

Flying of Flags Policy

Policy Author	General Manager – Strategy and Corporate
Date of next review	May 2025

1. Statement of Intent

Flags by their very nature are the symbol of a nation, state or organisation and it is important for the Council to have regard to flag flying protocols and flag flying hierarchy.

Various flags will be flown on civic property owned by Council as an expression of Council’s governance responsibilities. Care will be taken to ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position. Where practicable and subject to asset capabilities, preference for flying flags will be to utilise flagpoles.

Council will have regard to flag protocols outlined in the Australian Flags Booklet – Part 2, where Council has control over the display or management of flags within the Playford area.

Community groups or individuals may lodge requests for the Council to fly certain flags to promote, acknowledge or commemorate various occasions or community events. The Mayor and CEO will consider and provide approval as appropriate for community requests to fly flags, in accordance with the criteria specified in the Flying of Flags Procedure. Community requests to fly flags should be approved where a significant proportion of the Playford community has a related interest in the cause, occasion, group or similar that the flag acknowledges or commemorates flag; and if the flag would not be deemed to cause offence to the community at large.

2. Scope

All employees and the Mayor, who undertake various duties relating to the flying of flags and banners for and on behalf of the Council must abide by this policy.

3. Legislation and References

This Policy is to be read in conjunction with the Flying of Flags Procedure.

- Australian Flags Booklet – Part 2
- City of Playford Global Glossary
- This Policy should not be considered as the only document that may relate to flying of flags, other tiers of government, agencies or organisations may have legislation or policies that also apply.

4. Application

Mayor and Chief Executive Officer	Review and approval of community requests to fly flags.
Civic Venues Team	Maintain and fly flags at the Playford Civic Centre Flag Station.

Asset Operations (Building and Security teams)	Maintain and fly flags at the Playford Operations Centre Flag Station.
Community Engagement and Experience Team	Maintain and fly flags as required during ceremonial activities or events.

5. Relevance to Risk Appetite Statement

Reputation

The City of Playford has a **LOW** appetite for negative perceptions that compromise its credibility and reputation.

This policy addresses this risk by providing detail on flags to be flown at certain Council locations; and by outlining the process for individual and community requests to fly flags to be lodged, assessed and approved.

6. Feedback

Your feedback on this policy is invited and can be directed to the Manager Governance via email to governance@playford.sa.gov.au or by calling the Customer Contact Team on 8256 0333.

Administration use only

ECM document set no.	3951003
Version no.	5
Procedure link	Flying of Flags Procedure
Policy author	General Manager – Strategy and Corporate
Endorsed by	Council
Resolution no.	4619
Legal requirement	Nil
Review schedule	4 Years
Date of current version	May 2021
Date of next review	May 2025

Version history

Version no.	Approval date	Approval by	Change
1	27 July 2004	Ordinary Council Resolution No. 320	New Policy
2	13 December 2011	Ordinary Council Resolution No. 583	Scheduled review

3	25 November 2014	Ordinary Council Resolution No. 2000	Updated in new template Inclusion of Eureka Flag Removal of procedure elements that are reflected in National Protocols
4	23 June 2015	Ordinary Council Resolution No. 2195	Scheduled review Insertion of reference to Banners Insertion of Eureka Flag in the Policy so to reduce time delays and administrative effort to process the approval annually Inclusion of section relating to Banner Requests
5.0	25 May 2021	Ordinary Council Resolution 4619	Policy renamed New Flying of Flags Procedure developed to carry out Policy Intent
