

Flying of Flags

Policy scope

This policy has been created, as flags are recognised as the symbol of a nation, state or organisation and it is important for the City of Fremantle to be aware of, and observe the appropriate principles and flag flying protocols.

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

Policy statement

The City of Fremantle will fly flags within Walyalup Koort and will ensure that the flags displayed are acknowledged with due diligence, dignity and attention to position.

1. When to display a flag

Flags may be flown if;

- a. They are a recognised national flag (pursuant to the Commonwealth *Flags Act 1953*, including subsequent proclamations);
- b. They are;
 - the Western Australian State Flag.
 - the Aboriginal Flag.
 - the City of Fremantle corporate flag.
- c. They are approved by Chief Executive Officer, in consultation with the Mayor.

2. Hierarchy

The hierarchy for flying flags on City of Fremantle property is as follows: (the following is dependent upon the number of flag poles erected in any one location)

Poles	Flags and the order they are to be flown in
1st	Australian National Flag
2nd	Aboriginal Flag
3rd	City of Fremantle logo Flag or other temporary flags on approved occasions.
The flag pole on top of the Fremantle Town Hall is considered independent for the purposes of this policy.	
Where declared by the commonwealth or state government, a special flag or flags may be flown when the City of Fremantle receives advice on such "special declarations" by the government.	

3. Rules for flying flags

- a. The Australian National Flag must only be flown at night if illuminated.
- b. Order of preference to be: Australian National Flag, Aboriginal flag, City of Fremantle logo Flag, other Australian flags ensigns and pennants.
- c. 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.
- d. When flying the Australian National Flag with other flags in a line of flagpoles, the order of the flags should follow the rules of precedence e.g. the Australian National Flag should be flown on the far left of a person facing the flags, or in the centre where there are three (3) flag poles and the centre pole is higher. Note: no other flag should be flown above a national flag.
- e. In a semi-circle of flags, the Australian National Flag should be in the centre.
- f. The flag should never be allowed to fall or lie on the ground.
- g. 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.
- h. The flag should not be flown when in a damaged, faded or dilapidated condition.
- i. The flag should not normally be flown in a position inferior to that of any other flag or ensign.
- j. The flag should not be smaller than that of any other flag or ensign.
- k. The flag should be raised briskly and lowered ceremoniously.
- l. The flag should be flown aloft and free, as close as possible to the top of the flag mast, with the rope tightly secured.
- m. The flag should be raised no earlier than first light and should be lowered no later than dusk.
- n. Two flags should not be flown from the same flagpole.
- o. The flag should not be flown upside down, not even as a signal of distress.
- p. Flags will not be flown in hazardous conditions.

4. 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.

5. Special dates when flags are to be flown (including at half-mast)

Appendix 1 contains a list of approved, special days of commemoration for the flying of flags including when flags should be flown at half-mast.

Other approved occasions are when the Protocol Unit of the Department of Premier and Cabinet provide a notice to the City of Fremantle for when flags are required to be flown at half-mast. Such notices will be received for example, in the event of a death of a member of the royal family or death of the Governor-General.

Definitions and abbreviations

Nil.

Responsibility and review information	
Responsible officer:	Manager Governance
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Appendix 1

Pre - APPROVED DAYS FOR FLYING FLAGS

OCCASION	DATE	ADDITIONAL INFORMATION
Anniversary of Australian Federation Day	1 January	
Australia Day	26 January	
Commonwealth Day	Second Monday in March	
Harmony Day	21 March	
Anzac Day	25 April	Flags are flown at half-mast until noon then at the peak until the usual time for closure of business.
National Reconciliation Week	27 May to 3 June	Torres Strait Islander flag and the Aboriginal flag are to be flown.
NAIDOC Week	Nominated week in July	Torres Strait Islander flag and the Aboriginal flag are to be flown.
Anniversary of the bombing of Hiroshima	6 August	International Campaign to Abolish Nuclear Weapons Flag to be flown.
Australian National Flag Day	3 September	
Merchant Navy Day	3 September	Allied Merchant Seaman's flag to be flown.
Citizenship Day	17 September	
Queen's Birthday	Last Monday of the September	
United Nations Day	24 October	
Western Australian LGBT Pridefest	Usually October/November (date may change from year to year)	Rainbow flag may also be flown for other significant events throughout the year with CEO approval.
Remembrance Day	11 November	Flags are flown at half-mast from 10:30am to 11:02am.
Funerals (Applicable to Elected Members/former Elected Members of the district and current employees of the City of Fremantle)	Other - various	At the request and discretion of the Mayor and Chief Executive Officer.

Note: Approved requests for flags to be flown on a weekend day may be raised on the preceding Friday and lowered on the following Monday.