

City of Hobart

Draft Policy

Title: Flag Management Policy

Category: Civic

Date Last Adopted:

1. Objectives

To provide a policy that governs the flying of flags at the City of Hobart's Hobart Town Hall and Council Centre and to establish a procedure to consider requests for flying flags of significance to the Hobart community.

This policy applies to the Hobart Town Hall flagpoles, Hobart Town Hall Banner poles, Hobart Town Hall roof flagpole, Hobart Town Hall Parking Deck flagpole and the Council Centre flagpole.

2. Background

The Policy was developed in response to the installation of flagpoles at the front of the Hobart Town Hall and the need for a mechanism to process requests for the flying of flags at the Hobart Town Hall and Council Centre.

In alignment with the Australian Flags Booklet, the City recognises that the Australian National Flag should be treated with the respect and dignity it deserves as the nation's most important national symbol.

The City acknowledges that as a diverse and multicultural city, the flags of other nations and groups are also important to members of our community and therefore are also to be treated with respect and dignity and displayed when appropriate.

This policy applies to the flags and flagpoles at the following City facilities:

- Hobart Town Hall
- Council Centre

This policy does not generally apply to other flagpoles on City owned or managed land.



City of **HOBART**

Flag Pole Locations

Hobart Town Hall flagpoles

These six poles can be used to fly national flags and other flags as approved by the CEO or their delegate.

These poles may be temporarily removed where required for civic purposes.

Hobart Town Hall Roof flagpole

This pole flies the Australian National Flag on a permanent basis.

Hobart Town Hall banner poles

The use of the banner poles is restricted to activities of a civic nature relative to the City only. The marketing of a business or organisation is not permitted, unless approved by a Council decision.

Town Hall Parking Deck flagpole

This pole flies the Australian Aboriginal Flag on a permanent basis.

Council Centre flagpole

This pole flies the Australian National Flag on a permanent basis, except where a Council resolution may involve the display of an alternative flag.

3. Policy

That:

1. While City facilities are not considered federal government buildings or establishments, the City will observe the protocols as outlined in the Australian Flags Booklet, as far as practicable.
2. All flags should be treated with respect and dignity. The Australian National Flag must always be flown in a position superior to that of any other flag or ensign.
3. All flags flown must be of the appropriate standard size, in good repair and capable of being flown on the City's flagpoles.



4. In general, the City will only consider flying the national flags of other countries, on request, to acknowledge days of national significance for that country.
5. The City reserves the right to fly a national flag or other flag on any day as deemed appropriate by the CEO or their delegate.
6. The City will consider requests to fly other flags in accordance with this policy and the Australian National Flag Booklet protocols. In doing so, regard shall be given to whether the flying of a flag would cause offence to sectors of the community or whether highlighting a particular issue, cause or group would be inconsistent with the City's commitment to strengthening community resilience, inclusion and safety.
7. Applicants whose requests to fly flags are approved are responsible for providing the City with the required number of flags in the appropriate standard size.

Half-masting

8. The City will fly its flags where possible as a sign of mourning on appropriate occasions as advised by the Department of Premier and Cabinet (Tasmania) or the Department of Prime Minister and Cabinet. Notifications to half-mast on these occasions will be considered and actioned as appropriate by the CEO or their delegate.

Request to fly other flags

9. In general, the City will not approve requests from organisations or individuals who:
 - Do not align with the City's Vision, Mission and Values and our commitment to inclusivity;
 - Are political parties;
 - Undertake an activity for commercial gain; and/or
 - Offer programs that may present a hazard to the community.
10. Applications to request a flag be flown are to be submitted to the City using the Flag Flying Application Form. Applications must be submitted a minimum of 21 calendar days prior to the event/time period to allow sufficient time to consider the request. Requests received within this timeframe may still be considered at the discretion of the CEO or their delegate. The City reserves the right to refuse a request where sufficient notice is not provided.



Notification

Where any flag other than the standard flags as listed under “Locations” is flown on City flagpoles, or where a flag is flown at half-mast, a notice is to appear on the City of Hobart website indicating the reason.

Variation

The CEO or their delegate shall be authorised to permit departures from this policy where adherence to this policy:

- Would have financial and staffing implications due to the need to raise or lower a flag outside business hours;
- Could cause offence to sectors of the Hobart community;
- Results in a conflict between different policy requirements; and/or
- Is warranted due to extraordinary and unforeseen circumstances.

4. Legislation, Terminology and References

[Flags Act 1953](#)

[Australian Flags Booklet](#)

[Australian Flags booklet: part 2](#)

Hobart Town Hall Flagpoles	6 flagpoles located out the front of the Hobart Town Hall on Macquarie Street
Hobart Town Hall Banner Poles	The banner poles located on the portico of the Hobart Town Hall
Hobart Town Hall Roof Flagpole	Flagpole located on the roof of the Hobart Town Hall
Hobart Town Hall Parking Deck Flagpole	Flagpole located on the parking deck located at the rear of the Hobart Town Hall
Council Centre Flagpole	Flagpole located on the roof of the Council Centre located at 16 Elizabeth Street
Australian Flag Booklet	Australian Flag Booklet which contains the protocols for the appropriate use and flying of the flag as administered by the Department of Prime Minister and Cabinet
City	City of Hobart



Civic	An event relating to a city, municipal area or community to mark a special occasion. This can be a public event such as Remembrance Day, or events that are usually formal occasions which show support to community groups or organisations
Council	Formal group of Elected Members

5. Risk

Alignment with this policy is seen to reduce the City’s reputational and legal risk by ensuring compliance with State and Federal legislation and responding to the community’s expectations as set out in the Community Vision.

Responsible Officer:	Chief Executive Officer or their delegate
Policy first adopted by the Council:	
History	Not applicable
Next Review Date:	Within 2 years of last review
File Reference:	23/7