



**City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful**

## **Flag Policy**

Adopted by:	Council
Responsible Division:	CEO and Governance
First Issued/Adopted:	24 June 2013
Last Reviewed:	25 March 2024 (Resolution No. 0633/2024)
Next Review Date:	March 2026

### **1. Purpose**

- 1.1. The City of Salisbury will fly flags at the Council Offices at 34 Church St Salisbury 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.
- 1.2. The City of Salisbury will administer the flying of the flags in accordance with the Department of Prime Minister and Cabinet requests and requirements.

### **2. Scope**

- 2.1 In the first instance, this Policy applies to the flying of flags on the flag poles situated immediately outside the City of Salisbury Municipal Office at 12 James Street, Salisbury.
- 2.2 This Policy may also be applied to the flag poles situated within the Town Square, or any Council owned flag pole in any other location within the City at the discretion of the Chief Executive Officer.

### 3. Legislative Requirements and Corporate Policy Context

#### 3.1 *Flags Act 1953*

### 4. Policy Statements

- 4.1 All flags will be flown in accordance with the requirements of the Flags Act 1953 and the "*Australian Flags* – Part 2: The protocols for the appropriate use and the flying of the flag" publication.
- 4.2 The flag poles at the Municipal Office will be used to display flags and banners to encourage local and national pride and to mark events of community and wider significance.
- 4.3 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;
  - Approved by the CEO in accordance with this Policy.
- 4.4 The national or city flags of the City of Salisbury's sister cities will be flown during visits by the mayor (or his or her delegate) of a sister city. On those occasions the order of precedence would be adjusted to recognize the flying of another National Flag.
- 4.5 Where a specific Council resolution approves the display of another flag, subject to the requirements of the Flags Act and the "*Australian Flags*" publication, that flag will be flown beside the Australian National Flag; unless otherwise specified by Council.
- 4.6 Where declared by the Commonwealth or State Government, a special flag or flags may be flown. When Council receives advice on such "special declarations" by the government then the Salisbury Flag and/or State Flag will be replaced with the special flag(s) of the special declaration if the display cannot otherwise be appropriately accommodated on the flag poles.

#### **Standard Flag Display**

- a) The standard flag display will comprise (in order of precedence from left to right of a person facing the building)
  - i) The Australian National Flag
  - ii) The South Australian Flag
  - iii) The Aboriginal Flag
  - iv) The City of Salisbury Flag
- b) The fifth flag pole is to be used for the display of the South Vietnamese Yellow Flag, the Eureka Flag, and the Rainbow Flag during the appropriate period or by request from the relevant organisations.

- c) The fifth flag pole is to be used to fly alternative flags as and when required, as agreed by the Mayor and CEO.

### **Flying alternative flags and banners**

- a) Where Council has endorsed an Action Plan or Strategy, which includes opportunities for acknowledgement or recognition through they flying of a flag or banner, these flags or banners may be flown (subject to the relevant order of precedence requirements) from the flag poles located at the Council Office without further reference to Council.
- b) The Chief Executive Officer and Mayor may consider applications from other parties to fly flags and banners from the flag poles and make a determination as to whether such flags and banners will be flown.
- c) Each application to fly a flag or banner other than the standard display must comply with the requirements set out in this Policy. The following additional criteria will guide the consideration of any applications received:
  - i) Relevance to the City of Salisbury
  - ii) Alignment to (or conflict with) activities taking place within the City of Salisbury

## **6. Related Policies and Procedures**

6.1 Nil.

## **7. Approval and Change History**

Version	Approval Date	Approval By	Change
5	25 March 2024	Council 0633/2024	Policy updated in new template

## **8. Availability**

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub  
34 Church Street, Salisbury SA 5108  
Telephone: 84068222  
Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

## 9. Review

This Policy will be reviewed:

- Within 12 months of a Council election and thereafter every 2 years.

### Further Information

For further information on this Policy please contact:

Responsible Officer: Executive Assistant to the CEO/ Mayor

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Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)