



Policy – GM Directive

King Island Council Flag Policy

Responsible Officer: GENERAL MANAGER

Date Commenced: 18 JANUARY 2022

Review Date: 18 JANUARY 2025

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

King Island Council didn't have a policy on when or how the Australian, Tasmanian or other flags should be flown, other than Federal directions given by the Department of Premier and Cabinet – People, Performance, & Governance Division – Tasmanian Government; and therefore, the Council would like to implement a policy.

3. Scope

This policy applies to flags flown:

- At the Council Chambers/Offices – 10 George Street, Currie King Island
- Council's Townhall

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 the flags to be flown half-mast, in remembrance, memorial, or on the day of a funeral, provided that:
 - Council is made aware of the occurrence of the funeral; and
 - Approval is given by the senior next of kin (as defined by the Burial and Cremation (cemetery) Regulations 2005



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

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: <ol style="list-style-type: none"> a contractor or subcontractor. an employee of a contractor or subcontractor. an employee of a labour hire company who has been assigned to work at Council. an apprentice or trainee. a student gaining work experience; or 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: General Manager

Policy Maintained by: Corporate Services

Policy Commencement: 18 January 2022

Policy Review: 18 January 2025

