

Responsible Directorate	Community Engagement Services
Responsible Business Unit/s	Customer Services <u>Communications and Customer Engagement</u>
Responsible Officer	Deputy CEO / Director Community Services <u>Director Community Engagement</u>
Affected Business Units	<u>Communications and Customer Engagement</u> Community Development Customer Services

Objective

The objective of this Policy is to ensure that that Shire's protocols and practice of flying, displaying and lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner at Shire owned/managed premises.

Scope

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

Policy

Introduction

The Australian National Flag is to be flown/displayed at Shire buildings in ordinary working hours on ordinary working days.

In a two flag pole configuration, the Western Australian State Flag is to be flown.

In a three flag pole configuration, the Western Australian State Flag and Aboriginal Flag is to be flown.

In a four flag pole configuration, the Western Australian State Flag, Aboriginal Flag and Torres Strait Islander Flag is to be flown.

The flag configuration to be used for Australian Citizenship Ceremonies will accord with the Australian Citizenship Ceremonies Code.

~~Where additional flag poles exist, other flags may be flown/displayed in the following order of priority:~~

- ~~• Australian National Flag.~~
- ~~• Western Australia State Flag.~~
- ~~• Aboriginal Flag.~~
- ~~• Shire of Serpentine Jarrahdale Flag.~~

Flying flags

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

When flags may be flown at half-mast

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

- a) ~~When advised by the Commonwealth and/or State Government. To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements).~~
- b) When a current or former Elected Member of the Shire of Serpentine Jarrahdale passes away.
- c) When a Freeman of the Shire of Serpentine Jarrahdale passes away.
- d) When a current Shire of Serpentine Jarrahdale employee passes away.

Commented [T01]: consider extending half mast to the death of current volunteers not just staff.

Approval to fly the flags at half-mast ~~in circumstances b), c) or d)~~ is to be given by the Chief Executive Officer ~~on agreement from~~ in consultation with the Shire President.

When the flags are flown at half-mast acknowledgement of the reason will be made via a post on the Shire’s Facebook page.

Definitions

Nil

Relevant Policies/Council Documents

Nil

Legislation/Local Law Requirements

- [Department of the Prime Minister and Cabinet – Australian Flags Booklet](#)
- [Department of the Prime Minister and Cabinet – Australian National Flag protocols](#)
- E16/678 Honorary Freeman Contact List Shire of Serpentine Jarrahdale
- ~~<https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>~~
- ~~<https://www.dpc.wa.gov.au/GuidelinesAndPolicies/protocol/Pages/Flags.aspx>~~
- ~~<https://www.pmc.gov.au/resource-centre/government/australian-flags-booklet-part-two>~~
- Australian Flags Act 1953
- Local Government Act 1995

Office Use Only				
Relevant Delegations	Nil			
Council Adoption	Date	29/09/2015	Resolution #	OCM187/09/15
Reviewed/Modified	Date	18/12/2017	Resolution #	OCM179/12/17
Reviewed/Modified	Date	18/02/2019	Resolution #	OCM031/02/19

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