Mayor's Office are the responsibility of the Leader and Chief Executive.

## 3. Management and Support

3.1 The Lord Mayor's office is within the Corporate Services Directorate reporting to the Head of Communications and Customer Engagement.

> The office is managed by the Civic and Corporate Marketing Manager with responsibility for all civic affairs. Diary management and day-to-day administrative support is provided by a Civic Officer. There is a full time chauffeur/attendant supported by relief staff as necessary.

The Mansion House is managed by a full-time Administration Manager who looks after civic events held at the House as well as day-to-day training, corporate and charity events. This is also supported by a part time domestic assistant.

#### 4. Stakeholders

4.1 Key stakeholders are the Lieutenancy and Shrievelty with whom close working relationships are formed in terms of major civic affairs within the City.

Cabinet, Group Leaders and other councillors are key stakeholders as their support for the mayoralty is essential.

As the position of Lord Mayor is seen as a figurehead for civic affairs, relationships are maintained with assembly members and members of parliament for the area.

Community support for the Lord Mayor is also vital as various groups, organisations and individuals are key to maintaining and elevating the profile of the office of Lord Mayor.

## 5. Finance

5.1 The 2015/16 budget for civic events is £38,200 from which the costs of all civic events and hospitality opportunities are met including events that are hosted by the Lord Mayor, royal visits, freedom parades and ceremonies. Hospitality for community, voluntary and charity groups are also supported from the budget as well as conference receptions for major conferences held in the City and County of Swansea.

## 6. Events

6.1 There are different 'categories' of events that involve the role of the Lord Mayor:

### 6.2 <u>Civic Engagements</u>

Every year, there is a calendar of events that the Lord Mayor hosts in his/her own right. These are by no means exhaustive and are the known events during each mayoral year:

- Lord Mayor's Inauguration
- Lord Mayor's Civic Service
- Civic Carol Service
- Civic Heads Dinner
- Consorts Day
- Fixture at Liberty stadium
- Panto Cast Evening
- Armed Forces Day
- 'At Home with the Lord Mayor' Afternoon Tea with the Lord Mayor at the Mansion House
- Lord Mayor's Citizen Award

During the Civic year, the Lord Mayor also supports emergent events and various community initiatives and events throughout the year such as Volunteers Week, Fair Trade Fortnight, Age Concern, 100<sup>th</sup> birthdays, parlour visits, celebrations and anniversaries, concert receptions, ambassadorial and twinning visits as well as school visits.

6.3 These events are entirely within the control of the civic office. Guests lists are generated, invitations issued and co-ordinated and are managed in line with the event management plan. The Lord Mayor's Office does rely on attendees advising on availability as this does have cost implications if hospitality is involved. There will be future development on fully automating this process.

# 6.4 Private Functions

The Lord Mayor may also host events in a private capacity as an opportunity to thank supporters, community groups, friends and family. All costs for private functions are covered by the Lord Mayor from their civic salary.

## 6.5 Lord Mayor's Charity and Charity Support

The Lord Mayor's Office supports the Lord Mayor's Charity in organising charity events to support the charitable organisations the Lord Mayor has chosen.

A minimum of four events are organised by the Lord Mayor's Office over the course of the mayoral year and additional events are supported as requested by Lord Mayor:

- Garden Party
- Vintage Tea Party
- Christmas Evening
- Spring Event

Collections are also organised at various corporate and civic events. All events are entirely self-financing and profits are paid into the Lord Mayor's Charity Fund.

The public and other organisations are extremely generous in supporting the Lord Mayor's Charity Fund, however, it is always difficult to get the charities themselves involved with the fundraising effort.

As part of the Lord Mayor's corporate social responsibility, the use of the Mansion House is currently offered free of charge to registered charities to host their own events to raise funds. One condition of use is that the Lord Mayor is invited to attend.

#### 6.6 <u>Corporate Events</u>

Corporate events are held in which the Lord Mayor has a key role. Some of these events are organised by the civic office and have a wider guest list than just civic invitees, others by service departments and some jointly funded with external partners. These are some examples of the known events:

- Proms in the Park
- Wales National Air Show
- High Five Awards
- Holocaust Memorial Day

The appropriateness of such high profile corporate events are key and therefore, it is essential the Lord Mayor, as First Citizen has a role to play and is seen to show their support.

#### 6.7 <u>Ceremonial Events, Freedom/Homecoming Parades</u>

The Council has a long standing relationship with the Armed Forces and as such has three adopted regiments and one Royal Navy ship:

- The Royal Welsh and it's antecedent regiments
- The Welsh Guards
- 1<sup>st</sup> The Queen's Dragoon Guards
- HMS Scott

The City and County of Swansea honour their relationship with the Armed Forces by facilitating Freedom/Homecoming parades to mark major anniversaries at their request and upon their return from service overseas.

Courtesies are exchanged with the Lord Mayor's Office throughout the year to maintain relationships with the regiments and Royal Navy.

When requests are made for a regiment to enact their Freedom rights by way of a homecoming parade, the Civic & Corporate Marketing Manager takes the lead in making arrangements with the regiment and with support from the Council's Special Events team to manage road closures, parade routes and outdoor activities.

Early discussions are held with the multi-agency Safety Advisory Group and the Regiment about the forthcoming event. South Wales Police advise on security levels and threats in place at the time and advice is sought on appropriate security implications and the necessary arrangements to put these checks in place. Subsequent instruction on timescales and release of information is also adhered to.

Comprehensive event management plans are in place for such events which are shared with the multi-agency Safety Advisory Group members.

## 6.8 Royal Visits

Royal visits to the area are within the remit of the HM Lord Lieutenant of West Glamorgan as a representative of HM The Queen and takes precedence over the Lord Mayor during such occasions.

Briefings are held with the Leader, Chief Executive and Civic & Corporate Marketing Manager regarding forthcoming planned royal visits and bids for future visits.

Once a visit has been agreed by the royal household, early advisories are issued by the Lord Lieutenant of the intended date of the Royal visit and the degree to which the council will be involved. This information is confidential at this time and confidential diary markers are issued to those involved. No detailed information can generally be released until approximately two weeks before any Royal visit.

There is a national order of precedence of those who would be introduced to the Royal party on their arrival at either the entry point to a city or on arrival at the first venue of the visit. This is arranged by the Lieutenancy. The order of precedence is as follows:

- HM Lord Lieutenant
- High Sheriff
- Lord Mayor
- Honorary Recorder
- Welsh Government Ministers
- Members of Parliament
- Leader of the Council
- Chief Executive
- Chief Constable

Visit hosts

The extent of any involvement of the Lord Mayor's Office depends on the visit. If there is no council involvement, the Lord Mayor will only be invited to meet the Royal at their point of entry.

If a visit is to take place at a council facility or one which the council has involvement in, the Lieutenancy makes contact with the Corporate & Civic Marketing Manager who becomes involved in facilitating visits by the royal household and Police, who advise on security and how the visit will run.

Due to the precedence of the Lieutenancy arrangements are coordinated by the Lord Lieutenant, Clerk to the Lieutenancy and Private Secretary. These positions are appointed by the Lord Lieutenant personally which differs from county to county. The council provides an annual sum of £2500 to assist with administrative costs. A programme for every royal visit is produced by the Lieutenancy.

Due to the increased security threat in the UK, the Police advise on the timescale of when invitations can be issued, when and what information can be disseminated and on any further guidance provided and their strict, detailed instructions must be fully adhered to e.g. where guests can wait, arrival times for guests etc. All guest lists are submitted to the Lieutenancy and Police for security checking. The Lord Mayor's Office has no control in these matters and implements Police and Lieutenancy instructions.

# 7. Other Civic Affairs

The Lord Mayor's Office is a point of contact for civic affairs involving the Lieutenancy and Shrievelty matters. These involve national events such supporting the Swansea Branch of the Royal British Legion on remembrance events including the National Poppy Appeal, Armistice Day, Festival of Remembrance, Remembrance Sunday and other national memorial events involving the Lieutenancy and Shrievelty.

8.

#### Support for Civic Events

The Lord Mayor receives a briefing pack preceding each week's engagements detailing event information, transport arrangements,

donations required, parking arrangements, speech notes and any additional briefing materials necessary.

The Lord Mayor is always supported by an officer at any hosted civic events and has the chauffeur/attendant on standby at events to which the Lord Mayor is invited.

9.

## Twinning

The Civic & Corporate Marketing Manager is also the point of contact for twinning events and visits. If a twinning contact is made, a programme of activities is drawn up involving the Lord Mayor, appropriate cabinet members, officers and other councillors depending on the focus of any visit.

We have an active relationship with Cork and Mannheim specifically, however, contact is maintained with all twin cities and relationships with sister cities.

#### 9. Future Challenges & Opportunities

9.1 There will be future challenges in a difficult financial climate and a balance needs to be maintained on the appropriateness of civic events and the community leadership role undertaken by the Lord Mayor. Decisions relating to future financial support of the mayoralty are yet to be decided, however, the range of events mirror many hosted by other mayors/chairmen in the area.

It is equally important to have the means and support to mark and celebrate success and key events and milestones in the City with the Lord Mayor having an important community leadership role.

Views are sought on the role of the Lord Mayor in leading Holocaust Memorial Day which has a wider appeal than just a civic event. HMD is an annual event which transferred from Access to Services to the Lord Mayor's Office at the bequest of a previous Lord Mayor.

The exclusive civic event for councillors and invited guests developed into a joint event run with Bishop Vaughan School last year. Civic guests were invited to the school and it worked extremely well. It is planned the template for the next HMD event will be followed with a joint event at Cefn Hengoed Comprehensive School in January 2016.

There is an opportunity for this to be transferred with a small financial support  $(\mathfrak{L}1k)$  to a 'host' school every year and work with

the Lord Mayor's Office to ensure appropriate representation at a school's event as the target audience for Holocaust Memorial Day is to ensure our young people never forget the atrocities and is wider than just civic representation.

#### 10. Risks

10.1 The major risk within the Lord Mayor's Office in terms of facilitating civic events is illness or unavailability of staff due to a very small staffing structure.

To mitigate this, annual event plans are put in place for Civic Events. For major events such as Royal visits and homecoming parades, joint working takes place with Special Events to manage the indoor/outdoor aspects and comprehensive event management plans are in place.

There is a risk to the reputation of the Lord Mayor's Office as a result of any budget pressures that may be placed upon it. While there is a very small staffing structure in place, the city does have the status granted to it by HM The Queen, and it is important that that status and kudos is maintained in an appropriate and dignified manner.

#### 11. Assessment

The main issue in relation to civic events, and in particular, royal visits is the relationship and liaison between the Lord Mayor's Office and the Lieutenancy. Due to the precedence the Lieutenancy takes during Royal visits, there is little control or influence over proceedings, yet a working relationship exists to ensure clear communications and instructions are acted upon.

Letters of thanks are often received from those attending royal events, freedom parades and other major civic events. Recent examples are attached following the visit of HRH The Prince of Wales and 1<sup>st</sup> Queen's Dragoon Guards (The Welsh Cavalry) (Appendix A). Feedback on social media has also been positive with over 3700 views regarding this particular event.

From discussion with civic colleagues throughout South West Wales, civic offices are facing similar challenges of budget pressures and maintaining the reputation of the status of the civic office as well as meeting the aspirations of the Civic Postholder.

### 10. Legal Implications

None.

## 11. Financial Implications

None.

Background Papers:

Contact:	Joanne Cutler
	01792 637553

Date: October 29, 2015

Legal Officer: Finance Officer:

#### Appendix A

From: Lieutenant Colonel WHL Davies MBE



Commanding Officer 1 st The Queen's Dragoon Guards Dempsey Barracks Sennelager British Forces Post Office 16

Sennelager Military: (94879) 2310 Civilian Network: +49 5254 982 2310 E-Mall: william.davies400@mcd.uk

The Right Worshipful The Lord Mayor of the City and County of Swansea Councillor Ceinwen Thomas City and County of Swansea Civic Centre Oystermouth Road Swansea SA1 3SN

18 December 2014

## hard Mayor

On behalf of all ranks of 1<sup>st</sup> The Queen's Dragoon Guards may I thank you and all of Swansea for last week's Civic Dinner, Freedom Parade and Reception in the Brangwyn Hall. Swansea has always been most generous in its hospitality and the welcome given to the QDG and last week was no exception. We are hugely fortunate to have such a favourable relationship.

It is always a great honour to exercise our Freedom of Swansea and particularly meaningful given the number of QDG soldiers from the area. It was also very poignant given our very recent return from Afghanistan for the third and final time, fortunately without suffering casualties. Marching through the streets behind a band knowing we have the support of the local population was an uplifting experience. In many ways it was cathartic and helped to provide 'closure' on our deployment this summer and Afghanistan in general. To have our Colonel in Chief in attendance also made the parade very special, and I hope his presence was equally memorable for Swansea. The dinner was lavish and a wonderful opportunity to meet Swansea's ciric figures. So thank you and your team very much indeed especially given how huey you and the town were in the and your team very much indeed especially given how busy you and the town were in the immediate approach to Christmas.

Please pass on my particular thanks to Joanne Cutler and David Price-Deer. Since the summer they have been unfailingly helpful, knowledgeable, patient, and flexible on the day itself.

Swansea has a special place in the hearts of the QDG.

From : Brigadier (Retd.) C H Bond CBE

Mrs Joanne Custler Civic and Corporate Marketing Manager City & County of Swansea Civic Centre Oystermount Road Swansea, S1A 3SN Rackhay Dairy Chillington Ilminster Somerset, TA19 0PU

Tel: 01460 - 53635

15 December 2014

ites me Custles-

My wife and I attended the Service of Thanksgiving, for the safe return from Afghanistan of 1<sup>st</sup> The Queen's Dragoon Guards, in Llandaff Cathedral on Thursday 11th, and, also, the Parade and Freedom March of the Regiment, in the presence of HRH The Prince of Wales, in your City on the following day. As one who joined that Regiment in 1957, commanded it for two years in Northern Ireland in the early eighties, and retired in 1994, I was thrilled to be in Swansea on Friday, and just want to write to thank you, your colleagues, and your staff for your part in all the arrangements.

You deserved the fine weather with which we were blessed, because everything was very well organised. The Police, and Community Support representatives were eharming, efficient and helpful, and so were the staff at the Reception. It was that Reception for which I must thank you, in particular, as it was thoughtful and generous of the City Council to provide the Regiment and the "old comrades" like me with liquid refreshment and delicious "eats". In all, it was a splendid and most enjoyable day which further cemented the valuable relationship between Wales and its Cavalry Regiment. I would be grateful if you would pass on my congratulations and thanks to all

concerned, and thank you, again, for all your efforts, which were much appreciated . My best wishes for a Happy Christmas and a peaceful and successful New Year .

Nows sincerely Charles Bond.

Lieutenant General Sir Simon Mayall KBE CB Defence Senior Adviser Middle East



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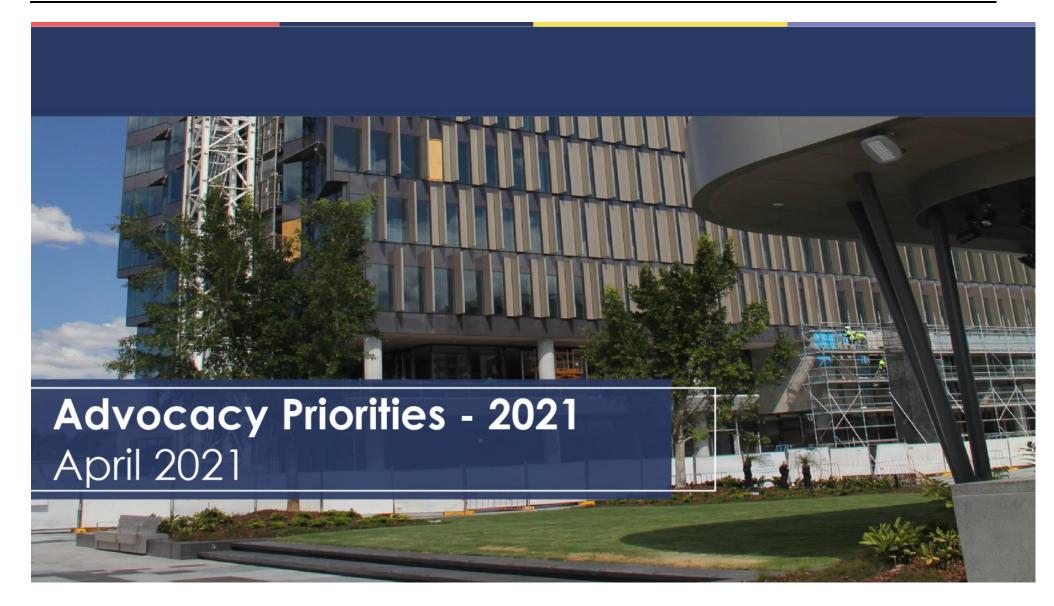
16 December 2014

My dear Lond Mayor.

Thank you for such a wonderful day last Friday, and indeed the night before. The whole programme ran extremely smoothly and I know this could not have happened without the hard work of all your town council. In particular can you pass my thanks again to Jo Cutler and David Price-Deer. I had a most enjoyable time at the dinner at Mansion House, and it was great pleasure to meet the High Sheriff and the Lord Lieutenant. Thank you also for the most generous gift of inscribed silver salver which will be displayed in the Officers' Mess with great pride.

Swansea City has always been an important home for the 1<sup>st</sup> Queen's Dragoon Guards with many of our soldiers drawn from its families. I thought the Regiment look magnificent formed up in front of the Guildhall, and I know from speaking to HRH The Prince of Wales that he thought the whole day went extremely well. It was with great pride that the Regiment exercised the Freedom of the City and marched through your streets. I very much look forward to my next visit to Swansea, and to building on this important association with your City. We look forward to welcoming dignitaries from Swansea to our new home in Norfolk, in due course.

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## Purpose

- To reflect on lesson learned from the first nine months of the advocacy program.
- To discuss changes to Council's advocacy processes going forward.
- To workshop regional advocacy models.
- To discuss the immediate next steps for advocacy.

### 2020 - Lessons learned

- There is a need to provide greater program visibility to and more clearly defined roles for Mayor, Councillors, ELT and relevant officers.
- That regionally significant projects should not just be about major infrastructure projects
- That an entity like the Ipswich Leaders Alliance has support from stakeholders and is considered to be an effective advocacy tool – but changes are needed.
- That there needs to be greater visibility for and engagement with the community about Council's advocacy priorities and activities.

## Advocacy Program – Principles

Prioritising projects in the best interest of the Ipswich community;

Evidence based and coordinated.

Aligning with good fiscal management practices, both now and into the future;

Enabling social, environmental and economic sustainability;

# Advocacy Governance

Role	Current	
Councillors	Key role in advocating on behalf of the Ipswich community.	
Chief Executive Officer	Final approval of the prioritisation and advocacy of regionally significant projects.	
Office of Economic Development	Development of advocacy plans and coordination of their implementation.	
<b>Coordination and Performance</b>	Deliver the Prioritisation Process and own relevant procedure.	
Advocacy Steering Group Proposed change to Growth, Infrastructure and Waste Committee	Endorsement of advocacy plans.	
Project Prioritisation Review Group	Endorse the prioritisation of regionally significant projects.	
Media and Communications	Key role in the dissemination of information.	

# Regionally Significant Projects



# Regionally Significant Projects - Scope

- Through engagement a range of projects have been identified that may have catalytic potential for Ipswich (green indicates those projects that were raised most by stakeholders):
  - Waste reform/circular economy agenda
  - Cunningham Highway upgrades Yamanto to Ebenezer Creek
  - State Asset renewal including Transit Centre/Health Plaza/Ipswich Train Station and Herbert Street bridge
  - Ipswich Central Renewal
  - Ripley Valley Catalytic Infrastructure Funding
  - Shovel-ready projects
  - Government investment in industry growth, skills development and social services in the region

Too many projects will dilute the message – ICC needs the <u>right</u> projects.

### Collaborative Advocacy Model for 2021

#### ...feedback from ILA members

- A collaborative advocacy approach is new for the city and has support from members to continue with some changes
- Greater clarity is needed in the future to differentiate ILA and Council business
- ILA model was viewed as a positive starting point as an avenue for State and Federal members to be accountable to the community
- Going forward, engagement with the community needs to have a greater focus

### Collaborative Advocacy Model – Case Studies

Entity	Overview	Examples
Regional Advocacy Alliance	typically an alliance, governed by terms of reference, of neighbouring local governments which seek to pool advocacy resources as they face similar regional issues and challenges.	Interface Councils (VIC), Northlink (VIC)
Business leaders advocacy advisory group	an external organisation established primarily to independently advise Council on advocacy and economic development priorities for the City.	Sunshine Coast Business Council, Committee for Brisbane
A 'one voice' regional economic development organisation	independent organisation (usually limited or proprietary limited) focussed on regional economic and industry development outcomes with membership-based involvement.	Toowoomba and Surat Basin Enterprise, Townsville Enterprise, Greater Whitsunday Alliance

#### Western Corridor Alliance of Councils

- West Moreton region
- Western Corridor Growth agenda
- Councils include
  - Ipswich
  - Scenic Rim
  - Somerset
  - Lockyer Valley

#### Ipswich Business/Industry Advisory Group

- Business advocacy advisory body
- Independent advisor to Council on:
  - Regional priorities
  - Advocacy Strategies
  - Implementation and Government engagement
  - Community engagement

27 APRIL

2021

Regional Advocacy Model – Discussion Points

Purpose

# Objectives

## Priorities

# Membership

Opportunities

Constraints

### Next Steps

- Advocacy for Regionally Significant Policy Review/Amendment
- Review of Regionally Significant Projects call for nominations
- Regional Advocacy Model Options Committee Paper
- Federal and State Government Advocacy Plans for Committee

Potential Council workshop – Stakeholder Mapping and Engagement