



Protocols for commemorative and tree planting events

Planting Trees for the Queen's Jubilee

Permission, risk and insurance

- Seek permission from the relevant state or territory authority/landowner to conduct the event, providing details including (but not limited to):
 - Event name
 - Event organiser, including name and contact details (mobile, landline and e-mail)
 - Event type
 - Event location
 - Event date
 - Event start and finish times
 - Estimated number of people (spectators/participants) expected to attend
 - Description of event
 - Any infrastructure required for the event (i.e. access to power, marquee, food trucks, signs, road closures, waste management etc.), ensuring sufficient time to allow notice to the public
- Prepare a risk management plan
- Put in place the required insurance(s)

Practical considerations

- Promote awareness of the event and consider the need for social media, website, pamphlets, etc.
- Venue capacity and impact of the event on the venue and surrounds
- Potential impact of weather
- Duration of event
- Public safety, government health directives, and need for security
- Need for public address system/equipment to support the event
- Venue accessibility, parking and public access to surrounding areas and amenities, such as toilets
- Media involvement and photographs to support your project reporting and promotion
- Provision of light refreshments as permitted in the guidelines
- Heritage issues



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Practical considerations (continued)

- Type of trees (i.e. regionally-appropriate tree species, Australian native species or non-native species, with a potential height of at least 2 metres when mature)
- Tree establishment and maintenance needs for at least 12 months after planting
- How and where you will install the durable signage/plaque(s)
- The signage/plaque(s) meet the wording and format requirements in the program Funding Recognition Guidelines (business.gov.au/ptqj)
- The use of vehicles, machinery and equipment

Pre-event notification

- Notify the Australian Government of your planned formal commemorative and major tree planting events in advance using the template provided in the program Funding Recognition Guidelines
- Invite your local federal member of parliament (MP)
- Where requested cooperate with, and facilitate, inclusion of the Minister, your local MP, the department, and/or other dignitaries or representatives in your commemorative event (or an alternate event)

Event proceedings

- Adhere to the program Funding Recognition Guidelines (business.gov.au/ptqj), including
 - Acknowledging the Australian Government funding in materials, publications, websites, social media and signage/plaque(s)
 - Ensuring the signage/plaque(s) meet the wording and format requirements
- Ensure the commemorative event(s) have a degree of formality fitting for an event associated with recognising Her Majesty, The Queen
- Refer to The Queen as 'Her Majesty, The Queen' for the first usage, and thereafter as 'The Queen'
- The titles 'Platinum Jubilee' and 'Jubilee' can be used for community events and projects to mark Her Majesty's Platinum Jubilee – permission does not need to be sought for their use
- Other Royal names and titles for Her Majesty's Platinum Jubilee, such as 'Queen Elizabeth II Platinum Jubilee', 'Queen Elizabeth Platinum Jubilee' and 'The Queen's Platinum Jubilee', require an application to use - see <https://www.gov.uk/government/publications/platinum-jubilee-royal-names-guidance/platinum-jubilee-names-guidance> for details
- Consider delivering a [Welcome to Country or Acknowledgement of Country](#)



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Event proceedings (continued)

- Where you are tree planting, follow the 'How to plant a tree' factsheet (business.gov.au/ptqj), including
 - Complying with relevant Commonwealth, state and territory legislation and codes of practice
 - Complying with Commonwealth, state and territory COVID-19 restrictions
 - Checking and seeking, if required, permissions, licences, permits, etc.
 - Taking photographic evidence of before, during and after tree planting (including a photo of the signage/plaque(s)) - ensure you take at least 2 photos (to the required standard) of the commemorative event and your installed signage/plaque(s)
 - When, where and what to plant
 - Preparing the site, planting the tree, protecting the tree and maintaining the tree for at least 12 months after planting

Advocacy and campaigning

- Events cannot have a purpose of promoting or opposing a particular political party or a candidate for political office.
- Events cannot have a purpose of advocating or campaigning for changes to Australia's system of government as a federation, a constitutional monarchy and a parliamentary democracy.

Post event

- In accord with section 11.2.2 of the program guidelines, you are required to provide immediately after your event at least 2 photos (to the required standard) of the commemorative event, along with the location and some key event details.
- Instructions on how these are to be provided and the associated information required will be provided here shortly.