

FLAG POLICY



Flag Policy

FLAG POLICY

CONTENTS

1.

PURPOSE

3

2.

SCOPE

3

3.

POLICY STATEMENT

3

4.

PROCEDURES

3

5.

RESPONSIBILITIES

3

6.

DEFINITIONS OF TERMS OR ABBREVIATIONS USED

4

7.

RELATED LEGISLATION AND DOCUMENTS.....

4

8.

HUMAN RIGHTS STATEMENT OF COMPATABILITY

4

9.

POLICY OWNER

5

10.

FEEDBACK.....

5

11.

DOCUMENT INFORMATION

5

FLAG POLICY

1. PURPOSE

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

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.

3. POLICY STATEMENT

- 3.1 This policy applies to the flying of ~~the Australian National Flag and~~ the flags and flagpoles where ~~council~~ 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:

~~3.1.3~~ fly the Australian National Flag, and the Australian Aboriginal Flag and the Torres Strait Islander Flag in accordance with the Australian National Flags protocols, with the Australian National Flag taking the position of 'honour'.

~~3.2.1~~

~~3.2~~

~~3.2.1~~ 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.

~~3.2.2~~

~~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.~~

~~3.2.3~~ 2.2

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 POLICY

[flag-protocols.](#)

5. RESPONSIBILITIES

- 5.1.1 The Customer ~~Service-Experience~~ Team are designated ~~Flag-flag~~
~~Marshalls-marshals~~ and responsible for the raising and lowering of
flags in accordance with the Australian National Flag Protocols and
this policy.

FLAG 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 National 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>Australian Aboriginal Flag</i>	In 1995, the Australian 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

Flag Policy
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23/03/2024 28/06/2022

FLAG POLICY

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.

FLAG POLICY

~~change that may affect is staff.~~

9. POLICY OWNER

9.1 The Manager ~~Organisation Capability and Performance~~ ~~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.

~~9.2~~

10. FEEDBACK

~~10.1~~ The ~~Organisation Capability and Performance~~ ~~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.

~~10.1~~

11. DOCUMENT INFORMATION

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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: https://intranet.goldenplains.vic.gov.au/the-hub