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| FLAG FLYING POLICY | | |

Policy Statement

1. Introduction

The District Council of the Copper Coast will fly flags on civic property owned by the Council as an expression of Council's governance responsibilities and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.

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.

The purpose of this policy is to identify the protocols used for flying flags, and to provide operational guidelines for flying flags under Council's care and control.

The District Council of the Copper Coast will fly flags on civic property owned by the Council as an expression of Council's governance responsibilities and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.

This policy does not cover flag poles or flags flown by third parties in Council memorial areas.

lifestyle location of choice

2. Applicable Legislation

- Flags Act 1953 (Commonwealth)
This Act formally identified the Australian National Flag, as well as the Aboriginal and Torres Strait Islander Flags (proclaimed in July 1995) as "Flags of Australia".
- State Proclamation 1904
The South Australian State Flag was authorised by a State Proclamation in 1904 as the State Flag of South Australia.
- "Australian Flags" booklet, Commonwealth of Australia 2006
Further information or clarification on flag flying protocols can be accessed at <http://www.australianflag.org.au>

3. Integration with Corporate Objectives

Leadership – to provide leadership and ensure community resources are managed efficiently and effectively.

To promote a positive Council image and ensure effective communication and consultation with the community.

To adhere to the requirements of the Local Government Act 1999, regulations and other legislation that influences the operations of Council.

4. Definitions

Nil

5. Application

What flags to display

Flags may be flown for the purpose of governance if they are:

- A recognised national flag (pursuant to the commonwealth flags act 1953, including subsequent proclamations);
- The South Australian State Flag (state proclamation 1904);
- Council's corporate image and brand;

lifestyle location of choice

Locations

Council will install and maintain the following governance flag poles;

- In the area adjacent to each of the Town Halls, that being Moonta, Wallaroo and Kadina, one (1) flag poles;
- In Queen Square, Moonta four (4) flag poles;
- At the Farm Shed, Visitor Information Centre complex four (4) flag poles;
- In Bews Square, Wallaroo (or adjacent open space) (4) flag poles.

When to display a flag

Council will, where practicable;

- Continuously fly an Australian National Flag on the flag poles adjacent to each of the Town Halls, that being Moonta, Wallaroo and Kadina.
- Fly other flags as required.

Hierarchy

The hierarchy for flying flags on council property is as follows: (the following is dependent upon the number of flag poles erected in any one location)

1. Where there is only one (1) flagpole displayed at a council property, the Australian national flag is flown.
2. Where there are two (2) flagpoles displayed at a council property, the Australian National Flag and the State Flag are flown.
3. Where there are four (4) flagpoles displayed at a council property, the Australian National Flag, the State Flag, the Aboriginal Flag and the District Council of the Copper Coast logo flag are flown.
4. Where declared by the commonwealth or state government, a special flag or flags may be flown. When council receives advice on such "special declarations" by the government the District Council of the Copper Coast flag would be replaced with the special flag where there are four flag poles erected.
5. When requested, the Torres Strait Islander Flag, being a national flag, can replace the District Council of the Copper Coast flag where there are four (4) flagpoles displayed at a council property.

Guidelines to display the Australian National Flag (as determined under National protocols)

Ensure that when flown on council properties, the national flag is:

- Hoisted as the premier flag, and flown on the furthest left flagpole from an observer's point of view when facing the council property.

Lifestyle location of choice

- Not flown when it is damaged, faded, or dilapidated.
- Not smaller than any other flag or ensign.
- The flagpoles should be of identical height
- Two flags should not be flown from the same flagpole.
- The flag may be flown at night only when it is illuminated
- Unless all the flags can be raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last when flown with other flags.
- Proper protocols are observed on national commemorative days (as recognised under national protocols) and other dates as determined under council resolution.

(Refer Attachment 1 for further Protocols for flying the Australian National Flag)

Guidelines to display the Aboriginal Flag

The Australian Aboriginal flag was proclaimed as a flag of Australia under Section 5 of the Flags Act 1953 (14 July 1995). Mr Harold Thomas, an Aboriginal elder, was later recognised as the designer of the Aboriginal Flag by the Federal Court and was given a backdated copyright to the design in 1971. In 1998, Mr Thomas awarded an exclusive licence for the manufacture and marketing of Aboriginal flags, banners and bunting to Carrol and Richardson Flags.

It is critical that the Aboriginal flag is flown upright. The Aboriginal flag always has the black half upward to the sky and the red half downwards.

The Australian Aboriginal flag is not a privately controlled and commercialised product, but rather, it is a proclaimed flag of Australia that differs from other flags of Australia in that the individual holder of the copyright of the design is recognised.

Any commercial use of the Australian Aboriginal flag would be subject to the restrictions imposed by the Harold Thomas copyright and licence agreement.

Guidelines to display the Torres Strait Islander Flag

The Torres Strait Islander flag was designed by the late Bernard Namok from Thursday Island. It was the winning entry in a design competition, held as part of a Cultural Revival Workshop, organised by The Islands Coordinating Council in January 1992. The flag was officially presented to the people of the Torres Strait at the sixth Torres Strait Cultural Festival on 29 May 1992.

The flag was recognised by the former national body, the Aboriginal and Torres Strait Islander Commission in June 1992 and given equal prominence with the Aboriginal flag.

In July 1995, the Torres Strait Islander flag was recognised by the Australian Government as an official 'Flag of Australia' under the Flags Act 1953.

It is critical that the Torres Strait Islander flag is flown upright. The Torres Strait Islander flag is upright when the Dhari appears like downward horse shoe.

lifestyle location of choice

Special Dates when Flags are to be flown (including at half-mast)

Refer Attachment 2 for a list of special days of commemoration for the flying of flags including when flags should be flown at half-mast.

The Protocol Unit of the Department of Premier and Cabinet provides notices to Council when all flags must be flown at half-mast. Such notices will be received for example, in the event of a death of a member of the royal family or death of the Governor-General. When lowering the Australian National Flag from a half-mast position, it should first be raised briefly to the peak, and then lowered ceremoniously.

When flying the Australian National Flag with other flags, all flags flying should be flown at half-mast. The Australian National Flag should be raised first and lowered last.

The District Council of the Copper Coast will fly all flags at half-mast on the following dates:

- Remembrance Day – 11th November
- Anzac Day – 25th April

Other Occasions where the Australian National Flag is displayed

It should also be noted that the National Flag and State Flag are permanently displayed in the council chamber.

Responsibility

The chief executive officer is responsible for the nature of all flags under the council's care and control that are flown on council's civic properties.

Delegated logistical responsibility

The logistical responsibility to carry out flag flying procedures (including monitoring) to ensure the flagpoles/flags are in good care and condition will be assigned accordingly by the chief executive officer. The delegated officer will be responsible for the flagpoles situated at each centre.

Responsibility of community and non-council groups

Care and control of the flagpoles and flags on facilities leased to community and non-council groups, non-council owned property etc. is the responsibility of the building/facility owner/lessee. The council's flag flying procedures should be suggested as a basis on which to determine their own policy.

Lifestyle location of choice

6. **Delegation**

For more information regarding this policy please contact the Director of Community Services.

7. **Adoption and Review**

This Policy will be reviewed as required, with the review being undertaken by the Community Services Department and a report provided to Council for consideration and adoption.

8. **Availability of Policy**

This Policy will be available for inspection without charge at the Council's Principal Office during normal business hours, and on Council's website.

A copy of this Policy may be obtained on payment of a nominated fee from Councils' principal office or may be down loaded from Councils' website.

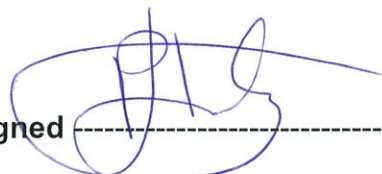
Signed



Mayor

Date 19th February 2016

Signed



Chief Executive Officer

lifestyle location of choice

PROTOCOL FOR FLYING AUSTRALIAN NATIONAL FLAG:

- The Australian National Flag should only be flown at night if illuminated.
- Order of preference to be: Australian National Flag, 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 council area.
- 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 (3) 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.
- The flag should not be flown when in a 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.

lifestyle location of choice

- 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 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.

lifestyle location of choice

SPECIAL DAYS FOR FLYING FLAGS:

The following days of commemoration are identified below:

| DATE | OCCASION | COMMENTS |
|------------------------|---|---|
| 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 |
| | | |
| Second Monday in June | Celebrated as the Queen's Birthday | |
| | | |
| 3 September | Australian National Flag Day | |
| 17 September | Citizenship Day | |
| 24 October | United Nations Day | |
| 11 November | Remembrance Day | Flags are flown at half-mast from 10:30am to 11:02am. |