

# Flying the New Zealand Flag Protocol

This protocol should be read in conjunction with those published by the [Ministry of Culture and Heritage](#).



THE UNIVERSITY OF  
**WAIKATO**  
*Te Whare Wānanga o Waikato*

## FLYING THE NEW ZEALAND FLAG

In accordance with the significance of the University's role as a major public institution serving the people of New Zealand, the New Zealand flag is flown on the B Block flagpole 24 hours a day.

Responsibility for flying the flag in accordance with this protocol and for maintaining the flag in good condition rests with the Director of Property Services, delegated on a day-to-day basis to the Campus Security and Emergency Manager.

## OBSERVANCE OF MOURNING

The flag may be flown at half-mast to observe mourning from the time the University notifies staff up until dusk on the day of the funeral or tangi, following the death of:

1. current students of the University of Waikato
2. current members of the University of Waikato staff
3. current members of the University of Waikato [Council](#)
4. former [Vice-Chancellors of the University of Waikato](#)
5. former [Chancellors of the University of Waikato](#)
6. [Honorary Doctors](#) of the University of Waikato
7. [Emeritus Professors](#) of the University of Waikato
8. [Honorary Fellows](#) of the University of Waikato
9. recipients of the [University of Waikato Medal](#)
10. recipients of University of Waikato [Distinguished Alumni Awards](#)
11. the Prime Minister and [former Prime Ministers](#)
12. the Governor-General and [former Governors-General](#)
13. the Māori monarch
14. the Sovereign

Staff members who become aware of the death of anyone on this list should advise the Director of the Office of the Vice-Chancellor, the Campus Security and Emergency Manager and the Internal Communications Manager, so that the flag can be lowered and staff advised accordingly.

The Vice-Chancellor has the authority, at their discretion, to instruct that the flag be flown at half-mast to observe mourning following the death of any other person and for days of national mourning and commemoration. Staff members who become aware of the death of anyone not on this list for whom they wish to suggest mourning be observed should advise the Director of the Office of the Vice-Chancellor.

The Vice-Chancellor also has the authority, at their discretion, to instruct that the flag **not** be flown at half-mast to observe mourning in response to a request by the whānau of the deceased or where public recognition of the death by the University is considered inappropriate or is contrary to advice from the Ministry of Health.

## CONTACTS

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Director of Property Services	Tony Kavanagh	<a href="mailto:tony.kavanagh@waikato.ac.nz">tony.kavanagh@waikato.ac.nz</a>
Internal Communications Manager	Jess Tiley	<a href="mailto:communications@waikato.ac.nz">communications@waikato.ac.nz</a>
Director of the Office of the Vice-Chancellor	Brandon McGibbon	<a href="mailto:brandon.mcgibbon@waikato.ac.nz">brandon.mcgibbon@waikato.ac.nz</a>