

Policy Name:	Flags
Classification:	Public – Council Policy
Adopted:	March 2023
Frequency of Review:	Following a Local Government general election
Last Review:	January 2023
Next Review Due:	January 2027
Responsible Officer(s):	Executive Manager Finance & Corporate Governance
Policy and Code of Practice Manual File Ref:	CC10/2601
Council File Reference:	CR22/143
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

The Town of Gawler is responsible for the flying of flags at various public locations in the town. 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 and will ensure that the flags displayed are acknowledged with due diligence, dignity, and attention to position.

2. PURPOSE

- 2.1 This policy identifies the protocols used and provide operational guidelines for flying flags on flag poles under Council's care and control.
- 2.2 Identifies flagpole locations and the flags flown at each site.
- 2.3 Identifies the Council Departments authorised to implement flag protocols in accordance with this procedure.

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

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 flagpoles on the Civic Centre Balcony, in recognition of Council's governance responsibilities.

4.2 Apex Park

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 War Memorial

4.3.1 The Australian National Flag, South Australian State Flag, and Aboriginal Flag, will be flown permanently from the three flagpoles at Pioneer Park except during ANZAC and/or Remembrance Day commemorative activities where the New Zealand National Flag and/or the Australian Red Ensign may be flown.

4.3.2 The RSL Gawler Sub-Branch are authorised flag marshals for the Pioneer Park site.

4.3.3 The Australian National Flag, Aboriginal Flag, New Zealand National Flag, and Australian Red Ensign are to be supplied by the RSL Gawler Sub-Branch.

4.4 Gawler South War Memorial

4.3.1 The individual flagpole at the Gawler South War Memorial is solely reserved for flying of the Australian National Flag.

4.3.2 The Gawler RSL Sub-Branch are authorised flag marshals for the Gawler South War Memorial site.

4.4 Gawler Administration Centre

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 to be downloaded, free of charge, from Council's website at www.gawler.sa.gov.au.

A printed copy may be purchased on request from the Council's Administration Centre.