



CONTEXT

This procedure provides direction regarding the use of Council's civic and community flagpoles as well as providing a guide to the flying and availability of the City of Wollongong Flag.

STATEMENT OF PROCEDURES

Civic Flagpoles

Council has four civic flagpoles of equal height located outside the Council Administration Building at 41 Burelli Street, Wollongong.

The flying of flags on these poles must follow the protocols laid out in the National Flag Protocol.

For instance, on a typical day the use of the poles will be as follows (flying from left to right) the Australian Flag, NSW State Flag, Aboriginal Flag and the City of Wollongong Flag.

If another national flag is to be flown, it is to be placed to the right of the Australian Flag and will push the State and Aboriginal Flag to the right. (Noting that during NAIDOC Week the Aboriginal Flag will be flown to the right of the Australian flag).

Community Flagpole

A fifth or community flagpole, of equal height to the civic flagpoles, has been installed in the forecourt of Wollongong City Council's Administration Building at 41 Burelli Street, Wollongong. This provides community, sporting and local not for profit organisations opportunity for recognition of milestones, significant achievements, or key community programs.

The community flagpole will be utilised in conjunction with the civic flagpoles and managed under the National Flag Network prescribed protocol.

The National Flag Network prescribed protocol will take precedence over the community use of the fifth or community flagpole. There may be an occasion where the City of Wollongong flag may be flown on the community flagpole, due to the precedence or hierarchy of other national or state flag protocol requirements. If this is to occur then any community flag that is flying will be removed for the period prescribed.

Requests for flying the officially endorsed flag of a community organisation, sporting team, not for profit or international event will be accepted from:

- Recognised community organisations, within the Wollongong Local Government area, celebrating a significant milestone eg 100 years of community service
 - On this occasion, the flag will be permitted to fly for one day only.
- National sporting teams, from the Wollongong Local Government area, preceding a grand final.
 - On this occasion, the flag will be permitted to fly for a period of up to one week only.
- Not for Profit or charity organisations to mark a nationally recognised awareness campaign.
 - On this occasion, the flag will be permitted to fly for a period of up to one week unless there are no other bookings, and the period remains relevant e.g. National Breast Cancer Month.

Requests are to be received in writing. Requests that fit the criteria above will be approved by the Events and Visual Strategy Manager if not specified.

- International events of a significant scale being held in Wollongong eg UCI Road World Cycling Championships.

- On this occasion, the period that the flag will be permitted to fly will be at the discretion of the General Manager, or delegate.

Requests outside the criteria above, if determined to fit Council's strategic objectives, may be approved by the General Manager, or delegate.

The organisation requesting the flag be flown must provide their organisation's flag to Council. Council will not be responsible for purchasing flags to be flown at community request on the community flagpole.

In receiving requests for community flags, consideration will be given to whether the flying of the flag is likely to cause offence to sectors of the community or whether highlighting a particular issue, cause or group would be inconsistent with Council's values and commitment to inclusiveness. Council will only fly the internationally recognised official National Flag of a country.

Requests for:

- Community flags are required at least one (1) month notice.
- National sporting team requests at least two (2) weeks' notice.
- Official flags of nationally recognised days require a one (1) month notice

Where there are conflicting or overlapping community flagpole requests, precedence will be determined by the General Manager, or delegate (Manager Community Cultural and Economic Development).

All approved requests will be added to the Wollongong Flag Schedule (see Appendix 1). The schedule sets out which flags can be flown (both civic and community). The schedule is to be considered a living document and updated.

City of Wollongong Flag

The City of Wollongong adopted its official flag in March 1982. The City of Wollongong Flag is flown at Council's Administration Building as prescribed by the National Flag Protocol.

The flag is available for purchase from Wollongong City Council and may be flown on appropriate flagpoles within the city. Organisations within the city celebration 100 years of service to the community may be presented with a Wollongong flag in recognition of the milestone.

Wollongong City Council will be responsible for the provision of flags related to the Civic flagpoles only.

ROLES AND RESPONSIBILITIES

The Events Team will be responsible for managing the Wollongong Flag Procedure.

The Maintenance Team will be responsible for raising and lowering of flags as dictated by the National Flag Protocol and this Procedure

REVIEW

These Procedures will be reviewed every two years, or at other times as required.

Attachments - Appendix 1. The Wollongong Flag Schedule

Appendix 1 - The Wollongong Flag Schedule

Flag	When	Conditions	Organisation	Flagpole / s
Ovarian Cancer Flag	February	To be flown for one week	Ovarian Cancer Australia	Community
Australian Flag	25 April – ANZAC Day	Flags flown at half-mast until Noon	WCC	Civic
Aboriginal Flag and / or Torres Strait Islander Flag	27 May – 3 June – National Reconciliation Week	To be flown for one week	WCC	Civic
Rainbow Flag	Pride Month – June	To be flown for one week	Community / WCC	Community
Aboriginal Flag	July – NAIDOC Week	To be flown for one Week	WCC	Civic
Japanese Flag	6 August – Hiroshima Day	To be flown for one day as acknowledgement of our Sister City relationship with Kawasaki	WCC	Civic
Skull and Cross Bones	19 September – Talk Like a Pirate Day	To be flown for one day	Childhood Cancer Support / WCC	Community
Cancer Council	October – National Breast Cancer Awareness Month	Flown for one week	Community / Cancer Council	Community
United Nations Flag	24 October – United Nations Day	Flown for the day	WCC	Civic
Australian Flag	11 November – Remembrance Day	Lower to half-mast 10.30am – 11.02am	WCC	Civic
Remembrance Day Flag	11 November – Remembrance Day	Flown for up to one week.	Community / RSL	Community
National Flag of another nation	Official visits eg Consul General	Flown for the day – where that flag is available	WCC	Civic
Sporting Clubs participating in National Level or A-league competition eg Illawarra Hawks, St George Dragons, Illawarra Stingrays	For one week from Monday morning preceding the Grand final	Flown if team qualifies for the grand final	Sporting Club	Community

Please note that the Civic Schedule may change as advised by the National Flag Network.

APPROVAL AND REVIEW	
Responsible Division	Community Cultural and Economic Development
Date adopted	28 April 2022
Date of previous adoptions	06/01/2020, 13/08/2018, 23/06/2014, 07/2009, 11/1994
Date of next review	April 2024
Responsible Manager	Events and Visual Strategy Manager
Parent Policy	NA