

1. Purpose

This policy seeks to provide staff and the community with the protocols associated with the flying of the Australian National Flag.

2. Objectives of the Policy

To ensure the flags are flown in accordance with the Australian National Flag protocols.

3. Policy Scope

This policy applies to all Warrumbungle Shire Council's flag poles.

4. Background

This policy has been developed to ensure legislative requirements are followed and because of past community forums held in relation to the preparation of the Community Strategic Plan. At these forums a number of comments suggested that Warrumbungle Shire Council fly both the Australian National and the Aboriginal and Torres Strait Islander flags every day. This practice is adopted by many civic and government offices who fly both flags.

This is viewed as a positive leadership role by Council to foster the community pride in the history and future of Australia.

Legislation requires 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, ensigns and pennants.

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

5. Definitions

Nil

6. Policy Statement

The following principles must be adhered to;

- The flag should not be flown 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 should 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.
- When the Australian National Flag is flown alone or in front of a building with two flagpoles, it should be flown on the flagpole to the left of a person facing the building.
- 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.

Days Flags Raised

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

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

Flag 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 National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first 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 till noon, then at the peak for the remainder of the day.
 - 11 November - Remembrance Day - Flags flown at peak till 10:30 am, at half mast from 10:30am to 11:02am, then at peak 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 the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11 a.m. 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 local citizen or on the day, or part of the day, of their funeral. This includes the death or funeral of a serving or past Councillor, a local Aboriginal Elder, an Australian Veteran/Returned Serviceman/ woman.

7. Responsibilities

Customer Service Staff are responsible for the flying of the flags each day under the supervision of the Manager Administration and Executive Assistant to General Manager and in accordance with directives received from the Flag Marshall from the Department of Prime Minister and Cabinet, Canberra.

8. Associated Documents

'Australian flags' Department of the Prime Minister and Cabinet
www.itsanhonour.gov.au
 Flags Act 1953

9. Getting Help

The staff member who can assist with enquiries about the policy is:
 Position: Manager Administration and EA to General Manager
 Department: Executive Services

10. Version Control

Review Date: As needed

Staff Member Responsible for Review: Manager Administration and EA to General Manager

Policy	Version	Resolution	Date
Flying of the Australian and Aboriginal Flags Policy	1	426	18 June 2009
Flying of the Australian and Aboriginal Flags Policy	Revised	45	20 August 2009
Flying of the Australian and Aboriginal Flags Policy	3	397/1213	20 June 2013
Flying of the Australian and Aboriginal Flags Policy	4	101/1718	21 September 2017