

# *Council Policy*

## Flags



# COUNCIL POLICY

 <p><b>Adelaide Hills</b> COUNCIL</p>	<p style="text-align: center;"><b>FLAGS</b></p>
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Policy Number:	COM-16
Responsible Department(s):	Community Capacity
Relevant Delegations:	As per the Delegations Register and as detailed in this Policy
Other Relevant Policies:	Nil
Relevant Procedure(s):	Flag Flying Procedure
Relevant Legislation:	Flags Act 1953 (Cwth)
Policies and Procedures Superseded by this policy on its Adoption:	Flags Policy, 24 July 2018, Item 12.6, 169/18
Adoption Authority:	Council
Date of Adoption:	28 June 2022
Effective From:	12 July 2022
Minute Reference for Adoption:	Item 12.7, Res 160/22
Next Review:	No later than May 2025 or as required by legislation or changed circumstances

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## Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
1.0	14/7/2015	New Policy	Council - Res 32/15
1.1	07/08/2018	Policy reviewed	Council - Res 169/18
2.0	28/6/2022	Policy reviewed	Council – Res160/22

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## FLAGS POLICY

### 1. INTRODUCTION

- 1.1 The policy provides Council and its administration with principles and guidelines for the flying of flags at Council offices. The policy will assist Council to address requests to fly particular flags at particular times while ensuring the Council continues to foster a sense of local and national pride within the community.
- 1.2 The development of this policy has taken into account requirements of the Flag Protocols issued by the Department of the Prime Minister and Cabinet.

### 2. OBJECTIVES

- 2.1 The objectives of this policy are:
- To provide guidelines for the flying of flags at Council offices;
  - To demonstrate and foster a sense of local and national pride; and
  - To utilise opportunities to promote worthy causes and bring attention to social issues.

### 3. DEFINITIONS

- 3.1 **“Flag Protocols”** means the Flag Protocols issued by the Department of the Prime Minister and Cabinet, as varied from time to time.

### 4. SCOPE

- 4.1 The policy applies only to flags flown at Council buildings and managed by Council staff.

### 5. POLICY STATEMENT

#### 5.1 Principles

The following principles underpin the policy position:

- 5.1.1 The flying of flags represents an opportunity to demonstrate and foster a sense of pride in the community;
- 5.1.2 The flying of specific flags for associated events and occasions can bring attention to a cause or related event;
- 5.1.3 Flag flying should be executed with respect and sensitivity to community expectations.

#### 5.2 Policy Position

- 5.2.1 The Council recognises and will abide by the Flag Protocols, including directions issued to fly flags at half-mast in relation to certain events and occasions.
- 5.2.2 The Council will fly three flags at each of its customer service centres. The three flags generally flown, in order of precedence as defined in the Flag Protocols, are:

- a. The Australian National Flag
- b. The Aboriginal Flag
- c. The Adelaide Hills Council ensign.

5.2.3 To commemorate or recognise special days, weeks or events of significance, flags particular to the occasion may be flown, generally in place of the Adelaide Hills Council ensign.

5.2.4 For the purpose of point 5.2.3, days, weeks or events of significance include those falling into categories such as:

- Days of national significance promoted by the Australian Government, including such events as United Nations Day, NAIDOC Week and Reconciliation Week;
- Events promoting social cohesion and inclusion, such as Feast Festival and International Day Against Homophobia, Biphobia, Interphobia & Transphobia;
- Occasions to recognise the contributions of non-governmental organisations to the community; and
- Showing solidarity with other communities in times of need.

5.2.5 Council will not use flag flying to engage in matters of contention such as international border disputes.

5.2.6 For the sake of expediency, the Chief Executive Officer or delegate will be responsible for making determinations about flag flying in line with this Policy.

## **6. DELEGATION**

6.1 The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any legislative, formatting, nomenclature or other minor changes to the Policy during the period of its currency.

## **7. AVAILABILITY OF THE POLICY**

7.1 This Policy will be available via the Council's website [www.ahc.sa.gov.au](http://www.ahc.sa.gov.au).