



Flag Pole Usage Policy

Reference Number:	2.28
Type:	Administrative Policy
Category:	Corporate Governance
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• In our City no one gets left behind; everyone has access to quality resources, services, programs, information and social infrastructure to fully participate in their community• Charles Sturt is made up of strong and vibrant communities; we celebrate our identity, heritage and cultural diversity. People feel a sense of belonging, inclusion and social connectedness
Responsible Officer(s):	Manager Governance & Operational Support
First Issued/Approved:	June 2014
Minutes Reference:	CoS 5/02/2024, Item 4.06
Last Reviewed:	February 2024
Next Review Due:	May 2025
Applicable Legislation:	Flags Act 1953 (Commonwealth) State Proclamation 1904 Australian Flags booklet, Commonwealth of Australia 2006
Related Policies:	
Related Procedures:	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.

Hindmarsh Flagpole (Grand Flag) – Port Road median strip, Hindmarsh.

This site consists of one (1) flag pole which will fly the:

- Australian National Flag.

Civic Centre – 72 Woodville Road, Woodville.

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

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

3.2 Temporary Flown Flags

The following flags have been approved by Council to fly during their nominated promotional week and will be flown from a dedicated Community flag pole located at the front of the Civic Centre.

- **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.

The following flags have been approved by Council to fly during their nominated promotional week and will be flown from the Hindmarsh (Grand Flag) flag pole.

- **Australian White Ensign**: To promote Navy Week which is aligned with the week leading up to the official Navy birthday of 1st March, for every state in Australia and for every ship and shore establishment in the Navy.

3.3 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.

3.4 Variations by request from organisations for the dedicated Community 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.

3.5 Variations by requests from organisations at the Hindmarsh Flagpole (Grand Flag) site.

Due to there being only one flag pole at the Hindmarsh Flagpole site (Grand Flag), the Australian Flag Protocols direct Council to fly the Australian National Flag as the primary flag. Council responds to the Protocol Department as per Prime Minister/Premier directives for specific days for half-masting. Due to

the size and related safety protocols required for the Hindmarsh Flagpole (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.

Requests to fly an Australian Government Flag for certain days/events may be approved to be flown by the Chief Executive Officer. Requests for any other flags to be flown at this site are required to be approved by Council.

3.6 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.

Flying of the Australian flag at half-mast at the Hindmarsh Flagpole (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 Hindmarsh Flagpole (Grand Flag).