



**CORANGAMITE
SHIRE**

Flying of Flags Policy

Corangamite Shire
June 2019

Council Policy



CORANGAMITE
SHIRE

Flying of Flags

Introduction

This Policy provides guidelines for the flying of flags at the Corangamite Shire Civic Centre.

Purpose

The purpose of this Policy is to provide direction for the flying of flags at the Corangamite Shire Civic Centre. It includes consideration of which flags are to be flown, the days and times when they will be flown and when flags are to be flown at half-mast.

Scope

This Policy applies only to the flags on the flagpoles at the Corangamite Shire Civic Centre.

Definitions

- Mayor refers to the elected Mayor of Corangamite Shire Council
- CEO refers to the Chief Executive Officer of Corangamite Shire Council

References

- *The Flags Act 1953*
- Australian Flag Protocol - <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>
- *Australian flags - Part 2: The protocols for the appropriate use and the flying of the flag*
- *The Local Government Act 1989*

Policy Detail

Flying Days

The Australian, Aboriginal and Corangamite Shire Flags will be flown outside the Corangamite Shire Civic Centre at 181 Manifold Street on all days with the exception of Special Days when the following will apply.

Special Days

Anzac Day 25 April. The Australian, Aboriginal and Corangamite Shire Flags will be flown on Anzac Day from 8.30 am at half-mast until 12 noon then at the peak for the remainder of the day.

Remembrance Day 11 November. The Australian, Aboriginal and Corangamite Shire Flags will be flown at the peak from 8.30 am, at half-mast from 10.30 am to 11.02 am, and at the peak again from 11.02 am for the remainder of the day.

Flag Protocols

Australian Flag Protocol will be followed for the raising, lowering, storage and disposal of Australian flags.

Half Masting

Flags are flown at half-mast as a sign of mourning.

The half-mast position will be a third of the distance down from the top of the flagpole. Council will follow directions from the Australian and Victorian Government for all flags to be flown at half-mast. Council is notified of these occasions from time to time by e-mail.

When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.

Flags are not to be flown at half-mast at night.

When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast.

The Corangamite Shire, Australian and Aboriginal Flags can be flown at half-mast on the death of a local citizen including former Councillors on the day, or part of the day, of their funeral. This will be undertaken on direction from the Mayor or CEO.

It is considered that this Policy does not impact negatively on any rights identified in the *Charter of Human Rights and Responsibilities Act 2006*.

Review Date

June 2022.