

AGENDA

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE

Thursday, 9 March 2023
10 minutes after the conclusion of the Governance and Transparency
Committee or such later time as determined by the preceding committee

Council Chambers, Level 8 1 Nicholas Street, Ipswich

MEMBERS OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE		
Councillor Andrew Fechner (Chairperson)	Mayor Teresa Harding	
Councillor Kate Kunzelmann (Deputy Chairperson)	Deputy Mayor Jacob Madsen	
	Councillor Nicole Jonic	
	Councillor Sheila Ireland	
	Councillor Marnie Doyle	

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE AGENDA

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^{**} Item includes confidential papers

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2

9 MARCH 2023

AGENDA

WELCOME TO COUNTRY OR ACKNOWLEDGEMENT OF COUNTRY

<u>DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA</u>

BUSINESS OUTSTANDING

CONFIRMATION OF MINUTES

1. <u>CONFIRMATION OF MINUTES OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2023(01) OF 9 FEBRUARY 2023</u>

RECOMMENDATION

That the Minutes of the Meeting held on 9 February 2023 be confirmed.

OFFICERS' REPORTS

2. <u>150TH IPSWICH SHOW - SIGNATURE PARTNER PROPOSAL</u>

This is a report concerning an opportunity for Council to be the one-off Signature Partner of the 150th Ipswich Show taking place on 19, 20 and 21 May 2023.

RECOMMENDATION

That Council consider a one-off \$100,000 (ex GST) investment as the Signature Partner of the 150th Ipswich Show taking place on 19, 20 and 21 May 2023.

3. REVISED COUNCILLOR DISCRETIONARY FUNDS POLICY

This is a report seeking Council to adopt the updated 'Councillor Discretionary Funds Policy' managed by Economic and Community Development Branch within the Community, Cultural and Economic Development Department.

RECOMMENDATION

That the updated policy titled, 'Councillor Discretionary Funds Policy' as detailed in Attachment 3, be adopted.

4. <u>REVISED COMMUNITY FUNDING AND SUPPORT POLICY</u>

This is a report seeking Council to update the 'Community Funding and Support Policy' managed by Economic and Community Development Branch within the Community, Cultural and Economic Development Department.

RECOMMENDATION

That the updated policy titled, 'Community Funding and Support Policy' as detailed in Attachment 3, be adopted.

5. REVISED CIVIC AND CEREMONIAL EVENTS POLICY

This is a report seeking Governance and Transparency Committee approval to update the existing "Civic and Ceremonial Events Policy" managed by Marketing and Promotions Branch within the Community, Cultural and Economic Development Department.

RECOMMENDATION

That the updated policy titled, "Civic and Ceremonial Events Policy" as detailed in Attachment 3, be adopted.

NOTICES OF MOTION

MATTERS ARISING

COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2023(01)

9 FEBRUARY 2023

MINUTES

<u>COUNCILLORS' ATTENDANCE:</u> Councillor Andrew Fechner (Chairperson); Councillors Kate

Kunzelmann (Deputy Chairperson), Mayor Teresa Harding, Jacob Madsen (Deputy Mayor), Nicole Jonic, Sheila Ireland

and Marnie Doyle

COUNCILLOR'S APOLOGIES: Nil

OFFICERS' ATTENDANCE: Chief Executive Officer (Sonia Cooper), General Manager

Community, Cultural and Economic Development (Ben Pole), General Manager Corporate Services (Matt Smith), General Manager Planning and Regulatory Services (Peter Tabulo), Acting General Manager Infrastructure and

Environment (Graeme Martin), Chief Financial Officer (Jeff

Keech), Chief of Staff – Office of the Mayor (Melissa Fitzgerald), Manager Economic and Community Development (Cat Matson), Community Development

Manager (Melissa Dower), Manager Libraries and Customer Services (Samantha Chandler), Manager Marketing and Promotions (Carly Gregory), Team Lead (Open Space and Facilities) (Mark Bastin), Open Space Program Coordinator (Grant Sorensen), Customer Strategy

and Experience Manager (Anne Cahill), Senior Media Officer (Darrell Giles), Senior Media Officer (Lucy Stone), Manager Community and Cultural Services (Don Stewart), Senior Communications and Policy Officer (Jodie Richter)

and Theatre Technician (Harrison Cate)

WELCOME TO COUNTRY/ACKNOWLEDGEMENT OF COUNTRY

Councillor Kate Kunzelmann (Deputy Chairperson) delivered the Acknowledgement of Country.

DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

Nil

BUSINESS OUTSTANDING

Nil

CONFIRMATION OF MINUTES

1. <u>CONFIRMATION OF MINUTES OF THE COMMUNITY, CULTURE, ARTS AND SPORT COMMITTEE NO. 2022(11) OF 29 NOVEMBER 2022</u>

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Kate Kunzelmann:

That the Minutes of the Community, Culture, Arts and Sport Committee held on 29 November 2022 be confirmed.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Fechner Nil

Kunzelmann Harding Madsen Jonic Ireland Doyle

The motion was put and carried.

OFFICERS' REPORTS

2. <u>ACTIVE IPSWICH STRATEGY 2031 ANNUAL REPORT CARD</u>

This is a joint report by the Sport and Recreation Officer (Physical Activity) and the Team Lead (Open Space and Facilities) concerning the first-year review of the Active Ipswich Strategy 2031 implementation.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Nicole Jonic:

That the report concerning the first-year review of the Active Ipswich Strategy 2031 implementation be received and the contents noted.

Councillor Andrew Fechner proposed the following as Recommendation B.

B. That the Councillor representation be amended to reflect the revised arrangements for the Active Ipswich Strategy 2031.

Mayor Teresa Harding proposed the following variation to Recommendation B.

B. That the Councillor representation be amended to reflect the revised arrangements for the Active Ipswich Strategy 2031 noting this is a change from Healthy Active City Alliance to West Moreton Obesity Advisory Group.

The mover and seconder of the original motion agreed to the proposed variation.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Nicole Jonic:

- A. That the report concerning the first-year review of the Active Ipswich Strategy 2031 implementation be received and the contents noted.
- B. That the Councillor representation be amended to reflect the revised arrangements for the Active Ipswich Strategy 2031 noting this is a change from Healthy Active City Alliance to West Moreton Obesity Advisory Group.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Fechner Nil

Kunzelmann Harding Madsen Jonic Ireland Doyle

The motion was put and carried.

3. <u>IPSWICH LIBRARIES ANNUAL REPORT CARD</u>

This is a report concerning Ipswich Libraries services, improvements and customer demand in 2022.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Marnie Doyle:

That the report concerning Ipswich Libraries Annual Report Card be received and the contents noted.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Fechner Nil

Kunzelmann Harding Madsen Jonic Ireland Doyle

The motion was put and carried.

4. <u>COMMUNITY FUNDING AND SUPPORT ALLOCATIONS STATUS REPORT -</u> 1 OCTOBER TO 31 DECEMBER 2022

This is a report concerning the allocation of Council's Community Funding and Support Programs from 1 October to 31 December 2022.

In the three (3) months from 1 October to 31 December 2022, Council approved 63 applications across 50 unique organisations, allocating a total of \$216,580.09 to a variety of community events and projects.

All successful applicants and projects are detailed in Attachment 1 and also reported online on both the Transparency and Integrity Hub and on the Community Funding and Support webpage in accordance with Council's principles of transparency and the Community Funding and Support Policy.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Marnie Doyle:

That the report concerning the allocation of Council's Community Funding and Support Programs from 1 October to 31 December 2022 be received and the contents noted.

AFFIRMATIVE NEGATIVE
Councillors: Councillors:
Fechner Nil

Kunzelmann Harding Madsen Jonic Ireland Doyle The motion was put and carried.

5. <u>CUSTOMER EXPERIENCE PROGRAM QUARTERLY REPORT - DECEMBER 2022</u>

This is a quarterly report concerning the Customer Experience (CX) Program of Work providing an update on the Immediate Action Plan (IAP) and the CX Strategy Implementation Plan.

RECOMMENDATION

Moved by Councillor Andrew Fechner: Seconded by Councillor Nicole Jonic:

That the 31 December 2022 quarterly report concerning Council's Customer Experience program of work be received and the contents noted.

AFFIRMATIVE NEGATIVE Councillors: Councillors: Fechner Nil

Kunzelmann Harding Madsen Jonic Ireland Doyle

The motion was put and carried.

NOTICES OF MOTION

Nil

MATTERS ARISING

Nil

PROCEDURAL MOTIONS AND FORMAL MATTERS

The meeting commenced at 11.12 am.

The meeting closed at 11.41 am.

Doc ID No: A8681245

ITEM: 2

SUBJECT: 150TH IPSWICH SHOW - SIGNATURE PARTNER PROPOSAL

AUTHOR: GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

DATE: 20 FEBRUARY 2023

EXECUTIVE SUMMARY

This is a report concerning an opportunity for Council to be the one-off Signature Partner of the 150th Ipswich Show taking place on 19, 20 and 21 May 2023.

RECOMMENDATION/S

That Council consider a one-off \$100,000 (ex GST) investment as the Signature Partner of the 150th Ipswich Show taking place on 19, 20 and 21 May 2023.

RELATED PARTIES

Ipswich Show Society Board and Executive

- Darren Zanow President
- Paul Casos Vice President
- Jillian Pattinson Treasurer
- Christopher Raymont Treasurer
- Denise Hanley Committee Member
- Andrew Cooper Committee Member
- Theo Woollett Committee Member
- Keith Lewis Executive
- Laurie Mundt Executive
- Rita Wilson Executive
- Jim Yates— Executive
- Russell Haag Executive
- Jacqui Thomas Chief Operating Officer

The General Manager Community, Cultural and Economic Development (GM CCED) reviewed the proposal and has authored this report and its recommendation for transparent Committee and Council deliberation and decision making.

The GM CCED has previously contracted the former Ipswich Events Corporation of which Paul Casos was Executive Chairman (2015 to 2018).

The GM CCED has previously been the General Manager (Chief Operating Officer) of the Ipswich City Council Department in which Denise Hanley (2019 to 2021) and Laurie Mundt (2015 to 2016) once worked.

The GM CCED has not discussed the proposal or this report with any of these related parties.

The GM CCED has previously been the General Manager (Chief Operating Officer) of the Ipswich City Council Department in which Jacqui Thomas (Chief Operating Officer, Ipswich Show Society) once worked (2018 to 2019).

The GM CCED advised Jacqui Thomas that the Signature Partnership Proposal for the 150th Ipswich Show would not likely receive a significant increase in funding compared to the standard allocation of previous years due to qualitative benefits which would not be measured as part of the standard Major Community Event Sponsorship criteria (this is explained further in this report). The GM CCED advised Jacqui Thomas that the Show Society could submit for the standard Major Community Event Sponsorship, or they could make a special proposal direct to the CEO which would be presented to Committee and Council for transparent deliberation and decision making.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

First held in 1873 the Ipswich Show is a celebration of Australian Culture, from rural traditions to modern lifestyles, providing a unique experience, which is as popular today as ever. The Show has provided opportunities to reflect on the values and aspirations of the Ipswich community; celebrate achievement ranging from excellence in cattle breeding to the beauty of a delicate piece of embroidery; showcase our local talent and emerging artists and provided a place of both education and entertainment. Since its inception the Ipswich Show has grown from a small country fair to one of the largest regional shows on the Queensland Agricultural Show Calendar, attracting over 25,000 visitors.

In 2023, the Ipswich Show will celebrate its 150th anniversary and will host a significant program of historic and contemporary events and celebrations to mark the occasion. The entertainment program will celebrate long-established traditions, whilst creating a contemporary experience that will appeal to both loyal patrons and first-time visitors. To deliver this significantly expanded program the entertainment budget will be increased by 40% on last year's budget.

The Ipswich Showgrounds entertainment site will expand its footprint to incorporate the adjoining land, parallel to Warwick Road. This is to allow for an increased and dedicated Animal Precinct which will be home to farm and native animals and include demonstrations including sheep shearing, cow milking and sheepdog trials. A new Historical Precinct will allow visitors to explore and engage with heritage demonstrations, exhibitions, displays and entertainment. Agricultural shows are steeped in rural food heritage and the new Paddock to Plate zone will showcase the incredible diversity of local producers, farmers, growers, winemakers and distillers within South East Queensland and their contribution to the wider society. The new Lifestyle Stage will complement the Paddock to Plate zone and provide a series of demonstrations. Additionally, to provide a unique and differentiated experience enhanced styling, decor and theming throughout the site will transform the space creating a memorable event to mark the 150th Anniversary.

The Ipswich Show Society has presented Council with an opportunity to expand its traditional annual support with an increased range of benefits. Attachment A is the 2023 Signature Partnership Proposal provided to Council by the Ipswich Show Society, it details the increased program (page 6 to 11) and the increased Signature Partner benefits (pages 19 and 20).

On consideration of the material benefits to Council, the recognition of a significantly increased event program and the principle of celebrating and supporting a milestone 150th lpswich Show – it is reasonable for Committee and Council to consider the requested investment of \$100,000 (ex GST).

This is more than double the standard Major Community Event Sponsorship allocation assumed and provided to the Ipswich Show each year – if approved the estimated \$60,000 to \$65,000 funding gap will need to be found from 2022-2023 financial year savings.

It is suggested that (if approved) this be considered as an extraordinary partnership investment in support and celebration of the milestone 150th Ipswich Show and not an expected annual funding allocation for future years of the Ipswich Show.

It is important to note that this proposal has not been processed through the usual Major Community Event Sponsorship procedure. This is a non-standard partnership proposal that was received by the Office of the Chief Executive Officer with qualitative benefits which would not be measured as part of the standard Major Community Event Sponsorship criteria. The proposal has been transferred into this report for Committee and Council consideration by the General Manager Community, Cultural and Economic Development in consultation with the Chief Executive Officer. It was deemed appropriate for a report to be formed by the GM CCED and provided to Committee and Council for transparent deliberation and decision making.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: *Not Applicable*

POLICY IMPLICATIONS

There are no discernible policy implications associated with this report and its recommendation.

RISK MANAGEMENT IMPLICATIONS

There are no discernible risk management implications associated with this report and its recommendation.

FINANCIAL/RESOURCE IMPLICATIONS

Over the past five years Council has provided between \$30,000 and \$45,000 in funding support to the annual Ipswich Show. For the 2022-2023 financial year a similar amount had been assumed but not yet expended. Based on the \$100,000 Signature Partnership proposal received from the Show Society, this would leave a gap of approximately \$60,000 to \$65,000 which will need to be found in 2022-2023 financial year savings.

COMMUNITY AND OTHER CONSULTATION

No community consultation has been conducted.

The Signature Partnership Proposal received by the Office of the CEO from the Ipswich Show Society has been transferred into this report by the General Manager Community, Cultural and Economic Development in consultation with the Chief Executive Officer for the transparent deliberation and decision making of Committee and Council.

CONCLUSION

In 2023, the Ipswich Show will celebrate its 150th anniversary and will host a significant program of historic and contemporary events and celebrations to mark the occasion.

The Ipswich Show Society has presented Council with an opportunity to expand its traditional annual support with an increased range of benefits as a Signature Partner.

The Proposal has been provided for consideration of Committee and Council.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the Act/Decision being made?	That Council consider a one-off \$100,000 (ex GST) investment as the Signature Partner of the 150 th lpswich Show taking place on 19, 20 and 21 May 2023.
(b) What human rights are affected?	No Human Rights are affected by this decision.
	This is because the Sponsorship would be going to

	a company delivering an event to the City of Ipswich.
(c) How are the human rights limited?	Not applicable.
(d) Is there a good reason for limiting the relevant rights? Is the limitation fair and reasonable?	Not applicable.
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Ipswich Show 2023 Signature Partnership Proposal 🗓 🖺
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Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

I concur with the recommendations contained in this report.

Sonia Cooper

CHIEF EXECUTIVE OFFICER

"Together, we proudly enhance the quality of life for our community"







FIRSTLY

THANK YOU

FOR CONSIDERING US!

Ipswich Show will celebrate its 150th Anniversary with an extraordinary 3-day event program spanning a vibrant array of animals and agriculture, spectacular live entertainment, thrilling carnivals, informative demonstrations, exhibits, music and dance on the 19th, 20th & 21st May 2023.

Ipswich Show Society is proud to deliver a program that truly reflects this region's colourful characters and the agricultural, pastoral, horticultural and industrial wealth of the district. We strive to deliver our community an exceptional event, focusing the spotlight on the amazing talent in our region, with a program that promises to inspire and entertain.

We are extremely pleased to welcome back the annual highlights, namely the opening Grand Parade, quality centre ring entertainment, fireworks displays and an extensive array of attractions and amusements as well as some new events to grace this year's program.

As we count down to the 2023 Ipswich Show, it is with great pleasure that we offer your organisation a valuable opportunity to join with us in becoming an event partner and sponsor of the Ipswich Show 2023.

The details of the partnership package and their benefits are outlined in the following document.

We greatly appreciate your consideration of our proposal.

Darren Zanow PRESIDENT





OUR STORY

... SO FAR

First held in 1873 the Ipswich Show is a celebration of Australian Culture, from our rural traditions to our modern lifestyles, providing a unique experience, which is as popular today as ever. The Show has provided opportunities to reflect on the values and aspirations of our community; celebrate achievement ranging from excellence in cattle breeding to the beauty of a delicate piece of embroidery; showcase our local talent and emerging artists, and provided a place of both education and entertainment. Since its inception the Ipswich Show has grown from a small country fair to one of the largest regional shows on the Queensland Agricultural Show Calendar, regularly attracting 25 000 + visitors.

In 2023, the Ipswich Show will celebrate its 150th anniversary and will host a significant program of events and celebrations to mark this historic occasion with gates opening on Friday 19th May through to Sunday 21st May 2023. An extensive array of attractions, amusements and wholesome family entertainment are planned for the Show over the three days to mark this historic occasion. The event will attract legacy members and past patrons of the Society from across the nation, back to their hometown of Ipswich for this historic celebration.

In short, Ipswich Show aims to:

- Promote, raise awareness and build appreciation of the agricultural, pastoral, horticultural and industrial wealth of the region
- High level of community engagement through participation and attendance
- Create an event that builds community identity, pride and sense of place
- Nurture creativity in the region by providing a 'stage' to showcase our talent
- Create a vibrant and engaging community atmosphere for people of all ages and abilities to enjoy
- Develop skills and provide learning opportunities for our volunteers
- Attract intra and interstate visitors to the region with an overall attendance of 27 000+
- Continue to deliver and grow the existing program within a continuous improvement framework

2023 PROGRAM

In 2023, the Ipswich Show will celebrate its 150th anniversary and will host a significant program of historic and contemporary events and celebrations to mark this historic occasion. The entertainment program will celebrate our long-established traditions, whilst creating a contemporary experience that will appeal to our loyal patronage and first time visitors. To deliver this significantly expanded program the entertainment budget will be increased by 40% on last year's budget.

The Ipswich Showgrounds entertainment site will expand its footprint to incorporate the adjoining land, parallel to Warwick Road. This will allow for an increased and dedicated Animal Precinct which will be home to farm and native animals and include demonstrations including sheep shearing, cow milking and sheepdog trials. A new Historical Precinct will allow visitors to explore and engage with our rich and diverse heritage with demonstrations, exhibitions, displays and entertainment. Agricultural shows are, without a doubt, steeped in our rural and food heritage and our new Paddock to Plate zone will showcase the incredible diversity of our producers, farmers, growers, winemakers and distillers within South East Queensland and their contribution to the wider society. Our new Lifestyle Stage will complement the Paddock to Plate zone and provide a series of inspiring talks and demonstrations. Additionally, to provide a unique and differentiated experience enhanced styling, decor and theming throughout the site will transform the space creating a memorable event to mark the 150th Anniversary. Key Entertainment Components include:

Main Arena

The Main Arena is the heart of the Ipswich Show, presenting a jam-packed entertainment program across the three days. Prestigious equestrian events are held daily including showjumping, dressage and showing. Lunchtime entertainment including Hot Wheels Stunt Team and children's character shows will delight visitors daily.

The focal point of the 150 celebrations will occur each evening in the Main Arena as we present a Tribute Show featuring





spectacular entertainment and non-stop action. The public will journey back in time as we welcome death-defying stunt performances of shows gone by, the heart-stirring drama of the stockman's ride, historic vehicles, dazzling acrobatic displays, stunt bikes, mechanical madness, and a Fireworks Display with a cascade of colour as we pay tribute to our 150 years.



Grand Parade

Our Grand Parade will celebrate our 150 years, honouring our past, sharing stories, reflecting on our traditions, and commemorating this iconic annual community event.

Featuring a mix of colourful characters from bygone era, marching bands, heritage vehicles, animals, whip crackers and performers, the Grand Parade will run for approximately 30 minutes celebrating our proud local community and entertaining visitors.

Held on Friday, the Parade travels around the Main Arena and is followed by the Official Opening of the 2023 Ipswich Show.





Historical Precinct

In 2023 Ipswich Show will extend its footprint to present a Historical Precinct and larger Animal Precinct.

The Historcial Precinct will allow visitors to experience and learn through demonstrations, workshops and shows. The Precinct will include exhibits of private and public paraphernalia collections, vintage car displays, whip cracking, wood chopping, actors in period garb, vintage machinery and engine displays and traditional games including skipping, and hacky sacks for children participation. Favourites such as blacksmithing, damper making and woodworking, leather crafting and bee-keeping share their knowledge and skills to the wider community.

Passionate poets from the aspiring to the experienced will belt out established bush ballads to original work in our Bush Poetry







Competition, held daily. On Sunday, the Ipswich Show will host a Bush Poets Brunch with professional poets entertaining and enthralling visitors with stories about people, places and situations.

A 150th Anniversary Exhibition featuring a photographic display, lpswich Show paraphernalia, newspaper clippings and stories of memorable occasions will be available for public viewing.



Lifestyle Stage

Sit back, relax and learn. An inspiring program of talks and demonstrations will take place each day at the Ipswich Show Lifestyle Stage. Offering a full program covering a vast array of topics including cooking, gardening and permaculture, bee keeping, sustainability building, Australian wildlife, and health and wellbeing. Combining a line-up of special guest speakers, the Lifestyle Stage aims to educate, inspire and entertain.



Community Stage

Bursting with high-kicking, show-stopping, jaw-dropping fun – the Community Stage is a buzzing and dynamic hub for performers of all kinds. Showcasing a diverse range of local talent and performers – presenting a fun, family-friendly range of entertainment from 10:00 am to 5.30 pm every day. The Community Stage shines the spotlight on young and emerging artists, providing them a stage to showcase their talent.



Animal Precinct

From cute and cuddly animals to commercial cattle and show jumping horses, animals and agriculture are an essential part of the Ipswich Show and a massive drawcard every year. In 2023 we will present our biggest ever animal nursery featuring new animal experiences.

Visitors of all ages love the chance to cuddle, pat and feed animals as they roam freely in the nursery waiting to be spoilt. The Animal



Nursery is a must-visit for everyone, in fact, for most families, it's at the top of their to do list when they visit the Ipswich Show.

Our Animal Boulevard is a row of separate pavilions that feature all sorts of animals and exhibits including geese and turkeys, camels, miniature goats, sheep, miniature donkeys, Alpaca's, Clydesdales, water buffalo calves and giant rabbits to name a few. Cradle-a-chick allows visitors to watch a chicken hatch, learn about chickens and eggs and hold a newly hatched chick.

Education through interaction at our Milking Barn! In a unique, educational and fun experience Ipswich Show visitors will learn about the dairy industry, past, present and future. Attendees will learn about dairy farms as a managed environment and the ways in which the industry is innovative and produces food in a sustainable way. Demonstrations will show how a cow is milked both by machine and hand and how milk is separated into its components using traditional techniques and explain how dairy products are designed, produced and distributed to their final consumer.

Sheep Shearing is one of the most celebrated activities in Australian agricultural history and an iconic part of our cultural legacy. Visitors can watch professional sheep shearing in action every day of the show.

Our working dog demonstrations highlight the incredibles skills and history of Sheepdogs which have been part of Australian pastoral past for well over 100 years. Flyball, Dog Agility and K'gari Dog Circuit Competitions are also held across the three days.

Our Australia Wildlife Show offers close up wildlife experiences with Native Animals including reptiles, birds, mammals and amphibians creating lasting memories and inspiring people to take an interest in the natural world.













While it may make for an unusual sight, pig racing is among the many highlights of the Ipswich Show and is back by popular demand in 2023. With their sparkly vests and agile moves, these performers will be ready to entertain and work the crowd throughout the long weekend.

And finally, our livestock and animal competitions including Stud and Prime Cattle, Poultry, Waterfowl, Pigeons, thoroughbred show Horses, Cavies and Birds allow our visitors to get up close and personal.



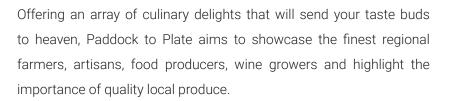
The Green

Our entertainment precinct will be held on The Green positioned in the centre of the Ipswich Showground site and will feature Australia's strongest men and women competitions, circus acts, line dancing hoedowns, arm wrestling, stock whip challenge, stunt acts and roving entertainment throughout the three day event.



Paddock to Plate

Held in the Event Centre the Paddock to Plate showcases the incredible producers, farmers, growers, winemakers and distillers within South East Queensland. Paddock to Plate will feature over 15 producers from all corners of the region, who will come together to share their wares, their passion and their knowledge.







Exhibition Hall

The Ipswich Show runs an extensive Competition Schedule providing a platform for local community involvement and participation. Each year the show attracts over 6000 entries and showcases the wealth of talent in our community. Competitions



include Fine Art, Photography, Ceramics, Art in Bark, Wine, Woodcraft, Home Cooking, Schoolwork, Apiculture, Farm Produce, Preserves, Horticulture, Patchworking, Needlework, Scrapbooking Fruit, Veg and Eggs, and Hand Embroidery.



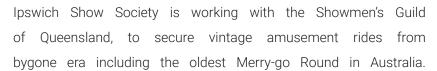
Showbag and Trade Pavilion

For so many, visiting the Ipswich Show and heading to the Showbag and Trade Pavilion to grab a showbag is the highlight of the event. The thrill of traversing the showbag pavilion and choosing a showbag is the very epitome of the Ipswich Show, making the Showbag and Trade Pavilion one of the busiest places to be. Complimented with an array of exhibitors including home, lifestyle, government and gifts, the Show provides opportunities for local businesses, services, and community groups to exhibit and connect with our community with over 140 sites secured in 2022. Approximately 10% of sites in 2021 provided volunteering and fundraising opportunities for a not-for-profit organisation at a discounted rate or free of charge.

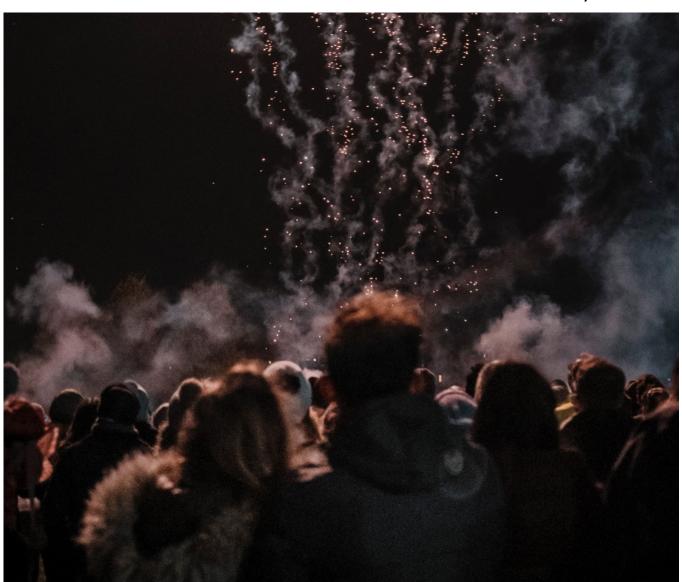


Side Show Alley

The Ipswich Show is not complete without the atmosphere of sideshow alley, the home of carnival attractions and sideshow games. Sideshow Alley provides hours of entertainment with an abundance of rides to suit all ages and levels of thrill-seeking.







OUR AUDIENCE

In 2021 the Ipswich Show attracted 27 020 individuals with 33 354 attendance over the whole event.

Of these attendees, 6,456 were visitors to Ipswich, with 6,333 visitors attending from other parts of Queensland and 116 visitors attending from interstate.

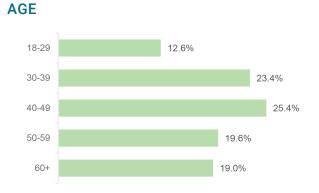
The Ipswich Show was responsible for generating 971 visitor nights in Queensland. These nights were generated by Queenslanders (from outside of Ipswich – 577) and interstate visitors (309).

In total, \$888,656 was spent by visitors to Ipswich and the event organiser because of the Ipswich Show. The clear majority of this spending was made by intrastate visitors who contributed over \$695k in direct and incremental expenditure.

* 2022 Ipswich Show was significantly impacted by inclement weather.



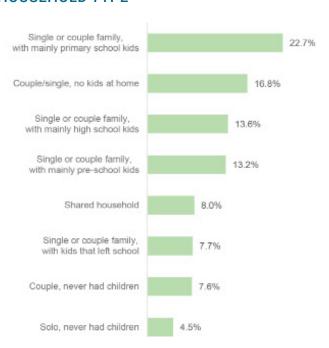
27,020



VISITOR ORIGINS



HOUSEHOLD TYPE

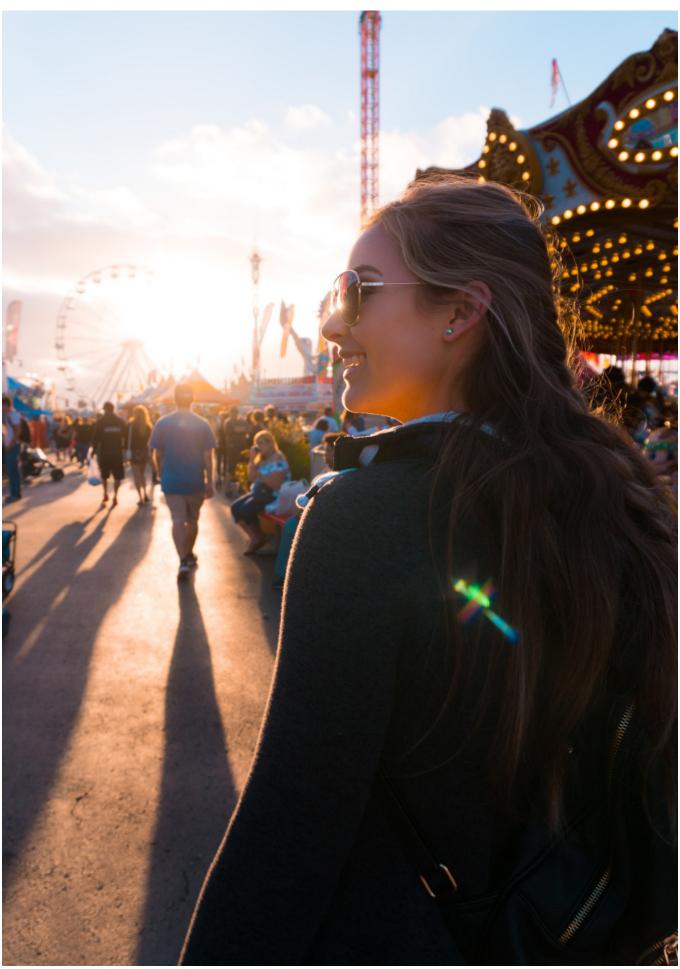


When asked why attendees rated the Ipswich Show a 9 or 10, the most common theme was it was a great/fun/the best show/day out.
This was followed by comments relating to it being a family friendly event.

Attendees described the event using many different adjectives such as, good, fun, great, enjoyable, awesome and excellent. Attendees were quite pleased with the overall event.

The next highest scoring statement was, "my visit to this event has enhanced my image of Ipswich as a destination", followed by "the Ipswich Show enabled me to interact with and meet members of the host community".

^{*} EVENT RESEARCH AND FINDINGS CONDUCTED BY IER MAY 2021



WHY PARTNER WITH US?

Ipswich Show Partnership Opportunities offer brands and organisations the chance to connect with a highly engaged local community, as well as the broader market of visitors to the region. Our goal is to meet your needs and deliver maximum return on investment from your partnership, be it brand visibility, community engagement and/or sales generation.

The Ipswich Show allows Partners to:

- Enhance corporate image and profile
- Generate community goodwill by way of community event association
- Generate brand awareness
- Direct access to both target audience and potential and emerging markets
- Opportunity to showcase products and services

Partnership Opportunities with the Ipswich Show include, but are not limited to:

- Naming rights to a Precinct, Pavilion or Performance
- Activation Space
- Television Commercial (TVC) played on the super screens across site
- Promotion in the Ipswich Show Electronic Direct Mail (EDM)
- Signage Opportunities throughout the event site
- Compere Acknowledgement
- Recognition on the Ipswich Show website
- Recognition on the Ipswich Show Social Media platforms
- Hospitality inclusion and tickets to the show

Without the support of our wonderful sponsors, the Ipswich Show Society would not be able to bring the most iconic annual event in the region to our community.



MEDIA REACH

Partnership with the Ipswich Show provides you with the opportunity to reach thousands of people not only at the event, but via a strong tailored marketing campaign in the lead up, during and after the event. We implement a strategic marketing campaign to extend our reach within and beyond the region. On 2023 our marketing spend will be increased by 40% and include a mix of both traditional media inclusive of print, radio, television and billboard advertising and digital media inclusive of social media and the Ipswich Show website. Our 2023 Marketing Campaign will include:

OFFICIAL FLYER with a circulation of 155,000 delivered to homes and businesses within Ipswich, West Moreton and western suburbs of Brisbane regions.

WEBSITE. The Ipswich Show website is where many attendees look first to find information regarding the Show. In 2023 the website will have a complete redesign making it easier to navigate and featuring a mobile responsive design.

SOCIAL MEDIA a series of boosted posts will promote and create excitement around the Ipswich Show to an extended market.

EMAIL MARKETING will engage both existing and new customers through a coordinated marketing plan.

PRINT ADVERTISING in local and metropolitan newspapers, including dedicated event advertisements and features in local print media.

ONLINE ADVERTISING will be run across online lifestyle and What's On websites, with a mix of advertising and editorial, seamlessly linking to the Ipswich Show's website and social media channels for additional event information.

RADIO ADVERTISING will run across local radio stations in the weeks leading up to the Ipswich Show.

SIGNAGE, POSTERS AND BILLBOARDS will be used throughout Ipswich City Centre and its surrounding suburbs.

TV ADVERTISING to air on Nine Queensland. Nine Queensland has an ongoing partnership with the Ipswich Show.

Ipswich Show Society will work alongside news media to deliver exciting and engaging editorial content across newspaper print, online, radio and television news outlets. The Ipswich Show receives significant coverage and exposure which maximises the appeal, attendance, and success of the event.



Ipswich City Council will receives premium positioning of the Company logo on all marketing collateral, with the highest level of brand exposure across all events of the Show with an exclusive Signature site for promotional activities during the three (3) days of the event.

This is a unique offer to be a part of a historic event of Ipswich City and the Queensland Agricultural Show circuit with maximum brand alignment opportunities across the entire 2023 event program as outlined in this proposal. Your brand will become a part of the historical record, presented across promotional memorabilia for this one auspicious year of celebration.

BENEFITS

Signature Partner of the Ipswich Show 2023 | 150th Anniversary

MEDIA AND MARKETING

Logo acknowledgement on 400 x A3 Ipswich Show posters

Logo acknowledgement on Ipswich Show press advertisement

Logo acknowledgement on TVC of the Ipswich Show broadcast media

Logo acknowledgement on Flyer Program (155 000 produced) distributed to households within Ipswich, West Moreton and western suburbs of Brisbane.

Logo acknowledgement on Bishopp billboard advertisement

Logo acknowledgement on Ipswich Show website with hyperlink to the company website

Logo acknowledgement on all pages within Ipswich Show online program

Company and logo acknowledgement on Ipswich Show EDMs (circulation approx. 20 000)

Logo acknowledgement on onsite and online tickets

Logo acknowledgement on online Ipswich Show ticket registration page

Logo acknowledgement on Ipswich Show ticket delivery email

Logo acknowledgement on online ticket completion page with hyperlink to company website

SMS Company message to ticket holders sent two days prior to event

Social Media Partnership announcement

Company name acknowledgement across Social Media (20 mentions)

Full page advert on printable schedules (Supplied by Partner)

Logo acknowledgement on printable schedules

Logo acknowledgement on Thank You certificate

Logo acknowledgement on Ipswich Show e-mail signature

Company acknowledgement on media releases

BRAND ALIGNMENT

Logo acknowledgement on the "All Partners" and "Signature and Major" corporate pull up banner positioned at corporate functions

Logo acknowledgement on the "All Partners" and "Signature and Major" Main Gate signage

Opportunity for the Mayor to address audience in Main Arena

Opportunity for Mayor to attend and address audience at Official Opening

Multimedia screen advertisements (30 sec TVC) on-screen in Main Arena played 10 times throughout each day. (Developed and supplied by Partner)

Logo acknowledgement on-screen in Main Arena on all days of the event

Rental of billboard signage in Main Arena (Supplied and installed by Partner). Expiry Date: 1/03/24

Opportunity to present promotional material at the Ipswich Show Information Booth

Compere acknowledgement on all stages throughout the site

Opportunity to place 20 Promotional Banners throughout event site (Supplied by Partner) Preferably teardrop flags or banner.

Logo acknowledgement on e-invitations for the President's Lunch, Fine Arts Awards, Cattleman's Dinner, Sponsor's Lounge and Thank You Function

Logo acknowledgement on all stage signage and What's On signage throughout the event site

Complimentary Sites in the Main Pavilion over the three days of the show including: 2.4m x 6m (Premium Site) 6m x 3m

Two 3m x 3m sites

CORPORATE NETWORKING

Invitation for six delegates to President's Official Show Opening Function

Thirty complimentary one day passes

Invitation for six delegates in the Sponsor's Lounge across three days

Invitation for six delegates to the President's Thank You Function

INVESTMENT \$100 000.00 +GST





Doc ID No: A8638877

ITEM: 3

SUBJECT: REVISED COUNCILLOR DISCRETIONARY FUNDS POLICY

AUTHOR: COORDINATOR, COMMUNITY FUNDING

DATE: 6 FEBRUARY 2023

EXECUTIVE SUMMARY

This is a report seeking Council to adopt the updated 'Councillor Discretionary Funds Policy' managed by Economic and Community Development Branch within the Community, Cultural and Economic Development Department.

RECOMMENDATION/S

That the updated policy titled, 'Councillor Discretionary Funds Policy' as detailed in Attachment 3, be adopted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

Vibrant and Growing
Safe, Inclusive and Creative
Natural and Sustainable
A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The Councillor Discretionary Funds Policy has been changed to reflect current organisational documents and processes that are administrative in substance. The changes are as follows:

- 1. Update text to include reference to iFuture 2021-2026 Corporate Pan and remove reference to Advance Ipswich.
- 2. Schools are listed as ineligible. Parents and Citizens eligible as long as there is broad community benefit.
- 3. A new section inserted explaining variation requirements for changes to project scope.
- 4. A new section inserted to indicate Council's environmental goal in iFuture and to encourage applicants to pursue sustainable purchases when considering project purchases.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions:

Local Government Act 2009

POLICY IMPLICATIONS

There are no policy implications for this report.

RISK MANAGEMENT IMPLICATIONS

The review of this policy has been undertaken in accordance with Council's adopted Policy and Procedure Management Framework. Any delay in approving the recommendation may potentially have adopted policies inconsistent with the Council Framework.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial/resource implications associated with the report.

COMMUNITY AND OTHER CONSULTATION

- 1. Manager, Economic and Community Development
- 2. Community Development Manager
- 3. CCED Business Improvement Officer

CONCLUSION

The Councillor Discretionary Funds Policy has been updated to align administratively with organisational documents and processes.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
Link to checklist in Objective		
(a) What is the Act/Decision	The recommendation states that the Council adopt the	
being made?	updated Councillor Discretionary Funds Policy.	
(b) What human rights are	No Human Rights are affected by this decision. This is	
affected?	because funding applicants are not-for-profit groups and	
	organisations and only individuals have human rights.	
(c) How are the human rights	Not applicable	
limited?		
(d) Is there a good reason for	Not applicable	
limiting the relevant		
rights? Is the limitation fair		
and reasonable?		
(e) Conclusion	The decision is consistent with human rights.	

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

- 1. Councillor Discretionary Funds Policy 🗓 🖼
- 2. Councillor Discretionary Funds Policy (Track Changes) 🗓 🖺
- 3. Councillor Discretionary Funds Policy (Revised) 🗓 🖺

Travis Johnson

COORDINATOR, COMMUNITY FUNDING

I concur with the recommendations contained in this report.

Melissa Dower

COMMUNITY DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

"Together, we proudly enhance the quality of life for our community"



Councillor Discretionary Funds Policy



Collaboration









Version Control and Objective ID	Version No: 1	Objective ID: A6291223
Adopted at Council Ordinary Meeting on	30 June 2020	
Date of Review	30 June 2024	

Statement 1.

Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering community initiatives that benefit the residents of Ipswich and respond to identified community need.

This Councillor Discretionary Funds Policy provides for the allocation of annual funding for discretional use by councillors for community purposes in accordance with the requirements of the Local Government Act 2009 and the Local Government Regulation 2012.

2. **Purpose and Principles**

The purpose of this policy is to provide a framework which guides the administration of discretionary funding in a manner consistent with Council's Community Funding and Support Policy and corporate priorities; and complies with the Local Government Act 2009 and the Local Government Regulation 2012.

This policy confirms Council's commitment to providing financial support to community organisations and ensures an equitable, open, transparent and accountable decision making process.

The following principles guide Council's administration of discretionary funding:

- Good governance decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness processes are transparent, applications are assessed objectively against eligibility criteria and any conflicts of interest are addressed and declared.
- Access and equity documents, resources and application forms are publically available, easy to access and understand, and provide all necessary information in a clear and concise manner.

3. **Strategic Plan Links**

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

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

A Trusted and Leading Organisation

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Right to Information Act 2009
- Public Records Act 2002
- Advance Ipswich
- 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 all discretionary funding administered by Council to community organisations.

This policy does not relate to other funding and support made available under any other policy or program of Council.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

7. Conflict of Interest Provisions

Conflicts of interest must be managed effectively to ensure decisions are conducted in a transparent manner.

Prior to considering discretionary funding applications in the SmartyGrants online funding management system, councillors are required to declare any potential conflicts of interest with an application.

Information related to potential conflicts of interest are recorded in SmartyGrants and the councillor is able to proceed with considering the discretionary funding application.

8. Budget Allocation

The budget allocation for discretionary funding as described in the *Local Government Regulation 2012*, Section 201B (5) states:

In this section - **prescribed amount**, for a local government for a financial year, means 0.1% of the local government's revenue from general rates for the previous financial year.

As outlined in the Local Government Regulation 2012, Section 202 (1)(a):

(1) A councillor may allocate the councillor's discretionary funds under this section in any of the following ways –

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

- (a) For capital works of the local government that are for a community purpose;
- (b) To a community organisation for a community purpose
- (c) For another community purpose

The maximum amount of funding available to an applicant community organisation for any one application is \$1,000.00 per Councillor.

While an application for discretionary funding may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

In accordance with the Local Government Regulation 2012, a Councillor may allocate discretionary funds only in the financial year for which the funds are budgeted and must not allocate discretionary funds during the period starting on 1 January in the year a quadrennial election must be held and ending at the conclusion of the election.

9. Eligibility Criteria

Online applications for discretionary funding can be submitted via SmartyGrants at any time during the year. Council encourages applicants to apply at least 4 weeks before their project commences.

To be eligible for discretionary funding community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate;
- have satisfactorily accounted to Council for the expenditure of any previous funding and have no outstanding debts with Council;
- have an adequate risk management plan in place (where considered relevant by Council);
 and
- operate within the Ipswich region or be able to demonstrate that the project or program will benefit residents of Ipswich.

The following will not be considered eligible for discretionary funding:

- Government agencies or departments of local, state or federal government; with the exception of schools for non-core curriculum activities;
- Individuals; and
- Businesses.

10. Eligible Projects/Initiatives

To be eligible for discretionary funding a project or initiative must:

- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich; and
- align with the priorities of Council's strategic plan, Advance Ipswich.

The following will not be eligible for discretionary funding:

 funding requests that are considered by Council to be the funding responsibility of other levels of government;

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

- applications for funding of the direct payment of cash, competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with personal travel and accommodation;
- project or initiatives that have already commenced or have been completed prior to Council approvals;
- Ongoing operational or recurrent costs and expenses of community organisations, such as printing, insurance, ongoing venue hire, salaries, rent etc;
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs;
- Projects included in other council funding applications or which have received funding through another funding avenue of Council;
- Initiatives or activities whose funding is already sufficient to cover expected outlays;
- Initiatives or activities where the funding will be expended outside of the Ipswich Region or will not be for the benefit of Ipswich residents; and
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of funding approval.

11. Conditions of Discretionary Funding

All successful applicants will receive the approved discretionary funding from Council subject to the following terms and conditions:

- All discretionary funding must be expended within 12 months of funding approval;
- Discretionary funding must be acquitted within (4) weeks of project or expenditure completion;
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within four (4) weeks of the expenditure of the funds;
- Applicants must use funds for the purpose for which funding was awarded;
- If the funds are not fully spent, all remaining funds must be returned to Council;
- As noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

12. Application and Approval

Applications for Councillor Discretionary Funds are submitted via an online application form. Information including the guidelines and the online application form is available on Council's website.

Eligible applications will be considered and approved at the discretion of the Mayor and Councillors via SmartyGrants, where all information related to funding approvals will be recorded.

If the total amount allocated by Councillors exceeds the amount requested by the applicant, the funding will be reduced to the amount requested, in proportion to the amounts allocated by contributing Councillors.

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

Approved discretionary funding will be made by electronic funds transfer to the organisation's nominated bank account as outlined in the application form.

13. Reporting Requirements

In accordance with the *Local Government Regulation 2012*, Council will publish an availability notice within 20 business days after adopting its budget for a financial year detailing its discretionary funding allocation.

Council will also maintain a record of all allocated discretionary funding and will publish this notice on Council's website, including the name of each organisation receiving funds and the amount and purpose of that funding. Discretionary funding allocations will also be reported in Council's Annual Report in accordance with the *Local Government Regulation 2012*.

14. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for approving discretionary funding expenditure and adhering to this policy, related procedures and legislative requirements.

Community, Cultural and Economic Development Department

The Community Development Section is the primary administrator of Council's discretionary funding, managing the discretionary funding budget and ensuring compliance with legislative reporting and record keeping requirements.

Coordination and Performance Department

The Executive Services Branch will manage the flow of communication between the Community Development Section and Councillors with regard to discretionary funding.

Corporate Services Department

The Finance Branch is responsible for the payment of funds allocated under the Councillor Discretionary Funds Program.

15. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Finance Branch Manager within the Corporate Services Department
- Community Development Manager within the Community, Cultural and Economic Development Department
- Executive Services Branch Manager within the Coordination and Performance Department

16. Monitoring and Evaluation

The effectiveness of this policy will be measured by:

Compliance with relevant legislative requirements; and

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

• Audit reviews recognise good governance and compliance by Council in the administration of community funding and support.

17. Definitions

Acquittal	The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.	
Business	A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity	
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members	
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich	
Conflict of Interest	A conflict of interest exists when a reasonable person might perceive that a public official's personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or actions in the performance of their public duties. Conflict of interest may be actual, potential or perceived.	
Councillors	All elected representatives including the Mayor	
Discretionary Funding	The gifting of funds to an eligible community organisation to be spent for a community purpose. Discretionary funding is provided to an eligible organisation without expectation of reciprocated benefits	
Funding	Funds provided by Council to an eligible entity to undertake a specific project.	
Individual	A person, not a community organisation.	
Organisation	An organisation may be either a Business or Community Organisation	
Project/Initiative	A program, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance	
SmartyGrants	The funding administration system used by council to manage funding and support programs, including the receipt and recording of applications.	

18. Policy Owner

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

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy



Councillor Discretionary Funds Policy



Collaboration









Version Control and Objective ID	Version No: <u>2</u> 4	Objective ID: A8630965
Adopted at Council Ordinary Meeting on	30 June 2020	
Date of Review	30 June 2024	

Statement 1.

Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering community initiatives that benefit the residents of Ipswich and respond to identified community need.

This Councillor Discretionary Funds Policy provides for the allocation of annual funding for discretional use by councillors for community purposes in accordance with the requirements of the Local Government Act 2009 and the Local Government Regulation 2012.

2. **Purpose and Principles**

The purpose of this policy is to provide a framework which guides the administration of discretionary funding in a manner consistent with Council's Community Funding and Support Policy and corporate priorities; and complies with the Local Government Act 2009 and the Local Government Regulation 2012.

This policy confirms Council's commitment to providing financial support to community organisations and ensures an equitable, open, transparent and accountable decision making process.

The following principles guide Council's administration of discretionary funding:

- Good governance decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness processes are transparent, applications are assessed objectively against eligibility criteria and any conflicts of interest are addressed and declared.
- Access and equity documents, resources and application forms are publically publicly available, easy to access and understand, and provide all necessary information in a clear and concise manner.

3. **Strategic Plan Links**

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

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

A Trusted and Leading Organisation

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Right to Information Act 2009
- Public Records Act 2002
- Advance Ipswich
- Corporate Plan 2017-2022

7.5. 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.

8.6. Scope

This policy applies to all discretionary funding administered by Council to community organisations.

This policy does not relate to other funding and support made available under any other policy or program of Council.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

9.7. Conflict of Interest Provisions

Conflicts of interest must be managed effectively to ensure decisions are conducted in a transparent manner.

Prior to considering discretionary funding applications in the SmartyGrants online funding management system, councillors are required to declare any potential conflicts of interest with an application.

Information related to potential conflicts of interest are recorded in SmartyGrants and the councillor is able to proceed with considering the discretionary funding application.

10.8. Budget Allocation

The budget allocation for discretionary funding as described in the *Local Government Regulation 2012*, Section 201B (5) states:

In this section - **prescribed amount**, for a local government for a financial year, means 0.1% of the local government's revenue from general rates for the previous financial year.

As outlined in the Local Government Regulation 2012, Section 202 (1)(a):

(1) A councillor may allocate the councillor's discretionary funds under this section in any of the following ways –

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

- (a) For capital works of the local government that are for a community purpose;
- (b) To a community organisation for a community purpose
- (c) For another community purpose

The maximum amount of funding available to an applicant community organisation for any one application is \$1,000.00 per Councillor.

While an application for discretionary funding may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

In accordance with the Local Government Regulation 2012, a Councillor may allocate discretionary funds only in the financial year for which the funds are budgeted and must not allocate discretionary funds during the period starting on 1 January in the year a quadrennial election must be held and ending at the conclusion of the election.

11.9. Eligibility Criteria

Online applications for discretionary funding can be submitted via SmartyGrants at any time during the year. Council encourages applicants to apply at least 4 weeks before their project commences.

To be eligible for discretionary funding community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate;
- have satisfactorily accounted to Council for the expenditure of any previous funding and have no outstanding debts with Council;
- have an adequate risk management plan in place (where considered relevant by Council);
 and
- operate within the Ipswich region or be able to demonstrate that the project or program will benefit residents of Ipswich.

The following will not be considered eligible for discretionary funding:

- Government agencies or departments of local, state or federal government; with the exception of schools for non-core curriculum activities;
- Schools (excluding Parents and Citizens Associations);
- Individuals; and
- Businesses.

12.10. Eligible Projects/Initiatives

To be eligible for discretionary funding a project or initiative must:

- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich; and
- align with the priorities of Council's strategic plan, <u>iFuture 2021-2026 Corporate Plan.</u>

 Advance Ipswich.

The following will not be eligible for discretionary funding:

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

- funding requests that are considered by Council to be the funding responsibility of other levels of government;
- applications for funding of the direct payment of cash, competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with personal travel and accommodation;
- project or initiatives that have already commenced or have been completed prior to Council approvals;
- Ongoing operational or recurrent costs and expenses of community organisations, such as printing, insurance, ongoing venue hire, salaries, rent etc;
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs;
- Projects included in other council funding applications or which have received funding through another funding avenue of Council;
- Initiatives or activities whose funding is already sufficient to cover expected outlays;
- Initiatives or activities where the funding will be expended outside of the Ipswich Region or will not be for the benefit of Ipswich residents; and
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of funding approval.

13.11. Conditions of Discretionary Funding

All successful applicants will receive the approved discretionary funding from Council subject to the following terms and conditions:

- All discretionary funding must be expended within 12 months of funding approval;
- Discretionary funding must be acquitted within (4) weeks of project or expenditure completion;
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within four (4) weeks of the expenditure of the funds;
- Applicants must use funds for the purpose for which funding was awarded;
- If the purpose of funding changes from what was detailed in the approved application, successful applicants are required to seek approval in writing before the purchase of any goods and services not already approved in the original application;
- If the funds are not fully spent, all remaining funds must be returned to Council;
- As noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

14.12. Application and Approval

Applications for Councillor Discretionary Funds are submitted via an online application form. Information including the guidelines and the online application form is available on Council's website.

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

Eligible applications will be considered and approved at the discretion of the Mayor and Councillors via SmartyGrants, where all information related to funding approvals will be recorded.

If the total amount allocated by Councillors exceeds the amount requested by the applicant, the funding will be reduced to the amount requested, in proportion to the amounts allocated by contributing Councillors.

Approved discretionary funding will be made by electronic funds transfer to the organisation's nominated bank account as outlined in the application form.

15.13. Reporting Requirements

In accordance with the *Local Government Regulation 2012*, Council will publish an availability notice within 20 business days after adopting its budget for a financial year detailing its discretionary funding allocation.

Council will also maintain a record of all allocated discretionary funding and will publish this notice on Council's website, including the name of each organisation receiving funds and the amount and purpose of that funding. Discretionary funding allocations will also be reported in Council's Annual Report in accordance with the *Local Government Regulation 2012*.

16.14. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for approving discretionary funding expenditure and adhering to this policy, related procedures and legislative requirements.

Community, Cultural and Economic Development Department

The Community Development Section is the primary administrator of Council's discretionary funding, managing the discretionary funding budget and ensuring compliance with legislative reporting and record keeping requirements.

Coordination and Performance Department

The Executive Services Branch will manage the flow of communication between the Community Development Section and Councillors with regard to discretionary funding.

Corporate Services Department

The Finance Branch is responsible for the payment of funds allocated under the Councillor Discretionary Funds Program.

17.15. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Finance Branch Manager within the Corporate Services Department
- Community Development Manager within the Community, Cultural and Economic Development Department

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

• Executive Services Branch Manager within the Coordination and Performance Department

18.16. Monitoring and Evaluation

The effectiveness of this policy will be measured by:

- Compliance with relevant legislative requirements; and
- Audit reviews recognise good governance and compliance by Council in the administration of community funding and support.

19.17. Definitions

Acquittal	The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.	
Business	A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity	
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members	
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich	
Conflict of Interest	A conflict of interest exists when a reasonable person might perceive that a public official's personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or actions in the performance of their public duties. Conflict of interest may be actual, potential or perceived.	
Councillors	All elected representatives including the Mayor	
Discretionary Funding	The gifting of funds to an eligible community organisation to be spent for a community purpose. Discretionary funding is provided to an eligible organisation without expectation of reciprocated benefits	
Funding	Funds provided by Council to an eligible entity to undertake a specific project.	
Individual	A person, not a community organisation.	
Organisation	An organisation may be either a Business or Community Organisation	
Project/Initiative	A program, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance	

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

SmartyGrants	The funding administration system used by council to manage	
	funding and support programs, including the receipt and	
	recording of applications.	

20.18. Policy Owner

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



Councillor Discretionary Funds Policy



Collaboration









Version Control and Objective ID	Version No:	Objective ID:
Adopted at Council Ordinary Meeting on		
Date of Review		

1. Statement

Ipswich City Council seeks to support the role of community organisations and recognise the significant role they play in developing and delivering community initiatives that benefit the residents of Ipswich and respond to identified community need.

This Councillor Discretionary Funds Policy provides for the allocation of annual funding for discretional use by councillors for community purposes in accordance with the requirements of the Local Government Act 2009 and the Local Government Regulation 2012.

2. **Purpose and Principles**

The purpose of this policy is to provide a framework which guides the administration of discretionary funding in a manner consistent with Council's Community Funding and Support Policy and corporate priorities; and complies with the Local Government Act 2009 and the Local Government Regulation 2012.

This policy confirms Council's commitment to providing financial support to community organisations and ensures an equitable, open, transparent and accountable decision making process.

The following principles guide Council's administration of discretionary funding:

- Good governance decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness processes are transparent, applications are assessed objectively against eligibility criteria and any conflicts of interest are addressed and declared.
- Access and equity documents, resources and application forms are publicly available, easy to access and understand, and provide all necessary information in a clear and concise manner.

3. **Strategic Plan Links**

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

- Vibrant and Growing
- Safe, Inclusive and Creative
- Natural and Sustainable

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

• A Trusted and Leading Organisation

4. Regulatory Authority

- Local Government Act 2009
- Local Government Regulation 2012
- Right to Information Act 2009
- Public Records Act 2002

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 all discretionary funding administered by Council to community organisations.

This policy does not relate to other funding and support made available under any other policy or program of Council.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

7. Conflict of Interest Provisions

Conflicts of interest must be managed effectively to ensure decisions are conducted in a transparent manner.

Prior to considering discretionary funding applications in the SmartyGrants online funding management system, councillors are required to declare any potential conflicts of interest with an application.

Information related to potential conflicts of interest are recorded in SmartyGrants and the councillor is able to proceed with considering the discretionary funding application.

8. Budget Allocation

The budget allocation for discretionary funding as described in the *Local Government Regulation 2012*, Section 201B (5) states:

In this section - **prescribed amount**, for a local government for a financial year, means 0.1% of the local government's revenue from general rates for the previous financial year.

As outlined in the Local Government Regulation 2012, Section 202 (1)(a):

- (1) A councillor may allocate the councillor's discretionary funds under this section in any of the following ways
 - (a) For capital works of the local government that are for a community purpose;
 - (b) To a community organisation for a community purpose

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

(c) For another community purpose

The maximum amount of funding available to an applicant community organisation for any one application is \$1,000.00 per Councillor.

While an application for discretionary funding may be made at any time during the year, funding will only be available while such funds set aside in Council's annual budget for this purpose remain unexpended.

In accordance with the Local Government Regulation 2012, a Councillor may allocate discretionary funds only in the financial year for which the funds are budgeted and must not allocate discretionary funds during the period starting on 1 January in the year a quadrennial election must be held and ending at the conclusion of the election.

9. Eligibility Criteria

Online applications for discretionary funding can be submitted via SmartyGrants at any time during the year. Council encourages applicants to apply at least 4 weeks before their project commences.

To be eligible for discretionary funding community organisations must:

- be committed to providing direct benefits to the residents of the City of Ipswich;
- be a not-for-profit community organisation and/or be an incorporated body under the Associations Incorporation Act;
- hold adequate public liability insurance to cover the staff, members and the general public as appropriate;
- have satisfactorily accounted to Council for the expenditure of any previous funding and have no outstanding debts with Council;
- have an adequate risk management plan in place (where considered relevant by Council);
 and
- operate within the Ipswich region or be able to demonstrate that the project or program will benefit residents of Ipswich.

The following will not be considered eligible for discretionary funding:

- Government agencies or departments of local, state or federal government;
- Schools (excluding Parents and Citizens Associations);
- · Individuals; and
- Businesses.

10. Eligible Projects/Initiatives

To be eligible for discretionary funding a project or initiative must:

- demonstrate a purpose that is in the public interest and for a purpose that benefits the community of Ipswich; and
- align with the priorities of Council's strategic plan, iFuture 2021-2026 Corporate Plan.

The following will not be eligible for discretionary funding:

• funding requests that are considered by Council to be the funding responsibility of other levels of government;

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

- applications for funding of the direct payment of cash, competition prizes, gifts or sponsorships to individuals or for the payment of personal expenses including those associated with personal travel and accommodation;
- project or initiatives that have already commenced or have been completed prior to Council approvals;
- Ongoing operational or recurrent costs and expenses of community organisations, such as printing, insurance, ongoing venue hire, salaries, rent etc;
- Projects or activities run by or involved with political or religious groups seeking to promote their core beliefs;
- Projects included in other council funding applications or which have received funding through another funding avenue of Council;
- Initiatives or activities whose funding is already sufficient to cover expected outlays;
- Initiatives or activities where the funding will be expended outside of the Ipswich Region or will not be for the benefit of Ipswich residents; and
- Applications which request funding for a project or program scheduled to occur later than 12 months beyond the time of funding approval.

11. Conditions of Discretionary Funding

All successful applicants will receive the approved discretionary funding from Council subject to the following terms and conditions:

- All discretionary funding must be expended within 12 months of funding approval;
- Discretionary funding must be acquitted within (4) weeks of project or expenditure completion;
- To ensure appropriate accountability by funding recipients with regard to the use of funding, all funding provided by Council will require a financial acquittal, outlining the use of the funds (including proof of expenditure, i.e. invoices or receipts) within four (4) weeks of the expenditure of the funds;
- Applicants must use funds for the purpose for which funding was awarded;
- If the purpose of funding changes from what was detailed in the approved application, successful applicants are required to seek approval in writing before the purchase of any goods and services not already approved in the original application;
- If the funds are not fully spent, all remaining funds must be returned to Council;
- As noted in the Ethics Framework, successful applicants should note that any donation received is provided without expectation of reciprocated benefits. That is, no benefit is to be received in return for the provision of any donation (financial or otherwise) by Ipswich City Council.

12. Application and Approval

Applications for Councillor Discretionary Funds are submitted via an online application form. Information including the guidelines and the online application form is available on Council's website.

Eligible applications will be considered and approved at the discretion of the Mayor and Councillors via SmartyGrants, where all information related to funding approvals will be recorded.

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

If the total amount allocated by Councillors exceeds the amount requested by the applicant, the funding will be reduced to the amount requested, in proportion to the amounts allocated by contributing Councillors.

Approved discretionary funding will be made by electronic funds transfer to the organisation's nominated bank account as outlined in the application form.

13. Reporting Requirements

In accordance with the *Local Government Regulation 2012*, Council will publish an availability notice within 20 business days after adopting its budget for a financial year detailing its discretionary funding allocation.

Council will also maintain a record of all allocated discretionary funding and will publish this notice on Council's website, including the name of each organisation receiving funds and the amount and purpose of that funding. Discretionary funding allocations will also be reported in Council's Annual Report in accordance with the *Local Government Regulation 2012*.

14. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for approving discretionary funding expenditure and adhering to this policy, related procedures and legislative requirements.

Community, Cultural and Economic Development Department

The Community Development Section is the primary administrator of Council's discretionary funding, managing the discretionary funding budget and ensuring compliance with legislative reporting and record keeping requirements.

Coordination and Performance Department

The Executive Services Branch will manage the flow of communication between the Community Development Section and Councillors with regard to discretionary funding.

Corporate Services Department

The Finance Branch is responsible for the payment of funds allocated under the Councillor Discretionary Funds Program.

15. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Finance Branch Manager within the Corporate Services Department
- Community Development Manager within the Community, Cultural and Economic Development Department
- Executive Services Branch Manager within the Coordination and Performance Department

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

16. Monitoring and Evaluation

The effectiveness of this policy will be measured by:

- Compliance with relevant legislative requirements; and
- Audit reviews recognise good governance and compliance by Council in the administration of community funding and support.

17. Definitions

Acquittal	The process by which a recipient demonstrates in writing to the funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the activity or project.	
Business	A person, partnership or organisation which is not a community organisation, and is engaged in a profit-seeking enterprise or activity	
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members	
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich	
Conflict of Interest	A conflict of interest exists when a reasonable person might perceive that a public official's personal interest could be favoured over their public duties, or where the personal interest may influence, or be seen to influence, their decisions or actions in the performance of their public duties. Conflict of interest may be actual, potential or perceived.	
Councillors	All elected representatives including the Mayor	
Discretionary Funding	The gifting of funds to an eligible community organisation to be spent for a community purpose. Discretionary funding is provided to an eligible organisation without expectation of reciprocated benefits	
Funding	Funds provided by Council to an eligible entity to undertake a specific project.	
Individual	A person, not a community organisation.	
Organisation An organisation may be either a Business or Communit Organisation		
Project/Initiative	A program, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance	
SmartyGrants	The funding administration system used by council to manage funding and support programs, including the receipt and recording of applications.	

IPSWICH CITY COUNCIL | Councillor Discretionary Funds Policy

18. Policy Owner

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

Doc ID No: A8640696

ITEM: 4

SUBJECT: REVISED COMMUNITY FUNDING AND SUPPORT POLICY

AUTHOR: COORDINATOR, COMMUNITY FUNDING

DATE: 7 FEBRUARY 2023

EXECUTIVE SUMMARY

This is a report seeking Council to update the 'Community Funding and Support Policy' managed by Economic and Community Development Branch within the Community, Cultural and Economic Development Department.

RECOMMENDATION/S

That the updated policy titled, 'Community Funding and Support Policy' as detailed in Attachment 3, be adopted.

RELATED PARTIES

There was no declaration of conflicts of interest.

IFUTURE THEME

Vibrant and Growing
Safe, Inclusive and Creative
Natural and Sustainable
A Trusted and Leading Organisation

PURPOSE OF REPORT/BACKGROUND

The Community Funding and Support Policy has been changed to reflect current organisational documents and processes that are administrative in substance. The changes are as follows:

- 1. Update text to include reference to iFuture 2021-2026 Corporate Pan and remove reference to Advance Ipswich.
- 2. Remove reference to Community Funding and Support Program Framework and replace it with reference to the Community Funding and Support Program Procedure.
- 3. Insert section detailing general exclusion and ineligibility.
- 4. Improve overall layout and formatting.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: Local Government Act 2009

POLICY IMPLICATIONS

There are no policy implications for this report.

RISK MANAGEMENT IMPLICATIONS

The review of this policy has been undertaken in accordance with Council's adopted Policy and Procedure Management Framework. Any delay in approving the recommendation may potentially have adopted policies inconsistent with the Council Framework.

FINANCIAL/RESOURCE IMPLICATIONS

There are no financial/resource implications associated with the report.

COMMUNITY AND OTHER CONSULTATION

- Manager, Economic and Community Development
- Community Development Manager
- Business Improvement Officer

CONCLUSION

The Community Funding and Support Policy has been updated to align administratively with organisational documents and processes.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS		
OTHER DECISION		
Link to checklist in		
Objective		
(a) What is the	The recommendation states that the Council adopt the	
Act/Decision being	updated Community Funding and Support Policy.	
made?		
(b) What human rights	No Human Rights are affected by this decision. This is because	
are affected?	funding applicants are not-for-profit groups and organisations	
	and only individuals have human rights.	
(c) How are the human	Not applicable	
rights limited?		
(d) Is there a good	Not applicable	
reason for limiting		
the relevant rights?		

Is the limitation fair	
and reasonable?	
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

Ī	1.	Community Funding and Support Policy (Current) 🗓 🖫
	2.	Community Funding and Support Policy (Track Changes) 🗓 🖫
	3.	Community Funding and Support Policy (Revised) 🕹 🖺

Travis Johnson

COORDINATOR, COMMUNITY FUNDING

I concur with the recommendations contained in this report.

Melissa Dower

COMMUNITY DEVELOPMENT MANAGER

I concur with the recommendations contained in this report.

Cat Matson

MANAGER, ECONOMIC AND COMMUNITY DEVELOPMENT

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

"Together, we proudly enhance the quality of life for our community"



Community Funding and Support Policy



Collaboration









Version Control and Objective ID	Version No: 2	Objective ID: A6411309
Adopted at Council Ordinary Meeting on	28 January 2020	
Date of Review	28 January 2024	

1. Statement

Ipswich City Council is committed to supporting community initiatives and partnerships that encourage participation in community life, foster social cohesion, celebrate culture and diversity, and contribute to a vibrant, healthy and sustainable city.

This policy confirms Council's commitment to providing funding avenues and support to organisations and individuals and ensures an equitable, open, transparent and accountable decision making process.

2. **Purpose and Principles**

The purpose of this policy is to provide a framework which guides the effective management of Council's community funding and support program in a manner that is aligned to Council's corporate strategic priorities and in accordance with the Local Government Act 2009 and the Local Government Regulation 2012.

The following principles underpin Council's approach to the administration of community funding and support:

- Evidence based approach that acknowledges and responds to the needs and aspirations of our community and aspires for the best use of Council funds
- Good governance decision making is undertaken in the public interest, processes are effective and efficient and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared
- Access and equity documents, resources and application forms are publically available, easy to access and understand, and provide all necessary information in a clear and

This policy is to be read in conjunction with the supporting guidelines for each funding and support program.

3. **Strategic Plan Links**

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

Vibrant and Growing

IPSWICH CITY COUNCIL | Community Funding and Support Policy

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009
Local Government Regulation 2012
Right to Information Act 2009
Public Records Act 2002
Public Sector Ethic Act 1994
Advance Ipswich
Corporate Plan 2017-2022
Employee Code of Conduct
Councillor Code of Conduct
Meeting Conduct Policy
Meeting Conduct Procedure
Conflicts of Interest for Employees Policy

Conflicts of Interest for Employees Procedure

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 all funding and support programs administered by Council to organisations and individuals.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

7. Eligibility Criteria

Organisations and individuals may be eligible to apply through Council's funding and support programs in order to provide community benefit to the Ipswich community, in line with Council's corporate strategic priorities.

Relevant guidelines will be established and published on Council's website for each funding and support program which further defines the eligibility and assessment criteria under which Council funding and support will be provided. General eligibility criteria are detailed below:

General eligibility –

To be eligible for funding or support:

IPSWICH CITY COUNCIL | Community Funding and Support Policy

- All applicants must not have overdue debts with Council and have satisfactorily accounted to Council for the expenditure of any previous Council funding.
- Applicants must demonstrate the expected outcomes for the community in line with Council's corporate strategic priorities.
- Applicants are required to give permission for Council to publish the name of the
 recipient and the funding amount in accordance with Council's requirements under the
 Local Government Act 2009 and the Local Government Regulation 2012.
- All applicants must disclose if other funding or support has been requested from or
 provided by Council, and acknowledge that the provision of funding or support through
 Council's varied funding programs may prohibit eligibility to apply for additional funding
 or support.

All successful applicants will receive the approved funding or assistance from Council subject to terms and conditions which are outlined in the relevant guidelines for each funding and support program.

8. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for making decisions about the allocation of funds to the community funding and support program through Council's annual budgetary processes. Councillors are also responsible for approving discretionary funding expenditure. Councillors must ensure that all conflicts of interest are appropriately recorded in accordance with Council's Meeting Conduct Policy and Procedure.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving funding and support program decisions and expenditure, excepting discretionary funding which is the responsibility of Councillors.

General Managers, Branch Managers, Section Managers and Supervisors

General Managers, Branch Managers, Section Managers and Supervisors are responsible for ensuring that employees under their supervision are aware of Council's community funding and support program framework and, where relevant, adhering to this policy and related procedures, including the disclosure of all actual, potential or perceived conflicts of interest.

Council officers

Council officers who are involved with community funding and support programs are responsible for having a good level of understanding of Council's community funding and support program framework and adhering to this policy and related procedures, including the disclosure of all actual, potential or perceived conflicts of interest.

Community Development Section (Community, Cultural and Economic Development Department)

IPSWICH CITY COUNCIL | Community Funding and Support Policy

The Community Development Section is the primary administrator of Council's community funding and support program, working in collaboration with various Council groups to develop, promote, manage and regularly review the program. The Community Development Section plays a lead role in provision of support and advice to potential funding applicants.

The Community Development Section also manages the budgets and administers any legislative reporting or record keeping requirements for the community funding and support program. All employees must ensure that they identify, disclose, manage and monitor all actual, potential or perceived conflicts of interest in accordance with relevant policies and procedures.

9. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Branch and Section Managers within the Community, Cultural and Economic Development Department
- Finance Branch Manager within the Corporate Services Department
- Legal and Governance Branch Manager within the Corporate Services Department.

10. Monitoring and Evaluation

The effectiveness of this policy can be measured by:

- Increased number of funding applications that align to Council's corporate strategic objectives
- Audit reviews recognise good governance and compliance by Council in the administration of community funding and support
- Analytics regarding community support and satisfaction with community funding and support processes.

11. Definitions

Acquittal	The process by which a recipient demonstrates in writing to a funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the initiative
Auspicing	Auspicing means that an organisation takes responsibility for ensuring the funds are used as specified in the funding allocation. An auspicing organisation will be responsible for: • the receipt, banking and administration of all moneys • project monitoring and completion • ensuring the applicant acquits the funding on time • sign off on the acquittal form.
Bursary	Funding to an individual or Community Organisation to assist with the costs associated with undertaking a particular initiative

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Business	A person, partnership or organisation which is not a Community Organisation, and is engaged in a profit-seeking enterprise or activity	
Community funding and support program framework	The suite of Council documents which outline Council's commitment to supporting community initiatives and partnerships, details the roles and responsibilities across Council, and the various processes associated with the management and administration of Council's community funding and support program	
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members	
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich	
Conflicts of Interest	Actual conflict of interest – there is a real conflict between the Council employee's official duties and their personal interests.	
	Potential conflict of interest – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.	
	Perceived conflict of interest - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.	
Councillors	All elected representatives including the Mayor	
Discretionary Funding	The gifting of funds to an eligible Community Organisation to be spent for a Community Purpose. Discretionary Funding is provided without expectation of reciprocated benefits	
Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions	
Individual	A singular entity, as distinguished from a group or organisation	
Initiative	A project, service, event, activity, equipment purchase or upgrade or other function for which an organisation or individual might seek assistance	
Organisation	An organisation may be either a Business or Community Organisation	

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Sponsorship	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich
Support	The temporary provision of items of equipment, resources or non-monetary assistance to support a community initiative

12. Policy Owner

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



Community Funding and Support Policy



Collaboration









Version Control and Objective ID	Version No: 2	Objective ID: A6411309
Adopted at Council Ordinary Meeting on	28 January 2020	
Date of Review	28 January 2024	

1. Statement

Ipswich City Council is committed to supporting community initiatives and partnerships that encourage participation in community life, foster social cohesion, celebrate culture and diversity, and contribute to a vibrant, healthy, and sustainable city.

This policy confirms Council's commitment to providing funding avenues and support to organisations and individuals and ensures an equitable, open, transparent, and accountable decision making process.

2. **Purpose and Principles**

The purpose of this policy is to provide a framework which guides the effective management of Council's community funding and support program in a manner that is aligned to Council's corporate strategic priorities and in accordance with the Local Government Act 2009 and the Local Government Regulation 2012.

The following principles underpin Council's approach to the administration of community funding and support:

- Evidence based approach that acknowledges and responds to the needs and aspirations of our community and aspires for the best use of Council funds
- Good governance decision making is undertaken in the public interest, processes are effective and efficient, and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared
- Access and equity documents, resources and application forms are publically publicly available, easy to access and understand, and provide all necessary information in a clear

This policy is to be read in conjunction with the supporting guidelines for each funding and support program.

3. **Strategic Plan Links**

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

Vibrant and Growing

IPSWICH CITY COUNCIL | Community Funding and Support Policy

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. **Regulatory Authority**

Local Government Act 2009 Local Government Regulation 2012 Right to Information Act 2009 Public Records Act 2002 Public Sector Ethic Act 1994

Advance Ipswich

Corporate Plan 2017-2022 i Future 2021-2026 Corporate Plan

Employee Code of Conduct Councillor Code of Conduct

Meeting Conduct Procedure

Meeting Conduct Policy

Conflicts of Interest for Employees Policy

Conflicts of Interest for Employees Procedure

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 all funding and support programs administered by Council to organisations and individuals.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

7. **Eligibility Criteria**

Organisations and individuals may be eligible to apply through Council's funding and support programs in order to provide community benefit to the Ipswich community, in line with Council's corporate strategic priorities.

Relevant guidelines will be established and published on Council's website for each funding and support program which further defines the eligibility and assessment criteria under which Council's funding and support will be provided. General eligibility criteria are detailed below:

General eligibility — criteria include: To be eligible for funding or support:

All applicants must not have overdue debts with Council and have satisfactorily accounted to Council for the expenditure of any previous Council funding.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

- Applicants must demonstrate the expected outcomes for the community in line with the key themes of Ipswich City Council's strategic plan, iFuture Corporate Plan 2021-2026Council's corporate strategic priorities.
- Applicants are required to give permission for Council to publish the name of the
 recipient and the funding amount in accordance with Council's requirements under the
 Local Government Act 2009 and the Local Government Regulation 2012.
- All applicants must disclose if other funding or support has been requested from or provided by Council, and acknowledge that the provision of funding or support through Council's varied funding programs may prohibit eligibility to apply for additional funding or support.

General exclusions and ineligibility include:

- requests that are considered by council to be the funding responsibility of other levels of government
- projects or activities run by or involved with political groups seeking to promote their core beliefs
- projects or activities that have already started or have been completed prior to approval from council
- applications received outside of the application timeframes

All successful applicants will receive the approved funding or assistance from Council subject to terms and conditions which are outlined in the relevant guidelines for each funding and support program.

8. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for making decisions about the allocation of funds to the community funding and support program through Council's annual budgetary processes. Councillors are also responsible for approving discretionary funding expenditure. Councillors must ensure that all conflicts of interest are appropriately recorded in accordance with Council's Meeting Conduct Policy and Procedure.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving funding and support program decisions and expenditure, excepting discretionary funding which is the responsibility of Councillors.

General Managers, Branch Managers, Section Managers and Supervisors

General Managers, Branch Managers, Section Managers and Supervisors are responsible for ensuring that employees under their supervision are aware of Council's community funding and support program framework-policy, procedure, and relevant guidelines, and, where relevant, adhering to this policy and related procedures, including the disclosure of all actual, potential, or perceived conflicts of interest.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Council officers

Council officers who are involved with community funding and support programs are responsible for having a good level of understanding of Council's community funding and support program framework-policy, procedure, and relevant guidelines, and adhering to this policy and related procedures, including the disclosure of all actual, potential, or perceived conflicts of interest.

Community Development Section (Community, Cultural and Economic Development Department)

The Community Development Section is the primary administrator of Council's community funding and support program, working in collaboration with various Council groups to develop, promote, manage, and regularly review the program. The Community Development Section plays a lead role in provision of support and advice to potential funding applicants.

The Community Development Section also manages the budgets and administers any legislative reporting or record keeping requirements for the community funding and support program. All employees must ensure that they identify, disclose, manage, and monitor all actual, potential, or perceived conflicts of interest in accordance with relevant policies and procedures.

9. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Branch and Section Managers within the Community, Cultural and Economic Development Department
- Finance Branch Manager within the Corporate Services Department
- Legal and Governance Branch Manager within the Corporate Services Department.

10. Monitoring and Evaluation

The effectiveness of this policy can be measured by:

- Increased number of funding applications that align to Council's corporate strategic objectives
- Audit reviews recognise good governance and compliance by Council in the administration of community funding and support
- Analytics regarding community support and satisfaction with community funding and support processes.

11. Definitions

Acquittal	The process by which a recipient demonstrates in writing to a
	funding body that it has expended the funds in accordance
	with the terms and conditions of the funding agreement on
	completion of the initiative.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Auspicing	Auspicing means that an organisation takes responsibility for ensuring the funds are used as specified in the funding allocation. An auspicing organisation will be responsible for:
	 the receipt, banking, and administration of all moneys project monitoring and completion ensuring the applicant acquits the funding on time sign off on the acquittal form.
Bursary	Funding to an individual or Community Organisation to assist with the costs associated with undertaking a particular initiative.
Business	A person, partnership or organisation which is not a Community Organisation, and is engaged in a profit-seeking enterprise or activity.
Community funding and support program frameworkprocedure	The suite of Council documents which outline Council's commitment to supporting community initiatives and partnerships, dDetails the roles and responsibilities across Council, and the various processes associated with the management and administration of Council's community funding and support program.
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members.
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich.
Conflicts of Interest	Actual conflict of interest – there is a real conflict between the Council employee's official duties and their personal interests. Potential conflict of interest – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk. Perceived conflict of interest - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.
Councillors	All elected representatives including the Mayor.
Discretionary Funding	The gifting of funds to an eligible Community Organisation to be spent for a Community Purpose. Discretionary Funding is provided without expectation of reciprocated benefits.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions.
Individual	A singular entity, as distinguished from a group or organisation.
Initiative	A project, service, event, activity, equipment purchase or upgrade, or other function for which an organisation or individual might seek assistance.
Organisation	An organisation may be either a Business or Community Organisation.
Sponsorship	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich.
Support	The temporary provision of items of equipment, resources, or non-monetary assistance to support a community initiative.

12. Related Documents

- Employee Code of Conduct
- Councillor Code of Conduct
- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure

12.13. Policy Owner

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



Community Funding and Support Policy











Version Control and Objective ID	Version No:	Objective ID:
Adopted at Council Ordinary Meeting on		
Date of Review		

1. Statement

Ipswich City Council is committed to supporting community initiatives and partnerships that encourage participation in community life, foster social cohesion, celebrate culture and diversity, and contribute to a vibrant, healthy, and sustainable city.

This policy confirms Council's commitment to providing funding avenues and support to organisations and individuals and ensures an equitable, open, transparent, and accountable decision making process.

2. **Purpose and Principles**

The purpose of this policy is to provide a framework which guides the effective management of Council's community funding and support program in a manner that is aligned to Council's corporate strategic priorities and in accordance with the Local Government Act 2009 and the Local Government Regulation 2012.

The following principles underpin Council's approach to the administration of community funding and support:

- Evidence based approach that acknowledges and responds to the needs and aspirations of our community and aspires for the best use of Council funds
- Good governance decision making is undertaken in the public interest, processes are effective and efficient, and feedback and evaluation mechanisms ensure opportunities for improvement are identified and addressed.
- Transparency and fairness processes are transparent, applications are assessed objectively against eligibility and assessment criteria and any conflicts of interests are addressed and declared
- Access and equity documents, resources and application forms are publicly available, easy to access and understand, and provide all necessary information in a clear and

This policy is to be read in conjunction with the supporting guidelines for each funding and support program.

Strategic Plan Links

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

Vibrant and Growing

IPSWICH CITY COUNCIL | Community Funding and Support Policy

- Safe, Inclusive and Creative
- Natural and Sustainable
- A Trusted and Leading Organisation

4. Regulatory Authority

Local Government Act 2009
Local Government Regulation 2012
Right to Information Act 2009
Public Records Act 2002
Public Sector Ethic Act 1994
iFuture 2021-2026 Corporate Plan

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 all funding and support programs administered by Council to organisations and individuals.

This policy applies to all councillors, council staff, contractors, and others that act on Council's behalf to ensure they work in accordance with the policy principles and the relevant legislation.

7. Eligibility Criteria

Organisations and individuals may be eligible to apply through Council's funding and support programs in order to provide community benefit to the Ipswich community, in line with Council's corporate strategic priorities.

Relevant guidelines will be established and published on Council's website for each funding and support program which further defines the eligibility and assessment criteria under which Council's funding and support will be provided. General eligibility criteria are detailed below:

General eligibility criteria include:

- All applicants must not have overdue debts with Council and have satisfactorily accounted to Council for the expenditure of any previous Council funding.
- Applicants must demonstrate the expected outcomes for the community in line with the key themes of Ipswich City Council's strategic plan, iFuture 2021-2026 Corporate Plan.
- Applicants are required to give permission for Council to publish the name of the recipient and the funding amount in accordance with Council's requirements under the Local Government Act 2009 and the Local Government Regulation 2012.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

All applicants must disclose if other funding or support has been requested from or
provided by Council and acknowledge that the provision of funding or support through
Council's varied funding programs may prohibit eligibility to apply for additional funding
or support.

General exclusions and ineligibility include:

- requests that are considered by council to be the funding responsibility of other levels of government
- projects or activities run by or involved with political groups seeking to promote their core beliefs
- projects or activities that have already started or have been completed prior to approval from council
- applications received outside of the application timeframes

All successful applicants will receive the approved funding or assistance from Council subject to terms and conditions which are outlined in the relevant guidelines for each funding and support program.

8. Roles and Responsibilities

The following roles include the responsibilities listed below:

Councillors

Councillors are responsible for making decisions about the allocation of funds to the community funding and support program through Council's annual budgetary processes. Councillors are also responsible for approving discretionary funding expenditure. Councillors must ensure that all conflicts of interest are appropriately recorded in accordance with Council's Meeting Conduct Policy and Procedure.

Chief Executive Officer (CEO)

The CEO (or delegate) is responsible for approving funding and support program decisions and expenditure, excepting discretionary funding which is the responsibility of Councillors.

General Managers, Branch Managers, Section Managers and Supervisors

General Managers, Branch Managers, Section Managers and Supervisors are responsible for ensuring that employees under their supervision are aware of Council's community funding and support program policy, procedure, and relevant guidelines, and, where relevant, adhering to this policy and related procedures, including the disclosure of all actual, potential, or perceived conflicts of interest.

Council officers

Council officers who are involved with community funding and support programs are responsible for having a good level of understanding of Council's community funding and support program policy, procedure, and relevant guidelines, and adhering to this policy and related procedures, including the disclosure of all actual, potential, or perceived conflicts of interest.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Community Development Section (Community, Cultural and Economic Development Department)

The Community Development Section is the primary administrator of Council's community funding and support program, working in collaboration with various Council groups to develop, promote, manage, and regularly review the program. The Community Development Section plays a lead role in provision of support and advice to potential funding applicants.

The Community Development Section also manages the budgets and administers any legislative reporting or record keeping requirements for the community funding and support program. All employees must ensure that they identify, disclose, manage, and monitor all actual, potential, or perceived conflicts of interest in accordance with relevant policies and procedures.

9. Key Stakeholders

The following will be consulted during the review process for this policy:

- The Chief Executive Officer and General Managers
- Branch and Section Managers within the Community, Cultural and Economic Development Department
- Finance Branch Manager within the Corporate Services Department
- Legal and Governance Branch Manager within the Corporate Services Department.

10. Monitoring and Evaluation

The effectiveness of this policy can be measured by:

- Increased number of funding applications that align to Council's corporate strategic objectives
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- Analytics regarding community support and satisfaction with community funding and support processes.

11. Definitions

Acquittal	The process by which a recipient demonstrates in writing to a funding body that it has expended the funds in accordance with the terms and conditions of the funding agreement on completion of the initiative.
Auspicing	Auspicing means that an organisation takes responsibility for ensuring the funds are used as specified in the funding allocation. An auspicing organisation will be responsible for:
	 the receipt, banking, and administration of all moneys project monitoring and completion ensuring the applicant acquits the funding on time sign off on the acquittal form.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

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Community funding and support program procedure	Details the roles and responsibilities across Council, and the various processes associated with the management and administration of Council's community funding and support program.
Community Organisation	An entity that carries out activities for a public purpose or an entity whose primary object is not directed at making a profit for distribution to shareholders or members.
Community Purpose	A purpose that is in the public interest to residents of the City of Ipswich.
Conflicts of Interest	Actual conflict of interest – there is a real conflict between the Council employee's official duties and their personal interests.
	<u>Potential conflict of interest</u> – Personal interests that could conflict with a Council employee's official duty. This refers to circumstances where it is foreseeable, that a conflict may arise in the future and steps should be taken now to mitigate that future risk.
	Perceived conflict of interest - The public or a third party could form the view that personal interests could improperly influence an employee's decision or action, now or in the future. Whilst it may or may not eventuate as an actual conflict, it is important to disclose a perceived conflict of interest, for transparency purposes.
Councillors	All elected representatives including the Mayor.
Discretionary Funding	The gifting of funds to an eligible Community Organisation to be spent for a Community Purpose. Discretionary Funding is provided without expectation of reciprocated benefits.
Funding	A sum of money allocated to support a community initiative in accordance with specific terms and conditions.
Individual	A singular entity, as distinguished from a group or organisation.
Initiative	A project, service, event, activity, equipment purchase or upgrade, or other function for which an organisation or individual might seek assistance.
Organisation	An organisation may be either a Business or Community Organisation.

IPSWICH CITY COUNCIL | Community Funding and Support Policy

Sponsorship	A negotiated arrangement concerning the provision of funds or services in exchange for negotiated commercial and community benefits to the City of Ipswich.
Support	The temporary provision of items of equipment, resources, or non-monetary assistance to support a community initiative.

12. Related Documents

- Employee Code of Conduct
- Councillor Code of Conduct
- Meeting Conduct Policy
- Meeting Conduct Procedure
- Conflicts of Interest for Employees Policy
- Conflicts of Interest for Employees Procedure

13. Policy Owner

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

Doc ID No: A8660777

ITEM: 5

SUBJECT: REVISED CIVIC AND CEREMONIAL EVENTS POLICY

AUTHOR: BUSINESS IMPROVEMENT OFFICER

DATE: 10 FEBRUARY 2023

EXECUTIVE SUMMARY

This is a report seeking Governance and Transparency Committee approval to update the existing "Civic and Ceremonial Events Policy" managed by Marketing and Promotions Branch within the Community, Cultural and Economic Development Department.

RECOMMENDATION/S

That the updated policy titled, "Civic and Ceremonial Events Policy" as detailed in Attachment 3, be adopted.

RELATED PARTIES

There is no declaration of conflict of interest.

IFUTURE THEME

Safe, Inclusive and Creative

PURPOSE OF REPORT/BACKGROUND

The Civic and Ceremonial Events Policy was reviewed and updated with a minor change under Scope to include Korean Veterans' Day. No other changes were made to the policy.

LEGAL IMPLICATIONS

This report and its recommendations are consistent with the following legislative provisions: Local Government Act 2009

POLICY IMPLICATIONS

There are no policy implications.

RISK MANAGEMENT IMPLICATIONS

There are no risks associated with the revised Civic and Ceremonial Events Policy.

The review of the Civic and Ceremonial Events Policy has been undertaken in accordance with Council's adopted Policy and Procedure Framework.

FINANCIAL/RESOURCE IMPLICATIONS

There are no budget implications.

COMMUNITY AND OTHER CONSULTATION

Consultation was undertaken by the Marketing and Promotions Manager (Community, Cultural and Economic Development).

CONCLUSION

As the update to the Civic and Ceremonial Events Policy was only minor, it is recommended that the change to the policy be adopted.

HUMAN RIGHTS IMPLICATIONS

HUMAN RIGHTS IMPACTS	
OTHER DECISION	
(a) What is the	The recommendation states that Governance and Transparency
Act/Decision being	Committee approve the adoption of the revised Civic and
made?	Ceremonial Events Policy.
(b) What human rights	No Human Rights are impacted.
are affected?	
(c) How are the human	Not applicable
rights limited?	
(d) Is there a good	Not applicable
reason for limiting	
the relevant rights?	
Is the limitation fair	
and reasonable?	
(e) Conclusion	The decision is consistent with human rights.

ATTACHMENTS AND CONFIDENTIAL BACKGROUND PAPERS

1.	Civic and Ceremonial Events Policy (Current) 🗓 🖺
2.	Civic and Ceremonial Events Policy (Track changes) 🗓 ื
3.	Civic and Ceremonial Events Policy (Cleanskin) 🗓 🖺

Anne Eves

BUSINESS IMPROVEMENT OFFICER

I concur with the recommendations contained in this report.

Carly Gregory

MANAGER, MARKETING AND PROMOTIONS

I concur with the recommendations contained in this report.

Ben Pole

GENERAL MANAGER, COMMUNITY, CULTURAL AND ECONOMIC DEVELOPMENT

"Together, we proudly enhance the quality of life for our community"



Civic and Ceremonial Events Policy











Version Control and Objective ID	Version No: 4	Objective ID: A8345027
Adopted at Council Ordinary Meeting on	29 September 2022	2
Date of Review	29 September 2026	5

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).

IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

- 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-Branches and Organising Committees (External Event).
- Remembrance Day Provide funding and in-kind support to Remembrance Day Commemorative Services delivered by endorsed RSL Sub-Branches 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-Branches 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-Branches 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

IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

• 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	RESPONSIBILITES
Mayor and Councillors	 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	Provides approval for floral tributes and wreaths.
Office of the Mayor and Councillor Liaison Officers	 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	 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

IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

• 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).

IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

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.



Civic and Ceremonial Events Policy











Version Control and Objective ID	Version No: 4	Objective ID: A8345027
Adopted at Council Ordinary Meeting on	29 September 2022	2
Date of Review	29 September 2026	5

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
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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:

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IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

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IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

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 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.

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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.

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

IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

- 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

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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.

IPSWICH CITY COUNCIL | Civic and Ceremonial Events Policy

Presentation	May be either a wooden plaque of standard design and wording
Plaques	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.



Civic and Ceremonial Events Policy



Collaboration









Version Control and Objective ID	Version No: 4	Objective ID: A8345027
Adopted at Council Ordinary Meeting on	29 September 2022	2
Date of Review	29 September 2026	5

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).

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- 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-Branches and Organising Committees (External Event).
- Remembrance Day Provide funding and in-kind support to Remembrance Day Commemorative Services delivered by endorsed RSL Sub-Branches 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-Branches 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-Branches 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;

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- 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	RESPONSIBILITES
Mayor and Councillors	 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	Provides approval for floral tributes and wreaths.
Office of the Mayor and Councillor Liaison Officers	 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	 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

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- 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.

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Presentation	May be either a wooden plaque of standard design and wording
Plaques	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.