

Title	Civic Flag Policy
Description	A policy to govern the flying of flags at Council's Town Halls, Civic Flagpoles and other facilities.
Category	Civic
Type	Policy
Approval authority	Council
Responsible officer	Group Manager, Chief Executive's Office
Approval date	4/4/2017
Review cycle	Every four years
Review date	4/4/2021
Document Reference (Trim)	D10/57080
Human Rights compatibility	This policy has been assessed and is compatible with the Victorian Charter of Human Rights of Responsibilities

1. Purpose

A policy to govern the flying of flags at Council's Town Halls, Civic Flagpoles and other facilities and to establish a mechanism to consider requests for flying of flags of significance to the Yarra community.

2. Policy

2.1. Definitions

In this policy,

Civic Flagpoles means the flagpoles erected for the purpose of displaying the flags set out in the Community Flag Schedule.

Collingwood Town Hall means all buildings and grounds at the Collingwood Town Hall and administrative offices at 140 Hoddle Street Abbotsford.

Community Flag Schedule means the schedule adopted in conjunction with this policy and amended by Council resolution thereafter, which sets out which flags shall be flown, when they shall be flown, and which flagpoles shall be used.

Exterior Town Hall flagpoles means the external flagpoles at Collingwood, Fitzroy and Richmond Town Halls as identified in section 2.2 of this policy.

Fitzroy Town Hall means all buildings and grounds at the Fitzroy Town Hall, including the former Library, former municipal offices, the Ballroom and the Library.

Interior Town Hall flagpoles means the floor mounted portable flagpoles that are used for meetings at Fitzroy and Richmond Town Halls, and displayed in the foyer at Richmond Town Hall.

Richmond Town Hall means all buildings and grounds at the former City Hall at 333 Bridge Road Richmond and the Council administrative offices at 345 Bridge Road Richmond.

2.2. Exterior Town Hall flagpoles

The exterior flagpoles at Council's Town Halls at Collingwood, Fitzroy and Richmond shall be used for the flying of the Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag.

At Collingwood Town Hall, the following flagpoles shall be used:



The flagpole on the south-east tower of the building, at the intersection of Stanton Street and Eddy Court Abbotsford shall not be used. The use of the flagpole on the facade at the entry to the Collingwood Police Station in Eddy Court Abbotsford shall be controlled by the Collingwood Police.

At Fitzroy Town Hall, the following flagpoles shall be used:



At Richmond Town Hall, the following flagpoles shall be used:



For occupational health and safety reasons, the flagpole at the top of the Richmond Town Hall clocktower shall not be used.

At each Town Hall, the flags shall be flown with the Australian National Flag in the preeminent position (the centre) and the Australian Aboriginal Flag and the Torres Strait Islander Flag in the next positions (left and right respectively, when viewed facing the front of the building).

In all respects, flying of these flags shall accord with Australian National Flag protocol as published by the Commonwealth Government.

2.3. Interior Town Hall flagpoles

The Australian National Flag, the Australian Aboriginal Flag, the Torres Strait Islander Flag and the City of Yarra flag shall be flown at all public Council Meetings, meetings of Council's Internal Development Approvals Committee and Citizenship Ceremonies.

The interior flagpoles at Richmond Town Hall shall be exclusively reserved for the flying of the Australian National Flag, the Australian Aboriginal Flag, the Torres Strait Islander Flag and the City of Yarra flag. When not in use for a Council meeting or civic function, these flagpoles shall be displayed in the foyer or other public area of the building.

2.4. Civic Flagpoles

The Civic Flagpoles at Collingwood, Fitzroy and Richmond are reserved for the flying of flags that symbolise and celebrate the diverse community of the City of Yarra and shall be used for flying flags that have special meaning to all or part of Yarra's community. In flying these flags, Council celebrates Yarra's rich history and formally acknowledges the flag flown as one of significance to the City of Yarra.

As they are not lit, no national flag shall be flown from a Civic Flagpole before sunrise or after sunset.

At Collingwood Town Hall, the Civic Flagpole is located on Hoddle Street at the north-west corner of the building. At Fitzroy Town Hall, the Civic Flagpole is located on Napier Street in the forecourt beside

the entry stairs to the former Fitzroy Library. At Richmond Town Hall the Civic Flagpole is located on Bridge Road at the south-west corner of the building.

Upon the adoption of this policy and upon every subsequent policy review, Council shall adopt a Community Flag Schedule which sets out which flags shall be flown, when they shall be flown, and which flagpoles shall be used. The schedule is to be considered a living document, and can be added to by one of the following mechanisms:

- By Council resolution, either for a one-off occasion or on an ongoing basis.
- By the Chief Executive Officer for a one-off occasion where a resolution from Council is not practicable.
- Upon request by a bona fide organisation at least one calendar month prior to the proposed flag flying date and following approval by Council resolution or by the Chief Executive Officer (where a resolution from Council is not practicable). The flag(s) is to be provided by the organisation making the request.

In considering the addition of flags to the Community Flag Schedule, regard shall be given to whether the flying of the flag will cause offence to sectors of the community or whether highlighting a particular issue, cause or group would be inconsistent with Council's values and commitment to inclusiveness.

The Schedule will expire upon every subsequent policy review, but any flag is eligible to be included again in the following Schedule.

2.5. Half Masting

The Australian National flag on the Town Hall flag poles shall be flown at half-mast in accordance with national flag protocol.

Following a request from the relevant Aboriginal Community and at the discretion of the Chief Executive Officer or in his/her absence the Group Manager, Chief Executive's Office, the Australian Aboriginal Flag will be flown at half mast to mark the passing of an Aboriginal person who has contributed significantly to the community of the City of Yarra.

Following a request from the relevant Torres Strait Islander Community and at the discretion of the Chief Executive Officer or in his/her absence the Group Manager, Chief Executive's Office, the Torres Strait Islander Flag will be flown at half mast to mark the passing of a Torres Strait Islander person who has contributed significantly to the community of the City of Yarra.

The Yarra City Council flag will be flown at half mast on the Civic Flagpoles at Collingwood, Fitzroy and Richmond on the day of the funeral following the death of:

- a Councillor of the City of Yarra;
- a former Mayor of the City of Yarra or any of the former Cities of Collingwood, Fitzroy and Richmond;
- a member or former member of federal or state parliament who held a seat in an electorate in the City of Yarra; and
- an outstanding local citizen (at the discretion of the Chief Executive Officer or in his/her absence the Group Manager, Chief Executive's Office).

If the Civic Flagpole is in use on the day of a funeral, the Chief Executive Officer or in his/her absence the Group Manager, Chief Executive's Office shall determine which flag shall be flown.

Community flags can be flown at half mast on the Civic Flagpoles where appropriate.

2.6. Notification

Where any flag is flown on the Civic Flagpoles, or where a flag is flown at half mast on the Town Hall, a notice is to appear on Council's website indicating the reason.

2.7. Variation to policy

The Chief Executive Officer or in his/her absence the Group Manager, Chief Executive's Office shall be authorised to permit departures from this policy where adherence to the policy:

- would have has financial and staffing implications due to a need to raise or lower a flag outside business hours;
- could cause offence to sectors of the Yarra community;
- results in a conflict between different policy requirements; or
- is warranted due to extraordinary or unforeseen circumstances.

2.8. Responsibility

Governance Support

The Governance Support Unit is responsible for:

- processing requests for the flying of flags from community organisations;
- preparation and submission of formal Council Reports where a resolution is required; and
- conducting periodic reviews of the Civic Flag Policy and Community Flag Schedule and presenting them to Council for determination.

Venues and Events

The Venues and Events Unit is responsible for:

- appointment of a Flag Marshal for each Town Hall and Civic Flagpole.
- cyclical replacement of flags; and
- timely replacement of damaged flags where a flag is rendered unsuitable for display.

Flag Marshals

Flag Marshals are responsible for:

- maintaining a subscription to the Department of Prime Minister and Cabinet's Commonwealth Flag Network email notification service;
- arranging the flying of flags in accordance with this policy; and
- monitoring the condition of the flags and flagpoles and reporting any maintenance issue as required.

3. Related Documents

- Flags Act (Cth) 1953
- Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag

COMMUNITY FLAG SCHEDULE

updated 5 February 2019

Flag	When	Where	Conditions
Flag of Sahrawi Arab Democratic Republic	27 February (SADR Independence Day)	Collingwood Fitzroy and Richmond	
Brisbane Lions Football Club flag	For one week from Monday morning preceding the AFLW Grand Final	Fitzroy	Flown if the Brisbane Lions Football Club qualifies for the AFLW Grand Final.
	For one week from Monday morning following the AFLW Grand Final	Fitzroy	Flown if the Brisbane Lions Football Club wins the AFLW Premiership.
Collingwood Football Club flag	For one week from Monday morning preceding the AFLW Grand Final	Collingwood	Flown if the Collingwood Football Club qualifies for the AFLW Grand Final.
	For one week from Monday morning following the AFLW Grand Final	Collingwood	Flown if the Collingwood Football Club wins the AFL Premiership.
Rainbow Flag	17 May (International Day Against Homophobia Biphobia and Transphobia)	Collingwood Fitzroy and Richmond	
Vietnamese Yellow Flag	19 June (Vietnamese Veterans Day)	Collingwood Fitzroy and Richmond	
Flag of the International Campaign to Abolish Nuclear Weapons	6 August (Anniversary of the 1945 bombing of Hiroshima, Japan)	Richmond	
Brisbane Lions Football Club flag	From Friday morning to Monday morning during the AFL Finals series	Fitzroy	Flown if the Brisbane Lions Football Club is competing that weekend in an AFL finals match.
	For one week from Monday morning preceding the AFL Grand Final	Fitzroy	Flown if the Brisbane Lions Football Club qualifies for the AFL Grand Final.
	For one week from Monday morning following the AFL Grand Final	Fitzroy	Flown if the Brisbane Lions Football Club wins the AFL Premiership.

Collingwood Football Club flag	From Friday morning to Monday morning during the AFL Finals series	Collingwood	Flown if the Collingwood Football Club is competing that weekend in an AFL finals match.
	For one week from Monday morning preceding the AFL Grand Final	Collingwood	Flown if the Collingwood Football club qualifies for the AFL Grand Final.
	For one week from Monday morning following the AFL Grand Final	Collingwood	Flown if the Collingwood Football Club wins the AFL Premiership.
Richmond Football Club flag	From Friday morning to Monday morning during the AFL Finals series	Richmond	Flown if the Richmond Football Club is competing that weekend in an AFL finals match.
	For one week from Monday morning preceding the AFL Grand Final	Richmond	Flown if the Richmond Football Club qualifies for the AFL Grand Final.
	For one week from Monday morning following the AFL Grand Final	Richmond	Flown if the Richmond Football Club wins the AFL Premiership.
United Nations Flag	24 October (United Nations Day)	Collingwood Fitzroy and Richmond	
Morning Star Flag	1 December (anniversary of the first raising of the flag in 1961)	Collingwood Fitzroy and Richmond	
Eureka Flag	3 December (anniversary of the Battle of Eureka in 1854)	Collingwood Fitzroy and Richmond	
Rainbow Flag	8 December (anniversary of the signing the Marriage Amendment (Definitions and Religious Freedoms) Act 2017)	Collingwood Fitzroy and Richmond	