

Flag raising

Policy, procedure, protocol	Policy
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Related documents	
Author	Manager Information & Corporate Systems
Section / Department	Information & Corporate Systems
Linkage to Our Community Plan	1 Society
Objective	1.1 We will have proud and inviting communities
Strategy	1.1.1 Encourage vibrant and welcoming towns and villages

1. Purpose

To establish guidelines for the raising and flying of flags outside Council offices.

2. Policy, protocol or procedure statement

The flags will be treated with the respect and dignity they deserve.

2.1 Council will raise, on each weekday that Council is open, the Australian National Flag, the State Flag and the Aboriginal Flag, which shall be flown as a symbol of reconciliation.

2.2 Flags are not flown in inclement weather.

2.3 Council will raise the flags on the flagpoles outside its offices at 50 River Street, Maclean and 2 Prince Street, Grafton

2.4 Council will fly the flags at half mast on those occasions deemed appropriate by the Commonwealth Flag Officer.

3. Dignity of the Flag

3.1 The flag should not be allowed to fall or lie on the ground.

3.2 The flag should never be flown when in damaged, faded or dilapidated condition. When the material of the flag deteriorates to a point where it is no longer suitable for use, it should be destroyed, in a dignified way.

4. Disposal of Flags

4.1 When a flag becomes dilapidated and no longer suitable for use, it should be destroyed privately and in a dignified way. For Example, it may be cut into small unrecognisable pieces then disposed of with the normal rubbish collection.

5. Procedures

The flags should be raised briskly and lowered with dignity.

5.1 The Australian National Flag is to be raised first and should always be flown on the far left of a person facing the building, then the State Flag to the right of the National Flag, then the Aboriginal Flag. The flags are lowered in the reverse order.

5.2 On Anzac Day (25 April) all flags shall be flown at half mast until 12 noon and then at the peak until 4.30 pm when all flags will be lowered.

5.3 On Remembrance Day (11 November) flags will be lowered to half mast between 10.30 am and 11.03 am