

Flag Flying

Council Policy Number	184
Date adopted	21 July 2021
Scheduled for review	July 2025



1. Preamble

Formal flags may be flown by the Campaspe Shire Council ('Council') at its offices across the municipality, while other flags may be flown on Council flagpoles in other locations.

2. Purpose

To guide the flying of flags at Council offices and in other locations.

3. Definitions

Formal flags	Australian National Flag
	Victorian State Flag
	Aboriginal Flag
	Torres Strait Islander Flag
	Campaspe Shire Council Flag
Special occasions	As notified by the Department of the Prime Minister and Cabinet for special occasions or occasions when flags should be half-mast.
	As notified by the Victorian Department of Premier and Cabinet when there is an occasion that involves the flying of the national or state flag.
Recognised occasions	Specific occasions determined by the Council (from time to time) when pre-approved flags may be flown on flagpoles owned by Council, other than those at offices. Refer Appendix 1.
Community requests	Requests made by community groups, recognised by Council, to fly an appropriate flag at any other time on flagpoles other than at Council offices.
Appropriate flag	Flags must not contain words or images that might cause offence, they must be professionally made, be pre rigged to attach to a Council's flagpole(s), and not exceed the dimensions of the formal flags flown by Council.

4. Policy Statement

4.1 Flying flags at Council Offices

The flying of flags at Council offices must be consistent with guidance in *Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag* and notifications from the Department of Premier and Cabinet when there is an occasion to half-mast flags or fly specific flags.

Council Offices, with flagpoles, are located at:

- 2 Heygarth Street, Echuca
- 19 Lake Road, Kyabram
- 43-45 Mackay Street, Rochester

The table below outlines the number of flagpoles at each Council office and flags that must fly on them during daylight hours.

Only when flags are clearly illuminated can they be flown overnight.

Council's flag will be replaced by the Recognised Occasion flag at the Echuca office.

Recognised Occasion flags may also be flown on temporary flagpoles across the municipality.

Service Centre	Permanent Flagpoles	Flags flown	Temporary Flagpoles
Echuca	3	Australian National Aboriginal Campaspe Shire	Recognised occasion flag
Kyabram	2	Australian National Aboriginal	
Rochester	2	Australian National Aboriginal	

4.2 Flying Aboriginal and Torres Strait Islander Flags

The Aboriginal Flag will be flown at Council offices throughout the year in recognition of Aboriginal people as the traditional owners of the land on which the Campaspe Shire is located.

4.3 Recognised Occasions

Appendix 1, which may be updated by the Chief Executive Officer in consultation with the Mayor from time to time, outlines the flags with 'pre approval' to be flown on other Council flagpoles; subject to them being in good repair, for a period determined by the Chief Executive Officer.

4.4 Community Requests

The Governance team will manage community requests to fly other flags or banners, including seeking the approval of the Council and communicating the Council's decision.

Applications to fly other flags or banners must be made in accordance with Appendix 2.

Subject to approval, banners may be flown on Council light poles, in various towns, that have been adapted to hold banners.

Please note that requests to fly flags/banners:

- highlighting an issue, cause or group that would be inconsistent with Council's values and commitment to inclusiveness, may be refused by the Chief Executive Officer without reference to the Council.
- that are associated with religious, political or extremist groups or which may incite unrest or ill feeling within the community, or flags for advertising purposes, may be refused by the Chief Executive Officer without reference to the Council.

4.5 Flying flags at half-mast

The Department of Premier and Cabinet is responsible for notifying Victorian organisations when there is an occasion that involves the Australian National Flag and the Victorian State Flag.

Flag notifications relate to the half-masting of flags or an instruction to fly specific flags.

Compliance with notifications from the Department of Premier and Cabinet is mandatory.

4.6 ANZAC Day

On 25 April each year flags would normally be flown at half-mast until noon then at the peak of the flagpole for the remainder of the day. As there is no attendance at Council Offices on public holidays, flags will not be raised at Council Offices on ANZAC Day.

4.7 Remembrance Day

On 11 November each year flags must be flown at the peak of the flagpole from 8:30am to 10:30am, lowered to half-mast from 10:30am, and raised back to the peak from 11:02am for the remainder of the day. When Remembrance Day falls on a weekend, flags will not be raised at Council Offices on Remembrance Day.

4.8 Public notification

When flags are flown at half-mast at Council offices, a notice will be published on Council's website and socials indicating the reason.

When flags are flown on other Council flagpoles, a notice will be published on Council's website and socials indicating the reason.

5. Exclusions

Nil

6. Human Rights

This policy has considered and complies with the Human Rights and Responsibilities contained in the Victorian Charter of *Human Rights and Responsibilities Act 2006*.

7. Related Legislation

Flags Act 1953

8. Related Policies, Procedures and Strategies

The *Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag* is available at <https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>.

Victorian State Government flag notifications are available at <https://www.vic.gov.au/flag-notifications>

United Nations Flag Code is available at <https://www.un.org/depts/dhl/maplib/docs/stsgeb132.pdf>

9. Attachments

Attachment 1 - Recognised occasions

Attachment 2 - Flag flying application form

10. Review Period

4 years

Responsible officer

Chief Executive Officer

11. Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter the policy, such a change may be made administratively. Examples include a change to the name of a Council department, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be by resolution of Council.

12. Approval History

Adopted 21 July 2021

Minute Book Reference No 7 (Item 9.5)

Chief Executive Officer: 

Date: 23 July 2021

Attachment 1

Recognised Occasions

Date	Event	Flag flown
Third Thursday in March	National Close the Gap Day	Aboriginal and Torres Strait Islander Flags
15-21 March	Harmony Week	Orange Flag
21 March	United Nations International Day for the Elimination of Racial Discrimination	Orange and Black Flag
17 May	International Day Against Homophobia, Biphobia and Transphobia	Rainbow Flag
21 May	World Day for Cultural Diversity for Dialogue and Development	United Nations Flag
27 May to 3 June	National Reconciliation Week	Aboriginal and Torres Strait Islander Flags
20 June	World Refugee Day	Orange and Black Flag
July	National Aborigines and Islanders Day Committee (NAIDOC)	Aboriginal and Torres Strait Islander Flags
24 October	United Nations Day	United Nations Flag
16 November	International Day for Tolerance	United Nations Flag

Attachment 2

Flag or Banner flying application form

Applications must be received a minimum of 45 calendar days prior to the proposed date/s to allow time for any necessary approvals.

Applicant details	
Applicant's Name:	Date of Application:
Organisation Name:	
Telephone number:	Email address:
Flag details	
Type and description of flag/banner to be flown:	Proposed date/s:
Proposed location(s) for the flag/banner to be flown:	
Background information: <i>please outline why you are requesting the flag to be flown and attach any supporting documentation</i>	

Please note

- **When an application is approved, it is the responsibility of the applicant to provide Council with the required number of flags/banners of an appropriate size (flag dimensions 1,800mm x 900mm, banners 3,000mm x 900mm) prior to the date/s they are to be flown.**
- **Flags/Banners must be in an appropriate condition for flying (i.e. construction material, not torn or faded).**
- **Council's annual flag schedule will take precedence over any requests to fly other flags/banners.**

Privacy Collection Notice

Personal and health information collected by Campaspe Shire Council ('Council') is used for municipal purposes as specified in the Local Government Act 2020. The information provided will be used solely for these purposes, or any other directly related purposes.

The information will not be disclosed to any external party without your consent, unless required or authorised by law. If you wish to access or alter any of the personal information you have provided, please contact Council on 1300 666 535 or shire@campaspe.vic.gov.au

For further information on how we manage your information please refer to Council's Privacy and Data Protection Policy at www.campaspe@vic.gov.au