

Flying of Flags under Council’s Care and Control

1. Policy Statement

The City of Playford will fly flags on civic property owned by the City of Playford 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.

The City of Playford will, where practicable and subject to asset capabilities, have a preference for flying flags and hanging of banners according to this policy on its flagpoles.

2. Scope

This Policy outlines the protocols and guidelines to be used for flying flags under Council’s care and control and what flags will be flown.

3. Definitions

local government land has the same meaning as in the *Local Government Act 1999* and includes the foreshore but does not include any road;

banner means a moveable sign constituted of a strip of cloth, plastic or other material hung or attached to a pole, fence or other structure

4. Legislation and References

Flags Act 1953 (Cth) -The Flags Act 1953 declares a certain flag to be the Australian National Flag and makes other provisions with respect to other recognised flags.

State Proclamation 1904 - The South Australian State Flag was authorised by this Proclamation on 13 January 1904.

Flags Protocol - The Australian Federal Government has established protocols for flying the Australian Flags.

5. Policy

The flags that are to be flown permanently at the Civic Centre are the Australian National Flag, State Flag of South Australia, Aboriginal Flag and City Playford Flag.

	Policy No.:	Not Applicable	Version No.:	4
	ECM Document Set No.:	2180161	Initial Date of Adoption:	1 July 2004
	Authorised by:	Council	Date of Current Version:	23 June 2015
	Document Maintained by:	Governance	Next Review Date:	23 June 2019

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Flags by their very nature are the symbol of a nation, state or organisation and it is important for the Council to be aware of, and comply with the appropriate principles and flag flying hierarchy in a diligent and proactive manner.

Council will comply with the guidelines and flag protocol as set by the Australian Federal Government where it 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.

Special Dates When Flags are to be Flown (including at half-mast)

Special dates when certain flags are to be flown (including at half-mast) are listed in Attachment 2.

The Protocol Unit of the Department of Premier and Cabinet provides notices to Council when all flags must be flown at half-mast. Such notices will be received for example, in the event of a death of a member of the royal family or death of the Governor-General.

When flying the Australian National Flag with other flags, all flags flying should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

The City of Playford will fly all flags at half-mast on the following dates:

- Remembrance Day: 11 November
Flags should be flown at the peak from 8:00-10:30am, at half-mast from 10:30am to 11:02am and moved back to the peak from 11:02am.
- Anzac Day: 25 April
Flags to be flown at half-mast until noon then moved back to the peak.

Where the Protocol Unit provides some flexibility for action in relation to commemorative days, Council will service the Civic Centre site as a minimum.

Other Occasions Where the Australian National Flag is Displayed

The Australian National flag will be displayed at all citizenship ceremonies to promote greater public awareness of its national symbol.

When to Display a Flag

Flags may be flown for the purpose of governance if they are:

- a recognised National Flag (pursuant to the Commonwealth Flags Act 1953, including subsequent Proclamations);
- the South Australian State Flag (State Proclamation 1904);
- Council's corporate image and brand;
- in accordance with this Policy;
- approved by specific resolution of Council;
- approved by the CEO in accordance with this policy.

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Hierarchy

The hierarchy for flying flags on Council property is as follows:

- Where there is only one (1) flagpole displayed at a Council property, the Australian National Flag is flown.
- Where there are two (2) flagpoles displayed at a Council property, the Australian National Flag and the South Australian State Flag are flown.
- Where there are three (3) flagpoles displayed at a Council Property, the Australian National Flag, the South Australian State Flag and the Aboriginal Flag are flown.
- Where there is a fourth flag pole the Australian National Flag, the South Australian State Flag and the Aboriginal Flag and the City of Playford Logo Flag are flown.
- Where a specific Council resolution or this policy approves the display of another flag, normally that flag will be flown in place of the City of Playford Logo Flag;
- 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 then the Playford Flag and/or State Flag will be replaced with the special flag(s).

Other Flags Recognised by Council

Flags recognised by Council in addition to the permanently flown flags, that may be flown from time to time as requested, are:

- Eureka Flag

Other flags not identified in this Policy may be flown where approval has been given by the Chief Executive Officer upon consultation with the Mayor.

Process for Approval for Flying Other Flags

The flying of other flags is subject to the approval of the Chief Executive Officer, in consultation with the Mayor and considering any other advice or directive from Government Protocol Offices. These flags include National flags, (other than the Australian National Flag, State Flags, City of Playford Flag or the Aboriginal Flag), and flags to commemorate special days or events.

Subject to government protocols and Council approvals, other flags may be flown from the beginning of the Council business week in which the special event or day of celebration occurs until the morning of the day after the event or day of celebration, or 5pm on Friday where either falls on Fridays.

It is the responsibility of the organisation supplying the flag to ensure that:

- It is made of durable material
- Has standard fitting for attachment to the flagpole halyard
- It is not more than approximately 1830mm by 920 mm in size
- It is no smaller than approximately 600mm x 600mm in size
- It is not torn, damaged, or frayed

Flags will not be flown in hazardous weather conditions.

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Applications

Organisations must apply to Council to obtain approval to display their flag at the Civic Centre. Application must be:

- in writing addressed to the Mayor or Chief Executive Officer;
- Include a colour example of the design;
- Specify the preferred dates of display;
- Be received at least six (6) weeks before display commencement date (unless the Council decides to receive the application within that time limit);
- Include contact details of the person responsible for supply and collections of the flag.

Should more than one application be received for the same display dates or for more than the available number of flag poles, then decisions will be made by Council on the basis of:

- Date application received;
- Any advice or directive received from the Government Protocols Offices;
- Relevance or significant to the City of Playford.

Responsibility of Community and non-Council Groups

Care and control of the flagpoles and flags on Council facilities leased to community and non-council organisations, is the responsibility of the building/facility lessee.

Banners

Requests for Banners will considered in accordance with the following legislation:

- Banner Requests which relate to advertising on local government land will be assessed in accordance with s74 of the Development Act 1993
- Banner Requests which relate to advertising on a Council Road will be assessed in accordance with Moveable Signs By-Law No. 2
- Banner Requests which relate to display of a Banner on local government land will be assessed in accordance with the Local Government Land By-Law No. 3 under section Part 2 – Management of Local Government Land, Section 4 – “Activities Requiring Permission”, as per the following paragraphs:

4.2 Advertising & Signage

A person must not on any local government land, without the permission of the Council;

- 4.2.1 display any sign for the purpose of commercial advertising, other than a moveable sign that is displayed in accordance with the *Moveable Signs By-law 2015*;
- 4.2.2 erect, install, place or display a variable message sign

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- 4.28 - Posting of bills etc

A person must not on any local government land, without the permission of the Council; post any bills, advertisements or other papers or items on a building or structure on local government land.

Such requests will be considered by relevant staff in the organisation in accordance with relevant delegated authority.

The Governance team is responsible for the nature of all flags under the Council's care and control that are flown on Council's civic properties. The responsibility to carry out flag flying procedures (including monitoring) to ensure the flagpoles/flags are in good care and condition will be assigned accordingly by Governance to Assets, dependent upon the location of flagpole sites. Civic Theaters will be responsible for the flagpoles situated at the Civic Centre.

6. Relevance to Council Plan

Strategy 1 - Our foundations – services, city presentation and community pride

1.4 Improved visual amenity

1.5 Enhanced reputation

7. Supporting Documentation

The following documents support this Procedure:

- Attachment 1 - Protocol for Flying Australian National Flag
- Attachment 2 - Special Days for Flying Flags

8. Approval and Change History

Version	Approval Date	Approval by	Change
1	1 July 2004	Council	<ul style="list-style-type: none"> • New Policy
2	13 December 2011	Council	<ul style="list-style-type: none"> • Scheduled Review
3	25 November 2014	Council	<ul style="list-style-type: none"> • Updated in new template • Inclusion of Eureka Flag • Removal of Procedure elements that are reflected in National Protocols

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Version	Approval Date	Approval by	Change
4	22 June 2015	Council	<ul style="list-style-type: none"> • 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”

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PROTOCOL FOR FLYING AUSTRALIAN NATIONAL FLAG

- The Australian National flag should only be flown at night if illuminated.
- Order of preference to be: Australian National flag, state and territory flags, other Australian flags prescribed by the Flags Act 1953 eg Australian Aboriginal flag and Torres Strait Islander flag, ensigns and pennants
- When flying the Australian National flag and any other flags in a line of flagpoles the Australian National flag should always be flown on the far left of a person facing the flags.
- The placement of other flags after the National Australian flag is generally determined by the number of people they represent within the City.
- When flying the Australian national flag with other flags in a line of flagpoles, the order of the flags should follow the rules of precedence eg the Australian national flag should always be flown on the far left of a person facing the flags, or in the centre where there are three (3) flag poles and the centre pole is higher. Note that no other flag should be flown above a national flag.
- In a semi-circle of flags, the Australian National flag should be in the centre.
- The flag should not be allowed to fall or lie on the ground.
- The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony, to cover a table or seat or to mask boxes.
- The flag should not be flown when in a damaged, faded or dilapidated condition.
- The flag should not normally be flown in a position inferior to that of any other flag or ensign.
- The flag should not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered ceremoniously.
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, not even as a signal of distress.

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PROTOCOL FOR FLYING AUSTRALIAN NATIONAL FLAG AT HALF-MAST

- Flags are flown in the half mast position as a sign of mourning.
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half mast. The Australian National Flag should be raised first and lowered last.
- To bring the flag to the half mast position, the flag must first be raised to the top of the mast (the 'peak'), then immediately lowered slowly to the half mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- When lowering the flag from a half mast position, it should first be briefly raised to the peak, then be lowered ceremoniously.
- Under no circumstances should a flag be flown at half mast at night

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SPECIAL DAYS FOR FLYING FLAGS

The following days of commemoration are identified below:

Date	Occasion	Comments
1 January	Anniversary of the establishment of the Commonwealth of Australia	
26 January	Australia Day	
Second Monday in March	Commonwealth Day	
21 March	Harmony Day	
25 April	Anzac Day	Flags are flown at half-mast until noon then at the peak until the usual time for closure of business
27 May to 3 June	National Reconciliation Week	Torres Strait Islander flag and the Aboriginal flag flown.
Second Monday in June	Celebrated as the Queen's Birthday	
Nominated week in July	NAIDOC Week	Torres Strait Islander flag and the Aboriginal flag flown.
3 September	Australian National Flag Day	
17 September	Citizenship Day	
24 October	United Nations Day	
11 November	Remembrance Day	Flags are flown at half-mast from 10:30am to 11:02am.

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