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| Policy Type | Corporate |
| Function | Community Relations |
| Policy Owner | Chief Executive Officer |
| Policy Contact | Senior Governance Officer |
| Effective Date | 14 February 2023 |

Purpose

The purpose of this policy is to promote a consistent approach to the use of the Australian flag and other flags at Council events and facilities.

Scope

This policy applies to all Council employees and councillors.

Policy Statement

Use of the Australian National flag and Queensland State flag will be guided by the protocols for the appropriate use and the flying of these flags. Links to the relevant protocol documents are included in the Related Documents section of this policy.

The Aboriginal and Torres Strait Islander flags will be flown during NAIDOC week, which is held annually during July.

Council will fly flags at half-mast:

- between 10.30am to 11.02am on Remembrance Day (11th November);
- for one day upon the death and/or funeral of a current or former councillor; and
- for one day upon the death and/or funeral of a current employee of Burdekin Shire Council.

Responsibilities

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| Chief Executive Officer | To direct that the flag be flown at half-mast for one day upon the death/and or funeral of a current or former Councillor, current member of Council staff, or any other significant death/and or funeral at their discretion. |
| Executive Support Officer | To notify CEO when becoming aware of significant deaths/and or funerals |
| Customer Services | The customer service team is responsible for the raising and lowering of flags in accordance with the Australian National Flag Protocols and this policy. |
| Senior Governance Officer | To notify CEO of updates regarding flag protocols from the Commonwealth Flag Network |

Risk Management

This policy mitigates risk associated with ambiguity around flying flags.

Legislation

Flags Act 1953

Related Documents

The protocols for the appropriate use and the flying of the Australian flag are outlined in Part II of the Australian Government booklet, *Australian flags* (link provided below):

https://www.pmc.gov.au/sites/default/files/resource/download/australia-flag-booklet-fa-accessible_0.pdf

The protocols for the appropriate use and the flying of the Queensland flag are outlined in the Queensland government guideline, *Flying the Flag* (link provided below):

<https://www.premiers.qld.gov.au/right-to-info/published-info/assets/flying-the-flag-the-state-of-queensland-flag.pdf>

Document History and Version Control

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|---------------------------|-----------------------|
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