

# Flag Management Policy

Policy Number	POL-FLAGV3
File Number	2/POL/FLAG/2
Responsible Officer	Chief Executive Officer
Adopted	8 March 2016
Last reviewed at Council Meeting	11 October 2022
Minute Number	21397/3
Due date of next Review	October 2026

## 1. Purpose

- 1.1 Mid Murray 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 This Policy has been developed to establish guidelines for the flying of flags by Council to ensure compliance with the Australian Commonwealth Government flag protocols pursuant to the *Flags Act 1953*, and to maintain a consistent approach to the flying of flags.
- 1.3 In recognition of the continued connection to country, Council acknowledges First Nations Australians by ensuring the Aboriginal and Torres Strait Islander flags are flown alongside the Australia National Flag at its sites.

## 2. Definitions

- 2.1 A Flag is 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.

## 3. Principles

The following general principles apply to this Policy.

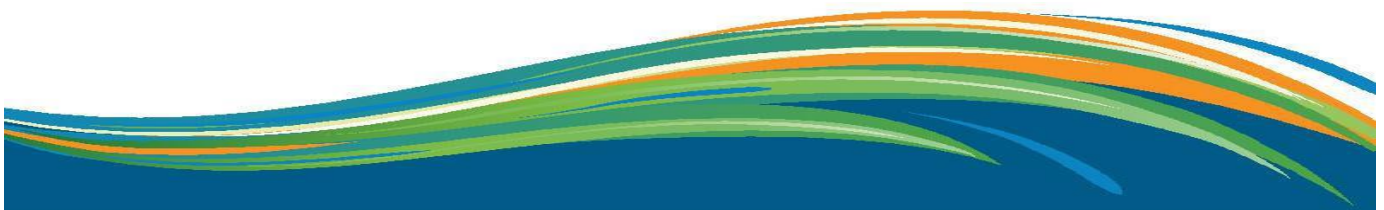
- 3.1 Flags may be flown for a governance purpose if they are:
  - 3.1.1 An Australian National Flag recognised by the Australian Government pursuant to the *Flags Act 1953*, including subsequent proclamations such as that for the Australian Aboriginal and Torres Strait Islander flags.
  - 3.1.2 The South Australian State flag.
  - 3.1.3 Council's Flag (bearing Council's official logo).
  - 3.1.4 Requests for Council to fly flags other than those permanently flown on Council property will be considered on a case by case basis (per clause 5.6).

## 4. Scope

- 4.1** This Policy applies to the flying of flags on flag poles owned by Council and situated at:
- 4.1.1 Council's Office Sites;
  - 4.1.2 Mary Ann Reserve, Mannum
  - 4.1.3 OS&P Park, Cambrai
  - 4.1.4 Riverfront Reserve, Morgan
- 4.2** The Policy may also be applied to any Council owned flag pole in any other location within the Council area, at the discretion of the Chief Executive Officer.

## 5. Policy

- 5.1** The following are flags endorsed by Council to be flown at its flag pole sites.
- The Australian National Flag ;
  - The Aboriginal Flag; and
  - The Torres Strait Islander Flag.
- 5.2** National and State Flags may be flown on occasion, at the discretion of the Chief Executive Officer and with regard to the direction of the Government Protocol Office.
- 5.3** Other Flags that have been endorsed by Council to be flown are:
- The South Australian State Flag; and
  - Mid Murray Council Flag.
- 5.4 Flag Protocols**
- 5.4.1** Compliance with the guidelines of the flag protocol as set by the Australian Commonwealth Government will be followed at all times. These guidelines are to be followed for all flags flown by Council
- 5.4.2** Flags will always be:
- treated with the respect and dignity it deserves
  - raised no earlier than first light and lowered no later than dusk
  - raised briskly and lowered with dignity
  - flown aloft and free, as close to the top of the flag mast as possible and with the rope tightly secured; and
  - illuminated if flown at night.
  - flown freely and as close as possible to the top of the flagpole with the rope tightly secured.
- 5.4.3** Protocol regarding the Australian National Flag:
- should be raised first and lowered last, unless all flags are raised and lowered simultaneously
  - when the Australian National Flag is flown with flags of other nations, all flags should be the same size and flown on flagpoles of the same height.
  - when flying with only one national flag, the Australian National Flag should fly on the left of a person facing the flags.
- 5.4.4** Flags will not be:
- allowed to fall or lie upon the ground
  - used to unveil monuments or plaques, cover tables/seats or used as a curtain



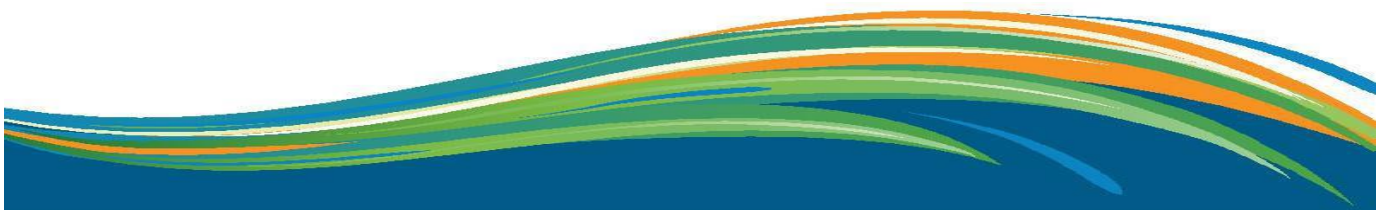
- flown when damaged, faded or in a dilapidated condition
- flown upside down, even as a signal of distress
- flown from the same flag pole as another flag

## **5.5 Flying Flags at Half Mast**

- 5.5.1 It is recognised flags may be flown at half-mast as a sign of mourning.
- 5.5.2 Council will fly flags at half-mast as deemed appropriate by the Australian Commonwealth Government and/or the Department of Premier and Cabinet's Protocol Office.
- 5.5.3 The Chief Executive Officer may determine the flying of flags at half-mast can occur in accordance with the principle of acknowledging the passing of current and past Council Members, staff, former employees, residents or volunteers who have contributed to the district.
- 5.5.4 Should the Chief Executive Officer determine a flag may be flown at half-mast as acknowledgment, this will occur on the day of that person's funeral.
- 5.5.5 The following procedures will be followed when flying flags at half-mast:
- when flying the Australian National Flag with other flags, all flags shall be flown at half-mast together
  - the Australian National Flag shall be raised first and lowered last
  - the flag shall be raised to the top of the flagpole briefly, and then lowered slowly and ceremoniously

## **5.6 Flying Flags other than those already endorsed by Council**

- 5.6.1 Subject to Council approval, other flags may be flown in a symbolic gesture of inclusiveness and multiculturalism.
- 5.6.2 If there is insufficient time for a Council resolution, without the holding of a Special Meeting of Council, the Chief Executive Officer in consultation with the Mayor may approve or refuse the request.
- 5.6.3 Where a specific Council resolution approves the display of another flag, Council will also resolve the maximum length of time the approved flag may be flown. Generally, approval will be granted for a maximum of five (5) consecutive days. Council will also resolve the specific Council site and the order in which the flags are to be flown.
- 5.6.4 Organisations wishing Council to fly their flag must apply in writing to the Chief Executive Officer 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 area;
  - Contact details of the person responsible for supply and collection of the flag.
- 5.6.5 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 Council.
  - Any advice or directive from Government Protocol Officers: The Commonwealth Flag Officer; or Protocol Unit, and Department of the Premier and Cabinet.
- 5.6.6 If necessary, the Council Flag will be removed in order to accommodate the flying of an approved flag.



5.6.7 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.

5.6.8 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.

5.6.9 The flying of an alternative flag or banner does not constitute Council's endorsement or support of a specific nation or cause

## 5.7 Flying alternative flags and banners

5.7.1 Where Council has endorsed an Action Plan or Strategy, which includes opportunities for acknowledgement or recognition through the flying of a flag or banner, these flags or banners may be flown (subject to the relevant order or precedence requirements) from the flag poles located at the Council Offices without further reference to Council.

5.7.2 The Chief Executive Officer and Mayor will consider applications for alternative flags and banners providing they have been endorsed in a Council endorsed Action Plan or Strategy. The Chief Executive Officer is delegated to approve the flying of such flags and banners.

## 6. Policy Responsibility

6.1 The Chief Executive Officer is responsible for ensuring the proper operation of this Policy.

6.2 Pursuant to clause 5.6.2, the Chief Executive Officer in consultation with the Mayor, is delegated to approve or refuse a request to fly an alternative flag.

6.3 The Chief Executive Officer is delegated to direct that flags at Council sites be flown at half-mast on the occasion of the death of a notable local citizen, current or past Elected Members, Council employees or volunteers.

## 7. Availability/Accessibility

7.1 This Policy and Council's Fees and Charges Register are available to be downloaded free of charge from Council's website: [www.mid-murray.sa.gov.au](http://www.mid-murray.sa.gov.au).

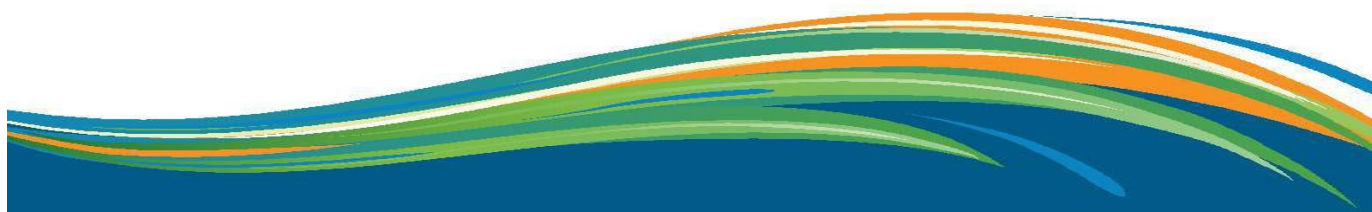
7.2 This Policy is available for inspection at Council's principal office during ordinary business hours. Hard copies, for a fee in accordance with Council's schedule of Fees and Charges, can be provided upon request.

## 8. Legislative Framework / Other References

8.1 [Flags Act 1953](#)

8.2 Australian Flags: The protocols for the appropriate use and the flying of the flag

8.3 Reconciliation Australia: Flying the Aboriginal & Torres Strait Islander Flags



## 9. Document History

This Policy shall be reviewed at least every four (4) years or more frequently if legislation or Council requires.

Version	Adopted	Minute	Description of Change
1	8 March 2016	17977/1	Adopted
2	9 April 2019	20748/7	Inclusion of reference to Wreaths. Clarity around flying of alternative flags or banners.
3.	11 October 2022	21397/3	Inclusion of process for flying alternative flags, additional flag pole locations, and delegations.

