

FLAG MANAGEMENT POLICY

Policy Type	Council Policy
Responsible Department	Office of the Chief Executive Officer
Responsible Officer	Chief Executive Officer
Related Policies and Procedures	N/A
Date adopted	C644/10; 27 April 2010
Last review date	C385/16, 22 February 2016
Next review due	February 2019
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1. POLICY STATEMENT

This policy recognises the significance of official flags and as such provides a consistent approach to flying flags in accordance with governance responsibilities and relevant Government Protocols.

2. COMMUNITY GOAL

Goal 5; Good governance and legislative framework.

3. POLICY OBJECTIVES

The policy aims to establish a consistent approach to the flying of flags in Council's care and control.

4. PRINCIPLES

4.1 The following general principles apply to this policy.

4.2 Flags may be flown for a governance purpose if they are:

- An Australian National Flag recognised by the Australian Government pursuant to the Flags Act 1953, including subsequent proclamations such as that for the Australian Aboriginal flag.
- The South Australian State flag.
- The City of Unley Ensign (bearing Council's official logo).

- 4.3 Requests for Council to fly flags other than those permanently flown on Council property will be considered on a case by case basis. (See clause 5.13 below)
- 4.4 Council will follow the Australian Government policy in relation to the flying of other nations' flags, which is to fly only the official flags of nations recognised by Australia.¹
- 4.5 Flags must be raised and lowered with dignity and respect.

5. POLICY

- 5.1 Council will comply with the flag protocols as set by the Australian Government in all instances where Council has control over the display or management of flags. This may include the lowering of specific flags to half mast or the flying of specific flags on particular days.

Sites

- 5.2 This policy applies to the following sites where flags are either permanently flown or for a special occasion;

- The Unley Civic Centre
- Soldiers' Memorial Gardens
- Howard Florey Reserve

5.3 Unley Civic Centre

The City of Unley has five halyard system flag poles all of the same height situated outside the Civic Centre at 181 Unley Road, Unley.

The following flags are to be flown permanently and in order of precedence (from left to right when facing the building – in accordance with National flag protocol):

- The Australian National flag
- The South Australian State flag
- The Australian Aboriginal flag
- The City of Unley Ensign (bearing the City of Unley logo).

5.4 Soldiers' Memorial Gardens, Unley Road, Unley

The City of Unley has a single halyard system flag pole which permanently flies the Australian National flag.

5.5 Howard Florey Reserve, Fullarton Road, Parkside

The City of Unley has a single halyard system flag pole which flies the Australian National flag on particular occasions such as Anzac Day and Remembrance Day.

Protocol for flying the Australian National Flag

- 5.6 Council will fly the Australian National flag according to the instructions set out in the Australian Government's flag protocol booklet and website (www.itsanhonour.gov.au/symbols)

¹ Australian Flags. Department of Prime Minister and Cabinet. Canberra. 2006. Booklet, page 9.

5.7 Order of precedence:

- 1) Australian National Flag
- 2) National flags of other nations²
- 3) State and Territory flags
- 4) Other flags prescribed by the Flags Act 1953 (including the Aboriginal Flag and Torres Strait Islander Flag).
- 5) Ensigns and pennants (including local government, private organisations, sporting clubs and community groups).

Flying flags at half-mast

- 5.8 Flags are flown at half-mast as a sign of mourning.
- 5.9 Council will fly its flags at half mast according to the instructions set out in the Australian Government flag protocol.
- 5.10 The Australian National flag will be flown at half-mast when directed by the Commonwealth Flag Officer, Department Prime Minister and Cabinet or the Protocol Unit of the Department of Premier and Cabinet:
- 5.11 At Council's discretion, flags on Council property may be flown at half-mast:
- On the death of a notable local citizen or on the day, or part of the day, of their funeral.
 - Council may acknowledge the passing of current and past Elected Members, staff members or volunteers by flying flags at half-mast at its Civic Centre on the day, or part of the day, of that person's funeral. (See clause 8.1)

Special days for flying flags

- 5.12 The following days of commemoration are identified below:
- 1 January – Anniversary of the establishment of the Commonwealth of Australia (Australian National Flag).
 - 26 January – Australia Day (Australian National Flag).
 - Second Monday in March – Commonwealth Day (Australian National Flag).
 - 25 April – Anzac Day – flags are flown at half-mast until noon then at the peak until the usual time for closure of business (Australian National Flag).
 - 27 May to 3 June – National Reconciliation Week (Aboriginal & or Torres Strait Islander Flag).
 - Second Monday in June – Celebrated as the Queen's birthday (Australian National Flag).
 - Nominated week in July – NAIDOC Week (Aboriginal & or Torres Strait Islander Flag).
 - 3 September – Australian National Flag Day (Australian National Flag).

² Ibid.

- 17 September – Citizenship Day (Australian National Flag).
- 11 November – Remembrance Day – All flags are flown at half-mast from 10.30am to 11.02am (Australian National Flag).

Approval for flying flags

- 5.13 Subject to Council approval, other flags may be flown³. If there is insufficient time for a Council resolution, without the holding of a Special Meeting of Council, the Chief Executive Officer in consultation with the Mayor may approve or refuse the request.
- 5.14 Organisations wishing Council to fly their flag must apply in writing to the Chief Executive Officer and include the following information:
- A colour example of the design.
 - Preferred dates of display.
 - Be received at least 4 weeks before the Council Meeting.
 - Detail the relevance or significance of the flag to the City of Unley.
 - Contact details of the person responsible for supply and collection of the flag.
- 5.15 If more than one application is received for the same display period, then a decision on which flag to fly (or not) will be made based on the following criteria:
- The date on which the application was received by Council.
 - Relevance or significance to the City of Unley.
 - Any advice or directive from the Commonwealth Flag Officer or State Protocol Office.
- 5.16 Flags which fall in to the following categories will not be flown:
- Commercial advertising material.
 - Flags or banners for promotion of political or social advocacy messages.
 - Torn, damaged or frayed flags.
- 5.17 Council will not accept liability for theft, damage or vandalism of a flag (other than its own property), or for cancellation of display due to adverse weather or a directive from the Government Protocol Officers.

Purchase and disposal

- 5.18 Council may obtain the Australian National flag free of charge from the Federal Member of the House of Representatives or Senator for the council area.
- 5.19 A dilapidated flag should not be flown and should be disposed of in accordance with the protocol in the Australian Flags booklet.

³ Australian Flags. Department of Prime Minister and Cabinet. Canberra. 2006. Booklet, page 9.

5.20 Flag locations on Council property

Site	System	# Poles	Flags Flown (in order of precedence)	
			Permanently	Temporarily
Unley Civic Centre	halyard	5	Australian National flag, South Australian State flag, Aboriginal flag, City of Unley Ensign	
Soldiers' Memorial Gardens	halyard	1	Australian National Flag	N/A
Council Works Depot	halyard	1	N/A	N/A
Howard Florey Reserve	halyard	1	N/A	Australian National Flag
Unley Oval (see clause 9.3)	halyard	4	N/A	City of Unley Ensign, Football Club Banner

6. DEFINITIONS

Flag: A piece of cloth, usually rectangular, of distinctive colour and design, used as a symbol, standard, signal, emblem or ensign, and which is attached by the shorter edge to a staff, rope, or pole.

Halyard system: Flag pole with a rope pulley system fitted inside the pole.

7. LEGISLATION / REFERENCES

- Flags Act 1953 (Commonwealth)
- Awards and Culture Branch, Department of Prime Minister and Cabinet.
 - (1) Australian flags booklet. Canberra. 2006.
 - (2) www.itsanhonour.gov.au
- Protocol Unit – Department of Premier and Cabinet, South Australia (www.dpc.sa.gov.au/flag-protocols)

8. POLICY DELEGATIONS

Half-mast direction

- 8.1 The Chief Executive Officer is delegated to direct that flags on Council properties be flown at half-mast on the occasion of the death of a notable local citizen, or current or past Elected Members or council employee or volunteer. (See clause 5.11)

Flag poles on Council property

- 8.2 Provided that the size and location of the proposed flag pole is under the prescribed limits in the Development Regulations 2008, the Chief Executive Officer is delegated

to receive and approve an application, and decide on the location, of additional flag poles on Council property, or to refuse such application.

- 8.3 The Chief Executive Officer may also recommend and/or direct that a flag pole on Council property be removed or relocated.

9. ROLES / RESPONSIBILITIES

- 9.1 This policy will be implemented by the Chief Executive Officer.
- 9.2 The procedure for raising and lowering flags is explained in the Australian Flags booklet and on the following Federal and State Government websites; www.itsanhonour.gov.au and www.dpc.sa.gov.au/flag-protocols
- 9.3 The flying of flags at Unley Oval is managed by the Sturt Football Club.

10. AVAILABILITY

- 10.1 The policy is available for public inspection during normal office hours from;
- Civic Centre
181 Unley Road
Unley SA 5061
- 10.2 A copy may be purchased for a fee as determined annually by Council.
- 10.3 It is also available for viewing, download and printing free of charge from the Council's website, www.unley.sa.gov.au

11. DOCUMENT HISTORY

Date:	Council/Committee/Internal	Comment:
19 April 2010	CSP Committee 306/10	
27 April 2010	Council 644/10	
14 May 2012	CSP Committee 108/12	
28 May 2012	Council 420/12	
22 Feb 2016	Council 385/16	Policy Number COU12 deleted