

<b>Frankston City Council Policy</b>	<b>Policy Number:</b> 0409/2017 <b>EDMS Number:</b> A3067871
<b>Flying of Flags</b>	<b>Issue:</b> OM306 <b>Date:</b> 04/09/2017

**1. STATEMENT:**

This Policy provides guidance to Council when requests are received for flying of flags at the Civic Centre or at the Frankston War Memorial site located in Beauty Park, in accordance with Federal and State Government flag protocol.

**2. OBJECTIVE:**

The objectives of this Policy are to ensure:

- That Council observes the flag protocol set out by the Federal and State Government;
- That there is consistency in flags that are flown at the Civic Centre and the Frankston War Memorial site.

**3. SCOPE:**

This Policy applies to all departments within Frankston City Council.

**4. AUTHORISATION:**

The Chief Executive Officer (CEO) is responsible for administering this Policy.

All applications for the flying of flags must be approved by the CEO.

The CEO has the discretion to refer sensitive requests to Council for direction.

Responsibility for the overall accountability and implementation of the standards outlined in this Policy is with the CEO who shall only enter into flag arrangements in accordance with this Policy.

All Directors are responsible for ensuring adherence to the requirements of this Policy.

The Mayor and Councillors Office will maintain a register of all flag arrangements for the Civic Centre flagpoles and War Memorial site flagpoles.

**5. REVISION:**

This Policy will be reviewed every four (4) years, unless an earlier review date is deemed necessary.

**6. PROTOCOL NON-COMPLIANCE:**

The CEO reserves the right to revoke any flag arrangements made between Council employees/business units and organisations if adherence to this Policy is not complied with.

Council's reputation is paramount; all parties must maintain a consistent and professional approach with all flag raising opportunities undertaken by Council.

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## 7. RELATED DOCUMENTS:

- *Guidelines the Australian National Flag – Australian Government Publishing Service – Canberra*
- *Guidelines Protocols and Special Events Branch – Department of Premier and Cabinet – Victoria*
- *Internal Event Process and Event Application Form*
- *Bereavement Policy*
- *It's an Honour – Australian Celebrating Australians*

## 8. IMPLEMENTATION OF THE PROTOCOL:

Following adoption of this new Policy, internal communication mediums will be utilised to explain the key features of the Policy to Councillors and relevant Council employees.

## 9. PROCEDURE:

*Frankston Civic Centre*

The following flags are permanently flown at the Civic Centre:

- Australian Flag
- Victorian Flag
- Frankston City Council Flag
- Torres Strait Islander Flag
- Aboriginal Flag
- LGBT Pride Flag

Council has also agreed to fly the following flags on the nominated days at the Civic Centre on a yearly basis:

- 26 January – Australia Day (Australian Flag)
- 25 March – Independence Day of Greece (Greek National Flag)
- 21 September – Peace Day (Peace Flag)
- 28 October – National Day of Greece (Greek National Flag)
- 30 November – St Andrew's Day Scotland's National Day (St Andrew Flag)

On these nominated days, the LGBT Pride Flag will not be flown.

Note: as the Civic Centre flagpoles are not illuminated, flags are to be raised and lowered each day in accordance with the protocols detailed on the *It's an Honour* website.

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### *Frankston War Memorial*

The following flags are permanently flown at the Frankston War Memorial site:

- Australian Flag
- Victorian Flag
- Frankston City Council Flag
- Torres Strait Islander Flag
- Aboriginal Flag

The only days the Frankston City Council Flag will not be flown at the War Memorial site is on nominated days such as Anzac Day, Remembrance and Vietnam Veterans Day.

### *Process for requests to fly other flags*

If Council employees or organisations would like other flags to be flown at the Civic Centre or War Memorial site, the process is as follows:

1. Application form to be completed and forwarded to the CEO for approval.
2. CEO to review and determine whether the flag can be flown.
3. If approved, the form is to be forwarded to the Mayor and Councillors Office to action.
4. The Mayor and Councillors Office will notify the person who submitted the application form to confirm if the application was approved and what the next steps are.
5. The Mayor and Councillors Office will place the flag in the cleaner's storeroom the day before the flag is to be flown, if the flag is being flown at the Civic Centre. If the flag is being flown at the War Memorial site, a person from the Mayor and Councillors Office will raise the flag by 9am on the nominated day and lower the flag at 5pm that day.
6. Flag notifications for the Civic Centre are to be forwarded to the Facilities Department by the Mayor and Councillors Office.
7. The Facilities Department will advise the cleaners to fly the flag on the nominated day. The flag is to be lowered at the end of the day and returned to the cleaner's storeroom.
8. A person from the Mayor and Councillors Office will collect the flag and return to cabinet.

If the flying of the flag is in relation to an event and requires the Mayor or other Councillors attendance, please ensure you follow the internal event process.

Please Note:

- If Council does not have the flag, it will be the responsibility of the external organisation or internal department to organise the flag and any activities or events surrounding the raising of flags, including any costs associated with the purchase of the flag, activity or event.

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- Council or the CEO reserves the right to withdraw permission to fly a flag at any time.
- If Council receives more than two (2) requests for the same day, it will be at the discretion of Council or the CEO to determine which flag will be flown.
- Council will not enter into agreements to raise flags with other parties which:
  - Are involved in unlawful activities;
  - Do not share Council's views on promoting a diverse, tolerant and inclusive community;
  - Are political parties;
  - Are considered to be an unsuitable partner by Council for reasons it sees fit to apply in the context of this Policy;
  - Undertake an activity for commercial gain;
  - Offer programs that may present a hazard to the community; or
  - Offer programs that create environmental hazards.

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<b>Flying of Flags Schedule 1</b>	<b>Issue:</b> OM306 <b>Date:</b> 04/09/2017

# Flying of Flags

## Application Form



opportunity » growth » lifestyle

<b>Applicant Details</b>	
Name:	Department (if internal):
Organisation (if external):	
Telephone Number:	Email Address:

<b>Flag Details</b>	
Type of flag to be flown:	Date flag to be flown:
Background information: why the flag is to be flown: _____ _____ _____ _____	
<i>Please attach any supporting documentation</i>	

<b>Other Details (if required)</b>	
Is the Mayor / Councillor required to attend:	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, time required for the Mayor/ Councillor to arrive: _____	
Location/Address of the event: _____	
Contact person on the day: _____	Telephone No: _____
Other VIP's invited: (please attach list of names)	
Is the Mayor required to speak at the event:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the Mayor be required to wear the robes/chains:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please Note: for any internal applications, please ensure that the internal event form is also completed if this is associated with an event. For external organisations, please contact Councils Events Team on 1300 322 322 or via [correspondence@frankston.vic.gov.au](mailto:correspondence@frankston.vic.gov.au) for further information on the event process.

In the event that there is a clash of dates, it will be at the Council or CEO's discretion as to which flag will be flown. The applicant will be notified by the Mayor and Councillors Office.

Seaford » Frankston » Langwarrin » Karingal » Skye » Frankston South » Frankston North » Carrum Downs » Langwarrin South » Sandhurst