

# Flag Management Policy



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Record number	D22/924
Responsible Manager	Manager Operation Support Services
Other key internal stakeholders	Manager Corporate Governance General Manager City Operations
Last reviewed	16 February 2022
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Legal requirement	NA
Due date next review	2025

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## 1. PURPOSE

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 City of Tea Tree Gully recognises the significance of certain flags connected to its governance responsibilities and will utilise designated flagpoles within the City 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
- d. The City of Tea Tree Gully Flag

Council's Civic Centre maintains five flagpoles adjacent to the main entrance of the building which will fly the following flags (see Appendix 1):

- a. The three flagpoles closest to Montague Road – National Flag, State Flag of South Australia and Aboriginal Flag
- b. The western flagpole adjacent to front entrance – City of Tea Tree Gully Flag
- c. The eastern flagpole adjacent to front entrance – to be used for the occasional flying of other flags (restricted to those of any other State or Territory, foreign nations as relevant, the United Nations and any flag flown for NAIDOC or Reconciliation Week purposes), otherwise the City of Tea Tree Gully Flag will be flown.

Variations to the flags being raised on any particular day are advised to Council by the Protocol's Office which is part of the Premier's Office for the State. In addition to these directions the CEO may decide upon specific variations for the City of Tea Tree Gully flag.

Council will comply with the guidelines of the flag protocol as set by the Australian 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.

### 2.1 Flying Flags at Half-Mast

Council will fly its flags at half-mast according to the following principles as set out in the Australian Government's flag protocol:

- a. Flags may be flown at half-mast as a sign of mourning
- b. The half-mast position shall be when the top of the flag is a third of the distance down from the top of the flagpole
- c. When lowering a flag from a half-mast position, it will be briefly raised to the peak and then lowered ceremoniously
- d. Flags will not be flown at half-mast at night even if it is illuminated
- e. When flying the Australian National Flag with other flags, all flags in the set will be flown at half-mast. The Australian National Flag will be raised first and lowered last.

When advised, Council may acknowledge the passing of current and past Elected Members, staff, former employees, residents or volunteers who have contributed to the City, by flying flags at half-mast at its Civic Centre on the day of that person's funeral.

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

## 2.2 Returned and Services League (RSL)

A flag pole is located at Tea Tree Gully Memorial Gardens where flags are flown by the RSL. The RSL is permitted to fly flags at its discretion and cost, having due regard for the national standing policy of the RSL.

## 3. DEFINITIONS

For the purposes of this policy the following definitions apply:

### CEO

Refers to the Chief Executive Officer (including their delegate) of the City of Tea Tree Gully.

## 4. LEGISLATIVE FRAMEWORK

There is no legislative requirement for Council to have a policy relating to this area.

The following legislation applies to this policy:

### Flags Act 1953 (Cth)

The Flags Act 1953 declares a certain flag to be the Australian National Flag and makes other provisions with respect to other recognised Flags.

### State Proclamation 1904

The South Australian State Flag was authorised by this Proclamation on 13 January 1904.

### Flag Protocol

The Australian Federal Government has established protocols for flying the Australian National Flag.

## 4.1 Other references

- a. Council's Fees and Charges Register

## 5. STRATEGIC PLAN/POLICY

### 5.1 Strategic Plan

The following strategic objectives in Council's Strategic Plan 2025 are the most relevant to this report:

Objective	Comments
Community	
<i>People feel a sense of belonging, inclusion and connection with the City and the community</i>	Our city is a desirable and sustainable place to live. The flying of flags at Council shows support and connection to the community

### 5.2 Organisation Plan

Our Strategic Plan is supported by an Organisation Plan which focuses on five key themes of customer care, learning & growth, future capability and sustainable operations. The key theme most relevant to this policy is sustainable operations, in ensuring that we make consistent, informed decisions which are evidence based.

## 6. POLICY IMPLEMENTATION

This Policy will be implemented by the Chief Executive Officer or relevant portfolio director and managed in accordance with Council's scheme of delegations.

## Appendix 1

Australian National Flag



South Australian State Flag



Aboriginal Flag



City of Tea Tree Gully Flag

