



Civic Centre Flagpole Policy

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Responsible Officer:	Director Environment, Development & Community Services
Strategic Plan Reference:	1.1 A Council that engages with and enables its community

1. POLICY STATEMENTS

- 1.1 Kingborough Council has four flagpoles at the Civic Centre, 15 Channel Highway, Kingston.
- 1.2 Council recognises the Australian National Flag should be treated with respect and dignity. While Council facilities are not considered federal government buildings or establishments, Council will observe, as far as practicable, the Australian National Flag Protocols. Where a request to fly another flag is approved, the Australian National Flag will not be replaced with the other flag for the specified event or timeframe.
- 1.3 The Australian Flag will be flown on the highest flagpole at the Civic Centre.
- 1.4 Council will use the second flagpole to display the Tasmanian State Flag.
- 1.5 Flying the Australian Aboriginal Flag affirms Council's respect for Australia's Indigenous peoples, and it will be flown on the third Flagpole at the Civic Centre.
- 1.6 The fourth flagpole, the Community Flagpole, is reserved for the flying of flags that symbolise and celebrate the diverse community of Kingborough and shall be used for flying flags that have special meaning to all or part of our community.

2. DEFINITIONS

- 2.1 *'Community Flagpole'* means the flagpole used for the purpose of displaying the flags set out in the Annual Community Flag Schedule.
- 2.2 *'Civic Centre'* is the Council building at 15 Channel Highway, Kingston.
- 2.3 *'Annual Community Flag Schedule'* means the schedule adopted in conjunction with this policy and amended by Council resolution thereafter, which sets out which flags shall be flown on the Community Flagpole and, when they shall be flown, and which flagpoles shall be used.
- 2.4 *'Community Flags'* means flags that symbolise and celebrate Kingborough's diverse community or which have special meaning to parts of our community.

3. OBJECTIVE

- 3.1 To inform and guide Council on the applicable protocols for flying the Australian National Flag and other flags at the Civic Centre and other Council facilities.
- 3.2 The Policy also provides for the management and approval of requests to fly flags to mark significant events, or that have been received from members of Council staff and/or the Community.
- 3.3 To ensure that flags at Council facilities are flown in accordance with this policy and with the Australian Government's flag protocols.
- 3.4 To provide a framework for considering requests to fly flags at times outside Council's Annual Community Flag Schedule.

4. SCOPE

- 4.1 This policy outlines how Council's four flagpoles located at the Civic Centre are to be used and establishes a procedure for requests to fly flags on our flagpoles.
- 4.2 Other Council owned and/or managed sites on which flag poles exist, but are not the direct responsibility of Council, do not need to comply with this policy, but should observe the Australian Government flag protocols.

5. PROCEDURE (POLICY DETAIL)

- 5.1 There are four flagpoles located at the Civic Centre.
- 5.2 The flags to be flown in this location and in this order are:
 - 5.2.1 Australian National Flag
 - 5.2.2 Tasmanian State Flag
 - 5.2.3 Aboriginal Flag
 - 5.2.4 Community Flags as per the Annual Community Flag Schedule.
- 5.3 Council will fly flags in accordance with its Annual Community Flag Schedule (Attachment 1).
- 5.4 If a duration for the flying of a community flag is not specified in the Schedule, it will be limited to no more than one week.
- 5.5 Council will consider flying the national flags of other countries, on request, to acknowledge days of national significance for that country. Flying of national flags of other countries will be flown in accordance with the Australian National Flag Protocols.
- 5.6 Council will consider requests to fly other flags in accordance with this policy and the Australian National Flag Protocols. In doing so, regard shall be given to whether the flying of a flag is consistent with Council's values and commitment to inclusiveness as outlined in its Strategic Plan and other corporate policies and strategies.
- 5.7 In general, Council will not approve requests from organisations or individuals who:
 - 5.7.1 do not share Council's views on promoting a diverse, tolerant and inclusive community
 - 5.7.2 are political parties
 - 5.7.3 undertake an activity for commercial gain
 - 5.7.4 offer programs that may present a hazard to the community.
- 5.8 While this policy only applies to flags flown on the flagpoles at the Civic Centre, Council reserves the right to direct those responsible for flagpoles on other Council-owned sites to remove any flag that is deemed to be inconsistent with Council's values and commitment to inclusiveness.
- 5.9 Applicants whose requests to fly flags are approved are responsible for providing to Council the required number of flags at the appropriate standard size and with appropriate fittings and (where relevant) are responsible for any costs associated with required planning permits.
- 5.10 Council reserves the right to withdraw approval to fly a flag at any time.

Half-Masting

- 5.11 In accordance with Australian National Flag Protocols, flags will be flown at half-mast on ANZAC Day (25 April) from dawn until noon, at which time flags should be raised to the peak of the flagpole for the remainder of the day. Requests to fly other flags on this day will not be considered.
- 5.12 On Remembrance Day (11 November), flags will be flown at the peak of the flagpole from approximately 8am until precisely 10.30am (local time) at which time flags should be lowered to half-mast. At 11.02am flags should be moved back to the peak of the flagpole for the remainder of the day. This protocol allows for the traditional ceremonial duties to be carried out, including one minute of silence from 11am. Requests to fly other flags on this day will not be considered.

- 5.13 Council will fly flags at half-mast, where possible, as a sign of mourning on appropriate occasions as advised by the Department of Premier and Cabinet, or the Department of Prime Minister and Cabinet.
- 5.14 Notifications to half-mast on these occasions will be considered and actioned as appropriate by the General Manager or delegate.
- 5.15 On request, Council will also consider flying flags at half-mast to mark significant occasions such as the passing of a local federal or state member of parliament, current or former councillor or other prominent local identity. Requests to half-mast on these occasions will be considered and approved by the General Manager or delegate.
- 5.16 Where flags are flown at half-mast, a public notice will be published on Council's website indicating the reason.

Responsibilities

- 5.17 Council is responsible for considering and approving applications to fly a flag either for a one-off occasion or to add a flag to the Annual Community Flag Schedule.
- 5.18 The General Manager (or delegate) is responsible for:
 - 5.18.1 determining when it is appropriate to refer an application to fly a flag to Council for a decision
 - 5.18.2 considering and approving applications to fly an alternative flag, in line with this policy for a one-off occasion where a resolution from Council is not practicable
 - 5.18.3 ensuring periodic reviews of the Policy are conducted.
- 5.19 Council's Executive Officer is responsible for:
 - 5.19.1 receiving and considering requests for the flying of flags and the half-masting of flags
 - 5.19.2 maintaining a register of requests to fly flags at times outside Council's Annual Community Flag Schedule on the community flagpole.
- 5.20 The Director Governance, Recreation and Property Services (or delegate) is responsible for:
 - 5.20.1 maintaining a supply of those flags included on the Annual Community Flag Schedule and requesting timely replacement of damaged flags where a flag is rendered unsuitable for display
 - 5.20.2 monitoring the condition of the flags and flagpoles and reporting any maintenance issues as required
 - 5.20.3 on receiving advice from the Governance unit, arranging the flying of flags in accordance with this policy and the Australian Government's protocols.
- 5.21 The Chief Information Officer is responsible for:
 - 5.21.1 maintaining a subscription to the Department of Premier and Cabinet and the Department of Prime Minister and Cabinet's Commonwealth Flag Network email notification services.

6. GUIDELINES

- 6.1 The Annual Community Flag Schedule is to be considered a living document, and can be added to by one of the following mechanisms:

- 6.1.1 By Council resolution, either for a one-off occasion or on an ongoing basis.
- 6.1.2 By the General Manager for a one-off occasion where a resolution from Council is not practicable.
- 6.1.3 Upon request by an organisation or individual at least 45 days prior to the proposed flag flying date and following approval by Council resolution or by the General Manager (where a resolution from Council is not practicable). The flag(s) is to be provided by the organisation making the request.
- 6.1.4 In general, requests will be dealt with on a first come - first served basis, but Council reserves the right to withdraw approval to fly a particular flag and substitute it with another flag in exceptional circumstances.
- 6.2 In considering the addition of flags to the Annual Community Flag Schedule, regard shall be given to whether the flying of the flag is consistent with Council's values and commitment to inclusiveness as outlined in its Strategic Plan and other corporate policies and strategies.
- 6.3 The General Manager or in their absence the Director Governance, Recreation and Property Services shall be authorised to permit departures from this policy where adherence to the policy:
 - 6.3.1 would have financial and staffing implications due to a need to raise or lower a flag outside business hours;
 - 6.3.2 results in a conflict between different policy requirements; or
 - 6.3.3 is warranted due to extraordinary or unforeseen circumstances.

7. COMMUNICATION

- 7.1 This policy is available on Council's website.
- 7.2 A Flag Flying Application Form is also available on the website.

8. LEGISLATION

- 8.1 *Flags Act 1953.*

9. RELATED DOCUMENTS

- 9.1 Department of the Prime Minister and Cabinet, Australian National Flag Protocols.
- 9.2 Annual Community Flag Schedule.
- 9.3 Flag Flying Application Form.

10. AUDIENCE

- 10.1 The Kingborough Community.

Annual Community Flag Schedule

Flag	When	Why	Conditions

Flag flying application form

Applications must be received a minimum of 45 calendar days prior to the proposed date/s to allow time for any necessary approvals.

Applicant details	
Name:	Date:
Organisation and position (if relevant):	Address:
Telephone number:	Email address:
Flag details	
Type and description of flag to be flown:	Proposed start and end date/s:
Background information: <i>please outline why you are requesting the flag to be flown and attach any supporting documentation</i>	

Please note

- Where an application to fly a flag/s is approved, it is the responsibility of the applicant to provide Council with the required flag of an appropriate size prior to the date/s the flag/s are to be flown. Flags must be in an appropriate condition for flying (i.e. not torn or faded).
- Council's Annual Community Flag Schedule will take precedence over any requests to fly other flags.