



Flag, Coat of Arms, and Other Emblems Policy



Purpose

To provide guidance on the display of flags on Council flag poles at all Council facilities.

This Policy outlines which flags may be raised and when.

This Policy also provides guidance on the use of the Coat of Arms and other emblems of the City.

Flags – General Policy

Flag Etiquette

No flag shall fly higher than the New Zealand flag. Should the New Zealand flag be at half-mast all other flags must be removed and not flown.

Flags on Council and Government related buildings are flown at half-mast on the direction of the Chief Executive of the Ministry of Culture and Heritage.

The Chief Executive of Council may direct the Council flag to be flown at half-mast on appropriate occasions.

The Flying of Flags

Flags may be flown at the following Council flag poles:

- Te Hīnaki – Civic Building (1)
- Queens Park – Feldwick Gates (2)
- Queens Park – Band Rotunda (1)
- War Memorial Dee Street (2)
- Any other flag pole under the control or administration of Council



Flags that may be Flown

For all locations other than Te Hīnaki – Civic Building and the War Memorial:

- The New Zealand Flag, Council Flags, Tino Rangatiratanga / National Māori Flag, Pride Flag, Sister City Flags (including those of the Sister-Cities' home nation) and the Merchant Navy Flag.
- Other Flags, including event flags, may be flown with the permission of the Chief Executive.

Flags at the War Memorial

The New Zealand Flag, Australian Flags, including those of the states, Aboriginal Nations and Torres Strait Islanders, the Flag of the United Kingdom, including the flags of the component parts of the United Kingdom, the New Zealand Merchant Navy Flag, Flags of the New Zealand Armed Forces.

Other flags, appropriate to the dignity of the site, may be flown with the approval of the Chief Executive.

Flags at Te Hīnaki – Civic Building

The New Zealand Flag, Council Flags, Tino Rangatiratanga / National Māori Flag, Pride Flag, Sister City Flags (including those of the Sister-Cities' home nation), the Merchant Navy Flag, Flags of Countries recognised by New Zealand as Nations, the Flags of the component parts of the United Kingdom, and flags for events in the City or Southland region.

Other flags may be flown with the permission of the Chief Executive.

Requests for Fly Flags

If any organisation or person would like to see a flag flown at one of the locations listed above, applications can be made to governance@icc.govt.nz. Where a request is received, if the flag is in one of those listed categories above then it may be flown at the discretion of the Manager - Governance and Legal. If the flag is not in one of those listed categories above then the flag may only be flown with the approval of the Chief Executive, who has sole discretion to determine if the flag can be flown.

It is expected that the requester will provide the flag(s) to be flown.



Display of the New Zealand Flag

General Guidelines

When displaying the New Zealand Flag the guidelines of the Ministry of Culture and Heritage for positioning and presentation should always be followed. These can be accessed at: <https://mch.govt.nz/nz-identity-heritage/flags/displaying-new-zealand-flag>

The New Zealand Flag may be flown at half-mast as a sign of mourning on the following occasions, following direction received by email to the Chief Executive from the Chief Executive of the Ministry for Culture and Heritage:

The Sovereign

From the announcement of death up to and including the day of the funeral (except on Proclamation Day when the new sovereign is officially announced and flags are flown from the top of the mast).

Government Officials / Officers of State

The Governor-General, former Governors-General, the Prime Minister and former Prime Ministers on the announcement of death and the day of the funeral.

Members of the Royal Family

On the day of the funeral subject to special command from the reigning Sovereign or the Governor-General.

Foreign Heads of State and Government Officials

Commonwealth Governors-General, Commonwealth Prime Ministers in office, Foreign and Commonwealth Heads of State on the day of the funeral only.



When the New Zealand Flag is at half-mast no other flags may be flown above it.

It may not be flown at half-mast for any other occasions. If other local flags are being flown at half-mast in recognition of a prominent citizen the New Zealand Flag should remain at full mast.

How to half-mast a Flag

A flag is half-masted by raising it to the top of the mast, then slowly lowering it to the half-mast position, which will depend on the size of the flag and the length of the flagpole.

The flag must be lowered to a position more than its own depth from the top of the flagpole to avoid the appearance of a flag which has accidentally fallen from the top of the flagpole.

The flag should be raised again to the peak before lowering it for the day.

Invercargill City Flags

Invercargill City has two flags: the Invercargill City Flag (Coat of Arms) and the Invercargill City Council branded flag.

The Invercargill City flags (and the New Zealand Flag) are the responsibility of the Chief Executive's Office (Governance and Legal) and may be accessed by Elected Members and Council Officers via the Governance and Legal team.

Operational responsibility for communicating the arrangements for the flying and half-masting of flags sits with the Governance and Legal team. The Parks and Recreation team shall be responsible for all flags other than the flag pole at Te Hīnaki – Civic Building.



Invercargill City Flag (Coat of Arms)

Under the Grant of Arms, only Invercargill City Council as the grantee may ever use or display this flag because it bears the full Coat of Arms for the City of Invercargill.

The Invercargill City Flag (Coat of Arms) may, at the discretion of the Chief Executive, be flown at half-mast as a sign of mourning following the death of prominent national or local citizens (i.e. past or current Mayors and Councillors, persons with Freedom of the City etc.).

In line with Council protocol the half-masting of this flag will take place only on the day of death being notified and/or the day of the funeral.

Invercargill City Council branded flag

The Invercargill City Council branded flag is available for use by Council as required on a daily basis, and may also be flown at events and functions where Council is represented or at venues funded by Council.

The Invercargill City Council branded flag may, at the discretion of the Chief Executive, be flown at half-mast as a sign of mourning following the death of prominent national or local citizens (i.e. past or current Mayors and Councillors, persons with Freedom of the City etc.). This is an alternative option to the Coat of Arms Flag.

In line with Council protocol the half-masting of this flag will take place only on the day of death being notified and/or the day of the funeral.



Coat of Arms



Origin/Meaning

The Arms were granted on 25 July 1958 having first been proposed in 1956 as part of the centennial celebrations of Invercargill.

The shield, topped by a mural crown, denotes a body corporate and is the emblem of local government administration. The symbols of the shield are two sheaves and a ram's head, indicative of the agricultural and pastoral prosperity of the province, whilst the ship is a symbol of overseas-borne trade.

The city was named after Captain Cargill, associated with the House of Drummond. The three red wavy bars behind the head are from the arms of the House of Drummond.

The supporters are two Takahē (Notornis) birds, first discovered in Fiordland in 1856. Presumed to be extinct, they were re-discovered in 1948. The foliage of the surrounds is Southland beech.

The Latin inscription "Pro Communi Utilitate" means "For the benefit of the community". Appropriate use of any Coat of Arms is defined by the Local Government Act 2002 (LGA 2002) Section 234. Penalty for conviction of an offence under this section is liable to a fine of up to \$5,000.



Use of the Coat of Arms

Invercargill City Council, as the governance body of the City, is the sole and exclusive owner of the Coat of Arms.

The Grant of Arms is a limited right, and Council cannot authorise a third party to use the Arms. In this context “use” means a third party using the Coat of Arms as if it was that third party’s own.

Council may, however, authorise the display of the Coat of Arms (and any imitations of it) by external parties on receipt of a request in writing, and may impose conditions on the display. Display requires that a suitable inscription be included on the display item which clearly shows whose Arms they are.

Council may at any time revoke and vary the conditions of authorisation by notifying the person to whom consent was given.

The Coat of Arms (or any imitation) is not allowed to be applied to any object, or permitted to be applied to any object, for the purposes of sale without the prior written authorisation of Council (LGA 2002 s234(b)). Where authorisation is granted, a suitable inscription must be included on any and all objects for sale which clearly shows whose Arms they are.

The Chief Executive and Manager – Governance and Legal also have delegated authority to approve the display of the Invercargill City Council Coat of Arms on related documents, publications and materials associated to projects, activities, and events that have received Council support.

Unauthorised use or display of the Coat of Arms for sale purposes is an offence, and could result in a fine not exceeding \$5,000 (LGA 2002 s242(2)).



Invercargill City Council Logo



The current Invercargill City Council logo and branding was launched in February 2009. It takes its theme from the blade of grass sculpture outside Te Hīnaki – Civic Building in Esk Street and forms the letters ICC.

Display of the Invercargill City Council logo requires written authorisation of Council before proceeding.

Council is the sole and exclusive owner of the Invercargill City Council logo.

Council may authorise the display of the Invercargill City Council logo by external parties on receipt of a request in writing, and may impose conditions on its display.

Council may at any time revoke and vary the conditions of authorisation by notifying the person to whom consent was given.

The Chief Executive, Manager – Governance and Legal, and Manager – Communications and Marketing have delegated authority to approve the use of the Invercargill City Council logo on related documents, publications and materials associated to projects, activities, and events that have received Council support.

Council's standardised branding is to be included on all Council publications.

Used of the logo must adhere to Council's brand guidelines.



Document control

Revision History:

Effective Date:

29 October 2024

Review Period:

This Policy will be reviewed every six (6) years, unless earlier review is required due to legislative changes, or is warranted by another reason requested by Council.

New Review Date:

October 2030

Associated Documents / References:

A5436260, A5353754, A5615946

Supersedes:

Reference Number:

A5582699

Policy Owner:

Manager – Governance and Legal

Relevant Roles:

Manager – Governance and Legal
Team Leader – Executive Support
Executive Assistant to the Mayor and CE
Manager – Parks and Recreation
Manager – Parks Operations
Open Spaces and Recreation Strategic Advisor
Team Leader – Parks Environmental
Team Leader – Cemetery
Team Leader – Parks Business Support
Manager – Communications and Marketing
All Communications and Marketing team members

