



# David LITTLEPROUD MP

Federal Member for Maranoa



## FLAG REQUEST FORM

### Applicant Details

Applicant Name:

Organisation Name (if applicable):

Position (if applicable):

Email Address:

Phone:

Request Date:

Address:

Postal Address:  
(if different from above)

### Request Details

Is your flag for a:  
(Please tick one)

Organisation

Individual

War Veteran – Funeral Name: \_\_\_\_\_

Flag requested:

I understand I can only request one flag per year. I request a/an

(the office can only provide you with a maximum of one flag per year.

Please write down one of: Australian, Aboriginal, or Torres Strait Islander)

\_\_\_\_\_ flag from the Office of David Littleproud MP.  
(please write which flag you are requesting)

Please email completed form to: [david.littleproud.mp@aph.gov.au](mailto:david.littleproud.mp@aph.gov.au)

OR, please post your request to: David Littleproud MP, PO Box 641, Dalby QLD 4405

### Constituents' Request Program

I am pleased to be able to present a flag to not-for-profit community organisations, schools, and private constituents with flagpoles in the Maranoa electorate. I also provide flags for veteran funerals (via RSL), and nationhood materials to all constituents.

Please note that presentation of these items are guided by the *Parliamentary Business Resources Act 2017*. **Only one flag can be provided per school, community organisation or household per financial year.**

#### OFFICE USE ONLY

Flag requested:

Organisation:	Australian (GA1)	Aboriginal (GS1)	Torres Strait Islander (GS63)
Personal:	Australian (GA2)	Aboriginal (GS71)	Torres Strait Islander (GS73)
War Veteran:	Australian Flag (GA31)	Name of Veteran: _____	
Flag presentation record updated:	FB updated:	Date of postage/collection:	

## PROCEDURE FOR THE DISPLAY OF THE AUSTRALIAN FLAG

The Australian National Flag must be accorded the dignity required by a national symbol, and as such, we should carefully adhere to correct procedure. Below are a few points worthy of note in reference to the flying of the flag. Following these is an illustrated guide designed to help those who wish to display the flag correctly and effectively.

1. The flag should be flown aloft and free, with all parts of the flag able to be readily seen.
2. It should be raised quickly and lowered slowly and ceremonially.
3. It should be well illuminated if it is to be flown at night.
4. It should be flown on all Commonwealth Government buildings during working hours.
5. It is encouraged that companies and private citizens also fly the Australian National Flag.
6. When the Australian National Flag is flown with flags of other sovereign nations, it should be the same size and fly at the same height as all other flags.
7. If more than one flag is flown, each flag should fly on a separate flagpole with the Australian National Flag taking place of honour.
8. The Australian National Flag should be the first flag raised and the last flag lowered unless the number of flags and attendants allows them to be raised and lowered together.
9. When a flag becomes dilapidated and is no longer in a suitable condition for use, it may be destroyed in a dignified manner by burning privately. Some modern fabrics are not suitable to burn, so it has become acceptable to cut flags made from such fabrics into small, unrecognisable pieces before disposal.

When the Australian National Flag is flown alone in front of an establishment where there are two flagpoles, it should be flown on the flagpole on the left as one faces the flag.



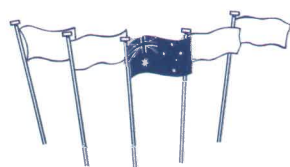
If there are more than two flagpoles it should be flown in the centre or as near to it as possible. This is so whether the flagpoles are positioned in the grounds or on the top of buildings.



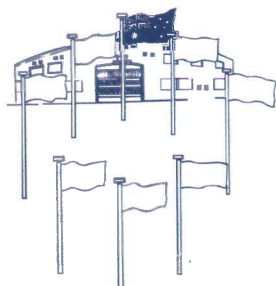
When the Australian National Flag is flown with those of other sovereign nations, the Australian National Flag takes the prime position. If it is flown with one other flag of a sovereign nation the Australian National Flag should be on the left as one faces the flags.



If the total number of flags flown is even, the Australian National Flag should be flown on the left as one faces the flags in front of an establishment. If the total number of flags flown is odd, the Australian National Flag should be flown in the centre.

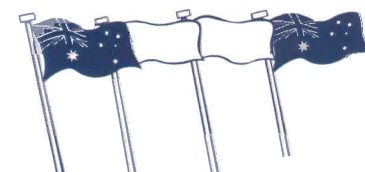


If the flagpoles are arranged in a semi-circle, the Australian National Flag should fly in the centre of those of other sovereign nations.

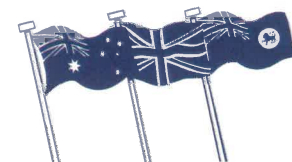


If the flagpoles are arranged in a complete circle the Australian National Flag should fly opposite the entrance of the building, the arena, or other structure responsible for the display.

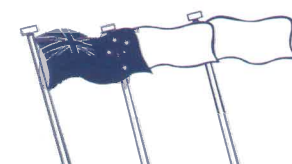
If there are two Australian National Flags available, one should be flown at either end of those of other sovereign nations.



If the Australian National Flag is flown with flags that are other than those of sovereign nations, it should fly on the left as one faces the flagpoles. For example, it could be flying with State flags, pennants, flags representing clubs and so on. If there are two Australian National Flags available they should fly at either end of the other flags, each on its own separate flagpole.



In a procession, the Australian National Flag should always take the lead, or have the prime position. If the Australian National Flag is carried in a single file procession, it should be the first flag, carried by the first flag bearer.



If carried in a line, the Australian National Flag should be carried at either end.



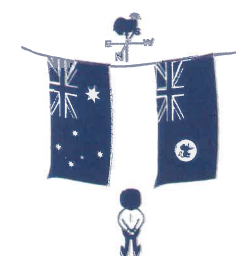
If there is only one flag available, then the Australian National Flag should be carried in the centre if the total number of flags is odd. If the total number of flags is even, it should be carried by the marcher on the left as one faces the marchers.



If the Australian National Flag is to be displayed on a wall, the upper hoist of the Australian National Flag should be on the top left as one faces the flag, no matter whether the flag is suspended horizontally or vertically.



If the Australian National Flag is to be displayed on a horizontal rope across a street, it should face north in an east-west street, and east in a north-south street. The flag will thus be on the left of one facing east or south respectively.



If it is desired that the Australian National Flag cover a casket or a coffin the upper hoist should be draped over the left shoulder of the deceased. The flag should be taken from the casket before burial or cremation.



## IMPROPER USE OR DISPLAY OF THE AUSTRALIAN NATIONAL FLAG

1. The Australian National Flag should not be flown with another flag on the same pole.
2. It should not be flown together with the Australian Red Ensign.
3. The Australian National Flag should not be permitted to lie upon the ground. It should be correctly fastened so that it will not fall to the ground.
4. It should not be used to hide spaces that may exist between the floor and the lower level of a desk, dais or platform.
5. The Australian National Flag should not be employed as a cover for a statue or a monument, or as a cover for a plaque at an unveiling ceremony. It should not be used as a cover for a table, a chair or other furniture.
6. The Australian National Flag should not be defaced by any object or badge attached to it or superimposed upon it.
7. The Australian National Flag should not be flown upside down. It is a myth that it should be flown upside down as a signal of distress.

## THE AUSTRALIAN NATIONAL FLAG AT HALF MAST

The Minister for Administrative Services directs that the Australian National Flag be flown at half mast as a sign that the country is in mourning. To achieve that half mast position, the flag should be raised to the top of the flagpole, then in a continuing movement lowered slowly to the half mast. It is important that the flag appears to be at half mast, and not to have fallen away from the top of the flagpole. This will generally be attained when the top of the flag is one third of the total length of the flagpole from the top.

Before lowering the flag for the day, it should be raised once again to the top of the flagpole and then lowered slowly to the ground.

If a period of mourning is desired by local authorities in particular municipalities or towns, it is correct for the Australian National Flag to be flown at half mast on the building within which the deceased is lying in state. It should be raised when the deceased is no longer in state.