



Policy

Flag Policy

Responsible Officer: GENERAL MANAGER

Date Commenced: 16 April 2024

Review Date: 16 April 2028

1. Objectives

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

2. Background

Australian National Flag protocols

As one of Australia's most important symbols, the flag should be used with respect and dignity. These protocols have been issued by the Commonwealth to assist when flying or using the flag, including as part of flag-raising ceremonies.

- 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.
- 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)



3. Scope

This policy applies to flags flown at:

- Council Chambers/Offices – 10 George Street, Currie
- Council's Town Hall

4. Policy

Policy Statement

This policy applies to flags being flown at the Council Chambers/Offices and Town Hall:

1. The Australian, Tasmania, and other flags are flown, where practicable and shall, where practicable, be flown per the protocols determined by the Australian and Tasmanian Governments.
2. The other flags are only to be flown with Council or the Mayor's express permission as appropriate, such as special events.
3. When a local community member requests, in remembrance, as a memorial, or on the day of a funeral, flags may be flown at half-mast with the approval of the General Manager provided that:
 - Council is advised of details of the funeral; and
 - Approval is given by the senior next of kin (as defined by the Burial and Cremation (Cemetery) Regulations 2005

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.

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.

If a directive or guideline issued by DPMC, or the Tasmanian State Protocol Office is contrary to the provisions of this policy, the directive or guidelines prevails.



Flags Flown Daily

Council will fly the following flags daily, unless the 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 Tasmanian Flag
- Other flags – can only be flown following specific decision of Council to do so

No flags will be flown on Council’s chambers on weekends and public holidays, unless at the express direction of the General Manager.

Flag Officers

Council will assign the responsibility for the raising and lowering of flags and the observation of flag protocol in accordance with the policy to a Flags Officer. Council will ensure 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 flag 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.

5. Legislation, Terminology and References

Definitions	
<u>Term</u>	<u>Meaning</u>
Applicable Laws	All laws in connection with the carrying out of work or the Workplace including: <ul style="list-style-type: none">• <i>Fair Work Act 2009</i> (Cth)• <i>Local Government Act 1993</i> (TAS)• <i>Work Health & Safety Act 2012</i> (TAS)
Laws & Legislation pertaining to Policy	<ul style="list-style-type: none">• <i>Flag Act 1953</i> (Cth)• <i>Burial and Cremation (Cemetery) Regulations 2005</i>• <i>The Australian Government Australian Flag protocols</i>



Council	King Island Council
Councillor	An elected member of Council known as a Councillor or Alderman or otherwise meeting the definition of a 'councillor' as defined under section 3 of the <i>Local Government Act 1993</i> (TAS)
Employee	A person who carries out work for Council as an employee of Council.
General Manager	The general manager of Council as appointed under section 61 of the <i>Local Government Act 1993</i> (TAS).
Manager/Supervisor	A person at the Workplace who is appointed to a position that has management/supervisory responsibilities for others or their appropriately nominated or authorised delegate.
Other Persons at the Workplace	A person, other than a Councillor, who carries out work in any capacity for Council, including work as: (a) a contractor or subcontractor. (b) an employee of a contractor or subcontractor. (c) an employee of a labour hire company who has been assigned to work at Council. (d) an apprentice or trainee. (e) a student gaining work experience; or (f) a volunteer.
Policy	This GM Directive – King Island Council's Flag Policy
Workplace	A place where work is carried out for Council.

POLICY VERSION AND REVISION INFORMATION

Title: Flag Policy

Policy Maintained by: Administration Manager

Policy Commencement: 16 April 2024

Policy Review: 16 April 2028

Version No	Date	Resolution No	Responsible Officer
1.0	19.3.2024	70/24	Administration Manager

