



# **ATTACHMENTS**

**Under Separate Cover  
Council Meeting**

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**6.00pm Tuesday 23 March 2021**



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FLAG POLICY



## Flag Policy

DRAFT FLAG POLICY

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**DRAFT FLAG POLICY**

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**1. PURPOSE**

- 1.1 The purpose of this policy is to ensure that flags at Council facilities are flown in accordance with this policy and with the Australian Government's flag protocols.

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**2. SCOPE**

- 2.1 The policy does not generally apply to other flagpoles on Council owned or managed land or those owned and managed by Community or other groups.

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**3. POLICY STATEMENT**

- 3.1 This policy applies to the flying of the Australian National Flag and the flags and flagpoles where council has a civic presence through its customer service centres:
- 3.1.1 Golden Plains Civic Centre, Bannockburn
- 3.1.2 The Well, Smythesdale
- 3.2 At these locations Council will fly the Australian National Flag and the Aboriginal Flag in accordance with the *Australian Flags* protocols, with the Australian flag taking the position of 'honour'.
- At these locations, Council will light the flags at night to enable 24 hour flying, except during times of replacement or maintenance of flags and poles.
- 3.3 Council will install a third flagpole at both of these locations throughout 2021/22 financial year and once installed will also fly the Aboriginal and Torres Strait Islander Flag in accordance with the Australian Flags protocol which would position the Australian National Flag in the centre.

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**4. PROCEDURES**

- 4.1 The Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag shall be flown at all public Council Meetings and Citizenship Ceremonies.
- 4.2 In the flying or using the Australian National Flag, Council will at all times adhere to the requirements of the Australian Government National Flag Protocols <https://pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>.

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**5. RESPONSIBILITIES**

- 5.1.1 The Customer Service Team are designated Flag Marshalls and responsible for the raising and lowering of flags in accordance with the

## DRAFT FLAG POLICY

Australian National Flag Protocols and this policy.

- 5.1.2 The Works Team undertake maintenance and repair of flagpoles.

### Reporting

- 5.2 The policy owner is responsible for reporting, where required by the policy.

### Records Management

- 5.3 All documents relating to this policy will be maintained in a secure, confidential manner.

## 6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

### Terms and definitions

Term	Definition
<i>Council</i>	Golden Plains Shire Council
<i>Australian Flag</i>	Excerpt from the booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag. A publication containing protocols set by the Federal Government for flying flags in accordance with the <i>Flags Act 1953</i> .
<i>Aboriginal Flag</i>	In 1995, the Aboriginal flag was recognised by the Australian Government as an official 'Flag of Australia' under the <i>Flags Act 1953</i> .
<i>Aboriginal and Torres Strait Islander Flag</i>	In 1992, the Aboriginal and Torres Strait Islander Flag was recognised by the Aboriginal and Torres Strait Islander Commission (ATSIC) and given equal prominence with the Australian Aboriginal Flag.  In July 1995 the Australian Government recognised it, with the Australian Aboriginal Flag, as an official 'Flag of Australia' under the <i>Flags Act 1953</i> .

## 7. RELATED LEGISLATION AND DOCUMENTS

### *Strategic Documents, Policies or Procedures*

- 7.1 Department of the Prime Minister and Cabinet, *Australian National Flag Protocols*

### *Legislation*

- 7.2 *Flags Act 1953*

## 8. HUMAN RIGHTS STATEMENT OF COMPATABILITY

- 8.1 It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic). Golden Plains

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Shire Council is committed to consultation and cooperation between management and staff. Council will formally involve elected staff representatives in any workplace change that may affect is staff.

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**9. POLICY OWNER**

- 9.1 The Manager Community and Council Planning is the policy owner.
- 9.2 The policy owner is the individual who is given the responsibility to review, edit and maintain this policy and associated procedure. The policy owner is also the point of contact for any questions regarding this policy.

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**10. FEEDBACK**

- 10.1 The Community and Council Planning Team welcome feedback about this policy. You may provide feedback about this document in person to Ben Jordan or by emailing [enquires@gplains.vic.gov.au](mailto:enquires@gplains.vic.gov.au)

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**11. DOCUMENT INFORMATION**

DOCUMENT TYPE:	Policy
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NOTES:	Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the version you are using is up to date. Available at: <a href="https://intranet.goldenplains.vic.gov.au/the-hub">https://intranet.goldenplains.vic.gov.au/the-hub</a>