



# Community Flagpole and Banner Scheme Guidelines 2018



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City of Port Phillip **Community Flagpole and Banner Scheme Guidelines 2018**

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**Contents**

Aim	4
Available spaces to book	4
What do the community flagpole and banner scheme guidelines cover?	4
Eligibility criteria	4
Assessment criteria	4
Access & equity principles	5
Conditions of scheme	5
Exclusions	5
Application process	5
Related policies	6
Related documents	6

## City of Port Phillip Community Flagpole and Banner Scheme Guidelines 2018

### Aim

The aim of the Community Flagpole and Banner Scheme Guidelines is to provide Council and community organisations with guidance on appropriate access and allocation to Council's community flagpoles. Council recognises that the flagpoles provide a key opportunity to celebrate and embrace the diversity of the Port Phillip community.

The guidelines also outline the process for displaying Council endorsed banners at Town Hall locations that support the strategic directions of the Council Plan 2017-2027.

### Available spaces to book

Community flagpoles will be available at one of Council's three Town Halls.

- Port Melbourne Town Hall
- St Kilda Town Hall
- South Melbourne Town Hall

### What do the community flagpole and banner scheme guidelines cover?

#### Flags

- Eligible applicants will be able to book the Community Flagpoles at one of Council's Town Halls for a minimum of 24 hours and up to two weeks.
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council staff will be responsible for the flag being raised and returned.

#### Banners

- Council endorsed opportunities for banners on the Town Halls to promote significant events. Where relevant or appropriate these opportunities may be reallocated to the community flagpoles and will have an allocated timeframe or review period as part of the decision.

The flag/banner must be of significance for the Port Phillip community and appropriate for showing.

### Eligibility criteria

To be eligible for the Community Flagpole and Banner Scheme applicants must:

1. be a 'Not for Profit' community group, organisation, club or school
2. be incorporated under the Associations Incorporation Act

Council endorsed opportunities for flag-raising and banners, will also be eligible for display on the community flagpoles or Town Halls.

### Assessment criteria

All applicants will be assessed against the following criteria:

1. Cultural relevance and significance to the City of Port Phillip municipality.
2. Alignment to [City of Port Phillip Council Plan 2017-2027](#) and Council's values, principles and policies.
3. International, national or state recognised events and days.

## City of Port Phillip Community Flagpole Scheme Guidelines 2018

### Access & equity principles

- Flags that are raised on Council's community flagpoles must be free of any form of discrimination as outlined in the Racial and Religious Tolerance Act and Equal Opportunity Act.
- Council reserves the right to identify priority flags or banners which are consistent with the broad strategic directions and policies endorsed by Council.
- If more than one community flag application is received for the same day, priority will be given to the first application received. If more than one application is sought for the same week then Council will negotiate with the applicants to best accommodate all successful applications.
- Flags must be new and measure 1800mm wide and 900mm high and meet the *Australian National Flags* - federal flag protocols; *Flags Act 1953* and *Port Phillip City Council Flag Protocol*.

### Conditions of scheme

- Applications are subject to availability.
- Applications must align and adhere to the Conditions of Hire for Municipal Halls document. Council reserves the right to cancel bookings in accordance with the Conditions of Hire for Municipal Halls document.
- Council reserves the right to propose alternative arrangements to applicants which are more appropriate to the management of the use of the community flagpoles in alignment with *Port Phillip City Council Flag Protocol*.
- When declared by the Federal or State Government a special flag may be flown.
- Gathering or events to be held in relation to Community Flag raising will require a separate application through the meetings and events team. Flag raising that is approved does not automatically confirm approval of the event application.
- Council reserves the right to remove the flag if the guidelines are deemed to have been violated or another priority flag is identified.
- Any damage to the flags due to storm events or otherwise will be the responsibility of the applicant.

### Exclusions

- Private, commercial, corporate, or political party flags or banners will not be considered.
- Any flag or banner that may expose Council to adverse criticism.
- Council will not fly flags by former regimes or countries that are not recognised by the Federal Government.

### Application process

- Applications to the Community Flagpole Scheme 2018 will be open year round.
- Applications will be administered and assessed by the Meetings and Events team.
- The General Manager for Customer and Corporate Services will have delegated authority for all Community Flag applications.
- Applicants will receive notification of the outcome within three weeks of application.
- Decision on successful applications will be made by Council officers in alignment with these guidelines. Applications which are identified to have sensitivities for Council,

City of Port Phillip **Community Flagpole and Banner Scheme Guidelines 2018**

State or Federal Government will be reviewed by the CEO or delegate for possible refusal or acceptance.

- Banners will be processed as per Council endorsement.
- When Council itself wishes to raise a flag or banner, then they should specify in that decision the length of time for which the flag or banner will be raised.

### Related policies

- Charter of Human Rights and Responsibilities Act 2006
- Council Plan 2017-2027
- Reconciliation Action Plan 2017-2020
- Town Hall Hire Policy 2004
- Conditions of Hire for Municipal Halls
- Port Phillip City Council Flag Protocol

### Related documents

- Australian National Flags
- Flags Act 1953