

Flag Policy

PURPOSE

This policy has been created, as the Shire of Quairading (the Shire) recognises the cultural significance of the Australian National Flag, the Australian Aboriginal Flag and any other recognised flag and pennant as the symbol of a nation, state or organisation and it is important for the Shire to be aware of and observe the appropriate principles and flag flying protocols.

OBJECTIVE

This policy is to provide operational guidelines and identify the protocols used for flying flags under the care and control of the Shire.

The Shire will fly flags at the entrance to the Administration Building and will ensure that the flags are displayed with due diligence, dignity and attention to position.

SCOPE

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

POLICY

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

1 Shire Buildings

The Australian National Flag is to be flown/displayed at Shire premises 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:

- a. Australian Aboriginal Flag and/or Torres Strait Islander Flag
- b. Western Australia State Flag

2 Special Dates

Notwithstanding Section 1, the Australian Aboriginal Flag and/or Torres Strait Islander Flag are to be flown/displayed with the Australian National Flag for the duration of NAIDOC Week and National Reconciliation Week each year.

3 Flags Flown at Half-Mast

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

- a. 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 passes away.
- c. When a current or former Staff Member of the Shire passes away.
- d. When a funeral service or burial is conducted in the District.
- e. When a local resident passes away, even if the funeral service and/or burial are conducted outside the district.

When the flags are flown at half-mast, acknowledgement of the reason will be made via the Shire's Facebook page.

4 Rules for flying flags

- a. The Australian National Flag must only be flown at night if illuminated.
- b. When flying the Australian National Flag and any other flags in a line of flagpoles the Australian National Flag should be flown on the far left of a person facing the flags.
- c. The flag should never be allowed to fall or lie on the ground.
- d. The flag should never be used to cover a statue, monument or plaque for an unveiling ceremony, to cover a table or seat or to mask boxes.
- e. The flag should not be flown when in a damaged, faded or dilapidated condition.
- f. The flag should not normally be flown in a position inferior to that of any other flag or ensign.
- g. The Australian National Flag should not be smaller than any other flag or ensign.
- h. The flag should be raised briskly and lowered ceremoniously.
- i. The flag should be flown aloft and free, as close as possible to the top of the flag mast, with the rope tightly secured.
- j. The flag should be raised no earlier than first light and should be lowered no later than dusk.
- k. Two flags should not be flown from the same flagpole.
- l. The flag should not be flown upside down, not even as a signal of distress.
- m. Flags will not be flown in hazardous conditions.

5 Rules for flying flags at half-mast

- a. Flags are flown in the half-mast position as a sign of mourning.
- b. 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.
- c. To bring the flag to the half-mast position, the flag must first be raised to the top of the mast (the "peak"), then immediately lowered slowly to the half-mast position. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- d. When lowering the flag from a half-mast position, it should first be briefly raised to the peak, and then be lowered ceremoniously.
- e. Under no circumstances should a flag be flown at half-mast at night, even if illuminated.

GUIDELINES

Department of the Prime Minister – Australian National Flag Protocols

STATUTORY ENVIRONMENT

Australian Flags Act 1953

Local Government Act 1995

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
01	Marion Haeusler	25.07.2024	008-24/25	New Policy	July 2026