

FLYING OF FLAGS

Adopted by Council 14 December 2021

public

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1. PREAMBLE

The flying of flags is a very visible and recognisable symbol of country, state, corporate or cultural identity. Great importance is placed on the dignity of the flag, its appearance and how it is treated.

2. PURPOSE

This Policy provides guidance for the flying of flags on Council-owned flagpoles (or under Council's care and control) in accordance with the Spirit of the Australian National Flag protocols.

3. SCOPE

The Policy applies to flagpoles listed in Section 1 of Attachment A.

Flagpoles listed at Section 2 of Attachment A are not covered by this policy (except where explicitly specified giving effect to a council resolution).

4. PRINCIPLES

Flag flying protocols are outlined in the booklet *Australian flags – Part 2: The protocols for the appropriate use and the flying of flags* which can be found https://www.itsanhonour.gov.au/symbols/docs/australian_flags_excerpt.pdf

In particular the following protocols are noted for the Australian flag and other flags:

- 4.1 The Australian flag takes precedence over all other flags with the exception of the United Nations flag on United Nations Day.
- 4.2 When flown with other flags, the Australian flag should be raised first and lowered last unless all flags are raised and lowered simultaneously.
- 4.3 The rule of precedence should be followed when there is more than one flagpole. The Australian flag should always be flown on the far left hand flagpole as seen when facing a building (the pre-eminent position), with order of precedence of other flags to follow the Australian National Flag Protocol.
- 4.4 The Australian flag can only be flown at night when appropriately illuminated. Otherwise it should be raised no earlier than first light and should be lowered no later than dusk.
- 4.5 The dignity of the flag should be preserved at all times. It must not be flown if damaged, faded or dilapidated and must not be allowed to fall or lie on the ground.
- 4.6 The Australian flag will be flown at half-mast as a sign of mourning, as dictated by the Australian and/or the State government, observing all flag protocols.

5. POLICY STATEMENT

The significance of flying the Australian flag and other flags is acknowledged in the following ways:

- 5.1 The Australian flag will be flown 24 hours a day where a Council flagpole is illuminated.
- 5.2 Where there is only one permanent flagpole, the Australian flag will be the only flag flown on that flagpole.
- 5.3 If a flagpole is not illuminated, it will be for ceremonial use only. For example, the Australian flag will be raised and lowered for Anzac ceremonies.
- 5.4 Where there are two illuminated flagpoles the Australian flag will be flown in the pre-eminent position and the City of Mitcham flag to its right (when looking at the flagpoles).
- 5.5 Where there are three illuminated flagpoles the Australian flag, the Aboriginal flag and the City of Mitcham flag will be flown.
- 5.6 If a decision has been made to fly another flag for a particular occasion, it will take the place of the City of Mitcham flag.
- 5.7 Flags displayed in the Council Chambers be displayed vertically with the Australian Flag, Aboriginal Flag, Torres Strait Islander and City of Mitcham Flags being on display at all times.
- 5.8 At the Blackwood War Memorial, two of the five flag poles will accommodate the Australian Flag and Aboriginal Flag. The other three poles will fly flags of the RSL's choosing in the spirit of the Australian National Flag Flying Protocols.
- 5.9 At the Blackwood War Memorial, the Torres Strait Islander Flag will replace one of the flags of the RSL's choosing (at clause 5.8 above) to commemorate NAIDOC week, Sorry Day and Reconciliation Week and on other occasions through consultation between the Blackwood Reconciliation Group and the Blackwood RSL.
- 5.10 The Blackwood RSL will be responsible for the lowering and raising of all flags on the five flag poles as required to comply with the clauses 5.8 and 5.9 above.

6. DESIGNATED FLAGS

- 6.1 The following designated flags will be flown in place of the City of Mitcham Flag on the following occasions:
- Day against homophobia, transphobia and biphobia (17 May) – Progress Pride Flag
 - The month of November (including the Feast Festival) – Progress Pride Flag
- 6.2 On the following days, the Australian Flag will be flown as follows;
- ANZAC Day (25 April) – Flags are flown at half mast until noon.

- Remembrance Day (11 November) – Flags are flown from their peak from 8am and half mast from 10:30-11:02am and at the peak again.
- 6.3 Applications to fly flags other than those identified herein must be made in writing to the Chief Executive Officer and received at least eight (8) weeks prior to the requested date.
- 6.4 Written applications must address the following:
- demonstrated local, state and/or national significance;
 - demonstrated social, cultural, environmental, economic, political and/or historical significance;
 - demonstrated support in the community for the cause.
- 6.5 All applications to fly flags other than those identified in 6.1 will be determined by Council resolution.
- 6.6 Approving an application will not create a precedence which cannot be sustained.
- 6.7 Flags will not be flown in hazardous weather conditions.
- 6.8 Requests to fly flags on flag poles under the care and control of a third party will be dealt with by said third party.

7. POLICY REVIEW

This Policy will be subject to review every four (4) years or sooner at the discretion of the relevant General Manager.

The CEO has delegated authority to endorse any amendments to the Policy that do not vary the intent of the policy.

8. AVAILABILITY OF POLICY

The Policy can be downloaded free of charge from Council's website www.mitcamcouncil.sa.gov.au

It is available for inspection and/or purchase from the Civic Centre:
City of Mitcham
131 Belair Road
Torrens Park SA 5062

9. VERSION HISTORY

VERSION	AUTHOR(S) POSITION	CHANGES	DATE
1	Director Corporate Services		21/03/2000
2	Governance unit	Provision of delegation to CEO	21/08/2008
3	Governance Officer	Policy rewritten to provide criteria and guidelines	22/09/2015
4	Governance Officer	Inclusion of day against homophobia, transphobia and biphobia.	07/08/2018

5	Team Leader Governance	General review, removal of Aboriginal Flag as a designated Flag as an additional flag pole was installed.10	15/01/2019
6	Governance Officer	As adopted by Full Council Resolution 12 February 2019	12/02/2019
7	Governance Officer	Refer to Full Council resolution 12 November 2019 Item 9.4	12/11/2019
8	Elected Member Support	Refer to Full Council Resolutions 25 May item 12.2 and Item 12.3	8/07/2021
9	Team Leader Governance	Refer to full Council Resolution 9 November 2021 Item 12.1	9/11/2021
10	Team Leader Governance	Refer to full Council Resolution 14 December 2021 item 9.7 (confirming the directions of full council where appropriate; Item 11.1 of 11 August 2021 Item 9.6 of 9 February 2021 Item 12.8 of 23 February 2021 Item 12.3 of 25 May 2021 Item 12.2 of 10 August 2021 Item 12.1 of 9 November 2021)	15/12/2021
11	Council Member Support	Update to designated flags as per Full Council Resolution 8 August 2023 Item 13.2	

10. DOCUMENT CONTROL

Responsible Department	Governance		
Delegations Apply	No		
Classification	Governance		
Applicable legislation	<i>Flags Act 1953 (Commonwealth)</i>		
Related Policies & Corporate Documents			
Additional references	<i>Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag</i>		
Endorsed by Council:	26/06/2018	Item No:	14.4
Effective Date:	26/06/2018	Next Review Date:	2025
Policy Set ID	193761[v17]	Template Set ID	3345084

Attachment A – Flag Poles and their Locations

Section 1 – Council

Blackwood Bowling Club
Civic Centre, Belair Road
Downer Reserve
Dunns Reserve
Hawthorne Bowling Club
Lynton Depot
Mitcham AFA Bowling Club
Mitcham Army Camp Reserve
Mitcham Cultural Village
Mortlock Park
Norman Reserve
Reade Park
St Mary's Park
Westbourne Park Memorial Hall
Windy Point Reserve

Section 2 – Third Party Care and Control

Blackwood War Memorial, Blackwood RSL (except where explicitly specified in this policy)
Soldiers Memorial Gardens, Mitcham RSL

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