



Community Flagpole and Illumination Scheme 2025





City of Port Phillip

99a Carlisle Street
St Kilda VIC 3182

Phone: **ASSIST** 03 9209 6777

Email: portphillip.vic.gov.au/contact-us

Website: portphillip.vic.gov.au

Diversity

Receive the latest news from your City and Council portphillip.vic.gov.au/divercity



National Relay Service

If you are deaf or have a hearing or speech impairment, you can phone us through the National Relay Service (NRS):

TTY users, dial 133677, ask for 03 9209 6777

Voice Relay users, phone 1300 555 727,

then ask for 03 9209 6777.

relayservice.gov.au



Please consider
the environment
before printing.

Contents

Purpose.....	4
Location scope.....	4
Scheme scope.....	4
Flags.....	4
Illumination.....	4
Banners.....	5
Eligibility criteria.....	5
Assessment criteria.....	5
Access & equity principles.....	5
Conditions of scheme.....	5
Exclusions.....	6
Application process.....	6
Relevant policy, regulation, or legislation.....	7

Purpose

The aim of this scheme is to provide council and the community with guidance on access to Council's community flagpoles and illumination of Council's three town hall facades. Council recognises that flags and façade illumination can provide opportunities to celebrate days/causes/achievements that are significant to the Port Phillip community.

These guidelines also outline the process for displaying banners at Council's three town halls.

Location scope

Community flagpoles are available to book at all three Council town halls (Appendix A).

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

Permanent façade lighting is available at St Kilda Town Hall (STKH) and façade illumination can be requested at this site.

Requests to illuminate the Port Melbourne Town Hall (PMTH) and South Melbourne Town Hall (SMTH) will also be considered however these sites do not have permanent façade lighting.

Should a request to illuminate the Port Melbourne or South Melbourne town hall be approved, the cost of hiring temporary lighting, and all associated costs, will be the responsibility of the requestor. Council does not have an allocated budget for façade illumination and will not be responsible for any façade illumination costs at these sites.

Scheme scope

Flags

- Applicants will be able to request a space on a community flagpole at one or all three of Council's town halls for a maximum of 48 hours (removal scheduled on next business day).
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council officers will be responsible for the flag being raised and returned.
- Council will not hold onto flags on behalf of a community organisation and accepts no responsibility for looking after a flag if it becomes lost or misplaced if not collected within five (5) working days once flown.

Illumination

- Applicants will be able to request the illumination of the St Kilda Town Hall for 48 hours or two (2) periods of dusk – midnight on a particular date.
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council officers will be responsible for the illumination of the St Kilda Town Hall Façade in the requested colour/s.
- Applications to illuminate the façade of the Port Melbourne and South Melbourne Town Halls will also be considered.

- The cost of illuminating the Port Melbourne and South Melbourne Town Halls and all associated costs will be the responsibility of the requestor.
- Council accepts no responsibility for the care and maintenance of temporary lighting and any agreement to hire temporary lighting for the purpose of illuminating a town hall façade is strictly between the applicant and the temporary lighting hirer.

Banners

- Applicants will be able to request a space to display a banner at one or all of Council's town halls for a maximum of seven days (removal scheduled on next business day).
- Council's town halls may be used to display banners to promote significant events, promote council initiatives, celebrate a sporting team win or other occasion that is of significant community interest.
- Applications can only be submitted for the calendar year advertised, recurring bookings are not accepted.
- Council officers will be responsible for the banner being erected, taken down and returned.
- Council will not hold onto banners on behalf of a community organisation and accepts no responsibility for looking after a banner if it becomes lost or misplaced if not collected within five (5) working days once taken down.

Eligibility criteria

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

1. a 'Not for Profit' community group, organisation, club or school; and
2. reside / operate within the City of Port Phillip.

Assessment criteria

All applicants will be assessed against the following criteria:

1. Relevance and significance to the City of Port Phillip municipality and/or the former cities of St Kilda, Port Melbourne and South Melbourne; or
2. International, national, state or locally recognised events/days of significance.

Access & equity principles

- If more than one community application is received for the same day, priority will be given to the first application received.
- Flags must be in good condition (i.e., not faded, frayed, or torn) and measure 1800mm wide and 900mm high.
- Banners must be in a good condition (i.e., not faded or torn).
- The positioning of a banner on the exterior of a town hall will be dependent on the size of banner and the feasibility of being able to attach the banner to the building safely.

Conditions of scheme

- Applications are considered subject to availability.

- Council reserves the right to display flags and banners and illuminate town hall facades as its discretion, in line with community expectations.
- Council reserves the right to propose alternative arrangements to applicants in order to achieve a better overall outcome in line with the City of Port Phillip Civic and Community Flag Protocol.
- Council reserves the right to remove a flag/banner/temporary lighting if the guidelines are deemed to have been violated.
- Any damage to a flag/banner/temporary lighting due to storm events, vandalism or otherwise will be the sole responsibility of the applicant.
- Applicant must provide the requested flag/banner to the Council to be flown and must collect the flag/banner from Council offices once it has been flown.

Fees and charges

- There are no application fees for flag, illumination and banner requests.
- There are no charges for approved requests to fly flags on Council's community flagpoles.
- There are no charges for approved requests to illuminate the SKTH in a nominated colour.
- Costs associated with equipment hire to illuminate the PMTH and SMTH will be at the responsibility of the applicant.
- There is a charge of \$200 for approved banners to be installed and removed from town hall facades to cover the cost of Council contractors.

Exclusions

- Commercial, corporate, or political party flags or banners will not be considered.
- Flags of other nations
- Flags where the primary color of the flag is black, as black is often associated with mourning, protest, or distress in various cultural and political contexts.
- Any flag or banner that may expose Council to adverse criticism.
- Any flag or banner that conveys a message or image that is not in line with community expectations or may be considered offensive by the general community.

The decision by Director Governance and Performance to reject a flag, illumination or banner request is final.

Application process

- Applications to the Community Flagpole and Banner Scheme will be open year-round.
- Applications are to be made online via Council's website. Hard-copy forms will be available at ASSIST service counters.
- Applications will be administered and initially assessed by Coordinator Councillor and Executive Support.
- Director Governance and Performance will have delegated authority to approve or reject all flag, illumination and banner applications.

- Applicants will receive notification of the outcome within ten (10) business days of application.

Relevant policy, regulation, or legislation

- Flags Act 1953 (Commonwealth)
- Flag Notification and protocol (Dept Premier & Cabinet -Vic)
- Australian Flags Booklet (Dept Prime Minister & Cabinet).
- City of Port Phillip Civic and Community Flag Protocol

