

Flying of Flags Procedure

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

1. Purpose

This procedure outlines the processes related to the flying of flags under Council's care and control. The process for requests from an individual or community group to Council to fly various flags to commemorate, acknowledge or promote various occasions or events is also articulated within this procedure.

2. References and Supporting Documentation

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

3. Application

Asset Operations (Building and Security teams)	Maintain and fly flags at the Playford Operations Centre.
Civic Venues Team	Maintain and fly flags at the Playford Civic Centre.
Mayor and Chief Executive Officer	Review and approval of community requests to fly flags.
Community Engagement and Experience Team	Maintain and fly flags as required during ceremonial activities or events.

4. Procedure

4.1 Flag Stations

4.1.1 Council maintains four flag stations, one pole located at the main entrance of the Playford Operations Centre (POC), four poles located at the western entrance of the Playford Civic Centre (Civic) and three poles each at Fremont and Smithfield Memorial Parks.

4.1.2 The single POC flag pole will fly the Australian National Flag.

4.1.3 The four Civic poles will fly from left to right:

- a) Australian National Flag
- b) South Australian State Flag
- c) Aboriginal Flag
- d) City of Playford Flag

4.1.4 No flags are flown at Fremont Park unless used as part of ceremonial activities.

4.1.5 No flags are flown at Smithfield Memorial Park unless used as part of ceremonial activities.

4.2 Flag Stands

4.2.1 Mobile flag stands may utilise other flags as required for various events or ceremonies.

4.3 Community Requests to fly flags

4.3.1 Community members or groups may request Council to fly a flag to promote, acknowledge or commemorate an occasion or community event by written request to the Chief Executive Officer at least 6 weeks prior to the preferred dates of display.

4.3.2 Flag requests must include:

- a) A colour example of the design;
- b) Specified dates of display;
- c) Contact details of the party responsible for supply and collection of a flag; and
- d) Information regarding the occasion, group, event or similar that the flag acknowledges or commemorates.

4.3.3 When considering approval of community requests to fly flags, the Mayor and CEO will have regard to the following criteria:

- A significant proportion of the Council community has a related interest in the cause, occasion, group or similar that the flag acknowledges or commemorates;
- The request to fly a flag is for promotion or support of an event, either held in the Council area or which has an impact on the Council community; and
- The flag requested to be flown would not be offensive to the majority of the Council community.

4.3.4 Requests to fly flags containing the following criteria are not permitted and as such will not receive approval:

- Commercial advertising for a product or service
- Election advertising
- Recruitment of members to an organisation
- Religious or political notices
- Any content considered inappropriate or obscene

4.3.5 Requests must be approved by the Chief Executive Officer in consultation with the Mayor.

4.3.6 On approval of a request, the party responsible for supply and collection of a flag must supply the relevant flag that:

- a) Is made of durable material;

- b) Has a standard fitting for attachment to the flagpole halyard;
- c) Is no more than 1730 x 920 mm in size;
- d) Is no less than 600 x 600 mm in size; and
- e) Is not torn, damaged or frayed.

4.3.7 Approved community flags will fly in place of the City of Playford flag at the Civic Centre.

4.4 Flag Broadcasts

4.4.1 State or Federal flag broadcasts will occur on occasion. Direction received in a flag broadcast will take precedence over the Flying of Flags Policy and Procedure.

4.4.2 These broadcasts may include occasions such as:

- a) ANZAC Day;
- b) Remembrance Day;
- c) National days of Mourning; and
- d) State Funerals.

5. Feedback

Your feedback on this procedure 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

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