

Precincts Policy

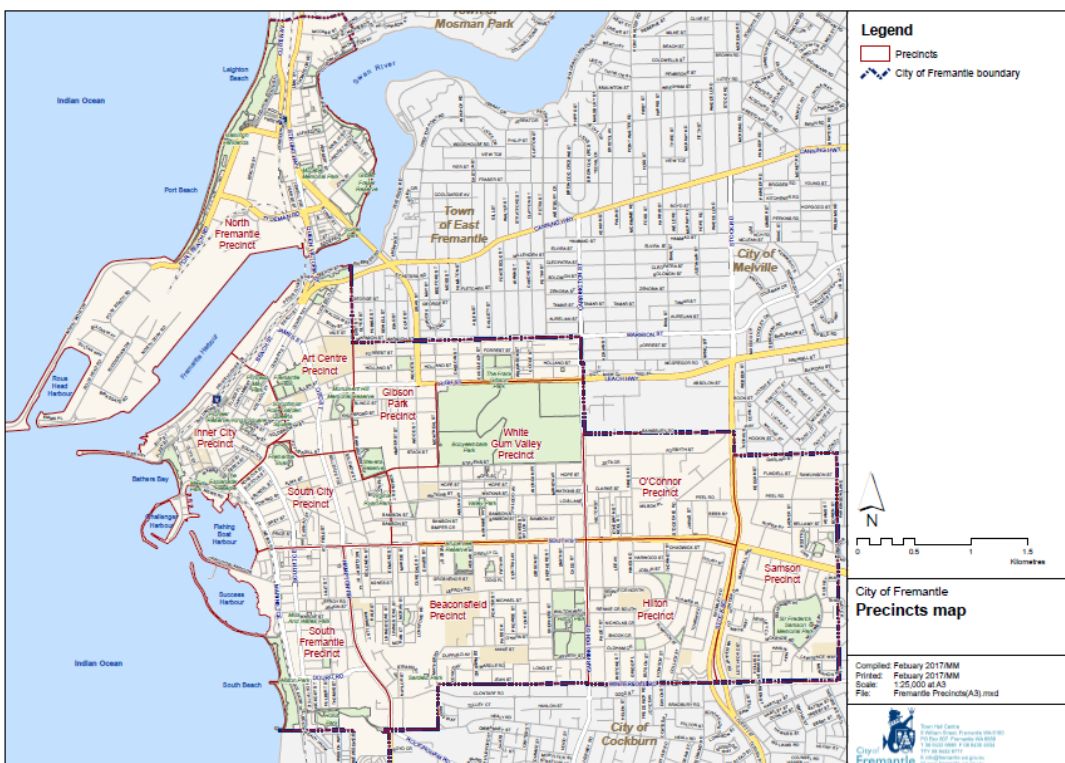
Policy scope

As an open and consultative local government, the City of Fremantle supports precinct groups, to encourage any community member to participate and take an active role in providing input into the operations of the local government.

Precinct groups are run by community members to offer opportunities for information sharing. Their meetings are open forums where any community member can attend and engage on a range of community issues. The meetings are an avenue for informing the local government of community opinion and maintaining two-way communication between community members and the City of Fremantle.

Policy statement

The City of Fremantle will make assistance available to any of the 11 precinct groups, which cover the geographical areas of Fremantle as laid out in the map below, where they operate in compliance with this policy.



1. **Geographical area Precinct Groups**

Precinct groups recognised by the City of Fremantle are listed below.

Two or more Precinct groups may combine to form larger groups, with the agreement of all relevant groups, either temporarily (perhaps to address a specific issue) or permanently (perhaps to better meet community needs).

- Arts Centre Precinct
- Inner City Precinct
- Hilton Precinct
- O'Connor Precinct
- South City Precinct
- White Gum Valley Precinct
- Beaconsfield Precinct
- Gibson Park Precinct
- North Fremantle Precinct
- Samson Precinct
- South Fremantle Precinct

2. **Inactive Groups**

1. A precinct is deemed active where its group has met within the previous 12 months, nominated a precinct convener and operates in accordance with this policy.
2. An inactive precinct can be re-activated by application in writing to the City of Fremantle and the conduct of a meeting within 6 months of that communication to establish a convener.

3. **Participation**

Precincts must provide for open, cost and commitment free attendance where any interested community member is welcome to participate.

4. **Administration**

1. Each Precinct Convener is responsible for maintaining up to date contact details with the community engagement team including methods for community members to contact the group.
2. All published material, including any meeting notes and minutes, produced by a precinct, are to be sent to the community engagement team within 14 working days of distribution of from when a meeting is held and will be made publicly available on the MySay Freo precincts page.
3. Each precinct group can decide:
 - How to appoint their convener.
 - The length of term and how many terms a convener can be appointed for.
 - Who the precinct contact person will be and how correspondence received will be actioned.
 - What the meeting schedule will be.
 - If and how meetings will be recorded, for example, meeting notes or minutes.

- How best to share information with regular attendees and promote meetings.

5. Venues and attendance

1. Precinct meetings are to be held in a public venue, such as a community centre, school, café or local club and attendance must be open to all.
2. Some venues may charge a hire fee which is a legitimate precinct expense.
3. Precincts can request to use City owned venues at low or no cost.
4. Attendance records must be kept for all precinct meetings. These are required by the City for insurance purposes to confirm who was present in the event of an injury or incident. Attendance records must be sent to the community engagement team following each meeting.

6. Financial support

1. The City may support precinct groups to a maximum value of \$850 per financial year by either meeting the costs of or reimbursing costs incurred for:
 - Venue hire.
 - Printing costs and distribution to promote a precinct meeting or community activity.
 - Meeting refreshments (the City will not pay for alcohol).
 - Office supplies related to meeting organisation and administration.
2. To be considered eligible for financial support, precinct groups must operate in compliance with the terms of this policy.
3. Any funding for activities other than normal precinct meetings requested must be made, in writing, through the community engagement team.

7. Reimbursements

1. Cash reimbursements for precinct expenses can be made by and will be paid to the Precinct Convenor.
2. All cash reimbursement expenses must be supported by a tax invoice receipt and be made within 3 months of the expenditure.

8. Promotional Support

1. Precincts are required to give reasonable prior public notice of any meetings to be held.
2. The City will promote the precincts and their meetings, through the use of its web site, social media channels and noticeboards, where possible. The City will not publish any communication from a precinct if the content is considered inappropriate by the Chief Executive Officer.

3. The City may assist with printing flyers and notices for distribution to promote special meetings or one-off events.
4. Requests for precinct advertisements and notices to be published on the City's social media channels or assistance with flyers can be made through the community engagement team.
5. Each precinct will be provided with their own site on MySay Freo, where they can present news and opinion on the blog, update the events calendar, upload meeting minutes and agendas and seek community views via online surveys and quick-polls.
6. A Precinct's MySay Freo site is to be maintained by volunteers from that precinct, who will be offered training by the City to use and moderate their site.

9. Elections

1. The *Local Government Act 1995* does not allow the use of council resources to assist any individual candidate in their election activities. The City is also responsible for being objective, non-political and unbiased therefore the City does not support local, state or federal electioneering and City funds must not be used for electioneering in local government elections.
2. The City acknowledges the role of the precincts in encouraging community interest in council elections, such as organising events to allow community members to meet candidates and hear what they have to say. However, Precincts must not use City funds to support any individual candidate or group of candidates in an election.
3. Precincts who wish to promote council elections must:
 - include all candidates in any publications distributed containing information about the election.
 - invite all candidates to participate in events or functions organised by the precinct, in relation to the election, in order to ensure each candidate is given an equal opportunity to participate.
4. The City encourages precincts to hold joint precinct events spanning multiple electoral wards.
5. Financial support may be withdrawn from precincts that do not comply with the requirements of this policy.

10. Community Engagement Team

The City of Fremantle will keep active precincts informed of community engagement processes undertaken by the City and matters that relate to the administration of the precincts.

11. Precinct Meetings

1. The City will facilitate networking meetings between the City and precincts where requested. The purpose of these face-to-face meetings is to provide an opportunity for sharing of information and networking. All precinct members are welcome to attend.
2. The City will facilitate an annual informal meeting between precinct convenors and elected members. The purpose of this meeting is to provide an opportunity for convenors to meet with elected members and ask any questions they may have in regard to the management of meeting processes.

Definitions and abbreviations

Community member - any person interested in a community issue relevant to the City of Fremantle, residential status is irrelevant.

Convener - the person acting as chairperson for Precinct Meetings.

Note: The Convener does not have to be the official contact person for the Precinct.

Another member can be nominated to act as contact person and to action correspondence on behalf of the Precinct.

MySay Freo Precincts page – A dedicated page on the City’s community engagement portal, MySay Freo, which makes precinct information available to the public, including contact details, meeting dates and agendas and minutes.

Responsibility and review information	
Responsible officer:	Manager Strategic Planning
Document adoption/approval details	18 April 2018 – FPOL1804-10
Document amendment details	25 August 2021 – FPOL2108-10
Next review date	25 August 2025