



DATE ADOPTED: 25 January 2022

VERSION: 5.0

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## **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 sites.

## **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 Australian, State, Aboriginal and Torres Strait Islander flags will be permanently flown from the Administration Building flagpoles. They will be placed in the abovementioned 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 flagpole attached to Town Hall

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

The Australian, State, Aboriginal, Torres Strait and City of Maitland flags will be permanently on display inside the Council Chambers. They will be placed in the above mentioned order, left to right, from the view of an observer facing them.

### **3. Flying of flags outside Maitland Gaol**

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.

#### 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, Torres Strait Islander and City of Maitland flags are only to be flown from the Administration Building, Town Hall, Maitland Gaol 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 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 11.02am 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 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

Half mast:	When the top of a flag is one third of the distance down from the top.



## 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, Flag and Emblems of New South Wales 2021. Australian Government Department of Prime Minister and Cabinet, Australian Flags – Part 2: The Protocols for the Appropriate Use and the Flying of the Flag 2021.

## 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