

# Policy Register

## Flying Flags in the Civic Precinct

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Policy Classification	- <b>Governance</b>
Policy N°	- <b>POL/317</b>
Policy Status	- <b>Approved</b>
Responsible Service Unit	- <b>Legal Governance and Risk</b>
Authorised by	- <b>Council</b>
Date Adopted	- <b>26 October 2021</b>
Next Review Date	- <b>31 October 2023</b>

*This policy is part of a suite of policies adopted by Council or the Executive Management Team (EMT).*

*New or replacement policies can be created and developed within Service Units but can only be added to Council's Policy Register by the Governance Team following approval of the policy by Council or the EMT.*

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## 1. PURPOSE

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The purpose of this policy is to provide a consistent approach to the flying of flags in the Civic Precinct. The policy ensures that flags are flown in accordance with the federal and state government flag flying protocols and the *Flags Act 1953*.

## 2. POLICY STATEMENT

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- 2.1 This policy identifies the basis upon which the Council will fly flags in the Civic Precinct.
- 2.2 In flying flags, Council will observe the flag protocols set out by the federal and state government as well as the *Flags Act 1953*.
- 2.3 Official flags are flown as an expression of Council's governance responsibilities and will be flown permanently outside on designated flagpoles in the Manningham Civic Precinct, indoors at Council meetings, and at Citizenship ceremonies.

## 3. OFFICIAL FLAGS

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- 3.1 Council recognises the Australian National Flag should be treated with respect and dignity. While Council facilities are not considered federal government buildings or establishments, Council will observe, as far as practicable, the Australian National Flag Protocols.
- 3.2 Council recognises the significance of certain flags and will utilise the five (5) designated flagpoles within the Civic Precinct to permanently fly the following officially proclaimed flags:
  - Australian National Flag
  - Victorian State Flag
  - Aboriginal Flag
  - Torres Strait Islander Flag
  - Manningham Council Flag
- 3.3 The Australian National Flag Protocols stipulate that only official flags of nations recognised by Australia should be flown in conjunction with the Australian National Flag. Council will only fly the national flags of other countries during Council sanctioned visits by dignitaries of that country.
- 3.4 When a permanent flag needs to be removed to accommodate an endorsed celebration or event, the Manningham flag will be replaced with the relevant flag for the specified event or timeframe.
- 3.5 The Australian National flag, Victorian State flag, Aboriginal flag and Torres Strait Islander flags will not be replaced with the other flag for the specified event or timeframe.

- 3.6 Council will fly flags at half-mast as a sign of mourning on appropriate occasions in accordance with Council's Condolence Protocols and as advised by the Department of Premier and Cabinet (Victoria), the Department of Prime Minister and Cabinet, the Municipal Association of Victoria (MAV) and the Australian National Flag Protocols.
- 3.7 The Australian and Aboriginal flags will be displayed in accordance with the Australian Flag Protocols at all Council meetings behind the Mayor or in an alternate suitable location.
- 3.8 Citizenship ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code (the Code) and the flying of flags at ceremonies shall be consistent with the requirements of the Code.

## 4. COMMUNITY FLAGS

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The flying of any community flag must align with and support Council's vision, values and strategy as outlined in the Council Plan. Council will consider requests to fly community flags in accordance with this policy and the Australian National Flag Protocols.

### 4.1 Annual Flag Schedule

- 4.1.1 Council, through this policy, will determine an Annual Flag Schedule (Attachment 1).
- 4.1.2 In considering the addition of flags to the Annual Flag Schedule, regard will be given to whether the flying of the flag will cause offence to sectors of the community or whether highlighting a particular issue, cause or group would be inconsistent with Council's plan, values and commitment to inclusiveness.
- 4.1.3 The Annual Flag Schedule is considered to be a living document and may be modified by Council resolution, either for a one off occasion or on an ongoing basis.

### 4.2 General Principles- Community Flags

- 4.2.1 Official flag flying requirements take priority over community flag flying requests at all times.
- 4.2.2 When a permanent flag needs to be removed to accommodate a community flag, the Manningham Council flag will be replaced with the relevant flag for the specified event or timeframe.
- 4.2.3 No community flag shall be permitted to be flown for more than seven (7) days and Council reserves the right to determine the period of time that any approved flag may be flown.
- 4.2.4 New requests for community flag flying will be considered by Council resolution. Where Council approves an application to fly a community flag, the applicant is responsible for providing Council with one flag at the appropriate standard size (1800cm x 900cm) and is responsible for any costs associated with the provision of the flag.

- 4.2.5 Council reserves the right to withdraw approval to fly a community flag at any time.
- 4.2.6 Notwithstanding this policy, no community flags will be flown during designated days where it is desirable to have the Manningham Council flag flying eg; during an election period for local, State or Federal government elections.

### **4.3 Procedural Guidelines - Community Flags**

- 4.3.1 Applications are to be submitted to Council using the Community Flag Flying Application Form (Attachment 2).
- 4.3.2 Applications must be submitted a minimum of 45 calendar days prior to the event to allow sufficient time for Council to consider the request.
- 4.3.3 Council reserves the right to refuse a request to fly another flag where sufficient notice is not provided.
- 4.3.4 Requests to fly community flags will be referred to the CEO (or their delegate) to prepare a report for Council's consideration.
- 4.3.5 Where the application is endorsed by Council the flag request will be actioned on a one off basis.

## **5. SCOPE OF POLICY**

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This policy applies to the flying of flags in the Manningham Civic Precinct.

## **6. RESPONSIBILITY**

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### **6.1 Governance**

The Governance team is responsible for:

- Receiving requests for the flying of flags from community groups
- Preparation and submission of Council reports
- Conducting periodic reviews of this policy

## 6.2 Community Venues & Functions

The Community Venues and Functions team is responsible for:

- Maintaining a subscription to the Department of Prime Minister and Cabinet's Commonwealth Flag Network email notification service and the Department of Premier and Cabinet Flag email notification service.
- Arranging the flying of flags in accordance with this policy
- Monitoring the condition of flags and flagpoles and reporting any maintenance issues as required
- Timely replacement of damaged flags

## 7. ADMINISTRATIVE UPDATES

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From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Manningham Council departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.

## 8. DEFINITIONS

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In this policy:

*Manningham Civic Precinct* means all buildings and grounds at the Manningham Civic Centre and MC<sup>2</sup> located at 699 Doncaster Road, Doncaster.

*Annual Flag Schedule* means the schedule adopted in conjunction with this policy and amended by Council resolution thereafter, which sets out which flags shall be flown, when they shall be flown, and which flagpoles shall be used.

## 9. RELATED POLICIES

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Nil

## 10. SUPPORTING PROCEDURES

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Manningham Condolence Protocols

## 11. ACTION PLANS

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Reconciliation Action Plan 2021-2024

## 12. GUIDELINES

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Australian National Flag Protocols produced by the Commonwealth Government:  
<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols> and <https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>

*Protocols and Special Events Branch – Department of Premier and Cabinet – Victoria*  
<https://www.vic.gov.au/flag-notifications>

## 13. RELATED LEGISLATION

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[Flags Act 1953](#)

This Policy has been assessed as being compatible with the *Charter of Human Rights and Responsibilities Act 2006 (Vic)*.

## 14. SUPPORTING RESEARCH AND ANALYSIS

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Research and benchmarking with local, state and federal governments has been undertaken to provide a consistent approach to the flying of flags in the Manningham Civic Precinct.

## 15. DOCUMENT HISTORY

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<b>Policy Title:</b>	Flying Flags in the Civic Precinct
<b>Responsible Officer:</b>	Senior Governance Advisor
<b>Next Review Date:</b>	This Policy will be reviewed every four (4) years, unless an earlier review date is deemed necessary.
<b>To be included on website?</b>	Yes

Last Updated	Meeting type? - Council or EMT	Meeting Date	Item N°

## Annual Flag Schedule- Attachment 1

Attachment 1

Council will fly flags in accordance with this annual schedule:

### International Women's Day - 8 March

International Women's Day is a global day celebrating the social, economic, cultural and political achievements of women. The day also marks a call to action for accelerating women's equality.

### Anzac Day - 25 April

Anzac Day is a day of special significance to Australians, particularly for serving military personnel and returned veterans. In accordance with Australian flag protocols, flags will be flown at half-mast on 25 April, from dawn until noon, at which time the flag should be raised to the peak of the flag mast for the remainder of the day. Requests to fly community flags on this day will not be considered.

### IDAHOBIT Day – 17 May

International Day Against Homophobia, Biphobia, Intersexism and Transphobia celebrates LGBTQIA+ people globally, and raises awareness for the work still needed to combat discrimination.

### Sorry Day - 26 May

National Sorry Day acknowledges and raises awareness of the history and continued effect of the forced removal of Aboriginal and Torres Strait Islander people from their families, communities and culture. The Australian Aboriginal Flag and the Torres Strait Islander Flags are flown permanently in the Manningham Civic Precinct. Requests to fly community flags on this day will not be considered.

### National Reconciliation Week

The Australian Aboriginal Flag and the Torres Strait Islander Flags are flown permanently in the Manningham Civic Precinct. Requests to fly community flags during this period will not be considered.

### NAIDOC Week

NAIDOC week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples. NAIDOC is celebrated not only in Indigenous communities, but also by Australians from all walks of life. The Australian Aboriginal Flag and the Torres Strait Islander Flags are flown permanently in the Manningham Civic Precinct. Requests to fly community flags during NAIDOC week will not be considered.

### United Nations Day – 24 October

United Nations Day is observed in Australia on 24 October each year to commemorate the entry into force of the United Nations Charter in 1945. The UN provides critical services to millions of people in need every day, in many parts of the world including protection from war, and humanitarian and development assistance. Australia has been integrally involved in global efforts to build and restore peace for over 70 years.



**Remembrance Day - 11 November**

Remembrance Day is a day of special significance to Australians, commemorating the loss of Australian lives in all wars, conflicts and peace operations. Flags will be flown at the peak of the flagpole from approximately 8:00 am until precisely 10:30 am (local time) when it should be adjusted to the half-mast position. At 11:02 am the Australian National Flag should be moved back to the peak for the remainder of the day. This protocol allows for the traditional ceremonial duties to be carried out, including a minute of silence from 11:00 am. Requests to fly community flags during this period will not be considered.

## Flag Flying Application Form- Attachment 2

- Council will consider requests to fly community flags in accordance with this policy and the Australian National Flag Protocols.
- Applications must be received a minimum of 45 calendar days prior to the proposed date/s to allow time for any necessary approvals. Council reserves the right to refuse a request to fly another flag where sufficient notice is not provided.
- Notwithstanding this policy, no community flags will be flown during designated days where it is desirable to have the Manningham Council flag flying eg; during an election period for local, State or Federal government elections.

Applicant details	
Name:	Date:
Address:	
Organisation ( <i>external</i> ):	Organisation Website:
Telephone number:	Email address:
Explain your organisation's connection to Manningham	
Flag details	
Type, size and description of flag to be flown:	Proposed date/s: First Date to be flown: Last Date to be flown:  Time frame is 1-7 days and Council reserves the right to determine the period of time that any approved flag may be flown.
Location of flag:  Manningham Civic Precinct	
<i>Explain how the flying of your community flag supports Council's vision, values and strategy as outlined in the adopted Council Plan available <a href="#">here</a>.</i>	
Background information: <i>please outline why you are requesting the flag to be flown and attach any supporting documentation</i>	

**Please note**

- Where an application to fly a flag/s is approved, it is the responsibility of the applicant to provide Council with the required number of flags of an appropriate size (dimensions 1800 x 900 mm) prior to the date/s the flag/s are to be flown. Flags must be in an appropriate condition for flying (i.e. not torn or faded).
- Council reserves the right to withdraw approval to fly a community flag at any time.
- Council's official flag schedule will take precedence over any requests to fly other flags.

**Privacy Collection Notice**

*Manningham Council is committed to protecting your privacy. The personal information you provide on this form is being collected for the primary purpose of assessing your request to fly a flag at Council's facilities in accordance with the Flying Flags in the Civic Precinct Policy. Where required, your identity and the information you have provided in this form will be provided to Manningham Council staff and/or contractors to enable them to consider your application. Your personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If you wish to gain access to, or alter any personal information you have supplied on this application, please contact the Governance team on 03 9840 9333 or email [GovernanceTeam@manningham.vic.gov.au](mailto:GovernanceTeam@manningham.vic.gov.au). You can access Council's Privacy Policy [here](#).*