

PURPOSE

This policy provides direction on how and when the Australian National Flag and other flags are flown by Council.

SCOPE

This policy applies to flags flown:

- On Council's Chambers in Glenorchy
- At the Glenorchy War Memorial, and
- At any event organised by Council.

RELATED DOCUMENTS

Not applicable

STATUTORY REQUIREMENTS

Section 7 of the *Flags Act 1953* (Cth) provides that the Governor General may make, and cause to be published, rules for the guidance of persons in connection with the flying or use of flags or ensigns referred to in, or appointed under the act.

Acts	<i>Flags Act 1953</i> (Cth)
Regulations	N/A
Australian/International Standards	N/A

DEFINITIONS

Not applicable

POLICY STATEMENT

Observation of Protocols

The Commonwealth Government has long standing protocols in place to ensure that the Australian National Flag, and other important flags, are shown appropriate dignity and respect whenever they are flown.

Council will observe any requirements of the Commonwealth Department of Prime Minister and Cabinet (DPMC) and the Tasmanian State Protocol Office whenever flying flags.

In the event that a directive or guideline issued by DPMC or the Tasmanian State Protocol Office is contrary to the provisions of this policy, the directive or guideline prevails. 1

Flags Flown Daily

Council will fly the following flags daily, unless this policy provides otherwise, or unless directed otherwise by the State Protocol Office or the DPMC:

- the Australian National Flag
- the Australian Aboriginal Flag, and
- the Glenorchy City Flag.

Other Flags that may be Flown

Council will fly the following other flags at the following times, unless directed otherwise by the State Protocol Office or the DPMC.

Flag	Occasion	Date/s	Protocol
Torres Strait Islander Flag	NAIDOC Week	Usually the first to third Sunday in July each year	Flown alongside the Australian National Flag and the Aboriginal Flag
Torres Strait Islander Flag	Reconciliation Week	27 May – 3 June	Flown alongside the Australian National Flag and the Aboriginal Flag
National flags of other nations	Sanctioned visits by dignitaries of the nation to the Council area	Various	Flown alongside the Australian National Flag and the Aboriginal Flag
Other flags	Various	Various	Any other flags may only be flown following specific decision of Council to do so

Glenorchy War Memorial and ANZAC Day

The Australian National Flag will be flown at the Glenorchy War Memorial on ANZAC Day. No flags will be flown on Council’s building on ANZAC Day. No flags will be flown at the Glenorchy War Memorial at any other time unless as a result of a specific Council decision.

Any flags flown by Council on ANZAC Day are to be flown at half-mast until 12:00 noon.

Flags Flown by Council at Special Events

From time to time, it will be necessary for Council to fly or display flags at special events organised by Council which take place at off-site locations (such as ANZAC Day or citizenship ceremonies).

Wherever a flag is flown on any Council property, or any event organised by Council, all protocols regarding those flags must be observed.

Flags at Half-Mast

Flags are flown at half-mast as a sign of mourning. Flags are to be flown at half-mast where notified by the State Protocol Office or DPMC.

In addition to occasions specifically notified by the State Protocol Office or the DPMC, the flags flown on Council’s chambers may be flown at half-mast to mark:

- the passing of a significant or distinguished member of the local community; or
- a local Aboriginal elder,

on the day, or part of the day, of their funeral at the request of the CEO or the relevant local Aboriginal community organisation.

Any flags flown at half-mast are to be flown in accordance with the Commonwealth protocol for flying flags at half-mast, which is available through the DPMC website.

Flags Officer

Council will assign the responsibility for the raising and lowering of flags and the observation of flag protocol in accordance with this policy to a Flags Officer. Council will ensure that there is a contingency in place should the Flags Officer be unable to perform their duties on any given day (e.g. due to illness).

The Flags Officer will ensure that they subscribe to email notifications regarding flag protocol from the State Protocol Office and the DPMC and that an appropriate delegate also receives those notifications.

DOCUMENT CONTROL

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Responsible Directorate	Community and Customer Services		Controller:	Manager Contact & Guidance	
ECM Document No.:	Policies by Directorate				