

▶ FLAGS AND DISPLAYS ON COUNCIL  
PROPERTY POLICY

POLICY NUMBER:	44 (C)
NAME OF POLICY:	FLAGS AND DISPLAYS ON COUNCIL PROPERTY POLICY
DATE OF NEXT REVIEW:	January 2020
DATE APPROVED:	19 January 2016
RESPONSIBLE OFFICER:	General Manager Corporate Services
REFERENCES:	<i>Flags Act 1953</i> <i>Australian Flags</i> (protocols published by the Federal Government)

### Best Value Principles

Hepburn Shire Council has the responsibility to provide its ratepayers with best value, with all services provided by Council meeting the expectations in terms of quality and cost. In providing this, all services need to be accessible, responsive to the needs of the community, considerate of the natural environment and subject to continuous improvement.

To achieve the best over life outcome for Council's expenditures, which meets quality and service expectations, there will be periodic review of services against best on offer in both the public and private sectors.

All Council staff members are responsible for supporting best value principles in their normal day to day actions to ensure services are recognised by the community as delivering best value.

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### INTRODUCTION

This policy has been prepared to specify locations where Council regularly flies the Australian and Aboriginal flags, and to also set the rules for displaying other flags, banners, special lighting and decorations on Council managed buildings and property.

### SCOPE

This policy applies to flag poles managed by Hepburn Shire Council, but excludes those managed by other organisations, such as Returned Service Leagues (RSLs).

The policy also applies to decorations, banners, special lighting and other flags displayed on town halls and civic buildings managed by Council. Other than flagpoles, this policy does not apply displays on road reserves, parks and other open space.

### POLICY

#### 1. Regular locations for flying Australian and Aboriginal flags

The Australian and Aboriginal flags will be regularly flown at the following locations where council has a civic presence through its customer service centres:

- Daylesford Town Hall on the roof
- Creswick Hub on the footpath in front of the building
- The Warehouse - Clunes - next to the building in Collins Place fronting Fraser Street

Council will fly these flags in accordance with the *Australian Flags* protocols, with the Australian flag taking the position of 'honour'.

At these locations, Council will light the flags at night to enable 24 hour flying, except during times of replacement or maintenance of flags and poles.

On occasions where a direction or recommendation is received from Federal or State Government, an alternate flag to the Aboriginal Flag will be flown (e.g. the United Nations Flag or the Victorian State Flag). In addition, Council or the Chief Executive Officer may approve an alternate official flag to be flown, such as if a representative of another Country or State visits Council.

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The flags will be flown at half mast in accordance with State and Federal Government directions, or decisions of Council or the Chief Executive Officer, in accordance with the *Australian Flags* protocols.

Council officers in each location are to be delegated by the Chief Executive Officer for the purpose of maintaining flags and raising and lowering them as required.

#### **2. Council meetings**

At all ordinary and special meetings of Council, both the Australian and Aboriginal Flags will be displayed behind the councillors or in an alternate suitable location.

#### **3. Other flag poles**

Council's approach to other flag poles is:

- Vincent Street, Daylesford - Both official and non-official flags can be flown on the approval of the Chief Executive Officer. Non-official flags for events must be removed within two days of the conclusion of the event.
- Trentham Town Square - Council will not regularly manage the flying of the Australian flag at this location. The Australian flag is able to be flown during the day and brought in at night, with the local Lions Club coordinating the Australia Day event and supported by Council.
- Creswick Town Hall - due to OH&S limitations and a lack of permanent lighting, no flags will be flown from the Creswick Town Hall.
- Clunes Town Hall - due to OH&S limitations and a lack of permanent lighting, no flags will be flown from the Clunes Town Hall.
- Cenotaphs - Responsibility for managing the raising and lowering of flags in cenotaphs in road reserves managed by Council is delegated to the relevant RSL, or equivalent organisation, in the town or locality.

#### **4. Displays including flags, decorations, banners, special lighting**

Events supported by Council can display a banner on the fence alongside the front right-hand-side gate or display lighting on the Daylesford Town Hall.

Lighting for charitable causes can be displayed on the Daylesford Town Hall as approved by the CEO.

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A Christmas wreath is to be displayed on the Daylesford Town Hall balcony during December each year.

Events can display banners on Gateway Signs on the entrances to townships by making an application to Council's Events Coordinator.

Temporary flags, banners, special lighting and other decorations may be displayed on light pole banner mounts, or on other Council owned or managed buildings as approved by the CEO. The location of display and length of the display period shall be determined by the CEO and shall take into account the requirements of other events and causes that might wish to display a flag or banner. The CEO will take into consideration the reason for the display, the amenity impacts on public buildings and areas, potential discrimination in messages displayed and any relevant legislative provisions and planning requirements.

Costs of placing and removing banners on light pole banner mounts will be met by the group or organisation putting up the display.

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### DEFINITIONS

The following terms are referred to in the policy.

Term	Definition
<i>Australian Flags</i>	Excerpt from the booklet <i>Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag</i> . A publication containing protocols set by the Federal Government for flying flags in accordance with the <i>Flags Act 1953</i> .
Council	Hepburn Shire Council
Non-official flags	Flags representing a local community event, charity days, or celebrations.
Official flags	Flags of countries, states or those formally proclaimed by the Governor General in accordance with the <i>Flags Act 1953</i> .
The Act	<i>Local Government Act 1989</i>

### FURTHER INFORMATION

Any enquiries about the Flags and Displays on Council Property Policy should be directed to Council's General Manager Corporate Services.

### IMPLEMENTATION

This policy will be available on Council's website and for inspection in its service centres in Daylesford, Creswick and Clunes.

### REVIEW

The Flags and Displays on Council Property Policy will be reviewed every four years or sooner if required by legislation or organisational changes.

The officer responsible for the review of this policy is the General Manager Corporate Services.