

Flying of Flags Policy

MINUTE NUMBER	CRM Number: 23524/2021
DATE APPROVED	14 April 2021
EFFECTIVE	14 April 2021
AUTHORITY	General Manager
CONTACT OFFICER	Director Corporate Services

1. PURPOSE

- 1.1. To provide guidance and a regulatory framework for the flying of flags on Council buildings and community flagpole sites throughout the shire.
- 1.2. To ensure Council demonstrates dignity and respect to all flags by ensuring longstanding national protocol is followed.

2. SCOPE

- 2.1. This policy applies to all flags flown at Council premises and flagpole sites located in public places under the care and control of Council.
- 2.2. This policy applies to all Council Officials, including elected members and volunteers who, in their capacity of acting for or representing Council, are responsible for the raising or lowering of flags.
- 2.3. This policy does not include or restrict any community members or groups from flying unofficial flags at their own community or private events or residence.

3. DEFINITIONS

- 3.1. For the purposes of this policy, the following definitions apply:

Term	Definition
Act	<i>Flags Act 1953 (Cth)</i>
Council Officials	As defined in Council's Code of Conduct: <i>"includes Councillors, members of staff of Council, administrators, Council Committee members, delegates of Council and, for the purposes of cl. 4.16 (of the Code), Council advisers"</i> .
Half-mast	To bring a flag to the half-mast position, the flag is raised to the top, then immediately lowered to when the top of the flag is one third of the distance down from the top of the flagpole. Flags are flown in the half-mast position as a sign of mourning.
Staff	A pole on which a flag is displayed.
Ensign	A flag or banner, as a military or naval standard used to indicate nationality. A badge of office or authority, as heraldic arms. A sign, token, or emblem.

4. POLICY STATEMENT

- 4.1.1. Council will comply with the protocols of the Premier's Department of New South Wales and the Department of the Prime Minister and Cabinet for the flying of flags.
- 4.1.2. The Australian National Flag is to be flown on the Town Hall every day of the year, including nights, as it is illuminated.
- 4.1.3. The Australian National Flag, Australian Aboriginal Flag and Forbes Shire Council flag are to be flown on every Council meeting day at the Council Chambers.
- 4.1.4. The General Manager may direct any other flags to be flown for local days or events of significance, in accordance with the *Australian National Flag Protocols*.

- 4.1.5. Council will designate a Council Official as the Flag Marshal, to raise and lower the Australian National Flag, Australian Aboriginal Flag and Council Flag each Council meeting day at the Council Chambers flag pole site.

4.2. Responsibilities

- 4.2.1. The following table outlines the responsibilities of Council Officials in relation to this Policy:

Action or Role	Responsible Council Official
Designated Flag Marshals – Town Hall flagpole	Facilities Supervisor Facilities Maintenance Officer
Designated Flag Marshals – Council Chambers flagpoles	Customer Service Business Support Officers
Monitoring notifications from the Commonwealth Flag Network and State Flag Network	Records and Risk Officer
Monitoring condition of flags	Flag Marshalls
Monitoring and maintenance of civic and community flagpoles and sites	Urban Services

4.3. Flag Protocol

- 4.3.1. The *Australian National Flag Protocols* will be followed for the raising, lowering, storage and disposal of Australian flags.
- 4.3.2. The Australian National Flag is to be raised first and lowered last when flown with other flags.
- 4.3.3. The Australian National Flag should never be flown when it is in damaged, faded or dilapidated condition, the flag should be destroyed privately and in a dignified way.
- 4.3.4. Flags must not be allowed to fall onto or lie flat on the ground.
- 4.3.5. Under no circumstances should a flag be flown at half-mast at night.
- 4.3.6. Flags will be flown at half-mast at the direction of the Department of the Prime Minister and the Premier's Department.
- 4.3.7. Other flags or ensigns should be no larger and flown at the same height as the Australian National Flag.
- 4.3.8. Flags are to be raised no earlier than first light and should be lowered no later than dusk.
- 4.3.9. Flags may only be flown at night when illuminated.

4.4. Special Occasions for Flying Flags

- 4.4.1. Council will subscribe to the notification services from the Commonwealth Flag Network and State Flag Network and adhere to directions for the flying of flags on special occasions.

- 4.4.2. Council may fly the Australian National Flag at half-mast (at the discretion of the General Manager) to mark the passing of an esteemed local citizen.
 - 4.4.3. Council may fly the Aboriginal Flag at half-mast (at the discretion of the General Manager) to mark the passing of an esteemed local elder following a request from the Peak Hill Aboriginal Land Council.
 - 4.4.4. Council may fly the State Flag along with the National Australian Flag and Aboriginal Flag during visits to the Council Chamber of State Dignitaries, following authorisation by the General Manager.
- 5. VARIATION**
6. Council reserves the right to vary the terms and conditions of this policy subject to a report to Council.

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1	14 April 2021	General Manager	Manex	14 April 2023

Change History

Version Change Details

V1	Initial Policy
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Related Documents

Title

The Flags Act 1953 (Cth)

Australian Flag Protocols <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

Australian flags - Part 2: The protocols for the appropriate use and the flying of the flag

The Flag and Emblems of New South Wales <https://static.nsw.gov.au/siteassets/Uploads/flag-and-emblems-book-15sept2015-interactive.pdf>

Version Draft Consultation History

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Version 1			
Date	Consultation Point	Commentary/Proposed Amendments	Summary/Outcome
16/05/19	Council Meeting	148 Resolved: That Council develop a flag policy for Council.	
10/09/20	Governance Review	Minor amendments, deletion of comments following resolution of queries.	Forwarded to Manager Corporate Business for review for Manex agenda inclusion.
15/11/20	Manager Corporate Business	See comments re 4.13	Forwarded to Nina and Mat for comments.
27/01/2021	Acting Procurement and Corporate Business Officer	Inclusion of comments from Nina and Mat.	Forwarded to Governance for final review.
24/02/2021	Governance Review	Addition of responsibilities table and subscription to notification service by Commonwealth and State Flag Networks	Forwarded to Director Corporate Services for review for Manex inclusion.
23/03/2021	Manex Review – Amendments made by Governance, as requested.	<ol style="list-style-type: none"> 1. Australian, Aboriginal and Council flags to be flown each Council meeting day only (cl. 4.1.4). 2. Local Aboriginal Land Council identified as Peak Hill (cl. 4.4.4). 3. Removed table of Special Occasions for Flying Flags as it is redundant - Council will follow all direction from State/Commonwealth Flag Networks (cl 4.4.2.) 	Forwarded to Director Corporate Services for review before returning to Manex.
29/03/2021	Director Corporate Service and Governance Officer review	<ol style="list-style-type: none"> 1. Removed clause 4.1.2 as council will only fly NSW State Flag – clause not required. 2. amended clause 4.1.6 to reflect decision to only fly from Chambers flagpole on Council meeting days 3. Amended clause 4.3.6 to remove reference to deleted table (refer commentary point 3 above) 4. Added clause 4.4.4 to provide mechanism for flying State Flag –to be flown under GM direction. 	Forwarded to Manex for review prior to reporting to Council.

14/04/2021	Director Corporate Services and Governance Officer		Adopted by Manex.
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