

Responsible Directorate	Community Engagement
Responsible Business Unit/s	Communications and Customer Engagement
Responsible Officer	Director Community Engagement
Affected Business Units	Communications and Customer Engagement

Objective

The objective of this policy is to ensure that that Shire of Serpentine Jarrahdale's (Shire) 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 Shire buildings and reserves only. Order is relevant to the number of poles available at that site and does not constitute a requirement for additional poles.

Policy

Introduction

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

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

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

In a four flagpole 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.

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.
- b) When a current or former Elected Member of the Shire passes away.
- c) When a Freeman of the Shire passes away.
- d) When a current Shire employee passes away.

Approval to fly the flags at half-mast in circumstances b), c) or d) above is to be given by the Chief Executive Officer 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*
- *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
Reviewed/Modified	Date	20/11/2023	Resolution #	OCM 275/11/23