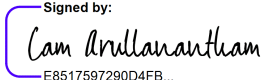




Flying of Flags Policy

REM REFERENCE	A5615475								
POLICY TYPE	Administrative: under authority of the CEO								
APPROVAL	Chief Executive Officer								
AUTHORISATION	Signed by:  E8517597290D4FB...								
DATE APPROVED	16 October 2025 11:01 AEDT								
DIRECTORATE	Corporate and Commercial Services								
POLICY OWNER	Director Corporate and Commercial Services								
NEXT REVIEW	14 October 2029								
REVISION RECORD	<table> <tr> <th>VERSION</th><th>REVISION DESCRIPTION</th></tr> <tr> <td>2 July 2007</td><td>1 Created.</td></tr> <tr> <td>4 September 2017</td><td>2 Reviewed.</td></tr> <tr> <td>16 October 2025</td><td>3 Reviewed and updated.</td></tr> </table>	VERSION	REVISION DESCRIPTION	2 July 2007	1 Created.	4 September 2017	2 Reviewed.	16 October 2025	3 Reviewed and updated.
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1. Purpose

The purpose of this policy is to establish clear and consistent guidelines for the flying of flags at all Frankston City Council sites. This policy aims to:

- Ensure adherence to the protocols as noted in the *Australian Flags booklet* provided by the *Department of the Prime Minister and Cabinet*.
- Define the specific flags to be flown at each municipal location.
- Detail the procedure for managing internal and public requests to fly flags at the Civic Centre and the Frankston War Memorial.
- Specify the protocol for lowering flags to half-mast on designated days of remembrance or mourning.

2. Scope

This Policy applies to all departments within Frankston City Council and to all municipal buildings, Avenue of Honour and the Frankston War Memorial.

The policy does not apply to the Healthy Futures Hub in Seaford or the Frankston Football Club, Frankston. Although a Frankston City flag is flown at these locations, they are governed by lease agreements and are therefore outside the scope of this policy.

3. Governance Principles and Council Plan Alignment

3.1. Governance Principles

A Council must, in the performance of its role, give effect to the overarching governance principles (*Local Government Act 2020 (Act)* s9). In accordance with the Act, this Policy aligns with the following governance principle/s:

Principle (a) Council decisions are to be made and actions taken in accordance with the relevant law;

3.2. Council and Wellbeing Plan Alignment

Strategic Outcome 1: Healthy and Inclusive Communities – Improve community health, safety and wellbeing by reducing harms and promoting healthy lifestyles. Strengthen resilience, inclusiveness and enrich culture and diversity.

4. Policy

4.1. Council will always strictly adhere to the flag guidelines of the Federal and State Governments as noted in the *Australian Flags booklet*.

4.2. Flags are displayed at the following locations in the municipality:

- Frankston Civic Centre
- Frankston War Memorial, Beauty Park
- Avenue of Honour on Nepean Highway
- Operations Centre, Buna Ave, Seaford

4.3. Frankston Civic Centre

4.3.1. The following flags are permanently flown at the Civic Centre:

- Australian Flag
- Victorian Flag
- Frankston City Council Flag
- Aboriginal Flag
- Torres Strait Island Flag
- Progress Pride Flag

4.3.2. Council may authorise the flying of other flags on an occasional basis, which includes the UN Flag (International Day of Peace) on 21 September, and other flags as requested by the Council Officers or the Community.

4.3.3. On days where an alternative flag is flown such as Item 4.3.2., the Progress Pride Flag will not be flown.

4.3.4. Councillors Office will receive notifications by email from the listed Federal and State departments requesting the Australian National Flag (and other flags in the group) to be lowered to half-mast:

- Department of the Prime Minister and Cabinet; and/or

- Strategic Communications, Engagement and Protocol Branch, Department of Premier and Cabinet (Victoria)
- 4.3.5. The flags at the Civic Centre, Davey Street, Frankston and Operations Centre, Buna Ave, Seaford, will be lowered in accordance with these official instructions.
- 4.3.6. As per the Guidelines provided by *Australian Flags booklet*, when the Australian National Flag is being flown at half-mast, all other flags in the set will also be flown at half-mast.
- 4.3.7. Half-mast notifications and other flag-related information will be forwarded to the Mayor and Councillors, Customer Service and Communications teams to inform the community if required.
- 4.3.8. The flagpoles at the Civic Centre are illuminated, allowing flags to be visible 24 hours per day in accordance with the *Australian Flags booklet*.
- 4.3.9. The maintenance and operational oversight of the flags at this location is managed by the Councillors Office.

4.4. Frankston War Memorial

- 4.4.1. The following flags are permanently flown at the Frankston War Memorial:
- Australian Flag
 - Victorian Flag
 - Frankston City Council Flag
 - Aboriginal Flag
 - Torres Strait Island Flag
- 4.4.2. The Frankston City Council Flag will not be flown at the War Memorial site on nominated days such as Anzac Day, Remembrance and Vietnamese Veterans Day.
- 4.4.3. The flagpoles at the Frankston War Memorial are illuminated, allowing flags to be visible 24 hours per day in accordance with the *Australian Flags booklet*.
- 4.4.4. The maintenance and operational oversight of the flags at this location is managed by the Councillors Office and Operations Centre.

4.5. Avenue of Honour, Nepean Highway

- 4.5.1. The Australian Flag is flown at two locations on Nepean Highway also known as the Avenue of Honour.
- 4.5.2. The maintenance and operational oversight of the flags at this location is managed by the Councillors Office and Operations Centre.

4.6. Operations Centre, Buna Ave

- 4.6.1. The following flags are permanently flown at the Operations Centre, Buna Ave, Seaford:
- Australian National Flag

- Frankston City Council Flag
- Aboriginal Flag

4.6.2. The flagpoles at the Operations Centre are illuminated, and flags can be visible 24 hours per day in accordance with the *Australian Flags booklet*.

4.6.3. The maintenance and operational oversight of the flags at this location is managed by the Councillors Office and Operations Centre.

4.7. Process for Requests to fly other flags

4.7.1. If Council employees or organisations would like to request an alternative flag flown in place of the Progress Pride Flag at the Civic Centre, the process is as follows:

1. Application form to be completed and forwarded to Councillors Office for review prior to Director Corporate and Commercial Services. The form is located on the Frankston City Council website.
2. Executive Support Officer will review and determine the application and request any further information if required.
3. Director Corporate and Commercial Services to review and determine whether the flag can be flown.
4. If approved, the form is to be forwarded to Councillors Office to confirm the application with the applicant and what the next steps are.
5. It is the responsibility of the Applicant or internal department to ensure the appropriate flag is available. Any activities or events surrounding the raising of flags, including any costs associated with the purchase of a flag, activity or event are also the responsibility of the Applicant or internal department.
6. Councillors Office will arrange for the flag to be flown, with the times flown being 9.00am to 5.00pm unless otherwise deemed necessary.
7. Flag notifications for the Civic Centre will be forwarded to the Mayor and Councillors, Customer Service team and Communications team for their information.

4.7.2. If the flying of the flag is in relation to an event and requires the Mayor or other Councillors attendance, please ensure that Councillor Office are informed to ensure that the internal event process is followed

5. Roles and Responsibilities

Role	Responsibility
Director Corporate and Commercial Services	Responsible for: • Authorising flying of flags at half-mast • Authorising requests for flying additional flags
Executive Support Officer	Responsible for oversight and updating of policy, reviewing of requests and advice to Council and community on flag policy.

Councillors Office	Responsible for purchasing, managing requests and lowering of flags to half-mast at the Civic Centre. Ensuring that Mayor and Councillors are kept informed of any events involving flags.
Manager Community Relations	Responsible for informing the community of any flag events, if required by social media posts.
Operations Centre	Responsible for replacing flags at the Operations Centre, Frankston War Memorial and the Avenue of Honour. Responsible for ensuring that Frankston War Memorial is prepared for any community events.
Customer Service	Responsible for providing advice to any enquiries from the community.

6. Policy non-compliance

Non-compliance with this Policy has the potential to create a reputational risk leading to negative public perception, social media backlash and loss of community trust.

There is no legal risk for improper use of a flag, the act of misusing a flag could fall under disorderly conduct or reckless endangerment.

7. Definitions

Term	Definition
<i>Australian National Flag Protocol</i>	Means the official guidelines for the correct use, display and handling of Australian National Flag.
<i>Half-Mast</i>	Means the position of a flag when it is lowered to a position one-third from the top of the flagpole.
<i>Municipal Buildings</i>	All buildings which are owned and/or managed by Frankston City Council

8. Related documents

8.1. Legislation

- *Local Government Act 2020*

8.2. Documents and resources

- *Australian Flags booklet – provided by the Department of Prime Minister and Cabinet*

8.3. Documents and resources

- *Australian Flags booklet – provided by the Department of Prime Minister and Cabinet - <https://www.pmc.gov.au/resources/australian-flags-booklet>*

- <https://www.pmc.gov.au/honours-and-symbols/australian-national-symbols/australian-national-flag/australian-national-flag-protocols>
- <https://www.vic.gov.au/flag-notifications>
- *Internal Event Process and Event Application form - [Link for Internal Event Process - Frankly](#)*
- *Frankston City Council – Application form for Flying of Flag or at Half-mast – [Frankston City Council Website](#)*

9. Implementation of the Policy

This Policy (in conjunction with other Related Documents) will be published on Council's website and intranet so that it can be referred to by the community and employees of Council.