




District Council of Karoonda East Murray

## Flag Flying Policy

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| <b>Signature</b>           |  |

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## **1. PURPOSE**

Council recognises that flagpoles are a community asset and that they are to be used for the benefit of the community and not for commercial gain.

The purpose of this policy is to establish guidelines for the flying of flags at council's flagpole sites and ensure that council complies with flag protocols as set by the Australian Federal Government and/or the South Australian Department of Premier and Cabinet.

## **2. SCOPE**

This procedure also specifies the flags to be flown and provides for specific arrangements for flying flags at half-mast or the flying of specific flags on particular days.

## **3. PROCEDURE**

Council will comply with the Department of Prime Minister and Cabinets' Australian Flags protocol as set by the Australian Government in all instances where it has control over the display or management of flags.

The District Council of Karoonda East Murray recognises the significance of flying certain flags and will fly the following flags at the designated flag pole sites.

Within the council chamber:

- **The Australian National Flag**
- **The Australian Aboriginal Flag**
- **The South Australian Flag**

On the flag pole outside of the Council Administration Building:

- **The Australian National Flag**

The Australian National Flag must always be flown in the pre-eminent position unless otherwise requested by the Federal or State Government to fly another official flag.

### **3.1 PROTOCOLS**

#### **Council flag pole sites**

This procedure applies to Council's any flagpole site under Council's care and control where the Australian National Flag is permanently flown.

- **Principal council building at Karoonda**

This location is provided with a single flagpole and will fly the Australian flag daily.

### **3.2 PROTOCOLS FOR FLAG FLYING**

Council will fly the Australian National Flag according to the Department of Prime Minister and Cabinets' Australian Flags protocol booklet and website [www.pmc.gov.au](http://www.pmc.gov.au) as set by the Australian Government.

#### **Flying the Aboriginal Flag**

The Australian Aboriginal flag was proclaimed as a flag of Australia under Section 5 of Flying of flags at half-mast

Flags are flown in the half-mast position as a sign of mourning.

The Protocol Unit of the Department of Premier and Cabinet's Office provides notices to council when all flags must be flown at half-mast.

The Australian National Flag may be flown at half mast, at the discretion of the Chief

Executive Officer, on the death of a local citizen who has made a significant contribution to the community.

Council will fly all flags at half-mast according to the principles as set out in the Australian Government flag protocol.

### **3.3 Special days for flying flags**

The following days of commemoration are identified below:

- 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
- Second Monday in June – Celebrated as the Queen's birthday.
- Nominated week in July – NAIDOC Week
- 3 September – Australian National Flag Day.
- 17 September – Citizenship Day.
- 11 November – Remembrance Day – Flags are flown at half-mast from 10.30am to 11.02am.

Variations to the flags being raised on any particular day are advised to council by the Protocol Unit of the Department of Premier and Cabinet's Office.

### **3.4 Approval for flying flags**

Subject to Council approval, other flags may be flown in recognition of special events.

Organisations wishing council to display their flag must apply in writing to the Chief Executive Officer and include the following information:

- Specify the event and preferred dates of display.
- Detail the relevance or significance of the flag to the District Council of Karoonda East Murray.
- Include contact details of the person responsible for supply and collection of the flag.
- Requests must be received at least six weeks before the required display date to enable a report to Council for consideration.

The organisation's flag may be flown or displayed in the entrance to the council office, Railway Terrace Karoonda.

## **4. RELEVANT LEGISLATION AND REFERENCES**

- Flags Act 1953
- Australian Flags booklet Commonwealth of Australia 2006

## APPENDIX 1

### Protocol for flying the Australian National Flag

- The Australian National flag should only to be flown at night if illuminated.
- Order of precedence – Australian National flag; national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953 eg Australian Aboriginal flag and Torres Strait Islander flag, ensigns and pennants
- 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 within the City.

- When flying the Australian national flag with other flags in a line of flagpoles, the order of the flags should follow the rules of precedence eg 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 flag poles and the centre pole is higher. Note that no other flag should be flown above a 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 etc.
- The flag should not be flown when in 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 raised 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 of the 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 first be raised to the top of the mast (the 'peak') then immediately lowered slowly 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, whether or not the flag is illuminated.

**5. DOCUMENT CONTROL**

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| This policy is available for inspection at Council’s office at 11 Railway Terrace, Karoonda or via the Council website, <a href="http://www.dckem.sa.gov.au">www.dckem.sa.gov.au</a> . |        |               |                  |