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| <b>POLICY LOCATION</b> | Community Development | <b>POLICY TITLE</b>  | Flag Flying Policy |
| <b>POLICY NUMBER</b>   | CS/05/01              | <b>DATE ADOPTED</b>  | December 2021      |
| <b>REVISION NUMBER</b> | 2                     | <b>REVISION DATE</b> | December 2024      |

## Purpose

This policy relates to the flying of flags at Council's offices, other buildings and flag poles that may be built at Council locations in the future.

## Scope

Buloke Shire Council has three illuminated flag poles located at its Wycheproof Office. The Australian Flag and the Aboriginal Flag are flown at all times. If no other significant or approved flag is being flown, the Buloke Shire Council flag will fly on the third pole.

At all other Council locations where only one flag pole is located, when in use, the Australian Flag will be flown.

Council also displays flags inside Council Chambers and meeting places.

Flags will be flown in accordance with relevant legislation and protocol guidelines when required.

Flags will not be flown in hazardous weather conditions.

## Definitions

Flag - a flag is defined as a piece of cloth attached by one edge to a staff, rope or pole, and which bears a distinctive design.

## Policy Statement

Buloke Shire Council recognises the flying of flags demonstrates a pride of place and of spirit. These symbols should be displayed with the upmost importance, respect and dignity.

## Guidelines

### Flying the Australian Flag (Protocol set by the Australian Government).

- Raise the flag briskly and lower it ceremoniously.
- Do not raise the flag earlier than first light or lower the flag later than dusk.
- When the flag is raised or lowered or is carried in a parade or review, everyone present should be silent and face the flag and people in uniform should salute.
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured.
- The Australian National Flag should be raised first and lowered last, unless all other flags at the ceremony are raised and lowered simultaneously.

- When the Australian National Flag is flown with flags of other nations, all flags should be the same size and flown on flagpoles of the same height.
- The Australian National Flag should fly on the left of a person facing the flags, when it is flown with one other national flag.
- Do not fly two flags from the same flagpole.
- Only fly the flag at night when it is illuminated.
- Do not fly the flag if it is damaged, faded or dilapidated.
- 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, i.e. it may be cut into small unrecognisable pieces then disposed of with the normal rubbish collection.
- Do not fly the flag upside down, even as a signal of distress.
- Do not allow the flag to fall or lie on the ground or be used as a cover (although it can be used to cover a coffin at a funeral).

### **Order of precedence**

- 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 normally be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

### **Flying flags at half mast**

- Flags are flown at half-mast as a sign of mourning.
- There are times when direction will be given by the Australian Government for all flags to be flown at half-mast. Notification of these occasions will be received via email from the Commonwealth Flag Network.
- Flags in any locality can be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral.
- The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- 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.
- Council will fly its flags at half-mast to honour former Councillors and their contribution to community on the day of their funeral or a day deemed appropriate.

### **Use of flagpole available for alternate flags**

- The third flagpole (furthest to right hand side) located at the Wycheproof Office will be used to fly the flag bearing the Buloke Shire Council logo, except when it is used to fly alternate flags.
- Occasions that may require use of this pole for an alternate flag are:
  - Flying of an alternate national flag (representing Official Countries as recognised by the Australian Department of Foreign Affairs and Trade) to celebrate Australia's multicultural society and recognise the different nationalities represented within the Buloke Shire. These flags may also be flown when a significant official from another country visits Buloke on official matters. In these circumstances, a resolution of Council is not required.
  - The Buloke Shire Council will make available use of the flagpole to acknowledge specific municipal and regional celebrations and events by request. Decision on all requests will be determined by Council.
  - Council may wish to fly a particular flag as a show of support for a cause or event by way of a resolution of Council.
  - The Torres Straight Island flag will be flown during NAIDOC Week and Reconciliation Week.
  - Buloke Shire Council will not provide any of the alternate flags for the third pole, except for the Torres Straight Island flag.
- It is the responsibility of the organisation providing the flag to ensure that:
  - It is made of durable material.
  - It has standard fittings for attachment to flag pole.
  - It is approximately 1800mm by 900mm in size.
  - It is in good condition, not torn, frayed or damaged.

## References

Australian National Flag Protocols.