



# Flag Policy

## CONTENTS

1.	PURPOSE.....	3
2.	SCOPE.....	3
3.	POLICY STATEMENT .....	3
4.	PROCEDURES .....	4
5.	RESPONSIBILITIES.....	4
6.	DEFINITIONS OF TERMS OR ABBREVIATIONS USED .....	5
8.	HUMAN RIGHTS STATEMENT OF COMPATABILITY.....	5
9.	POLICY OWNER .....	5
10.	FEEDBACK .....	5
11.	DOCUMENT INFORMATION .....	6

## 1. PURPOSE

- 1.1 The purpose of this policy is to guide the management and display of flags on Council owned land and civic occasions in a transparent, respectful and inclusive manner, and in accordance with the Australian National Flag protocols.



## 2. SCOPE

- 2.1 The policy applies to flagpoles and/or the display of flags at:
- (a) Official Civic Occasions
  - (b) Customer Hubs
    - Golden Plains Civic Centre, Bannockburn
    - The Well, Smythesdale
  - (c) Other Council-Managed Sites (e.g., Council operated early years facilities and community centres)
  - (d) Council-Owned but not Council-Managed Sites (e.g., community halls, war memorials)
- 2.2 This policy applies differently to each of four situations above.

## 3. POLICY STATEMENT

### Official Civic Occasions

- 3.1 The Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag shall be displayed during official Council occasions including Council Meetings, Citizenship Ceremonies, Community Award Ceremonies and other relevant civic meetings, occasions, events and ceremonies regardless of where they occur, including outdoors.

### Customer Hubs

- 3.2 At the Golden Plains Civic Centre (Bannockburn) and The Well (Smythesdale) Customer Hubs, Council will:
- 3.2.1 Provide four illuminated flagpoles for the Australian National Flag, the Australian Aboriginal Flag, the Torres Strait Islander Flag and a Community Flag.
  - 3.2.2 Fly the Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag in accordance with the Australian National Flag protocols, with the Australian National Flag taking the position of 'honour'.
  - 3.2.3 Fly a 'Community Flag' as set out in section 4 of this policy.
  - 3.2.4 Light the flags at night to enable 24 hour flying, except during times of replacement or maintenance of flags and flagpoles.

### Other Council-Managed Sites

- 3.3 Council will display the Australian National Flag, the Australian Aboriginal Flag and

the Torres Strait Islander Flag at other Council-Managed sites that are open to the general public, including Council operated early years facilities and community centres. (Note: this does not include Council depots which are not generally open to the public).

- 3.4 This may take the form of external flags, smaller flags, internal banners, desktop flags or internally hung flags having regard to what is most appropriate in the particular facility and service setting (e.g., flags that are prepared as part of kindergarten program may be displayed at the particular kindergarten facility).

#### **Council-Owned but not Council-Managed Sites**

- 3.5 The Chief Executive Officer may delegate the management of flagpoles to an appropriate local group.
- 3.6 Council will be responsible for maintenance of existing flagpoles at such sites.
- 3.7 The delegated group, and not Council, will be responsible for decision-making about what flags are flown when, and how these are flown (e.g., at night, half-mast).
- 3.8 The Chief Executive Officer may terminate an arrangement at any time if the delegated group is flying flags that are inappropriate and/or disrespectful, or for any other reason.

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## **4. PROCEDURES**

- 4.1 In the flying, displaying or using the Australian National Flag, Council will at all times adhere to the requirements of the Australian National Flag Protocols <https://pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>.

### **Community Flags**

- 4.2 The Chief Executive Officer shall have discretion to fly a Community Flag, and to consider community requests for flying of a Community Flag, subject to the following:
- 4.2.1 The flying of any Community Flag must:
- (a) Promote respect for all; raise awareness; symbolise identity, pride and belonging; and/or be part of a locally based or nationally recognised event or commemorative day/week.
  - (b) Be consistent with Council's values and policies.
  - (c) Not be connected to individual advancement, a political party, political or cultural sensitivities, or criticism of Council or the community.
- 4.2.2 A Community Flag may be flown for a minimum of one day and a maximum of seven days.
- 4.2.3 Groups applying to have a Community Flag flown will be required to provide the relevant flag.
- 4.2.4 A Golden Plains Shire flag may be flown when a Community Flagpole is otherwise not in use.

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## **5. RESPONSIBILITIES**

### **Compliance, monitoring and review**

- 5.1 The Customer Experience Team is the designated flag marshal and is responsible for the raising and lowering of flags in accordance with the Australian National Flag

Protocols and this policy.

- 5.2 The Asset Services Team will undertake maintenance and repair of flagpoles.

## 6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

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>Torres Strait Islander Flag</i>	In 1992, the 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 Australian National Flag Protocols, Department of the Prime Minister and Cabinet
- Legislation***
- 7.2 Flags Act 1953

## 8. HUMAN RIGHTS STATEMENT OF COMPATABILITY

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 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 its staff.

## 9. POLICY OWNER

- 9.1 The Manager People, Performance and Governance 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.

## 10. FEEDBACK

- 10.1 The People, Performance and Governance Team welcome feedback about this

policy. You may provide feedback about this document by emailing [enquires@gplains.vic.gov.au](mailto:enquires@gplains.vic.gov.au).

## 11. DOCUMENT INFORMATION

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NOTES:	<p>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.</p> <p>Available at:</p> <p><a href="https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies">https://www.goldenplains.vic.gov.au/residents/my-council/about-council/council-policies</a></p>