

Flag Flying Policy

Strategic Reference	<p>Outcome 3 – Community Strategy 3.3 – Continue to strengthen our relationships with the district’s Aboriginal and Torres Strait Islander communities</p> <p>Outcome 5 – Leadership Strategy 2.1 – Council welcomes all new citizens and marks the abundance of nationally significant events. Strategy 2.2 – We embrace all diverse groups that make up our community.</p> <p>Strategy 3.1 – Council is an organisational leader, reinforcing our position as a leading local government body. Strategy 3.3 – Council Members are strong advocates for the community. Strategy 3.8 – Council Members actively communicate and consult with the community. Strategy 3.10 – Recognise the valuable contribution of volunteers to the district.</p>
File reference	AR23/14086
Responsibility	Office of Chief Executive Officer
Revision Number	1
Effective date	March 2024
Last revised date	N/A
Minutes reference	059/24
Next review date	March 2027
Applicable Legislation	Flags Act 1953
Related Policies	N/A
Related Documents	Australian National Flag Protocol Coorong District Council – Reconciliation Action Plan

1. Purpose

The purpose of this Policy is to provide clarity and transparency in Council’s practice; and expression of governance responsibilities, of:

- Flying permanent flags
- Flying the National Flag of visiting dignitaries
- Flying flags at half-mast

The flying of flags is also a visible symbol of respect and acknowledgement for our nation and First Nation peoples.

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This policy recognises the significance of official flags and as such, provides a consistent approach to flying flags in accordance with relevant protocols.

2. Policy Scope

2.1 Inclusions: This policy applies to the flying of flags on flag poles owned by the Coorong District Council and situated at:

2.1.1 Coorong Civic Centre, 95 – 101 Railway Terrace, Tailem Bend

2.1.2 Meningie Information Hub, 49 Princes Highway, Meningie

2.1.3 Tintinara Customer Service Centre, 37 Becker Terrace, Tintinara

2.1.4 Any other Council owned flag pole in any other location within the Council district, at the discretion of the Chief Executive Officer

2.2 Exclusions: This policy does not apply to:

2.2.1 Temporary flag poles

2.2.2 Wreaths (ie. Anzac Day/Remembrance Day)

3. Objectives

This policy aims to establish a consistent approach to the flying of flags on flag poles under Council's care and control.

4. Definitions

For the purposes of this Policy the following definitions apply:

“Community” means either the broader Coorong District Council community or a community of Indigenous residents or non-residents.

“Flag” means a piece of cloth, usually rectangular, of distinctive colour and design, used as a symbol, standard, signal, emblem or ensign, and which is attached by the shorter edge to a staff, rope or pole.

“Half-mast” means a flag flying below the summit on a pole as a symbol of respect or mourning.

“Reconciliation Action Plan” means Council's plan and related actions for contributing to reconciliation, both internally, and in the communities in which we operate.

“Resident” means a person residing with the Coorong District Council.

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5. Principles

5.1 The following general principles apply to this policy:

5.1.1 Flags may be flown for a governance purpose if they are:

- An Australian National Flag, recognised by the Australian Government pursuant to the Flags Act 1953, including subsequent proclamation such as that for the Australian Aboriginal and Torres Strait Islander flags;
- The South Australian State flag;
- The Coorong District Council ensign (bearing Council's official logo)
- The National Flag of visiting dignitaries

5.1.2 Flags must be raised and lowered with dignity and respect.

6. Protocol

6.1 Standard Flag Display

Coorong Civic Centre

6.1.1 The Coorong District Council has four flag poles of all the same height situated on the Willow Street Precinct reserve adjacent the Civic Centre at 95 – 101 Railway Terrace, Tailem Bend.

6.1.2 The following flags are to be flown permanently and in order of precedence (from left to right of a person facing the Princes Highway):

- The Australian National flag
- National flag of other nations
- The South Australian State flag
- Other flags prescribed by the Flags Act 1953 including:
 - the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order, and
 - the Defence ensigns which should be flown in the following order:
 - the Australian Defence Force ensign
 - the Australian white ensign
 - the Royal Australian Air Force ensign
- Ensigns and pennants – local government^{*^}; Commonwealth, state and territory agencies

** Where the Council district is graced by the presence of a visiting dignitary, their National Flag will be flown in place of the Coorong District Council ensign, however it will be flown as the 'second' flag in accordance with the above precedence. The flag will be flown for the period of their visit.*

^ During periods of cultural significance, the Australian Aboriginal and Torres Strait Islander Flag will be flown in place of the Coorong District Council ensign (i.e. NAIDOC Week, Reconciliation Week).

6.1.3 In the event of inclement weather, Council staff may determine that a flag(s) not be flown (in consultation with the Corporate Support Coordinator). In this instance, the occurrence and justification will be noted in Council's internal flag flying register.

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Meningie Information Hub & Tintinara Customer Service Centre

6.1.4 The Coorong District Council has three flag poles of all the same height situated outside the above buildings.

6.1.5 At these locations, the Coorong District Council ensign will not be flown in order to accommodate the first three flags listed at clause 6.1.2

6.1.6 In the event of inclement weather, Council staff may determine that a flag(s) not be flown (in consultation with the Corporate Support Coordinator). In this instance, the occurrence and justification will be noted in Council's internal flag flying register.

6.2 Indoor flag stands

6.2.1 Council currently controls one tri-flag internal stand for the purpose of Council meetings, civic and media events. The stand is located within the Coorong Civic Centre Chambers.

6.2.2 The stand is generally configured with the:

- The Australian National flag
- The Australian Aboriginal flag
- The Coorong District Council ensign

6.3 Flying flags at half-mast

6.3.1 Flags will be flown at half-mast when:

6.3.1.1 Notified by the Commonwealth Flag Network communication, to the best endeavours of Council, which may include:

- (a) the passing of a significant Australian or Monarch
- (b) a state funeral or memorial
- (c) days of national commemoration (ie. Anzac Day/Remembrance Day)
- (d) acknowledgement of an international day
- (e) acknowledgement of a tragedy

6.3.1.2 As a sign of mourning and mark of respect for:

- (a) a local resident
- (b) a former local resident
- (c) a non-resident who has made a significant contribution to the Coorong District through leadership or service, including esteemed Elders or leaders

6.3.2 In making the decision at 6.3.1.2, the Chief Executive Officer (or their delegate) has sole discretion on the matter and must give consideration to:

- (a) the extent the individual has distinguished themselves at a national, state, regional or local level through their deeds, leadership or contribution or service to the community
- (b) the wishes of the:
 - family of the deceased

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- relevant community organisation (particularly the Raukkan Community Council, Ngarrindjeri Regional Authority and Ngarrindjeri Aboriginal Corporation)

6.3.3 All flags in the set must be flown at half-mast.

6.3.4 The Australian Flag must be raised first and lowered last.

6.3.5 Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated.

7. Availability/Accessibility

This Policy is available for inspection at Council's offices during normal business hours and Council's website and will be emailed to interested parties on request (please lodge request in writing via email to council@coorong.sa.gov.au).

8. Document History

This Policy will be reviewed at least every three (3) years or more frequently if legislation or Council requires.

Version	Adopted	Minute No	Description of change(s)
1	19 March 2024	059/24	New policy