

Policy Section:	1. Corporate Governance
Policy Name:	Flags
Classification:	Public – Council Policy
Adopted:	22 January 2019
Frequency of Review:	Following a Local Government general election
Last Review:	January 2019
Next Review Due:	January 2022
Responsible Officer(s):	Manager Finance & Corporate Services
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR19/962
Legislation Authority:	Commonwealth Flags Act 1953 South Australian State Flag (State Proclamation 1904); Australian Government Protocols
Related Policies and Codes:	Banners Policy
Related Procedures:	Australian Flags – Part 2: The protocols for the appropriate use and flying of the flag

1. INTRODUCTION

- 1.1 The Town of Gawler is responsible for the flying of flags at various public locations in the town.
- 1.2 This role responds to governance responsibilities with respect to recognised National Flags and the State Flag of South Australia.
- 1.3 This policy provides the basis for flying flags in several designated locations, as well as underpinning operational guidelines for policy implementation.
- 1.4 For the purpose of this policy and its operating guidelines a flag is defined as a piece of cloth attached by one edge to a staff, rope or pole, and which bears a distinctive design.

2. PURPOSE

- 2.1 This policy identifies the basis upon which flags are flown at various public locations in the town. It gives guidance with respect to flags flown as an expression of Council's governance responsibilities.
- 2.2 The Town of Gawler recognises the significance of certain flags connected to its governance responsibilities and will utilise designated flagpoles within the town to fly such flags. Flags flown in response to Council's governance responsibilities will be flown in accordance with relevant legislation and protocol guidelines in force from time to time.

3. OPERATING GUIDELINES

- 3.1 Flags that may be flown at Council sites are as follows:
 - 3.1.1 National Flag
 - 3.1.2 State Flag
 - 3.1.3 Aboriginal Flag
 - 3.1.4 Council Flag or Torres Strait Islander Flag (the latter during NAIDOC Week and/or Reconciliation Week)
 - 3.1.5 Other flag in direct support of, and during, a Council provided / sponsored event. This specific sub-clause only applies to the Apex Park site. Authority to approve the flying of a flag during a Council provided / sponsored event at Apex Park is delegated to the Chief Executive Officer.
- 3.2 Flags will only be lowered to half-mast in accordance with protocol broadcasts received from the Department of Premier and Cabinet (or relevant State Government agency) or by authorisation of the Mayor.

4. GOVERNANCE PURPOSES

The flying of flags at Council sites will be in accordance with Australian Government flag flying protocols, determined as follows:

4.1 Gawler Civic Centre

4.1.1

The Australian National Flag, South Australian State Flag, Aboriginal Flag, and the Council Flag (or Torres Strait Islander Flag) will be flown permanently from the flag poles on the Civic Centre Balcony, in recognition of Council's governance responsibilities.

4.2 Apex Park

- 4.2.1 Flags flown at Apex Park will only be flown at the site during Council provided / sponsored events and during NAIDOC Week and Reconciliation Week.

4.3 Pioneer Park / Gawler South War Memorial

4.3.1 The individual flagpoles at Pioneer Park and the Gawler South War Memorial are solely reserved for flying of the National Flag.

4.3.2 The Gawler RSL Sub-Branch are authorised flag marshalls for both sites.

4.4 Gawler Administration Centre

4.4.1 The two flagpoles at the Gawler Administration Centre are solely reserved for flying of the National and Aboriginal flag.

5. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed after each General election of Council.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

6. FURTHER INFORMATION

Further information about this Policy can be obtained by:-

Telephone: 8522 9211

Email: council@gawler.sa.gov.au

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.

Letter: PO Box 130, Gawler SA 5118

7. AVAILABILITY OF POLICY

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at www.gawler.sa.gov.au.

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.