

FLAG MANAGEMENT POLICY

Policy Type	Council
Responsible Department	Office of the CEO
Responsible Officer	Manager Governance
Related Policies and Procedures	Department of the Prime Minister and Cabinet – Australian Flags Booklet
Community Plan Link	1. Community Living 1.4 Our Community is proud to be part of our City 4. Civic Leadership 4.1 We have strong leadership and governance
Date Originally Adopted	27 April 2010
Last Review Date	28 October 2024
Next Review Date	October 2027
ECM Document No.	9033203

1. PREAMBLE

- 1.1. The City of Unley (Council) will fly flags 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.
- 1.2. The Flag Management Policy (Policy) recognises the significance of official flags and as such provides a consistent approach to flying flags in accordance with relevant Commonwealth Government protocols.

2. SCOPE

- 2.1. This Policy applies to the flying of flags on flag poles owned by Council and situated at:
 - The Unley Civic Centre;
 - Soldier’s Memorial Gardens; and
 - Howard Florey Reserve.
- 2.2. The Policy may also be applied to any Council owned flag pole in any other location within the City of Unley at the discretion of the Chief Executive Officer (CEO).
- 2.3. Further details regarding Council flag site requirements are detailed in **Annexure 1** to this Policy.

3. POLICY PURPOSE/OBJECTIVES

3.1. The Policy aims to establish a consistent approach to the flying of flags on flag poles under Council's care and control.

4. DEFINITIONS

<u>Term</u>	<u>Definition</u>
Alternate Flag	means any other flag other than the; <ul style="list-style-type: none">• Australian National Flag• South Australian State Flag• Australian Aboriginal Flag• Torres Strait Islander Flag• The City of Unley Ensign (bearing the City of Unley logo) which has been approved by Council.
Chief Executive Officer	means the appointed CEO or Acting CEO.
Council	means a council constituted under the <i>Local Government Act 1999</i> .
Council Member	means an Elected Member of the City of Unley.
Employee	means any person that is employed full time, part time or casually by the Council who receives remuneration for their work.
Flag	means a piece of cloth, usually rectangular, of distinctive colour and design, used as a symbol, standard, signal, emblem or ensign, and which is attached by the shorter edge to a staff, rope, or pole.
Halyard System	means a flag pole with a rope pulley system fitted inside the pole.
Volunteer	means a person who carries out community work on a voluntary basis for Council and receives no remuneration for the work.

5. ROLES AND RESPONSIBILITIES

<u>Role</u>	<u>Responsibilities</u>
Elected Members	Responsible for the approval and adoption of this Policy.
Chief Executive Officer (CEO)	Directs that flags on Council properties be flown at half mast in specific circumstances. Directs that a flag or flag pole on Council property be removed or relocated. Decides on the location of additional flag poles on Council property.
Governance	Responsible for the review and application of this Policy.
All Employees	Must comply with the requirements of this Policy.

6. STATEMENT

- 6.1. All flags will be flown in accordance with the requirements of the *Flags Act 1953 (Act)*, and the “*Australian Flags Booklet – Part 2: The protocols for the appropriate use and the flying of the flag*” publication.
- 6.2. The flag poles at the Civic Centre will be used to display flags and banners to encourage local and national pride and to mark events of community and wider significance.
- 6.3. Council will comply with directions issued by the Commonwealth Flag Officer, Department of Prime Minister and Cabinet (DPMC), or the South Australian Flag Protocol Unit of the Department of Premier and Cabinet (DPC) with respect to flying flags at half-mast as a sign of mourning.
- 6.4. At Council’s discretion, through delegation to the CEO, flags on Council property may be flown at half-mast on the death (or on the day, or for part of the day, of the funeral) of a notable local citizen, current or past Elected Member, employee or volunteer.

6.5. Standard Flag Display

Unley Civic Centre

- 6.5.1. Council has five halyard system flag poles all of the same height situated outside the Civic Centre at 181 Unley Road, Unley.
- 6.5.2. The following flags are to be flown permanently and in order of precedence (from left to right of a person facing the building – in accordance with Commonwealth flag protocol):
 - The Australian National Flag
 - The South Australian State Flag
 - The Australian Aboriginal Flag
 - Torres Strait Islander Flag
 - The Council Ensign (bearing the City of Unley logo).

Soldiers’ Memorial Garden, Unley Road, Unley

- 6.5.3. The Soldiers’ Memorial Garden has a single halyard system flag pole which permanently flies the Australian National Flag.

Howard Florey Reserve, Fullarton Road, Parkside

- 6.5.4. The Howard Florey Reserve has a single halyard system flag pole which flies the Australian National Flag on particular occasions such as Anzac Day and Remembrance Day.

- 6.6. Where declared by the Commonwealth or State Government (government) a special flag or flags may be flown. When Council receives advice on such ‘special declarations’ by the government the Council ensign will be replaced with the special flag(s) if the display cannot otherwise be appropriately accommodated on the flag poles. **Annexure 2** of the Policy provides a list of special days for flying flags declared by the Commonwealth or State Government.

6.7. Flying alternative flags and banners

- 6.7.1. Subject to Council approval (resolution), other flags may be flown in a symbolic gesture of inclusiveness and multiculturalism. If there is insufficient time for a Council resolution, without the holding of a Special Meeting of Council, the request to fly an alternative flag will be refused.
- 6.7.2. Organisations wishing Council to fly their flag must apply in writing to the CEO and include the following information:

- A colour example of the design.
 - Preferred dates of display.
 - Detail the relevance or significance of the flag to the Council.
 - Contact details of the person responsible for supply and collection of the flag.
- 6.7.3. If more than one application is received for the same display period, then a decision on which flag to fly (or not) will be made based on the following criteria:
- The date on which the application was received by Council.
 - Relevance or significance to the Council.
 - Any advice or directive from Government Protocol Officers: The Commonwealth Flag Officer DPMC; or Flag Protocol Unit, DPC.
- 6.7.4. If necessary, the Council Ensign will be removed in order to accommodate the flying of an approved flag.
- 6.7.5. Flags which fall in to the following categories will not be flown:
- Commercial advertising material.
 - Flags or banners for promotion of political or social advocacy messages.
 - Torn, damaged or frayed flags.
- 6.7.6. Council will not accept liability for theft, damage or vandalism of a flag (other than its own property), or for cancellation of display due to adverse weather or a directive from the Government Protocol Officers, DPMC or DPC.
- 6.7.7. The flying of an alternative flag or banner does not constitute Council's endorsement or support of a specific nation or cause.

7. DELEGATIONS

7.1. The CEO is delegated to direct that flags on Council properties be flown at half-mast on the occasion of the death of a notable local citizen, current or past Elected Members, Council employee or volunteer.

7.2. Flag poles on Council property

7.2.1. Provided that the size and location of the proposed flag pole is under the prescribed limits in the *Planning Development and Infrastructure (General) Regulations 2017* (Regulations), the CEO is delegated to receive and approve an application, and decide on the location, of additional flag poles on Council property, or to refuse such application.

7.2.2. The CEO may also recommend and/or direct that a flag or flag pole on Council property be removed or relocated.

8. LEGISLATION

- *Flags Act 1953*
- *Planning Development and Infrastructure (General) Regulations 2017*

9. AVAILABILITY OF POLICY

9.1. The Policy is available for public inspection during normal office hours at:

The Civic Centre,
181 Unley Road, Unley SA 5061.

A copy may be purchased for a fee as determined annually by Council.

It is also available for viewing, download and printing free of charge from the Council's website www.unley.sa.gov.au.

10. DOCUMENT HISTORY

Date	Version No.	Comment
27 April 2010	Version 1	C644/10
28 May 2012	Version 2	C420/12
22 Feb 2016	Version 3	C385/16
22 July 2019	Version 4	C0065/19
28 October 2024	Version 5	C1426/24

Annexure 1

Council Flag Site Requirements

Site	System	Poles	Flags Flown (in order of precedence)	
			Permanently	Temporarily
Unley Civic Centre	Halyard	5	<ul style="list-style-type: none"> • Australian National Flag • South Australian State Flag • Aboriginal Flag • Torres Strait Islander Flag • City of Unley Ensign 	Per Section 6.7
Soldiers' Memorial Garden	Halyard	1	<ul style="list-style-type: none"> • Australian National Flag 	N/A
Howard Florey Reserve	Halyard	1	N/A	<ul style="list-style-type: none"> • Australian National Flag
Council Works Depot	Halyard	1	N/A	N/A
Unley Oval	Halyard	4	N/A	<ul style="list-style-type: none"> • City of Unley Ensign • Football Club Banner

Annexure 2

Special days for flying flags

The following days are identified days of commemoration for the purposes of this Policy:

- 1 January – Anniversary of the establishment of the Commonwealth of Australia (Australian National Flag)
- 26 January – Australia Day (Australian National Flag)
- Second Monday in March – Commonwealth Day (Australian National Flag)
- 25 April – Anzac Day – flags are flown at half-mast until noon then at the peak until the usual time for closure of business (Australian National Flag)
- 27 May – 3 June – National Reconciliation Week (Aboriginal and Torres Strait Islander Flag)
- Second Monday in June – Celebrated as the King's birthday (Australian National Flag)
- Nominated week in July – NAIDOC Week (Aboriginal Flag and Torres Strait Islander Flag)
- 3 September – Australian National Flag Day (Australian National Flag)
- 17 September – Citizenship Day (Australian National Flag)
- 11 November – Remembrance Day – All flags are flown at half-mast from 10.30am to 11.02am (Australian National Flag)