

FLAG POLICY

Type	Governance
Category	Corporate and Community
Responsible Officer	Director Corporate and Community
First Issued / Adopted	25 July 2018
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Applicable Legislation	Flags Act 1953
Related Documents	Australian Flags Booklet Part 2
Public Consultation Required	No
File Reference	9.63.1.4

1. PURPOSE

To identify operational protocols for the flying of flags on flagpoles under Council's care and control and that the flying of flags at Council's flagpole sites complies with flag protocols as set by the Australian Federal Government and / or the South Australian Department of the Premier and Cabinet.

2. SCOPE

This policy applies to the flying of flags on:

- Two flag poles situated immediately outside of the Council Chambers, 115 Ellen Street, Port Pirie;
- Seventeen flag poles situated in the median strip in Ellen Street.

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Memorial Drive

- World War I Memorial (Australian and New Zealand flags);
- Navy Memorial (Australian and Navy flags)
- World War II Memorial (Australian, Navy and Air Force flags)
- Vietnam Memorial (Australian and New Zealand flags)
- Airforce Memorial (Australian and Air Force flags)

Port Pirie Cemetery

- War Graves section

Crystal Brook

- Bowman Street median

Redhill

- Mortimer Park

Koolunga

- Institute
- Memorial Park

3. DEFINITIONS

Nil

4. POLICY

4.1 Flags will only be flown in accordance with the requirements of the Flags Act 1953 and the “Australian Flags – Part 2: The protocols for the appropriate use and the flying of the flag” publication.

4.2 The two flag poles immediately outside of the Council Chambers will have the Australian National flag and Australian Aboriginal flag flown at full mast at all times, except when notified by the Protocol Unit of the Department of the Prime Minister and Cabinet or the Department of the Premier and Cabinet’s Office that flags must be flown at half-mast.

NAIDOC Week – There will be a flag-raising ceremony during NAIDOC Week when the Aboriginal flag will be raised with the Torres Strait Islander flag on the two flagpoles in front of the Council Chambers, in accordance with official protocol. At the end of NAIDOC Week the Torres Strait Islander flag will be removed and the Australian National flag reinstated.

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- 4.3** The Australian National flag *may* be flown at half-mast on the passing of a local citizen or on the day, or part of the day, of their funeral without the direction from the Australian Government. When this occurs, in line with protocol, any other flags being flown in a set with the Australian National flag must also be flown at half-mast.
- 4.4** Flags of nations that have historically traded over the Port Pirie wharf will be flown on the flag poles situated in the median strip on Ellen Street. These flags will be flown at full mast at all times.

Flags of nations that have historically traded over the Port Pirie wharf that Council is aware of are:

China	New Zealand
Greece	Pakistan
Indonesia	Philippines
Italy	Russia
Japan	Saudi Arabia
Korea (Republic of)	Singapore
South Africa	Switzerland
Malaysia	United Kingdom
Netherlands	United States of America

The flags flown on the median strip flag poles are:

China	Greece
Indonesia	Italy
Japan	Korea (Republic of)
Malaysia	Netherlands
New Zealand	Pakistan
Philippines	Saudi Arabia
Singapore	South Africa
Switzerland	United Kingdom
USA	

- 4.5** The Executive Assistant will maintain the list of countries, all of which must be recognised by the Australian Government.
- 4.6** The Executive Assistant will ensure the flags are replaced before they become worn.

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4.7 The Infrastructure Department is responsible for raising and lowering flags, in consultation with the Returned Services League (RSL), at the following memorials on Memorial Drive:

- World War I
- World War II
- Navy Memorial
- Vietnam Memorial
- Airforce Memorial

4.7.1 Anzac Day

Flags are put at full mast prior to the dawn service commencing. They are lowered during the dawn service as required by the ceremony, in conjunction with the RSL. A civic service is conducted later in the morning after which the flags are raised to full mast (close to 12 noon). They are lowered and removed in the afternoon.

4.7.2 Remembrance Day

The Australian National flag should be flown at full mast from approximately 8.00am until precisely 10.30am (local time) when it should be adjusted to the half-mast position. At 11.02am the Australian National flag should be moved back to the full mast position for the remainder of the day. This protocol allows for the traditional ceremonial duties to be carried out, including a minute silence from 11.00am.

4.8 The Infrastructure Department will maintain the flag pole at the War Graves located at the Port Pirie cemetery. The Australian National flag is flown on this pole.

The Infrastructure Department is responsible for raising and lowering the flag on Anzac Day and Remembrance Day in accordance with the above protocols (clauses 4.7.1 and 4.7.2). At times, if required, the Infrastructure Department may request that the cemetery maintenance contractor undertakes this duty on their behalf.

4.9 Crystal Brook Office employees will raise the Australian National flag at the Bowman Street memorial at the beginning of their workday and lower and remove it at the end of their workday.

(The Infrastructure Department will place temporary flag poles in Adelaide Square for significant occasions. The raising and lowering of flags is the responsibility of the Crystal Brook Community Association and/or the Returned Services League.)

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- 4.10** The Redhill and Koolunga Community Associations will be responsible for raising and lowering the Australian National flag at flag poles in those townships. This occurs for Australia Day, Anzac Day, Remembrance Day and funerals (half-mast).

5. DELEGATION

5.1 Flag Changes

The Chief Executive Officer has the delegated authority to make any changes that may arise from current world circumstances, that are consistent with this Policy, in consultation with the Mayor.

6. AVAILABILITY OF THE POLICY

- 6.1** This policy is available to download, free of charge, from Council's website: www.pirie.sa.gov.au.

Copies will be provided to interested parties upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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