

PROCEDURE – FLAG MANAGEMENT

Flying of Flags under Council’s Care and Control

CONTENTS

1. Document control.....	2
2. Preamble.....	2
3. Purpose.....	2
4. Scope.....	2
5. Procedure.....	3
6. Protocols.....	4
6.1 Council Flag Pole Sites (Illuminated).....	4
6.2 Non-Illuminated Flag Pole Sites	4
6.3 Protocols For Flag Flying.....	4
6.4 Special Days For Flying Flags.....	5
6.5 Approval For Flying Flags	6
7. Maintenance and Monitoring.....	6
8. Relevant legislation and references.....	6
9. Appendix 1	7

1. Document control

Author – name and position (to whom changes are recommended)	Katrina French, Senior Governance Officer – Civic
Stakeholders (audience and engagement groups)	N/A
Reviewed by – name and position	Katrina French, Senior Governance Officer - Civic
Approved by (document owner)	CEO and Directors Group
Approval date	25 February 2026
Approval ECM number	4283855
Current version number	V 9.0
Review cycle (number of years)	Review every 4 year/s from the Approval date 25 February 2026
History (previous review dates)	19/09/2017 V 1.0 - Reviewed and updated 06/02/2018 V 2.0 – Reviewed 14/12/2021 V 2.0 – Updated 25/02/2026 V 9.0 – Reviewed and updated. Removed from Council approval to CEO and Directors Group approval.
Document location	Original: ECM 4283855 Published: Website

Electronic version on the intranet or website is the controlled version.

2. Preamble

The contents of and the commitments that council makes in this procedure are not intended to be and should not be interpreted to be any more than a statement of the City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

3. Purpose

The purpose of this procedure is to establish guidelines for the flying of flags at council's flagpole sites and ensure that council complies with flag protocols as set by the Australian Federal Government and/or the South Australian Department of Premier and Cabinet.

4. Scope

This procedure also specifies the flags to be flown at each of the council's flag pole sites and provides for specific arrangements for flying flags at half-mast or the flying of specific flags on particular days.

5. Procedure

Council will comply with the Department of Prime Minister and Cabinets' Australian Flags protocol as set by the Australian Government in all instances where it has control over the display or management of flags.

The City of Onkaparinga recognises the significance of flying certain flags and will permanently fly the following flags at the designated flag pole sites.

- The Australian National Flag
- The Australian Aboriginal Flag
- City of Onkaparinga Flag.

The Australian National Flag must always be flown in the pre-eminent position unless otherwise requested by the Federal or State Government to fly another official flag.

On 1 August 2006 Council resolved:

That Council approved the installation of illuminated flagpoles for the purpose of permanently flying the Aboriginal flag alongside the Australian National Flag and the City of Onkaparinga Flag at the Principal Office, Noarlunga Centre; the Field Operations Centre, Seaford Meadows; and in the Port Noarlunga area, either on one of the roundabouts or near Sauerbier House.

On 5 November 2013 Council resolved:

That Council fly the Eureka Flag from the Council chambers from 29 November to 3 December 2013 to commemorate the Eureka Stockade event of 1854. Council continue to fly the flag each year from 29 November to 3 December 2013.

On 17 October 2017 Council resolved:

*That the City of Onkaparinga Council fly the Rainbow Flag at the Noarlunga Offices each year during the course of the annual FEAST event.
That the procedure be updated to reflect the flying of the rainbow flag each year during the Feast festival.*

On 17 March 2020 Council resolved:

That the Australian Aboriginal Flag and Torres Strait Islander Flag be purchased and displayed alongside the existing National Australian Flag and South Australian Flag in the City of Onkaparinga Council Chamber, Ramsay Place Noarlunga Centre. That the flags in the Council Chamber be displayed in accordance with the Australian Government Department of Prime Minister and Cabinet Australian Flags guidelines.

On 14 December 2021 Council resolved (in part):

To install and maintain the Aboriginal flag at the Flagstaff Road/Black Road roundabout (following approval from the Department of Infrastructure and Transport) and the Grand Boulevard/Griffiths Drive roundabout

6. Protocols

6.1 COUNCIL FLAG POLE SITES (ILLUMINATED)

This procedure applies to Council's nine (9) flagpole sites under Council's care and control where the Australian National Flag is permanently flown.

- **Principal council building at Noarlunga and the Field Operations Centre at Seaford Meadows**
These locations are provided with three flagpoles and will fly the Australian Flag, the Australian Aboriginal Flag and the City of Onkaparinga flag on a permanent basis.
- **Pt Noarlunga township (on two roundabouts)**
Australian National Flag and Australian Aboriginal Flag on one roundabout and the Australian National Flag to fly alone on the other roundabout.
- **City of Onkaparinga Memorial Gardens, Main South Road Morphett Vale**
The Eternal Flame site will fly the Australian National Flag. Three additional flag poles at this site are erected for the sole purpose of flying flags of the three armed forces – navy, army and air force during ceremonial occasions.
- **Beach Road/Esplanade Christies Beach**
Single flag pole designated for flying the Australian National Flag.
- **Black Road roundabout, Flagstaff Hill**
Two flag poles designated for flying the Australian National Flag and Australian Aboriginal Flag.
- **Coromandel Valley War Memorial, Coromandel Community Centre, Main Road, Coromandel Valley**
Single flag pole designated for flying the Australian National Flag.
- **Keane War Memorial Bishops Hill Road, O'Halloran Hill**
Single flag pole designated for flying the Australian National Flag.
- **Grand Blvd Seaford**
Two flag poles designated for flying the Australian National Flag and Australian Aboriginal Flag.

Note – the Australian National Flag may only be flown at night when illuminated.

6.2 NON-ILLUMINATED FLAG POLE SITES

Flags on council owned and managed buildings will be under the care and control of the local staff and when flown will be flown in accordance with the Australian Government flag protocol.

6.3 PROTOCOLS FOR FLAG FLYING

Council will fly the Australian National Flag according to the Department of Prime Minister and Cabinets' Australian Flags protocol booklet and website www.pmc.gov.au as set by the Australian Government.

Flying the Aboriginal Flag

The Australian Aboriginal Flag was proclaimed as a flag of Australia under Section 5 of the Flags Act 1953 (14 July 1995).

Council will permanently fly the Aboriginal Flag at the principal Council building Noarlunga, Field Operations Centre Seaford Meadows, Port Noarlunga, Flagstaff Hill and Grand Boulevard Seaford

As well as the Aboriginal Flag the Torres Strait Islander Flag will replace the City of Onkaparinga flag at the Council building at Noarlunga and the Field Operations Centre at Seaford Meadows during NAIDOC and Reconciliation weeks.

Flying of flags at half-mast

Flags are flown in the half-mast position as a sign of mourning.

The Protocol Unit of the Department of Premier and Cabinet's Office provides notices to council when all flags must be flown at half-mast. This is carried out at all illuminated flag pole locations where the Australian National Flag is flown as identified in this procedure.

Where the Protocol Unit provides some flexibility for action council will service key flag pole sites at the Principal Office at Noarlunga and the Field Operations Centre at Seaford Meadows as a minimum.

The Australian National Flag and Aboriginal Flag may be flown at half mast, at the discretion of the Chief Executive Officer, on the death of a local citizen who has made a significant contribution to the community. Civic Governance will advise the appropriate officers when this protocol applies.

The City of Onkaparinga flag may be flown at half-mast, at the discretion of the Chief Executive Officer, for a deceased employee, Councillor, Local State or Federal MP or community leader. Civic Governance will advise the appropriate officers when this protocol applies.

Council will fly all flags at half-mast according to the principles as set out in the Australian Government flag protocol.

6.4 SPECIAL DAYS FOR FLYING FLAGS

The following days of commemoration are identified below:

- 1 January – Anniversary of the establishment of the Commonwealth of Australia.
- 26 January – Australia Day.
- 13 February – Anniversary of the Apology to Members of the Stolen Generations
- Second Monday in March – Commonwealth Day.
- 21 March – Harmony Day.
- 25 April – Anzac Day – flags are flown at half-mast until noon then at the peak until the usual time for closure of business.
- 27 May to 3 June – National Reconciliation Week
- Second Monday in June – Celebrated as the Queen's birthday.
- Nominated week in July – NAIDOC Week
- 3 September – Australian National Flag Day.
- 17 September – Citizenship Day.
- 11 November – Remembrance Day – Flags are flown at half-mast from 10.30am to 11.02am.

Variations to the flags being raised on any particular day are advised to council by the Protocol Unit of the Department of Premier and Cabinet's Office.

6.5 APPROVAL FOR FLYING FLAGS

Subject to Chief Executive Officer approval, other flags may be flown in recognition of special events.

Organisations wishing council to fly their flag must apply in writing to the Chief Executive Officer and include the following information:

- Specify the event and preferred dates of display.
- Detail the relevance or significance of the flag to the City of Onkaparinga.
- Include contact details of the person responsible for supply and collection of the flag.
- Requests must be received at least six weeks before the required display date to enable a report to Council for consideration.

The organisation's flag will be flown at the entrance to the Noarlunga Council office, Ramsay Place, herein named the Onkaparinga Community Flagpole on display dates approved by the Chief Executive Officer only.

7. Maintenance and Monitoring

The City Operations Department is responsible for the control and maintenance of all flags and flag poles under Council's care and control with the exception of community centres owned by council, which is the responsibility of the centre management.

The care and control of the flagpole/flag on joint use facilities, non-council owned buildings are the responsibility of the building owner. Council's flag management procedure is a suggested basis on which to encourage the owner to determine their procedure.

8. Relevant legislation and references

- *Flags Act 1953*
- Australian Flags booklet Commonwealth of Australia 2006
- [Department of Premier and Cabinet](#)
- Resolutions of Council:
 - 1 August 2006
 - 5 November 2013
 - 17 October 2017
 - 17 March 2020
 - 14 December 2021

Further information

This procedure is available for inspection, downloading or printing from our website www.onkaparingacity.com.

9. Appendix 1

Guidelines for flying the Australian National Flag

Appendix 1

Protocol for flying the Australian National Flag

- The Australian National flag should only be flown at night if illuminated.
- Order of precedence – Australian National flag; national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953 eg Australian Aboriginal flag and Torres Strait Islander flag, ensigns and pennants
- When flying the Australian National flag and any other flags in a line of flagpoles the Australian National flag should always be flown on the far left of a person facing the flags.

The placement of other flags after the National Australian flag is generally determined by the number of people they represent within the City.

- When flying the Australian national flag with other flags in a line of flagpoles, the order of the flags should follow the rules of precedence eg the Australian National flag should always be flown on the far left of a person facing the flags, or in the centre where there are three flag poles and the centre pole is higher. Note that no other flag should be flown above a national flag.
- In a semi-circle of flags, the Australian National flag should be in the centre.
- The flag should not be allowed to fall or lie on the ground.
- The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony; to cover a table or seat; or to mask boxes etc.
- The flag should not be flown when in damaged, faded or dilapidated condition.
- The flag should not normally be flown in a position inferior to that of any other flag or ensign.
- The flag should not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered ceremoniously.
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, not even as a signal of distress.

Protocol for Flying of the Australian National Flag at half-mast

- Flags are flown in the half-mast position as a sign of mourning.
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.
- To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the 'peak') then immediately lowered slowly to the half-mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- When lowering the flag from a half-mast position, it should first be briefly raised to the peak, then be lowered ceremoniously.
- Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated.