

Flying of Flags Policy 2023

POL044



Policy No:	POL044
Policy Title:	Flying of Flags Policy
Section Responsible:	Community Development
Minute No/Ref:	696175
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1. INTENT

The purpose of this policy is to establish a consistent approach to flying flags under Council's care and control.

2. SCOPE

This policy relates to any flags to be flown on Council's buildings and property.

3. OBJECTIVE

To provide operational guidelines for flying flags under Council's care and control.

4. POLICY STATEMENT

Council will comply with the guidelines of the flag protocols set by the Australian Federal Government in all instances where it has control over the display or management of flags.

5. PROVISIONS

5.1 BACKGROUND

The Flags Act 1953 proclaimed the Australian blue ensign as the Australian National Flag and the Australian red ensign as the flag for merchant ships registered in Australia.

The Australian Aboriginal flag was proclaimed a flag of Australia under Section 5 of the Flags Act 1953 on 14 July 1995.

5.2 PROTOCOLS FOR FLYING OF FLAGS

- Two flags should not be flown from the same flagpole.
- The Australian National Flag takes precedence over all other flags.
- The Australian Aboriginal Flag should be flown on additional flagpoles, where available, next to or near the Australian National Flag.

- o If there is only one flagpole available, the Australian Aboriginal Flag should not replace the Australian National Flag.
- o If there are two flagpoles available, the Australian Aboriginal Flag will be flown with the Australian National Flag.
- The rule of precedence should be followed when there is more than one flagpole.
 - o The Australian National Flag should always be flown on the far left-hand flagpole when facing the flagpoles in front of a building, (the pre-eminent position)
 - o Other flags should be flown sequentially to the right.
- When flown alone on top or in front of a building with more than two flagpoles, the Australian National Flag should be flown in the centre or as near as possible to it.
- When flown with other flags, the Australian National Flag should be raised first and lowered last unless all flags are raised and lowered simultaneously.
- Flags should be raised briskly and lowered ceremoniously.
- The Australian National Flag can only be flown at night when appropriately illuminated.
 - o Where Council flagpoles are illuminated, flags will be flown 24 hours a day.
 - o If flagpoles are not illuminated, flags will be raised no earlier than first light and lowered no later than dusk.
- The dignity of the flags should be preserved at all times. They must not be flown if damaged, faded or dilapidated and should not be allowed to fall or lie on the ground.

5.3 SPECIAL PROTOCOLS

- The Australian National Flag will be flown at half-mast as a sign of mourning as dictated by the Australian and/or the State Government and observing all flag protocols.
- On ANZAC Day all flags shall be flown at half-mast until 12 noon and then at the peak until 4:30pm when all flags will be lowered.
- On Remembrance Day, 11 November, flags shall be flown at the peak until 10:30am and then at half-mast between 10:30am and 11:03am. After 11:03am they shall again be flown at the peak.
- Following a request from the relevant local Aboriginal community organisation and, at the discretion of the General Manager, Council Aboriginal flags will be flown at half-mast to mark the passing of an esteemed local elder.
- Other occasions where the flag is displayed:
 - o The Australian National Flag, the NSW State Flag, the Aboriginal Flag and the Narrandera Shire Flag will be displayed in the Council Chambers for Council Meetings.
 - o The Australian National Flag and the Aboriginal Flag will be displayed at all citizenship ceremonies to promote greater public awareness.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council

7. ROLES AND RESPONSIBILITIES

7.1 ALL STAFF

- Flags must be treated with respect and stored appropriately at all times.

7.2 OTHER COUNCIL FACILITIES

- Staff of other Council facilities will be responsible for the raising, lowering and storage of flags in accordance with this policy and related policies and documents.

7.3 PROJECTS AND ASSETS

- The Projects and Assets Manager in conjunction with the Building Maintenance Coordinator will co-ordinate raising, lowering and storage of Council building flags.

8. RELATED LEGISLATION

- Flags Act 1953

9. RELATED POLICIES AND DOCUMENTS

- Australian Flags Booklet <https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet>

10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES220 Flying of Flags Policy

POLICY HISTORY

Responsible Officer	Manager Community Development
Approved by	General Manager
Approval Date	10 October 2023
GM Signature (Authorised staff to insert signature)	
Next Review	1 September 2027

Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	14/12/2010	17/12/2010
2 Reviewed	13/03/2017	18/04/2017	21/04/2017
3 Reviewed	28/09/2023	-	10/10/2023

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