

1 PURPOSE

The purpose of this policy is to provide guidelines on how and when the Australian National Flag and other flags are flown.

2 OBJECTIVE

To ensure Council demonstrates dignity and respect to the Australian National Flag by ensuring longstanding national protocol is followed.

3 SCOPE

This policy applies to flags flown on any Council land or facility.

4 POLICY

4.1 Flying of the Flags

Council will comply with the requirements/guidelines of the Department of the Prime Minister and Cabinet and the State Protocols Office for the flying of flags.

The Australian National Flag, the Tasmanian Flag, and the Australian Aboriginal Flag are to be flown on every working day of the year at the City Offices.

Flags are to be flown on Anzac Day at the Burnie Park Cenotaph. Flags are to be flown at the Burnie Arts and Function Centre for Australia Day.

Council will comply with advice/directives from the Department of the Prime Minister and Cabinet for the flying of the Australian flag.

The following other flags may be flown:

- The Australian Aboriginal flag
- The Governor General's flag
- The State Governor's flag
- The flag of any visiting Head of State, ambassador or like dignitary
- The Council's Corporate flag
- Any other flag as directed by the Department of the Prime Minister and Cabinet and the State Protocols Office.

The General Manager may direct any other flags to be flown for local days or events of significance in consultation with the Mayor. In doing so the protocols for flying the National and State Flags must not be breached.

4.2 Flying Flags at Half Mast

There are occasions when the flags will be flown at half-mast as a sign of mourning.

Flags will be flown at half-mast at the direction of Department of the Prime Minister and Cabinet or the State Protocols Office. The Mayor may direct the flags to be flown at half-mast on the death of a prominent local citizen or on the day of their funeral.

Flags flown at half-mast will never be flown at night.

4.3 Handling the Flags

Flags should be treated with respect and dignity and the Australian National Flag must always take precedence over all other flags.

After the national flag, the order of precedence of flags is: national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.

The following general guidelines apply to the flying of the flags:-

- The flags should be raised no earlier than first light and should be lowered no later than dusk – it may only be flown at night when illuminated
- The Australian National Flag should be raised first and lowered last
- Two flags should not be flown on the same flagpole
- The Australian National Flag should not be any smaller than any other flag being flown and should always be flown on the flag pole to the left when facing the building
- The flags should not be displayed upside down under any circumstances, not even to express a situation of distress, it should always be flown aloft and free and should not be allowed to fall or lie upon the ground.
- Flags that have decayed or faded should not be displayed.
- When flown at 'half-mast' the flags should be positioned one-flag down from the mast peak.

When lowering the flags from half-mast position, it should first be raised briefly to the peak, and then lowered ceremoniously.



COUNCIL POLICY

Flying of Flags

Approved By: **Council**
Doc Controller: **General Manager**
File: 4/14/2

Document Code: **CP-CBS-SG-015**
Version: **3.1**
Approved Date: **18 July 2017**
Next Review Date: **21 July 2020**

5 LEGISLATION

Flags Act 1953

6 RELATED DOCUMENTS

Not applicable.

7 OTHER REFERENCES

Australian Department of the Prime Minister and Cabinet: Australian Flags – Protocols for the appropriate use and flying of the flag.

Policy Endorsement	
Responsibility:	It is the responsibility of the Revenue Services Team to ensure the integrity of this policy is maintained at the City Offices. It is the responsibility of the Executive Manager Corporate Finance to administer and review this policy. It is the responsibility of the Governance Unit to maintain this policy within the Corporate Document Framework.
Minute Reference:	AO171-17; AO155-19 v3.1
Council Meeting Date:	18 July 2017; 18 June 2019
Strategic Plan Reference:	Strategy 7.1.1 Formulate policy that is equitable, inclusive and responsive to current needs, and ensure decision-making is informed and accountable.
Previous Policies Replaced:	This policy replaces the previous Flying of Flags Policy CP-CBS-SG-015 v2.0 approved on 19 February 2013, AO037-13. This policy was amended by Council to v3.1 on 18 June 2019 to include flying of the Aboriginal Flag at the City Offices on a daily basis as per resolution under Item AO155-19.
Date of Commencement:	19 July 2017
Publication of policy:	Members of the public may inspect this policy at the City Offices, or access it on Council's website (www.burnie.net)