

**SECTION:** Protocol and International Engagement      **NUMBER:** GES.PRO.005

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**SUBJECT:** Free Queensland Flag Scheme      **AUTHORISED:**

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## **1. Purpose**

- 1.1 This document sets out the policy in relation to the issue of Queensland flags under the State Government's free flag scheme.

## **2. Scope**

- 2.1 The categories of organisations and individuals eligible to be issued with free Queensland flags are outlined in paragraphs 4.1, 4.2 and 4.4.

## **3. References and Authority**

- 3.1 *Cabinet Decision* No. 37244 - 15 March 1982 - Supply and distribution of Queensland Flags (transferring responsibility for free flag scheme to the Premier's Department).
- 3.2 *Ministerial Submission - For Action* - 24 April 1991 [file - F900].
- 3.3 *Memorandum* (Premier to Director-General) - 13 March 1996 [file - F900].
- 3.4 *Premier's Briefing Note* – 17 February 2004 [file – F900]

## **4. Guidelines**

- 4.1 Under the Queensland Government's free flag scheme, organisations which come within the following categories and which have the facilities to permit the proper flying or display of the flag are eligible to receive a Queensland flag free of charge:
- 4.1.1 Pre-schools, kindergartens, primary, secondary and special schools and TAFE and tertiary educational establishments;
  - 4.1.2 Scout and Girl Guide groups and other recognised youth organisations;
  - 4.1.3 Community service groups, including ex-Service, Apex, Lions, Rotary, Quota, Senior Citizens, Country Women's Associations, Coast Guard/Air Sea Rescue Units;
  - 4.1.4 Benevolent and welfare organisations;
  - 4.1.5 Ethnic organisations;
  - 4.1.6 Sporting clubs and sporting bodies;
  - 4.1.7 Museums and historical societies;
  - 4.1.8 Agricultural, pastoral and horticultural show societies;
  - 4.1.9 Local government and semi-government authorities (eg City, Town or Shire Councils, Regional Health Authorities, Fire Brigades, etc).
  - 4.1.10 Members of Queensland Parliament, Members of Federal Parliament in Queensland and Federal Senators in Queensland.

4.2 Approval may be given for other organisations (which do not fit within the above categories) to also receive a free Queensland flag. Each case is considered on its merits, taking into account such things as:

- 4.2.1 the aims and objectives of the organisation;
- 4.2.2 the organisation's standing within the community;
- 4.2.3 the community support the organisation enjoys through its level of membership; and
- 4.2.4 whether other similar organisations have been approved / refused.

*[Note: Generally speaking, if a group is engaged in commercial activities, it would be considered to be ineligible.]*

4.3 Organisations wishing to be considered under paragraph 4.2 are required to provide the following information:

- 4.3.1 a copy of the organisation's constitution (or details of its aims and objectives);
- 4.3.2 details of current membership (including the names of office bearers, number of members, etc);
- 4.3.3 the address of the organisation's headquarters or clubhouse or the place where it normally conducts its meetings or activities.

4.4 Queensland teachers and students proceeding overseas as exchange teachers or students are also eligible to receive a Queensland flag free of charge under the scheme for presentation to the school or college they will be attending in their host country. In each case, documentary proof that the teacher or student has been accepted into an overseas exchange program is required.

4.5 All requests for the issue of a free Queensland flag are to be submitted through the local State Member of Parliament.

4.6 Requests for replacement flags will normally only be considered after a period of three (3) years has elapsed as it is considered that, with normal care, a flag should remain serviceable for at least that period of time. Requests for earlier replacement will be considered on their merits. Reasons for early replacement include theft, extreme climatic conditions and the frequent flying of the flag. In such cases, the worn flag must be returned (with an explanation of the circumstances that caused its deterioration) before a new replacement flag will be issued.

4.7 Flags purchased for issue under the scheme are to be sourced from a Queensland manufacturer wherever possible, provided they satisfy the required standards in terms of quality and price.

## **5. Responsibilities**

5.1 The Director, Protocol and International Engagement, Department of the Premier and Cabinet (DPQ), is responsible for:

- 5.1.1 administering the free flag scheme, in accordance with the approved guidelines;
- 5.1.2 assessing the eligibility of organisations and determining whether a free Queensland flag is to be issued;
- 5.1.3 determining requests for early replacement of flags;
- 5.1.4 arranging the purchase of suitable Queensland flags.

- 5.2 Members of the Legislative Assembly of Queensland (MPs) are responsible for vetting all requests for free flags received from organisations or exchange students from within their electorates before making a recommendation to the DPQ.

## 6. Procedure

- 6.1 Enquiries relating to the free flag scheme should be directed to:

- Protocol and International Engagement  
Department of the Premier and Cabinet  
PO Box 15185  
CITY EAST QLD 4002

Tel: (07) 3003 9253

Email: [protocol@premiers.qld.gov.au](mailto:protocol@premiers.qld.gov.au)

- 6.2 Organisations or exchange students seeking to obtain a free Queensland flag should be directed to contact their local MP.
- 6.3 Upon receiving a request for a free Queensland flag, MPs are required to firstly satisfy themselves as to the bona fides as well as the eligibility of the organisation or exchange student concerned before submitting a recommendation to the Director, Protocol and International Engagement. In the case of organisations that are to be considered under paragraph 4.2 and exchange students, MPs should ensure that the additional information required by Protocol and International Engagement (see paragraphs 4.3 and 4.4) is provided.
- 6.4 Upon receipt of a recommendation from an MP, Protocol and International Engagement firstly checks the eligibility of the organisation or person in terms of paragraphs 4.1 or 4.4.
- 6.5 For those organisations assessed as being eligible, a check is made of the flag database to ascertain if and when a flag was previously issued to the organisation. If no flag has been issued during the past three (3) years, the request is approved.
- 6.6 For those organisations that fall within paragraph 4.2, an assessment is made (based on the additional information provided) to determine whether the organisation should be approved as a special case. If it is determined that the organisation or person is not eligible, the relevant MP is advised in writing.
- 6.7 Once a request has been approved, the MP is notified and provided with a flag for presentation to the organisation concerned. A copy of the booklet *Flying the Flag in Queensland* is also provided for use by the organisation.
- 6.8 The relevant data (eg name of organisation, date of issue, etc.) is then noted in the flag database.

## 7. Attachments

- 7.1 Attachment 1 - *Flying the Flag in Queensland*