

# POLICY

## COMMUNITY RELATIONS – Flags

Date adopted by Council	31 July 2023
Minute number	G.07.2 – 23/179
Endorsed by	Council
CM Ref	CD-24/23
Due for review	July 2027
Related documents	Nil
Responsible officer	Manager Community Services
Department/Section	Environmental and Community Services
Category	Community
Community Strategic Plan goal	<b>Goal 2</b> Promote well-being and a connected healthy and happy community.
	<b>CS9</b> Value our heritage and cultural diversity, celebrating together and fostering creativity.



## Policy Statement

This policy provides protocols for flying flags at Council premises.

## Objective

The purpose of this policy is to provide protocols for flying Flags at Administration Centres and other facilities owned by Upper Hunter Shire Council.

## Scope

This policy applies to all Councillors and Council staff.

## Definitions

All terms used in this policy have the standard dictionary definition.

## Policy Details

### Flag Flying Protocols

Upper Hunter Shire Council will comply with all Australian Government protocols for flying of flags contained within *"Protocols for the appropriate use and the flying of the flag"* (Department of the Prime Minister and Cabinet) <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

These protocols always require the Australian Flag to take precedence over all other flags with the exception of the United Nations Flag on United Nations Day (24 October), and be raised in the position of honour, generally on the far left of a person facing the building.

### Order of Precedence

The Australian National Flag takes precedence in Australia over all other flags when it is flown in company with other flags.

Thereafter when flown in the community the order of precedence of flags is:

1. National Flag of other nations
2. State and Territory Flags
3. Other flags prescribed by the Flags Act 1953 including:
  - the Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and
  - the Defence ensigns which should be flown in the following order:
    - the Australian Defence Force Ensign
    - the Australian White Ensign
    - the Royal Australian Air Force Ensign.
4. Ensigns and pennants



## **National Flag**

The National Flag will be raised and lowered each business day at Council's Administration Centres.

## **State Flag**

It is Council's practice to not fly the State Flag each day at Council's Administration Centres as two of the three Centres only have 2 flag poles.

## **Aboriginal Flag**

The Aboriginal Flag will be raised and lowered each business day at Council's Administration Centres where there are at least two flagpoles.

The Aboriginal Flag will be flown on occasions of significant Council organised events, National Reconciliation Week and NAIDOC Week.

## **Torres Strait Islander Flag**

Where there are sufficient flagpoles, the Torres Strait Islander flag will also be flown on occasions of significant Council organised events, National Reconciliation Week and NAIDOC Week.

## **Flying Flags at Half Mast**

Flags are flown in the half-mast position as a sign of mourning. 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.

There are occasions when direction will be given by the Australian Government to fly flags at half-mast. Flags in any locality may be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral.

Upper Hunter Shire Council may also fly all flags at half mast on the request of *Wanaruah Local Aboriginal Land Council* or *Hunter Valley Aboriginal Corporation* to mourn the death of significant members of the local Aboriginal community.



## Responsibilities

### General Manager

The General Manager may decide when flags are flown at half-mast.

### Manager Community Services

The Manager Community Services will be responsible for overseeing the flag raising protocol.

### Customer Services Coordinator

The Customer Services Coordinator will be responsible for the day-to-day activities associated with flying the flags.

### All Staff

All staff will have responsibility for understanding this policy.

## References and Related Legislation

- Australian Government, Department of the Prime Minister and Cabinet (2006)  
*The Protocols for the appropriate use and the flying of the flag.*  
<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

## Version History

Version No.	Date	CD Ref	Reason for Review
1	28/06/2017	CD-122/21	New Policy
2	31/05/2021	CD-13/21	Policy review - update to new policy template
3	31/07/2023	CD-24/23	Timed review