



Protocols for commemorative and tree planting events

Planting Trees for The Queen's Jubilee

Her Majesty, Queen Elizabeth II, passed away on 8 September 2022. The Queen reached the Platinum Jubilee milestone in June 2022 and commemorative events and tree planting funded through the Planting Trees for The Queen's Jubilee Program will proceed as planned in her honour.

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, description, location and date
 - Event start and finish times
 - Estimated number of people (spectators/participants) expected to attend
 - 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

- Promoting awareness of the event. 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 the need for security
- The need for a 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 (before, during and after the event) to support your project reporting and promotion
- Provision of light refreshments as permitted in the guidelines
- Heritage issues



Practical considerations (continued)

- Type of trees (i.e. regionally-appropriate 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 by:
 - using the [online upcoming event notification form \(Step 1\)](#), or
 - completing the template provided at Attachment 1 to the program Funding Recognition Guidelines (business.gov.au/ptqj) and emailing it to jubilee@dcceew.gov.au.
- 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
- Ensure the event tone and language is appropriate during the period of mourning the passing away of The Queen. Terms like 'to commemorate' and 'planting in honour of' are examples of dignified language that is fit for commemoration events
- 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.



Event proceedings (continued)

- An application is required to 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'. For details, refer to <https://www.gov.uk/government/publications/platinum-jubilee-royal-names-guidance/platinum-jubilee-names-guidance>
- Consider delivering a [Welcome to Country or Acknowledgement of Country](#)
- Where you are tree planting, follow the 'How to plant a tree' factsheet (business.gov.au/ptqj), including
 - When, where and what to plant
 - 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 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)
 - 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 the program guidelines (section 11.2.2) and your grant agreement, 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. To provide these:
 - Go to [our event reporting website \(Step 2.1\)](#) and follow the instructions to submit details of your event, its location, and your two best commemorative photos, using the online form provided.



Australian Government



- You can share details of other project events held using the same process. If you wish to provide additional photos to us, you can do so using [our event reporting website \(Step 2.2\)](#).