

Civic Flag Policy



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POLICY TYPE	Council
POLICY OWNER	Manager Governance

REVISION RECORD	Version	Revision Description
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[Previous revision date]

1. Purpose

The purpose of the Civic Flag Policy (this Policy) is to outline Council's approach to the exterior flying of flags at Council's *primary civic buildings*.

2. Scope

This Policy provides transparency for the community for the management of exterior flags on Council's *primary civic buildings*.

This Policy applies to Councillors, employees, contractors, and volunteers of Kingston City Council (Council).

This Policy applies only to Council's *primary civic buildings* as defined in this Policy.

This Policy does not apply to interior flagpoles or portable flagpoles. These will be managed operationally in accordance with the Australian National Flag Protocols.

This Policy does not apply to banners displayed on Council's *primary civic buildings* or Council's *primary civic buildings* in the community.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

This Policy aligns with the Australian National Flag Protocols administered by the Department of Prime Minister and Cabinet and ensures Council's compliance with these protocols.

3.2 Council Plan Alignment

6.1.1 Hold ourselves to the highest standard of governance and integrity

Compliance with the Australian National Flag Protocols ensures Council is operating in accordance with national requirements.

4. Policy Details

The flying of flags is a visible symbol of respect and acknowledgement, and Council is committed to ensuring appropriate national respect and acknowledgement is demonstrated through the flying of flags on Council's *primary civic buildings*.

Every sovereign nation flies its own national flag as the symbol of the country, of the people, of the ideals and beliefs that those people live by and proclaim.

Flying the Aboriginal and Torres Strait Islander flags demonstrates Council's recognition and respect of First Nation peoples. The flags that are to be flown permanently pursuant to this policy are the Australian National Flag, Aboriginal Flag and Torres Strait Islander Flag. Where another flag is flown by Council resolution, it will be flown on an additional flagpole for this purpose.

This Policy formalises Council's compliance with the Australian National Flag Protocols administered by the Department of Prime Minister and Cabinet.

4.1 Order of Precedence

The order of precedence of flags flown on Council's *primary civic buildings* must align with the Australian National Flag Protocols, which provide that the Australian National flag takes precedence in Australia over all other flags when it is flown in company with other flags.

Thereafter when flown in the community, the order of precedence of flags is:

- The Australian National Flag
- State and Territory flags
- Other flags prescribed by the *Flags Act 1953 (Cth)* including:
 - The Australian Aboriginal flag
 - The Torres Strait Islander flag in either order.
 - *Ensigns* and *pennants* including local government; Commonwealth, state and territory agencies; and non-government organisations.
 - *Ensigns* and *pennants* of Council supported causes.

The Australian National Flag Protocols contain strict rules regarding how flags are to be flown, handled and ordered, with the overarching requirement being that where the Australian National Flag is flown with state flags and/or other flags (such as the Australian Aboriginal Flag, the Torres Strait Islander Flag, local government flags, house flags, club *pennants*, corporate and company flags) in a line of flagpoles, the order of the flags should follow the rules of precedence.

In general, the precedence rules require that the Australian National Flag should always be flown on the far left of a person facing a Council owned and managed building. However, the rules may vary depending on circumstances including the height of relevant flagpoles.

Therefore, at all times Council will ensure that the detailed requirements regarding the order of precedence will be complied with on a case-by-case basis.

In the event of an inconsistency between this Policy and the Australian National Flag Protocols, the Australian National Flag Protocols will prevail.

4.2 Exterior Flagpoles at Council's primary civic buildings

All Council's *primary civic buildings* will have a minimum of four flagpoles where possible and subject to long term infrastructure plans.

Council will fly flags in accordance with the order of precedence rules contained in the Australian Nation Flag Protocols and in accordance with the number of flagpoles currently on Council's *primary civic buildings*. Subject to the required infrastructure being implemented, Council is committed to flying the following flags on all Council's *primary civic buildings*:

- Australian National Flag
- Aboriginal Flag
- Torres Strait Islander

Flying the Aboriginal and Torres Strait Islander flags demonstrates Australia's recognition of First Nation peoples. Aboriginal and Torres Strait Islander peoples represent two distinct cultures. Each cultural group has its own flag, representing its own unique identity and Council is committed to ensuring that both flags are displayed on all Council's *primary civic buildings* to demonstrate Council's acknowledgment of both cultural groups.

The remaining flagpole, once implemented on Council's *primary civic buildings*, will be utilised by Council for the flying of flags in accordance with a Council resolution to align with Council's priorities and strategic objectives and for a duration specified in the Council resolution.

The Rainbow Flag will be flown on the additional flagpole during periods of significance for the LGBTQIA+ community, including the Midsumma Festival and International Day Against Homophobia, Biphobia, Interphobia and Transphobia (IDAHOBIT) periods in accordance with a Council resolution. There are various rainbow flags, including but not limited to the intersex inclusive progress pride flag, that continue to evolve. An appropriate rainbow flag will be flown during periods of significance.

At all other times, Council will fly the City of Kingston Flag on the remaining flagpole following the order of precedence rules.

4.3 Half-Masting

Flags are flown at half-mast as a sign of mourning.

Council will fly flags at half-mast in the following circumstances:

- Upon the direction of the Australian Government for all flags to be flown at half-mast;
- Upon the death of a prominent local citizen or on the day, or part of the day of their funeral in consultation with the Mayor and managed operationally; and
- In other circumstances by Council resolution.

When the Australian Nation Flag is flown at half-mast, all other flags flown with it will be flown at half-mast also.

The Aboriginal and Torres Strait Islander Flags may be flown at half-mast by Council resolution in recognition of significant days for First Nations People. Determinations will be made in consultation with Traditional Owners and other First Nations representatives, as required.

5. Key Stakeholders (if applicable)

Governance, Risk and Integrity
Inclusive Communities
Diversity and Inclusion
City Works

6. Internal and External Assessments

6.1 Risk Assessment

This Policy has been assessed by the relevant department.

6.2 Delegation and Authorisation (Compliance Framework)

There are no delegated positions with responsibilities for this Policy.

6.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

7. Roles and Responsibilities

Role	Responsibility
Council	<i>Council will make decisions regarding half-masting of flags beyond the Australian Government directions.</i> <i>Council will make decisions regarding flags to be flown on the remaining flagpole on Council's primary civic buildings.</i>
Manager Governance	<i>Manager Governance will oversee reviews of this Policy.</i>
Inclusive Communities	<i>Inclusive Communities will manage reports to Council recommending flags to be flown on the remaining flagpole of Council's primary civic buildings.</i> <i>Inclusive Communities will manage reports to Council recommending half-masting of the Aboriginal and Torres Strait Islander Flags for periods of significance for First Nations people.</i>
City Works	<i>City Works will oversee the day-to-day management of flags on Council's primary civic buildings including flying of flags at half-mast.</i>

8. Related documents

8.1 Legislation

- *Flags Act 1953 (Cth)*

8.2 Documents and resources

- *Australian National Flags Protocols*
- *Flags Booklet – Department of Prime Minister and Cabinet*

9. Definitions

Term	Definition
<i>Ensigns</i>	An ensign is another term for a flag and includes local government flags.
<i>Pennant</i>	A tapering flag.
<i>Exterior Flagpoles</i>	Flagpoles displayed on the outside of Council’s primary civic buildings.
<i>Primary Civic Buildings</i>	Cheltenham and Mentone Municipal Buildings and Kingston City Hall.