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| Policy Number: | 7.2 |
| Policy Name: | Flags |
| Classification: | Public – Council Policy |
| Adopted: | 26 July 2016 |
| Frequency of Review: | Biennial |
| Last Review: | July 2016 |
| Next Review Due: | July 2018 |
| Responsible Officer(s): | Manager – Finance & Corporate Services |
| Policy and Code of Practice Manual File Ref: | CC10/2601 |
| Council File Reference: | CR15/30109 |
| Legislation Authority: | Commonwealth Flags Act 1953 South Australian State Flag (State Proclamation 1904); Australian Government Protocols |
| Related Policies and Codes: | Policy 7.1 - Banners |
| 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 The only flags that will be flown at Council sites are those that are flown in accordance with Council's governance role 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)
- 3.2 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 Town Hall / Institute

- 4.3.1 Town Hall Balcony
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 Town Hall Balcony, in recognition of Council's governance responsibilities.
- 4.3.2 Institute Balcony
Flag poles at this site are only used when directed by the Protocol Unit and facilities satisfy protocol requirements.

4.2 Apex Park

- 4.2.1 Flags flown at Apex Park will generally only be flown at the site on Australia Day and during NAIDOC Week and Reconciliation Week.

4.2.2 The flying of flags at the site on any other occasions will be at the discretion and determination of Council, in consultation with the Rotary Club of Gawler who are authorised flag marshalls at the site.

4.3 Pioneer Park / Gawler South War Memorial

4.3.1 The 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.

5. REVIEW AND EVALUATION

The effectiveness of this Policy will be reviewed on a biennial basis.

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:-

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| Telephone: | 8522 9211 |
| Fax: | 8522 9212 |
| Email: | council@gawler.sa.gov.au |
| Appointment: | Town Hall, 89 – 91 Murray Street, Gawler |
| 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, Gawler Town Hall or Library Council Offices, 89 – 91 Murray Street, Gawler 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.