

# Flying of Flags Policy



<b>Reference Number:</b>	CR18/21544
<b>Type:</b>	Council Policy
<b>Responsibility:</b>	Director City Corporate
<b>Responsible Officer:</b>	Team Leader Governance and Risk
<b>Initial Adopted Date:</b>	28 January 2014
<b>Last Review Date:</b>	May 2023
<b>Next Review Date:</b>	May 2026
<b>Legislation:</b>	<i>Flags Act 1953 (Cth)</i>
<b>Related Documents:</b>	<i>Australian Flags – Part 2: The protocols for the appropriate use and the flying of the flag.</i> Reconciliation Action Plan Item 2.2

## 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 **Alternative Flag** – means

2.1.1 any flag other than the:

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

2.1.2 which has been approved by Council staff (see cl 6.2.7)

### 2.2 **Flag** – means that it:

- 2.2.1 is made of durable material;
- 2.2.2 has standard fittings for attachment to the flagpole halyard;
- 2.2.3 is approximately 1800mm by 900mm in size;
- 2.2.4 is not torn, damaged or frayed;

### 2.3 **Council staff** – Council employees and contractors.

### 3 Scope

- 3.1 Applies to flags and flag poles owned by City of Prospect and other approved flags.
- 3.2 The Policy applies to the four (4) flag poles at Payinthe and the three (3) flag poles at St Helens Park.

### 4 Legislative and Corporate Requirements

- 4.1 The Policy is to be read and implemented with reference to the *Flags Act 1953* and the Australian Government protocols for the appropriate use and the flying of the flag.

### 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 Payinthe Flag Poles

- 6.1.1 Council has four (4) flag poles at Payinthe which display
  - (1) Australian State Flag
  - (2) South Australian State Flag
  - (3) Australian Aboriginal Flag
  - (4) Torres Strait Islander Flag
- 6.1.2 Council will comply with the guidelines of the flag protocol as set by the Australian 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. The Australian Government protocols for the appropriate use and the flying of the flag can be found on the [Department of the Prime Minister and Cabinet](#) website.
- 6.1.3 Council will not fly flags at half-mast on the death of a citizen.
- 6.1.4 On **25 April** – Anzac Day – Flags are flown at half-mast until noon then returned to peak.
- 6.1.5 On **11 November** – Remembrance Day – Flags are flown at half-mast from 10.30am to 11.02am, and then returned to peak.

## **6.2 St Helens Park Flag Poles**

- 6.2.1 There are three (3) flag poles in St Helens Park which are available to fly alternative flags.
- 6.2.2 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 or on Council's website.
- 6.2.3 Council will fly the following flags annually:
  - (1) Eureka Flag on 29 November – 3 December.
  - (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).
  - (3) Rainbow flag to commemorate IDAHO day (International Day Against Homophobia & Transphobia) on May 17 each year.
- 6.2.4 It is preferred the three (3) flagpoles promote the one (1) group or event at any one time.
- 6.2.5 Supply and maintenance of alternative flags will be the responsibility of the applicant, except where specified above at cl 6.2.3.
- 6.2.6 Applications must be received at least one month in advance of event. The approval of applications will be at the discretion of the Principal Governance Advisor.
- 6.2.7 If there is a request to fly a flag on a particular date that conflicts with another booking, priority will be given to the earliest made booking.
- 6.2.8 If only one (1) flag is to be flown, it will be on the centre flag pole.
- 6.2.9 Only Council staff are authorised to raise and lower flags.
- 6.2.10 If flags are to be raised or lowered on weekends, a charge for staff time will be invoiced accordingly.
- 6.2.11 There will be an announcement on Council's website whenever new flags are raised to promote the reason for flying the flags.
- 6.2.12 Flags must be delivered to Payinthe, 128 Prospect Road, no later than one (1) week prior to requested date, and collected within a week of lowering.
- 6.2.13 City of Prospect logo or event flags will fly on all three flag poles when not in use with alternative flags.

## **7 Review**

The Policy will be reviewed once per Council term or as required by legislation.

## **8 Access to the Policy**

The Policy is available to the public:

[www.prospect.sa.gov.au](http://www.prospect.sa.gov.au)

Customer Services, 128 Prospect Road, Prospect SA 5082

## **9 Further Information**

For further information about the Policy please contact:

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