



4.03 ADMINISTRATION CENTRE FLAG POLE

Distribution:	Elected Members, Executive Management, Office Staff
Responsible Officer:	Chief Executive Officer
Date Adopted:	September 2015 – Version 1 – Resolution 092015.SM
Last Review:	March 2024 – Version 3 – Resolution 032024 767

Purpose

To provide direction on the use of Australian Flag at the Administration Office.

Scope

Elected Members, Executive Management, Office Staff

Standard

The flagpole located at the Administration Centre is reserved for the flying of the Australian flag. The Australian flag is to be flown each day during office hours.

Flag protocol will be in accordance with Flags Act 1953

Roles and Responsibilities

Elected Members

- Ensure policy is reviewed annually.

Chief Executive Officer

- Ensure compliance with the policy.

Administration Staff

- Arrange installation of the flag in accordance with policy and Flags Act 1953

Legislation

Flags Act 1953

Resource Documents

Department of Prime Minister and Cabinet – Australian Flags Booklet

Local Law

Nil

Delegation

Not Applicable