



Council Policy Manual

WEST WIMMERA SHIRE COUNCIL

COUNCIL POLICY									
FLAG FLYING ON COUNCIL BUILDINGS AND PROPERTY POLICY		Policy No:							
		Adopted by Council:							
		Next review date:	16 February 2026						
Senior Manager:	Director of Corporate and Community Services								
Responsible Officer:	Director of Corporate and Community Services								
Functional Area:	Governance								
Introduction & Background	This policy relates to flying flags on Council owned buildings and property. There are two flagpoles located outside the Edenhope Council office building and one flagpole located outside the Kaniva Council office building. The West Wimmera Shire Council has three flag poles located inside both the Edenhope and Kaniva Council Chambers. The Australian Flag, Victorian State Flag and the West Wimmera Shire Council flag are flown at all times. This policy will be reviewed every four years or sooner if required by legislation or organisational changes.								
Purpose & Objectives	This policy ensures that flags at Council facilities are flown in accordance with this policy and with the Australian Government’s flag protocols.								
Definitions	<p>For interpretation purposes, a flag is defined as a piece of cloth attached by one edge to a staff, rope, or pole, and which bears a distinctive design.</p> <table><tr><td>Term</td><td>Definition</td></tr><tr><td>Council</td><td>West Wimmera Shire Council</td></tr><tr><td>Official Flags</td><td>Flags which are listed in the order of precedence as specified in the Australian National Flag Protocols.</td></tr></table>			Term	Definition	Council	West Wimmera Shire Council	Official Flags	Flags which are listed in the order of precedence as specified in the Australian National Flag Protocols.
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Policy Details	
1.	<p>Australian National Flag</p> <p>Australian National Flag was raised for the first time on 3 September 1901.</p> <p>The Australian National Flag consists of three elements: The Union Flag, The Commonwealth Star and The Southern Cross. The Union Flag acknowledges the history of British settlement in Australia. The Commonwealth Star on the Australian National Flag, created in 1901 had six points representing the states. The seventh point was added in 1908 to represent Commonwealth territories.</p>
2.	<p>State of Victoria Flag</p> <p>The State of Victoria was the first Australian colony to have its own flag. It consists of a blue background with the Union Flag in the top pole-side quarter. In the background area there are five white stars representing the Southern Cross. Above the stars is a St Edward's Crown.</p>
3.	<p>Flying of Official Flags</p> <p>Only official flags as listed in the order of precedence as prescribed by the Australian National Flag protocols can be flown on Council owned buildings and property.</p> <p>The order of precedence does not require that a flag listed in the order must be flown in company with other flags in the order.</p> <p>The order of precedence prescribes the follow;</p> <p>The Australian National flag takes precedence in Australia over all other flags when it is flown in company with other flags. Therefore, when flown in the community, the order of precedence of flags is:</p> <ul style="list-style-type: none"> • The Australian National Flag. • National Flag of other nations • State and Territory flags. • Other flags prescribed by the Flags Act 1953 including: <ul style="list-style-type: none"> • The Australian Aboriginal flag and The Torres Strait Islander flag in either order. • The Defence ensigns which should be flown in the following order: Australian Defence Force Ensign, the Australian White Ensign and the Royal Australian Air Force Ensign • Ensigns and pennants including local government; Commonwealth, state and territory agencies; and non-government organisations. <p>The order of precedence may be varied in the following circumstances:</p> <ul style="list-style-type: none"> • On military occasions or establishments, the Australian National Flag may be followed in the order of precedence by the prescribed Defence ensigns and military pennants ahead of other flags, ensigns and pennants. • On Commonwealth occasions and Aboriginal or Torres Strait Island occasions for their peoples, the Australian Aboriginal Flag or the Torres Strait Islander Flag may follow the



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	Australian National Flag ahead of other flags prescribed under the <i>Flags Act 1953</i> , state and territory flags and other ensigns and pennants.
5.	Protocols for display The flag should always be flown aloft and free as close as possible to the top of the flag mast with the rope tightly secured. The flag may only be flown at night when illuminated. In accordance with National Flag Protocols, street lighting is considered appropriate illumination when the flag(s) are clearly visible. Flags are flown in the half-mast position as a sign of mourning. To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the 'peak'), then immediately lowered slowly to the half-mast position. When lowering the flag from a half-mast position, it should first be raised briefly to the peak, then lowered ceremoniously. A flag should not be flown at half-mast at night, whether or not the flag is illuminated, unless direction to half-mast the flag for an extended period of time has been issued. When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last. The flag should not be allowed to fall or lie flat on the ground.
6.	References <ul style="list-style-type: none">• Flag Act 1953• Australian National Flag Protocols



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