



Community Flagpole Scheme Conditions of Hire

Applications

Council recognises that the flagpoles provide a key opportunity to celebrate and embrace the diversity of the Port Phillip community that support the strategic directions of the Council Plan 2021 - 2031.

Eligible applicants will be able to book the Community Flagpoles at one of Councils Town Halls for a minimum of 24 hours and up to two weeks.

Applications to the Community Flagpole & Banner Scheme will be open year-round and are subject to availability.

Applications can only be submitted for the calendar year advertised.

A signed application is conclusive evidence that the Applicant accepts the Conditions of Hire.

The Council reserves the right to accept or refuse the Application and to cancel bookings in accordance with the Conditions of Hire for Municipal Halls document.

****Please be aware that this application is for the raising of a flag only. Gatherings or events to be held in relation to a Community Flag or Banner raising will require a separate booking process through the [Hire Community Facilities - Customer Booking Portal](#). Flag raising approval does not automatically confirm approval of a flag raising event application.***

Eligibility

To be eligible for the Community Flagpole Scheme applicants must be eighteen (18) years of age or over; and

- be a 'Not for Profit' community group, organisation, club or school.

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

Private, commercial, corporate, or political party flags will not be considered.

Assessment

All applicants will be assessed against the following criteria:

- Cultural relevance and significance to the City of Port Phillip municipality.
- Alignment to City of Port Phillip Council Plan 2021 – 2031 and Council's values, principles and policies.
- International, national, state or local recognised events and days.

When declared by the Federal or State Government a special flag may be flown.

Applications which are identified to have sensitivities for Council, State or Federal Government will be referred to the Office of the CEO for assessment to ensure the request does not provide implications for Council against its Code of Conduct and/or associated policies.

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.

Applicants will receive notification of the outcome within three weeks of application.

Access & equity principles

The flag must be appropriate for showing.

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 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.

Process for flags

The Applicant must provide all flags to the Council to be flown.

Flags must be provided to Council officers and in acceptable condition 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.

Council staff will be responsible for the flag being raised and returned.

Any damage to the flags due to storm events or otherwise will be the responsibility of the applicant.

Observance of Laws

The Applicant will not knowingly infringe any copyright and Council reserves the right to prohibit any flag that is objectionable, dangerous, contrary to the law or which infringes copyright.

Council will not be responsible for any infringements that might be issued.

Breach of Conditions

Council reserves the right to remove the flag if the guidelines are deemed to have been violated or another priority flag is identified.

Council reserves the right to pursue any costs incurred for breaches, fines or damages.

Any dispute arising as to the interpretation of this Contract of Hire, or as to any matter or thing arising out of the Contract of Hire shall be decided by the Chief Executive Officer and the decision of the Chief Executive Officer shall be final and conclusive.



Community Flagpole Scheme Conditions of Hire

Lodgement Details:

Email: helpdeskflags@portphillip.vic.gov.au
Post: Private bag No 3, PO STKILDA VIC 3182
In Person: St Kilda Town Hall, corner Brighton Rd & Carlisle St, ST KILDA VIC 3182

Applicant Details

Not for Profit Community Group: <input type="checkbox"/>		Other NFP Organization eg club or school: <input type="checkbox"/>	
Organisation's Name:			
Contact person:			
Position Title (if applying on behalf of group):			
Postal address:			
Suburb:		State:	Postcode:
Organisation's Phone:		Contact Person's Phone:	
Email:		Website:	

Request Details

Flags can only be flown for a minimum of 24 hours and maximum of 2 weeks. Flag must be delivered to the St Kilda Town Hall one week prior to flag raising date (or as agreed with City of Port Phillip Officer). Please ensure flag is delivered in a reusable envelope/bag (eg ziplock bag) with the attached label on the front. Flags must be 1800mm wide x 900mm high and be able to be mounted on a flagpole. Flag will be available again for collection again from the St Kilda Assist Counter 3 days after it has been flown.

Date flag to be raised:		Date flag to be retired:	
Preferred Flag Location:			
St Kilda Town Hall <input type="checkbox"/>	Port Melbourne Town Hall <input type="checkbox"/>	South Melbourne Town Hall <input type="checkbox"/>	
Is a ceremony required for the flag raising? No <input type="checkbox"/> Yes <input type="checkbox"/> If Yes, please complete Hire Community Facilities - Customer Booking Portal .			

Flag Description

Please provide a description of the flag and its relevance as per the Assessment Criteria listed on the back of this form

Authorisation

- I Certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management of the organisation.
- I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect. Failure to provide the requested information may result in the Council not being able to process your application.
- I have read and understood the Community Flagpole Scheme Conditions of Hire

Print Name:

Signature:

Date:

Privacy Notification

The personal information requested on this form is being collected by the Council for the purpose of assessing eligibility. The personal information will be used solely by the Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of applying for the raising of a flag or banner and they may apply to Council for access and/or amendment of the information. Requests for access or correction should be made to Council's Privacy Officer via ASSIST on 9209 6777.

Community Flag Label



FLAG ENCLOSED

- Please deliver flag one week prior to flag raising date to *(or as agreed with City of Port Phillip Officer)*:
 - St Kilda Town Hall
 - Assist Counter
 - 99a Carlisle St, St Kilda
- Please ensure flag is in a reusable envelope/bag (eg ziplock bag) with this label completed and attached to the front.
- Flags must be 1800mm wide x 900mm high and be able to be mounted on a flagpole.
- Flag will be available again for collection from the St Kilda Assist Counter 3 days after it has been flown.

Name of Organisation:

Name of contact person from organization:

Contact person's phone number:

Contact person's email address: