

Version Control and Objective ID	Version No:	Objective ID:
Approved by Council on		
Date of Review		

1. Statement

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

2. Purpose and Principles

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

3. Strategic Plan Links

This policy relates to Advance Ipswich Theme:

- Caring for the Community

4. Regulatory Authority

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Ipswich City Council Long Term Community Plan (i2031)
- Ipswich City Council Corporate Plan 2017 – 2022
- Australian Citizenship Ceremonies Code 2019

5. Scope

This policy applies to

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

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

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

6. Roles and Responsibilities

POSITION	RESPONSIBILITIES
Community Events & Engagement Officer	<ul style="list-style-type: none"> • Comply with council policies • Briefing of Marketing and Media Services (if required) • Coordination of key stakeholders • Coordinate approvals • Planning and coordination of the event • Oversee event delivery • Manage allocated event budget • Coordination of debrief and provide feedback

7. Key Stakeholders

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

8. Monitoring and Evaluation

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

9. Definitions

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

10. Policy Owner

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