

Flag Policy 2025

Sample image only





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Part 1 Purpose and application

1.1 Purpose

- (1) This Policy sets out the University's requirements for:
 - (a) flying and displaying flags on University lands; and
 - (b) using University flagpoles.

1.2 Start date

- (1) This Policy commences on [commencement date]

1.3 Application

- (1) This Policy applies to staff, affiliates, students and visitors.



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Part 2 Requirements

2.1 Flags flown permanently

- (1) We will fly the following flags permanently on Manning Road at the entrance to Eastern Avenue on the Camperdown Campus:
 - (a) the Australian National Flag;
 - (b) the Australian Aboriginal Flag; and
 - (c) the Torres Strait Islander Flag.
- (2) We will fly these flags consistently with the [*Australian National Flag Protocols*](#) and the [*Australian Flags booklet: part two*](#).
- (3) Unless the Vice-Chancellor approves flying another flag, we will fly the University flag alone on the Quadrangle Clock Tower flagpole.
- (4) Flags do not need to be taken down, as we will illuminate them at night.

2.2 Flags at half-mast

- (1) We will fly flags at half-mast consistently with the [*Australian National Flag Protocols*](#) and the [*Australian Flags booklet: part two*](#).
- (2) On the death of a former Chancellor or Vice-Chancellor, we will fly the University flag at half-mast:
 - (a) on the day of the announcement of their death; and
 - (b) on the day of the memorial ceremony.
- (3) On the death of a current Chancellor or Vice-Chancellor, we will fly the University flag at half-mast:
 - (a) on the day of the announcement of their death;
 - (b) for the next two days; and
 - (c) on the day of the memorial ceremony.
- (4) On the death of a current Australian Prime Minister, we will fly the Australian National Flag at half-mast:
 - (a) on the day of the announcement of their death; and
 - (b) on the day of any memorial ceremony held on campus.
- (5) On the death of a former Australian Prime Minister who is an alumnus, we will fly the University Flag at half-mast:
 - (a) on the day of the announcement of their death; and
 - (b) on the day of any memorial ceremony held on campus.
- (6) The Vice-Chancellor may approve flying flags at half-mast on other occasions.



2.3 Approved flags

- (1) The Vice-Chancellor may approve flying flags that:
 - (a) reflect our commitment to respect, inclusion and diversity;
 - (b) celebrate community events, such as the commencement of the Mardi Gras festival; and
 - (c) recognise special occasions, such as International Women's Day.
- (2) We will fly approved flags on the dates set out in the flag raising schedule.
- (3) Unapproved flags must not be flown.

2.4 Flag raising schedule

- (1) The Vice-Chancellor will approve a schedule setting out:
 - (a) the flags to be flown on the Quadrangle Clock Tower in place of the University flag; and
 - (b) the dates on which each will be flown.
- (2) The Office of the Vice-Chancellor will maintain the flag raising schedule.

2.5 Request to fly a flag

- (1) Staff and students may request that we fly a particular flag on the Quadrangle Clock Tower.
 - (a) Requests must be made to the Office of the Vice-Chancellor, by email to vice.chancellor@sydney.edu.au
 - (b) Requests must specify:
 - (i) the flag to be flown; and
 - (ii) the proposed dates for the flag to be flown.

Note: It is not usually possible for flags to be raised or lowered on weekends or public holidays. Requests should take this into account.

 - (iii) an explanation of how flying the flag is consistent with [clause 2.3](#); and
 - (iv) the expected impact or benefit from flying the flag.
- (2) Approved flags will be included in the flag raising schedule.

(a) The Vice-Chancellor may give a standing approval for flying a particular flag at a specified time each year.

(b) If there are multiple requests for the same date, the Vice-Chancellor will decide which flag will be flown.

2.6 Inappropriate flags

- (1) We will not fly flags that:
 - (a) represent unlawful activities;



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- (b) are inconsistent with our values;
 - (c) promote a commercial activity or would be reasonably seen as advertising;
 - (d) represent a political party; or
 - (e) we consider to be otherwise unsuitable.
- (2) Flags must not be flown on a University flagpole without prior approval.
- (3) Central Operations Services staff will remove unapproved flags.

Note: See [clause 2.9](#).

2.7 Other flags flown on University lands

- (1) There are locations where other flags may be flown from University infrastructure.
 - (a) For example, the lamp posts along Eastern Avenue.
- (2) The University Brand Team manages these flags, which are rotated to reflect appropriate themes such as:
 - (a) congratulations to graduates; and
 - (b) welcomes to new students.
- (3) Flags may not be flown from these fixtures without approval from the Brand Team.
- (4) Staff may request a particular flag to be flown by emailing brand.info@sydney.edu.au

2.8 Flags displayed in other circumstances

- (1) It may be appropriate for flags to be displayed on University lands ~~for a short~~ time temporarily without prior approval. For example, a sport team flag after a notable win.
 - (a) Such flags may be displayed for the duration of a meeting or event if they are relevant to its purpose or subject matter but must not otherwise be displayed in indoor shared spaces.

Note: For example, an Australian Aboriginal Flag may be displayed during a meeting of an Aboriginal student club.
- (2) Displayed flags must not:
 - (a) contravene any University policies;
 - (b) contain any offensive or inappropriate wording or images;
 - (c) cause damage to any University property;
 - (d) cause a physical safety risk to any person;
 - (e) restrict access to light in buildings; or
 - (f) be flown or displayed in a way which might reasonably be seen as implying University support for the flag's subject matter.
- (3) We may remove any flags as we see fit.



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(4) No structure or fixture may be attached to any building to allow a flag to be displayed without approval.

Note See the [Campus Access Policy](#) for how to obtain approval.

2.9 Removing flags

(1) Central Operations Services staff will remove flags that:

- (a) are unapproved;
- (b) the University considers inappropriate, dangerous or offensive; or
- (c) contravene any University policy.

(2) Other staff, affiliates, students and visitors are not permitted to damage or remove flags.

(a) Doing so is a breach of this Policy and may result in disciplinary action.

(2)(3) Anyone who believes a flag is inappropriate should email vice.chancellor@sydney.edu.au

- (a) The email should include details and photographs so the situation can be investigated.

(3)(4) Flag owners display flags at their own risk.

- (a) The University has no responsibility to:
 - (i) protect a flag; or
 - (ii) compensate its owner for any damage or loss.

(4)(5) The decision to remove a flag displayed by a staff member is not a decision affecting that staff member's employment.

(a) It is not subject to review under clauses 541 – 544 of the [University of Sydney Enterprise Agreement 2023 – 2026](#).

(6) Any flags removed by Central Operations Services will be treated as lost property.

Note: [Information about lost property and how to retrieve it is available from the Lost Property website.](#)

2.10 Breach of this Policy

(1) A breach of this Policy may constitute:

- (a) a breach of:
 - (i) the [Student Charter](#); or
 - (ii) the [Staff and Affiliates Code of Conduct](#);
- (b) a breach of the [Bullying, Harassment and Discrimination Prevention Policy](#); or
- (c) misconduct under:
 - (i) the [University of Sydney Enterprise Agreement 2023 – 2026](#); or
 - (ii) the [University of Sydney \(Student Discipline\) Rule](#).



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(2) A person will be considered to have acted in breach of this Policy if they have:

- (a) personally engaged in a breach;
- (b) materially assisted or encouraged another person in a breach; or
- (c) promoted unauthorised conduct on social media or otherwise.

Note: News reports or social media posts that refer to a breach having occurred without endorsing the unauthorised conduct will not breach this requirement.



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Part 3 Roles and responsibilities

3.1 Vice-Chancellor

- (1) approves:
 - (a) flags;
 - (b) the flag raising schedule; and
 - (c) this Policy.

3.2 Office of the Vice-Chancellor

- (1) maintains a flag raising schedule.

3.3 University Brand Team

- (1) manages impermanent University-themed flags.

3.4 Central Operations Services (COS)

- (1) removes inappropriate and unapproved flags.



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Part 4 Definitions

(1) In this Policy a reference to 'we', 'our' or 'us' means the University.

approved flags	flags approved by the Vice-Chancellor to be flown on the Quadrangle Clock Tower on the Camperdown Campus
Australian Aboriginal Flag	the flag <u>proclaimed</u> under section 5 of the <u>Flags Act 1953</u>
Australian National Flag	the flag prescribed by section 3 of the <u>Flags Act 1953</u>
campus	refers to any University campus
displaying a flag	hanging, draping, or displaying a flag in any way other than from a flagpole
flag	<ul style="list-style-type: none"> • <u>means a piece of fabric with distinctive colours or design that represents a country, region, group or organisation;</u> • <u>is designed to be attached at one side for display purposes;</u> • <u>includes fabric ensigns or pennants;</u> • <u>includes currently used and historic or superseded flag designs;</u> • <u>does not include reproductions of a flag on clothing, furnishings, bags or other small portable items.</u> • includes flags, ensigns, banners or pennants
flag raising schedule	the schedule referred to in <u>clause 2.4</u>
flying a flag	hoisting a flag on a flagpole



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indoor shared space

any indoor space which is used by multiple University community members.

This includes:

- teaching and learning spaces;
- foyers;
- kitchens;
- bathrooms; and
- hallways.

This does not include:

- individual offices;
- office doors (internally or externally facing); or
- workstations.

Torres Strait Islander Flag

the flag proclaimed under section 5 of the Flags Act 1953



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Part 5 Notes

Flag Policy 2025

Date adopted [date]

Date commenced [date]

Date amended

Approver: Vice-Chancellor and President

Owner: Vice Principal (Operations)

Review date: [date]

Related documents [Australian Flags booklet: part two](#)
[Australian National Flag Protocols](#)
[Flags Act 1953](#)
[Staff and Affiliates Code of Conduct](#)
[Student Charter](#)
[University of Sydney \(Student Discipline\) Rule](#)
[University of Sydney Enterprise Agreement 2023 – 2026](#)
[Bullying, Harassment and Discrimination Prevention Policy](#)



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Part 6 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced