



PORT PHILLIP CITY COUNCIL FLAG PROTOCOL

The Australian national flag, will be flown at mast head from the highest flagpole on every day of the year from the St Kilda, South Melbourne and Port Melbourne Town Halls in accordance with the Flag Act 1953, with the following exceptions subject to the advice of the Chief Executive Officer:

- ***UNITED NATIONS DAY***

The United Nations flag will be flown all day on United Nations Day (24 October) at mast head from the highest flagpole at the St Kilda, South Melbourne and Port Melbourne Town Halls.

As part of an agreement made by the Australian Government as a member of the United Nations, the United Nations flag is to be flown in the position of honour all day on United Nations Day, displacing the Australian National flag for that day.

- ***SORRY DAY***

The Australian Aboriginal flag will be flown at mast head from the highest flagpole at the St Kilda, South Melbourne and Port Melbourne Town Halls (displacing the Australian National flag) during and the week leading up to Sorry Day (26 May).

- ***NATIONAL ABORIGINAL AND ISLANDERS' DAY OBSERVANCE COMMITTEE (NAIDOC WEEK)***

The Australian Aboriginal flag will be flown at mast head from the highest flagpole at the St Kilda, South Melbourne and Port Melbourne Town Halls (displacing the Australian National flag) during and the week leading up to NAIDOC Week (first week of July).

- ***PRIDE MARCH***

The Rainbow Flag will be flown at mast head from the highest flagpole at the St Kilda, South Melbourne and Port Melbourne Town Halls (displacing the Australian National flag) during and the week leading up to Pride March (January, nominated week).

The Australian Aboriginal flag and the Torres Strait Islander flag are to be flown from the foreground flagpoles at the St Kilda Town Hall on every day of the year, notwithstanding the times outlined above.



PORT PHILLIP CITY COUNCIL FLAG PROTOCOL

FLYING OF FLAGS GUIDELINES

The following guidelines apply to flying the flags.

- the flags should be treated with respect and dignity and the Australian national flag must always be flown in a position superior to that of any other flag or ensign
- when flown in Australia or on Australian territory, the Australian national flag takes precedence over all national flags
- the flag should be raised no earlier than first light and should be lowered no later than dusk - it may only be flown at night when illuminated
- when flown at 'half-mast', the flag should be positioned one-flag width down from the mast peak
- two flags should not be flown on the same flagpole.

FLYING OF FLAGS AT 'HALF-MAST'

The Coordinator Facilities and Civic Events will register with The Department of Prime Minister and Cabinet's, Commonwealth Flag Network. The Commonwealth Flag Network will direct the Facilities and Civic Events team through the Commonwealth Flag Alert to fly all flags at 'half mast':

- on the death of the Sovereign (from the time of the announcement of the death up to and including the funeral);
- on the death of the Governor-General or former Governor-General;
- on the death of a distinguished Australian citizen; and
- on the death of the head of state of another country with which Australia has diplomatic relations.

Where a flag is flown at half mast for a reason listed above, the Council will place a notice on the service desks of each town hall outlining why the flag is being flown at half mast.

FLYING THE CITY OF PORT PHILLIP FLAG AT 'HALF-MAST'

The Council will fly the City of Port Phillip flag at 'half mast' to observe the funeral of any former Councillor of the City of Port Phillip (of the former Councils of City of St Kilda, City of South Melbourne and City of Port Melbourne).



PORT PHILLIP CITY COUNCIL FLAG PROTOCOL

FLYING OF OTHER FLAGS FROM ST KILDA TOWN HALL

The Chief Executive Officer shall determine the flying of other flags including the national flags of other nations subject to the following requirements:

- a) A request to fly the specific flag has been received in writing from an organisation/charitable body at least fourteen days prior to the proposed flag flying date; and
- b) The flag(s) be provided by the applicant

If the Chief Executive Officer agrees to allow another organisation/charitable body to fly its flag in the municipality, this shall be done at the St Kilda Town Hall only. The Australian national flag will be flown from the highest flagpole, and the flag of the organisation/charitable body making the request shall be flown from the foreground flagpole, temporarily replacing the Australian Aboriginal and the Torres Strait Islander flags.

OPERATION OF THE PROTOCOL

- The Facilities and Civic Events Co-ordinator will be responsible for ensuring the flags are flown in the instances outlined throughout the protocol.
- The Facilities and Civic Events Co-ordinator will be responsible for ensuring the flags are flown every day of the year and are regularly assessed and replaced.

Other Required Information

For further information regarding flag protocols please refer to the 'Australian Flags' booklet and the 'Order of Precedence'.