



Flag Flying Policy

Classification:	Council Policy
Version Number:	1
Review Frequency:	Once in the Term of Council
Last Reviewed:	New Policy
Review Due:	May 2026
Responsible Officer:	Chief Executive Officer
Applicable Legislation:	Flags Act 1953 (Commonwealth)
Related Policies/Procedures:	

1. PURPOSE:

The purpose of this Policy is to provide a consistent approach to flying flags in Council's care and control, to ensure compliance with relevant protocols.

Flags, by their very nature, are the symbol of a nation, state or organisation and it is important to be aware of and comply with the appropriate principles and flag flying hierarchy in an appropriate manner.

2. LEGISLATIVE CONTEXT:

Flags Act 1953 (Commonwealth)

Information on the protocols for displaying and folding the flag can be found in Part 2 of the Australian Flags booklet:

<https://www.pmc.gov.au/sites/default/files/publications/australian-flags-excerpt.pdf>

3. SCOPE:

The Kingston District Council fly's flags as an expression of Council's governance responsibilities and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.

Flags may be flown for the purpose of governance if they are:

- A recognised national flag (pursuant to the Commonwealth Flags Act 1953, including subsequent proclamations)
- The South Australian State Flag (state proclamation 1904)
- Council's corporate image and brand
- Approved by specific resolution of Council

Council will comply with the guidelines of the flag protocol as set by the Australian Commonwealth Government in all instances where it has control over the display or management of flags. This will include the lowering of specific flags to half-mast.

4. DEFINITIONS:

<i>Flag Mast</i>	A free-standing pole used for flying of flags. Often also used to describe a flagpole equipped with a yardarm and gaff.
<i>Gaff</i>	A spar set diagonally on the after side of a mast or flagpole.
<i>Half-Mast</i>	The flying of the flag below the top of a flagpole to indicate mourning.
<i>Yardarm</i>	A spar set diagonally on a mast or flagpole.

5. CONTENT:

5.1 *Hierarchy:*

The hierarchy for flying flags under Council's care and control is:

- a) Where there is only one (1) position the Australian National Flag is flown.
- b) Kingston District Council Office, 29 Holland Street:
 - Where there are two (2) positions the Australian National Flag and the Aboriginal Flag are flown.
- c) Signal Mast, top of Hanson Street, Marine Parade:
 - Where there are three (3) positions the Australian National Flag, the Aboriginal Flag and the Kingston District Council Flag are flown.

In the instance of flying the Australian National Flag from a flagpole fitted with a yardarm (for example in the Signal Mast) the Australian National Flag should be flown from the top of the flagpole, the Aboriginal Flag on the left of the yardarm, and the Kingston District Council Flag on the right of the yardarm, as viewed from the front of the flagpole/gaff combination.

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:

- a) National Flag of other Nations
- b) State and Territory Flags
- c) Other flags prescribed by the Flags Act 1953

5.2. *Times of Flag Flying:*

5.2.1 At the Kingston District Council Office, 29 Holland Street, flags will be flown during office hours.

5.2.2 At the Signal Mast, top of Hanson Street, Marine Parade, flags will be flown between 1 December and 30 April.

5.2.3 Severe weather events may impact on flying flags at times.

5.3. *Flying Flags at Half Mast:*

The occasions that the Kingston District Council will fly all flags under its care and control at half-mast are:

- Remembrance Day – 11th November
- Anzac Day – 25th April
- Other times in accordance with direction from the Australian Government or Protocol Unit of the Department of Premier and Cabinet.

5.4 *Other Display Requirements:*

In keeping with other Commonwealth official occasions, the Australian National Flag must be present during a Citizenship Ceremony as well as the Commonwealth Coat of Arms and an official portrait or photograph of Her Majesty Queen Elizabeth II.

6. AVAILABILITY OF THE POLICY:

This Policy will be available for inspection on Council's website: www.kingstondc.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon such payment of the fee set by Council.