



FLORAL TRIBUTES POLICY

**DOCUMENT NO:
A4754544**

1.1 Objective:

The objective of this policy is to define occasions when it is appropriate for Council to present a floral tribute, on behalf of Ipswich City Council.

1.2 Regulatory Authority:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Advance Ipswich Community Plan
- Ipswich City Council Corporate Plan 2017-2022

1.3 Policy Statement:

This policy has been developed to ensure transparency and principles of good governance and accountability are in practice when floral tributes are requested.

1.4 Scope:

Funding is allocated in the Economic Development & Marketing budget for floral tributes requested for presentation or placement by Councillors in the following circumstances:

Wreaths:

- For placement at commemorative services such as Remembrance Day, Vietnam Vets Day and other similar events.
- Delivered to the funeral service of an Ipswich community leader who has made a significant contribution to the City.

Flower arrangement:

- Delivered or presented to Ipswich residents who have attained the age 90 years or over.
- Delivered or presented to Ipswich couples celebrating a wedding anniversary of 50th, 60th or above years.

The cost of floral tributes is capped as follows:

- Floral arrangement and delivery - \$68.50 including GST
- Wreath (size 12 ring) and delivery - \$73.50 including GST

In the instance where the Mayor and Councillors are attending a service at the same location, one wreath will be ordered.

Requests made by the Mayor or Councillors not covered in the above circumstances are

considered outside the policy. Consequently, these requests will be referred to Finance and Corporate Services Department for approval and a request for a project code and task number to cover the cost.

1.5 Roles, Responsibilities and Actions:

This Policy applies to floral requests made by the Councillors, Executive Management and relevant Council Officers.

1.6 Definitions:

The Mayor is included where reference is made to *councillor* or *councillors*.

1.7 Policy Author:

Corporate Governance is responsible for reviewing this policy.

Date of Council Resolution: 27 March 2018

Committee Reference and Date: Policy and Administration Advisory Committee No. 2018(02) of 13 March 2018

No. of Resolution: 2

Date to be Reviewed: 27 March 2020