



Flag Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2013/1756, 2017/1602, 0075/2019, 0955/2021
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Department:	CEO and Governance	Division:	CEO
Function:	9 - Governance	Responsible Officer:	Executive Assistant to the CEO/Mayor

A - PREAMBLE

1. The City of Salisbury will fly flags at the Council Offices at 34 Church Street Salisbury 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.

B - SCOPE

1. In the first instance, this Policy applies to the flying of flags on the flag poles situated immediately outside the City of Salisbury Municipal Office at 34 Church Street, Salisbury.
2. This Policy may also be applied to the flag poles situated at any Council owned flag pole in any other location within the City at the discretion of the Chief Executive Officer.

C – POLICY PURPOSE/OBJECTIVES

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

D - POLICY STATEMENT

1. All flags will 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.
2. The flag poles at the Municipal Office will be used to display flags and banners to encourage local and national pride and to mark events of community and wider significance.
3. 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;
 - Approved by specific resolution of Council;
 - Approved by the CEO in accordance with this Policy.

4. The national or city flags of the City of Salisbury’s sister cities will be flown during visits by the mayor (or his or her delegate) of a sister city. On those occasions the order of precedence would be adjusted to recognize the flying of another National Flag.
5. Where a specific Council resolution approves the display of another flag, subject to the requirements of the Flags Act and the “Australian Flags” publication, that flag will be flown beside the Australian National Flag; unless otherwise specified by Council.
6. 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 then the Salisbury Flag and/or State Flag will be replaced with the special flag(s) of the special declaration if the display cannot otherwise be appropriately accommodated on the flag poles.

7. Standard Flag Display

- a) The standard flag display will comprise (in order of precedence from left to right of a person facing the building)
 - i) The Australian National Flag
 - ii) The South Australian Flag
 - iii) The Aboriginal Flag
 - iv) The City of Salisbury Flag
- b) The fifth flag pole is to be used for the display of the South Vietnamese Yellow Flag, the Eureka Flag, and the Rainbow Flag during the appropriate period or by request from the relevant organisations.
- c) The fifth flag pole is to be used to fly alternative flags as and when required, as agreed by the Mayor and CEO.

8. Flying alternative flags and banners

- a) Where Council has endorsed an Action Plan or Strategy, which includes opportunities for acknowledgement or recognition through they flying of a flag or banner, these flags or banners may be flown (subject to the relevant order of precedence requirements) from the flag poles located at the Council Office without further reference to Council.
- b) The Chief Executive Officer and Mayor may consider applications from other parties to fly flags and banners from the flag poles and make a determination as to whether such flags and banners will be flown.
- c) Each application to fly a flag or banner other than the standard display must comply with the requirements set out in this Policy. The following additional criteria will guide the consideration of any applications received:
 - i) Relevance to the City of Salisbury
 - ii) Alignment to (or conflict with) activities taking place within the City of Salisbury

E - LEGISLATION

1. Flags Act 1953

F - REFERENCES

1. Australian Flags–Part 2: The protocols for the appropriate use and flying of the flag

G - ASSOCIATED PROCEDURES

1. Nil

Document Control

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Prepared by	Belinda Hanlan

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