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Policy Number:	G31
Relevant Delegation:	Not Applicable
Adoption Details:	26 October 2021
Last Review Details:	NEW

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#### **POLICY OBJECTIVE:**

To provide clear guidance on the protocols associated with the practice of flying, displaying and lowering flags to ensure a consistent, respectful and appropriate manner at Shire buildings.

#### **POLICY SCOPE:**

This policy applies to flags flown at Council buildings and reserves. Order is relevant to the number of poles available at that site and does not insinuate a requirement for additional poles.

#### **POLICY STATEMENT:**

Flags will be flown in accordance with the Australian National Flag Protocols.

The Australian National Flag is to be flown/displayed at Shire buildings in ordinary working hours on ordinary working days. Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:

1. Australian National Flag
2. Western Australia State Flag
3. Aboriginal Flag
4. Torres Strait Islander Flag
5. Shire of York Flag

#### **FLAGS AT HALF MAST**

The Shire may fly flags at half mast on specific occasions to commemorate a solemn occasion including:

1. To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements), where possible.
  2. On days of National Commemoration being:
    - a. ANZAC Day – flags will be flown at half mast until noon, then at the peak for the remainder of the day.
    - b. Remembrance Day flags will be flown at peak until 10.30am, at half mast from 10.30am to 11.03am, then at peak for the remainder of the day
  3. When a current or former Elected Member of the Shire of York passes away, including the day of the funeral, between 8.30am until 1pm.
  4. When a Freeman of the Shire of York passes away, including the day of the funeral, between 8.30am until 1pm.
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5. When a current Shire of York employee passes away, including the day of the funeral, between 8.30am until 1pm.
  6. When a local citizen passes away (where deemed appropriate by the Shire President and Chief Executive Officer), including the day of the funeral, between 8.30am until 1pm.

Where the above such occasions fall outside ordinary working days, staff will endeavour to make arrangements for flags to be flown at half mast, where possible. If arrangements cannot be made the flags will not be flown.

Approval to fly the flags at half mast is to be given by the Chief Executive Officer on agreement from the Shire President.

When flags are flown at half mast acknowledgement of the reason will be made via a post on the Shire's Facebook page and/or website.

**PENALTIES:**

Not applicable.

**KEY TERMS/DEFINITIONS:**

Not applicable.

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Responsible Officer: Chief Executive Officer  
Contact Officer: Executive Manager Corporate & Community Services  
Relevant Legislation: Not applicable

Review History:

<b>Date Review Adopted:</b>	<b>Resolution Number</b>
26 October 2021	061021
<b>Former Policy No:</b>	