

# Flag Policy 2025







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### About this document

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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 2 June 2025.

### 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.



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## 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](mailto: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;
  - (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](mailto: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 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



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- (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.
- (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.
- (3) Anyone who believes a flag is inappropriate should email [vice.chancellor@sydney.edu.au](mailto:vice.chancellor@sydney.edu.au)
  - (a) The email should include details and photographs so the situation can be investigated.
- (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.
- (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



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- (c) misconduct under:
  - (i) the University of Sydney Enterprise Agreement 2023 – 2026; or
  - (ii) the University of Sydney (Student Discipline) Rule.
- (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.

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• historic or superseded flag designs.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

### University values

the values that serve as guiding principles for behaviour and decision-making at the University. They are:

- Excellence – pursuing outstanding performance in service to our communities
- Trust – actively creating an inclusive and collaborative work environment
- Accountability – owning our successes and failures, both collectively and individually



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## Part 5 Notes

### Flag Policy 2025

Date approved	26 May 2025
Date commenced	2 June 2025
Date for review	2 June 2030
Approver	Vice-Chancellor and President
Owner	Vice Principal (Operations)

Date last amended

Related documents

[Flags Act 1953 \(Cth\)](#)

[Australian Flags booklet: part two](#)

[Australian National Flag Protocols](#)

[Bullying, Harassment and Discrimination Prevention Policy](#)

[Staff and Affiliates Code of Conduct](#)

[Student Charter](#)

[University of Sydney \(Student Discipline\) Rule](#)

[University of Sydney Enterprise Agreement 2023 – 2026](#)



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## Part 6    Amendment history

Register Version	Approved by	Clause	Amendment	Commenced

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