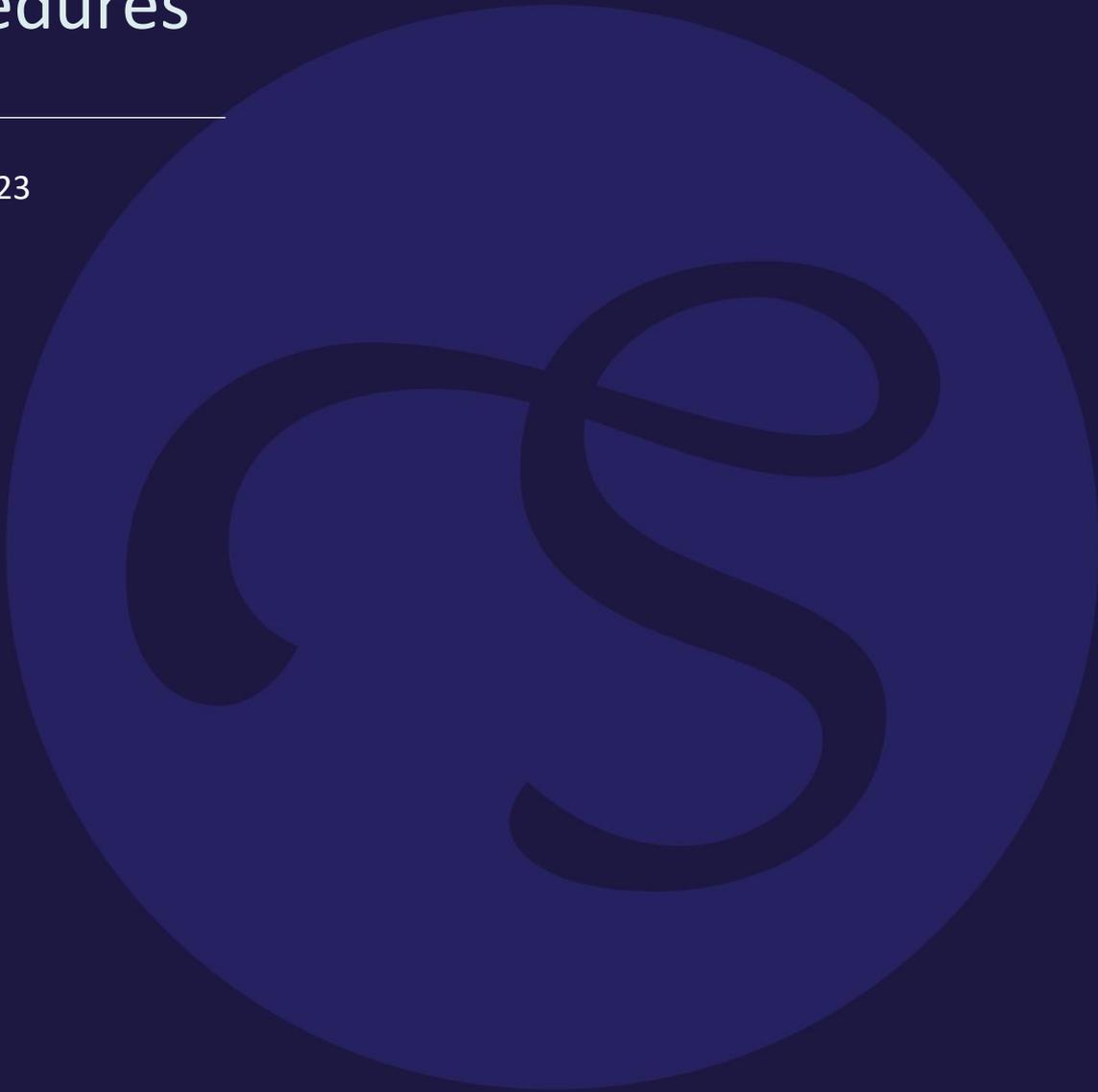


Strathbogie
Shire Council
Community Flag
Flying Policy &
Procedures

OFFICIAL

March 2023



Contents

Council Policy & Procedures 3

 PART 1 POLICY (using Heading two style) 3

 1. PURPOSE (using Heading three style) 3

 2. POLICY STATEMENT (using Heading three style) 3

 3. APPLICATION OF THIS POLICY (using Heading three style) 4

 4. ACCOUNTABILTY AND RESPONSIBLITIES (using Heading three style) 4

 5. OPTIONAL SECTIONS (using Heading three style) **Error! Bookmark not defined.**

 6. DEFINITIONS (using Heading three style) 4

 7. RELATED POLICIES AND LEGISLATION (using Heading three style) 5

 8. POLICY REVIEW (using Heading three style) 5

 PART 2 PROCEDURES [delete if no procedures are required] 6

Community Flag Flying Council Policy & Procedures

Document ID:	827815
Effective Date:	March 2023
Last Review:	New
Current Review:	
Date Adopted by Council:	?? 2023
Next Scheduled Review Date:	March 2025
Responsible Officer:	Manager Community and Culture

PART 1 POLICY

1. PURPOSE

The purpose of the Community Flag Flying Policy (the Policy) is to provide guidelines for the management and approval of requests from community members, Councillors or Council employees to fly community flags on two of the existing Council owned flag poles located in the roundabout at the intersection of Binney and Brock Street, Euroa and in front of the Nagambie Library at 352 High Street, Nagambie.

2. POLICY STATEMENT

Flying community flags provides an opportunity for communities within Strathbogie Shire to express and symbolise identity, pride and belonging celebrated at significant days, weeks and/or cultural or community events. Flags are a highly visible symbol of respect and can be used to promote a sense of community and create a welcoming environment.

The Policy aligns with the *Charter of Human Rights and Responsibilities Act 2006* where every person has the right to freedom of expression and to our Council Values, we are inclusive and value the opinions of all.

This Policy aligns with our Community Vision which underpins the Strathbogie Shire Council 2021-25 Council Plan. *The Strathbogie Shire has vibrant communities who are respectful, optimistic, and inclusive.*

The objective of the Policy is to provide a transparent, standardised process for the management and approval of requests to fly community flags on two of the existing Council owned flag poles located in the roundabout at the intersection of Binney and Brock Street, Euroa and in front of the Nagambie Library at 352 High Street, Nagambie.

3. APPLICATION OF THIS POLICY

This Policy applies to requests from community members, Councillors or Council employees requesting community flags be flown on the two existing Council owned flag poles at the intersection of Binney and Brock Street, Euroa and 352 High Street, Nagambie.

The Policy does not apply to the four flag poles located at the Council offices, 109a Binney Street Euroa. The Australian, Aboriginal, Torres Strait Islander and Taungurung flags will continue to be flown at this site. The Australian Flag is flown in accordance with the Flags Act 1953 and the 'Australian Flag Booklet – Part 2: The Protocols', administered by the Department of Prime Minister and Cabinet.

4. ACCOUNTABILTY AND RESPONSIBILITIES

This policy should be applied by all staff, Councillors and the community when making submissions to fly community flags and the assessments of these submissions.

Role	Responsibilities
Council Officers	<ul style="list-style-type: none"> • Apply the Policy to guide the process for assessment of submissions for Community flag flying and • Ensure community flag flying requests meet the criteria and requirements detailed in the Policy
Councillors	<ul style="list-style-type: none"> • Ensure community flag flying requests meet the criteria and requirements detailed in the Policy
Community	<ul style="list-style-type: none"> • Ensure community flag flying requests meet the criteria and requirements detailed in the Policy

5. DEFINITIONS

Term	Meaning
Community group	means either an incorporated or unincorporated group or club where: <ul style="list-style-type: none"> • members agree to act together with a constitution or set of rules under which they will operate • is operating in Strathbogie Shire
Community flags	means a flag that: <ul style="list-style-type: none"> • represents a recognised significant day/week and/or cultural or community event and • is not listed in the Australian Flag (3rd edition) booklet by the Department of Prime Minister and Cabinet
Community member	means an individual whose primary place of residence is in Strathbogie Shire
Council	means the Strathbogie Shire Council
Councillor	means a Councillor of Strathbogie Shire who has taken the Oath or Affirmation of Office under Section 5 of the <i>Local</i>

OFFICIAL

	<i>Government Act 2020</i> after being duly elected as a Councillor, including the Mayor and Deputy Mayor
Council employee	Means permanent, part-time and casual employees including contractors, of Council
Requestor	Means the person who makes the request

6. RELATED POLICIES AND LEGISLATION

The following Council, State, regional and national plans and policies are relevant to this policy.

Related Council documents

Strathbogrie Shire Council 2021-2025 Council Plan
[Strathbogrie Shire Council 20212025 Council Plan.pdf](#)

Related State government documents and regional plans

The Victorian Charter of Human Rights and Responsibilities 2006

[Charter of Human Rights and Responsibilities Act 2006 \(legislation.vic.gov.au\)](#)

7. POLICY REVIEW

Council may review this policy at any time and at least two years from the date of adoption.

Minor amendments to the policy may be authorised by the CEO at any time where such changes do not alter the substance of the policy (eg a change to the name of a related document, or a change in legislation).

PART 2 PROCEDURES

2.1 Requests

All requests to fly community flags on existing, available Council owned and managed flag poles require Council approval.

Requests for community flag flying must be submitted in writing using the Community Flag Flying Request Form (Request Form), refer Appendix 1. Requests can be submitted online via Council's website or via hard copy.

Requests must be submitted at least **six weeks** prior to the start date of the proposed community flag flying event.

Flags that are listed in the Recognised Occasions table (refer Appendix 2) are pre-approved to be flown during the stated time frame.

For flags representing occasions not listed in the Recognised Occasions table, detail regarding which significant days/week and/or cultural/community event the community flag represents, why it is being requested, and a description of the flag will need to be provided in the request.

The two Council owned flagpoles the Policy applies to will be unavailable on the following dates:

- January 25th-27th
- April 24th-26th
- November 10th-12th.

2.2 Eligibility

Only requests from community members residing in Strathbogie Shire applying as an individual or representing a community group or club operating in Strathbogie Shire, will be eligible for consideration. Requests from Council employees and Councillors will be managed using this same policy.

2.3 Criteria for Consideration

All requests for flags not listed in the Recognised Occasions table must be discussed prior to submission with a Community Development Officer.

If the occasion and flag is not listed in the Recognised Occasions table, the proposed flag/s must meet the following criteria:

- Promotes respect for all
- Embraces a sense of belonging and enhanced community life
- Represents a recognised significant day/week and/or cultural or community event that is consistent with the Strathbogie Shire Community Vision which underpins the Strathbogie Shire Council 2021-2025 Council Plan [Strathbogie Shire Council 20212025 Council Plan.pdf](#)
- Is consistent with the Strathbogie Shire Community Values [About Our Council - Strathbogie Shire](#)

Community members requesting to have a community flag flown, if successful, must supply their own flag/s.

All flag/s must be:

- professionally made
- as new or in good condition with no tears and not faded

OFFICIAL

- 1800mm wide by 900mm high, with eyelets for attachment at the top and bottom of the hoist side

Approved flags must be:

- provided to the Council Customer Service Centre at 109a Binney Street, Euroa and/or the Nagambie Customer Service at 293 High Street, Nagambie at least **two weeks** prior to the date it is intended to be flown
- collected from the same Council Customer Service Centre within **two weeks** after the event end date.

Requests to fly a community flag must be for a minimum of one day up to a maximum of seven days.

Requests for flags that are associated with religious, political, or extremist groups or those which incite unrest or ill feeling within the community will **not** be considered.

Requests for flags that highlight an issue, cause, or group inconsistent with Council's values and commitment to inclusiveness will **not** be considered.

Submissions for flags for individual advancement and/or advertising purposes will **not** be considered.

2.4 Assessment

All requests will be considered by the Manager Community and Culture.

Approval will be authorised through the CEO and Council will be notified via the Councillor E-Bulletin.

Requestors will be notified within **2 weeks** from receipt of their request via email or written correspondence of the outcome of their request.

If more than one request is received for the same day, priority will be given to the request received first.

If more than one request is received for the same week, Council will endeavour to accommodate each approved request for a period of time during that week.

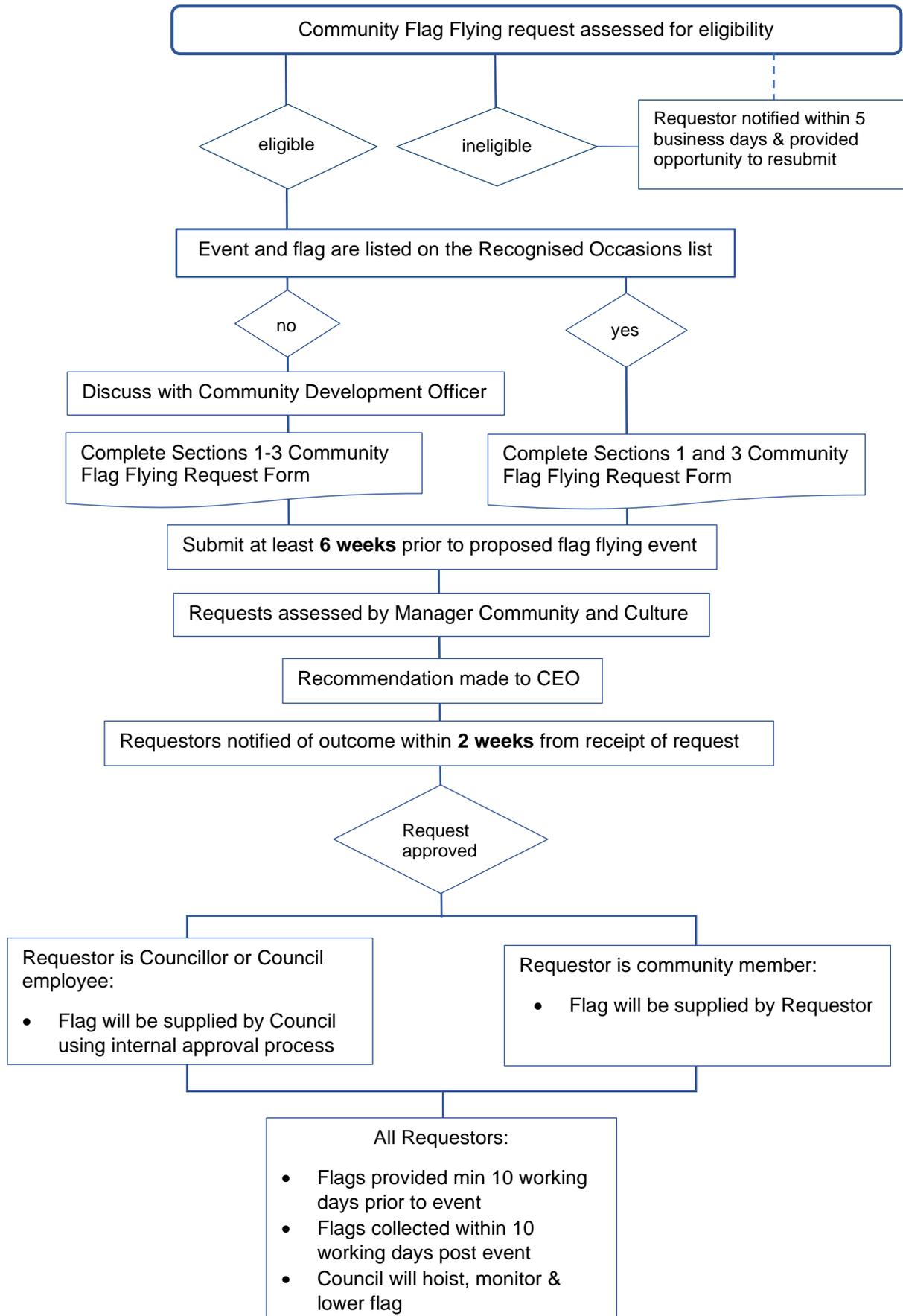
2.5 Maintenance and Monitoring

Council will continue to be responsible for the maintenance of Council owned flagpoles in Strathbogie Shire.

Council will be responsible for the coordination and monitoring of flags on the flagpoles located at the intersection of Binney and Brock Street, Euroa and in front of the Nagambie Library at 352 High Street, Nagambie.

If a flag suffers damage and is rendered unsuitable for display, the requestor is responsible for coordinating immediate replacement and disposal of the damaged flag.

2.6 Implementation Flow Chart



Appendix 1: Community Flag Flying Request Form

1. APPLICANT DETAILS
Name:
Address:
Telephone number:
Email:
Name of community group, club or Committee of Management you are representing (if applicable):
Approval has been given for this request by the community group, club or Committee of Management you are representing <input type="checkbox"/> YES <input type="checkbox"/> NO
Contact name and phone number for community group, club or Committee of Management you are representing:
Is the event and flag listed as a Recognised Event? <input type="checkbox"/> YES - proceed to Section 3 <input type="checkbox"/> NO - proceed to Section 2
2. COMMUNITY FLAG DETAILS
Which significant days/week and/or cultural/community occasion does the community flag represent and why you are requesting it to be flown? (attach any supporting documentation)
Community flag description:
Does the occasion and flag: <ul style="list-style-type: none">• Promote respect for all• Embrace a sense of belonging and enhanced community life• Represent a recognised significant day/week and/or cultural or community event that is consistent with the Strathbogie Shire Community Vision and the Strathbogie Shire Community Values <input type="checkbox"/> YES <input type="checkbox"/> NO
3. COMMUNITY FLAG FLYING EVENT
Proposed flagpole location <input type="checkbox"/> Binney Street, Euroa <input type="checkbox"/> Nagambie Library <input type="checkbox"/> Both
Please describe correct flag orientation:

OFFICIAL

Proposed dates:

From / /20 to / /20

Community members only

I/we agree to provide the proposed flag which will be:

- professionally made
- as new or in good condition with no tears and not faded
- 1800mm wide by 900mm high, with eyelets for attachment at the top and bottom of the hoist side

YES

NO

I/we will provide the flag to the Customer Service Centre at 109a Binney Street, Euroa and/or the Nagambie Customer Service at 293 High Street, Nagambie at least **14 days prior** to the proposed start date and collect the flag **5-10 days** after the event end date.

YES

NO

Nominate which Customer Service Centre the flags will be provided to:

Customer Service Centre, 109a Binney Street, Euroa

Nagambie Customer Service, 293 High Street, Nagambie

Both

If you need any more information, please contact the Community and Culture Team.

Phone: 1800 065 993 (toll free)

Email: info@strathbogjie.vic.gov.au

For Official Use Only

Applicant has discussed request with Community Development Officer if applicable:

YES

NO

N/A

Date received:

Approval status:

Community requestors only: date confirmed for flag drop off: YES NO

OFFICIAL

APPENDIX 2: Recognised Occasions

Timeframe	Event	Flag Flown
Week that includes 21st March	Harmony Week Harmony Day – Harmony Day began in 1999 and celebrates Australia’s success as a diverse society united as one family by a common set of values	Orange flag
17th May	International Day Against Homophobia, Biphobia and Transphobia	Rainbow flag
20th June	World Refugee Day	Refugee Nation flag
24th October	United Nations Day	United Nations flag
16th November	International Day for Tolerance	United Nations Flag