

Flags and Banners Policy

Section 1 - Background

(1) The purpose of this Policy is to document a consistent approach to displaying the University suite of flags on campus flag poles, and flags and banners in public spaces on ACU campuses, and where appropriate at University events, in line with our mission, character, identity, and in compliance with [Statute 13 - Freedom of Speech, Intellectual Freedom and Academic Freedom](#).

Section 2 - Purpose

(2) This Policy outlines the procedures to be followed at all ACU campuses to ensure the consistent display of the Australian National Flag, Australian Aboriginal flag, Torres Strait Islander flag, State or Territory flags, the ACU flag and other flags approved by ACU on flag poles on all campus grounds. No flags other than these are to be flown on the campus flag poles.

(3) This Policy also confirms when and where other flags (including the Vatican flag) and banners and the like can be displayed.

Section 3 - Policy Statement and Principles

(4) The Flags and Banners Policy builds on the important role that visual images play in enhancing our brand and associations. These physical symbols not only reflect our national focus and Mission, but also our core values. These include recognition of the traditional owners of the lands upon which the University is situated across Australia, and promotion of our Catholic identity.

(5) As a Catholic, public university, ACU retains all rights related to the use of the University's own property and spaces in the presentation of visual images in those spaces, consistent with the mission and values of the University, and in compliance [Statute 13 - Freedom of Speech, Intellectual Freedom and Academic Freedom](#).

Section 4 - Policy Scope

(6) This Policy applies to all ACU campuses.

(7) Each of ACU's campuses are to fly the flags listed in the [Flags Policy: Appendix 1](#).

(8) The North Sydney Campus will have the flag set flown at both Tenison Woods House and the Vice-Chancellery. The Melbourne Campus will have the flag set flown outside The Daniel Mannix Building and the Mary Glowrey Building.

(9) The University flies the Vatican flag only at the Vice Chancellery (Rockleigh Grange) on the North Sydney Campus in recognition that the building was the official residence of the Papal Nuncio between 1920 and 1970, visited by Catholic figures of historical and global significance, including St Paul VI.

(10) Subject to [Statute 13 - Freedom of Speech, Intellectual Freedom and Academic Freedom](#), ACU supports the

display of banners and flags of ACU registered Clubs and Societies and endorsed Staff groups within campus spaces (not including campus flag poles) during signature days or weeks and Orientation or Open Days. These flags or banners are permitted to be displayed for a minimum of 24 hours and a maximum of seven days in pre-identified locations on the campus.

Section 5 - Roles and responsibilities

(11) Properties and Facilities Directorate responsibilities include:

- a. Arranging installation of flagpoles on all ACU campuses (currently excluding the Rome campus).
- b. Purchasing the required flags as outlined in this Policy.
- c. Ensuring the relevant flags listed in the [Flags Policy: Appendix 1](#) are flown according to the Policy.
- d. Adhering to the standards of display.
- e. Ensuring that the half-masting of flags is undertaken as appropriate on the occasions outlined in this Policy for each individual flag.

(12) Staff and student responsibilities include:

- a. Ensuring that all flags are treated with respect and dignity.

Section 6 - Flag flying protocol

(13) All flags flown on ACU campuses will adhere to the protocols outlined in the [Australian National Flag Protocols](#):

- a. Flags will be flown each weekday and in particular on Australia Day, ANZAC Day and Australian National Flag Day (3 September).
- b. Flags should be used with respect and dignity.
- c. Flags should be raised briskly and lowered ceremoniously.
- d. Flags should be raised no earlier than first light and lowered no later than dusk.
- e. When the flags are raised or lowered, or when they are carried in a parade or review, everyone present should be silent and face the flags. People in uniform should salute.
- f. The flags should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured.
- g. Unless all flags are raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last.
- h. All flags should be the same size and flown on flagpoles of the same height.
 - i. The Australian National Flag should fly on the left of a person facing the flags.
 - j. Two flags should not be flown from the same flagpole.
- k. Flags may be flown at night only when they are illuminated.
 - l. Flags should never be flown if damaged, faded or dilapidated. When the material of a flag deteriorates it should be destroyed privately and in a dignified way (e.g. it may be cut into small unrecognisable pieces then disposed of with the normal rubbish collection).
- m. Flags should not be flown upside down, even as a signal of distress.
- n. Flags should not fall or lie on the ground or be used as a cover (although a flag can be used to cover a coffin at a funeral).

Section 7 - Order of Precedence

(14) The Australian National Flag takes precedence over all national flags when it is flown in Australia or an Australian territory.

(15) After the Australian National Flag, the order of precedence of flags is:

- a. National flag of other nations;
- b. State and Territory flags;
- c. Other Australian flags prescribed by the [Flags Act 1953 \(Cth\)](#);
- d. Ensigns and pennants.

(16) The Australian National Flag should be flown in a position superior to any other flag or ensign and should not be smaller than any other flag or ensign.

Section 8 - Flying Flags at Half-mast

(17) The Chief Operating Officer is responsible for determining and communicating when flags should be flown at half-mast, based on the following principles that accord with the half-masting protocol for the Australian National Flag. Flags are flown at half-mast as a sign of mourning.

(18) The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

(19) Flags in any locality can be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral.

(20) When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.

(21) The flag should never be flown at half-mast at night even if it is illuminated.

(22) 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.

Section 9 - Displays by Student or Staff Organisations

(23) Subject to [Statute 13 - Freedom of Speech, Intellectual Freedom and Academic Freedom](#), the process for ACU Approved Staff and Student Organizations to inform the University of intention to fly a flag, flags or banners is as follows:

- a. Recognized staff and registered student organisations must inform the University of their intention to display a flag or banner of symbolism or representing their organization when such a flag is not in conflict with the [ACU Mission, Identity and Values](#), or any other requirement (ie: flags banned by legislation etc).
- b. Such flags will normally be flown for no more than one seven-day period each semester.
- c. The sponsoring organization must submit a request via [Service Central](#) ten business days in advance of the first

date of the request to have the flag displayed.

- d. Any costs associated are the responsibility of the staff or student organisation.
- e. Campus events or extraordinary circumstances may preclude any flag being hung during a specified period of time.

(24) Requests that may be outside of this process will be reviewed by the Director, Properties and Facilities, as necessary.

Section 10 - Review

(25) This Policy will be reviewed every five years in conjunction with key University stakeholders and will consider ongoing feedback and community comments.

Section 11 - Further Assistance

(26) For further assistance in the operation of this Policy contact the Director, Properties and Facilities.

Status and Details

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Effective Date	14th August 2024
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Responsible Executive	Michael Tracey Director, Properties and Facilities
Responsible Manager	Michael Tracey Director, Properties and Facilities
Enquiries Contact	Properties and Facilities