

COU0021: FLAG MANAGEMENT POLICY

Policy Type:	Council Policy
Responsible Department:	Office of the Chief Executive Officer
Responsible Officer:	Executive Manager Office of the CEO
Related Policies and Procedures	N/A
Community Plan Link	<i>Civic Leadership:</i> 4.1 We have strong leadership and governance
Date Adopted	27 April 2010: C644/10
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1. PREAMBLE

- 1.1. The City of Unley will fly flags as an expression of Council's governance responsibilities and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.
- 1.2. This policy recognises the significance of official flags and as such provides a consistent approach to flying flags in accordance with relevant Commonwealth Government protocols.

2. SCOPE

- 2.1. This Policy applies to the flying of flags on flag poles owned by City of Unley and situated at:
 - The Unley Civic Centre;
 - Soldier's Memorial Gardens; and
 - Howard Florey Reserve.
- 2.2. The policy may also be applied to any Council owned flag pole in any other location within the City of Unley at the discretion of the Chief Executive Officer.

3. POLICY PURPOSE/OBJECTIVES

- 3.1. The policy aims to establish a consistent approach to the flying of flags on flag poles under Council's care and control.

4. 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.

5. PRINCIPLES

5.1. The following general principles apply to this policy.

5.1.1. 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 and Torres Strait Islander flags.
- The South Australian State flag.
- The City of Unley Ensign (bearing Council's official logo).

5.1.2. Requests for Council to fly flags other than those permanently flown on Council property will be considered on a case by case basis. (Per clause 6.8)

5.1.3. Flags must be raised and lowered with dignity and respect.

6. POLICY STATEMENT

6.1. All flags will be flown in accordance with the requirements of the *Flags Act 1953*, and the "*Australian Flags – Part 2: The protocols for the appropriate use and the flying of the flag*" publication.

6.2. The flag poles at the Civic Centre will be used to display flags and banners to encourage local and national pride and to mark events of community and wider significance.

6.3. Council will comply with directions issued by the Commonwealth Flag Officer, Department of Prime Minister and Cabinet, or the Protocol Unit of the Department of Premier and Cabinet with respect to flying flags at half-mast as a sign of mourning.

6.4. At Council's discretion, flags on Council property may be flown at half-mast on the death (or on the day, or for part of the day, of the funeral) of a notable local citizen, current or past Elected Member, staff or volunteer.

6.5. Standard Flag Display

Unley Civic Centre

6.5.1. 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.

6.5.2. The following flags are to be flown permanently and in order of precedence (from left to right of a person facing the building – in accordance with Commonwealth flag protocol):

- The Australian National Flag
- The South Australian State Flag
- The Australian Aboriginal Flag
- Torres Strait Islander Flag

- The City of Unley Ensign (bearing the City of Unley logo).

Soldiers' Memorial Garden, Unley Road, Unley

6.5.3. The Soldiers' Memorial Garden has a single halyard system flag pole which permanently flies the Australian National Flag.

Howard Florey Reserve, Fullarton Road, Parkside

6.5.4. The Howard Florey Reserve has a single halyard system flag pole which flies the Australian National Flag on particular occasions such as Anzac Day and Remembrance Day.

6.6. Where declared by the Commonwealth or State Government a special flag or flags may be flown. When Council receives advice on such "special declarations" by the government the City of Unley ensign will be replaced with the special flag(s) if the display cannot otherwise be appropriately accommodated on the flag poles.

6.7. Flying alternative flags and banners

6.7.1. Subject to Council approval, other flags may be flown in a symbolic gesture of inclusiveness and multiculturalism. 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.

6.7.2. 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.
- 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.

6.7.3. 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 Government Protocol Officers: The Commonwealth Flag Officer; or Protocol Unit, and Department of the Premier and Cabinet.

6.7.4. If necessary, the City of Unley Ensign will be removed in order to accommodate the flying of an approved flag.

6.7.5. 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.

- 6.7.6. 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.
- 6.7.7. The flying of an alternative flag or banner does not constitute Council's endorsement or support of a specific nation or cause.

7. POLICY DELEGATIONS

7.1. 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, current or past Elected Members, council employee or volunteer.

7.2. Flag poles on Council property

7.2.1. 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.

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

8. LEGISLATION

- [Flags Act 1953](#)

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Ref/Version No.	Comment
27 April 2010	C644/10: V1	
28 May 2012	C420/12: V2	
22 Feb 2016	C385/16: V3	
22 July 2019	C0065/19: V4	

ANNEXURE 1

Council Flag Site Requirements

Site	System	Poles	Flags Flown (in order or precedence)	
			Permanently	Temporarily
Unley Civic Centre	Halyard	5	<ul style="list-style-type: none"> Australian National Flag South Australian State Flag Aboriginal Flag Torres Strait Islander Flag City of Unley Ensign 	Per section 6.8
Soldiers' Memorial Garden	Halyard	1	<ul style="list-style-type: none"> Australian National Flag 	N/A
Howard Florey Reserve	Halyard	1	N/A	<ul style="list-style-type: none"> Australian National Flag
Council Works Depot	Halyard	1	N/A	N/A
Unley Oval	Halyard	4	N/A	<ul style="list-style-type: none"> City of Unley Ensign* Football Club Banner

ANNEXURE 2

Special days for flying flags

The following days are identified days of commemoration for the purposes of this Policy:

- 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 – 3 June – National Reconciliation Week (Aboriginal and Torres Strait Islander Flag)
- Second Monday in June – Celebrated as the Queen's birthday (Australian National Flag)
- Nominated week in July – NAIDOC Week (Aboriginal Flag and Torres Strait Islander Flag)
- 3 September – Australian National Flag Day (Australian National Flag)
- 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)