

<b>Flag Policy</b>	Document No:	SCS-035
	Approval Date:	27 March 2018
	Approved By:	Council
	Review Date:	March 2020
	TRIM Reference	D17/127731
Responsible Officer:	Manager Community Relations	
Authorising Officer:	Chief Executive Officer	

## 1. Purpose

The purpose of this policy is to:

- Ensure that the flags displayed at the Surf Coast Shire Council office are flown in accordance with the flag protocol as determined by the Australian Government
- Establish guidelines for flying other flags which are significant to the Surf Coast Shire community.

## 2. Scope

This policy applies to flying flags at the Surf Coast Shire Council office, 1 Merrijig Drive Torquay.

This policy does not apply to other Council owned community facilities or public facilities not owned by Council.

## 3. Application

This policy applies to all staff and Councillors.

## 4. Definitions

**Australian Government Flag Protocols** – as outlined in “*Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag*” or equivalent document as published by the Department of Prime Minister and Cabinet. The Protocols can be viewed here:

<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

**Council office** – the Council building at 1 Merrijig Drive, Torquay

Flag pole locations are described visually in Appendix 1 – Council Office flag pole locations

**Pond flag pole** – the flag pole adjacent to the pond and its viewing platform

**Front Lawn flag pole** – the flag pole on the grassed area adjacent to the car park

**Front Entrance flag poles** – the three flag poles at the main or southern entrance to the Council office building.

**Ceremonial flag poles** - three flag poles on the northern side of the Council office building

**Annual events calendar** – Council’s adopted calendar of events and awareness raising activities.

## 5. Policy

- Council will continuously fly the Australian National Flag and the Australian Aboriginal Flag on the Ceremonial flag poles and on the Front Entrance flag poles.
- Council will usually fly the Surf Coast Shire Flag on the Ceremonial flag poles and on the Front Entrance flag poles.
- When a flag needs to be removed to accommodate a celebration or event as noted below or when directed to fly an alternative flag by the Federal or State Government, the Surf Coast Shire flag will be replaced with the relevant flag for the specified event or timeframe.

- The Torres Strait Islander Flag will be flown on the Ceremonial and Front Entrance flag poles during NAIDOC Week, Sorry Day and National Reconciliation Week.
- The Front Lawn flag pole will be used to fly flags in accordance with Council's annual events calendar. It should be noted that it is not relevant for all events to have a flag flying.
- Flags other than those referred to in the Australian Government Flag Protocols will not fly for longer than a calendar month or a maximum of 31 calendar days.
- Council will only fly the national flags of other countries during Council sanctioned visits by dignitaries of the country.
- Council will fly its flags at half-mast as a sign of mourning on appropriate occasions as advised by the Department of Premier and Cabinet – Victoria. Council may choose to fly the Surf Coast Shire flag at half-mast as a sign of mourning at other times.
- Flags will be flown in accordance with the Australian Government Flag Protocols.
- The Chief Executive Officer (CEO) will approve flags to be flown in accordance with Council's annual events calendar and this policy.
- The CEO will consider and make determinations in relation to requests from community groups or organisations to fly flags other than those relevant to Council's annual events calendar. In doing so, the CEO will have regard to Council resolutions, the Council Plan and any other relevant formal positions of Council. The CEO may consult with the Mayor, Deputy Mayor and Councillors and/or present a report at a Council meeting should they consider the matter is complex and a prevailing Council position is not clear.
- When two events in Council's annual events calendar occur concurrently or a community request is being supported at the same time as an event, the Pond flag pole can host the additional flag.

## **6. Records**

Not applicable

## **7. Attachments**

Appendix 1 – Council office flag pole locations

## **8. References**

*Australian Flags Act - 1953*

*"Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag"*

Appendix 1 – Council office flag pole locations

