



# Flag Pole Usage Policy

<b>Reference Number:</b>	2.28
<b>Type:</b>	Administrative Policy
<b>Category:</b>	Corporate Governance
<b>Relevant Community Plan Outcome:</b>	<ul style="list-style-type: none"><li>Provide accessible social infrastructure and services that engage our diverse community.</li></ul>
<b>Responsible Officer(s):</b>	Manager Governance & Operational Support
<b>First Issued/Approved:</b>	June 2014
<b>Minutes Reference:</b>	CoS 6/05/2019, Item 3.24
<b>Last Reviewed:</b>	May 2019
<b>Next Review Due:</b>	May 2021
<b>Applicable Legislation:</b>	Flags Act 1953 (Commonwealth) State Proclamation 1904 Australian Flags booklet, Commonwealth of Australia 2006
<b>Related Policies:</b>	
<b>Related Procedures:</b>	Guidelines for Use of Flag Poles

## 1. Purpose

This policy has been created, as 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.

## 2. Scope

This policy establishes guidelines for the flying of flagpoles under the care and control of the City of Charles Sturt.

## 3. Policy Statement

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 specific flags.

### 3.1 Permanently Flown Flags

Council recognises the significance of flying certain flags and will permanently fly the following flags at the designated flag pole sites.

**Civic Centre – 72 Woodville Road, Woodville.**

This site consists of four (4) flag poles which will fly the:

- Australian National Flag;
- State Flag of South Australia;
- Aboriginal Flag; and
- City of Charles Sturt Corporate Flag.

In addition the following flags have been approved by Council to fly during their nominated promotional week.

- **Legacy:** To promote Legacy Badge Week and supported families of Australian service personnel. (Widows, children and disabled dependants).
- **Rainbow:** To promote International Day in support of the principles of diversity, social inclusion and equality.
- **Eureka:** To promote this commemorative event to commemorate to ‘Eureka Rebellion’ it’s historical significance and a key event in the development of democracy in Australia.

**3.2 Variations requests from the State**

Variations to the flags being raised on any particular day are advised to the nominated Council representative by the Protocol’s Office which is part of the Premier’s Office for the State.

**3.3 Variations by request from organisations at the Civic Centre Flag Pole site.**

Requests will be considered by Council from non-political and non-commercial community organisations and in recognition of special events. If approval is granted the flags must be provided by the approved organisation.

**3.4 Variations by requests from organisations at the Grand Flag site.**

Due to the size and related safety protocols required for the Grand Flag pole requests will be limited to the Premier’s Office for the State and will be raised in accordance with the safety protocols.

**3.5 Flying Flags at Half-Mast**

Council will fly its flag at half-mast according to the following principles as set out in the Australian Federal Government’s flag protocol at the Civic Centre Flag Pole site.

Fly of the flag at half-mast at the Grand Flag pole will be dependent on the safety protocols being observed.

There may be times when Council will receive direction from the Australian Federal Government for all flags to be flown at half-mast and Council will comply with these directions.

**4. Definitions**

Key Term – Acronym	Definition
Safety Protocols	If the wind is above 10 knots it is not safe to lower the flag at the Grand Flag Pole.