Flying the New Zealand Flag Protocol

This protocol should be read in conjunction with those published by the Ministry of Culture and Heritage.

**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 Facilities Management, delegated on a day-to-day basis to the Security Manager.

**OBSERVANCE OF MOURNING**

The flag will 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 Security Manager and the Staff Communications Adviser, so that the flag can be lowered and staff advised accordingly.

The Vice-Chancellor has authority, at his or her 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 Vice-Chancellor’s Office.

**CONTACTS**

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