

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	General Manager Governance, Communications and Customer Experience
Responsible officer	Manager Governance and Integrity
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Review cycle	Every four years
Review date	18/7/2027
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Human Rights compatibility	This policy has been assessed and is compatible with the Victorian Charter of Human Rights and Responsibilities

1. Purpose

A policy to govern the flying of flags at Council's Town Halls, Civic Flagpoles and other facilities.

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.

Clifton Hill Depot means the buildings and grounds at the City of Yarra works depot at 168 Roseneath Street Clifton Hill.

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 Clifton Hill Depot, Collingwood Town Hall, Fitzroy Town Hall and Richmond Town Hall shall be used for the flying of the Australian National Flag, the Australian Aboriginal Flag and the Torres Strait Islander Flag.

At Clifton Hill Depot, the following flagpoles shall be used:



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 and the Torres Strait Islander Flag shall be flown at all public Council Meetings, meetings of Council's Planning Decisions Committee and at 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 and the Torres Strait Islander 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 Clifton Hill, 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 Clifton Hill Depot, the Civic Flagpole is located on Roseneath Street, immediately to the west of the main vehicle entrance. 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 Mayor for a one-off occasion, after consulting the Councillors and where a resolution from Council is not practicable.

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

Commemoration

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 or Torres Strait Islander community and at the discretion of the Chief Executive Officer or the General Manager, Governance, Communications and Customer Experience, the Australian National Flag, Australian Aboriginal Flag and Torres Strait Islander Flag will be flown at half mast to mark the passing of an Aboriginal or Torres Strait Islander person who has contributed significantly to the community of the City of Yarra.

The Australian National Flag, Australian Aboriginal Flag and Torres Strait Islander Flag will be flown at half mast on the Civic Flagpoles at Clifton Hill, 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 the General Manager, Governance, Communication and Customer Experience).

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

Reconciliation

The Australian National Flag shall be removed and the Australian Aboriginal Flag and the Torres Strait Islander Flag shall be flown at half mast at Clifton Hill Depot, Collingwood Town Hall, Fitzroy Town Hall and Richmond Town Hall each year on:

- 26 January;
- 15 April (anniversary of the release of *National Report of the Royal Commission into Aboriginal Deaths in Custody* on 15 April 1991);
- 26 May (National Sorry Day and the anniversary of the tabling in the Commonwealth Parliament of *Bringing Them Home: Report of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families* on 26 May 1997); and
- other dates determined by resolution of Council following consultation with the Yana Ngargna Advisory Committee.

2.6. Notification

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

2.7. Variation to policy

The Chief Executive Officer or the General Manager, Governance, Communication and Customer Experience 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 and Integrity

The Governance and Integrity Branch is responsible for:

- 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.

Libraries, Arts and Events

The Libraries, Arts and Events Branch is responsible for:

- appointment of a Flag Marshal for each Town Hall and the Collingwood, Fitzroy and Richmond Civic Flagpoles.
- cyclical replacement of flags; and
- timely replacement of damaged flags where a flag is rendered unsuitable for display.

City Works

The City Works Branch is responsible for:

- appointment of a Flag Marshal for the Clifton Hill Depot flagpoles.

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 15 August 2023

Community Flags

(flown at Clifton Hill, Collingwood, Fitzroy and Richmond)

Flag	When	Conditions
Intersex Inclusive PrideFlag	Mid January to mid February (Midsumma)	
Aromantic Flag	Last week in February (Aromantic Spectrum Awareness Week)	Except on 27 February
Flag of Sahrawi Arab Democratic Republic	27 February (SADR Independence Day)	
Transgender Flag	31 March (Trans Day of Visibility)	
Lesbian Pride Flag	26 April (Lesbian Visibility Day)	
Intersex Inclusive Pride Flag	17 May (International Day Against Homophobia Biphobia and Transphobia)	
Pansexual Pride Flag	24 May (Pansexual Pride flag)	
Vietnamese Yellow Flag	19 June (Vietnamese Veterans Day)	
Non Binary Pride Flag	14 July (International Non-Binary People's Day)	
Flag of the International Campaign to Abolish Nuclear Weapons	6 August (Anniversary of the 1945 bombing of Hiroshima, Japan)	
Intersex Inclusive Pride Flag	26 August (Wear it Purple Day)	
Bisexual Flag	23 September (Bi Visibility Day)	
Lesbian Pride Flag	8 October (International Lesbian Day)	

Flag	When	Conditions
United Nations Flag	24 October (United Nations Day)	
Intersex Flag	26 October (Intersex Awareness Day)	
Asexual flag	Final week in October (ACE week)	Except on 24 and 26 October
Intersex Flag	8 November (Intersex Day of Remembrance)	
Transgender Flag	20 November (Trans Day of Awareness)	
Morning Star Flag	1 December (anniversary of the first raising of the flag in 1961)	
Eureka Flag	3 December (anniversary of the Battle of Eureka in 1854)	

Sporting Flags

Where the flying of a sporting flag clashes with the flying of a community flag, the sporting flag will take precedence at the relevant location, and the community flag will be flown at the remaining locations.

Flag	When	Conditions
Brisbane Lions Football Club flag	For one week from Monday morning preceding the AFL or AFLW Grand Final	Flown in Fitzroy only if the Brisbane Lions Football Club qualifies for the AFL or AFLW Grand Final.
	For one week from Monday morning following the AFL or AFLW Grand Final	Flown in Fitzroy only if the Brisbane Lions Football Club wins the AFL or AFLW Premiership.
Collingwood Football Club flag	For one week from Monday morning preceding the AFL or AFLW Grand Final	Flown in Collingwood only if the Collingwood Football Club qualifies for the AFL or AFLW Grand Final.
	For one week from Monday morning following the AFL or AFLW Grand Final	Flown in Collingwood only if the Collingwood Football Club wins the AFL or AFLW Premiership.
Richmond Football Club flag	For one week from Monday morning preceding the AFL or AFLW Grand Final	Flown in Richmond only if the Richmond Football Club qualifies for the AFL or AFLW Grand Final.
	For one week from Monday morning following the AFL or AFLW Grand Final	Flown in Richmond only if the Richmond Football Club wins the AFL or AFLW Premiership.