

# DRAFT CIVIC RECOGNITION AND PROTOCOL POLICY

27 May 2024

non-legislative

## PURPOSE

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.

## CIVIC RECOGNITION

### Responsibilities of the Lord Mayor

The City of Adelaide provides a range of opportunities to formally recognise the accomplishments and contributions of individuals, groups and organisations to the City of Adelaide. Under section 21(a)(iii) of the *City of Adelaide Act 1998* (SA) the Lord Mayor must carry out Civic and Ceremonial Duties associated with the Office of the Lord Mayor. This includes hosting and facilitating Civic Recognition events.

### The process for considering an application for Civic Recognition is outlined below:

- a) The Lord Mayor in consultation with the Chief Executive Officer (CEO) will receive and consider any application or nomination for Civic Recognition as determined by this policy.
- b) The Lord Mayor in consultation with the CEO will consider the merits of the application or nomination against the scope and application of any relevant section of this Policy unless otherwise stated in this policy.
- c) The Lord Mayor in consultation with the CEO may determine the most suitable form of Civic Recognition for the proposed recipient.
- d) The Lord Mayor or CEO may consult with Council Members and any relevant City of Adelaide Staff Members during the decision-making process, or where it is required by this policy.
- e) The CEO may delegate decisions to Senior Council Staff as appropriate.
- f) The Office of the Lord Mayor will communicate the outcome of an application to the applicant once a determination has been made in accordance with this policy.

### Scope

For the purpose of this Policy, Civic Recognition is how Council acknowledges those community members, groups and organisations who;

- a) represent the City and State as ambassadors;
- b) are celebrating milestones;
- c) have a long history with the City;

The City of Adelaide acknowledges the Kurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

- d) are high achievers in their relevant fields; and/or
- e) have provided a service to the community.

Civic Recognition takes the form of the following events or acknowledgement:

- a) Key to the City\*
- b) Citizen of the Year Awards\*
- c) Freedom of Entry to the City\*
- d) Letters of Recognition
- e) Civic Events
- f) Lighting of the Adelaide Town Hall

*\*these forms of civic recognition require a formal decision of Council.*

### **Civic Events and Awards**

#### **Key to the City**

The Key to the City of Adelaide is traditionally presented by the Lord Mayor at a civic ceremony to acknowledge the outstanding contribution of an individual or organisation in furthering the ideals of the city or to recognise outstanding achievement in sport or humanitarian work at an international level. The granting of the Key to the City is a symbolic gesture with no formal entitlements, which represents the highest honour that the City can confer on an individual or group.

The Award ceremony includes the presentation by the Lord Mayor of a certificate and the key. The cost of manufacturing the key and frame, producing the certificate and engraving the name on the plaque, should be of reasonable expense to the City of Adelaide.

#### **Frequency of Award**

As conferring the Key to the City is one of the highest honours the City of Adelaide can bestow on an individual or group, nominations are considered on a case-by-case basis, with the aim of one key per term of office.

#### **Eligibility Criteria**

The award of the Key to the City is restricted to individuals and groups who have achieved excellence in their field of endeavour or where they have made a significant contribution to the city generally and in turn, to the attainment of the City of Adelaide's strategic priorities.

Given that the Key to the City is the highest honour the City of Adelaide can bestow, consideration should be given to a nominee's character or values as well as to the nature of their achievement(s). The following are the minimum criteria that should be taken into account:

- a) The nominee has the signed support of two sources. In the case of individuals, relatives are not allowed to nominate a family member. In the case of groups or organisations being nominated, supporters are not allowed to be employees or providers of other paid, contractual services to the group. Rather, supporters should be independent of the group being nominated;

- b) The nominee is of enduring good character (if an individual) and this can be accounted for by reference checks from at least two independent sources. If a group, then the nominee is a bona fide reputable registered entity:
- c) Where an achievement or a contribution is being acknowledged, this is independently verifiable, is of a high level and over and above what might ordinarily be expected of a person/group;
- d) That the contribution made is significantly different and stands out from other valuable contributions:
- e) There is a close association between the achievement being recognised (or the person/group being acknowledged) and the Council's strategic priorities.

The award of the Key to the City will not be made in recognition of length of service, but for depth of impact and enduring value to communities of interest.

#### Process

- a) The process of considering nominations for the Key to the City will be confidential and at no time during the application process will the nominee be advised of the possibility of this honour being conferred. Supporters should not discuss the nomination with the person or group concerned.
- b) Nominations can be made by anyone, in confidence and in writing on the relevant form that will be received by the Office of the Lord Mayor.
- c) On receipt of a nomination, the administration will gather all relevant data against criteria set out within this Policy.
- d) Once all necessary data has been collected and determined as meeting the criteria laid out within this Policy, a report will be presented to Council for consideration. Subject to satisfying Section 90(3) of the *Local Government Act 1999 (SA)* the report and any recommendations arising out of the report may be considered by Council in confidence.
- e) If Council decides not to proceed with a nomination the Lord Mayor will write to the supporters to inform them. As this is a discretionary Award, there is no process of appeal.
- f) Where there is a decision to proceed, the nominee will be informed in writing by the Lord Mayor and provided with an opportunity to decline the Award. The nominee's supporters will also be informed with a request to retain an embargo on releasing the information to the media and elsewhere.
- g) Where there is a decision to proceed, a suitable time will be made for the official ceremony and presentation.

#### Presentation

The awarding of the Key to the City is usually celebrated with a civic ceremony and a presentation of the key and a certificate by the Lord Mayor. The name of the recipient is also engraved onto the Honour Board that is located in the Adelaide Town Hall Council Chamber.

The City of Adelaide will invite relevant guests to the presentation and the recipient may invite up to 20 guests of their own.

### **Enduring Relationships**

Given that the nomination process identifies the strengths of the nominee, informal discussions with the recipient of the Key to the City should be held with the Lord Mayor and Chief Executive Officer following the Award ceremony to explore any ways in which a more focused relationship with the City of Adelaide could be established. For example, in informally advising on specialist areas work from time to time or facilitating the development of international relations that could more widely benefit the city.

### **Annulment**

In the rare event of a Council Member believing that the Award has been brought into disrepute or that the reputation of the Office of the Lord Mayor and/or Council more generally is damaged because of the actions of a recipient, Council has the right to vote to annul the Award and to seek the return of the key and parchment. They may also vote to remove the recipient's details from the Honour Roll.

The criteria for annulling the Award from an individual or group include any of the following:

- a) a recipient is found to have a criminal conviction or is found guilty in a court of law anywhere in the world. Alternatively, a group previously awarded the Key to the City has been brought into disrepute;
- b) there is verifiable evidence to suggest the Award was made on the basis of false information provided during the data-gathering process.
- c) there are other verifiable grounds on which it can be argued that the status of the Award, the Office of the Lord Mayor and/or of Council has been undermined in some way by the actions of the recipient(s).

The decision to revoke an Award must be raised at a Council meeting and supporting documentation must be provided to Council Members for consideration. This may be considered in confidence subject to Section 90(3) of the *Local Government Act 1999 (SA)*.

The name of the recipient will be removed from the Honour Board following a majority vote to revoke the award. In recognition that annulling a prestigious Award is a serious consideration, the majority of the voting Council Members present must vote in favour of the recommendation.

### **Freedom of Entry to the City**

Freedom of Entry to the City of Adelaide is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Adelaide.

The granting of Freedom of Entry is conferred in recognition of a unit's achievement while on active service or overseas duty or as a mark of respect and gratitude for their efforts in defence of Australia.

Freedom of Entry is the highest honour the Council can confer on an Australian military or civilian unit. Once conferred, the Freedom of Entry gives the "Title, Privilege,

Honour and Distinction of marching through the streets of the City of Adelaide on all ceremonial occasions with swords drawn, bayonets fixed, drums beating, bands playing, Colours flying and guns in train.”

Freedom of Entry can be defined for a specific time period if Council so chooses.

### Frequency of Award

As granting Freedom of Entry is the highest honour Council can bestow on an Australian military or civilian unit, nominations are considered on a case-by-case basis.

### Eligibility Criteria

The Freedom of Entry is restricted to Australian military and civilian units which have, through their command, a significant attachment to the City of Adelaide.

The following are the minimum criteria that should be taken into account when considering a nomination:

- a) The unit has a direct association with the City of Adelaide;
- b) The unit has made a significant contribution to the defence of Australia.

The unit will supply the appropriate documentation to support their nomination.

### Process

- a) The process of considering nominations for the Award of the Freedom of Entry will be confidential and nominations will be made in writing to the Lord Mayor.
- b) Administration will then gather relevant background information.
- c) If the Lord Mayor decides to proceed, a recommendation will be forwarded to Council for confidential discussion subject to Section 90(3) of the *Local Government Act 1999 (SA)*. The views of Council Members will form an important part of the decision-making process.
- d) In keeping with tradition, the decision by Council to award the Freedom of Entry should be unanimous.
- e) Where there is a decision to proceed, the nominee will be informed and congratulated in writing by the Lord Mayor and arrangements will be made for conferment.

### Presentation

To celebrate bestowing the Award of Freedom of Entry to the City, the nominated unit parades through the city streets to the Adelaide Town Hall for a civic ceremony and a presentation of the parchment by the Lord Mayor.

The City of Adelaide will invite appropriate and relevant guests to the presentation.

### Civic Events

Civic events are hosted by the Lord Mayor to recognise the achievements of groups or individuals or to acknowledge their significant contributions to the city. Civic events can also be held to acknowledge historical milestones, welcome international dignitaries and visitors to the city.

Civic events are held at the discretion of the Lord Mayor in consultation with the CEO and can be in response to requests from members of the public or can be initiated by Council Members and/or the Lord Mayor. The Lord Mayor may request that the Deputy Lord Mayor or a Council Member attend an event if they are unable to attend. Civic events may be held in the Adelaide Town Hall or anywhere within the City of Adelaide boundaries.

### **Frequency**

Civic events are hosted and attended by the Lord Mayor throughout the year.

Civic events cover a broad range of activities including receptions, ceremonies and presentations, and may be held in the Adelaide Town Hall or in public spaces. They can be events that are hosted by the Lord Mayor or activities hosted by other agencies and that the Lord Mayor is invited to attend.

All invitations are considered on a case-by-case basis by the Lord Mayor who may ask that another Council Member attends instead.

Council has resolved to hold an annual reception to commemorate Colonel Light's Birthday. Further to this, other special and/or commemorative events may be held in Council's civic rooms from time to time and be organised and hosted by Council or external, recognised organisations and groups. These types of events may include (but not be limited to) activities related to Queen Adelaide's Birthday, Australia Day, and Australian Citizenship and award ceremonies.

### **Eligibility Criteria**

The number of requests for the Lord Mayor to attend or host a civic event are numerous. As far as possible, people wishing to extend an invitation to the Lord Mayor to attend or host an event will be asked to lodge their request in writing via email, letter or via the City of Adelaide website. The minimum criteria that should be taken into account when considering a request by an organisation are as follows:

- a) The function/event is being held for endeavours that are consistent with Council's strategic priorities;
- b) The request is to celebrate a significant reason;
- c) There is a demonstrable link between the event, its initiators and the City of Adelaide;
- d) The Lord Mayor has not hosted a function or event with the same organisation within the past 12 months;
- e) If the organisation approaching the Lord Mayor is charitable, it is a registered non-profit organisation that provides a direct service to people in need in the City of Adelaide. Other religious, volunteer or community groups must provide supporting credentials to demonstrate they are bona-fide.

All applicants should supply documentation to support their request for the Lord Mayor to host or attend a civic function.

### **Process**

- a) The process for considering requests for the Lord Mayor to host or attend a civic event will be confidential and the Lord Mayor will exercise discretion on each request.

- b) Requests will be made in confidence and in writing wherever possible and received by the Office of the Lord Mayor.
- c) The administration will gather relevant background information and forward this to the Lord Mayor for a decision.
- d) The Lord Mayor may ask another Council Member to attend an event on their behalf.
- e) Where there is a decision to proceed, the applicant will be informed in writing by the Office of the Lord Mayor and requested to provide all details with regard to the event.
- f) Where the Lord Mayor is attending an event hosted by an external agency, the invitee will be asked to provide background information that will assist the Lord Mayor in their role.

### Presentation

Not all civic events include presentations by the Lord Mayor. However, the Lord Mayor or representative will always welcome people to the event and identify the reason for the event. Where the Lord Mayor is hosting a civic event, traditions and courtesies regarding presentations, speeches and other formalities will be informed by the Civic Protocols section of this policy and any other relevant guidelines or Council documents.

### Enduring Relationships

Either during or following a civic event, the Lord Mayor (or delegate) should discuss whether there may be ways in which honoured organisations or individuals may help to support Council's strategic priorities.

## City of Adelaide Citizen of the Year Awards

### Frequency of Award

Annually, to be presented on a standard working day as near practical to the 26 January.

### Eligibility Criteria

Eligibility criteria for the Citizen of the Year Awards are set by the Australia Day Council. All nominated individuals must be Australian Citizens. In addition, the City of Adelaide applies local criteria that are considered once nominations have been received. These are as follows:

- a) Whether the nominee is a resident or has a substantial connection with the City of Adelaide;
- b) Whether the nominee's achievement(s) align with Council's strategic priorities.

### Process

- a) The City of Adelaide will promote the Awards and accept online nominations throughout the course of the year. This will allow adequate time to complete associated administrative and decision-making processes.
- b) Nominations for the Awards will close according to the deadline set by the Australia Day Council and will then re-open from March the following year.

- c) Nominations will be reviewed by the administration and will include rigorous character reference checks and achievement verification, as well as an assessment of the impact of the achievement on the community.
- d) A report will be prepared for the relevant council core committee to review the nominees.
- e) Once all necessary checks have been completed and recorded, information about nominees will be provided to the committee and each member will identify their preferred candidates for each Award. The committee will discuss and identify successful nominees, and then a recommendation will be presented to Council for consideration. Subject to satisfying Section 90 (3) of the *Local Government Act 1999* (SA) the report and any recommendations arising out of the report may be considered by the Committee and by Council in confidence.
- f) The Lord Mayor or delegate will then inform the person/group and advise of the arrangements for conferring the Award.
- g) Prior to the ceremony, the successful nominees are requested not to contact the media and the City of Adelaide places an embargo on the media release identifying the winners until after the Award ceremony.

#### **Presentation**

The City of Adelaide aims to confer Citizen of the Year Awards annually, on a standard working day as near as practical to 26 January. The Award ceremony is intended to form part of the Australia Day Citizenship Ceremony held in the Adelaide Town Hall. Award winners are presented with a certificate by the Lord Mayor.

#### **Enduring Relationships**

Given that the nominations process identifies the strengths of the nominees, informal discussions with the recipients of the Awards will be held with the Lord Mayor and Chief Executive Officer following the Award ceremony to explore ways in which a more focused relationship with the City of Adelaide could be established.

#### **Annulment**

In the event of a Council Member believing that the Award has been brought into disrepute, Council has the right to vote to annul an Award in the year following the ceremony.

The decision to annul a Citizen of the Year Award must be raised at a Council meeting and supporting documentation must be provided to Council Members for consideration. This meeting will be confidential as allowable under Section 90 (3) (a) of the *Local Government Act 1999* (SA).

The criteria for annulling the Award include the following:

- a) a recipient is found to have a criminal conviction or is found guilty in a court of law anywhere in the world. Alternatively, a group has been brought into disrepute;
- b) there is verifiable evidence to suggest the Award was made on the basis of false information provided during the data-gathering process;



- c) there are other verifiable grounds on which it can be argued that the status of the Award, or Council has been undermined in some way by the actions of the recipient(s).

In recognition that annulling a prestigious Award is a serious consideration, the majority of voting Council Members present must vote in favour of the recommendation.

### **Letters of Recognition**

Civic letters from the Lord Mayor recognise individual or group achievements. Civic letters are aimed at recognising people who have made a notable contribution to the life of the City of Adelaide who may not otherwise be recognised. Additionally, a civic letter may be sent to groups or an individual congratulating them on a specific achievement. Some examples include Australian Honours Awards, industry and business awards and significant anniversaries.

### **Frequency**

Civic letters from the Lord Mayor are regularly despatched throughout the year. The Lord Mayor has discretion as to whether a civic letter is written.

### **Eligibility Criteria**

The number of requests for the Lord Mayor to write a civic letter are numerous. Wherever possible, people requesting a civic letter will be asked to lodge their request via the City of Adelaide web site. The minimum criteria that should be taken into account when considering a request to write a civic letter are as follows:

- a) That the focus of the request relates to endeavours that are consistent with and contribute to, Council's strategic priorities;
- b) There is a demonstrable link between the endeavour, the intended recipient of the letter and the City of Adelaide;
- c) The person requesting the letter has a legitimate relationship with the intended recipient(s).

All applicants should supply documentation to support their request for the Lord Mayor to write a civic letter.

### **Process**

- a) The process for considering requests for the Lord Mayor to write a civic letter will be confidential, and the Lord Mayor will exercise their discretion on each request.
- b) Requests will be made in confidence and in writing on the relevant form wherever possible, and these will be received by the administration.
- c) The administration will gather relevant background information and forward this to the Lord Mayor for a decision.
- d) Where there is a decision to proceed, the letter will be signed by the Lord Mayor.

### **Enduring Relationships**

Where the Lord Mayor deems it appropriate, the letter may suggest a meeting to discuss ways in which the honoured person or group may help to contribute to Council's strategic priorities.

### **Lighting of Adelaide Town Hall**

The Adelaide Town Hall is a significant and iconic building in the City of Adelaide. The building represents a striking physical presence as well as an important civic and social symbol for the people of Adelaide. First built in 1866, the building has always been a place for the people, where the public are welcome, significant public events are celebrated and important decisions are made. As such, what is displayed on the outside of the Adelaide Town Hall, including flags, banners and lighting, plays an important role in symbolising what is important to the city and the broader South Australian community. The eligibility criteria and process for the lighting of the Adelaide Town Hall Façade are detailed below.

### **Frequency**

Upon request.

### **Eligibility Criteria**

As custodians of the Adelaide Town Hall, the City of Adelaide welcomes requests to light-up the external façade of the building subject to meeting at least one of the following criteria:

- a) Where a request is made by the Australian or South Australian Government;
- b) Significant public events or celebrations that are taking place in the City of Adelaide;
- c) Significant public events, celebrations or occasions that are of state, national or international significance;
- d) Occasions that symbolise cultural and social diversity, unity and inclusion;
- e) Coincide with an event taking place inside the Adelaide Town Hall.
- f) Upon resolution of Council.

Requests to light up the Adelaide Town Hall for events or occasions outside of the above criteria will not be supported. This includes requests to light up the Town Hall for private or commercial purposes or for small charity or awareness days that are not nationally recognised or celebrated.

### **Conditions**

Adelaide Town Hall has the ability to change the exterior lighting to the following static colours:

- Yellow
- Red
- Green
- Blue
- Purple
- Turquoise

Requests for colours outside of the above and projection displays may be catered for at a cost to the client. The cost may be waived at the discretion of the Lord Mayor in consultation with the CEO.

Lighting requests will only be supported for between 1 to 7 nights at a time, subject to availability. Requests for longer durations (i.e. over 7 days) will be subject to the approval of the Lord Mayor in consultation with the CEO.

### Process

- a) Requests to light up the Adelaide Town Hall façade are to be put in writing at least 4 weeks out from the event / occasion and directed to the Civic Event Coordinator, Office of the Lord Mayor via [civics@cityofadelaide.com.au](mailto:civics@cityofadelaide.com.au).
- b) The Civic Event Coordinator will review each request and will respond to the client within 1 week of receiving the request. Controversial, costly, or extended lightings will be considered in line with this Policy.
- c) If approved, the Civic Event Coordinator will work with the client to confirm the colours to be displayed and the date of the lighting display. As part of reviewing each request, the Civic Event Coordinator will liaise with the Adelaide Town Hall Venue Office to confirm that there is no conflict over the date/s requested.
- d) The City of Adelaide reserves the right to refuse a request if it does not meet the eligibility criteria or is not received 4 weeks out from the event or occasion.
- e) The Civic Event Coordinator will keep a calendar of confirmed lighting requests and will provide advice to the Customer and Marketing program and the Adelaide Town Hall Operations Team who are responsible for communicating to the public why and when Adelaide Town Hall is being lit via appropriate communication channels.
- f) The Civic Event Coordinator will arrange for advice to be provided to Council Members ahead of each lighting display.
- g) The Adelaide Town Hall Venue Office is responsible for booking in allocating responsible officers to switch on and off the lighting each night.
- h) The client(s) who requested the lighting is responsible for arranging photography of the Adelaide Town Hall on the night of lighting if they wish.

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## CIVIC PROTOCOL

### The Mace

The Mace is the official mace of the Council as the Governing body of the Corporation of the City of Adelaide which shall be used during Council meetings in the Council Chamber and at formal Council functions as appropriate. A Mace Bearer shall bear the Mace to all meetings of Council and such other ceremonies or occasions as shall be directed by the Council or requested by the Lord Mayor.

### **Order of Precedence**

The Order of Precedence of Council Members and Staff of the Corporation of the City of Adelaide shall be:

1. The Lord Mayor
2. In their own City, a Lord Mayor takes precedence over everyone except the Royal family or the direct representative of the Sovereign (reference: College of Arms, London, Ruling 1922-3).
3. The Official Partner of the Lord Mayor
4. The Deputy Lord Mayor
5. Area Councillors (in order in terms of cumulative length of service as Members of Council)
6. Ward Councillors (in order in terms of cumulative length of service as Members of Council)
7. The Chief Executive Officer
8. The Directors (in order in terms of length of service)
9. The spouses or partners of Council Members
10. The spouses or partners of Council staff

### **Swearing in Ceremony**

As soon as practical after the election of a new Council, a formal meeting of the Council shall be called, referred to as the Swearing In Ceremony, at which the Lord Mayor and all Council Members shall take an oath of office in accordance with Council and legal requirements.

- The Swearing In Ceremony shall take place in the Council Chamber.
- The Lord Mayor shall, in consultation with the CEO and Council Members, invite guests to attend the Swearing In Ceremony.

### **Official Call Upon the Governor**

Following the first meeting of each newly elected Council, the Council shall, if it shall please His or Her Excellency, call upon the Governor of the State of South Australia to offer an expression of allegiance to the Throne and Person of His Majesty King Charles III on behalf of the Council and the citizens of Adelaide. Council Members will gather at the Adelaide Town Hall, and will walk, from the Adelaide Town Hall to Government House. Council Members and the CEO are encouraged to be robed for this event.

### **History**

*On 4 November 1840, Council, at its first meeting, resolved that it would without delay wait upon the Governor, Lieutenant Colonel George Gawler, to present an address and affirm its loyalty to the Crown. This tradition, thus begun, has continued with successive Councils.*

### **Colonel Light Ceremony**

The Colonel Light Ceremony will be held annually on a date as near as practical to the birthday of Colonel Light (27 April). The Ceremony will be held by way of a special meeting of Council or other commemorative ceremony determined by the Lord Mayor.

## History

*The annual ceremony of drinking the health of Colonel William Light was instituted in 1859 when a silver bowl was presented to the Mayor and Corporation of Adelaide by four of the original founders of the colony of South Australia; Messrs George Palmer, Jacob Montefiore, Raikes Currie and Alexander Elder; who wished to preserve the memory of the late Colonel. It was their intention that the ornamental silver bowl, made in England in 1766-7, be used by the Mayor and Members of Council to 'drink in Australian wine to the memory of Lieutenant Colonel Light, the first Surveyor-General of South Australia'.*

*When the bowl was presented in January 1859, a piece of wedding cake of Her Royal Highness the Princess Royal of England was also sent to the Corporation by George Palmer who was one of the Colonisation Commissioners of 1835 who intended that it be distributed among the Councillors and citizens present at the meeting at which the memory of Colonel Light was first honoured.*

*At the Meeting of Council on the 31 January 1859 it was resolved: "that the practice of drinking to the memory of Colonel Light be continued from year to year on the first meeting of the Council in each Municipal Year or after the anniversary of the Colony."*

*From 1859 until 1984, it was the custom to comply with this request at the first meeting of the Council in each Municipal Year immediately after the annual Council elections. However, in 1984 the elections were made bi-annual.*

*At a meeting on the 30 June 1984, Council resolved that the Colonel Light Ceremony be held in April, 1985 on a date as near as practical to the birthday of Colonel Light (27 April), and annually thereafter.*

*Since 1985 Council has normally invited a keynote speaker to present an address at the ceremony on a theme related to Colonel Light and the history and progress of the City.*

*The luncheon is held in the Queen Adelaide Room immediately before the meeting for Members and distinguished guests, after which they move to the Council Chamber.*

## Robing

The Lord Mayor, Deputy Lord Mayor, Council Members and the CEO are encouraged to robe for certain meetings, ceremonies and functions including but not limited to:

1. The Swearing In Ceremony
2. The Official Call Upon the Governor
3. The Colonel Light Ceremony
4. Special events such as Royal visits and State or City birthday celebrations
5. All other meetings of Council, ceremonies or occasions where directed by the Council or otherwise directed by the Lord Mayor.

## Recognition of Former Lord Mayors

Former Lord Mayors may be invited to and acknowledged at all major ceremonies and functions of the Council including:

1. The Swearing In Ceremony
2. The Official Call Upon the Governor
3. The Colonel Light Ceremony

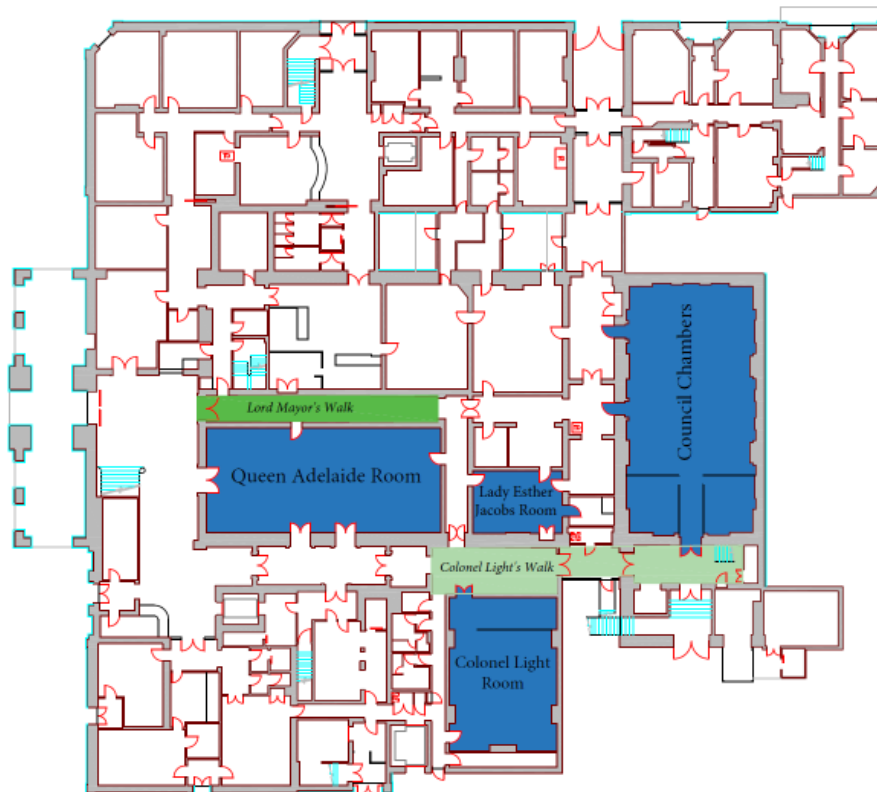
4. Special events such as Royal visits and State or City birthday celebrations
5. All other meetings of Council, ceremonies or occasions where directed by Council or otherwise requested by the Lord Mayor.

### **Civic Rooms**

The Civic Rooms of the Corporation of the City of Adelaide are those rooms which are available to be utilized for activities other than for formal Council business comprising the Council Chamber, the Colonel Light Room, the Queen Adelaide Room and the Lady Esther Jacob's Room.

Subject to the following:

- a) Use of the Civic Rooms applies to both internal and external parties of the Council.
- b) Council will encourage public engagement in matters of civil and civic concern and will maintain a sense of history and community involvement by allowing appropriate use of the Civic Rooms.
- c) Council will support the use of the Civic Rooms by recognised bodies and groups for restricted activities associated with civil or civic purposes such as public hearings, debates and discussions. Such use shall be with the prior approval of the CEO or the Lord Mayor. Costs associated with catering or other requirements will be borne by the group using the civic room.
- d) Council will support the use of the Civic Rooms by recognised bodies and groups for special and commemorative events such as birth dates for Colonel Light and Queen Adelaide and Citizenship Ceremonies. Such use shall be with the prior approval of the Lord Mayor or CEO. Costs associated with catering or other requirements will be borne by the group using the civic room.
- e) The Lord Mayor or CEO may approve other uses of the Civic Rooms.
- f) The use of the Civic Rooms must not clash with reasonable Council business or restrict occupancy of the adjacent rooms by the Lord Mayor, Council Members and the executive and staff of the Corporation of the City of Adelaide.
- g) The Civic Rooms shall be:
  - Laid out, decorated and furnished in accordance with a decision of the CEO, in consultation with the Lord Mayor
  - Maintained, repaired and protected from damage at all times.
- h) The Civic Area of the Adelaide Town Hall is defined as the areas coloured on the map included in this Policy. Civic Rooms are shaded blue on the map.



All proposals for renovation work to the Civic Areas are to be considered by Council on recommendation of the CEO.

**RELEVANT LEGISLATION**

- *Local Government Act 1999 (SA)*
- *City of Adelaide Act 1998 (SA)*

**ADMINISTRATIVE**

As part of Council’s commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **4** years unless legislative or operational change occurs beforehand. The next review is required in **2027**.

**Review history:**

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
	<i>Council</i>	<i>27 May 2024</i>	<i>New Policy</i>

**Contact:**

For further information contact the Governance Program

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