POLICY	ROXBY COUNCIL		
		Responsible Department	Executive
		Original Adoption Date	08.12.2010
		Current Adoption Date	**26.02.2025**
		Date of Next Review	26.02.2028
		Magiq Doc ID	116260

FLAG MANAGEMENT	
Latest Review Changes	Removed reference to "Corporate Services Department" and replaced with "Office of the Chief Executive". Combined 1. PREAMBLE & 2. PURPOSE of the policy. Reviewed sentence structure of 1. PURPOSE. Reviewed and updated 3. PROCEDURE AND PROTOCOL
Previous Council Reviews	08.12.11, 26.05.15, 19.12.18, 31.03.21

Applicable Legislation

Local Government Act 1999

Flags Act 1953

Related Policies

Related Procedures

SOP – Raising Flags

Reference Documents

Australian National Flag Protocols Department of Prime Minister and Cabinet (www.pmc.gov.au)

Australian Flags booklet Commonwealth of Australia 2006

Guide to flying flags in South Australia https://www.dpc.sa.gov.au/documents/rendition/B20024

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1. PURPOSE

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.

The purpose of this policy is to establish guidelines for the flying of flags at Council's flagpole sites and ensures that Council complies with relevant flag protocols.

2. POLICY

The policy applies to flags and flag poles owned by the Municipal Council of Roxby Downs (Roxby Council).

Roxby Council recognises the significance of certain flags connected to its governance responsibilities and will utilise designated flagpoles within Roxby Downs to fly such flags. The flags that are to be flown permanently are:

a) A recognised National Flag (pursuant to the *Flags Act 1953,* including subsequent Proclamations)
b) The South Australian State Flag (*State Proclamation 1904*)
c) Aboriginal Flag

Council maintains four flagpoles on Richardson Place, adjacent to the principal office building which fly the following flags (see Appendix 1);

a) National Flag
b) State Flag of South Australia
c) Aboriginal Flag
d) Torres Strait Islander

3. PROCEDURE AND PROTOCOL

Any customer complaints are to be dealt with by Council in a manner consistent with its Complaints Policy.

- 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 and management of flags. This will include the lowering of specific flags to half-mast.
- Council recognises the significance of flying certain flags and will permanently fly the following flags at designated flagpole sites
    - The Australian National Flag
    - The Australian Aboriginal Flag

  The flying of these two flags will be considered the default configuration in terms of combination of flags being flown at normal times. It will ensure a symmetrical look with a flag each on the two inner poles, and an empty outer pole on either side.
- The hierarchy for flying flags on Council property is dependent upon the number of flag poles erected in any one location. Roxby Council has four poles. The hierarchy of flags will be:
    - In order of precedence, the Australian National Flag, Australian Aboriginal and Torres Strait Islander Flags and the Roxby Council Flag if there is one.
- Where a specific Council resolution approves the display of any other flag, this flag will be flown in place of the Roxby Council Flag.
- Where declared by the Commonwealth or State Government, a special flag or flags may be flown. When Council receives advice on such "special declarations" by the government then the Roxby Council Flag will be temporarily removed replaced with the special flag(s) for the period of time required.

3.1. Flying The Australian Aboriginal Flag

The Australian Aboriginal flag was proclaimed as a flag of Australia under Section 5 of the *Flags Act 1953* (14 July 1995). Permission is not required to fly the Australian Aboriginal Flag. The Australian Aboriginal Flag is protected by copyright and may only be reproduced in accordance with the provisions of the *Copyright Act 1968* or with the permission of Mr Harold Thomas, the designer of the flag.

The Council will fly the Australian Aboriginal Flag permanently and the Torres Strait Islander Flag during Reconciliation and NAIDOC weeks and at any other key indigenous events.

3.2. Flying The Australian National Flag

The correct precedence or order for flying flags is:

1) Australian National Flag
2) National flags of other nations
3) State and Territory flags
4) Australian Aboriginal flag and Torres Strait Islander flag or other flags prescribed by the *Flags Act 1953*
5) Ensigns and pennants (including local government, private organisations, sporting clubs and sporting groups)

The protocols are detailed in Appendix 2

3.3. Special Dates When Flags Are To Be Flown

The Protocol Unit of the Department of Premier and Cabinet provides notices to Council when all flags must be flown at half-mast (refer Appendix 3).

The Australian National Flag is displayed at all citizenship ceremonies to promote greater public awareness of its National symbol.

3.4. Requests To Fly Alternative Flags

All requests to fly flags other than the Australian Flag or the Aboriginal Flag must be determined by Council resolution. In determining whether additional flags are to be flown, applications should be made in writing to the Chief Executive and received at least eight (8) weeks prior to the requested date. Applications must address the following criteria:

- Demonstrated local, State or national significance
- Demonstrated social, cultural, environmental, economic, political and/or historical significance
- Demonstrated support in the community for the cause

Approval for an application will not constitute a precedent for future applications. Each and every application will be assessed on its individual merits regardless of previous applications.

4. RESPONSIBILITY

4.1. The Chief Executive is responsible for the nature of all flags under the Council's care and control that are flown on Council's civic properties.

4.2. Office of the Chief Executive will have logistical responsibility to carry out flag flying procedures to ensure the flags are in good care and condition.

4.3. Essential Services and Assets Department will be responsible for maintenance of flag poles.

5. REVIEW & EVALUATION

This Policy will be reviewed and evaluated no less than once every three years.

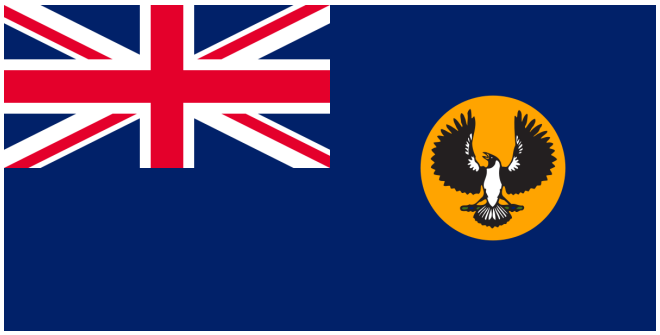
6. ACCESS TO THE POLICY

The policy is available for public inspection on Council's website www.roxbydowns.sa.gov.au and from reception at the Council Office – 6 Richardson Place, Roxby Downs

APPENDIX 1

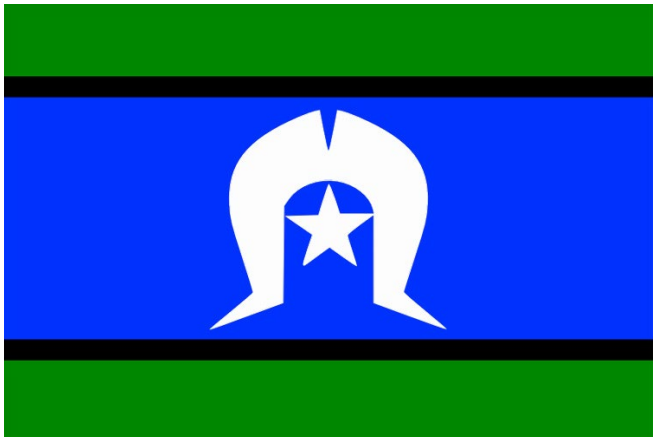
Australian National Flag

South Australian State Flag



Aboriginal Flag

Torres Strait Islander Flag



APPENDIX 2

Protocol for Flying Australian National Flag:

- The Australian National Flag should only be flown at night if illuminated
- When flying the Australian National Flag and any other flags in a line of flagpoles the Australian National Flag should always be flown on the far left of a person facing the flags
- The placement of other flags after the National Australian flag is generally determined by the number of people, they represent with the Council area
- When flying the Australian National Flag with other fags in a line of flagpoles, the order of the flags should follow the rules of precedence (e.g. the Australian National Flag should always be flown on the far left of a person facing the flags, or in the centre where there are three (3) flag poles, and the centre pole is higher. Note that no other flag should be flown above the national flag
- In a semi-circle of flags, the Australian National Flag should be in the centre
- The flag should not be allowed to fall or lie on the ground
- The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony, to cover a table or seat or to mask boxes
- The flag should not be flown when in a damaged, faded or dilapidated condition
- The flag should not normally be flown in a position inferior to that of any other flag or ensign
- The flag should not be smaller than that of any other flag or ensign
- The flag should be briskly and lowered ceremoniously
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured
- The flag should be raised no earlier than first light and should be lowered no later than dusk
- Two flags should not be flown from the same flagpole
- The flag should not be flown upside down, not even as a signal of distress

Protocol For Flying Australian National Flag at Half-Mast:

- Flags are flown in the half-mast position as a sign of mourning
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last
- To bring the flag to the half-mast position, the flag must be first raised to the top of the mast (the ‘peak’), then immediately lowered slowing to the half-mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole
- When lowering the flag from a half-mast position, it should first be briefly raised to the peak, then be lowered ceremoniously
- Under no circumstances should a flag be flown at half-mast at night even if it is illuminated

APPENDIX 2

Special Days for Flying Flags:

The following days of commemoration are identified below:

DATE	OCCASION	COMMENTS
1 January	Anniversary of the establishment of the Commonwealth of Australia	
26 January	Australia Day	
Second Monday in March	Commonwealth Day	
21 March	Harmony Day	
25 April	Anzac Day	Flags are flown at half-mast until noon then at the peak until the usual time for closure of business
27 May to 3 June	National Reconciliation Week	Torres Strait Islander flag and the Aboriginal flag flown
Second Monday in June	Celebrated as the Queen's Birthday	
Nominated week in July	NAIDOC Week	Torres Strait Islander flag and the Aboriginal flag flown
3 September	Australian National Flag Day	
17 September	Citizenship Day	
24 October	United Nations Day	
11 November	Remembrance Day	Flags are flown at half-mast from 10.30am to 11.02am
Other - various	Funerals (Applicable to residents/ former residents of the district)	At request and discretion of Council's Administrator