

Flying of Flags Policy

PURPOSE	To provide guidelines on the flying of flags at the Council Offices of the Mornington Peninsula Shire.
OBJECTIVES	<p>To ensure Council complies with the flag protocols issued by the Department of the Prime Minister and Cabinet and the Protocol Unit of the Department of Premier and Cabinet from time to time.</p> <p>To specify the flags to be flown at each Council Office.</p> <p>To specify arrangements for the flying of flags at half mast on days of significance or in remembrance of persons or events.</p> <p>To specify arrangements for the flying of national flags of other countries at each Council Office.</p>
SCOPE	This policy applies to all Mornington Peninsula Shire Council Offices located at Rosebud, Mornington and Hastings.
POLICY	<p>Flying of Flags at Council Offices</p> <p>The Council Offices located at the following locations:</p> <ul style="list-style-type: none"> • Besgrove Street, Rosebud; • Queen Street, Mornington; and • Marine Parade, Hastings <p>are provided with four flag poles and will fly the Australian National Flag, Victorian State Flag, Australian Aboriginal Flag and the Mornington Peninsula Shire flag, on a permanent basis, during normal office hours.</p> <p>During Reconciliation Week and NAIDOC Week, the Torres Strait Islander Flag will be flown, replacing the Mornington Peninsula Shire Flag.</p> <p>Flying of Flags at Half Mast</p> <p>The Protocol Unit of the Department of Premier and Cabinet provides Notices to Council when all flags must be flown at half mast. The dates of mourning where flags are flown at half mast include:</p> <ul style="list-style-type: none"> • 25 April (Anzac Day) – Flags to be flown at half mast until noon then at the peak until the usual time for closure of business. • 11 November (Remembrance Day) – Flags to be flown at the peak from 8.30 am – 10.30am, at half mast from 10.30am – 11.02am and moved back to the peak from 11.02am until the usual time for closure of business.

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<p>POLICY (Cont'd)</p>	<p>Flying of Flags at Half Mast (Cont'd)</p> <ul style="list-style-type: none"> • There are other occasions when direction will be given by the Protocol Unit of the Department of Premier and Cabinet to fly the flags at half mast including the death of the Sovereign, a member of the royal family, the Governor – General or former Governor – General, a distinguished Australian citizen, or the head of state of another country. <p>Following a request from the relevant local Aboriginal community organisation, the Australian Aboriginal Flag may be flown at half mast to mark the passing of a local elder.</p> <p>The Mornington Peninsula Shire Flag may be flown at half mast on the day of the funeral for a deceased employee, Councillor, Local State or Federal Member of Parliament or community leader at the discretion of the Chief Executive Officer.</p> <p>Flying Flags of Other Countries</p> <p>Council may consider flying the national flags of other countries during Council sanctioned visits of the country or to acknowledge a significant event of the country at the discretion of the Chief Executive Officer.</p>
<p>PROCEDURE</p>	<p>Council will comply with protocols issued by the Awards and Culture Branch of the Department of Prime Minister and Cabinet for the flying of flags as follows.</p> <p>Protocol for Flying the Australian National Flag</p> <p>When flying the Australian National Flag and any other flags in a line of flagpoles, the Australian National Flag should always be flown on the far left of a person facing the flags. In a single row of flagpoles, arranged at right angles from a building, the Australian National Flag should be flown on the far left flagpole nearest the kerb.</p> <p>Thereafter, the order of precedence of flags is:</p> <ul style="list-style-type: none"> • National Flag of other nations; • State and Territory Flags; • Other flags prescribed by the <i>Flags Act 1953</i>, e.g. Australian Aboriginal Flag and the Torres Strait Islander Flag in either order; and • Ensigns and pennants, e.g. local government, Commonwealth, state and territory agencies, and non-government organisations.

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<p>PROCEDURE (CONT'D)</p>	<p>Protocol for Flying the Australian National Flag (Cont'd)</p> <p>The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order.</p> <p>The flag should not be allowed to fall or lie on the ground.</p> <p>The flag should not be used to cover a statue, monument or plaque for an unveiling ceremony; to cover a table or seat; or to mask boxes etc.</p> <p>The flag should not be flown when in damaged, faded or dilapidated condition.</p> <p>The flag should not be smaller than that of any other flag or ensign.</p> <p>The flag should be raised briskly and lowered ceremoniously.</p> <p>The flag should always be flown aloft and free as close as possible to the top of the flag mast, with the rope tightly secured.</p> <p>The flag should be raised no earlier than first light and should be lowered no later than dusk.</p> <p>Two flags should not be flown from the same flagpole.</p> <p>The flag should not be flown upside down, not even as a signal of distress.</p> <p>Protocol for Flying Flags at Half Mast</p> <p>Flags are flown in the half-mast position as a sign of mourning.</p> <p>When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.</p> <p>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.</p> <p>When lowering the flag from a half-mast position, it should first be briefly raised to the peak, then be lowered ceremoniously.</p>
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RESPONSIBILITY	<p>Manager Governance and Corporate Support – for ensuring the Policy and procedures are implemented and maintained.</p> <p>Team Leader Governance – for supervising the operation of the Policy and procedures.</p> <p>Hallkeepers – for ensuring flags are flown at Council Offices in accordance with this Policy.</p>
RELATED POLICIES	Acknowledgement of Special Events or Achievements of Citizens, Councillors and Council Officers.
RELATED LEGISLATION	<ul style="list-style-type: none"> • Flags Act 1953
REFERENCES	Australian Flags – Awards and Culture Branch, Department of the Prime Minister and Cabinet.
REVIEW	This Policy shall be subject to review within 12 months of the next general Council election to be held in October 2016.

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