

Aligned City Value/s	Approachable	Responsive	Transparent	Innovative
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 City's Civic Building.

## Scope

This policy applies when utilising facilities and rooms within the City's Civic Building.

## Policy

### 1. Use of Civic Building Generally

The City's Civic Building should only be used for official Council Business, Civic Events, Elected Member activities and other prescribed internal activities and operations of the City. However, it is recognised the City will, from time to time, host functions, ceremonies, receptions and other events held by other external bodies.

The City may host Civic Events from time to time as the need arises which aim to foster positive relationships between the community and Council; recognise individual and community achievements; promote community pride; and enhance the City's strategic objectives.

External use of the Civic Building, should generally fall into one of the following categories:

- The event demonstrates a benefit for the City of Stirling or the City of Stirling community.
- The event entails advocacy to Federal or State Government or their respective Departments.
- The event directly relates to the business of local government.
- The event directly relates to the support of community service within the City or the region.

The Civic Building is not to be used for private events, receptions or events that do not fall into one of the above categories and unless its use is expressly approved by the Mayor.

#### a) Use of the Council Chamber

The Council Chamber can be used for:

- City of Stirling Council Meetings and Committee Meetings.
- Electors' General Meetings.
- Regional Council Meetings.
- Federal and State Government meetings, upon request to the City.
- Community Group Tours and mock meeting organised by the City.

Approval required: Governance (Elected Member Services) and Mayor.

**b) Use of the Reception Hall**

The Reception Hall can be used for:

- Civic Events held by the City.
- Citizenship Ceremonies.
- Citizen of the Year Awards and Australia Day Ceremonies.
- Special Electors' Meetings.
- Electors' General Meeting (overflow).
- Council approved functions.
- Mayoral Annual Dinner.
- Local Government Election activities (such as Election vote count).
- City-wide employee workshops, presentations, meetings and functions.

Approval required: Governance (Elected Member Services) and Mayor.

**c) Use of the Parmelia Room**

The Parmelia Room can be used for:

- Council and Committee Meetings.
- Electors' General Meetings (overflow).
- WALGA Zone Meetings and WALGA State Council Meetings.
- Development Assessment Panel Meetings (if required).
- Elected Member Workshops and Briefings.
- Executive Team Meetings.
- Justice of the Peace Meetings (where a Memorandum of Understanding has been entered into with the City).

Approval required: Governance (Elected Member Services) and Mayor.

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

The Stirling Room can be used for:

- City of Stirling Civic Events.
- Elected Member Dining.
- Council and Committee Dining.
- Elected Member Workshops and Briefings.
- Executive Team Meetings.
- City Award Ceremonies.
- Employee workshops and meetings (where catering is required).

Approval required: Governance (Elected Member Services).

**e) Use of the Queen Elizabeth II (QEII) Room (Elected Members Lounge)**

The QEII Room can be used for:

- City of Stirling Civic Events.
- Elected Member Dining.
- Elected Member Workshops and Briefings.
- By an Elected Member for entertaining guests of the City and/or meetings as required.

Approval required: Governance (Elected Member Services) and Mayor.

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

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

The Challenger Room and/or Calista Room can be used for:

- Committee Meetings.
- City established Working Group and Advisory Group Meetings.
- City of Stirling Design Review Panel Meetings.
- Private citizenship ceremonies.
- Community Consultation Panels.
- Local Government Elections (such as office space for the City's Returning Officer).
- Meetings involving a member of the Executive Team and an external party.
- Internal interview panels where no other meeting room is available in the City's Administration Centre, or where a level of discretion is required.
- Other miscellaneous uses as required by the Executive Team.

Approval required: Governance (Elected Member Services).

## **g) Elected Member Office Space and Lockers**

A shared Elected Member office space is provided within the Civic Building for the use of Elected Members. The use of this space is limited to basic administrative functions relating to an Elected Member's role.

Meetings with internal or external parties are not to be held in this office space and should be held in other Meeting Rooms of the Civic Building.

Lockers are also provided for Elected Members and are only to be accessed by individual Elected Members, unless approval is given by the Elected Member to another Elected Member.

## **2. Management and Booking of facilities**

All bookings of the Civic Building facilities, are to be directed to the Governance Business Unit (Elected Member Services) for assessment, in the first instance.

All requests for the use of the Civic Building are to be submitted to the City using the prescribed form. The Governance Business Unit (Elected Member Services) will liaise with the Mayor, where required.

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

Requests from Elected Members take priority over any other booking requests or approved bookings. Customer and Communications is responsible for the coordination of Civic Events. Community Development is responsible for the delivery of food services and catering and Governance is responsible for the approval of Facilities and Meeting Rooms within the Civic Building.

## **3. Use of Civic Building Flagpoles**

Infrastructure Services (Facilities, Projects and Assets) is responsible for all Civic Building Flagpoles and their 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 Torres Strait Islander Flag.

Flags are flown in accordance with The Australian Protocol and Procedures for flying the Australian National Flag.

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 Torres Strait Islander Flag and cannot be flown for a period that extends beyond one week.

## 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 (in accordance with Australian Protocol and Procedures for flying the Australian National Flag), the Western Australian State Flag, the Australian Aboriginal Flag and the official City of Stirling Crest.

## Definitions

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

**Civic Event** means an event, ceremony or function arranged by the City.

**Council Business** means any business where an Elected Member:

- a) represents the interests of electors, ratepayers and residents of the district;
- b) provides leadership and guidance to the community in the district;
- c) facilitates communication between the community and the Council; or
- d) performs such other functions as are given to a Council Member by the *Local Government Act 1995* or any other written law.

**Elected Member** means the Mayor or a Councillor.

**Executive Team** means the Chief Executive Officer and a City Director.

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

**City of Stirling Crest** means the City of Stirling's official corporate crest.

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## Relevant management practices/documents

Councillor Workshop Management Practice  
Civic Events Management Practice  
Civic Facilities Room Booking Form

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## 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 August 2025	Resolution # 0825/025
Next review due	Date	2027	