

Civic Protocol Policy

Local Government Act 2009



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1. Policy Statement

This policy provides guidance in respect to all matters of protocol pertaining to Townsville City Council (Council) official documentation, functions and regalia.

2. Principles

This policy provides information and guidelines on all matters of civic protocol pertaining to Council, and the traditions of Council and the Office of the Mayor.

3. Scope

This policy applies to and informs workers, managers and Councillors of the civic protocols and traditions of Council and the Office of Mayor to be followed and adhered to.

4. Responsibility

Managers are responsible for ensuring the policy contained herein is understood and adhered to by all workers.

All Councillors, including the Mayor, are responsible for ensuring that this policy is understood and adhered to.

5. Definitions

Term	Definition
Civic Events or Functions	are those activities hosted or organised by Townsville City Council to celebrate special occasions and to promote the City. Such events would include Australia Day Awards, Citizenship Ceremonies, civic receptions and project launches, as well as functions that celebrate organisational milestones or achievements.
Civic Protocol	the official procedure or system governing civic events or functions hosted or organised by Townsville City Council.
Manager	an individual responsible for overseeing and coordinating specific functions, departments, teams or projects within Townsville City Council.
VIP	a high-ranking official or a person of great influence or prestige.
Workers	includes employees, contractors, volunteers and all others who perform work on behalf of Council.

6. Policy

6.1. Acknowledgement of Country

An Acknowledgement of Country is an opportunity for anyone to show respect for Traditional Owners and the continuing connection of Aboriginal and Torres Strait Islander peoples to Country.

An Acknowledgement of Country can be offered by any person and is given at the beginning of a meeting, speech or event.

The Acknowledgement of Country should read as follows:

Townsville City Council acknowledges the Wulgurukaba of Gurambilbarra and Yunbenun, Bindal, Gugu Badhun and Nywaigi as the Traditional Owners of this land. We pay our respects to their cultures, their ancestors and their Elders - past and present - and all future generations.

6.2. Welcome to Country

Welcome to Country is delivered by Traditional Owners or Aboriginal and Torres Strait Islander peoples who have been given permission from Traditional Owners to welcome visitors to their Country.

Welcome to Country occurs at the beginning of a formal event and can take many forms including singing, dancing, smoking ceremonies and/or a speech.

6.3. Use of the Council Logo

Use of the primary corporate logo is preferred for all collateral relating to core Council services, reporting and business operations (e.g. infrastructure and operations, planning and development as well as official communications such as finance, billing and compliance).

Candidates at elections are to be expressly advised that the city's logo is not authorised to be used for electoral purposes.

Queries and requests for use of Council's corporate logo must be directed to Council's Community Engagement Team.

6.4. Use of the Common Seal

Council's common seal is the official impressed stamp including the words Townsville City Council Corporate Seal, Incorporated 1866.

Use of the common seal is limited to ceremonial documentation and documents that are to be provided to foreign entities.

Further details on the use of the common seal can be found in Council's Common Seal Policy.

6.5. Addressing the Mayor and Councillors

6.5.1 Mayor

The official title of the Mayor is Councillor [First name] [Surname], Mayor of the City of Townsville. The Mayor of Townsville is referred to as Mayor [First name] [Surname] at first instance, and Cr [Surname] at following instances. When addressing the Mayor via email, over the phone or in person, they are referred to as Mayor.

6.5.2 Deputy Mayor

The Deputy Mayor of Townsville is referred to as Deputy Mayor [First name] [Surname] at first instance, and Cr [Surname] at following instances.

6.5.3 Councillors

When writing about Councillors, always name them in full at the first instance, and then refer to them using their honorific and their last name.

Correct example:

- Councillor [First name] [Surname] will attend the event. Cr [Surname] will arrive at 9am.

Where a Councillor is a committee chairperson, refer to them as their committee title first, followed by their honorific at following instances.

Correct example:

- [Name of Committee] Chairperson [First name] [Surname] will attend the event.
Cr [Surname] will arrive at 9am.

6.6. Order of Precedence

The order of precedence differs between federal, state and local governments.

When the Mayor (or her/his representative) attends ceremonies or functions on federal or state property she/he drops to the mid-section of dignitaries.

However, in almost all other instances, the Mayor and Councillors have precedence at functions on Council owned or controlled property.

For Council functions, the order of precedence will be as follows:

1. The Mayor
2. Deputy Mayor
3. All other Councillors in order of length of continuous service. Where length of continuous service is the same, then by alphabetical sequence of surname.
4. Federal member (Most of Townsville is within the electorate of Herbert with some outer suburbs in the electorates of Kennedy and Dawson. The senior politician is defined by the federal order of precedence, i.e. Minister or longest serving member.)
5. Senator (only invited if the Senator's principal place of residence is in the local authority area).

6. State members (who have electorates within the local authority area. Their seniority is established by the State order of precedence i.e., Ministers, parliamentary secretaries, and length of term in Parliament)
7. Senior member of the judiciary. (Supreme Court Judge, in his or her absence, the District Court Judge)
8. Bishops (The senior city bishop is the one who was ordained first, irrespective of denomination)
9. Senior Police Officer (Normally Assistant District Commissioner)
10. Senior Military Officer by rank (regardless of service category, full time or reserve). All ranks carry the same status. Refer to section [6.6.1 Australian Defence Force - Branches and Ranks](#).
11. Visiting dignitaries: These include Mayors and Councillors of neighbouring local authority areas. The status of Mayors and Councillors from other areas can be raised if they are involved in a joint project or are sharing the cost of the function or event. On these rare occasions they become part of the hosting group and are listed after the Townsville Councillors.

Note: If the function or the ceremony is to welcome a dignitary or to honour an individual or a group, these persons inherit precedence in protocol, at least in terms of acknowledgement. They are elevated to the second position, after the Mayor and before the Councillors.

It should be noted that in most cases, the Mayor takes precedence at all functions within their jurisdiction (all areas excluding State and Federal property). The Mayor is only outranked by the Governor-General or the State Governor and takes precedence over the Prime Minister and the Premier.

In military parades and salutes on city streets the Mayor outranks any military officer jointly sharing the podium, up to and including the Chief of the ADF, as well as the Minister for Defence. This is because the troops are parading on civic controlled assets and they are technically on the Mayor's "parade ground" where they are the commanding officer. Conversely when the Mayor is invited to attend ceremonies on ADF property, she/he defers to the federal and military protocols where she/he has reduced status.

These civic protocols should also apply to ceremonies and events organised by private sector organisations in Townsville. Unfortunately, many of these invite the Mayor or Councillors without a proper understanding of their status in protocol. They often elevate Federal and State Politicians.

The Department of the Premier and Cabinet lists the State Order of Precedence for Queensland - as at 30 January 2023 - as part of the [Queensland Government State Protocols: A Guide](#).

6.6.1 Australian Defence Force - Branches and Ranks

Australian Defence Force consists of three branches: the Royal Australian Navy (RAN), the Australian Army and the Royal Australian Air Force (RAAF). The three branches and their associated ranks are outlined below:

Royal Australian Navy (RAN)	Australian Army	Royal Australian Air Force (RAAF)
<ul style="list-style-type: none"> • Admiral • Vice Admiral • Rear Admiral • Commodore • Captain • Commander • Lieutenant Commander • Lieutenant • Sub Lieutenant • Midshipman • Warrant Officer of the Navy • Warrant Officer • Chief Petty Officer • Petty Officer • Leading Seaman • Able Seaman • Seaman 	<ul style="list-style-type: none"> • General • Lieutenant General • Major General • Brigadier • Colonel • Lieutenant Colonel • Major • Captain • Lieutenant • Regimental Sergeant Major of the Army • Warrant Officer Class One • Warrant Officer Class Two • Staff Sergeant • Sergeant • Corporal • Lance Corporal • Private 	<ul style="list-style-type: none"> • Air Chief Marshal • Air Marshal • Air Vice Marshal • Air Commodore • Group Captain • Wing Commander • Squadron Leader • Flight Lieutenant • Flying Officer • Pilot Officer • Officer Cadet • Warrant Officer of the Air Force • Warrant Officer • Flight Sergeant • Sergeant • Corporal • Leading Aircraftman/Aircraftwoman • Aircraftman/Aircraftwoman • Non-Commissioned Officer Cadet

6.7. Guest List

Council's Events Team is responsible for compiling the guest list and sending invitations to internal and external stakeholders. The Mayor and Council's Chief Executive Officer (CEO) will have final approval on the list.

Invitations to all significant public events should come from the Mayor as the official Council spokesperson. At their discretion, the Mayor and/or CEO can nominate other Council officials to issue event invitations.

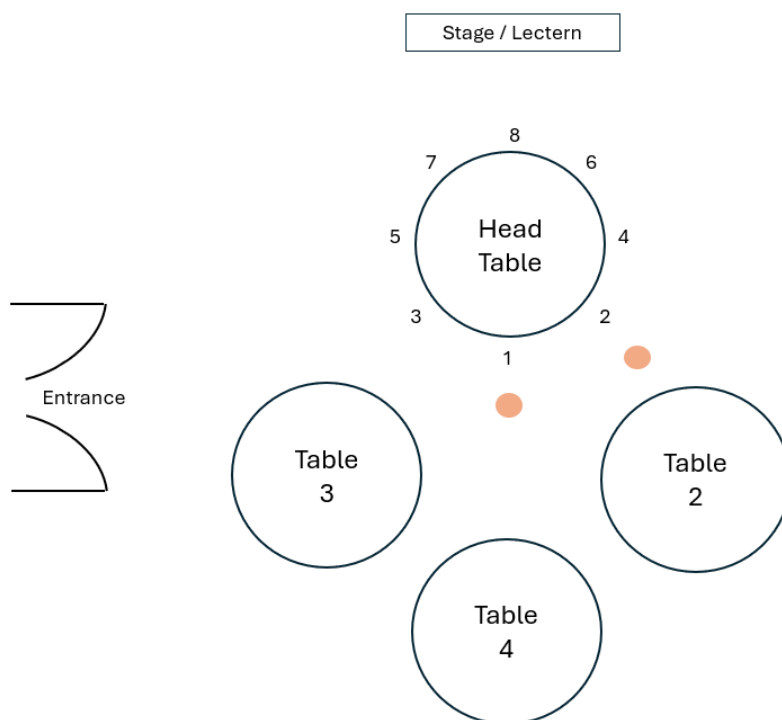
Care must be taken to ensure all relevant persons are invited to attend council functions. It is standard protocol to issue invitations to the Mayor, Councillors, CEO, Directors and Federal and State Members of Parliament. The nature, purpose and size of the occasion will indicate the categories of persons who should be included on the guest list.

Invitations should ideally be sent at least three weeks before the event. Invitations generally include partners when the function/event is outside normal business hours or involves guests accompanied by partners.

6.8. Standard Seating Plans

The following seating plans are taken from the Department of the Premier and Cabinet.

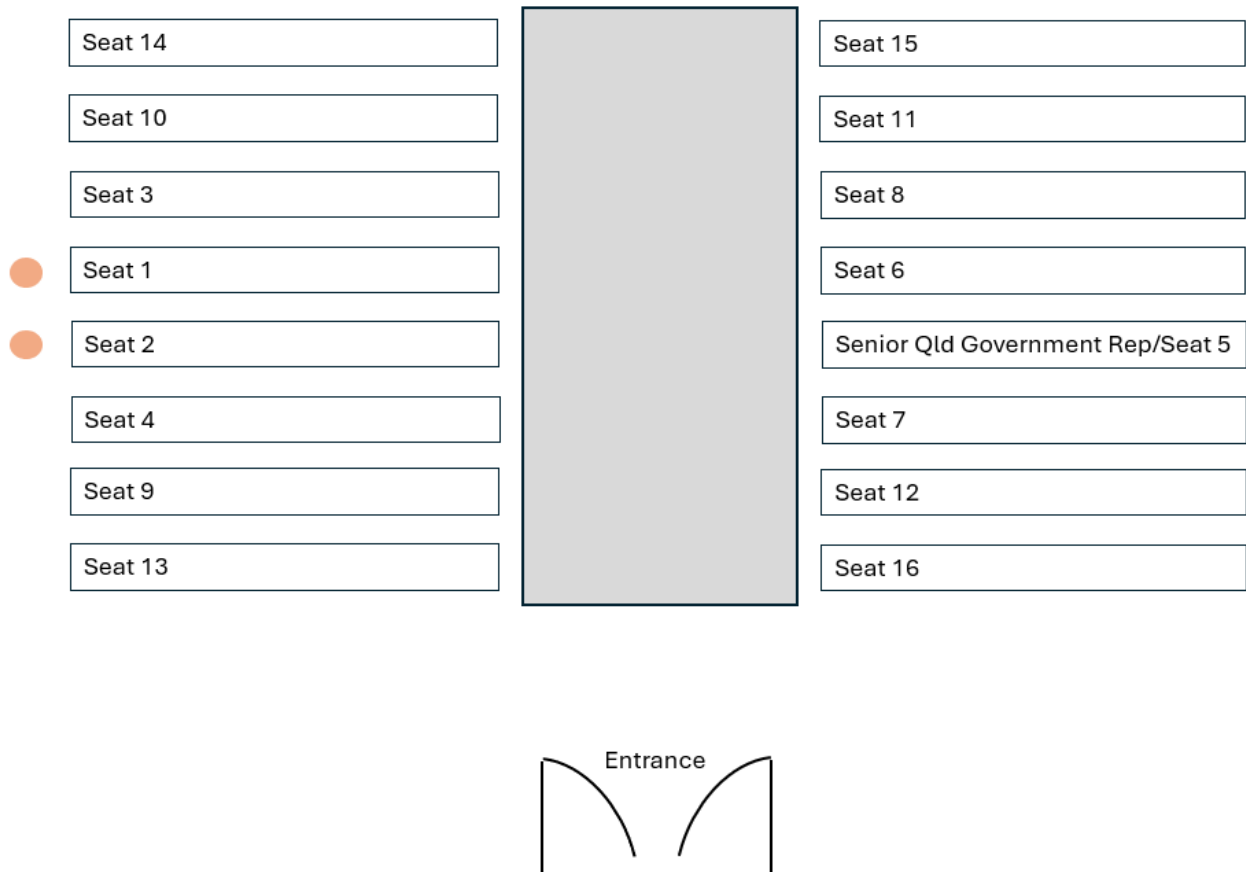
Option 1 - Round Table Seating



Standard event		Standard event with partners attending		Event where the host is not the most senior person attending (according to the Order of Precedence)	
1	Host	1	Host	1	Senior guest
2	Guest of Honour	2	Guest of Honour	2	Host
3	Guest 1	3	Guest of Honour's partner	3	Host's partner
4	Guest 2	4	Host's partner	4	Senior guest's partner
5	Guest 3	5	Guest 2	5	Guest 2
6	Guest 4	6	Guest 1	6	Guest 1
7	Guest 5	7	Guest 1's partner	7	Guest 1's partner
8	Guest 6	8	Guest 2's partner	8	Guest 2's partner
Relevant interpreters (if required). Interpreters may also sit beside their clients (seats 3 and 4).					

- The above shows various seating arrangements for the Head Table.
- The Head Table should be the table closest to the stage/lectern, with the best view of proceedings.
- Seating on subsequent tables should follow the same formula as the Head Table. Wherever possible a Councillor or senior Townsville City Council employee should 'host' each table.
- If an advisor is accompanying the host and is to be seated for the luncheon/dinner, they should be seated close to the exit, with a clear line of sight to the host, in this instance, Table 3, position 5.

Option 2 - Rectangular Seating



● Relevant interpreters (if required). Interpreters may also sit beside their clients (Seats 3 and 4).

- The above shows various seating arrangements for a single table.
- If possible, the Host and Guest of Honour should be seated on the side that provides the best view.
- Additional seating may be added, following the same formula.
- If an advisor is accompanying the Host and is to be seated for the luncheon/dinner, they should be seated close to the exit, with a clear line of sight to the Host, in this instance, Seat 16.

6.9. Forms of Address

See Department of the Premier and Cabinet for the Queensland Government's complete [protocol guide to forms of address](#).

Key: PN - Post-nominals; Title - Mr, Mrs, Ms, Sir, Lady, The Honourable etc; and Ptnr - Partner.

When partners are to be invited to the event, their details should be included on the invitation, unless otherwise indicated, as follows: [Title] [First name] [Surname] [PN] and [Ptnr Title] [Ptnr First name] [Ptnr Surname] [Ptnr PN] eg, Mr John Smith AO and Mrs Joan Smith OAM.

Royalty					
Envelope	Salutation	Invitation	Place card	How referred to	How addressed
The King Write to the Private Secretary to His Majesty The King	N/A	By letter through the Mayor's office	His Majesty	His Majesty The King	Your Majesty, then Sir
The Queen Consort Her Majesty The Queen Consort	Your Majesty	By letter through the Mayor's office	Her Majesty	Her Majesty The Queen Consort	Your Majesty, then Ma'am (rhymes with jam)
A Prince His Royal Highness The Prince ... or His Royal Highness The Prince of ...	Your Royal Highness	By letter through the Mayor's office	His Royal Highness or The Prince (of) ...	His Royal Highness or The Prince (of) ...	Your Royal Highness, then Sir
A Princess Her Royal Highness The Princess ... or Her Royal Highness The Princess of ...	Your Royal Highness	By letter through the Mayor's office	Her Royal Highness or The Princess (of) ...	Her Royal Highness or The Princess (of) ...	Your Royal Highness, then Ma'am

Vice-Regal					
Envelope	Salutation	Invitation	Place card	How referred to	How addressed
The Governor-General His/Her Excellency the Honourable [Title] [First name] [Surname] [PN], Governor-General of the Commonwealth of Australia	Your Excellency	Letter to the Official Secretary or Governor- General	His/Her Excellency or Governor-General	His/Her Excellency Governor-General or His/Her Excellency [Title] [Surname]	Your Excellency or Governor-General
Governor-General's partner His/Her Excellency [Title] [First name] [Surname] [PN]	Your Excellency or Dear [Title] [Surname]	Letter to the Official Secretary or to [Title] [Surname] [PN]	His/Her Excellency or [Title] [Surname]	His/Her Excellency or [Title] [Surname]	Your Excellency or [Title] [Surname]
Governor His/Her Excellency [Title] [First name] [Surname] [PN], Governor of ...	Your Excellency	Letter to the Official Secretary or His/Her Excellency	His/Her Excellency or The Governor of Queensland	Your Excellency	Your Excellency or Governor
Governor's partner [Title] [Surname] [PN]	Dear [Title] [Surname]	Letter to the Official Secretary or [Title] [Surname]	[Title] [Surname]	[Title] [Surname]	[Title] [Surname]
Former Governors/Administrators The Honourable [Title] [First name] [Surname] [PN]	Dear [Title] [Surname]	The Honourable [Title] [First name] [Surname] [PN] [Ptnr First name] [Ptnr Surname] [Ptnr PN]	The Honourable [Title] [First name] [Surname]	The Honourable [Title] [First name]	[First name] [Surname]

Local Government					
Envelope	Salutation	Invitation	Place card	How referred to	How addressed
Mayor Councillor [First name] [Surname] Mayor of [applicable local government area]	Dear Councillor [Surname] or Dear Mayor	Councillor [First name] [Surname] [PN]	Councillor [First name] [Surname] [PN] or Mayor of [applicable local government area]	Councillor [Surname] or The Mayor of [applicable local government area]	Councillor [Surname] or Mayor
Councillor Councillor [First name] [Surname] [PN]	Dear Councillor [Surname]	Councillor [Surname] or Councillor [First name] [Surname] [PN]	Councillor [Surname]	Councillor [Surname]	Councillor [Surname]

Government and Parliament					
Envelope	Salutation	Invitation	Place card	How referred to	How addressed
Premier The Honourable [Title] [First name] [Surname] [PN] MP Premier of Queensland	Dear Premier Or Premier Or Dear [Title] [Surname]	The Honourable [Title] [First name] [Surname] [PN]	The Premier or The Honourable [First name] [Surname] MP	The Honourable Premier of Queensland	Premier or [Title] [Surname]
Member of Executive Council (Minister) The Honourable [First name] [Surname] [PN] MP Minister for ...	Dear Minister or Dear [Title] [Surname]	The Honourable [First name] [Surname] [PN] MP	The Honourable [First name] [Surname] [PN] MP	The Honourable [First name] [Surname] [PN] MP, Minister for ...	Minister or Minister [Surname]
Member of Parliament (MP) [Title] [First name] [Surname] [PN] MP Member for ...	Dear [Title] [Surname]	[Title] [First name] [Surname] [PN] MP	[Title] [First name] [Surname] [PN] MP	[Title] [First name] [Surname] [PN] MP	[Title] [Surname]
Prime Minister The Honourable [First name] [Surname] [PN] MP Prime Minister of Australia	Dear Prime Minister	The Honourable [Title] [First name] [Surname] [PN] Prime Minister of Australia	Prime Minister	The Prime Minister	Prime Minister

Diplomatic and Consular Corps					
Envelope	Salutation	Invitation	Place card	How referred to	How addressed
Ambassador His/Her Excellency [Title] [First name] [Surname] [PN], Ambassador of	Your Excellency	His/Her Excellency [Title] [First name] [Surname] [PN]	His/Her Excellency [Title] [First name] [Surname] [PN], Ambassador of	Your Excellency	His/Her Excellency [Title] [Surname]
High Commissioner His/Her Excellency [Title] [First name] [Surname] [PN], High Commissioner for ...	Your Excellency	His/Her Excellency [Title] [First name] [Surname] [PN]	His/Her Excellency [Title] [First name] [Surname] [PN] Or His/Her Excellency	His/Her Excellency or The High Commissioner for ...	Your Excellency or High Commissioner
Consul General [Title] [First name] [Surname] [PN] Consul- General of ...	Dear Consul- General or [Title] [Surname]	[Title] [First name] [Surname] [PN]	[Title] [First name] [Surname] [PN] or Consul- General	[Title] [First name] [Surname], Consul-General of ...	Consul-General or [Title] [Surname]
Honorary Consul-General [Title] [First name] [Surname] [PN] Honorary Consul-General of ...	Dear Consul- General or [Title] [Surname]	[Title] [First name] [Surname] [PN]	[Title] [First name] [Surname] [PN] or Honorary Consul-General	[Title] [First name] [Surname], Honorary Consul-General of ...	Consul-General or [Title] [Surname]
Consul [Title] [First name] [Surname] [PN], Consul of ...	Dear Consul or Dear [Title] [Surname]	[Title] [First name] [Surname] [PN]	[Title] [First name] [Surname] [PN]	[Title] [First name] [Surname], Consul of ...	Consul or [Title] [Surname]
Honorary Consul [Title] [First name] [Surname] [PN], Honorary Consul of ...	Dear Consul or Dear [Title] [Surname]	[Title] [First name] [Surname] [PN]	[Title] [First name] [Surname] [PN]	[Title] [First name] [Surname], Honorary Consul of ...	Consul or [Title] [Surname]

6.10. Standard of Dress

The selection of the appropriate standard of dress to be worn by guests at the function will depend on considerations such as the purpose and format of the event, the type of occasion, the time of the function, climate, venue, the degree of formality and the status of the guests.

The standard of dress selected should be stated on the invitation to guests. The various options which may be referenced on the invitation include casual attire, smart casual, business attire, jacket and tie, lounge suit, evening wear, black tie, national dress and judicial robes. The wearing of decorations may also be specified. In the case of defence force and emergency services personnel, uniform as a standard of dress is an additional option or requirements. This would be particularly relevant if there was an expectation that those personnel should wear their uniforms.

6.11. Use of the Mayoral Robe and Chain of Office

The Mayoral chain may be worn to enhance the dignity of the office of Mayor of the City of Townsville to recognise the special position bestowed upon the incumbent.

Occasions upon which the Mayoral chain may be worn include -

- at Council meetings and on civic occasions;
- on occasions when the Mayor is officiating at ceremonies within the municipality such as the official opening of a Council facility; and,
- on other major civic occasions at the discretion of the Mayor in office.

The Mayoral robe is worn together with the chain during citizenship ceremonies, military events including granting Freedom of Entry, and more formal civic events at the Mayor's discretion.

The Deputy Mayor may wear the mayoral chain in accordance with this policy when acting on behalf of the Mayor.

The Mayor shall ensure the safe keeping of the Chain of Office and make it available to the Deputy Mayor.

6.12. Citizenship Ceremonies

Council welcomes hundreds of Townsville residents as new Australian citizens every year. Council runs Citizenship Ceremonies on behalf of the Department of Home Affairs and in accordance with the [Australian Citizenship Ceremonies Code](#).

The ceremony recognises the solemnity and celebratory aspects of the occasion and each person becoming a citizen receives a small gift from Council to commemorate the occasion. The type of gift to be at the discretion of the Mayor, and presented by Councillors and the local federal member, if available.

6.13. Civic Functions

Council will host civic receptions during the year if suitable occasions are identified.

The number and size of major civic receptions to be held will be established during budget deliberations. Minor functions may be authorised by the mayor during the year as part of the Mayor's ceremonial functions under the *Local Government Act 2009*.

6.14. Wreath Laying

Local government representatives are, as a matter of custom, invited to participate in a number of major wreath laying ceremonies, including ANZAC Day and Remembrance Day.

The host organisation is responsible for determining the order of the wreath laying.

Some organisations, particularly schools, may request an appropriate book be laid in lieu of a wreath.

6.15. Freedom of Entry to the City

The Freedom of Entry to the City is a right which is granted upon a military unit by a local government, authorising that unit to march through the streets of the city on a ceremonial occasion with swords drawn, bayonets fixed, drums beating, guidon/colours flying and band playing.

The granting of the Freedom of Entry to the City represents the highest civic honour that the city can confer on a military unit and is a symbolic honour demonstrating trust, loyalty and sense of community between the city and the military unit. The Freedom of Entry is restricted to Australian military units which have, through their command, a significant attachment to the city.

Freedom of Entry is a formal ceremonial event involving a parade and the ceremonial handing over of a scroll or similar to signify the bestowing of freedom of the city. It also includes a challenge by Queensland Police Service.

Council may on its own initiative, or following receipt of an application, award Freedom of Entry to the City honours as appropriate.

The Councillor Support Team will be responsible for processing applications, liaising with the Mayor and Councillors as required and the preparation of a report to Council seeking a Council resolution for the formal granting of the honour.

More details are available on Council's [website](#).

6.16. Keys to the City

The granting of the Keys to the City of Townsville is a symbolic presentation with no formal entitlements and represents the highest honour that the city can confer on an individual or group for their significant contribution to the city or for attaining excellence in their chosen field of endeavour.

Council may on its own initiative, or following receipt of an application, award the Keys to the City honour as appropriate.

The Councillor Support Team will be responsible for processing applications, liaising with the Mayor and Councillors as required and the preparation of a report to Council seeking a Council resolution for the formal granting of the honour.

6.17. City Representation

The Mayor, Deputy Mayor and Councillors play an important role in representing our organisation and our community. The Mayor has the extra responsibility of representing the local government at ceremonial or civic functions in accordance with section 12 of the *Local Government Act 2009*.

The Mayor is given first opportunity to represent Council at functions and events organised or supported by Council. If the Mayor is unavailable, the invitation is forwarded to the Deputy Mayor, then the divisional Councillor if the Deputy Mayor is also unavailable.

Opportunities for attendance by Councillors, Council's CEO and executive workers will be communicated through the Central Events calendar.

Speech writing support is provided by the Community Engagement Team for civic functions or events for the Mayor, or if the Mayor is unavailable, for any Councillor representing the Mayor at an event.

6.18. Dignitary Visits, Sister City and Trade Delegations

The Mayor may host receptions with refreshments for key community and business stakeholders, visiting dignitaries, local residents who are recipients of awards or prizes from the city and visitors from other local authorities from Australian and overseas. The guest list for receptions shall be determined at the discretion of the Mayor and CEO, if relevant.

6.19. Giving and Receiving Gifts

It is common practice for visiting dignitaries to present the Mayor and/or CEO with a gift as a token of their appreciation for hosting them. To ensure proper etiquette, the Mayor often prepares a gift to give in return.

A gift register should be maintained, detailing the current stock of gifts as well as a record of all gifts previously given to officials in order to keep track of what has already been presented.

It is recommended that these gift items are of little or no commercial value, to a maximum spend of \$100 AUD for the total gift given to a visiting individual or group, including perishable items in the form of local produce, seasonal or promotional items such as calendars, pens, paperweights; or items which, while they may have local cultural significance, are of negligible commercial value in Australian terms, such as souvenir items. It is also important to consider that the official will be travelling (often times overseas) with the items gifted to them.

The gifts register and the future procurement (i.e. budget for gifts) of culturally appropriate gifts is managed by the City Growth Economic Attraction team in collaboration with the Events and Protocol team and in partnership with the Councillor Support team.

6.20. Acknowledgement of Service - Non-Continuing Councillors

In recognition of the contribution of the Townsville community, non-continuing Councillors may be recognised at a joint civic event within four months of each local government election.

- Non-continuing Councillors, having served a full term of service be recognized with a letter under seal, a plaque (or similar), and an appropriate gift to the value of \$100.
- Non-continuing Councillors, having completed more than three full terms of service, be recognized with a letter under seal, a plaque (or similar), an appropriate gift to value of \$200 and a casual civic event for up to 100 people.

6.21. Media

Media relations will be managed by Council's Media Team in accordance with the Media Relations Policy. This includes the distribution of media releases, media alerts and media kits and the coordination of media opportunities on behalf of Council and Councillors.

The Mayor is the official Council spokesperson on all matters concerning Council decisions, actions, policies and community-related issues. This includes at civic occasions, community events and major Council announcements.

When the Mayor is unavailable or absent, they may delegate as appropriate to another Councillor.

The CEO is the official Council spokesperson on all matters relating to Council's operations including workers, administrative and industrial matters and/or may delegate to another officer as appropriate.

6.22. Photography

Depending on the nature of the event, Council may arrange for a photographer and/or videographer to record the occasion. This is especially important for events which are of historical significance.

Attendees must advise Council if they do not give approval for their image to be recorded.

6.23. Security Arrangements

Security is a major consideration for public events, particularly if there are VIPs attending. Council's Events Team can liaise with Queensland Police Service and the relevant authorities if any concerns are raised about the level of security required for events.

Guests may need to be advised of any special security arrangements.

7. Legal Parameters

Local Government Act 2009

Local Government Regulation 2012

8. Associated Documents

Australian Citizenship Ceremonies Code

Common Seal Policy

Department of the Premier and Cabinet Standard Seating Plans

Media Relations Policy

Queensland Government State Protocols: A Guide

Townsville City Council Reconciliation Action Plan