

# Flying of Flags Policy

**Date Adopted:** 9 December 2025

**Version:** 6.0

## 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 official flags flown at Maitland City Council owned or operated sites.

This policy does not apply to banner poles as outlined in Council's *Banner Pole Usage Policy*.

## Policy Statement

Flags flown at Maitland City Council premises will be flown in accordance with the Australian Flags publication of the Australian Government Department of Prime Minister and Cabinet and the Premier's Department of New South Wales publication 'Flag and Emblems of NSW'.

The protocols for each specific flag and site are outlined below. To remove any ambiguity, if there is an issue not covered in this policy then the Australian and State publications above (in that order or precedence) should be used.

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

The flags flown outside of the Maitland Administration Centre are to be consistent with the practice of flags flown outside the NSW State Parliament as at the date of this policy, together with the City of Maitland flag.

The flags currently flown outside of the NSW State Parliament are the Australian, State and Aboriginal flags.

The Mayor is delegated to decide to flag/s flown from the Maitland Town Hall building.

### 2. Flying of flags inside the Council Chambers

Flags flown in the Council Chambers are to be consistent with the practice of flags flown outside the NSW State Parliament as at the date of this policy, together with the City of Maitland flag.

The flags currently flown outside of the NSW State Parliament are the Australian, State and Aboriginal flags.

The flags are to be placed in the above mentioned order, left to right, from the view of an observer facing them.

### **3. Flying of flags outside Council operated facilities**

Flags flown on flagpoles situated on Council operated facilities will be done so in accordance with the Australian National Flag and other flag protocols as referenced in this policy.

This includes:

- The State and City of Maitland flags are to be flown from the two 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.
- The Australian flag will be permanently flown from the Bicentennial flagpole located on John Street, adjacent to the Gaol store.

### **3. Flying of flags on Council owned public spaces**

Flags flown on flag poles located on Council owned and operated open or public spaces will be done so in accordance with the Australian National Flag and other flag protocols as referenced in this policy.

### **4. The City of Maitland flag**

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

- a) Requests for provision of City of Maitland flags by 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 and City of Maitland flags are only to be flown from the Administration Centre, Town Hall, Maitland Gaol, Maitland Works Depot or within the Council Chambers on occasions to be determined by the Mayor.

### **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 Australian Flags publication of the Australian Government Department of Prime Minister and Cabinet include:

Date	Day	Time
25 April	ANZAC Day	Flags will be flown at half-mast until noon, then at the peak until the usual time for closure of business.
11 November	Remembrance Day	Flags will be flown at the peak from 8:00 am to 10.30am. Flags will be lowered to half-mast from 10:30am until 11.02am Flags will be flown at the peak again from 11:02 am until the usual time for closure of business.

Other special occasions where flags are flown at half-mast include:

- On the death of the Sovereign (King or Queen)
- On the death of a member of the royal family (by special command of the Sovereign and/or by direction of the Australian Government)
- On the death of the Governor-General or a former Governor-General
- On the death of a distinguished Australian citizen, in accordance with protocol.
- On the death of the head of state of another country with which Australia has diplomatic relations.

Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated, unless direction to half-mast the flag for an extended period of time has been issued.

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 and will take responsibility for ensuring this occurs. The Customer Experience Team will also be advised of the reasons that flags are flown at half-mast so that any enquiries from the public can be satisfied.

## Policy Definitions

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Half-mast:

To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the 'peak'), then immediately lowered slowly to the half-mast position.

An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

When lowering the flag from a half-mast position, it should first be raised briefly to the peak, then lowered ceremoniously.

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## Policy Administration

<b>Business Group:</b>	Office of the General Manager
<b>Responsible officer:</b>	General Manager
<b>Council reference:</b>	Item 10.1 Ordinary Council Meeting – 9 December 2025
<b>Policy review date:</b>	Three (3) years from date of adoption
<b>File number:</b>	35/45
<b>Relevant legislation</b>	Flags Act 1953 (Cth)
<b>Related documents</b>	<p><u><a href="#">Premier's Department of New South Wales, Flag and Emblems of New South Wales 2022.</a></u></p> <p><u><a href="#">Australian Government Department of Prime Minister and Cabinet, Australian Flags – Part 2: The Protocols for the Appropriate Use and the Flying of the Flag 2022.</a></u></p> <p>Council's Banner Pole Usage Policy.</p>

## 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
5.0	25/01/2022	Periodic Review
5.1	-	Updated to new branding. No content changed.
6.0	09/12/2025	Periodic Review. Administration Centre location updated from Administration Building. Terminology updated from full mast to peak. Definition of half-mast expanded as per the Australian Flags publication. Flags flown at the Maitland Administration Centre and Council Chambers updated to reflect flags currently flown at the NSW State Parliament.