



FLAG FLYING & OFFICIAL SYMBOLISM PROTOCOL

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Responsible Officer:	Manager Governance
Owner:	Governance
Responsible Director:	Corporate Performance
Relevant Supporting Documents	<ul style="list-style-type: none">• Australian National Flag Protocols• Barpangu – The City of Greater Bendigo Aboriginal Reconciliation Plan• Social Justice Framework 2022-2032• WI 9057 Flagpole Access on Clock Tower
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1. PURPOSE

- 1.1 This protocol was developed to provide clarity, transparency and predictability in the City of Greater Bendigo's practice of:
- 1.1.1 Flying permanent flags
 - 1.1.2 Flying temporary flags
 - 1.1.3 Flying flags at half-mast
 - 1.1.4 Other official symbolism, including road marking and specialist lighting of municipal buildings

2. BACKGROUND

- 2.1 The flying of flags is a visible symbol of respect and acknowledgement, for our nation, First Nation people and other various events and causes.
- 2.2 This protocol provides standardised guidance regarding the City's recognition of various events and causes, which has expanded over time in quantity and method of recognition.

3. SCOPE

- 3.1 **Inclusions.** This protocol applies to:
- 3.1.1 Flags flown permanently by the City at the:
 - a Bendigo Town Hall
 - b Bendigo Visitor Information Centre
 - c Heathcote Office
 - 3.1.2 Indoor flag stands
 - 3.1.3 Temporary flags flown at the:
 - a Twin flagpoles at Library Gardens
 - 3.1.4 Municipal buildings, including but not limited to:
 - a Conservatory
 - b Town Hall
 - c Feature Tree in Sidney Myer Place
 - 3.1.5 Other assets, including but not limited to:
 - a Roads



3.2 Exclusions

3.3 This protocol does not apply to, but may be considered by, flags and flagpoles controlled by Committees of Management to City freehold land or City leased or controlled Crown Land.

3.4 This protocol does not apply to:

3.4.1 Banners or banner spots that are used predominantly by and for Tourism and Events to complement the City's tourism & lifestyle brand (ranging from Bendigo Easter Festival to our Summer in the Parks) including:

- a 18 super banners across 3 locations (Kangaroo Flat, Lake Weeroona & Mclvor Highway)
- b Vinyl banners (6 x Rosalind Park entrance, 20 x View St & 12 x Bendigo train station)
- c Tram way poles.

3.4.2 Wreaths (ie Remembrance Day).

3.4.3 Temporary flag poles (ie flag poles installed at QEO during football finals).

4. DEFINITIONS

Act means the Local Government Act 2020 (Vic).

City means the Greater Bendigo City Council, being a body corporate constituted as a municipal Council under the Local Government Act 1989 (Vic).

CEO means Chief Executive Officer.

Community means either the broader Greater Bendigo community or a community of Indigenous residents or non-residents

Council means all of the Councillors collectively.

Councillor means a person holding the office of Councillor of the City from time to time.

Mayor means a Councillor of the City holding the office of Mayor of Greater Bendigo

Manager Governance means the member of staff holding the position of Manager of the Governance Unit or its equivalent

Director means a staff member holding the position of Director and who is a member of the Executive Management Team or its equivalent

EMT means the Executive Management Team at the City

Flag means any flag including, but not limited to, the Australian National Flag, Aboriginal Flag, Torres Strait Islander Flag

Half-mast refers to a flag flying below the summit on a pole on land or on a building as a symbol of respect or mourning.

Prime Minister means head of the elected government of Australia.

Premier means the head of government in the Australian state of Victoria.

Barpangu - The City of Greater Bendigo's Reconciliation Plan means the City's plan and related actions for supporting the reconciliation process and closing the gap of disadvantage between Aboriginal and Torres Strait Islander peoples and other Australians.

Resident means a person residing within the municipality

Staff member means a person employed by the City or a person acting in a recognised capacity as a volunteer for a City owned or managed entity.

State funeral means a public funeral ceremony, observing the strict rules of protocol, awarded by the Prime Minister or Premier to honour people of state or national significance.

5. PRINCIPLES

5.1 The following principles apply to this Protocol:

5.1.1 Flags should be used with respect and dignity (from [Australian National Flag Protocols](#))

5.1.2 Flags and official symbolism should contribute to the City's:

- a Community vision and five values, as per the [Council Plan Mir wimbul](#).
- b Shared vision and core themes, as per the Aboriginal Reconciliation Plan [Barpangu](#)
- c The four Key Principles and seven Pillars of Action, as per [Social Justice Framework 2022-2032](#)

6. PROTOCOL

Permanent Flags

6.1 The City currently flies the following flags at the following locations on a permanent basis:

6.1.1 Bendigo Town Hall:

- a Australian National Flag
- b Aboriginal Flag
- c Torres Strait Islander Flag

6.1.2 Bendigo Visitor Information Centre (VIC):

- a Australian National Flag

6.1.3 Heathcote Office:

- a Australian National Flag
- b Aboriginal Flag.

6.2 All flags must be flown in accordance with the [Australian National Flag Protocols](#).

6.3 Further detail on flagpoles are at [Appendix C](#).

Indoor Flag Stands

6.4 The City currently controls two tri-flag internal stands for the purpose of Council Meetings, civic and media events, and other appropriate activities.

6.5 These stands are generally configured with the:

- a Australian National Flag
- b Aboriginal Flag
- c Torres Strait Islander Flag

6.6 All flags must be flown in accordance with the [Australian National Flag Protocols](#).

6.7 The CEO (through the relevant Director) is responsible for approving (or rejecting) all requests to fly alternative flags, in accordance with 6.21.



Temporary Flags

- 6.8 The Library Garden flagpoles are reserved for the flying of temporary flags that symbolise and celebrate the diverse community of the City of Greater Bendigo and are used for flying flags that have special meaning to all or part of the Greater Bendigo community.
- 6.9 [Appendix A](#) outlines the flags with pre-approval to be flown from the Library Gardens flagpoles, for recognised occasions on the dates specified. Appendix A may be amended or added to at the sole discretion of the City and has precedent over other requests.
- 6.10 Other flags may be flown from the Library Gardens flagpoles for events, civic delegate visits, significant cultural/religious celebrations of local multicultural communities, and/or internationally recognised days/occasions, at the sole discretion of the City.
- 6.11 Community members may request a flag to be flown by emailing councillor.support@bendigo.vic.gov.au, providing the content requested at [Appendix B](#).
- 6.12 Community members are responsible for supplying the flag requested, of an appropriate size (1800 x 900 mm) and condition.
- 6.13 The CEO (through the relevant Director) is responsible for approving (or rejecting) all requests to fly flags and the duration of, in accordance with 6.21.
- 6.14 Temporary flags should be flown in accordance with the [Australian National Flag Protocols](#).

Flying flags at half-mast

- 6.15 In accordance with the [Australian National Flag Protocols](#) flags will be flown at half-mast when:
- 6.15.1 Notified by the Commonwealth Flag Network communication, to the best endeavors of the City¹, which may include:
- a the passing of a significant Australian
 - b a state funeral or memorial
 - c days of national commemoration (such as Anzac Day, Remembrance Day or NAIDOC Week)
 - d acknowledgement of an international day (such as United Nations Day)
 - e acknowledgement of a tragedy (such as the shootings in Christchurch)
- 6.15.2 As a sign of mourning and mark of respect, at the sole discretion of the City, for:
- a A local resident
 - b A former local resident
 - c A non-resident who has made a significant contribution to the Greater Bendigo community through leadership or service, including esteemed Elders or leaders
- 6.16 Community members may request a flag to be flown at half-mast by emailing councillor.support@bendigo.vic.gov.au, providing the content requested at [Appendix B](#).
- 6.17 The CEO (through the relevant Director) is responsible for approving (or rejecting) all requests at 6.9 to fly permanent flags at half-mast, in accordance with 6.21.
- 6.18 In making the above decision the CEO must give consideration to:
- 6.18.1 The extent the individual has distinguished themselves at a national, state or regional level through their deeds, their leadership or their contribution or service to the community.
- 6.18.2 The wishes of the:
- a Family of the deceased.
 - b Relevant community organization, particularly the DJAARA – Balaki Wuka (for Dja Dja Wurrung persons) and the Taungurung Land and Waters Council (for Taungurung persons)
- 6.19 Flags must be flown at half-mast in accordance with the [Australian National Flag Protocols](#), which includes:
- 6.19.1 All flags in the set should be flown at half-mast.
- 6.19.2 The Australian National Flag must be lowered last and raised first.
- 6.19.3 Raise each flag briefly to the peak, then lower ceremoniously so that the top of the flag is a third of the distance down from the top of the flagpole.
- 6.19.4 Under no circumstances should a flag be flown at half-mast at night, whether or not the flag is illuminated

¹ The City will do its best to comply with these formal notices subject to timeliness of advice, staffing availability and access limitations.

Official Symbolism

- 6.20 The City has the capacity to light up municipal buildings as a sign of respect for or support to current issues (i.e. Beyond Blue, war in Ukraine, Breast Cancer Awareness) including but not limited to:
- 6.20.1 Conservatory
 - 6.20.2 Town Hall
 - 6.20.3 Feature Tree in Sidney Myer Place.
- 6.21 Furthermore, the City has the capacity to support other innovative methods of expressing the communities respect and/or support to current issues (i.e. painted Pride Flag on Hargreaves St fronting Bendigo Town Hall).
- 6.22 Community members may request other official symbolism by emailing councillor.support@bendigo.vic.gov.au, providing the content requested at [Appendix B](#).
- 6.23 The CEO (through the relevant Director) is responsible for approving (or rejecting) all requests at 6.15 for other official symbolism, in accordance with 6.21.

Considerations

- 6.24 No official symbolism (including flags) shall be supported that are:
- 6.24.1 Highlighting an issue, cause or group that would be inconsistent with Council's values and commitment to promoting an inclusive and diverse community
 - 6.24.2 Associated with religious, political or extremist groups
 - 6.24.3 Which may incite unrest or ill-feeling within the community
 - 6.24.4 For advertising purposes.

7. ROLES AND RESPONSIBILITIES

- 7.1 **CEO.** The CEO (through the relevant Director) shall decide any changes to permanent flags, requests for temporary flags, community requests for flags to be flown at half-mast, and any other requests for official symbolism. These decisions should be done in consultation with the Mayor, Councillors and EMT, as appropriate.
- 7.2 **Manager Governance.** The Manager Governance (or their delegate) is responsible for:
- 7.2.1 Maintenance of permanent flags
 - 7.2.2 Monitoring of Commonwealth Flag Network communications and implementing half-masting directions
- 7.3 **Inclusive Communities team.** The Inclusive Communities team is responsible for:
- 7.3.1 Maintenance of and implementing the pre-approved schedule at [Appendix A](#)
 - 7.3.2 Maintenance of the flags listed at [Appendix D](#).
- 7.4 **Rapid Response Team.** This team (and the Senior Works Coordinator) is responsible for actioning requests to change over permanent and temporary flags, half-mast flags and for supporting other symbolism requests.

8. RELATED DOCUMENTS

Employees are encouraged to access the related internal documents which are available on the intranet and/or external resources which are available as per the below.

These include:

- [Australian National Flag Protocols](#)
- [Barpangu](#) – The City of Greater Bendigo Aboriginal Reconciliation Plan
- [WI 9057](#) Flagpole Access on Clock Tower

9. ADMINISTRATIVE UPDATES

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this, such a change may be made administratively. Examples include a change to the name of a Business Unit, a change to the name of a Federal or State Government department, and a minor update to legislation which does not have a material impact. However, any change or update which materially alters this document must be made through consultation with the staff Consultative Committee and with the approval of EMT or where required, resolution of Council.

10. DOCUMENT HISTORY

Date Approved	Responsible Officer	Unit	Change Type	Version	Next Review Date
<i>August 2019</i>	<i>Peter Hargreaves</i>	<i>Governance</i>	<i>Develop Policy</i>	<i>Version 1</i>	<i>August 2020</i>
<i>Aug 2022</i>	<i>Geoff Fallon</i>	<i>Governance</i>	<i>Administrative</i>	<i>Version 2</i>	<i>June 2026</i>

Appendix A – Pre-Approved Temporary Flag Schedule

Dates	Event	Flag/s flown	Information on Cause/Event
Friday after Labour Day, March	Launch of Bendigo Pride Festival	Progress Pride Flag Transgender Flag	Bendigo Pride Festival is a community LGBTQIA+ arts/culture festival which celebrates LGBTQIA+ communities and Bendigo being an inclusive LGBTQIA+ City.
31 March	Trans Day of Visibility	Transgender Flag Progress Pride Flag	International Trans Day of Visibility celebrates the achievements and contributions of transgender and gender diverse people, whilst also raising awareness of the work that still needs to be done to eliminate discrimination and other barriers to inclusion within society.
17 May	International Day Against Homophobia, Biphobia and Transphobia (IDAHOBIT)	Progress Pride Flag Transgender Flag	The International Day Against Homophobia, Biphobia, and Transphobia (IDAHOBIT) raises awareness of discrimination against LGBTQIA+ communities and encourages support for members of the lesbian, gay, bisexual, trans and gender diverse, queer and intersex communities.
26 May	National Sorry Day	Aboriginal and Torres Strait Islander Flags (additional flags)	National Sorry Day acknowledges the history and continued effect of the forced removal of Aboriginal and Torres Strait Islander people from their families, communities and culture.
27 May – 3 June	National Reconciliation Week	Aboriginal and Torres Strait Islander Flags (additional flags)	The dates commemorate two significant milestones in the reconciliation journey—the anniversaries of the successful 1967 referendum and the Mabo lands rights decision in 1992.
Early July (from the first Sunday for 8 days)	NAIDOC Week	Aboriginal and Torres Strait Islander Flags (additional flags)	NAIDOC (National Aborigines and Islanders Day Committee) Week celebrates the history, culture and achievements of Aboriginal and Torres Strait Islander peoples.
20 November	Transgender Day of Remembrance	Transgender Flag Progress Pride Flag	International Transgender Day of Remembrance remembers and honours transgender people whose lives were lost due to acts of transphobic violence.

Further information on the City held temporary flags can be found at [Appendix D](#).



Appendix B - Request Content


1. Name and contact details:
2. Community group or organisation:
3. Is this request for:
 - a. Fly a temporary flag in Library Gardens
 - b. Fly permanent flag at half-mast
 - c. Lighting:
 - i. Town Hall
 - ii. Conservatory
 - iii. Feature Tree in Sidney Myer Place
 - d. Other Symbolism
4. What is the occasion:
5. What is the date and duration requested for the symbolism:
6. Is this an once off request or recurring:
7. How does the request align with the Council and community values:
8. What community support (including in-kind) is proposed (ie supply of flag etc):
9. Other background information:

Appendix C – Flagpole Technical Details

Flagpole	Location	Height	Flag	Flag Dimensions
Bendigo Town Hall	Front Centre		Australian	2400mm x1200mm
	Front (West/library)		Aboriginal	
	Rear		Torres Strait Islander	
VIC			Australian	2400mm x1200mm
Heathcote Office			Australian	1800 x 900 mm
			Aboriginal	
Library Gardens	West (library)	8m	Temporary	1800 x 900 mm
Library Gardens	East (Town Hall)	8m	Temporary	



Appendix D – City Held Temporary Flags

Flag	Dimension	Image
Progress Pride	2400mm x1200mm	
Trans	2400mm x1200mm	