

Flag Protocols

1 Purpose

To provide clear, consistent guidelines for the proper use and flying of flags at the University of Southern Queensland in accordance with the official flag protocols provided by the Department of Prime Minister and Cabinet.

2 Scope

Applies to all UniSQ campuses.

3 Guidelines

3.1. General

- 3.1.1. Flags will generally be flown on UniSQ campuses in accordance with the protocols outlined in Part 2: The protocols for the appropriate use and the flying of the flag of *Australian flags*, issued by the Australian Government, Department of the Prime Minister and Cabinet.
- 3.1.2. Where there is (for reasons of practicality or University policy) a practice which differs from the protocols outlined in Australian flags, those differences are to be limited to those described in this document.
- 3.1.3. All UniSQ campuses will fly five flags on five separate flagpoles in a prominent location at the front of each campus. These flagpoles will be 12-metre-high flagpoles, to be set a minimum of six metres apart. The flags will be four-yard flags.
- 3.1.4. The five flags flown will be (in order of far left of a person facing the building) the Australian National Flag, Queensland State Flag, Aboriginal flag, Torres Strait Island flag, followed by the UniSQ flag.
- 3.1.5. The University also has an avenue of flags at its Toowoomba campus. These flags are flown to represent the student population outlined under section 4.5. *Avenue of Flags - John Dornbusch Drive, Toowoomba Campus*.

3.2. Political neutrality

- 3.2.1. In accordance with the University's institutional autonomy and commitment to political neutrality, UniSQ will not fly flags that represent political parties, political movements, or advocacy positions on contemporary political or social issues.
- 3.2.2. As an institution, the University refrains from taking public positions on political matters that are not directly related to its core mission of teaching, research, engagement and service. This approach supports freedom of expression within the University community while ensuring the institution itself remains politically neutral.

3.3. Flying of the Flags

- 3.3.1. Flags will be flown 24 hours per day where flagpole lighting is operational. If lighting is not operational, flags will be lowered before sunset and raised again by 7.00am the following day.



- 3.3.2. Responsibility for raising and lowering flags, including observance of half-mast arrangements, rests with relevant staff under the direction of the Protocols Officer.

3.4. Half-mast observances

- 3.4.1. Flags may be flown at half-mast as a mark of respect or mourning in accordance with Australian Government flag protocols.
- 3.4.2. Separately, as a mark of respect, flags may be lowered to half-mast following the confirmed death of a member of the UniSQ community, including a current student, staff member, or office holder. This observance is a University-initiated act of mourning and is not subject to, or dependent upon, direction from government authorities.
- 3.4.3. Noting that not all deaths of UniSQ community members will be immediately known to the University, or appropriate for public observance, decisions to lower flags in such circumstances will be made on a case-by-case basis by the Protocols Officer, in consultation with the Vice-Chancellor or nominee.

3.5. Avenue of Flags - John Dornbusch Drive, Toowoomba Campus

- 3.5.1. The avenue of flagpoles at the Toowoomba campus consists of a total of 28 x nine metre high flagpoles. The flags flown from these flagpoles are two-yard flags.
- 3.5.2. The Australian flag will permanently fly on the flagpole at the bottom of the driveway, closest to West Street.
- 3.5.3. At the top of the driveway are four flagpoles that were donated to the University at the time that the avenue of flagpoles was originally installed. In recognition of that contribution, these flagpoles will permanently fly the flags of the donor countries, being: Saudi Arabia, Kenya, Republic of South Korea and Oman.
- 3.5.4. A core group of flagpoles will continuously fly the national flags of countries with the highest international student representation at the University (any campus), generally comprising approximately 10-12 countries based on current student enrolment numbers. These flags will be reviewed and updated at the beginning of each trimester to ensure they continue to reflect the University's largest international student numbers.
- 3.5.5. The remaining flagpoles will be used on a rotational basis to fly the national flags of countries with a lower student representation levels. These flags will also be reviewed and rotated each trimester, providing the opportunity for a broader range of countries represented within the University community to have their national flag displayed over time. This approach provides an equitable and flexible solution that ensures all countries represented within the student cohort have the opportunity for their flag to be flown, including in response to student-initiated requests.

3.6. Maintenance

- 3.6.1. Regular condition checks of the flags are undertaken by the Facilities Management Maintenance Team. Flags may be removed prior to or during periods of inclement weather to prevent damage. Flags will also be replaced when they begin to show signs of dilapidation, deterioration, fading or damage. If a flag is removed because it is no longer suitable for use and a replacement is not available, it may be replaced with the flag of another country, until such time as the flag is repaired or a replacement flag can be procured.
- 3.6.2. All flags will be replaced as required to ensure that the condition of flags always remains high.

4. Associated Documents

- *Australian Flags (Department of the Prime Minister and Cabinet) Flags Act 1953 (Cth)*

5. References

- Department of the Prime Minister and Cabinet. (2022). *Australian flags* (Part 2: The protocols for the appropriate use and the flying of the flag). Australian Government.
<https://www.pmc.gov.au/resources/australian-flags-booklet/part-2-protocols-appropriate-use-and-flying-flag>

6. Responsible Officer

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v1.0	10/06/2026	Vice-Chancellor's Executive	Endorsement of Flag Protocols