

Council Policy

Half Mast Flags



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Half-Mast Flags

D13/64387[v4]

1. Title

Half-Mast Flags

2. Purpose

The purpose of this policy is to ensure that the City's practice of lowering flags to half-mast is exercised in a consistent, respectful and appropriate manner.

The flying of flags at half-mast is a strong visual statement that speaks to the sense of loss felt by all community members.

3. Scope

This Policy is provided in respect to the flying of official flags at the City's Administration Building and at other City of Kwinana buildings controlled by City staff at which there may be official flags flown.

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

- To coincide with national, state or regionally significant events (generally at the behest of the various levels of government protocol arrangements);
- When a current or former Elected Member of the City of Kwinana dies;
- When a Freeman of the City of Kwinana dies;
- When a significant member of the City of Kwinana community dies; or
- When a City of Kwinana Employee dies.

4. Definitions

Flags means official flags including national, state and local government flags flown at City owned facilities.

5. Policy Statement

Flying of flags at half mast so that;

- Flags are flown at half-mast as a sign of mourning.
- The flag is to be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole.
- An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.
- The flag should never be flown at half-mast at night even if it is illuminated.
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast. The Australian National Flag should be raised first and lowered last.
- On authorisation from the Chief Executive Officer flags are to be flown at half-mast, between the hours of 8:00am until 5:00pm.

- 6. Financial/Budget Implications**
There are no specific financial or budget implications associated with this Policy.
- 7. Asset Management Implications**
There are no specific asset management implications associated with this Policy.
- 8. Environmental Implications**
There are no specific environmental implications associated with this Policy.
- 9. Strategic/Social Implications**
Strategic Community Plan 2015 – 2025
Objective 1.2: Inspire and strengthen community spirit
Strategy 1.2.1 Support and provide a range of cultural and community development activities and events that recognise Kwinana’s cultural identity, encourage civic participation, strengthen capacity and celebrate the City’s diversity
- 10. Occupational Safety and Health Implications**
There are no specific OSH implications associated with this Policy.
- 11. Risk Assessment**
A risk assessment conducted as part of the Policy review has indicated that the risk to the City by not lowering flags to half mast in accordance with this Policy will be a low risk
- It is assessed that the risk rating following the implementation of this Policy would remain as a low risk.

12. References

Name of Policy	Half Mast Flags
Date of Adoption and resolution No	28/04/2010 #105
Review dates and resolution No #	11/07/2012 #163 10/12/2014 #347 14/12/2016 #414
Next review date	14/12/2018
Legal Authority	Local Government Act 1995 Section 2.7 – Role of Council
Directorate	Corporate and Engineering Services
Department	City Assist
Related documents	Acts/Regulations Local government Act 1995 Flag Act 1953 Plans/Strategies Strategic Community Plan 2015 - 2025 Policies

	<p>D13/64401[v3] Policy Development</p> <p>Work Instructions D16/5833 – GCS – WI55 – Protocols and procedures for the flying of official flags</p> <p>Other documents Australian Government publication - Excerpt from the booklet Australian flags – Part 2: The protocols for the appropriate use and the flying of the flag - https://www.dpmc.gov.au/sites/default/files/publications/australian-flags-excerpt.pdf</p>
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Note: Changes to References may be made without the need to take the Policy to Council for review.