
GOVERNANCE POLICIES

Flags



Policy Number:	G31
Relevant Delegation:	Not Applicable
Adoption Details:	26 October 2021
Last Review Details:	22 April 2025

POLICY OBJECTIVE:

To provide clear guidance on the protocols associated with the use and flying of the Australian National Flag and other official flags of Australia at Shire buildings.

POLICY SCOPE:

This policy applies to official flags flown at Council buildings and reserves.

POLICY STATEMENT:

Flags will be flown in accordance with the Australian National Flag Protocols (the Protocols) and the *Flags Act 1953 (Cth)*.

The Australian National Flag must be used with respect and dignity, to acknowledge and demonstrate its importance. It is to be flown/displayed at Shire buildings during ordinary working hours on ordinary working days. Where a flag is illuminated it may be flown at night.

If additional flag poles exist, other flags may be flown/displayed in the following order of precedence, in accordance with the Protocols:

1. Australian National Flag
2. National flag of other nations
3. State and Territory flags
4. Other flags prescribed by the *Flags Act 1953* including:
 - a. Aboriginal Flag
 - b. Torres Strait Islander Flag
5. Ensigns and pennants – For example the 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. When advised by the Commonwealth and/or State Government, for example on days of national Commemoration.
 2. When a current or former Elected Member of the Shire of York passes away, including the day of the funeral, between 8.30am and 1.00pm.
 3. When a Freeman of the Shire of York passes away, including the day of the funeral, between 8.30am and 1.00pm.
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4. When a current Shire of York employee passes away, including the day of the funeral, between 8.30am and 1.00pm.
 5. 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 and 1.00pm.

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 with 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.

Responsible Officer:	Chief Executive Officer
Contact Officer:	Manager Governance & People
Relevant Legislation:	<i>Department of the Prime Minister and Cabinet – Australian National Flag Protocols</i> <i>Australian Flags Act 1953 (Cth)</i> <i>Local Government Act 1995 (WA)</i>

Review History:

Review History				
<i>Former Policy No.: N/A</i>				
Council Adoption	Date	26 October 2021	Resolution No.	061021
Reviewed	Date	22 April 2025	Resolution No.	100425
