

# OFFICIAL Glen Eira City Council Palm Frond Collection Program Guidelines

## 1. Purpose

This guideline establishes Council's approach to the collection and distribution of Canary Island Date Palm (*Phoenix canariensis*) fronds from Council-managed urban forest palm trees for use by local faith communities during Palm Sunday and Sukkot celebrations.

## 2. Scope

Applies to Council-managed Canary Island Date Palms (*Phoenix canariensis*) and participating churches, synagogues and faith-based organisations.

## 3. Program Administration

Glen Eira Parks Services department administers the program. Applications must be submitted through Council's online form.

## 4. Eligibility

Churches, synagogues, religious schools and recognised faith-based organisations conducting Palm Sunday or Sukkot celebrations may apply.

## 5. Availability of Fronds

Council has limited numbers of palm fronds available for distribution for each event. Availability depends on routine maintenance operations and cannot be guaranteed. Numbers will be based on the numbers of fronds that can be removed from established palm trees without impacting their ongoing health.

## 6. Application Process

Applications must be submitted via Council's online form and will close seven (7) working days prior to the scheduled delivery date. Applications will be considered on a first come, first served basis dependent on the available numbers.

## 7. Allocation of Fronds

Available fronds will be distributed across applicants. Council will seek to provide a minimum allocation of 10 fronds per application depending on demand and the number of fronds available for supply.

## 8. Delivery Arrangements

Council will deliver allocated fronds directly to participating organisations. Deliveries will occur during the two (2) working days immediately preceding the commencement of the relevant celebration.

## 9. Disposal

Recipient organisations or individuals are solely responsible for the disposal of all fronds following events. Council do not offer any collection option for fronds after the event has concluded.

## 10. Applicant Notification

Following the close of the application period, Council will notify applicants of their allocation, the number of fronds to be delivered, and the expected delivery date/time.

### **11. Cost and Community Benefit**

All fronds are provided free of charge. Participating organisations must distribute the fronds to their communities free of charge and must not sell, trade or otherwise financially benefit from them.

### **12. Compliance**

Any organisation found to be selling or profiting from Council-supplied fronds may be deemed ineligible for future participation in the program.

### **13. Review**

Council will review the program annually and make improvements where required.

### **Appendix A - Annual Program Timeline**

| Activity               | Requirement                                      |
|------------------------|--------------------------------------------------|
| Applications Close     | Seven (7) working days before delivery date      |
| Applicant Notification | Following application closure                    |
| Council Delivery       | Within two (2) working days prior to celebration |