



ATTACHMENT 1

Flying of flags at town halls policy

POLICY

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1. The Australian National flag is to be flown at mast head at all times from the Richmond, Fitzroy and Collingwood Town Halls and the flying of the national flag takes precedence over any other flag.
2. The Australian National flag shall be flown at half-mast in accordance with national flag protocol.
3. The national flag protocol requires that the Australian National Flag be flown at half mast on the following days of national commemoration:
 - (a) on Anzac Day the national flag is to be flown at half mast until noon, then to mast head;
 - (b) on Remembrance Day the national flag is to be flown at half mast between 10.30am - 11.03am;
4. The national flag is required to be flown at half mast for mourning in the following circumstances as and when directed by the Prime Minister:
 - (a) on the death of the Sovereign - from the time of the announcement of the death up to and including the funeral;
 - (b) on the death of a member of the Royal Family;
 - (c) on the death of the Governor General or a former Governor General;
 - (d) on the death of a distinguished Australian Citizen; and
 - (e) on the death of a foreign Sovereign or Head of State.
5. Where the flag is flown at half-mast, or a flag other than the Australian flag is flown, a notice is to appear on the Council Notice Board indicating the reason.
6. The secondary flag pole(s) may be used to fly the United Nations flag on United Nations day on 24 October each year and the NAIDOC flag during NAIDOC week in July.
7. The only flags permitted to be flown from the secondary flag pole at either the Richmond and Collingwood Town Halls shall be from a bona fide organisation or charitable body and that the national flags of other nations shall not be permitted to be flown.
8. If the Brisbane Lions, Collingwood or Richmond Football Clubs are participating in the AFL Grand Final, the flag of the respective club(s) be flown on the secondary flagpole or displayed at the Fitzroy, Collingwood or Richmond Town Hall (as appropriate):
 - (a) in the week preceding the Grand Final; and
 - (b) in the case where one of those clubs wins the premiership, in the week after the Grand Final.
9. The Chief Executive Officer shall determine the flying of other flags subject to the following requirements:
 - (a) a request to fly the specific flag has been received from a bona fide organisation at least fourteen days prior to the proposed flag flying date; and
 - (b) the flag(s) is provided by the organisation making the request.

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10. The Yarra City Council flag will be flown on the secondary flag poles at the Collingwood and Richmond Town Halls and flown at half mast, in the following circumstances:
- (a) on the death of a current member or former member of federal or state parliament who held a seat in an electorate in the City of Yarra or an electorate in any of the former Cities of Collingwood, Fitzroy and Richmond;
 - (b) on the death of a Mayor or former Mayor of the City of Yarra and any of the former Cities of Collingwood, Fitzroy and Richmond; and
 - (c) on the death of an outstanding local citizen.

(Policy originally adopted by Council 28 July 1997 before being amended 19 March 1998, 29 June 1998 and 9 September 2003.)

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ATTACHMENT 2



Flag Protocol

Guidelines for Flying Flags

These guidelines apply to the flying of the Australian National Flag and the Australian Red Ensign as well as the use of flags on aircraft, ships and other sea-going craft. The guidelines are also observed by the Defence Forces except for some minor variations to accord with Service traditions or requirements.

Dignity of the Flag

The Australian National Flag should be displayed only in a manner befitting the national emblem. It should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Flag normally takes precedence over all other national flags when flown in Australia. It should always be flown aloft and free and should not be allowed to fall or lie upon the ground.

Display of the Flag

The Australian National Flag should be displayed as follows:

On a staff:

The top left (first) quarter should be placed in the position nearest the top of the staff. When carried, the flag should be aloft and free.

On a flag rope (halyard):

The top left quarter should be placed uppermost, raised as closely as possible to the top with the flag rope tight.

Displayed at night:

The flag may be displayed at night, but only when it is properly illuminated.

Australian National Flag Flown Alone:

When the Australian National Flag is flown alone on top of, or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observer facing the flag.

With the flag of one nation, the Australian National Flag should be on the left of the observer facing the flags; both should be at the same height.

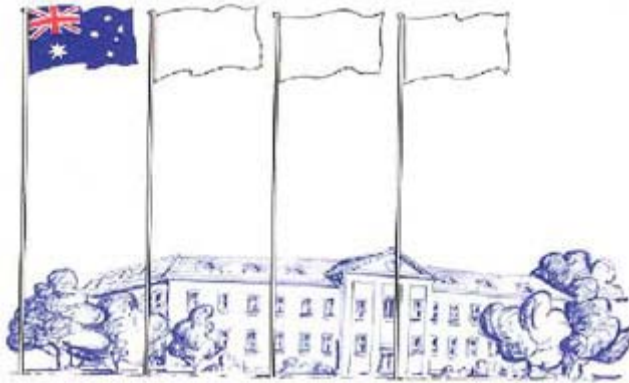


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In a line of flags representing a number of sovereign nations, where there are three or more making an odd number of flags, the Australian National Flag should be flown in the centre when only one Australian National Flag is available.

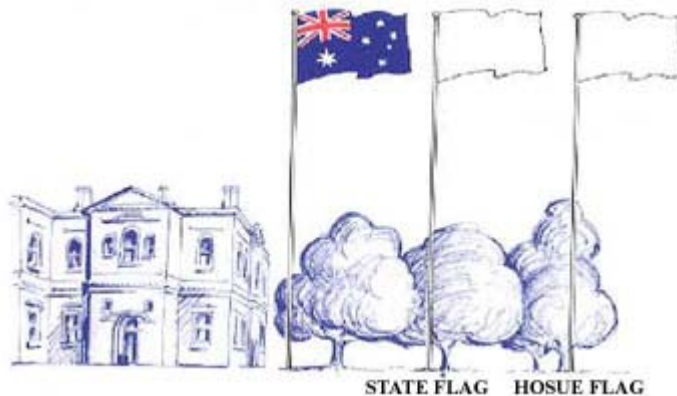


If there are an even number of flags representing a number of sovereign nations, the Australian National Flag should be flown on the left of the observer facing the flags.



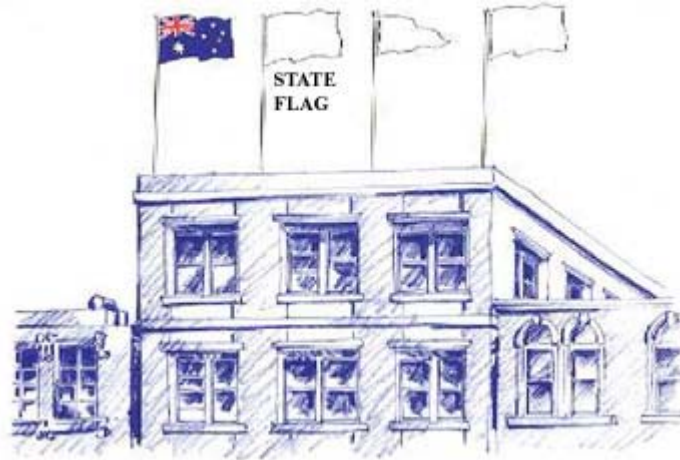
Australian National Flag with State and House Flags

When the National Flag is displayed on, or in front of, a building with Australian State or house flags:



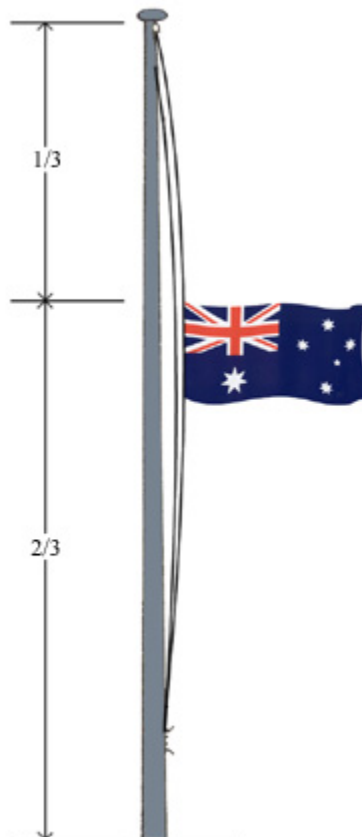
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When displayed with State flags, house flags and club pennants, the Australian National Flag should be flown on the left of a person facing the flags, or at each end on a line of flags.



Flying a Flag at Half Mast

The image below demonstrates the correct method of flying a flag at half mast. The image is courtesy of the Australian Army Ceremonial Manual.



The correct position for flying a flag at half mast.

***Courtesy of the Commonwealth of Australia
Australian Government Publishing Service.***

ATTACHMENT 3

12.3 Strategy Three

Acknowledging, Understanding and Celebrating Aboriginal Culture

Objectives:

- Strengthen and enrich local culture through a greater understanding of Aboriginal people, culture, traditions and history.
- Acknowledgement and respect by the entire community through increased cultural awareness and understanding.
- Consolidation of Yarra as a place of on-going special significance to the Victorian Aboriginal community.
- Culturally sensitive and responsive management of Yarra's public spaces and places.

Description	Action	Responsible Unit (Leading Unit in Bold)	Timelines	Financial Consideration
Yarra Aboriginal Recognition Statement (2004)	24. Use of the revised <i>Yarra Aboriginal Recognition Statement</i> in key Council documents and promotion material such as: a) Council meeting minutes and agendas, b) the annual Council Plan; c) Council's Annual Report; d) Yarra website; e) Yarra News.	<ul style="list-style-type: none"> • Culture & Community Planning • Governance • Communications • Leisure Services 	June 2005	Refer to 11 – A.O.
Communication Plan	25. Develop a <i>Council Aboriginal Partnerships Communication Plan</i> to increase awareness of Aboriginal projects, services and issues within Council and the wider community.	<ul style="list-style-type: none"> • Communications • Culture & Community Planning 	February 2005	Within existing resources.
Aboriginal and Torres Strait Islander flags	26. Review Yarra's <i>Flying Flags</i> policy to facilitate the <i>flying of the Aboriginal and Torres Strait Islander flags</i> on Council's Town Halls on a daily basis. (May require installation of second flagpole on some town halls).	<ul style="list-style-type: none"> • Culture & Community Planning • Governance • Assets 	June 2006	New Initiative: 2006-07 Financial year.
Sorry Day and Reconciliation Week	27. Support and involvement in existing and emerging Yarra based Sorry Day and Reconciliation Week activities.	<ul style="list-style-type: none"> • Culture & Community Planning 	On-going	Within existing resources.

Description	Action	Responsible Unit (Leading Unit in Bold)	Timelines	Financial Consideration
NAIDOC Week celebrations	28. Support and involvement in existing and emerging Yarra based NAIDOC Week celebrations through: a) Council presence at significant regional NAIDOC events; b) flag raising; c) sponsorship of NAIDOC Family Day at the Collingwood Children's Farm; and d) Banner installations on town halls.	<ul style="list-style-type: none"> • Culture & Community Planning 	On-going	Within existing resources.
NAIDOC Week	29. Partner with local Aboriginal	• Culture & Community	On-going	Responsible to be