

Responsible Directorate	Office of the Chief Executive Officer
Responsible Business Unit/s	Governance
Responsible Officer	Manager Governance
Affected Business Unit/s	All

Objective

This policy details the permissible events, functions and activities that can utilise the various rooms within the Civic Building.

Scope

This policy applies when utilising civic facilities.

Policy

1. Use of Rooms

Governance will prepare a collective report for Council's consideration and approval from Council for the following year's proposed Civic functions that occur on an annual basis within the City of Stirling.

All other requests for the use of the Civic facilities are to be submitted using the *Civic Facilities Room Booking Form*.

Requests are dependent on availability of the room and required approvals stipulated within this policy.

Additional internal and external requests not agreed to by Council, can be submitted to Governance for consideration and approval. Approval requirements are set out for each room, Requests may be approved if conditions below are met

- Demonstrate a benefit for the City of Stirling or the City of Stirling community;
- Are non-profit groups and organisations making events or rallies; and
- Are not private events, receptions or functions.

a) Use of the Council Chamber

The Council Chamber may be used for:

- City of Stirling Council Meetings and Committee Meetings
- Tamala Park Regional Council Meetings
- Mindarie Regional Council Meetings; and
- Federal and State Government meetings, upon request.

Community Group Tours organised by the City. The Community Tour is permitted to use the Council Chamber for mock meetings.

Approval required: Civic and Hospitality Services and Mayor.

b) Use of the Reception Hall

The Reception Hall may be used for:

- Civic functions such as Citizenship Ceremonies
- Special Electors Meetings
- Annual Council Approved functions
- Christmas Dinner
- Local Government Election; and
- Employee workshops, presentations, meetings and functions

Approval required: Civic and Hospitality Services and Mayor.

c) Use of the Parmelia Room

The Parmelia Room may be used for:

- Electors General Meeting
- Council and Committee Meetings
- WALGA Meetings
- Elected Member Workshops
- Leadership Team Meetings
- Development Assessment Panel Meetings; and
- Justice of the Peace Meetings.

Approval required: Civic and Hospitality Services and Mayor.

d) Use of the Stirling Room (Civic Dining Room)

The Stirling Room may be used for:

- Elected Members Dinners
- Council and Committee luncheons
- Briefing Sessions and Workshops
- Rates Incentive Draw and award ceremonies.
- Employee workshops and meetings, where catering is required.

Approval required: Civic and Hospitality Services.

e) Use of the Anglesea Room (Elected Members Lounge)

The Anglesea Room may be used for:

- Elected Members Dinners/ Lunches
- Elected Member Workshops and Briefing Sessions; and
- By an Elected Member for entertaining guests of the City and/or meetings as required

Approval required: Civic and Hospitality Services and Mayor

f) Use of Meeting Rooms – Challenger Room and Calista Room

Elected Members may use any of the Meeting Rooms in the Civic Building subject to availability.

The Challenger Room may be used for:

- Private citizenship ceremonies
- Working Groups and Advisory Groups meetings
- Community Consultation Panels; and
- Committee Meetings

Approval required: Civic and Hospitality Services.

g) Use of Lockers and Office Space

Lockers are only to be accessed by individual Elected Members, unless approval is given by an Elected Member to another Elected Member. The office space (with open access) is to be utilised and shared by all Elected Members.

2. Management and Booking of facilities

All functions, Meeting Room bookings and administration arrangements are to be directed to Civic and Hospitality Services within the Governance Business Unit for assessment.

Civic and Hospitality Services are responsible for the coordination and delivery of civic hospitality, and approvals of Meeting Rooms within the Civic Building, and is to be overseen by Governance Manager. Requests for the use of the Civic facilities are to be submitted using the *Civic Facilities Room Booking Form*, with the required approvals.

Prior approval is required for access to the Civic Building.

4. Use of Civic Building Flagpoles

The Facilities, Projects and Assets team are responsible for all Civic Building Flagpoles and management. The flags flown from the four Civic Building flagpoles shall be the Australian National Flag, the Western Australian State Flag, the Australian Aboriginal Flag and the City of Stirling Emblem. Flags are flown in accordance with The Australian Protocol and Procedures for flying the Australian National Flag.

The Torres Strait Islander Flag will be flown each year with the Australian National Flag, the Western Australian Flag and the Australian Aboriginal Flag to celebrate Reconciliation Week and NAIDOC Week. The Torres Strait Islander Flag will be flown on other additional events significant to Aboriginal and Torres Strait Island culture as approved by the Mayor and the CEO. The Torres Strait Islander Flag will only replace the City of Stirling Emblem on these occasions.

Other flags may be flown from the Civic Building flagpoles as approved by the Mayor and the CEO, only where it relates to benevolent charities and causes that are of a non political, non sectarian, non sectional nature or that the Council may from time to time direct. These flags can only replace the City of Stirling Emblem and cannot be flown for a period that extends beyond one week.

The City is to observe the flag flying protocols and direction communicated by the Department of the Premier and Cabinet (Protocol section) and the Department of the Prime Minister and Cabinet (Commonwealth Flag Network).

5. Council Chamber Flagpoles

The flags flown in the Council Chamber (from left to right when facing the head table from the public gallery) shall be the Australian National Flag, the Western Australian State Flag, the Australian Aboriginal Flag and the City of Stirling Crest in accordance with Australian Protocol and Procedures for flying the Australian National Flag.

Definitions

Australian Aboriginal Flag means the Aboriginal Flag (designed by Harold Thomas) that has been proclaimed as a flag of Australia under Section 5 of the *Flags Act 1953* (Commonwealth).

Civic Building means the part of the City of Stirling Administration Centre that incorporates the Reception Hall, Council Chamber, Parmelia Room, Stirling Room, Anglesea Room, Meeting Rooms and other areas connecting those facilities.

Upon Request means a submission of a Civic Room Booking Form

Meeting Rooms means the Calista and Challenger rooms located in the Civic Building.

City of Stirling Emblem Flag means the City of Stirling's corporate emblem.

NAIDOC means the National Aboriginal and Islander Day Observance Committee.

Relevant management practices/documents

Councillor Workshop Management Practice
Civic Facilities Room Booking Form

Legislation/local law requirements

Flags Act 1953 (Cth)

Office use only			
Relevant delegations	Not applicable		
Initial Council adoption	Date 5 July 2011	Resolution #	0711/010
Last reviewed	Date 26 May 2020	Resolution #	0520/027
Next review due	Date 2021		