

## FLAG POLICY

Approved By: Council  
Doc Controller: General Manager  
File: 126

Document Code: DVC-POL-055  
Version: 1  
Approved Date: 28/07/2022  
Next Review Date: 28/07/2026

### 1. PURPOSE

The purpose of this policy is to direct the flying of flags on Council property in accordance with protocols as determined by National and State Governments.

### 2. SCOPE

This policy applies to flagpoles at facilities managed by Derwent Valley Council and events organised and delivered by Derwent Valley Council.

### 3. LEGISLATION

*Flags Act 1953*

### 4. POLICY

- 4.1 Council will fly the following flags at Council Chambers and for formal events (e.g., citizenship ceremonies) unless directed otherwise by the State Protocol Office of the Commonwealth Department of Prime Minister and Cabinet (DPMC):
- The Australian National flag;
  - The Tasmanian State flag; and
  - The Australian Aboriginal flag.
- 4.2 Council will observe all requirements of the Commonwealth DPMC and the Tasmanian State Protocol Office practicable whenever raising, flying, or lowering flags and in association with days of special significance (e.g., ANZAC Day, Remembrance Day).
- 4.3 Alternate official flags may be flown with the express permission of the General Manager if a relevant representative visits Council or as directed by the State Protocol Office or the DPMC and practicable. These include the:
- Centenary flag;
  - Torres Strait Islander flag;
  - Australian ensigns;
  - State and Territory flags;
  - Royal and Vice-Regal flags;
  - The United Nations flag;
  - Flags of other countries/nations that Australia officially recognises.
- 4.4 Alternate non-official flags may be flown with the express permission of the General Manager, who shall take into account:
- the compatibility of the event or cause with the purpose, values and standing of the Council;
  - relevance of the event or cause to the Derwent Valley community;
  - requirements of any concurrent event/s or cause/s;

## FLAG POLICY

Approved By: Council  
Doc Controller: General Manager  
File: 126

Document Code: DVC-POL-055  
Version: 1  
Approved Date: 28/07/2022  
Next Review Date: 28/07/2026

- d) cost;
- e) feasibility.

- 4.5 Members of the community can request a non-official flag be flown by Council via a form available online and via Customer Service. The General Manager will determine if the proposed flag is flown according to the criteria above, the duration and if the applicant will be charged the cost of obtaining a flag not already held by the Council.
- 4.6 Where an alternate flag is approved, it will appear alongside the Australian National and Aboriginal flags and in the order of precedence set by the DPMC protocols.
- 4.7 If a directive or guideline issued by the DPMC or the Tasmanian State Protocol Office is contrary to the provisions of this policy, the directive or guideline prevails.
- 4.8 Wherever flags are flown or displayed by Council at its events or offsite activities, this policy and all protocols regarding those flags will be observed.
- 4.9 Flags are flown at half-mast as a sign of mourning. Flags are to be flown at half-mast and in accordance with Commonwealth protocol where:
- a) Notified by the State Protocol Office or DPMC;
  - b) Requested by the General Manager to mark the passing of a significant or distinguished member of the local community, including on the day or part of the day of their funeral.
- 4.10 Where flags are flown at half-mast, a public notice will be published on Council's website explaining the reason.
- 4.11 Council will assign the responsibility for observation of flag protocol in accordance with this policy to a relevant officer. Council will ensure there is a contingency in place should that officer be unable to perform their duties on any given day (e.g., due to leave).
- 4.12 The relevant officer will ensure they subscribe to email notifications regarding flag protocol from the State Protocol Office and the DPMC and that any delegate also received those notifications.

## 5. RELATED DOCUMENTS

Department of Prime Minister and Cabinet, *Australian National Flag Protocols*