

Flying of Flags Policy



Category: Governance
Adoption: Council
Review period: Five years
Responsible Manager: Principal Governance Officer

Date: 17 April 2018

Amended 19 March
2019

CEO Signature

Date

3/7/18

Purpose / Objective :

This Policy covers the flying of flags on Council controlled flag poles.

This Policy defines how applications from the Mount Alexander Shire community to fly flags on specific days will be considered.

Background / reasons for Policy:

This Policy has been developed because from time to time community groups have requested permission to use various flag poles to celebrate or support various causes and Council has not had a formal position to ensure equity and consistency of decision making.

Council controlled flag poles locations

Mount Alexander Shire Council proactively flies flags at:

- Civic Centre on Lloyd Street, Castlemaine (three flagpoles)
- Market Building, Mostyn Street, Castlemaine (one flagpole on top and one flagpole either side of the building)

Castlemaine Town Hall, Lyttleton Street has one flagpole that has ceased to be used because it was made obsolete by the three flag poles outside the Civic Centre and it is dangerous to use. Any other flagpole under Council's direct control, apart from those mentioned above, may fly only flags approved in accordance with Australian Flag protocols. Flag poles managed by Section 86 Committees of Council are not covered by this policy.

Overriding legislation and protocols

Council will at all times follow the guidelines set out by the Australian Government and the Victorian Department of Premier and Cabinet – Protocols Unit. This ensures Council is meeting its obligations regarding the national protocols for flying the Australian flag and complying with special arrangements for flying flags at half-mast on days of significance or in remembrance of persons or events.

Policy content:

Flags to be flown on Council controlled flag poles

Civic Centre on Lloyd St. Castlemaine

These flagpoles are reserved for Council use. Only the Australian Flag, Aboriginal Flag and Torres Strait Island Flag will be flown on the three flag poles at this site.

Market Building, Mostyn Street Castlemaine

The Australian Flag will be flown on top of the Market Building and an information flag will be flown on the flag pole on the Barker Street side of the Market Building.

Unless otherwise approved from time to time in accordance with this Policy, an information flag will be flown on the flag pole located on the Hargraves Street side of the Market Building.

None of the flag poles identified in this Policy may be used to fly flags for commercial or decorative purposes and any flag flown that has not been approved in accordance with this Policy will be removed immediately by Council staff.

Community requests to fly flags

Community requests for the flying of a flag on the flag pole located on the Hargraves Street side of the Market Building will be considered by Council subject to the following requirements:

1. An application must be made in writing and be submitted to Council no less than 2 weeks prior to the proposed start date for flying of the flag.
2. The application must be made by a resident or community group from within the Mount Alexander Shire.
3. The application must indicate how the flying of the flag would support one or more of the following :
 - a. The vision, values and strategies stated in the adopted Council Plan;
 - b. Recognition of a social, cultural, environmental, economic, political or historical matter of Local, State and/or National significance that has direct relevance to the Mount Alexander Shire community;
 - c. Encouragement of values that promote respect for all;
 - d. Encouragement of values that promote a sense of belonging and enhanced community life for all.
4. The application must indicate what period of time the flag is requested to be flown and the reasons for this. No flag shall be permitted to be flown for longer than seven days and Council reserves the right to determine the period of time that any approved flag may be flown.
5. Irrespective of any other requirement of this Policy, should there be a voting process enacted or be reasonably anticipated to be enacted by the State or Federal Government that requires or invites the citizens of Mount Alexander Shire to vote, then no flag associated with the matter to be voted on shall be permitted to be flown during that period.

6. The applicant must confirm that they will raise the flag each morning and lower it each evening throughout the period approved. No flag shall be left flying over night and a failure to meet this requirement will result in approval being immediately rescinded.
7. Any flag proposed to be flown must be provided by the applicant at his/her cost, be in good condition and meet appropriate dimensions noted in the Australian Flags Act 1953.

Responsibilities:

The Principal Governance Officer shall administer this Policy.

Related Policies:

Nil

Relevant Legislation:

The Australian Flags Act 1953