



## 1. Scope

- 1.1 This policy applies to the flags and flagpoles at the following Council facilities:
- Gisborne Administration Centre
  - Kyneton Town Hall
  - Kyneton Mechanics Institute
  - Kyneton Visitor Information Centre
  - Woodend Visitor Information Centre
  - Woodend Memorial Clock Tower
- 1.2 The policy does not generally apply to other flagpoles on Council owned or managed land (refer section 2.7).

## 2. Policy principles

### General principles

- 2.1 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.<sup>1</sup> Where a request to fly another flag is approved, the Australian National Flag will not be replaced with the other flag for the specified event or timeframe.
- 2.2 Flying the Australian Aboriginal Flag and the Torres Strait Islander Flag affirms Council's respect for Australia's Indigenous peoples. Both of these flags are flown at the Kyneton Town Hall and Gisborne Administration Office sites, where Council has three flagpoles, alongside the Australian National Flag.
- 2.3 Council will fly flags in accordance with its Annual Flag Schedule (Attachment 1).
- 2.4 Council may fly the national flag of a sister city at Kyneton Town Hall and Gisborne Administration Centre during visits by the mayor (or their delegate) of the sister city.
- 2.5 Council will only consider flying the national flags of other countries, on request, to acknowledge days of national significance for that country.
- 2.6 Council will consider requests to fly other flags in accordance with this policy and the Australian National Flag Protocols. In doing so, regard shall be given to whether the flying of a flag would cause offence to sectors of the community or whether highlighting a particular issue, cause or group would be inconsistent with Council's commitment to strengthening community resilience, inclusion and safety.
- 2.7 While this policy only applies to flags flown on the flagpoles at the Kyneton Town Hall, the Gisborne Administration Centre, the Woodend Visitor Information Centre, the Kyneton Visitor Information Centre, the Kyneton Mechanics Institute and the Woodend Memorial Clocktower, Council reserves the right to direct those responsible for flagpoles on other Council-owned sites to remove any flag that is deemed offensive.

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<sup>1</sup> Department of the Prime Minister and Cabinet, *THE PROTOCOLS FOR THE APPROPRIATE USE AND FLYING OF THE FLAG*, 20 July 2006

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- 2.8 Applicants whose requests to fly flags are approved are responsible for providing to Council the required number of flags at the appropriate standard size (1800cm x 900cm) and (where relevant) are responsible for any costs associated with required planning permits.
- 2.9 Council reserves the right to withdraw approval to fly a flag at any time.

### **Half-masting**

- 2.10 Council will fly its three flags at Kyneton Town Hall and Gisborne Administration Centre at half-mast, where possible, as a sign of mourning on appropriate occasions as advised by the Department of Premier and Cabinet (Victoria), the Department of Prime Minister and Cabinet, or the Municipal Association of Victoria (MAV). Notifications to half-mast on these occasions will be considered and actioned as appropriate by the CEO or delegate.
- 2.11 On request, Council will also consider flying flags at half-mast at Kyneton Town Hall and Gisborne Administration Centre to mark significant occasions such as the passing of a current or former councillor, a local state or federal member of parliament or other dignitary. Requests to half-mast on these occasions will be considered and approved by the CEO or delegate.
- 2.12 Due to the occupational health and safety (OH&S) requirements associated with accessing the flag ropes for the Woodend Memorial Clock Tower, Council will make appropriate arrangements for a suitably qualified person to undertake the half-masting function at this site when it is determined that the Australian flag is to be flown at half-mast, such as Anzac Day and Remembrance Day commemorations,

## **3. Requests to fly other flags**

- 3.1 In general, Council will not approve requests from organisations or individuals who:
- do not share Council's views on promoting a diverse, tolerant and inclusive community
  - are political parties
  - undertake an activity for commercial gain
  - offer programs that may present a hazard to the community

### **Kyneton Town Hall and Gisborne Administration Centre**

- 3.2 As noted above, Council will fly flags in accordance with its Annual Flag Schedule.
- 3.3 Upon application, Council will consider requests to fly other flags at other times at the Kyneton Town Hall and the Gisborne Administration Centre to acknowledge a significant celebration or event.
- 3.4 Applications are to be submitted to Council using the Flag Flying Application Form (Attachment 2). Applications must be submitted a minimum of 45 calendar days prior to the event / time period to allow sufficient time to consider the request. Council reserves the right to refuse a request to fly another flag where sufficient notice is not provided.
- 3.5 Where a flag needs to be removed to enable an approved flag to be flown, the Torres Strait Islander Flag will be temporarily replaced at each site with the relevant flag for the specified event or timeframe.
- 3.6 Council will not consider requests to fly other flags in place of the Australian Aboriginal Flag or the Torres Strait Islander flag on National Sorry Day (26 May), during National Reconciliation Week (27 May - 3 June) or during NAIDOC week (early July each year as advised).

## **Kyneton Mechanics Institute and the Woodend Memorial Clock Tower**

- 3.7 The Kyneton Mechanics Institute and the Woodend Memorial Clock Tower each have a single flagpole, on which Council flies the Australian National Flag. Consistent with 2.1 the Australian National Flag will not be replaced by other flags.
- 3.8 Upon application, and subject to the provisions outlined below, Council will consider requests to make temporary arrangements to fly other flags at these sites to acknowledge a significant celebration or event.
- 3.9 Noting that the Clock Tower is a war memorial, currently co-managed by Council and the Woodend RSL Branch, where a request to fly another flag at this site is received, Council will consult with the Woodend RSL Branch prior to approving any request.
- 3.10 Where a request to fly another flag at the Woodend Memorial Clock Tower is approved, Council's current planning permit for a temporary flagpole at the site will apply. Any costs associated with complying with the permit conditions will be the responsibility of the applicant.
- 3.11 Applications are to be submitted to Council using the Flag Flying Application Form (Attachment 2). Applications must be submitted a minimum of 45 calendar days prior to the event / time period to allow sufficient time to consider the request. Council reserves the right to refuse to consider a request to fly another flag where sufficient notice is not provided.

## **Kyneton and Woodend Visitor Information Centres**

- 3.12 Kyneton Visitor Information Centre has two flag poles and flies the Australian Flag and the Visitor Information Centre flag.
- 3.13 Woodend Visitor Information Centre has one flag pole and flies the Australian Flag.
- 3.14 Requests to fly alternative flags at the Visitor Information Centres will not be considered.

## **4. Responsibilities**

### **CEO**

The CEO (or delegate) is responsible for:

- considering and approving applications to fly an alternative flag at one of Council's facilities, in line with this policy
- determining when it is appropriate to refer an application to fly a flag to Council for a decision

### **Governance**

The Governance unit is responsible for:

- receiving and considering requests for the flying of flags and the half-masting of flags
- maintaining a register of all flag arrangements for the flagpoles
- preparing Council Reports where a Council decision is required
- conducting periodic reviews of the Flag Policy
- maintaining a supply of those flags included on the Annual Flag Schedule and requesting timely replacement of damaged flags where a flag is rendered unsuitable for display
- maintaining a subscription to the Department of Premier and Cabinet and the Department of Prime Minister and Cabinet's Commonwealth Flag Network email notification services

## **Customer Service and Building Maintenance**

The Customer Service and Building Maintenance teams are responsible for:

- monitoring the condition of the flags and flagpoles and reporting any maintenance issues as required
- on receiving advice from the Governance unit, arranging the flying of flags in accordance with this policy and the Australian Government's protocols

## Annual Flag Schedule

Council will fly flags in accordance with this annual schedule:

### 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 other flags on this day will not be considered.

### International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT) - 17 May

The International Day Against Homophobia, Biphobia, and Transphobia (IDAHOBIT) raises awareness of discrimination against LGBTIQ communities and encourages support for members of the lesbian, gay, bisexual, trans and gender diverse and intersex communities.

The Rainbow Flag will be flown from the third flag poles at the Kyneton Town Hall and the Gisborne Administration Centre in recognition of IDAHOBIT for a period of approximately one calendar week. The Rainbow Flag will be raised on 17 May and lowered on a business day prior to Sorry Day (26 May). Requests to fly other flags during this period will not be considered.

### 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 Flag are flown from the Kyneton Town Hall and Gisborne Administration Centre. Requests to fly other flags on this day will not be considered.

On sites where there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag will not replace the Australian National Flag.

### National Reconciliation Week - 27 May to 3 June

The Australian Aboriginal Flag and the Torres Strait Islander Flag are already flown from the Kyneton Town Hall and Gisborne Administration Centre. Requests to fly other flags during this period will not be considered. If there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag will not replace the Australian National Flag.

### NAIDOC Week - July

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 Flag are already flown from the Kyneton Town Hall and Gisborne Administration Centre. Requests to fly other flags during NAIDOC week will not be considered.

On sites, where there is only one flagpole available, the Australian Aboriginal Flag and the Torres Strait Islander Flag will not replace the Australian National Flag.

### 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

## Flag 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	
Name:	Date:
Position:	Business Unit ( <i>internal</i> ):
Organisation ( <i>external</i> ):	Department ( <i>internal</i> ):
Telephone number:	Email address:
Flag details	
Type and description of flag to be flown:	Proposed date/s:
Location of flags (tick boxes):	
Gisborne Administration Centre <input type="checkbox"/>	Kyneton Town Hall <input type="checkbox"/>
Woodend Memorial Clock Tower <input type="checkbox"/> (note below)	Kyneton Mechanics Institute <input type="checkbox"/> (note below)
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's annual flag schedule will take precedence over any requests to fly other flags.
- As the Kyneton Mechanics Institute and the Woodend Memorial Clock Tower are single flag sites where the Australian National Flag will not be lowered, approval to fly other flags may not always be possible and is subject to Council being able to facilitate separate arrangements to fly the requested flag as outlined in section 3 of Council's Flag Policy. These constraints should be taken into account when making a request.

### Privacy Collection Notice

Macedon Ranges Shire 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 Council's Flag Policy. Where required, your identity and the information you have provided in this form will be provided to Macedon Ranges Shire 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 5422 0333 or email [governance@mrsc.vic.gov.au](mailto:governance@mrsc.vic.gov.au). You can access Council's Privacy Policy at [mrsc.vic.gov.au](http://mrsc.vic.gov.au)