

# Civic Recognition and Protocol Policy

Tuesday, 21 May 2024

City 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). Any residual remainder of the Standing Orders, including administrative sections, are also proposed to be revoked as detailed in this report, completing the transition to stand alone policies and codes of practice.

The draft Policy was presented to Council on 27 February 2024 and was subsequently deferred to a later meeting of the City Finance and Governance Committee. This revised draft Policy as contained in **Attachment A** seeks to ensure continuity and provide clarity surrounding decision making, civic protocols and forms of civic recognition. An updated table of amendments is included in this report.

The Civic Recognition Working Group (CRWG) was originally established under a now rescinded section of the *Standing Orders*.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 to further enable efficiency and clarity. At its final meeting on 6 February 2024 the CRWG endorsed the draft Policy and the consequential disbandment of the group. It is proposed that should Council adopt the draft Policy, the CRWG will be disbanded and the items previously considered by the CRWG will be referred to the City Community Services and Culture Committee for recommendation to Council.

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## RECOMMENDATION

The following recommendation will be presented to Council on 28 May 2024 for consideration.

THAT THE CITY FINANCE AND GOVERNANCE COMMITTEE RECOMMENDS

THAT COUNCIL:

1. Adopts the Civic Recognition and Protocol Policy as contained in Attachment A to Item 7.5 on the City Finance and Governance Committee Agenda on 21 May 2024.
2. Revokes Part 8 of the City of Adelaide Standing Orders and the residual remainder as adopted by Council in June 2022.
3. Notes that the City Community Services and Culture Committee will consider and make recommendations for items that require a decision of Council under the Civic Recognition and Protocol Policy.
4. Notes that at the next committee structure review a report will be provided regarding the feasibility of establishing a committee under section 41 of the *Local Government Act 1999* (SA) for the purposes of Civic Recognition.
5. 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 7.5 on the Agenda of the City Finance and Governance Committee on 21 May 2024.

6. 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 7.5 on the Agenda for the meeting of the City Finance and Governance Committee held on 21 May 2024.
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## IMPLICATIONS AND FINANCIALS

City of Adelaide 2024-2028 Strategic Plan	<i>Strategic Alignment – Our Community</i> <i>Celebrate and elevate our community culture</i>
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	<i>Local Government Act 1999 (SA)</i> <i>City of Adelaide Act 1998 (SA)</i>
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.
4. The draft Policy was then considered by the City Finance and Governance Committee on 20 February 2024 (Link 3 view [here](#)) and was subsequently recommended to Council for decision on 27 February 2024.
5. At the meeting of Council 27 February 2024, it was resolved that the matter be referred to the City Finance and Governance Committee for further consideration (Link 4 view [here](#)).
6. Changes from the draft Policy presented to Council on 27 February 2024 have been incorporated and contained in **Attachment A**, the amendments are shown as tracked changes as shown (Link 5 [here](#)).
7. 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, including the revised changes from feedback received.

<b><i>Civic Recognition Operating Guidelines</i></b>	<b><i>Proposed Civic Recognition and Protocols Policy</i></b>	<b><i>Feedback incorporated into the revised draft Policy</i></b>
1. Introduction	<p><i>Replaced by:</i></p> <p><i>Purpose:</i></p> <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>	<ul style="list-style-type: none"> <li>• <i>Nil</i></li> </ul>
2. Scope	<ul style="list-style-type: none"> <li>• <i>Minor structural, grammatical and reference edits</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Include highlight where events and awards must have a decision of Council</i></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>	<ul style="list-style-type: none"> <li>• <i>Nil</i></li> </ul>
4. <i>Responsibilities</i>	<ul style="list-style-type: none"> <li>• <i>Responsibilities are now set out under Civic Recognition</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Amended to highlight the Civic Responsibilities of the Lord Mayor under the City of Adelaide Act 1998 (SA)</i></li> <li>• <i>Amended to set out the process for considering civic recognition applications and nominations</i></li> </ul>
5. <i>Key to the City</i>	<ul style="list-style-type: none"> <li>• <i>Minor structural, grammatical and reference edits to all sections</i></li> <li>• <i>Removal of 4.20 – requirement to invite to future civic functions</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Nil</i></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>	<ul style="list-style-type: none"> <li>Nil</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>	<ul style="list-style-type: none"> <li>Nil</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>	<ul style="list-style-type: none"> <li>Updated to refer to a relevant council core committee rather than a Panel.</li> </ul>
9. Letters of Recognition	<ul style="list-style-type: none"> <li>Minor structural, grammatical and reference edits to all sections</li> </ul>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

<b>City of Adelaide Standing Orders</b>	<b>Proposed Civic Recognition and Protocols Policy</b>	<b>Feedback incorporated into the revised draft 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>	<ul style="list-style-type: none"> <li>Nil</li> </ul>

<b>Adelaide Town Hall Lighting Operating Guidelines</b>	<b>Proposed Civic Recognition and Protocols Policy</b>	<b>Feedback incorporated into the revised draft 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>	<ul style="list-style-type: none"> <li>Inclusion of 'upon council resolution' as an eligibility criteria</li> </ul>

## Standing Orders

8. Chapter 8 of the Standing Orders is the last substantial part of the Standing Orders to be removed.
9. 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.
10. Upon adoption of the Policy the remaining parts of the Standing Orders should also be revoked.
11. 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 the Council Member Complaints 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  Part 4 - Corporate Status and Common Seal is a repeat of the legislation and this section is no longer required - to be deleted if Standing Orders revoked  Part 5 - The Caretaker Policy is already a standalone Policy, and this section is no longer required - to be deleted if Standing Orders revoked
7	Meeting Procedures and Access to Meetings and Documents	Deleted and replaced with Code of Practice for Meeting Procedures and Code of Practice 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

## Civic Recognition Working Group (CRWG)

12. The CRWG was established as a CEO working group under a now rescinded section of the Standing Orders.
13. A barrier identified for the CRWG is that there is no requirement to report to Council.

14. At its final meeting on 6 February 2024, the CRWG endorsed the draft Policy and the consequential disbandment of the group.

#### **Section 41 Civic Recognition Committee**

15. A report will be provided to the City Finance and Governance Committee at the next committee structure review investigating the feasibility of establishing a committee under section 41 of the *Local Government Act 1999* (SA) for the purposes of Civic Recognition.

#### **City Community Services and Culture Committee**

16. As per its terms of Terms of Reference, the City Community Services and Culture Committee ([Link 6 view here](#)) is responsible for recommendations to Council to assist in the achievement of the celebration for diverse community, culture and creativity.
17. It is proposed that any decision that requires a Council decision as delegated in the draft Policy is first referred to the City Community Services and Culture Committee for consideration and recommendation to Council.

#### **Next Steps**

18. Should the City Finance and Governance Committee make a recommendation to Council, the draft Policy will be presented to Council on 27 May 2024 for consideration.

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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

**Link 4** – Agenda and Minutes for the meeting of Council Tuesday 27 February 2024

**Link 5** – Draft Civic Recognition and Protocols Policy with tracked changes

**Link 6** - Terms of Reference for the City Community Services and Culture Committee

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## **ATTACHMENTS**

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

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