

2. 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

3. Activation and Deactivation

1. A precinct will become automatically deactivated when there are no publicly open meetings held in a 12 month period.
2. A deactivated precinct can be activated by application in writing to the City of Fremantle. Funding will be provided as though the precinct were active, for a 6 month period, to allow for an inaugural meeting to be held and the establishment of a convener for the group. If no convener is established within the 6 month period the Precinct will revert to its deactivated state.
3. Administration access to Freospace (see definitions) can also be made available for a 6 month period to support the re- activation of a precinct group.

4. Membership

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

5. Administration

1. Each Precinct is to update the contact details for their precinct contact details and name of their convener with the community engagement team once a year.
2. All published material, including meeting notes and minutes, produced by a precinct, are to be made publically available within 14 working days of distribution or from when a meeting is held.

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 will be the precinct contact person and action correspondence received.
 - 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 precinct members, for example, by email, social media, or through 'Freospace' (see definitions).

6. 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 precincts to a maximum value of \$850 per financial year, in accordance with relevant City policy, in the following way:
 - Venue hire.
 - Printing costs and distribution, for meeting flyers to promote a special precinct meeting or community activity.
 - Meeting refreshments (the City will not pay for alcohol).
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.
4. Precinct budget information can be made available to precincts on request.

7. Reimbursements

1. Cash reimbursement is available to cover expenses up to \$50 when:
 - payments are made by cash or EFTPOS and a tax invoice has been provided
 - a receipt and contact details of the person making the claim has been provided within 3 months of the expenditure.
2. Application for reimbursement over \$50 must be made, in writing within 3 months of expenditure, accompanied by a copy of the invoice through the community engagement team.

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 Freospace, 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 Freospace 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. Customer Requests

The City has a customer service centre to manage all enquiries received by the City in the ordinary course of business. Precincts and their members can also direct their enquiries to this centre in the normal way.

11. 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.

12. 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.

13. Community engagement team

For further information, complaints, compliments and questions, please contact:

The Community Engagement Team can be contacted:
T (08) 9432 9999
E communityengagement@fremantle.wa.gov.au

14. 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.

Freospace

1. Freospace is an online collaborative environment for precincts, designed to assist groups share information, discuss community issues and make it convenient for people to get involved in their local precinct.
2. The City of Fremantle has conditions of use to cover all aspects of community interaction and moderation on the Freospace site. All users of the site, including moderators and administrators, are asked to comply with these conditions of use to ensure the site is inclusive and appropriate.

Reviewing officer: Manager Governance

Policy adopted: Ordinary Council Meeting 18 April 2018

Policy amended: N/A

Legislation: *Local Government Act 1995*
and subsidiary regulations

Delegations: NA

Related documents: Community Engagement Policy
Customer Service Charter
Freospace Participation and Moderation Conditions of Use

Next review date: May 2020