

APPLICATION TO FLY COMMUNITY FLAG AT COUNCIL COMMUNITY FLAGPOLE SITE



Name of applicant/ community group/ organisation:			
Address:			
Postcode:			
Contact phone numbers:	1.	2.	3.
Email address:			

Community flagpole location site requested <i>(tick relevant)</i>	Multicultural Place, SPRINGVALE		Harmony Square, DANDENONG	
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Multicultural Place is not suitable for gatherings of more than 50 people

Number of attendees: <i>(How many people will be at the flag raising)</i>	
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Where more than 30 attendees are expected the event must be held at Harmony Square and an application to hold an event must be completed. See reverse for more details.

Description of community flag: <i>(Image of the flag to be included)</i>	

Important: The applicant is responsible for providing to Council, the correct flag as detailed under the Guidelines section of this application

Reason for display of community flag <i>(Tick relevant)</i>	Community Event		National Event	
	Day of Significance		Other	

Describe how this request meets Council's criteria <i>(turn over for guidelines)</i>	

The first date the community flag must be flown:		The last date the community flag must be flown:	
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Please read the guidelines on the back of this form then sign and date the form to confirm that you understand and agree to the terms:	
Sign _____	Date _____

Privacy Statement: The personal information requested on this form is being collected by the Greater Dandenong City 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 on Council's Community flagpole and they may apply to Council for access and/or correction of the information. Requests for access or correction should be made to Council's Privacy Officer on 8571 5100. Councils is bound by the Privacy and *Data Protection Act 2014*. A copy of Council's Privacy and Personal Information is available on Council's website www.greaterdandenong.vic.gov.au

GUIDELINES TO FLY COMMUNITY FLAG AT COUNCIL COMMUNITY FLAGPOLE SITES

Eligibility

Only applications in writing on this application form from locally based communities for events or internationally recognised days and activities will be eligible to be considered. Community flag flying requests must be forwarded to and assessed by Council's Governance Business Unit and will be considered on a case by case basis on a first come, first serve basis. Applications should be forwarded at least six (6) weeks prior to the date when the community flag is intended to be flown.

Criteria Considered in Applications

The following criteria will be considered when a request to fly a community flag at its community flagpole sites during days of cultural or other significance is received by Council. The flying of the community flag must:

- promote respect for all;
- be part of an event or ceremony;
- be consistent with Council's values and policies;
- embrace a sense of belonging and enhanced community life; and
- not be connected to individual advancement, political or cultural sensitivities nor exposure to adverse criticism of Council or the community as a whole.

Other Considerations

- Permission may be given to fly a community flag for a minimum of one (1) day to a maximum of seven (7) days.
- If more than one community group or organisation wishes to utilise one community flagpole site on the same day, priority will be given to the application that was received first. If more than one community group or organisation wishes to use utilise one community flagpole site during the same week, then Council will use its best endeavours to accommodate all requests during that week.
- Where community, Council, State or Federal sensitivities are identified during an application assessment, approval may be referred to Council for resolution.
- A response to an application indicating approval or otherwise will be provided in writing signed by the Manager Governance indicating approval or otherwise.
- Where an application is approved, the applicant will be required to provide the community flag that is to be flown. The flag must not be tattered, torn, frayed or faded, must be 1800mm wide by 900mm high and must have standard fittings for attachment to the flagpole halyard (see diagram below for standard fittings to Council's flagpole). The flag must be provided to Council's Governance unit at least one (1) week prior to the date it is intended to be flown. The flag will be kept by the Governance Unit for the next time it is required unless it is picked up by the applicant or representative. Failure to provide the correct flag may result in Council being unable to fly your flag.
- Under no circumstance is a temporary flag pole to be used at either community flagpole site due to public liability issues.
- Where an event is anticipated to be attended by more than 30 people an application to hold an Event must be completed. Please refer to [Harmony Square | Greater Dandenong Council](#).
- Multicultural Place is not suitable for gatherings over 50 people.

Council Event Priority

On days where specific community flags are not flown at community flagpole sites, Council will fly its Great Dandenong City Council house flag, or other flags at community flagpole sites at its discretion. Council will also take priority at these sites if it is holding a community event at either Multicultural Place in Springvale or Harmony Square in Dandenong.

Terms and Conditions

When using the Council's Community flagpole sites you agree to act in accordance with Council's Flag Flying Policy and the *Australian Flags Act 1953*.

Application Submissions

All applications to fly a community flag must be addressed to:

Manager, Governance and Commercial Property
Community Flag Flying Application
PO Box 200
Dandenong 3175

Flag Requirements **(Important)**

Required flag size for use on Council's Community Flagpole should be 1800mm wide by 900mm wide. The flag you are providing to Council must have the correct attachments as shown below. Failure to provide the correct flag and fittings may result in Council being unable to fly the flag on the day of your event.



The flag provided must have the nylon loop shown in the above picture at both the top and the bottom left of the flag






The above clips must be attached to the nylon loops

Council will not be liable for any lost or misplaced flags, it is the sole responsibility of the applicant to provide the relevant flag prior to the flag raising and make the necessary arrangements to have the flag collected once the flag raising

If you have any questions, concerns or require assistance, please discuss them with Council's Governance Team on 8571 5100.

All flag arrangements must be finalised seven days prior to your event.

 Phone **8571 1000**
 Fax **8571 5196**
 **council@cgd.vic.gov.au**



TTY: 133 677
Speak and listen: 1300 555 727
Internet: www.iprelay.com.au



TIS: 13 14 50

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