

POL	FLYING OF FLAGS – CITY OF COCKBURN ADMINISTRATION BUILDING	SC45
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POLICY CODE:	SC45
DIRECTORATE:	Executive Services
BUSINESS UNIT:	Executive Support
SERVICE UNIT:	Executive Support
RESPONSIBLE OFFICER:	Director, Governance & Community Services
FILE NO.:	086/001
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DATE LAST REVIEWED:	12 December 2013
ATTACHMENTS:	N/A
DELEGATED AUTHORITY REF.:	N/A
VERSION NO.	2

Dates of Amendments / Reviews:	
DAPPS Meeting:	22 March 2012 28 November 2013
OCM:	10 December 2009 12 April 2012

BACKGROUND:

From time to time Council receives requests from organisations or individuals to utilise the Flag Poles at the City of Cockburn Administration Building to fly a representative or special flag other than the Australian National or the Western Australian State Flag. On other occasions there are requests to fly the flags at 'half mast' in honour of the passing of a local identity.

PURPOSE:

To provide consistent guidance to the Administration in responding to requests to fly flags other than the Australian and State Flags, from Council's flag poles and define which prominent local citizens would qualify to have the flags flown at half mast from the Administration Building in recognition of their passing.

POLICY:

- (1) The four flag poles located in the central quadrant will traditionally be reserved for the flying of the Australian National Flag and the Western Australian State Flag, the Aboriginal Flag and the Torres Strait Islander Flag.
- (2) The two flag poles located at the southern entry concourse of the City of Cockburn Administration Building will be retained for the flying of visitor flags on special occasions. The Australian National Flag will also be flown at this location, on such occasions.

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- (3) The City will consider applications to fly a representative or other special flag for a limited period of time in place of the State flag.
- (4) Applications are to be submitted to the Chief Executive Officer at least one week prior to the date required. Applications are to include the details and purpose of the flag being flown.
- (5) Consideration will be given to the promotion of a significant day/week or in conjunction with the promotion of an event/occasion, which is of interest to the community.
- (6) In the event that approval is given, the applicant shall provide the necessary flag at least 24 hours prior to the time required to be flown.
- (7) Upon notification of the death of a notable local citizen, the City shall approve any request to position the flags flying at the Administration Building Flag Poles at the time at 'half mast' as a mark of respect on the day of the funeral.
- (8) 'Notable local citizens' are defined as:
 1. those who would qualify for an invitation to attend the annual 'Pioneers Function' hosted by Council;
 2. past and present elected members of Council;
 3. past and present Chief Executive Officers of the City and present employees of the City;
 4. Freeman of the City;
 5. persons not otherwise qualified pursuant to (i) – (iv) above who have been significant contributors to the social and/or economic development of the District through their association and contribution to local groups/associations/organisations.
- (9) Flags shall also be flown at half mast upon notification/direction of the Commonwealth or State Government.
- (10) On occasions where the City has visitors from overseas, (eg.Sister Cities), the flag of that particular country also be flown on a flag pole within the quadrant.