



Council Policy

Local Flag Policy

Document Overview

Document Category	Council Policy
Policy Title	Local Flag Policy
Policy Statement	This policy provides the basis for flying flags in the Dubbo Regional Council local government area, as well as underpinning operational guidelines for policy implementation.
Date	12 September 2025
Resolution Date	28 October 2025
Clause Number	CCL25/272 (CSC25/76)
Accountable Position	Manager Corporate Governance
Responsible Position	Manager Corporate Governance
Branch	Corporate Governance
Division	Organisational Performance
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Version	1
Review Period	3 years
Review Date	September 2028
Consultation	Property Services team
Document Revision History	Date
New policy developed because of a council resolution.	12/09/2025

Purpose

The purpose of this policy is to:

1. Identify the protocols used for flying flags under Council's care and control.
2. Provide operational guidelines for flying flags under Council's care and control.
3. Identify Council Departments authorised to implement flag protocols in accordance with this policy.

Related Information

Requirement to have a local policy to allow the option for recognition and commemoration of local events.

Related Legislation

Flags Act 1953.

Scope

This Policy applies to flags flown at Council buildings only. The order is relevant to the number of poles available at the site and does not constitute a requirement for additional poles.

Policy

Dubbo Regional Council, has flag poles located at the following locations:

- Dubbo Regional Council Administration Building (illuminated)
- Dubbo Regional Airport (illuminated)
- Wellington Administration Building (illuminated)
- Western Plains Cultural Centre

Flags will be flown in accordance with the Australian National Flag Protocols.

The flags may only be flown at night when illuminated.

The Australian flag, Aboriginal flag and Dubbo Regional Council flag will be permanently flown from the two Administration Building flagpoles and the Western Plains Cultural Centre. They will be placed in abovementioned order, left to right, from the view of an observer facing the Administration Building.

Flags should be renewed every four months if they are continuously flown day and night. Flags will not be flown if damaged, faded or dilapidated.

Protocol for flying of flags at half-mast

Flags are flown in the half-mast position as a sign of mourning.

The Department of the Prime Minister and Cabinet provides notices to Council when flags must be flown at half-mast, such as on the death of a member of the Royal Family, the head of state, Governor-General or distinguished Australian Citizen.

At the discretion of the Chief Executive Officer, flags will be flown at half-mast to acknowledge the passing of a past Mayor or Councillor on the day of the funeral. Council will also acknowledge the

death of a current Councillor, Council staff member or community leader and other esteemed community identities such as Living Treasurers on the day of the person’s funeral.

Additional notices from the Protocol Unit from the Department of Premier and Cabinet’s Office that request that all flags be flown at half-mast will also be carried out.

Following a request from the relevant local Aboriginal or Torres Strait Islander community and at the discretion of the Chief Executive Officer, flags will be flown at half-mast to mark the passing of a local elder or First Nations person who has contributed significantly to the Dubbo Local Government area community.

Procedure

The Building Assets branch is responsible for the control of all flags under Council’s care and control at the Administration Buildings in Dubbo and Wellington, the Manager Airport Strategy and Operations at the Dubbo Regional Airport and the Operations Coordinator WPCC is responsible for the control of all flags at the Western Plains Cultural Centre.

The Building Assets Branch will ensure that flags are duly lowered to half mast when directed by the Australian Government or by request and approval of the CEO to mourn the passing of a local citizen on the day of or part day of their funeral.

Citizens can request that the local flag be flown at half mast on relevant council buildings by emailing governance@dubbo.nsw.gov.au

Responsibilities

Position/Title/Group	Responsibility
Property Services Officer Facilities Team Leader	- Receiving emails from Department of Prime Minister and Cabinet, Department of Premier and Cabinet. - Ensuring flags are flown in accordance with the Flags Act 1953. - Ensuring flags are flown at half-mast when required. - Purchase new flags as required.
Governance Team Leader	- Receive requests for recognition of local citizens to have flags flown at half-mast to commemorate their passing - Send request to CEO for approval - Advise Property Services Officer of outcome.

Definitions

To assist in interpretation, the following definitions apply:

Term	Definition
Council	Dubbo Regional Council
Policy	Flying of Flags Policy
Flag	Means a material item bearing official or national symbols including the Australian National Flag, the Aboriginal Flag or Dubbo Regional Council Flag
Half-mast	When the top of a flag is one third of the distance down from the top of the flagpole.
WPCC	Western Plains Cultural Centre

Document Control

Responsible Officer:	Manager Corporate Governance
Division:	Organisational Performance
Prepared by:	Governance Team Leader
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Previous Cover



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