Flag Policy

Adopted by Council 28 January 2014
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1 **Purpose**

1.1 The Flag Policy (the Policy) provides a good governance approach to flying flags in accordance with relevant Government protocols and a consistent approach to flying alternative flags.

2 **Definitions**

2.1 Flag – must be made of cloth, not rigid material.

2.2 Council staff – Council employees, volunteers, contractors.

3 **Scope**

3.1 Applies to flags and flag poles owned by City of Prospect and other approved flags.

4 **Legislative and Corporate Requirements**

4.1 The Policy is to be read and implemented with reference to the Flags Act 1953.

5 **Policy Statement**

5.1 The Policy aims to establish a consistent approach to flying flags in Council’s care and control and to ensure observance with relevant protocols.

5.2 The Policy also provides equitable opportunity for other flags to be flown for events or special occasions at St Helens Park.

6 **Application of Policy**

6.1 The Policy applies to the four (4) flag poles at the Civic Centre and the three (3) flag poles at St Helens Park.

7 **Procedure and Protocol**

7.1 Council will comply with the guidelines of the flag protocol as set by the Australian Federal Government in all instances 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 alternative flags.

7.2 The Australian Aboriginal Flag and the Torres Strait Islander Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag on Australian Government buildings and establishments. If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag should not replace the Australian National Flag. If there are two flagpoles available, the Aboriginal flag will be flown with the Australian National Flag.
7.3 **Protocol for flying Australian National Flag**

7.3.1 The flag should be raised briskly and lowered ceremoniously.

7.3.2 The flag should be raised no earlier than first light and lowered no later than dusk.

7.3.3 The flag may be flown at night only when it is illuminated.

7.3.4 When the flag is raised or lowered, or when it is carried in a parade or review, everyone present should be silent and face the flag. People in uniform should salute.

7.3.5 The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured.

7.3.6 Unless all flags are raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last.

7.3.7 When the Australian National Flag is flown with flags of other nations, all flags should be the same size and flown on flagpoles of the same height.

7.3.8 When flying with only one other national flag, the Australian National Flag should fly on the left of a person facing the flags.

7.3.9 Two flags should not be flown from the same flagpole.

7.3.10 The flag should never be flown if it is damaged, faded or dilapidated. When the material of a flag deteriorates it should be destroyed privately and in a dignified way, i.e. it may be cut into small unrecognisable pieces then disposed of with the normal rubbish collection.

7.3.11 The flag should not be flown upside down, even as a signal of distress.

7.3.12 The flag should not fall or lie on the ground or be used as a cover (although it can be used to cover a coffin at a funeral).

7.4 **Flying flags at half mast**

7.4.1 Flags are flown at half-mast as a sign of mourning.

7.4.2 The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

7.4.3 Council will not fly flags at half mast on the death of a citizen.

7.4.4 When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.

7.4.5 The flag should never be flown at half-mast at night even if it is illuminated.
7.4.6 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 lowered last.

7.5 Civic Centre Flag Poles

7.5.1 Council has four (4) flag poles at the Civic Centre which display (facing the Civic Centre, left to right):

(1) South Australian State Flag
(2) Australian National Flag
(3) Australian Aboriginal Flag
(4) Torres Strait Islander Flag

7.5.2 On 25 April – Anzac Day – Flags are flown at half-mast until noon then returned to peak.

7.5.3 On 11 November – Remembrance Day – Flags are flown at half-mast from 10.30am to 11.02am, and then returned to peak.

7.6 St Helens Park Flag Poles

7.6.1 There are three (3) flag poles in St Helens Park which are available to fly alternative flags, including:

(1) 29 November – 3 December – Eureka flag. (Council resolved in September 2012 to fly Eureka Flag from 29 Nov – 3 Dec every year).

(2) Rainbow flag to promote the Feast Festival *Flying the Rainbow Flag – Celebrating Diversity* project in November each year (approximately 9 – 24 November each year). Council to purchase and maintain flags.

(3) Rainbow flag to commemorate IDAHO day (International Day Against Homophobia & Transphobia) on May 17 each year. Council to purchase and maintain flags.

7.6.2 Council seeks to encourage usage of flag poles by local schools, community groups, sporting and service clubs. An application for use of these flag poles is available from Customer Services, 128 Prospect Road, Prospect or on Council’s website.

7.6.3 It is preferred the three (3) flagpoles promote the one (1) group or event at any one time.

7.6.4 Supply and maintenance of flags will be the responsibility of the applicant.

7.6.5 Applications must be received at least one month in advance of event. The approval of applications will be at the discretion of the Director Community & Planning.
7.6.6 If only one (1) flag is to be flown it will be on the centre flag pole.

7.6.7 Only Council staff are authorised to raise and lower flags.

7.6.8 If flags are to be raised or lowered on weekends, a charge for staff time will be invoiced accordingly.

7.6.9 There will be an announcement on Council’s website whenever new flags are raised to promote the reason for flying the flags.

7.6.10 Flags must be delivered to the Civic Centre, 128 Prospect Road, Prospect, no later than 1 week prior to requested date, and collected within a week of lowering.

7.6.11 The City of Prospect logo flags will fly on all three flag poles when not in use for other flags.

8 **Review**

8.1 The Policy will be reviewed in line with Council’s Corporate Governance Framework.

9 **Access to the Policy**

9.1 The Policy is available for public inspection on Council’s website www.prospect.sa.gov.au and from Customer Service at the Civic Centre, 128 Prospect Road, Prospect SA 5082.

10 **Further Information**

10.1 For further information about the Policy please contact:

Director Community & Planning  
City of Prospect  
128 Prospect Road  
Prospect SA 5082

Ph 8269 5355  
Email admin@prospect.sa.gov.au