



Flag Management Policy

Policy Number	D1
Responsible Officer(s)	Chief Executive Officer; Acting Manager Governance, HR & Risk.
Policy Adopted	March 2023
Minutes reference	2023/03-15
Next review date	March 2027
Applicable Legislation	<i>Flags Act 1953.</i>
Related Documents	Australian Flag Booklet: The protocols for the appropriate use and the flying of the flag; Reconciliation Australia: Flying the Aboriginal and Torres Strait Islander Flags; Department of the Premier and Cabinet Flag Protocols.

1. POLICY PRINCIPLE

Wakefield Regional Council recognises the flying of flags is an opportunity to foster a sense of pride in the symbols of our country and cultural and corporate identity.

2. POLICY OBJECTIVE

- To provide guidelines for flying flags at the Civic Centre and the flagpole in the Balaklava Triangle;
- Ensure compliance with the Australian Commonwealth Government flag protocols and a consistent approach to flying flags at these sites;
- Acknowledge Australia's First Nations people by ensuring the Australian Aboriginal Flag is also flown at the Civic Centre as a further symbol of recognition and respect for First Nations Culture.

3. POLICY DETAIL

The following flags are to be flown at the flag pole sites at the Civic Centre:.

- Australian National Flag;
- Australian Aboriginal Flag;
- Wakefield Regional Council Flag.

The Australian National Flag is to be flown at the flagpole in the Balaklava Triangle.

Other National and State Flags may be flown, on occasion, at the discretion of the Chief Executive Officer and in line with the directions of the Department of the Premier and Cabinet Protocol Unit.

Compliance with the guidelines of the flag protocol as set by the Australian Commonwealth Government will be followed at all times. These guidelines are to be followed for all flags flown by the Wakefield Regional Council.

Flags will always be:

- Treated with the respect and dignity they deserve;
- In the case of the Australian National Flag, be raised no earlier than first light and lowered no later than dusk;

- Raised briskly and lowered with dignity;
- Flown aloft and free, as close to the top of the flag mast as possible and with the rope tightly secured; and
- Illuminated if flown at night.

Flags will not be:

- Allowed to fall or lie upon the ground;
- Used to unveil monuments or plaques, cover tables/seats or used as a curtain;
- Flown when damaged, faded or in a dilapidated condition;
- Flown upside down, even as a signal of distress;
- Flown from the same flag pole as another flag.

Flying Flags at Half-Mast

It is recognised flags may be flown at half-mast as a sign of mourning. Council will fly flags at half-mast as deemed appropriate by the Australian Commonwealth Government and/or the Department of the Premier and Cabinet's Protocol Unit.

The Chief Executive Officer may determine the flying of flags at half-mast can occur in accordance with the principle of acknowledging the passing of current and past Council Members, staff, former employees, residents or volunteers who have contributed to the district.

Should the Chief Executive Officer determine a flag may be flown at half-mast as acknowledgment, that will occur on the day of that person's funeral.

The following procedures will be followed when flying flags at half-mast:

- When flying the Australian National Flag with other flags, all flags shall be flown at half-mast together;
- The Australian National Flag shall be raised first and lowered last;
- The flag shall be raised to the top of the flagpole briefly, and then lowered slowly and ceremoniously;
- Flags flown at half-mast shall be positioned a third of the distance down the flagpole;
- Under no circumstances will flags be flown at half-mast after dark, even if illuminated.

4. REVIEW

This Policy shall be reviewed every 48 months, or more frequently if required by legislation or Council.

Document history:

Version	Adopted	Description of Change
1.0	December 2009 – Min 141	New Policy.
	March 2011 – Min 203	Removal of word 'spare' from 1 st sentence.
	November 2014	Policy numbering system changed and inclusion of this document history table.
2.0	September 2016 – Min 69	Renamed from Aboriginal Flag Policy. Rewritten document including protocols.
3.0	March 2019 – Min 2019/03-26	Word changes and reconfiguration, addition of a principle, changes to reflect new template and change to review period to 48 months (unless required earlier).
4.0	March 2023	New policy template; replace the term 'Indigenous' with 'First Nations'; replace reference to Government Protocol Office with Department of the Premier and Cabinet Protocol Unit; update responsible officer.