FOI 29/13/14
Item 2 Serial 1

vince. chong
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Australian Government
Department of Defence

DEFGLIS ADMINISTRATIVE INSTRUCTION NO 01/2012 – AMENDMENT 1

PARADE – SYDNEY MARDI GRAS PARADE ON 02 MAR 13

References:

A. Letter CDF/OUT/2012/1004 addressed to SQNLDR Chong dated 11 Nov 12
B. Minute HPC/OUT/2012/102 – Guidance on Australian Defence Force Members Wearing Uniform at the Sydney Mardi Gras Parade – dated 1 Nov 12

Introduction

1. At Ref A, CDF authorised the attendance of ADF members in uniform at the Sydney Mardi Gras Parade in 2013 and directed the preparation of this Administrative Instruction for the parade. This instruction supersedes the initial version released on 20 Dec 12.

Aim

2. The aim of this administrative instruction is to detail the administrative arrangements for the Sydney Mardi Gras Parade 2013.

Objectives

3. The objectives of participation in the parade are:

   a. to generate positive media coverage of Defence's respect for and inclusion of the lesbian, gay, bisexual, transgender and intersex (LGBTI) people, in accordance with Defence's cultural intent: "We are trusted to defend, proven to deliver, respectful always."

   b. to publically display ADF's acceptance of and support for serving LGBTI members in the 20th anniversary of the removal of the Defence policy prohibiting homosexuality;

   c. to send a strong message to serving ADF members that Defence leadership supports tolerance and inclusion of sexual orientation and gender diversity, thus promoting an inclusive culture and fostering a greater sense of pride in Defence; and

   d. to provide an opportunity for non-LGBTI members to show support of their colleagues, which will improve workplace inclusion and team cohesion, and generate constructive dialogue to shape attitudes and behaviours consistent with Defence values.

Background

4. The Defence LGBTI Information Service (DEFGLIS) began seeking permission from the Chiefs of Services in 2006 for ADF members to participate in the Mardi Gras in uniform. The objective of the request was to improve the ADF's standing in the external LGBTI community, whilst also providing tangible; visible acceptance towards those LGBTI members currently serving.

5. The ref B minute from Head People Group recommended authorisation for ADF members to attend the Sydney Mardi Gras in uniform following advice from RSM – Ceremonials – ADF to establish appropriate protocols via an administrative instruction. CDF authorisation was provided in ref A with the provision that DEFGLIS seek subsequent authorisation via an administrative instruction that imposed the following restrictions for participants:

a. service and Defence protocols, including formed body marching in accordance with Service traditions and customs must be followed;

b. ADF members are to be positioned near to the front of the parade and at the rear of the NSW Police; and

c. participating ADF members are to change out of uniform at the end of the parade.

6. Separate to the uniformed Defence entry, DEFGLIS will also participate in the parade to allow Public Servants, ex-Defence personnel, families, friends and partners to participate in the Mardi Gras in DEFGLIS branded attired. DEFGLIS has participated in Mardi Gras every year since 2008 without incident. The DEFGLIS entry will include a Defence / DEFGLIS banner in tri-service colours, and Navy, Army and Air Force banners using Defence Force Recruiting symbols. The Commonwealth Coat of Arms, ADF crest, Service crests are not used.

Command

7. SQNLDR Vince Chong, OIC SSSC, DGTA-ADF is the activity OIC for the Mardi Gras Parade. SQNLDR Chong can be contacted on 0452 505 223 or e-mail: vince.chong@defence.gov.au or iPhone: vince.chong@defglis.com.au.

8. WO Stuart O'Brien, Senior Personnel Manager, HMAS Kuttabul, is appointed the activity 2IC and the parade marshal for the Mardi Gras Parade. WO O'Brien can be contacted on s47F or e-mail: stuart.obrien@defence.gov.au or iPhone: stuart.obrien@hotmail.com.

9. Ms Sharon Harnett, Assistant Director – Directorate of Planning and Programming, Defence Support Operations, is appointed the DEFGLIS contingent leader. Ms Harnett can be contacted on s47F or e-mail sharon.harnett2@defence.gov.au.

Personnel

10. SQNLDR Chong has sought up to 150 volunteer personnel (any rank), three (3) division commanders (officers), one parade commander, one parade Warrant Officer, and one parade

adjutant. Full-time, part-time and reserve personnel may volunteer to attend. SQNLDR Chong is to provide a nominal roll of participants to the Office of VCDF by 22 Feb 13.

11. Volunteers participating in the parade shall comply with the instructions provided within this ADMININST and any other lawful order given by the OIC or the 2IC during the parade.

Timings

12. The parade will be held on 02 Mar 13 in the Sydney CBD. Detailed timings are provided in annexes C and F. The Uniformed contingent should arrive at HMAS *Kuttabul* by 1530h on 02 Mar 13. The DEFGLIS contingent should arrive at Rydges World Square, 389 Pitt St Sydney between 1630h and 1750h on 02 Mar 13 for shirt pickup and a parade briefing.

HMAS *Kuttabul* Support

13. LCDR Adam Joyner (XO HMAS *Kuttabul*) has confirmed the following HMAS *Kuttabul* support:

a. **Change Rooms**: The Red Room (Level One, Building 801, HMAS Kuttabul) has been booked as the Male Change Area. The Common Room (Level Two, Building 801, HMAS Kuttabul) has been booked for the Female Change Area. Both areas can be secured.

b. **Car Parking**, Limited parking has been organised for personnel at HMAS Kuttabul (50 car spaces have been reserved). POCs: Mr Dragan Markov, 02 3959 3011, and LEUT Chris Wakefield, 02 9359 3927

c. **Parade Practice Area.** The road side below Fleet Headquarters on Garden Island has been allocated for parade practice.

d. **Transport to parade.** One ADF 50 seater coach, and two Murray's 48 seater coaches with drivers are requested to satisfy transport serials detailed at annex G. Sydney Road Closures are detailed at annex H. Diversity Directorate has agreed to meet the costs for transport. POC: Mr Steve Scott, 02 9359 2629, steve.scott2@defence.gov.au.

e. **Parade vehicle.** One single cab ute is available for booking. WO O'Brien is to submit a vehicle request along with driver's name and license details if this vehicle is required. POC: Mr Steve Scott, 02 9359 2629, steve.scott2@defence.gov.au.

f. **Catering – pre-parade.** Rations for a BBQ dinner (sausages, salad and bread) for 120 PAX will be provided. A quote for catering will be provided and DEFGLIS will meet the costs for catering through seeking donations from uniformed participants. POC: WO Stuart O'Brien.

g. **Catering – post-parade.** The Port Jackson Club (Junior Sailors Bar - HMAS *Kuttabul*) has been booked 2100-2300 and permission has been provided for an all ranks function immediately following return of the contingent to HMAS *Kuttabul*

after the parade. One bar person will be on staff. DEFGLIS will provide food for the event. POC: WO Stuart O'Brien.

Dress

14. Participants in the ADF contingent must wear Summer Ceremonial Uniform for the parade (Navy S3, Army 2E, RAAF 1C), with ribbons and name plates. A guide to the dress for the parade is provided at annex A. RAAF personnel must wear peak caps (and female equivalent).

15. Participants in the DEFGLIS contingent must wear DEFGLIS polo shirts with dark shorts or pants, and closed toe shoes.

Protocol and Ceremonial Support

16. WO1 Kenneth Lloyd, RSM-ADF has provided protocol and ceremonial guidance for the parade. WO1 David Welsh, RSM C-NSW has agreed to provide ceremonial support for parade practice at HMAS *Kuttabul* prior to the parade.

Musical Support

17. SQNLDR Chong is to organise music support by organising a drum corps or supply equipment that will allow military music to be played using a portable public address system carried within a vehicle.

Parade Format

18. The parade will march the parade route in column of route. The Parade commander and division commanders will lead each service division: Royal Australian Navy, Army then Royal Australian Air Force. Navy, Army, and Air Force Banners will lead the parade. The DEFGLIS/Defence banner will follow the uniformed contingent followed by the DEFGLIS element. The parade format is depicted at annex B.

19. The Parade route begins at the corner of Oxford St and Wenthworth St, Sydney, continues south east along Oxford St, turns right onto Flinders St, and terminates at Anzac Parade. The parade route is depicted at annex D.

Words of Command

20. "Navy Division", "Army Division ..." or "Air Force Division .." will be used by each Division Commander as the prefix to control movement of the formed. Division Commanders should use appropriate service drill instruction to the make adjustments to flow with the parade in accordance with annex E.

Parade Practice

21. Parade practice will occur prior to the parade at 1600h on 02 Mar 13 at road side below Fleet Headquarters on Garden Island in parade uniform. Uniformed participants must attend parade practice to participate in the parade. WO O'Brien is to co-ordinate participants at HMAS *Kuttabul* in accordance with the detailed timings above and conduct a parade briefing

in accordance with annex C. WO1 Welsh is requested to co-ordinate sizing and drill practice for parade participants and division commanders.

DEFGLIS Contingent Briefing

22. Ms Sharon Harnett is requested to conduct a briefing for DEFGLIS members in accordance with annex F at 1750h on 02 Mar 13 at the Square Bar of Rydges World Square, Sydney.

Wet Weather Plan

23. The Mardi Gras Parade is an all weather event. If the parade is cancelled due to inclement weather, personnel will move to the drop off point where the vehicle will return personnel to HMAS *Kuttabul*.

Communications – Internal and External

24. Mr Andrew Anderson, SCA to VCDF, is requested to act as the communications co-ordinator for this event, and co-ordinate support from the Strategic People Communications Team. The following has been co-ordinated:

a. draft key messages, talking points and a media release for this event;

b. authorise spokespersons attending the event to speak to the media to deliver key messages and talking points; and

c. ministerial correspondence and submissions.

25. **Internal communication.** Mrs Ellen Swavley, Director of Diversity Directorate has co-ordinated release of a DEFGRAM and internal Defence news articles to provide internal advice of ADF participation in this event and seeking volunteers to participate in the parade.

26. **Photographic Support.** SQNLDR Chong has requested and confirmed the support of Naval Imagery Unit – East to provide photographic support for the Mardi Gras, and has arranged media passes.

27. **Event Support.** SQNLDR Chong via Strategic People Communications has requested support of Public Affairs personnel in Sydney to assist with co-ordinating media at the event.

Administration

28. SQNLDR Chong has liaised with Sydney Mardi Gras to conduct all parade administrative requirements including the requirement to ensure that participating ADF members are positioned near to the front of the parade and at the rear of the NSW Police. The following actions have been completed:

a. SQNLDR Chong has submitted an Expression of Interest for the parade by 4 Jan 13.

b. SQNLDR Chong has submitted an Application for the parade by 11 Jan 13.

c. SQNLDR Chong has submitted descriptions of the parade entry for the Sydney Mardi Gras festival guide.

Resources

29. Diversity Directorate has agreed to meet the costs of parade entry and transport for the Defence contingent.

30. SQNLDR Chong will co-ordinate meet the costs associated with catering at HMAS *Kuttabul* through donations from participants.

31. The Sydney Mardi Gras Parade Office is contactable at parade@mardigras.org.au or Phone (02) 9383 0948.

Post Activity Report

32. SQNLDR Chong will provide a post activity report regarding the event to the Office of VCDF by 28 Mar 2013.

s47F

V. CHONG
SQNLDR
Activity OIC - Mardi Gras 2013

Tel: s47F

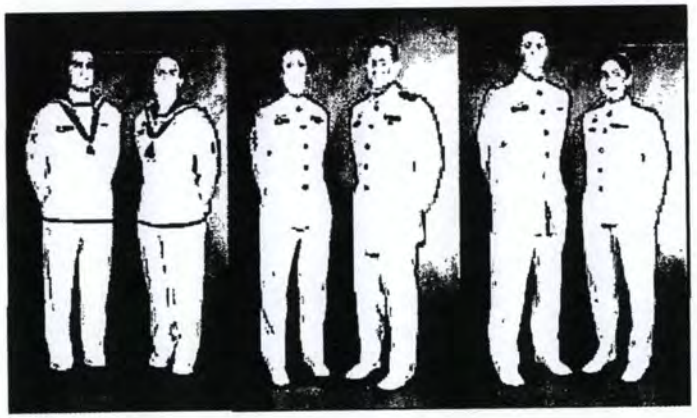
21 Feb 13

Annexes:
A. Sydney Mardi Gras Parade – Uniform Guide
B. Sydney Mardi Gras Parade – Parade Format
C. Parade Brief – Participants of Sydney Mardi Gras 2013
D. Map of Sydney Mardi Gras Start Area, Parade Route, and End Area
E. Sydney Mardi Gras Parade – Parade Format – Words of Command
F. Parade Brief – DEFGLIS participants of Sydney Mardi Gras 2013
G. Movement Serials – Sydney Mardi Gras
H. Map of Sydney Mardi Gras Road Closures
I. Map of HMAS Kuttabul
J. Nominal Roll of Parade Attendees (Limited Distribution)

ANNEX A TO
DEFGLIS ADMINISTRATIVE INSTRUCTION 01/2012 – AL1
DATED 21 FEB13

Sydney Mardi Gras Parade
Service Uniform Guide

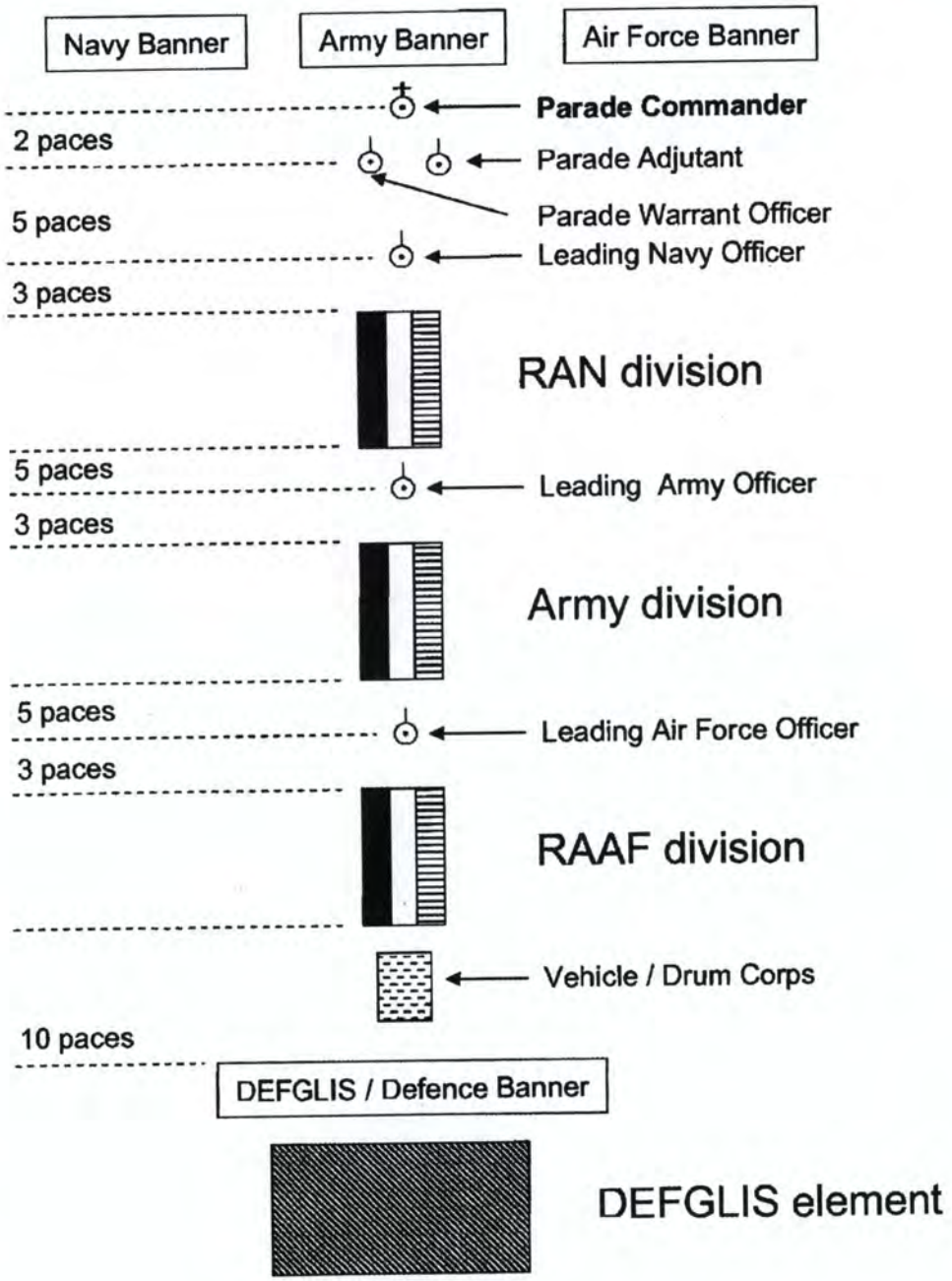
RAAF Service Dress
Short Sleeve Shirt – 1C



RAN Summer
Ceremonial Dress —S3

ARMY General Duty Dress — 2E

Sydney Mardi Gras Parade Format



ANNEX C TO
DEFGLIS ADMINISTRATIVE INSTRUCTION 1/2012 – AL1
DATED 21 FEB 13

PARADE BRIEF – PARTICIPANTS OF SYDNEY MARDI GRAS 2013

Special Condition of Entry: Participants are to arrive at HMAS *Kuttabul* in civilian attire, and depart HMAS *Kuttabul* in civilian attire. Uniform may only be worn for the Mardi Gras Parade. No overnight storage is available at HMAS *Kuttabul*.

Dress: Participants are to wear the specified uniform Navy S3, Army 2E, RAAF 1C with ribbons and name plates. RAAF members are to wear peak caps (and female equivalent).

Parade Format: Participants are to maintain formation in column of route under the direction of their respective service commander.

Alcohol and Prohibited substances: Participants are not to consume alcohol or smoke during the parade. Participants who appear to be intoxicated or under the influence of prohibited substances will not be permitted to march.

Public Affairs: DI (G) ADMIN 8-1 "Public Comment and Dissemination of Official Information applies, therefore media queries should be directed to SQNLDR Vince Chong, and other Defence Public Affairs Officers present at the event. Participants are reminded that they are representing the Australian Defence Force, and are to behave in a manner that is beyond reproach.

Administration and Command: Participants are to comply with the instructions in this Administrative Instruction and OIC or the 2IC for the Mardi Gras Parade. Participants are to enter the parade at their own expense using their personal time. Participation is voluntary and members are not considered to be on duty for the Mardi Gras Parade.

Parking at HMAS *Kuttabul*: Limited car parking is available on a first-come first-served basis with your Defence ID card. 50 car parking spaces have been reserved, however participants are encouraged to use public transport.

Detailed timings

1530	Arrive HMAS *Kuttabul* and opportunity to change Male Facility - The Red Room (Level One, Building 801) Female Facility - The Common Room (Level Two, Building 801)
1600	Parade Briefing and Parade Practice Location: Road side below Fleet Headquarters on Garden Island. Access: Stairs adjacent to Fleet Headquarters directly behind Building 801 at HMAS Kuttabul.
1700	BBQ Dinner
1800	Bus departs HMAS *Kuttabul*
1830	Bus arrives Hyde Park, disembark
1840	Group Photo in Hyde Park and assembly in parade order
1900	Entry area locks down

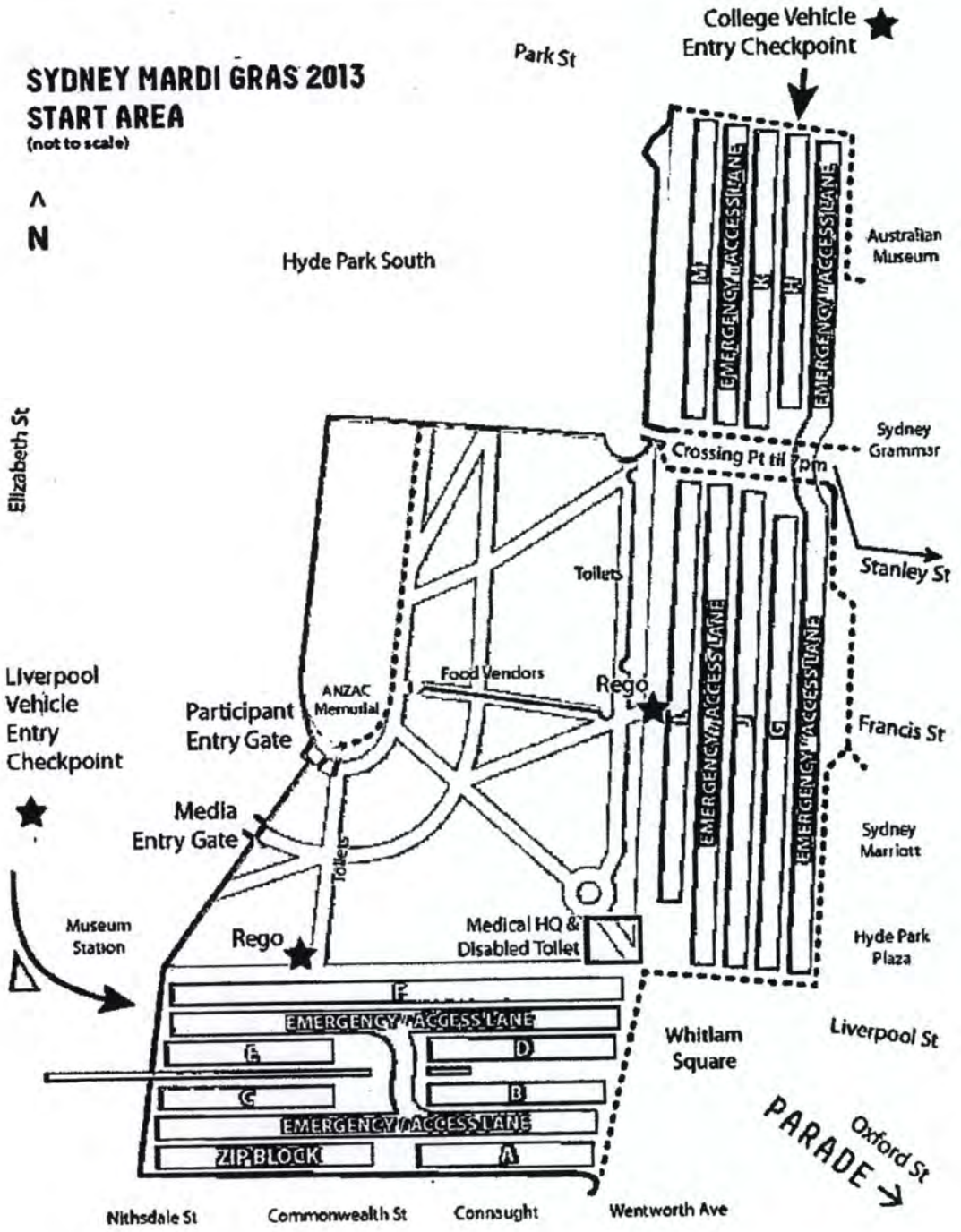
1945	Parade starts (first float steps off)
2030	Bus pickup at parade completion point. All uniformed participants must return to HMAS *Kuttabul* on the bus at the conclusion of the parade.
2030	Return to HMAS *Kuttabul* to change into civilian attire and participate in refreshments Location: Port Jackson Club (Junior Sailors Bar) Level 1, Building 801

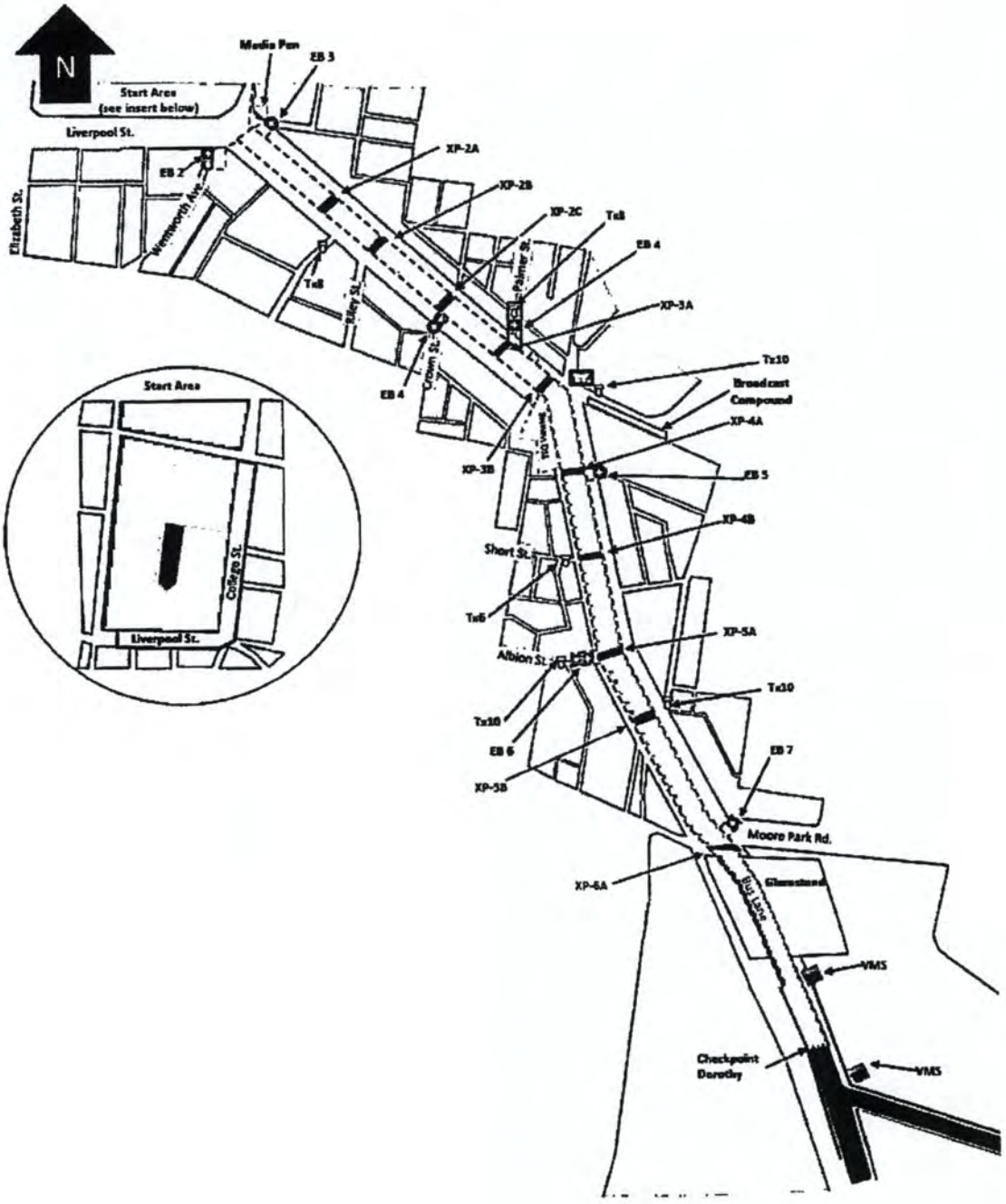
Guidance for family members and friends

Family members and friends that are not participating in the parade are encouraged to view the parade from Taylor Square, at the corner of Oxford Street and Flinders Street in front of the Kinselas Hotel. Hundreds of thousands of people attend each year, so early arrival is strongly recommended.

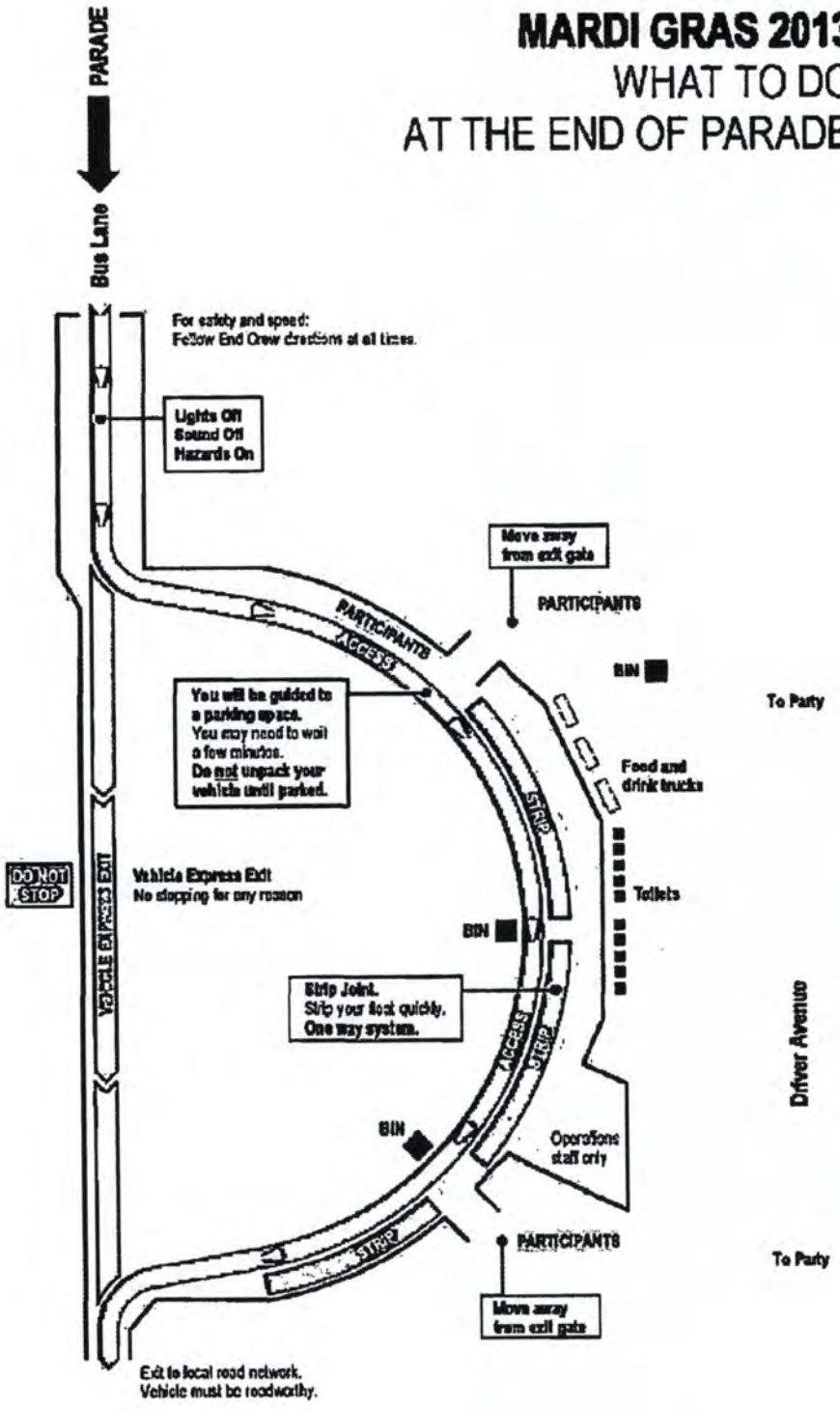
ANNEX D TO
DEFGLIS ADMINISTRATIVE INSTRUCTION 1/2012 – AL1
DATED 21 FEB 13

MAP OF SYDNEY MARDI GRAS START AREA, PARADE ROUTE, AND END AREA




N
Start Area
(see insert below)
Liverpool St.
Media Pen
EB 3
EB 2
Elizabeth St.
Wentworth Ave.
XP-2A
XP-2B
XP-2C
Tx8
EB 4
Palmer St.
XP-3A
Tx8
Kerr St.
Crown St.
EB 4
Tx10
Broadcast Compound
XP-4A
XP-3B
EB 5
XP-4B
Short St.
Tx8
XP-5A
Albion St.
Tx10
Tx10
EB 6
XP-5B
EB 7
Moore Park Rd.
XP-6A
Big Lane
VMS
Checkpoint Dorothy
VMS
Start Area
College St.
Liverpool St.

MARDI GRAS 2013
WHAT TO DO
AT THE END OF PARADE



ANNEX E TO
DEFGLIS ADMINISTRATIVE INSTRUCTION 1/2012 – AL1
DATED 21 FEB 13

SYDNEY MARDI GRAS PARADE - PARADE FORMAT – WORDS OF COMMAND

* Note: correct Single Service cautionary and executive may be used in place of any instruction detailed below.

	Who	Prefix	Cautionary, Executive	Notes
1	Division Commanders	Navy/Army/Air Force Division	Atten – TION	
2	Division Commanders	Navy/Army/Air Force Division	Right – DRESS	Half arm interval
3	Division Commanders	Navy/Army/Air Force Division	Right in threes, Right – TURN	Navy/Army/Air Force division commanders move to the front of each division.
4	Division Commanders	Navy/Army/Air Force Division	Stand at – EASE	
5				Rest in place until ready to step off
6	Division Commanders	Navy/Army/Air Force Division	Atten – TION	
7	Parade Warrant Officer	Executives	Take – POST	Parade executives move into position in front of Navy Division.
8	Navy Commander	Parade	By the left, Quick - MARCH	2 x 3s drum roll if music is played, all divisons step off together. If contingents are oddly positioned, each division commander to individually order Quick – MARCH (call executive on Left foot main drum beat).
9				Parade marches the parade route. Division commanders should issue Navy/Army/Air Force Division, For – WARD if marking time is required along the route.
10	Parade Warrant Officer	Executives	Break - OFF	Executives break off from the parade at the parade end area
11	Division Commanders	Navy/Army/Air Force Division	HALT	Navy Commander should follow the directions of the end area staff and halt only when cleared.
12	Division Commanders	Navy/Army/Air Force Division	Into line, Left - TURN	Parade executives move to the front of each division. Service cautionary may be used in place.
13	Division Commanders	Navy/Army/Air Force Division	Dis – MISS	

ANNEX F TO
DEFGLIS ADMINISTRATIVE INSTRUCTION 1/2012 – AL1
DATED 21 FEB 13

PARADE BRIEF – DEFGLIS NON-UNIFORMED CONTINGENT OF SYDNEY MARDI GRAS 2013

DEFGLIS Shirt Pick Up

Fri 01 Mar 6:30p–9:30p – Private Bar, East Village Hotel, 234 Palmer St, Darlinghurst
Sat 02 Mar 10:00a–11:00a – Square Bar, Rydges World Square, Sydney – 389 Pitt St, Sydney
Sat 02 Mar 4:30p – 5:30p – Square Bar, Rydges World Square, Sydney – 389 Pitt St, Sydney

Detailed Timings – DEFGLIS Non-Uniformed Contingent

1730	Arrive at Square Bar, Rydges World Square, Sydney – 389 Pitt St, Sydney
1750	Parade briefing Location: Square Bar or outdoor area
1800	Move to Parade Start area on foot
1840	Group Photo in Hyde Park and assembly in parade order
1900	Entry area locks down
1945	Parade starts (first float steps off)
2030	Bus pickup for Defence personnel. Only 20 members of the DEFGLIS contingent can be transported to HMAS *Kuttabul.*
2100-2300	Post Parade Refreshments at HMAS *Kuttabul* Location: Port Jackson Club (Junior Sailors Bar) Level 1, Building 801

Conditions of Entry

Dress: Participants are to wear the DEFGLIS 2012 or 2013 shirt with dark pants or shorts and closed toe shoes. Participants are only to wear the DEFGLIS shirt for the Mardi Gras parade.

Alcohol and Prohibited substances: Participants are not to consume alcohol or smoke during the parade. Participants who appear to be intoxicated or under the influence of prohibited substances will not be permitted to march.

Media: Media queries should be directed to SQNLDR Vince Chong and other Defence Public Affairs Officers present at the event. Participants are reminded that they are representing DEFGLIS and the Department of Defence, and are to behave in a manner that is beyond reproach.

Bus Transport: Only 20 seats are available on bus transport from/to HMAS *Kuttabul.* Priority will be given to families of uniformed participants. Please e-mail vince.chong@defence.gov.au if you would like to reserve a seat on the bus.

Administration and Leadership: Participants are to enter the parade at their own expense using their personal time. Participation is voluntary and members are not considered to be on duty for the Mardi Gras Parade. Participants are to comply with directions given by Ms Sharon Harnett, the DEFGLIS

contingent leader for the Mardi Gras Parade. Participants are requested to maintain a basic group formation and must keep moving forward.

Guidance for family members and friends

Family members and friends that are not participating in the parade are encouraged to view the parade from Taylor Square, at the corner of Oxford Street and Flinders Street in front of the Kinselas Hotel. Hundreds of thousands of people attend each year, so early arrival is strongly recommended.

ANNEX G TO
DEFGLIS ADMINISTRATIVE INSTRUCTION 1/2012 – AL1
DATED 21 FEB 13

MOVEMENT SERIALS – SYDNEY MARDI GRAS

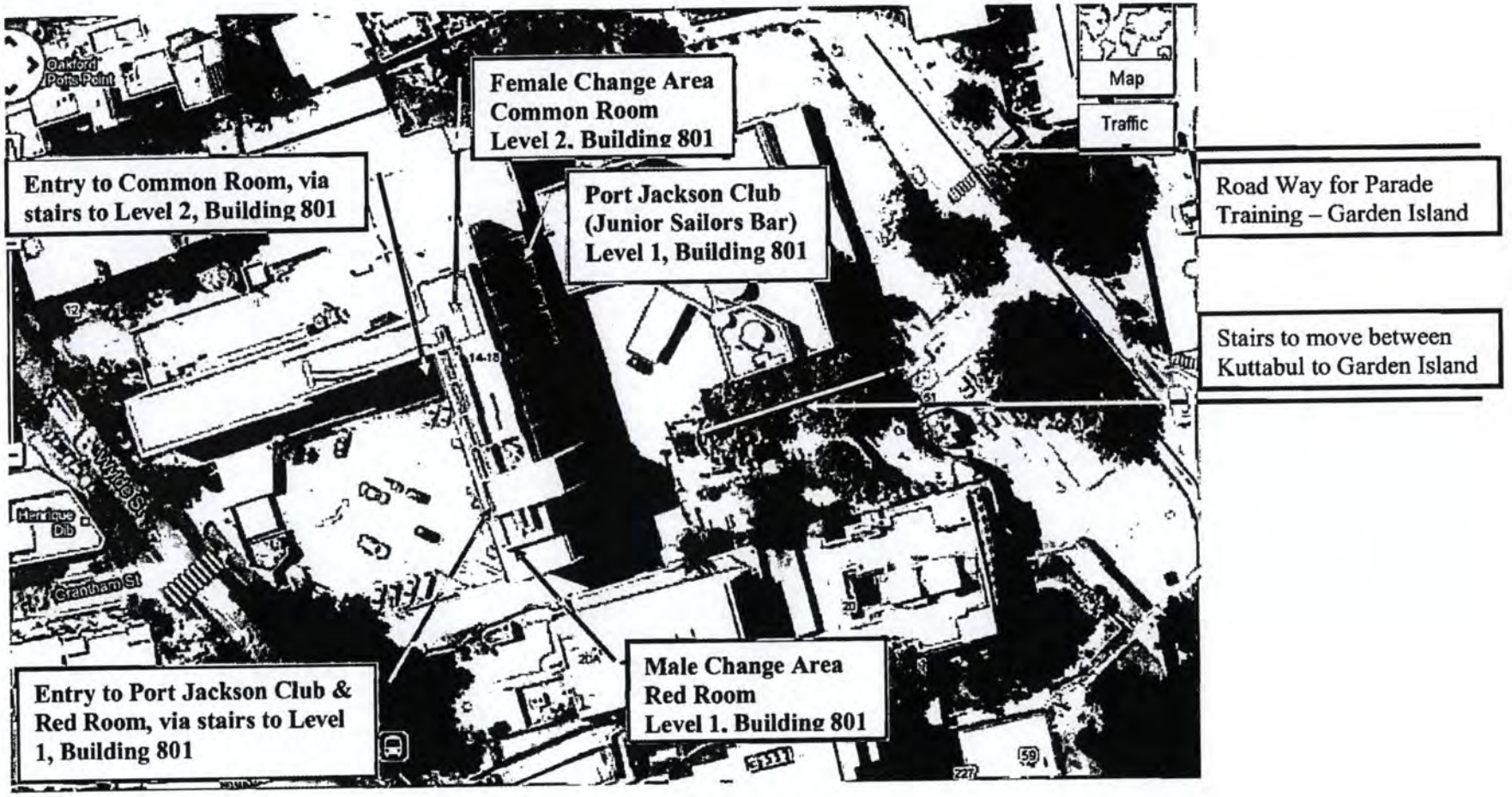
Vehicles
Defence 1 – ADF 50 seat bus – Registration N05073
Defence 2 – Murrays 48 seat bus – Registration TBC
Defence 3 – Murrays 48 seat bus – Registration TBC
Defence 4 – ADFA coach TBC

Serial	Pick Up	Drop Off	PAX	Veh	Notes
1	1800 HMAS Kuttabul, Woolloomooloo	1830 Hyde Park, Sydney CBD	140	All	(1) Barricade access required St James Road & Macquarie St (2) Drop off corner of Elizabeth and Park St
2	1845 Hyde Park, Sydney CBD	1930 Sydney Cricket Ground, Moore Park	0	All	(1) Barricade access required Elizabeth St & Campbell St (2) Barricade access required Elizabeth and Cleveland St Proceed down Elizabeth Street, Cleveland St, Lang Road and position ready for pickup. Coordinate with end area managers of Sydney Mardi Gras upon arrival for parking location.
3	2030 Sydney Cricket Ground, Moore Park	2130 HMAS Kuttabul, Woolloomooloo	146	All	Proceed back to HMAS Kuttabul via Bondi Junction

ANNEX h TO
DEFGLIS ADMININST 01/2012 - AL1
DATED 21 FEB 13

ANNEX I TO
DEFGLIS ADMININST 01/2012 - AL1
DATED 21 FEB 2012

MAP OF HMAS KUTTABUL - SYDNEY MARDI GRAS PARADE LOCATIONS


Female Change Area
Common Room
Level 2, Building 801
Entry to Common Room, via stairs to Level 2, Building 801
Port Jackson Club
(Junior Sailors Bar)
Level 1, Building 801
Map
Traffic
Road Way for Parade Training – Garden Island
Stairs to move between Kuttabul to Garden Island
Male Change Area
Red Room
Level 1, Building 801
Entry to Port Jackson Club & Red Room, via stairs to Level 1, Building 801
Oakford Ports Point
Herrique Dlb
Grantham St