



DATE ADOPTED: 26 June 2018

VERSION: 4.0

POLICY OBJECTIVES

The objective of this policy is to establish guidelines for the flying of flags at Maitland City Council.

POLICY SCOPE

This policy applies to all flags flown at Maitland City Council premises.

POLICY STATEMENT

Flags flown at Maitland City Council premises will be flown in accordance with the Premier's Department of New South Wales publication 'Emblem Book of the State of New South Wales: Showing the Flag'.

The protocols for each specific flag and site are outlined below.

1. Flying of flags outside the Council Administration Building and Maitland Town Hall

The Australian, State, Aboriginal and Torres Strait Islander flags will be permanently flown from the Administration Building flagpoles. They will be placed in the above mentioned order, left to right, from the view of an observer facing the Administration Building.

The City of Maitland flag will be flown permanently from the single flag pole attached to Town Hall

2. Flying of flags inside the Council Chambers

The Australian flag and City of Maitland flag will be permanently on display inside the Council Chambers. The Australian flag will be positioned on the left of an observer facing the flags and the City of Maitland flag to the right with the staff of the Australian flag in front of the City of Maitland flag.

3. Flying of flags outside Maitland Gaol

The Australian and City of Maitland flags are to be flown from the flagpoles at the front of the Gaol building. They will be placed in the abovementioned order, left to right, from the view of an observer facing the Gaol entrance. These are to be raised and lowered each day the Gaol is operational. During visits from the NSW Governor, the City of Maitland flag is to be substituted with the State flag.

The Australian flag will be permanently flown from the Bicentennial flagpole located on John Street, adjacent to the Gaol store.

4. The City of Maitland flag

The City of Maitland Flag may be requested and supplied under the following conditions:

- a) The City of Maitland Flag will be provided on a one off complimentary basis to the Maitland Returned and Services League and East Maitland RSL Sub-Branches and Cadet Unit 234.
- b) Replacement or additional flags requested by the Maitland and East Maitland Returned and Services League Sub-branches and Cadet Unit 234 will be supplied on the basis of full payment of production costs by those organisations to Council.
- c) Requests for provision of City of Maitland flags by other organisations / individuals be assessed on a case by case basis within the following criteria:
 - Service and/or registered club status
 - Potential for contribution to the marketing and profile of the city
 - Preparedness to meet full production costs.

5. Flags other than the Australian, State, Aboriginal, Torres Strait Islander and City of Maitland flags

Flags other than the Australian, State, Aboriginal, Torres Strait Islander and City of Maitland flags are only to be flown from the Administration Building and/or Town Hall or within the Council Chambers on occasions to be determined by resolution of Council.

6. Flying of flags at half mast

Council will fly flags at half-mast as a sign of mourning on appropriate occasions at the discretion of the Mayor/General Manager. The following special occasions, as outlined in the Premier's Department of New South Wales publication 'Emblem Book of the State of New South Wales: Showing the Flag', include:

Date	Day	Time
25 April	ANZAC Day	Flags will be flown at half mast until noon, then full mast for the remainder of the day.
11 November	Remembrance Day	Flags are to be flown at full mast from 08.00am to 10.30am. Lowered to half mast until 11.03am and then raised to full mast for the remainder of the day.

Other special occasions where flags are flown at half mast are State Funerals and the funerals for Heads of State of other countries.

Under no circumstances should a flag be flown at half mast at night, whether or not the flag is illuminated.

The Executive Assistants to the General Manager and the Mayor will be notified when flags will be flown at half mast and the reason for this.

POLICY DEFINITIONS

Half mast:	When the top of a flag is one third of the distance down from the top.
Staff:	A pole on which a flag is displayed.



POLICY ADMINISTRATION

BUSINESS GROUP:	OFFICE OF THE GENERAL MANAGER
RESPONSIBLE OFFICER:	GENERAL MANAGER
COUNCIL REFERENCE:	
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	35/1
RELEVANT LEGISLATION	Flags Act 1953 (Cth)
RELATED POLICIES / PROCEDURES / PROTOCOLS	Premier's Department of New South Wales 2002, Emblem Book of the State of New South Wales: Showing the Flag. Australian Government Department of Prime Minister and Cabinet 2006, Australian Flags – Part 2: The Protocols for the Appropriate Use and the Flying of the Flag.

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	2001	New policy adopted
2.0	12/11/2013	Reviewed as part of bulk policy review
3.0	24/11/2015	Periodic Review
4.0	26/06/2018	Periodic Review

