

## A5. Flags Policy

### Policy Objective

To set out the protocols associated with the raising of the Australian National Flag and other significant flags.

### Policy Statement

The policy recognises the cultural significance of the Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag for the community and sets out the protocols for displaying flags

The following protocols and principles must be adhered to when raising the Australian National flag:

- The flag should not be shown in a position inferior to that of any other flag or ensign.
- The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole.
- The flag shall not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered with dignity.
- The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.
- The Australian National Flag should be raised first and lowered last when flown with other flags.
- When the flag is raised or lowered, all present should face the flag and remain silent. Those in uniform should salute.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- The flag may only be flown at night when illuminated.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, even as a signal of distress.
- The Australian National Flag should fly on the left of the person facing the flags.
- The flag should never be flown if it is damaged, faded or dilapidated. When the material of a flag deteriorates it should be destroyed privately and in a dignified way.

### Legislative Requirements

Flags to be flown in accordance with Protocols issued by the Commonwealth Government.

The Australian National Flag takes precedence over all national flags when it is flown in Australia or Australian territory. After the Australian 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, ensign and pennants.

The Australian National Flag should not normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

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### ***Days Flags Raised***

The Australian and Aboriginal and Torres Strait Islander Flags will be flown together as per flag raising protocol each Council working day during business hours and the following Public Holidays:

- 26 January – Australia Day
- 25 April – Anzac Day

### ***Flags at Half Mast***

Flags are flown at half-mast as a sign of mourning. When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously. The flag should never be flown at half-mast at night even if it is illuminated. When flying the Australian Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be first raised and lowered last.

Flags will be flown at half-mast on the following occasions:

- 1) On days of National Commemoration being Anzac Day and Remembrance Day as per following timetable.
  - 25 April – Anzac Day – flags flown at half-mast until noon, then at the peak for the remainder of the day
  - 11 November – Remembrance Day – flags flown at peak until 10:30 am, at half – mast from 10:30 am to 11:03 am, then at peak for the remainder of the day.
- 2) On occasions as directed by the Australian Government for all flags to be flown at half-mast. Some examples of these occasions are:
  - On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral.
  - On the day of the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11:00 am until the usual time for closure of business.
  - On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government.
  - On the death of the Governor-General or a former Governor General
  - On the death of a distinguished Australian citizen, in accordance with protocol.
- 3) On the death of a distinguished local citizen or on the day, or part of the day, or their funeral. This includes the death and funeral of a serving or past Councillor, a local Aboriginal Elder, and an Australian Veteran/Returned Serviceman/woman.

***Policy Reviewed October 2020***