

# Civic Recognition and Protocol Policy

Tuesday, 20 February 2024  
Civic Finance and Governance  
Committee

Strategic Alignment – Our Community

**Program Contact:**  
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Public

**Approving Officer:**  
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## EXECUTIVE SUMMARY

In early 2023 Council began separating the City of Adelaide Standing Orders (the Standing Orders) into a series of standalone Policies and Codes of Practice. It is proposed that the Civic Protocols (Part 8 of the Standing Orders) is revoked and replaced with the Civic Recognition and Protocol Policy (the draft Policy) as contained in **Attachment A**. This policy seeks to ensure continuity and clarity surrounding decision-making, civic protocols and forms of civic recognition.

The Civic Recognition Working Group (CRWG) was originally established under a now rescinded section of the *Standing Orders*. A review of the function of the CRWG has been undertaken, and the delegations for decision-making are now included in the draft Policy. It is proposed that upon adoption by the Council of the draft Policy the CRWG be disbanded.

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## RECOMMENDATION

The following recommendation will be presented to Council on 27 February 2024 for consideration.

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS

THAT COUNCIL:

1. Notes the report.
  2. Adopts the Civic Recognition and Protocol Policy as contained in Attachment A to Item 7.2 on the City Finance and Governance Committee Agenda on 20 February 2024 being presented to Council for adoption.
  3. Revokes Part 8 of the City of Adelaide Standing Orders and the residual remainder as adopted by Council in June 2022.
  4. Notes that the Civic Recognition Working Group will be disbanded upon adoption of the Civic Recognition and Protocol Policy as contained in Attachment A to Item 7.2 on the Agenda of the City Finance and Governance Committee on 20 February 2024.
  5. Authorises the Acting Chief Executive Officer or delegate to make minor editorial typographical or syntactical updates as required to finalise the Civic Recognition and Protocol Policy as contained in Attachment A to Item 7.2 on the Agenda for the meeting of the City Finance and Governance Committee held on 20 February 2024.
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# IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<b>Strategic Alignment – Our Community</b>
Policy	<i>Civic Recognition Operating Guidelines</i> <i>City of Adelaide Standing Orders</i> <i>Adelaide Town Hall Lighting Operating Guidelines</i>
Consultation	Not as a result of this report
Resource	Not as a result of this report
Risk / Legal / Legislative	Not as a result of this report
Opportunities	Not as a result of this report
23/24 Budget Allocation	Not as a result of this report
Proposed 24/25 Budget Allocation	Not as a result of this report
Life of Project, Service, Initiative or (Expectancy of) Asset	Not as a result of this report
23/24 Budget Reconsideration (if applicable)	Not as a result of this report
Ongoing Costs (eg maintenance cost)	Not as a result of this report
Other Funding Sources	Not as a result of this report

## DISCUSSION

1. In early 2023, Council decided to separate its Standing Orders into a series of standalone policies and Codes of Practice.
2. The Civic Protocols (Chapter 8 of the Standing Orders) (Link 1 view [here](#)), the Civic Recognition Operating Guidelines (Link 2 view [here](#)) and the Adelaide Town Hall Lighting Operating Guidelines (Link 3 view [here](#)) have been combined into a draft Civic Recognition and Protocol Policy (**Attachment A**).
3. The draft Policy was considered by the Civic Recognition Working Group (CRWG) at its meeting on 6 February 2024. Feedback provided by CRWG has been incorporated into the draft Policy for consideration by the City Finance and Governance Committee.
4. A summary of changes made to the content moved from the Civic Recognition Operating Guidelines, the Adelaide Town Hall Lighting Operating Guidelines and The Civic Protocols (Part 8 of the Standing Orders) to the draft Policy are detailed in the tables below.

Civic Recognition Operating Guidelines	Proposed Civic Recognition and Protocols Policy
1. Introduction	Replaced by: Purpose: <ul style="list-style-type: none"> <li>• The Civic Recognition and Protocols Policy outlines the forms of Civic Recognition which can be provided by Council and any Protocol that is applicable to the Civic function of Council. This Policy enables Council to make open and transparent decisions about how Civic Recognition is delivered to the Community</li> </ul>
2. Scope	<ul style="list-style-type: none"> <li>• Minor structural, grammatical and reference edits</li> </ul>
3. Legislative and Corporate Requirements	<ul style="list-style-type: none"> <li>• Updated and moved to relevant Legislation and Administrative sections of the policy</li> </ul>
4. Responsibilities	<ul style="list-style-type: none"> <li>• Responsibilities are now set out under Civic Recognition</li> </ul>
5. Key to the City	<ul style="list-style-type: none"> <li>• Minor structural, grammatical and reference edits to all sections</li> <li>• Removal of 4.20 – requirement to invite to future civic functions</li> </ul>
6. Freedom of Entry to the City	<ul style="list-style-type: none"> <li>• Minor structural, grammatical and reference edits to all sections</li> </ul>
7. Civic Events	<ul style="list-style-type: none"> <li>• Decisions of the Lord Mayor to be in Consultation with the CEO</li> <li>• Minor structural, grammatical and reference edits to all sections</li> </ul>
8. City of Adelaide Citizen of the Year Awards	<ul style="list-style-type: none"> <li>• Update to date requirement in line with the decision of Council to hold a citizenship Ceremony on the last business day preceding 26 January.</li> <li>• Removal of references to CRWG, replaced by a Panel determined by the CEO.</li> <li>• Minor structural, grammatical and reference edits to all sections</li> </ul>
9. Letters of Recognition	<ul style="list-style-type: none"> <li>• Minor structural, grammatical and reference edits to all sections</li> </ul>

<b>City of Adelaide Standing Orders</b>	<b>Proposed Civic Recognition and Protocols Policy</b>
Section 8 Civic Protocols	<ul style="list-style-type: none"> <li>• Minor structural, grammatical and reference edits to all sections</li> <li>• Removal of Lady Mayoress terminology to Official Partner of the Lord Mayor</li> <li>• Robing- proposed change encourages Council Members to robe at certain meetings, ceremonies and functions rather than requiring it</li> <li>• The Civic Rooms map has been updated to identify walkways as civic spaces</li> <li>• No references to Civic Recognition Working Group- references instead made to Chief Executive Officer and/or Lord Mayor</li> </ul>

<b>Adelaide Town Hall Lighting Operating Guidelines</b>	<b>Proposed Civic Recognition and Protocols Policy</b>
Operation, Purpose, Eligibility Criteria, Process	<ul style="list-style-type: none"> <li>• Amalgamation of Purpose and Operation sections</li> <li>• Updated delegation in line with the draft Policy</li> <li>• Minor structural, grammatical and reference edits to all sections</li> </ul>

### Standing Orders

- Chapter 8 of the Standing Orders, is the last substantial part of the Standing Orders to be deleted.
- It is noted that the CRWG was established under the Standing Orders. It proposed that CRWG is disbanded upon Council's adoption of the draft Policy and that the Chief Executive Officer (CEO) retains the authority to establish consultation mechanisms as they consider necessary in line with the draft Policy.
- As such, the remaining parts of the Standing Orders can now be revoked.
- The table below specifies which parts of the Standing Orders have been deleted and which would be deleted as a result of Part 3 of the recommendation.

Chapter	Content	Status
1	Introduction and Purpose of the Standing Orders <ul style="list-style-type: none"> <li>• Contains Definition, interpretation and</li> </ul>	No longer required- to be deleted if Standing Orders revoked
2	Roles <ul style="list-style-type: none"> <li>• Repeat of legislation</li> </ul>	No longer required to be deleted if Standing Orders revoked
3	General duties and Member integrity and behaviour	Deleted and replaced with Council Behavioural Management Policy and Council Member Behavioural Support Policy
4	Disclosure of Interest <ul style="list-style-type: none"> <li>• Repeat of legislation</li> </ul>	No longer required to be deleted if Standing Orders are revoked. Note that the Code of Practice for Meeting Procedures also provides guidance in relation to this matter.
5	Allowances and Benefits	Deleted and replaced with Council Member Allowance and Benefit Policy
6	Council Governance	Parts 1-3 of this chapter have been deleted and replaced with the Code of Practice for Meeting Procedures and Code of Practices Access to Council Meetings and Documents

		<p>Part 4- Corporate Status and Common Seal is a repeat of the legislation this section is no longer required and to be deleted if Standing Orders revoked</p> <p>Part 5- The Caretaker Policy is already a standalone Policy, and this section is no longer required. to be deleted if Standing Orders revoked</p>
7	Meeting Procedures and Access to Meetings and Documents	Deleted and replaced with Code of Practice for Meeting Procedures and Code of Practices Access to Council Meetings and Documents
8	Civic Protocols	Proposed to be replaced with this draft Civic Recognition and Protocols Policy
9	Amendments of Standing Orders	No longer required to be deleted if Standing Orders revoked

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## DATA AND SUPPORTING INFORMATION

**Link 1** - Standing Orders

**Link 2** - Civic Recognition Operating Guidelines

**Link 3** - Adelaide Town Hall Lighting Operating Guidelines

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## ATTACHMENTS

**Attachment A** – Draft Civic Recognition and Protocols Policy

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