

	<p><b>Council Policy</b></p> <p><b>Flag Protocols</b></p>	
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# Policy

## Objectives

To outline Council's administration arrangements for the use of Council flags, including flags flown as an expression of Council's governance responsibilities.

## Policy Statement

### 1 Flying flags outside the Administration Centre

Council will always fly the Australian National, the State of New South Wales, the City of Lake Macquarie, and the Aboriginal and Torres Strait Islander flags. All flags will be raised no earlier than first light and lowered no later than dusk.

The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured.

Two flags should not be flown from the same flagpole.

Flags should not be flown if damaged, faded or dilapidated.

In the instance of a visit from a Sister City to the City of Lake Macquarie, the State of New South Wales flag will be replaced in accordance with Section 2.

In the instance of a sanctioned visit by foreign dignitaries to the City of Lake Macquarie, the State of New South Wales flag will be replaced in accordance with Section 3.

### 2 Flying flags in the Council Chambers

Council will fly the Australian National, the Aboriginal, the Torres Strait Islander, the State of New South Wales, and the City of Lake Macquarie flags in the Council Chambers.

### 3 Flying flags of sister cities

Council will fly the national or city flag of its sister cities during visits by the Mayor (or his or her delegate) of a sister city.

### 4 Flying flags of other countries

Council will only fly the national flags of other countries during a visit by a foreign dignitary, when the visit is organised in consultation with Council.

### 5 Flying Flags at Half-Mast

Council will fly its flags at half-mast as a sign of mourning on appropriate occasions at the discretion of the General Manager or his or her delegate.

## Controlled Document Information

### Authorisation Details

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<b>Audience:</b>	External - All council staff, officials and external parties		
<b>Department:</b>	Communications and Corporate Strategy		
<b>Officer:</b>	Loren Cousins - Coordinator Council Liaison		
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<b>Authorisation:</b>	Adopted by Council - 27 May 2019		
<b>Authorisation - Council Adoption Date:</b>	27 May 2019		

### Related Document Information, Standards & References

<b>Related Legislation:</b>	Flags Act 1953	
<b>Related Policies (Council &amp; Internal):</b>		
<b>Related Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements:</b>		
<b>Standards COPs &amp; Other References</b>	Australian Government Department of the Prime Minister and Cabinet Protocols for the appropriate use and flying of the flag	These reference documents provide the protocol and rules for flying flags.

### Definitions

Term / Abbreviation	Definition

### Consultation (update for each version created)

<b>Key Departments, Teams, Positions, Meetings:</b>	Communications and Corporate Strategy, Property and Business Development
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### Version History

Version No	Date Changed	Modified By	Details and Comments
2	8 August 2005	L Linstead	Council adopted a new version with the addition of the Aboriginal flag to the list of flags that Council will always fly, a statement indicating when Council will fly flags at half-mast, and a statement indicating under what circumstances Council will lend its flags.
3	28 January 2011	J Burns	Updated to new template due to review date and confirmed content was accurate.
4	15 October 2014	L Crowe	Updated to new template. Further developed the Policy Objective, and added references to the Aboriginal and Torres Strait Islander flags being flown in the Council Chambers.
5	25 February 2019	S Taylor	Information added on condition of flags to be flown.

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