



Display of National Flag Policy

At Kelso State School, we endeavour to create a successful and confident learning culture that is inclusive of all members of our school community. We value safety, responsibility and respect. **We are Kelso Proud.**

Display of National Flag Policy the What

This document aims to outline the policies and procedures for the display, storage and use of the Australian National Flag at Kelso State School. This document is aligned to the *Australian National Flag Protocols 2006* written by the Department of the Prime Minister and Cabinet.

Display of National Flag Policy the Why

This policy document aims to ensure the Australian National flag be treated with the respect and dignity it deserves as the nation's most important national symbol. Flag protocol is based on longstanding international and national practice. A detailed breakdown of nationally expected flag protocols can be found on the website of The Department of The Prime Minister and Cabinet in the document *Australian National Flag Protocols Australian Flags – Part 2*.

Display of National Flag Policy the How

Who can fly the Australian National Flag?

Any person may fly the Australian National Flag. However, the flag should be treated with the respect and dignity it deserves as the nation's most important national symbol. Flag protocol is based on longstanding international and national practice (Australian Government, 2006).

Dignity of the Flag

The flag should not be allowed to fall or lie on the ground. 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, barriers or the space between the floor and the ground level on a dais or platform. The flag should never be flown when in damaged, faded or dilapidated condition. When the material of the flag deteriorates to a point where it is no longer suitable for use, it should be destroyed privately, in a dignified way (Australian Government, 2006)..

Flying, Handling, Storage and Disposal of the Flag

- The flag should not be flown in a position inferior to that of any other flag or ensign. The superior position is based on the formation of the flagpoles in the set, not the height of the flag on the flagpole (Figure 1).
- When the Australian National Flag is flown alone on top of or in front of a building with two flagpoles, it should be flown on the flagpole to the left of a person facing the building.
- When flown alone on top of or in front of a building with more than two flagpoles, the Australian National Flag should be flown in the centre or as near as possible to it.

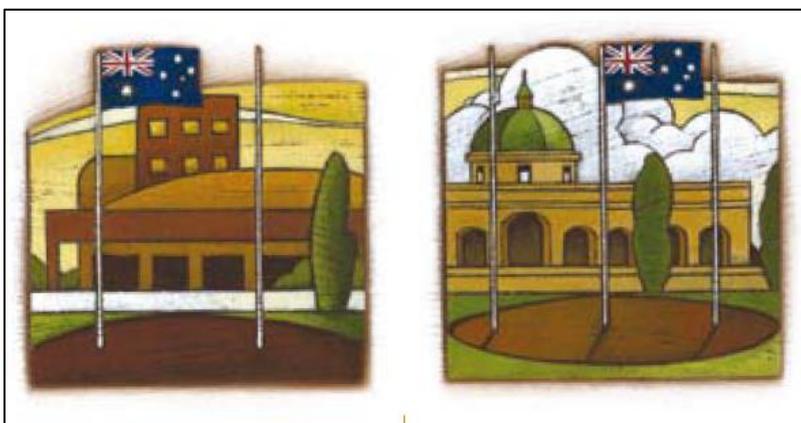


Figure 1 Position of Australian Flag



- The flag should not be smaller than that of any other flag or ensign.
- The flag should be raised briskly and lowered with dignity.
- 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.
- Unless all the flags can be raised and lowered simultaneously, the Australian National Flag should be raised first and lowered last when flown with other flags.
- In keeping with the national guidelines of respect of the flag, and limiting damage to our national flag, the Australian National Flag will not be flown in severely adverse weather conditions.
- The flag must not be flown at night unless it is illuminated.
- When the flag is raised or lowered, or when it is carried in a parade or review, all present should face the flag and remain silent. Those in uniform should salute.
- The flag should be raised no earlier than first light and should be lowered no later than dusk.
- Two flags should not be flown from the same flagpole.
- The flag should not be flown upside down, even as a signal of distress.
- When a flag becomes dilapidated and no longer suitable for use, it should be destroyed privately and in a dignified way.

Flying the Flag with other State, Representative or School Flags

When flying the Australian National Flag with state flags and/or other flags (such as local government flags, house flags, club pennants, corporate and company flags) in a line of flagpoles, the order of the flags should follow the rules of precedence. The Australian National Flag should always be flown on the far left of a person facing the building. A house flag or club pennant should never be flown above a national flag. For example, if the Australian National Flag was being flown with a state flag and a local government flag, the Australian National Flag would be flown on the far left (the position of honour), the state flag to the right of it and the local government flag to the right of the state flag. If there are two Australian National Flags, one can be flown at each end of a line of flags.

Flying the National Flag at Half Mast

Flags are flown in the half-mast position as a sign of mourning. 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 halfmast position. (This position is estimated by imagining another flag flying above the half-masted flag – in European mythology, the flag flying above is the flag of death.) The flag must be lowered to a position recognisably half-mast so that it does not simply appear to have slipped down from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.

When lowering the flag from a half-mast position, it should first be raised briefly to the peak, then lowered ceremoniously. Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated.

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.

There are occasions when direction will be given by the Australian Government for all flags to be flown at half-mast. Some examples of these occasions are:

- On the death of the Sovereign (King or Queen) – the flag should be flown from the time of announcement of the death up to and including the funeral. On the day the accession of the new Sovereign is proclaimed, it is customary to raise the flag to the top of the mast from 11 a.m. until the usual time for closure of business
- On the death of a member of the royal family – by special command of the Sovereign and/or by direction of the Australian Government



- On the death of the Governor-General or a former Governor-General
- On the death of a distinguished Australian citizen, in accordance with protocol
- On the death of the head of state of another country with which Australia has diplomatic relations – the flag would be flown at half-mast on the day of the funeral or as directed
- On days of national commemoration such as Anzac Day and Remembrance Day.

Flags in any locality may be flown at half-mast on the death of a local citizen or on the day, or part of the day, of their funeral only.

Commercial Use of the Australian National Flag

The Australian Government (2006) states that The Australian National Flag, or representation of the flag, may be used for commercial or advertising purposes without formal permission, subject to the following guidelines:

- The flag should be used in a dignified manner and reproduced completely and accurately
- The flag should not be defaced by overprinting with words or illustration
- The flag should not be covered by other objects in displays
- All symbolic parts of the flag should be identifiable

It is not necessary to seek formal permission to use the Australian National Flag for commercial purposes. However, the Awards and Culture Branch is available to provide advice on the appropriate use or representation of the Australian National Flag for commercial purposes.

Storage of the Australian National Flag

The following is the recommended method of folding the Australian National Flag prior to storage in a safe location:

- A - Start with the flag held upside down
- B - Fold lengthwise bottomside to topside once and then once again
- C - Bring the ends together
- D - Concertina by folding backwards and forwards towards the hoist edge
- Keep the flag bundled by winding the halyard around and under itself.

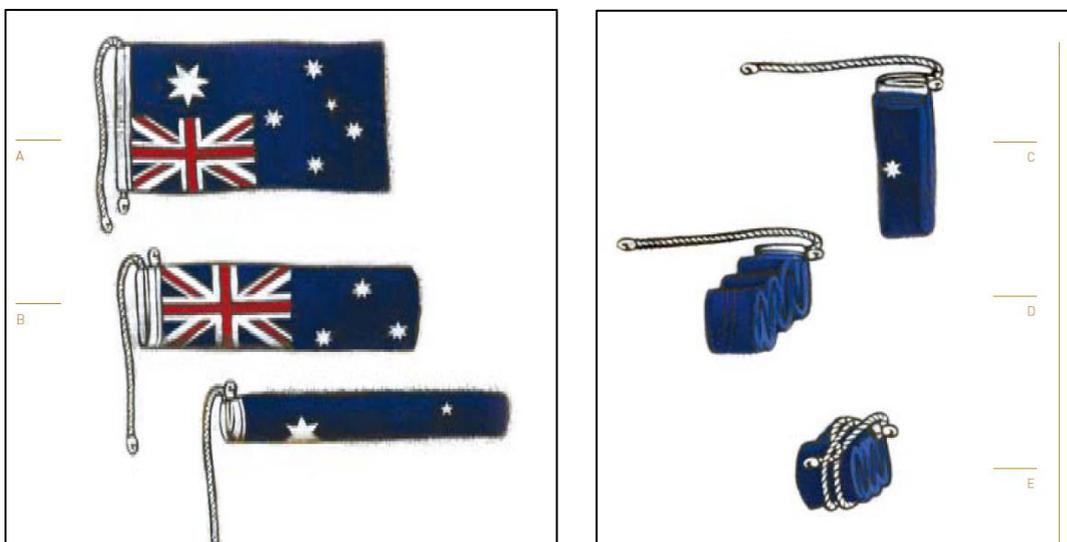


Figure 2 Folding of the Australian National Flag