



FLYING OF FLAGS POLICY

Summary:

The purpose of this policy is to provide clear direction for the flying of flags on three (3) flagpoles located outside the Tenterfield Shire Council Administration Building at 247 Rouse Street, Tenterfield.

Policy Number	1.063
File Number	CM/163
Document version	V6.0
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Endorsed By	Director of Corporate Services
Minute Number	ITEM Gov97/24
Consultation Period	Nil
Review Due Date	November 2026
Department	Office of Corporate Services
Policy Custodian	Director of Corporate Services
Superseded Documents	1.063 – Flying of Flags Policy (V5)
Related Legislation	Nil
Delegations of Authority	General Manager, Director Corporate Services, Director Infrastructure Services

1. Overview

This policy has been formulated using information obtained from the booklet entitled *Australian Flags* published by the Department of the Prime Minister and Cabinet and provides guidelines for flying of flags on the three (3) flagpoles located outside the Tenterfield Shire Council Administration Building at 247 Rouse Street, Tenterfield.

<https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-0>

2. Policy Statement

Flags will be flown from the flagpoles located outside the Tenterfield Shire Council Administration Building at 247 Rouse Street, Tenterfield as follows:

- The Australian National Flag, the New South Wales State Flag and the Aboriginal Flag to be flown every working day throughout the year.
- That requests for variations to the flying of flags by community members will be considered.
- The Mayor and/or General Manager and/or meeting of the full Council will have delegated authority to determine if other flags may be flown and the occasions on which this may be done.

The flags will be flown subject to the dignity and care as required under the rules of precedence, protocol and procedures as may be published from time to time by the Commonwealth or State Governments.

Order of Precedence

The Australian National Flag will take precedence over all other flags when it is flown in company with other flags. It will be raised first and lowered last on the flagpole to the far left of a person facing the building.

For the purposes of this policy, the New South Wales State flag will be flown on the middle flagpole and the Aboriginal flag will be flown on the flagpole to the far right of a person facing the building.

Half-mast

The three (3) flags will be flown at half-mast on the following occasions:

- a) On days of mourning
- b) On Remembrance Day
- c) At other times when direction has been received by the Australian Government for all flags to be flown at half-mast
- d) If requested on the day, or part of the day, of the funeral of a Tenterfield Shire community member/citizen

Disposal of Flags

In accordance with Government guidelines, flags which have become dilapidated or unsuitable for use will be destroyed privately and in a dignified way.

3. Accountability, Roles & Responsibility

Elected Council

- Council Endorsement

General Manager, Executive and Management Teams

- Management of policies

Management Oversight Group

- Monitoring

Individual Managers

- Implementation of policy requirements

4. Definitions

Nil

5. Related Documents, Standards & Guidelines

Department of Prime Minister and Cabinet – Australian National Flag Protocols – *Australian Flags* booklet.

6. Version Control & Change History

Version	Date	Modified by	Details
V1.0	27/07/2011	Council	Adoption of Original Policy (Res No. 350/11)
V2.0	25/05/2011	Council	Review/Amended (Res No. 255/11)
V3.0	23/07/2014	Council	Review/Amended (Res No. 252/14)
V4.0	23/08/2017	Council	Review/Amended (Res No. 168/17)
V5.0	26/10/2022	Council	Review/Amended (Res No. 222/22)
V6.0	27/11/2024	Council	Review/Amended (Res No. 187/24)