

Flying of Flags

Corangamite Shire

February 2026



**CORANGAMITE
SHIRE**

Council Policy



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 – Department of the Prime Minister and Cabinet

Australian Flags Booklet 2024 – Department of the Prime Minister and Cabinet

Local Government Act 2020

Policy Detail

Flying Days

The Australian, 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, 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, Australian Aboriginal and Corangamite Shire Flags will be flown at the peak from 8.00 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.

Community Flagpole

From time to time, Council receives requests for various flags to be flown at the Corangamite Shire Civic Centre. Council currently flies the Australian Flag, Australian Aboriginal Flag and Corangamite Shire Flag in accordance with Australian National Flag Protocols.

To accommodate requests for community flag flying, Council has installed a Community Flagpole near these flags that are flown permanently but still ensures Council is meeting its obligations in regards to the Australian National Flag Protocols which stipulates that only official flags of nations recognised by Australia should be flown in conjunction with the Australian National Flag. The Community Flagpole has been installed to the east of the Courthouse.

The Community Flagpole is a means for different communities within Corangamite Shire to express and symbolise identity, pride and belonging celebrated at different and significant cultural and or community days or events.

Community flag flying requests will be forwarded and assessed by the Governance and Civic Support Department and approved by the Chief Executive Officer.

Only applications in writing from locally based communities for events or internationally recognised days and activities will be eligible for consideration.

Groups applying to have a community flag flown at Council's Community Flagpole site will be required to provide the flag to be flown.

The flying of the community flag must:

- promote respect for all.
- be part of an event or ceremony.
- be consistent with Council's values and policies.
- embrace a sense of belonging and enhanced community life.

Council will NOT consider a request to fly a community flag that is connected to:

- Individual advancement.
- Political or cultural sensitivities.
- Exposure to adverse criticism of Council or the community as a whole.

Permission may be given to fly a community flag for a minimum of one day to a maximum of seven days.

If more than one community group or organisation wishes to utilise the Community Flagpole site on the same day, priority will be given to the application received first and based on merit.

If more than one community group or organisation wishes to utilise the Community Flagpole site during the same week, then Council will use its best endeavours to accommodate all requests during that week.

Flag Protocols

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

Half Mast

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 Australian 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.

Review Date

February 2030

Gender Impact Assessment

The *Gender Equality Act 2020* requires Council to undertake gender impact assessments when developing or reviewing any policy, program or service which has a direct and significant impact on the public. This policy will not have a direct and significant public impact and a Gender Impact Assessment has not been undertaken.

Human Rights

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