

## **POLICY OBJECTIVE**

To provide advice to Edward River Council staff about flying the Australian flag and other flags on Council buildings.

## **SCOPE**

This policy applies to any staff who have flag-raising responsibilities.

This policy applies to Edward River Council's flag poles at the Civic Centre, Cressy Street, Deniliquin and the Peppin Heritage Centre, George Street, Deniliquin.

## **LEGISLATIVE REQUIREMENTS**

The Australian *Flags Act 1953* describes the legislative requirements related to this policy.

## **POLICY STATEMENT**

This policy has been developed to ensure legislative requirements for the flying of the Australian flag and other flags are followed. In flying the Australian flag and other flags, Council provides a positive leadership role that helps to foster community pride in the history and future of Australia.

### **Dignity of the Flag**

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.

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 an 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 publication *Australian Flags, 3<sup>rd</sup> Edition*, produced by the Australian Government, is the guiding document for the use and flying of the Australian flag for the official purposes of Edward River Council, including:

- Flying and Handling
- Displaying the Australian National Flag
- Use of Flags on conference tables
- Flying the Australian National Flag alone

- Flying the Australian National Flag with other National Flags, and
- Flying of Flag at half-mast.

### **Days Flags Raised**

The Australian flag, together with either flag of the State of NSW and/or Aboriginal flag and/or Edward River Council flag will be raised and flown together (as per the flag raising protocols) on each Council working day during business hours and on the Public Holidays listed below.

- 26 January - Australia Day
- 25 April - ANZAC Day

The number and combination of flags will be determined by the number of flagpoles at the respective sites.

### **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 annually: ANZAC Day - flags flown at half-mast till noon, then at the peak for the remainder of the day.
  - 11 November annually: 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 11a.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.

### **Responsibilities**

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

### **Flying of the Aboriginal flag**

The Aboriginal flag may be flown in other locations on occasions of special significance to the Aboriginal people of the Edward River Community, at the request of the Aboriginal community.

For example, the Aboriginal flag may be flown during Reconciliation Week or NAIDOC Celebrations. The Aboriginal flag may also be flown at half-mast on the death of an Aboriginal person who has contributed significantly to the Edward River community. The discretion of when to fly the Aboriginal flag on such an occasion would be left to the Chief Executive Officer, in consultation with the Mayor and the Chair of the Aboriginal Liaison Committee.

Representatives of the Aboriginal community or the Aboriginal Liaison Committee may request the flying of the Aboriginal flag on certain occasions via a request to the office of the Council's Chief Executive Officer.

## **ASSOCIATED POLICIES AND PROCEDURES**

*Australian Flags, 3<sup>rd</sup> Edition*

### **DEFINITIONS**

ANZAC – Australian & New Zealand Army Corps

NAIDOC – National Aboriginal and Islander Day Observance Committee

**POLICY VERSION CONTROL**

<b>Title</b>	Edward River Council Policy for flying flags on Council buildings			
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<b>Responsible Officer</b>	Office of the CEO			
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V1		Draft for Council adoption		
V2	Governance Coordinator	Replaced Manager of Administration to Manager Customer Experience under Responsibilities.	16/05/2023	2023/0516/12.5