

Policy No. 97: Flying of Flags

POLICY MANUAL

Policy No. 97	Flying of Flags
Purpose	The purpose of this Policy is to determine the manner in which the Council will fly flags at its various locations.
Department	Governance
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Resolution Number	049/2024
Next Review Date	April 2028

POLICY

1. Definitions

Nil.

2. Objective

To ensure that the flying of flags in the municipality where applicable is consistent and in accordance with Federal and State Government protocols.

3. Scope

This Policy applies to the Council's Officers and agents who arrange the flying of flags at the Council's owned and managed locations.

4. Policy

Flags are to be flown on each business day at the Meander Valley Council Chambers. Flags may be flown on each business day at various locations as decided by the General Manager in accordance with the following protocols:

- 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.
- When the material of a flag deteriorates it may either be placed in a permanent place of storage or should be destroyed privately and in a dignified way such as cutting it into small unrecognisable pieces, placing it in an appropriate sealed bag or closed container and then putting it in the normal rubbish collection.

An outline for an optional flag retirement ceremony is provided below:

- 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).

Flags are to be at half-mast in recognition of the death of the following local dignitaries:

- Mayor
- Councillors
- Former Mayor
- Former Aldermen
- Former Councillors
- Others as approved by the Mayor

Flags are to be lowered to half-mast on the morning of the funeral service or memorial service and are to remain so for the remainder of the day.

The relevant protocol and instructions, in relation to the flying of flags, from the Australian Government and the Tasmanian Government will be observed.

The General Manager may choose to fly the flag in accordance with this Policy on a day that is not a business day.

5. Legislation and Related Standards

The relevant protocol and instructions, in relation to the flying of flags, from the Australian Government and the Tasmanian Government will be observed.

6. Responsibility

Responsibility for the operation of this Policy rests with the General Manager.