



Flag usage policy

Classification	Policy
Strategic reference	Goal 4: Governance & Organisational Structure
Relevant legislation	Flags Act 1953 (Commonwealth) State Proclamation 1904
Relevant documents	Australian Flags booklet, Commonwealth of Australia 2006
Responsible officer	Coordinator Executive Services
Date adopted	20 October 2021
Next review date	October 2024

Purpose

This policy has been created, as flags, by their very nature, are the symbol of a nation, state or organisation and it is important for the Council to be aware of, and comply with the appropriate principles and flag flying hierarchy in a diligent and proactive manner.

Scope

This policy establishes guidelines for the flying of flags and display of flags under the care and control of Southern Mallee District Council.

Policy statement

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 or management of flags. This may include the lowering of specific flags to half-mast or the flying of specific flags.

Permanent flag sites

Council recognises the significance of certain flags and will permanently fly or display the following flags at designated sites, as follows.

- **Principal Office, Day Street, Pinnaroo – Council Chambers**
The Council chambers has a flag display stand for three flags. This provides for the permanent display of the: - Australian National Flag (middle and highest flag); - State Flag of South Australia (left side of the Australian National Flag); and - Aboriginal Flag (right side of the Australian National Flag);
- **Principal Office, Day Street, Pinnaroo – External flag pole**
The Principle Office has a single flag pole located at the north east corner of the building. This provides for the permanent flying of the Australian National Flag during business hours. This flag pole is not used for any other purpose.
- **Lameroo Office, Railway Terrace North, Lameroo – Council Chambers**
The Council chambers has a flag display stand for three flags. This provides for the permanent display of the: - Australian National Flag (middle and highest flag); - State Flag of South Australia (left side of the Australian National Flag); and - Aboriginal Flag (right side of the Australian National Flag);

- **Lameroo Office, Railway Terrace North, Lameroo – External flag pole**

The Lameroo Office has a single flag pole located at the street frontage of the building. This flag pole is primarily to indicate this is a civic building, however, it is also used as the default community flag pole. As a result it is often not possible to fly the Australian National Flag at full-mast during business hours. Community use of this flag pole means that the flag is often flown at half-mast. This flag pole is proposed to continue being used as a community flag pole unless an alternative is developed.

Formal requests to fly flags at half-mast

Variations to the flags being raised on any particular day are advised to the nominated Council representative by the South Australian Government or Federal Government. If Council receives a formal request for all flags to be flown at half-mast Council's default position will be to comply with such requests in relation to flags on the external flag poles at Council's Principal Office and Lameroo Office.

Occasional flag sites

Council has a community flag pole located in Pinnaroo. A similar flag pole is proposed as part of the Lameroo Town Centre Plan implementation. The existing and proposed community flag poles are as follows:

- **Community flag pole - Intersection of Railway Terrace South and Day Street, Pinnaroo**

There is a single flag pole located in a prominent position at the main corner in central Pinnaroo. This provides for the occasional flying of the Australian National Flag either for key community events, or at half-mast to recognise the death of local residents. This flag pole is not used to fly any other flag.

- **Proposed community flag pole – Railway Terrace North, Lameroo**

The installation of a new single flag pole located in a prominent position in the main street of Lameroo is being considered as part of the Lameroo Town Centre Plan implementation. This would provide for the occasional flying of the Australian National Flag either for key community events, or at half-mast to recognise the death of local residents. This flag pole is not proposed to be used for any other purpose.

Flying flags at half-mast

Council will fly the Australian National Flag at half-mast on the community flag pole in Pinnaroo and the external flag pole at the Lameroo Office (until such time that there is an alternative community flag pole in Lameroo) when the following occurs:

- A local (or former local) resident dies and Council receives a request to fly the flag at half-mast. The flag will be flown at half-mast during business hours upon receiving the request relating to the death and up to and including the day of the funeral service. This will apply whether the burial takes place locally or outside the district. The request must come from the family of the deceased, delegate of the family or on advice from the funeral director.

Community requests to fly other flags on the community flag pole

From time to time Council may receive requests from non-political and non-commercial community organisations to fly a particular flag. This will often be related to a special event such as the flying of the Eureka Flag to celebrate democracy in Australia or the flying of the Rainbow Flag to promote and support diversity, social inclusion and equality.

Council is unable to accommodate such requests given the external flag poles are exclusively used to fly the Australian National Flag and the community flag pole/s are reserved to fly only the Australian National Flag, either for key community events, or at half-mast to recognise the death of local residents.

Council's default position is that all such requests will be refused. In the future Council could consider a second flag pole at each office if it wanted to recognise such events.

Safety

Flags will not be flown on any of the external flagpoles in the event of extreme weather conditions.

Policy review

The effectiveness of this policy will be reviewed every three years or as necessary.

Further information

This document is available on Council's website www.southernmallee.sa.gov.au and at the principal office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

A copy of this document may be purchased from Council.