



## REQUESTS TO PURCHASE A CITY OF IPSWICH LOGO FLAG POLICY

DOCUMENT NO:  
A4690888

### 1.1 Objectives:

The objective of this Policy is to define a process by which the general public and Ipswich based clubs and organisations can purchase a City of Ipswich logo flag from Council.

### 1.2 Regulatory Authority:

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Ipswich City Council 2011-2031 Long Term Community Plan (i2031)
- Ipswich City Council Corporate Plan 2017-2022
- Floral Tributes Policy
- Gifts Policy
- Procedure CCS-07 Flags Flown by Ipswich City Council

Flags are flown in accordance with official flag protocol and the guidelines as laid down by the Australian Government, the Department of Prime Minister and Cabinet publication titled *Australian Flags*. A copy of the *Australian Flags* publication can be obtained free of charge via the Constituents' Request Program by contacting the Electorate Office of the relevant local senator or member of the House of Representatives.

In accordance with the 'Australian Flags' guidelines, the City of Ipswich Logo Flag is identified as a 'house flag' and must be flown or displayed accordingly.

### 1.3 Policy Statement:

Council will make City of Ipswich logo flags available for purchase, at the cost price, to interested members of the public and Ipswich based clubs and organisations on request.

### 1.4 Scope:

Any such request from the general public to purchase a City of Ipswich Logo flag or as otherwise approved by the relevant department head, is to be forwarded to Marketing Services Branch via the events requests e-mail system.

Clubs and organisations based in the City of Ipswich can apply via their relevant Divisional Councillor's Office for a City of Ipswich Logo flag for official club purposes once every three (3) years, unless otherwise approved by the relevant department head.

The option of providing a City of Ipswich Logo flag to such clubs or organisations is at the discretion of, and charged against, the respective Councillor's corporate gift allocation or other councillor allocations included in the annual Ipswich City Council budget. The Divisional Councillor's Office staff should purchase through Council stores.

### **1.5 Roles and Responsibilities:**

The Marketing Services Branch will maintain records regarding the distribution of a City of Ipswich Logo flag for reference and auditing purposes.

### **1.6 Definitions:**

- The City of Ipswich Logo refers to the official Logo approved and endorsed by Ipswich City Council for marketing purposes. Ipswich City Council retains copyright over the logo design at all times.
- The City of Ipswich Logo flag is different from the City of Ipswich 'Crest' flag which remains the property of the Ipswich City Council only and is not for sale.

### **1.7 Policy Author:**

The Marketing Services Branch is responsible for reviewing this policy.

**Date of review:** 22 February 2018

**Date of Council Resolution:** 21 February 2012

**Committee Reference and Date:** Policy and Administration Board No. 2012(01) of 7 February 2012 – City Management and Finance Committee No. 2012(02) of 14 February 2012

**No. of Resolution:** 1

**Date to be reviewed:** 22 February 2020