



# Council Policy

## WEST WIMMERA SHIRE COUNCIL

| COUNCIL POLICY  |  |          |      |            |         |                            |
|---|--|----------|------|------------|---------|----------------------------|
| FLAG FLYING ON COUNCIL BUILDINGS<br>AND PROPERTY POLICY | Policy No:   |          |      |            |         |                            |
|   | Adopted by Council:  |          |      |            |         |                            |
|   | Next review date:  | May 2026 |      |            |         |                            |
| Senior Manager:   | Director of Corporate and Community Services   |          |      |            |         |                            |
| Responsible Officer:                                    | Governance Manager   |          |      |            |         |                            |
| Functional Area:  | Governance   |          |      |            |         |                            |
|   |  |          |      |            |         |                            |
| Introduction & Background                               | <p>This policy relates to the flying of flags on Council owned buildings and property.</p> <p>The West Wimmera Shire Council has three flag poles located inside both the Edenhope and Kaniva Council Chambers. The Australian Flag will always be flown on the middle flagpole inside the Council Chambers. Other official flags such as, but not limited to, the Victorian Flag, Aboriginal Flag, Torres Strait Islander Flag and Local Government Flag may be flown on the other two flagpoles.</p> <p>There is one flagpole located outside the Kaniva Council Chambers. The Australian Flag will take precedence on this flagpole.</p> <p>There are two flagpoles outside the Edenhope Council Chambers. The Australian Flag will take precedence on the first flagpole. Other official flags may be flown on the second flagpole.</p> <p>To accommodate requests for the flying of non-official flags, Council has made provision for a ‘Community Flagpole’ in Edenhope, Kaniva, Apsley, Goroke and Harrow.</p> |          |      |            |         |                            |
| Purpose & Objectives                                    | <p>This policy ensures that flags on Council property are flown in accordance with this policy and with the Australian Government’s flag protocols.</p> <p>When considering requests for flying official and non-official flags, guidelines will be used which are outlined in this Policy.</p>  |          |      |            |         |                            |
| 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></table>   |          | Term | Definition | Council | West Wimmera Shire Council |
| Term  | Definition   |          |      |            |         |                            |
| Council   | West Wimmera Shire Council   |          |      |            |         |                            |



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|                | Non-Official Flags  | Flags representing a community event, charity days, commemorations, or celebrations.   |
|                | Non-Official flagpole   | Dedicated Community Flag Poles in Edenhope, Kaniva, Goroke, Harrow and Apsley (marked "Community Flagpole")                    |
|                | Official Flags  | Flags of countries, states or those formally proclaimed by the Governor General in accordance with the <i>Flags Act 1953</i> . |
|                | Approval  | A written application must be approved by Council, and repeat applications may be approved by the Chief Executive Officer.     |
| Policy Details |   |  |
| 1.             | <b>Australian National Flag</b>   |  |
|                | <p>The Australian National Flag was proclaimed by the Governor-General on 28 August 1996. The Australian National Flag was raised for the first time on 3 September 1901. This symbol of nationality stands for the democracy which allows Australians to discuss its meaning and origins.</p> <p>The Australian National Flag consists of three elements: The Union Jack, The Commonwealth Star and The Southern Cross. The Union Jack is to acknowledge 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.             | <b>State of Victoria Flag</b>   |  |
|                | <p>The State of Victoria Flag 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.             | <b>Order of Precedence</b>  |  |
|                | <p>The Australian National flag takes precedence in Australia over all other flags when it is flown in company with other flags. Thereafter when flown in the community, the order of precedence of flags is:</p> <ul style="list-style-type: none"> <li>• The Australian National Flag.</li> <li>• State and Territory flags.</li> <li>• Other flags prescribed by the Flags Act 1953 including: <ul style="list-style-type: none"> <li>• The Australian Aboriginal flag and The Torres Strait Islander flag in either order.</li> <li>• 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</li> <li>• Ensigns and pennants including local government; Commonwealth, state and territory agencies; and non-government organisations.</li> </ul> </li> </ul> |  |



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| 4. | <b>Flying Non-Official Flags</b>   |
|    | <p>Approved non-official flags will be flown on the dedicated “Community Flagpoles”.</p> <p>Non-official flag flying requests must be submitted to Council in writing four (4) weeks before the requested day to allow sufficient time for Council to consider and approve the application. Applications will be assessed in accordance with the below criteria by the Director Corporate and Community Services and submitted with a report to Council for consideration and approval. Once approved by Council, repeat applications will be approved by Chief Executive Officer. The CEO may also approve an application to fly an official flag on the community flagpole (eg. Australian Flag on Australia Day).</p> <p>Groups applying to have a non-official flag flown on the Community Flagpole, will be required to provide the flag.</p> <p>The following criteria will be considered during assessment of a request to fly a non-official flag on a Council Community Flagpole:</p> <ul style="list-style-type: none"> <li>• Promotes respect for all.</li> <li>• Is part of an event or ceremony or commemoration.</li> <li>• Is consistent with Council’s values and policies.</li> <li>• Embraces a sense of belonging and enhanced community life.</li> </ul> <p>Council will not consider a request to fly a non-official flag that is connected to:</p> <ul style="list-style-type: none"> <li>• Individual advancement.</li> <li>• Political or cultural sensitivities.</li> <li>• Exposure to adverse criticism of Council or the community as a whole.</li> </ul> <p>Council may also use the Community Flagpole to fly Official Flags upon written request.</p> |
| 5. | <b>Protocols for display</b> <p>Official flags should always be flown aloft and free as close as possible to the top of the flag mast with the rope tightly secured.</p> <p>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. If a flag is not illuminated at night, the flag will be lowered at the end of each day.</p> <p>The flag should not be allowed to fall or lie flat on the ground.</p>  |
| 6. | <b>References</b> <ul style="list-style-type: none"> <li>• Flag Act 1953</li> <li>• Australian National Flag Protocols</li> </ul>  |



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| <b>Policy Adopted:</b>  | Ordinary Meeting<br>17 <sup>th</sup> February 2022 | Minute Book Page [number] | RecFind |
|                         |  |                           |         |
| <b>Policy Reviewed:</b> | Ordinary Meeting [date]                            | Minute Book Page [number] | RecFind |
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