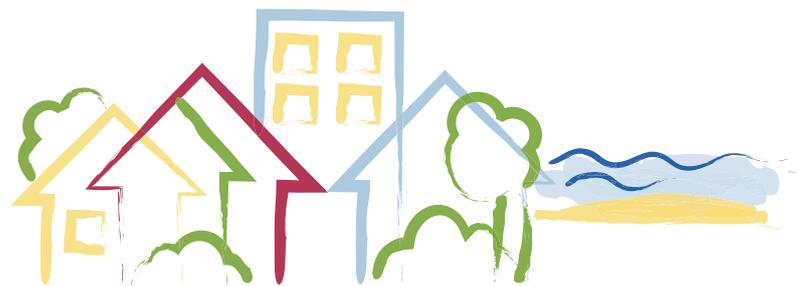




# Precinct Policy & Operational Guidelines



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## Appendices



**Waverley Council** has been supporting the precinct system for over 20 years as part of its commitment to strengthening community engagement and consultation at the local level. There are currently 13 precincts spread across the local government area. Attending a precinct meeting is one of many Council supported consultation strategies residents can choose to get involved in to make their voices heard.

Much has changed over the past decade. Social media is emerging as an innovative consultation tool and as a complementary process to the traditional tools of community consultation, including the precinct system.

This Precinct Policy and Precinct Operational Guideline's primary objective is to guide and support the interactions of precincts. Council acknowledges and recognises that social media is another important consultative tool which can coexist alongside the precinct system.

The 2007 comprehensive review of the precinct system reinforced the Precincts' preference for maintaining the face to face precinct meeting structure. Council supports the outcomes of the 2007 review and the precinct system, whilst remaining open to the use of social media as a complementary consultative tool available to those precincts that wish to avail themselves of it.

This resource draws together in an integrated manual Council's Precinct Policy, Code of Practice for Precinct Executives, Precinct Operational Guidelines and templates to ensure Waverley's precinct members are adequately supported. The sections of the resource

complement each other and can be cross referenced to maximise practical application. The precinct system has Council and precinct members working together in a partnership to facilitate resident involvement in decision making processes.

This resource represents several years of work and was recommended in the 2007 Council review of its precinct system.

Council's ongoing support for its precincts includes:

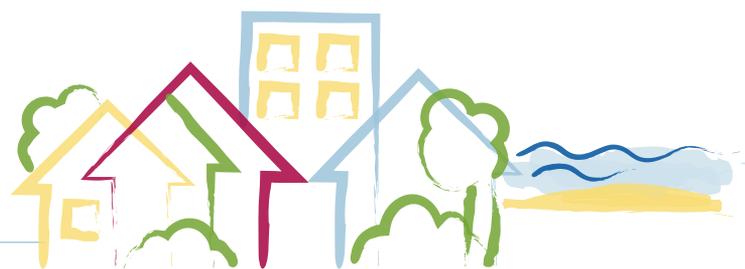
- Full-time position of Community Consultation Coordinator
- Provision of precinct meeting support including venue hire and information distribution
- Managing precinct motions or requests including liaison with stakeholders to facilitate outcomes
- Preparation and distribution of agenda and minutes
- Maintaining online precinct profile on Council's home page
- Facilitation and meeting support of Combined Precinct Meetings
- Compilation and analysis of precinct motions reports
- Development of capacity building, networking and skills development opportunities

# Waverley Council precincts



# Waverley Council Precinct Policy

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DEPARTMENT  
**RCCP**

DATE ADOPTED BY COUNCIL  
**19 June 2012**

NEXT REVIEW DATE  
**June 2016**

# Precinct Policy

## 1. Introduction

### DEFINITIONS

In this document:

- “Council” means Waverley Council
- “Precinct areas” are geographical areas within the Waverley Local Government Area and formally recognised as a Precinct area by Council.
- “Precinct meetings” are a gathering of residents, land owners, business proprietors and local service representatives within a Precinct area who meet to discuss issues affecting their Precinct area.
- “Precinct Executive” means an office bearer of a Precinct Executive Committee, elected by the Precinct’s eligible voters at an AGM.
- “Precinct Executive Committee” is made up of at least one elected office bearer of a Precinct.
- “Convenor” is the main contact person and organiser of a precinct meeting who usually chairs the meetings.
- “Precinct member” is any person who attends a precinct meeting and has voting rights at that meeting.
- “Resident” is a person whose principal place of residence is within the precinct area.

### DESCRIPTION AND ROLE

Community engagement is a key part of Council’s decision making process. One important way of obtaining the community’s views is through the Precinct system, which was introduced in 1987.

Precincts meet regularly to discuss a range of issues that affect the local area and the broader Local Government Area.

Precinct meetings are voluntary and are administered by voluntary Precinct Executive Committees. Council expects Precinct meetings to:

- be broadly representative of their area
- engage in open and informed debate and commentary on local matters

- communicate with Council regularly to share the views of people in their area.

Representatives of Council and other relevant organisations may be invited by the Precinct Executive Committee to be involved in discussions relating to any proposed projects.

Precincts have a geographical basis and operate within their defined boundaries. This however does not prevent people attending meetings outside their own precinct area (although they are not entitled to vote in that precinct area). Precincts are not single issue resident action groups, nor are they dominated by any group with a specific political platform. The credibility and effectiveness of the Precinct system relies on the goodwill generated by Precincts being seen to be broadly representative of the Precinct area.

### PRECINCTS – INDEPENDENT COMMUNITY MEETINGS

Precinct Committees are independent recommending bodies and one of several sources of community opinion for Council. They do not constitute committees of Council as set out under the Local Government Act 1993 and the Local Government (General) Regulation 2005 and as such Council has no authority to direct them. Council values their contribution to community debate. Precincts do not represent Council, or make decisions or policy for Council. Recommendations made by Precincts are not binding on Council, but will be taken into account before decisions are made.

Precincts consider a range of local issues including:

- Development applications
- Major public works
- Traffic management proposals
- The maintenance, improvement or use of public parks, reserves and beaches
- Environmental issues
- Provision of community services and facilities
- Any proposed zoning changes affecting the council area
- Major Plans and Policies

Council cannot be responsible for, nor will Council necessarily endorse, the decisions, motions or views expressed by a Precinct.

Precincts have the right to address the relevant Council Committee about any aspect of their motions relating to items on the agenda of the Council Committee meeting.

Precinct meetings must not charge membership fees but may engage in fundraising activities.

### SCOPE AND EFFECTIVE DATE

Council's Precinct system operates according to this Policy, which is reviewed at least every four years.

This Policy applies to all Precinct Executives Committees, Precinct Members, Councillors and Council officers in the Waverley Local Government Area, and is complemented by procedures, codes and guidelines advised by Council to Precinct Executive Committees from time to time. This Policy is effective from 19 June 2012.

### LEGISLATION

Under section 8 of the *Local Government Act, 1993*, Council must:

- provide directly, or on behalf of other levels of government, after due consultation, adequate, equitable and appropriate services and facilities for the community and ensure that those services and facilities are managed efficiently and effectively
- facilitate the involvement of Councillors, members of the public, users of facilities and services and Council staff in the development, improvement and co-ordination of local government
- keep the local community and the State government (and through it, the wider community) informed about its activities
- have regard to the long term and cumulative effects of its decisions
- act as the custodian and trustee of public assets and effectively plan for, account and manage the assets for which it is responsible.

Precincts should observe all relevant State and Federal legislation as they conduct their business, including but not limited to the Work, Health and Safety Act, Anti-Discrimination, Privacy and EEO legislation.

### Harassment and Discrimination

Under the provisions of NSW Anti-Discrimination Act Council may be found liable for any acts of unlawful harassment, discrimination, vilification, and/or victimisation that occurs between members of the public on Council premises or at Council organised occasions. Accordingly, Council reserves the right to intervene to ensure that such acts do not occur on its premises. Precinct Committee members and attendees are reminded of their responsibilities as set out in the *Code of Practice for Precinct Executives* which is contained in the Precinct Handbook.

## 2. Precinct Objectives

The main objectives of Precincts are:

- to obtain and distribute information relevant to their Precinct area
- to encourage a close link between Council and the community by establishing and maintaining a two way flow of communication and information
- to encourage residents to actively participate in Council's planning and decision making relevant to their area by making recommendations to Council
- to alert Councillors about areas of concern in their wards and to provide community input to Councillors
- to assist Council to canvas residents' and other local views on issues and to maintain open and accountable government in the Waverley Local Government Area
- to improve each local Precinct area by providing a representative forum to discuss local issues
- to promote good working relationships with Council through its Councillors, staff and other members of the community
- to encourage positive and respectful interaction between community members.



# 3. Role of the Precinct Executive Committee

## RESPONSIBILITY

The Precinct Executive Committee is elected by Precinct members according to this Policy and among other activities is expected to:

- maintain the vitality of the Precinct system by holding Precinct meetings at least three times per year including an Annual General Meeting
- offer timely input to Council on issues affecting the amenity of the local Precinct area
- assist Council in formulating its programs by providing information about the needs of local Precinct areas
- encourage precinct residents, relevant stakeholders and Ward Councillors to attend meetings
- record minutes of decisions and issues expressed at meetings and to forward to Council a copy of the minutes and attendance sheets
- act between Precinct meetings under delegated authority of the Precinct, unless the Precinct decides otherwise.

## MEETINGS

The Precinct Executive Committee should encourage all residents, property owners, business proprietors and local service representatives in the Precinct to attend meetings by:

- ensuring that meetings are well publicised and adequate notice is given (at least seven days in advance)
- setting agendas that are relevant to local needs and stimulate interest in local issues and issues of broader concern. In setting the agenda for a meeting several standard items should be included (see Section 2, pg 2 of Precinct Operational Guidelines).
- ensuring meetings are conducted in accessible venues in an orderly and open manner, encouraging participation and the expression of a cross section of views.

The Convenor usually chairs the meeting. If the Convenor is unavailable, he/she should delegate this role to another member of the Precinct Executive Committee, usually the Secretary.

## COUNCILLOR ATTENDANCE

Ward Councillors should always be informed of Precinct meetings, and may attend precinct meetings held within their ward or outside their ward.

## POLITICAL CANDIDATES AT A PRECINCT MEETING

A Precinct meeting is a non political forum primarily attended by residents. Candidates for election at any level of Australian government are not permitted to campaign for votes unless they are specifically invited to participate in a 'Meet the Candidates' event listed on a meeting agenda (see Section 2, pg 26 of Precinct Operational Guidelines).

## PRECINCT MEETING ATTENDANCE RECORDS

The Precinct Executive Committee must monitor attendance at Precinct meetings by keeping attendance sheets at all meetings. This ensures monitoring of voting eligibility. Councillors and Council staff who attend are not entitled to vote, even if they are resident or would otherwise be entitled to vote in the Precinct (see Section 3 pg 30 of Precinct Operational Guidelines).

## QUORUM

The Precinct Executive Committee must ensure that the meeting has a quorum before it commences and during the course of the meeting. A quorum is **at least five Precinct members** who have voting rights including at least one member of the Precinct Executive Committee.

In the event a quorum is not reached, a discussion on issues can proceed however no motions can be voted on.

## COUNCILLORS AND STAFF AT MEETINGS

Councillors and Council staff who attend Precinct meetings:

- are able to contribute to the discussion of matters raised
- will not be counted in a quorum
- except for an Annual General Meeting as Returning Officer, are unable to act as Chairperson, or assume any other office bearer position on the Precinct Executive Committee
- are unable to set the agenda and propose or second motions or recommendations
- are not entitled to a vote.

This applies even if they are precinct residents, landowners or business proprietors.

## WHO CAN VOTE

The Precinct Committee must keep an accurate record of voting at meetings and ensure that only those eligible to vote take part in the procedure.

To be eligible to vote a person must be at the meeting, 16 years of age or older

and:

- be a resident of the Precinct area

or:

- be a non-resident, and own residential property in the Precinct area. Non resident residential property owners are entitled to a maximum of one vote per person, regardless of the number of properties they own in the Precinct. Where there is combined, non-resident ownership (either as joint tenants or tenants in common) of a residential property in the Precinct, only one owner may vote at a Precinct meeting, not one vote for each combined owner.

or:

- be a non-resident, (including owners or tenants of commercial property, schools, local services and non-government agencies located in the Precinct area) and given voting privileges for the meeting, subject to the concurrence of the Precinct meeting. Non-resident owners or tenants of commercial properties are entitled to a maximum of one vote per person. Where there is combined, non-resident ownership or tenancy (either as joint tenants or tenants in common) of a commercial property, only one owner/lessee may vote at a Precinct meeting, not one vote for each combined owner/lessee. If more than one representative of either a school, local service or non-government agency attend the meeting, only one representative of that organisation can vote.

There are no circumstances where more than one vote can be given to a person (see section 1 pg 22 of Precinct Operational Guidelines for examples that illustrate the application of this section on voting rights).



## Conflicts of interest

- Prior to discussion on any item where they may have, or be perceived to have, a conflict of interest, the Precinct Executive and Precinct members must declare and have this interest noted. This declaration is to be included in the meeting minutes (for more information please refer to Council's Code of Practice for Precinct Executives pg 15 and Section 3 pg 29 of precinct Operational Guidelines).

## MEETING DOCUMENTS

### Minutes

The Precinct Executive Committee must record minutes of meetings including all motions and decisions made.

Where votes are taken on a motion, the minutes will record whether the motion was carried or not carried. The numbers for and against the motion will not be included in the minutes of the meeting unless a counting of the votes is requested by a Precinct member, in which case the number of votes 'For', votes 'Against', and abstentions will be recorded in the minutes (see Code of Conduct for Precinct Executives pg 4, and Section 3 pg 17 of Precinct Operational Guidelines).

Minutes containing content which may cause offence or which might be slanderous or defamatory will not be posted on Council's website.

### Meeting document templates

Council has developed a set of templates, training resources and meeting procedures for use in resourcing and supporting Precinct meetings (see Appendices for examples of these templates including a minutes template).

## COMMUNICATING PRECINCT MOTIONS TO COUNCIL

### Precinct motions & requests

During the course of a precinct meeting, certain issues or requests may arise which the precinct would like Council to consider. These may be presented in the form of:

#### 1. General requests/actions items, noted on the action list or in the minutes

Precincts are asked to separately record requests for Council information/action in precinct actions sheets provided to each meeting by the Community Consultation Coordinator. Precincts are required to forward these to Council **within one week after the**



**meeting.** This allows precincts to focus on 'actionable items' in the first instance, giving Council time to respond without having to submit minutes at the same time.

## 2. Motions

A motion is a formal proposal, placed before a Precinct meeting, that an action be taken, or that the meeting express an idea or opinion about something. If the motion is carried (that is if more people vote in support of the motion than against) it then goes through a certain procedure of follow up.

Motions often require Council to consider policy or resource allocations. Motions passed at Precinct meetings are considered by Council but are not binding on Council (see Section 3 pg 31 for motion followup process).

## 3. Letters sent by Precinct Executives

Precinct Executives sometimes choose to write a letter to the General Manager about a range of issues or a motion raised at a Precinct meeting.

The Precinct Executive should forward a copy of all correspondence with Council to the Community Consultation Coordinator.

## 4. Precinct motions requiring Councillor attention

From time to time Precincts may endorse motions requesting that Councillors take certain action or vote in a particular direction on issues. Such motions are to be forwarded to Councillors by the Precinct Executive Committee with a copy of all correspondence sent to the Community Consultation Coordinator

## ANNUAL GENERAL MEETINGS

The Precinct Executive Committee must ensure that Annual General Meetings (AGMs) are held incorporating annual elections of Precinct Executives. Precincts must hold AGMs between the beginning of April and the end of May each year, unless otherwise agreed with the Community Consultation Coordinator (see Appendices for AGM Running Sheet).

## OPERATION OF PRECINCT EXECUTIVES BETWEEN MEETINGS

Unless a Precinct decides otherwise, Precinct Executives can act under delegated authority between Precinct meetings. They must report on the decisions and motions they have made and actions they have taken at the next available Precinct meeting so that the decisions, motions and actions may be ratified by the Precinct members who are eligible to vote. If the decisions and or actions are not ratified, the Precinct meeting will decide what actions must then be taken.

Minutes must be taken of all meetings of Precinct Executive Committees which are held between Precinct meetings. These minutes must be tabled for adoption at the next Precinct meeting.

## 4. Composition of Precinct meetings

Precinct meetings are open to the public and broadly representative of the residents within the Precinct boundaries.

## ELECTION OF PRECINCT EXECUTIVES

Precinct Executives are elected at the Annual General Meeting and must include a minimum of one person, being the Convenor. All Precinct Committee Executive positions can be shared and the election of Co-Convenors for example is encouraged to help share the work load. From time to time other Precinct members can be co-opted to positions on the Executive Committee at the concurrence of the meeting.

Voting for each position is done by a show of hands from those eligible to vote or, if so requested by any person eligible to vote, by secret ballot. In the event that votes are equal after a secret ballot, the position will be decided by a draw from a hat.

Nominators must be 16 years of age or older and

- be a resident of the Precinct area

or:

- be a non-resident, and own residential property in the Precinct area.

All those nominated must be present or provide a written nomination signed by both the nominee and nominator.

Nominees must be 16 years of age or older and

- be a resident of the Precinct area

or if there are no nominations from this category, nominations can be received from individuals who satisfy the following criteria:

- be a non-resident, and own residential property in the Precinct area.

Tenants or owners of commercial property in the Precinct area cannot be nominated for a position on the Precinct Committee, unless they also reside in the Precinct area or own residential property in the Precinct area.

### **PRECINCT SUB COMMITTEES**

A Precinct meeting may decide to establish one or more sub committees to assist them in their work. The Precinct meeting will elect members of any sub committee in the same way as Precinct Executives.

If established, a Precinct sub committee will elect a Chairperson. The Chairperson of a Precinct sub committee will be responsible for ensuring the sub committee meets as required and reports on its discussions to the next Precinct meeting.

When a Precinct meeting establishes a sub committee, and unless a Precinct decides otherwise, this committee is understood to have the delegated authority to make decisions and/or take actions between Precinct meetings.

The Precinct sub committee must table the minutes of all sub committee meetings and the results of any action taken, and present a brief report with the opportunity for questions to the next Precinct meeting. If the decisions and or actions of a sub committee are not ratified at this next meeting, they will lapse.



## **5. Combined Precincts meetings**

Combined Precincts meetings are meetings of representatives of all the Precinct Executive Committees in the Waverley Local Government Area. These are organised by Council at least twice a year. Combined Precincts meetings may pass motions on issues affecting all Precincts.

Each Precinct Executive Committee is able to nominate two voting representatives to the Combined Precincts meeting. Additional representatives from any Precinct Executive Committees can attend but each Precinct is only allowed two voting representatives. The nomination of the voting representatives is the first item on the agenda of the Combined Precincts Meeting. Proxy votes will not be accepted.

Except as specified in this section, Combined Precincts meetings will be conducted in the same way as Precinct meetings. Agendas and minutes are public documents and will be made available on Council's website (see Section 1 pg 22 of Precinct Operational Guidelines).

### **PRECINCT REVIEW COMMITTEE (PRC)**

At the first meeting of the Combined Precincts meeting of each calendar year, a subcommittee of the Combined Precincts Group (known as the Precinct Review Committee) is to be established comprising Precinct representatives from different precincts.

Issues considered by the Combined Precincts Meeting that cannot be resolved or require further input are to be referred to this subcommittee for consideration and reporting back to the next scheduled Combined Precincts Meeting.

1. The PRC operates as an advisory and reference group of the Combined Precincts in developing, promoting and mediating between and within the Precincts:

a) to assist in the development of training and support for Precinct Executives to perform their roles

b) to assist in promoting an increased community awareness of and participation in the Precinct system by different groups (e.g. young people, people from a non-English speaking background)

c) to assist in review, improvement and clarification of Waverley Council's Precinct Policy

- d) to provide consultation and ideas on any matters referred by the Combined Precincts
- e) to assist in conflict and dispute resolution between and within Precincts when referred by the Combined Precincts.
2. The PRC will consist of a minimum of four members and a maximum of six members.
  3. A PRC meeting needs at least 75% of elected members to be present for a quorum (i.e. 3 members for a 4 or 5 member PRC and 4 members for a 6 member PRC).
  4. Members of the PRC are elected for a period of twelve months by those eligible to vote at the first Combined Precincts meeting each calendar year. People nominated for election must have agreed to stand before they can be elected. All those nominated must be present or provide a written nomination signed by both the nominee and nominator.
  5. Issues considered by the Combined Precincts Meeting that cannot be resolved are to be referred to the PRC for consideration and reporting back to the next scheduled Combined Precincts Meeting. The PRC will meet as required.

In addition to the PRC the Combined Precincts may decide to establish other specific subcommittees to act as advisory or reference groups.

## 6. Council's role in the Precinct System

Waverley Council has supported the precinct system for over 20 years. Council is committed to community engagement in its planning and decision making processes.

### SUPPORTING PRECINCTS

Council acts as a facilitator for the Precincts through the Community Consultation Coordinator by providing information and support necessary for Precincts to make informed decisions. This role ensures that a 2-way communication flow between Council and precincts is maintained. The Community Consultation Coordinator keeps in regular contact with all Precincts to offer appropriate support (see Section 1 pg 23 of Precinct Operational Guidelines).



Council assists with the printing and distribution of minutes and agendas, meeting venue bookings and the provision of computer and projector equipment.

### Dedicated Precincts' webpage

Council maintains an up to date dedicated section on Council's website containing precinct information and individual precinct profiles including Precinct meeting agendas, minutes received by Council, current Precinct Executive contact details and Council Response Reports to Precinct Motions.

### RECOGNISING THE WORK OF PRECINCTS

Council is committed to recognising the achievements and contribution of precincts and from time to time will arrange a special function in recognition of their work.

### REFERRING MATTERS TO PRECINCTS FOR THEIR CONSIDERATION

Council invites input and feedback from precinct meetings on a number of relevant issues.

#### Matters referred to Precincts

Council refers the following matters to relevant Precincts for information/consideration:

- Information on Council events/activities including consultation events, new initiatives, parks/open spaces and major development planning activities
- Council's draft Corporate Plans and Policies which are on public exhibition
- Major public works proposals
- Any proposed classifications or reclassifications of public land acquired or transactions relating to community land (in accordance with requirements under the Local Government Act)
- Any proposed zoning changes including Local Environmental Plans, proposed Development Control Plans and other planning policies and instruments

## **Development Applications referred to Precincts**

- Council notifies all Development Applications, with the exception of exempt and complying development, to the relevant Precinct Executive Committees for consideration.
- Adopted Precinct motions relating to Development Applications are sent via Records for registration to the appropriate designated Officer. They are then dealt with in the same way as other Development Application submissions.

Precincts must communicate their recommendations on Development Applications to Council within the nominated time frame for comment.

## **MEETING AGENDA NOTICES AND ADVERTISING**

Precincts should submit all notices and advertisements of Precinct meetings to the Community Consultation Coordinator no later than 20 days prior to the Precinct meeting date, or the required print deadlines, whichever is earlier. Council reserves the right to alter the content of notices and advertisements in consultation with the Precinct Executive Committee.

Where Council suggests changes to the content of the notice or advertising, the Community Consultation Coordinator will inform the Precinct within five working days after receipt of the notice or advertising.

If the Council and the Precinct cannot reach agreement, Council reserves the right not to publish and distribute Precinct notices or advertising.

If the precinct wishes to proceed with the notice, Council reserves the right not to fund the printing and distribution of such notice.

### **Meeting dates and times**

Precinct Convenors/Executives organise their meetings dates in advance. Some Precincts choose to meet three times per year, others meet six times per year. At the beginning of each calendar year all Precinct meeting dates/times are determined and advertised on Council's website. Changes to pre-scheduled Precinct dates should be avoided as much as possible.

### **Meeting Venues**

Precinct meetings are held at a venue usually within the respective precinct boundary. The venue is chosen by the Precinct Executive Committee.

## **COUNCIL'S RESPONSE TO PRECINCT REQUESTS/MOTIONS**

### **Operational/action requests**

Where a Precinct makes an operational/action request in Service Desk, the appropriate Council officer assesses and responds to the request.

The Community Consultation Coordinator or Precinct Executives will check the status of the request in Service Desk prior to the next Precinct meeting. The Response Report prepared by the Community Consultation Coordinator will include a status report on each Service Desk request in order to provide an update to the relevant meeting. The Community Consultation Coordinator also records all requests and motions on the data spreadsheet by precinct and meeting date for tracking and reporting purposes.

### **Policy motions/recommendations**

Where a Precinct makes a recommendation about changing Council's policies and procedures, or makes a submission concerning a Development Application, Development Control Plan, or other proposal, the Community Consultation Coordinator will refer the motions to the appropriate Council officer (see Section 3 pg 6 for process followed for motions about changing Council's policies/procedures and that may have resource implications).

### **For a motion or submission concerning a Development Application**

The Community Consultation Coordinator will forward motions or submissions on DAs to Council's Records Department for registration and referral to the appropriate Council Officer.

The officer will consider the motion/submission before making a decision, or note where a decision is to be made by Council Committee or Council meeting or another body.

### **For a submission concerning any plans or policies on exhibition**

The Community Consultation Coordinator will forward all such submissions to Council's Records Department for registration and referral to the appropriate Council Officer.

The officer will consider the submission before making a decision, or note the submission where a decision is to be made by Council Committee or Council meeting or another body.

## USE OF EMAIL GROUPS AND WEBSITES

Social media is a complement to the traditional tools of community consultation, including the precinct system. As a government agency, Council is not connected to or associated with any resident driven social media forums or email groups and these groups and web pages should not include Council's logo.

Waverley Council does not publish information that is posted on these sites. Council has no responsibility for moderating these sites.

If any such precinct sites are set up, Council requires they contain a disclaimer stating that Waverley Council is not involved with the site or associated email group. The following disclaimer is to be used on such sites:

*"This group is run by residents, ratepayers and other interested parties for their benefit. It is not administered by Waverley Council and Waverley Council in no way endorses or is responsible for any material published on this website. Any information such as email addresses or postings is covered by the relevant privacy policy and applicable laws".*

As per Council's Privacy Management Plan (2007) these email groups must not use precinct meeting attendance sheets to source members for these sites.

### Performance Information

The Community Consultation Coordinator collects and regularly reports on information about the operation of the Precincts. This information appears in regular reports on Council's Operational Plan (see Section 1 pg 24 of Precinct Operational Guidelines).



## 7. Reviewing the status of a Precinct

Every effort is made by Council through the Community Consultation Coordinator to ensure Precincts remain active and effective consultative bodies. Council recognises that precincts are operating as voluntary committees and extends support to ensure each precinct continues to exist and operate effectively.

A set of criteria has been established to help Council guide Precincts to develop and maintain best practice meeting structures. These include that Precincts:

- hold at least three meetings a year, including an Annual General Meeting
- have a quorum for at least three out of four consecutive meetings
- demonstrate that it is broadly representative of the Precinct area
- demonstrate that persons from at least 10 separate, unrelated resident households have attended meetings in a 12 month period
- consistently provide Council with copies of meeting minutes, attendance sheets or other meeting documents as set out in this Policy
- substantially comply with this Policy or any operational guidelines under this Policy.

If the Precinct has difficulty in meeting any or all of these criteria, the Community Consultation Coordinator may place the matter on the agenda of the next Combined Precincts meeting which may decide to refer the matter to the Precinct Review Committee. Any recommendations made by either the Combined Precincts or the PRC will then be referred to Council for consideration. The Community Consultation Coordinator will coordinate the implementation of Council's decision in consultation with the Combined Precincts and the precinct in question.

Recommended actions may include:

- consider supporting the Precinct as an online forum or email group as an interim measure allowing time for the Precinct to regroup
- vacating some or all Precinct Executive positions and conducting new elections
- suspending the Precinct for a definite or indefinite period
- winding up the Precinct
- ceasing to recognise the Precinct
- merging the Precinct with another Precinct
- other actions considered appropriate by the Combined Precincts Meeting or the PRC.

## MERGERS

Where it has been recommended that a Precinct merge with another Precinct, and Council has approved that recommendation, the Precinct Executive of the first Precinct (or, where there is no Precinct Executive, Council) will contact the Precinct Executive of the other Precinct to initiate merger discussions.

If there is no agreement in favour of a merger within three months of Council's approval, Council may request the winding up of the first Precinct or take such other action as it sees fit.

# 8. Dispute Resolution

## DISPUTES BETWEEN PRECINCT EXECUTIVES

The successful operation of a Precinct needs the support of residents, other Precincts and Council staff. If difficulties arise a simple, effective, timely and objective dispute resolution process is needed.

Where the Executive of a Precinct is unable to resolve a matter with the Executive of another Precinct, they will refer the matter to Council's Community Consultation Coordinator.

If the Community Consultation Coordinator is unable to resolve the matter, a meeting of representatives from the Executive of both Precincts, and either the Community Consultation Coordinator or their Divisional Manager is convened to discuss and, if possible, resolve the matter.

If resolution is not possible, the Community Consultation Coordinator will call a meeting with the Precinct Review Committee.

## DISPUTES WITH RESIDENTS

If a resident has an issue with their local Precinct group they are unable to resolve, the resident can, or the Precinct Executive should, refer the matter to Council's Community Consultation Coordinator.

If the Community Consultation Coordinator is unable to resolve the matter, that officer will arrange for the resident and a representative from the Precinct Executive to meet with the Precinct Review Committee and the Community Consultation Coordinator and/or their Divisional Manager to discuss and, if possible, resolve the matter.

If the matter cannot be resolved by the Precinct Review Committee, the Community Consultation Coordinator will prepare a report for Council's General Manager on the matter.

The General Manager may request the Precinct Executive and or the resident to take particular actions to resolve the matter. This procedure does not preclude a resident from taking a matter directly to their Ward Councillors or any other Councillor or to the General Manager.

## DISPUTES INVOLVING COUNCILLORS

At a meeting where a Councillor's behaviour is considered to be inappropriate by the Precinct Executive, the Chairperson of the precinct meeting is to draw to the attention of the Councillor, Council's *Code of Conduct For Councillors*.

The meeting Chairperson may also refer the matter to the General Manager.

## DISPUTES INVOLVING COUNCIL OFFICERS

Where a Precinct Executive is unable to resolve an issue with a Council officer, they will refer the matter to Council's Community Consultation Coordinator, who will arrange to consult internally with the Divisional Manager and then refer the matter to the appropriate Director.

The Community Consultation Coordinator will notify the Precinct Executive of the result of this meeting. If agreement cannot be reached after the meeting, the Community Consultation Coordinator will prepare a report for Council's General Manager on the matter. The General Manager may request the Precinct Executive and or direct Council officers to take particular actions to resolve the matter.

Where a Council officer is unable to resolve an issue with the members of a Precinct Executive Committee, the officer should advise their Director, who should notify Council's Community Consultation Coordinator.

The Community Consultation Coordinator will arrange a meeting with the officer, their Director and representatives of the Precinct Executive Committee.

If no agreement is reached, as a result of this meeting, the Community Consultation Coordinator will prepare a report for Council's General Manager on the matter. The General Manager may request the Precinct Executive Committee and or direct Council officers to take particular actions to resolve the matter.

# Code of Practice for Precinct Executives



# 1. Introduction

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Waverley Council aims to ensure that Councillors, staff and all those who work with or are associated with Council adopt the highest ethical standards.

The Waverley Precinct System operates under the auspice of Council and is independent from Council in its activities and decision-making. As a Council supported initiative, we want to make sure that Precinct members, particularly Precinct Executives act with integrity, honesty and fairness.

The intention of this Code is to strengthen the role and functions of Precincts and public perceptions surrounding their activities.

This Code outlines responsibilities in areas such as relationships with other Precinct members (including casual meeting attendees), Councillors and Council staff, conflicts of interest, and management of information.

## 2. Key Responsibilities

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When attending a Precinct meeting or carrying out other activities on behalf of the Precinct, you are responsible for your own good conduct.

Precinct Executives should:

- be inclusive and courteous to the public, Council staff and Councillors and other Precinct members;
- help create an environment that is free of harassment and discrimination;
- show respect to all other members of the Precinct meeting including new members; and
- approach their involvement in precinct activities with honesty and integrity.

Each Precinct has at least one Executive member, the Convenor. Precinct Executive members must comply with the *Waverley Council Precinct Policy and Operational Guidelines*.

## 3. Conflicts of Interest

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A conflict of interest arises when your own interests, or those of people or organisations close to you, conflict with your obligations to the precinct members and to Council.

People attending Precinct meetings will have interests in the matters under consideration, as Precincts are made up of residents, property owners, workers and students who live or work in the area. This interest is understood and would not need to be disclosed.

However, you and Precinct members must declare an interest in a matter that goes beyond what would be generally considered impartial. In particular, if you are a member of the Precinct Executive Committee, you need to ensure that any interest you may have in a matter does not influence, and could not be perceived as influencing, the way in which a matter is discussed or any decision made by the Precinct.

Some examples might help clarify what must be declared.

For example:

1. If a proposed development is next door to a Precinct Executive member and they wish to raise the matter at a Precinct meeting, they must declare a personal interest and temporarily step down from their position during discussion of the item. This protects Executive members from any claim of bias and allows for free discussion of the item with their active participation. The declaration of interest by Precinct Executive members also protects the reputation of the Precinct. Declarations ensure that people can be confident that the personal interests of the office bearer do not unduly influence the decisions of the Precinct meeting.
2. A Precinct Convenor or Chairperson of a Precinct meeting could also be considered to have a conflict of interest if they misuse their position, because of an interest, to inappropriately direct discussion or not allow free discussion of a matter.
3. In addition a Precinct Secretary could be considered to have a conflict of interest if they, because of an interest, inaccurately record the minutes.

When a Precinct Executive member or someone attending a Precinct meeting makes a disclosure of a conflict of interest (declaration), the Secretary will record, in the minutes,

- who declared the interest and the general nature of the interest declared and
- the point at which the Officer Bearer steps down and then resumes his/her position and a summary of actions, if any.

Similarly, Precinct Executive members you should not accept gifts or benefits from a third party (e.g. external agency or developer) that could appear to gain someone an advantage or be seen to influence them in their role/activities.

## 4. Confidential and Personal Information

As a Precinct member or Office Bearer, you may deal with confidential or personal information obtained by Council or the Precinct Executive Committees. If so, we ask that you maintain the security of any confidential or personal information and not access, use or remove any information, unless you are authorised to do so as part of your Precinct responsibilities.

Office bearers will ensure attendance records and recording of minutes are maintained in accordance with the *Waverley Council Precinct Policy and Operational Guidelines*.

## 5. Council Resources

Council resources should only be used for Council approved precinct purposes.

Council resources include materials, equipment, documents, records, data and information.

You must use Council resources, ethically, effectively, efficiently and carefully in the course of your role as a Precinct Executive member, and must not use them for private purposes.

## 6. Public Comment

From time to time, the media may contact Precinct members for information or comment.

If the Precinct meeting has determined a matter, you can as a Precinct member, speak on behalf of the Precinct if you are authorised to do so by the Precinct. If the matter has only been discussed, but no determination made, you can express your views but not the views of the Precinct meeting.

While you may speak as a member of the public, or as a representative of the Precinct, you must not make any public statement to the media or at public events that would lead someone to believe that you are speaking on behalf of Council or expressing its views or policies.

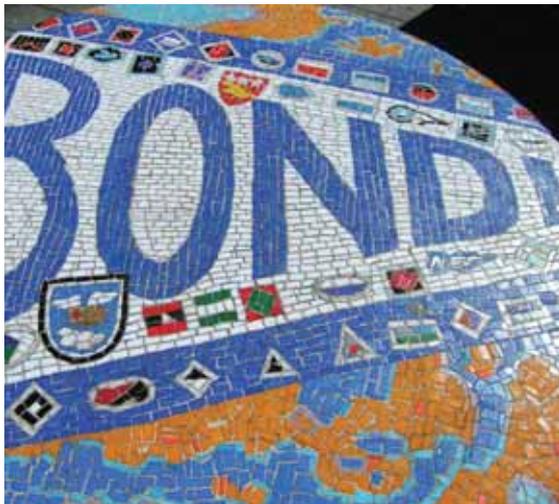
Precinct Executives and Precinct members need to be aware that they are personally responsible if any material they distribute is considered to be defamatory or they make defamatory comments. Council cannot be held responsible for the remarks of individual Precinct Executives or Precinct members.



## 7. Alcohol and Drugs

We ask that you do not participate in Precinct meetings while under the influence of alcohol or other drugs that could impair your ability to make informed decisions or cause danger to the safety of yourself and/or others.

If your Precinct serves or provides alcohol as a refreshment option at your meeting, please ensure that it is served responsibly. Providers of alcohol must prevent drunkenness and minors from accessing liquor, and must understand that irresponsible liquor practices may lead to problems both on and off the premises.



## 8. Recording of Minutes

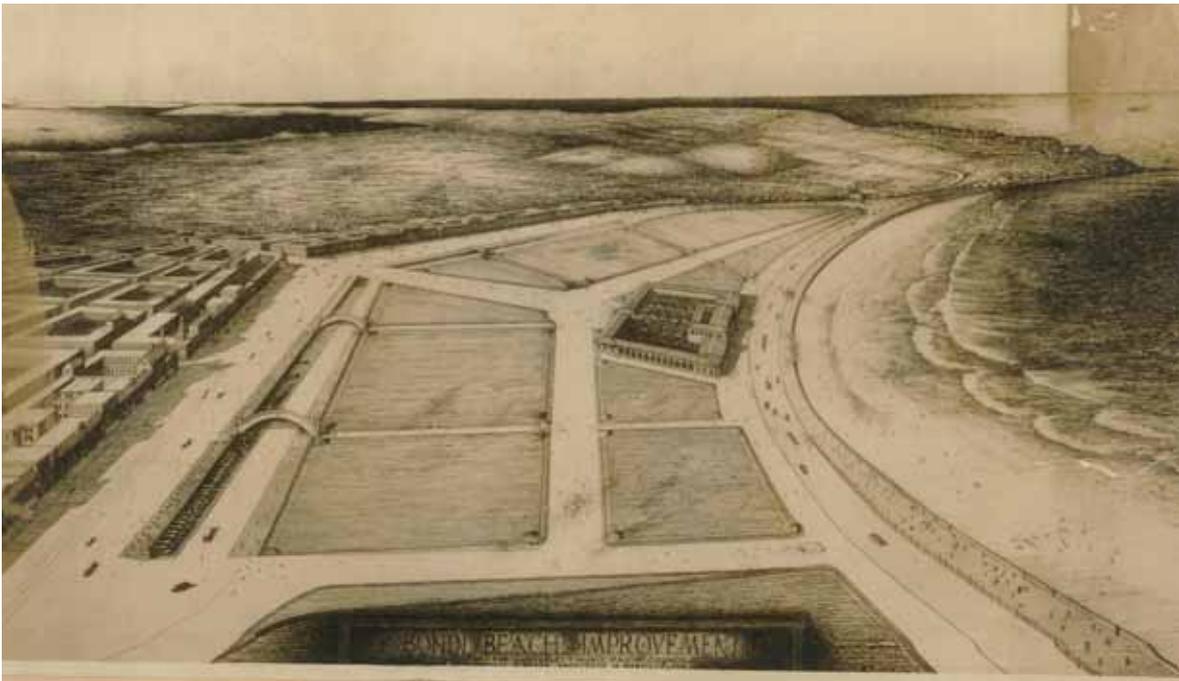
The Secretary is responsible for accurately recording any decision of the Precinct meeting.

When motions are moved and seconded, names should be recorded in minutes or summaries of actions arising; rather than initials used in accordance with the *Waverley Council Precinct Policy and Operational Guidelines*.

Precinct Executives may choose to audio record meeting proceedings for the sole purpose of assisting with the preparation of minutes. Prior to the commencement of the meeting the meeting Chairperson needs to inform the meeting of his/her intention to do so and seek the meeting's unanimous approval. The minutes of the meeting once confirmed prevail over any audio recording.

In the event of an allegation being made at a precinct meeting, no identifying information e.g. names or addresses should be included in the minutes. The minutes should record the nature of the complaint and general location (if applicable) and that the matter will be referred to the appropriate Council Officer. Minutes that may cause offence or contain slanderous or defamatory comments will not be posted on Council's website.





# Operational Guidelines

## Section 1



## Precincts & how they are structured



# Introduction

The Precinct Operational Guidelines aim to assist in making the Executive Committee and precinct meetings operate as effectively as possible. They should be read in conjunction with the Precinct Policy and Code of Practice included in the Precinct Handbook. The Operational Guidelines also explain how to use the document templates in the Appendices. The Guidelines include handy and time saving tips about how to:

- Facilitate effective meetings
- Write good minutes
- Develop interesting agendas

## What Precincts do

Precincts are a voluntary group of residents, run by residents themselves, who live within the boundaries of a Council recognised precinct area. Precinct meetings are public meetings and everyone is welcome. They meet regularly to discuss matters of concern/interest to the local area.

Precincts are not single issue groups; nor are they dominated by any group with a specific political platform. The credibility and effectiveness of the Precinct system relies on the goodwill generated by Precincts being seen to be broadly representative of the views of residents and other local views of the Precinct area.

They have a charter of open and informed debate and commentary on matters affecting their area. They are recommending bodies/committees and a source of community opinion for Council. Decisions made by Precincts are not binding on Council.

### OBJECTIVES OF PRECINCTS

As outlined in the Precinct Policy, the objectives of Precincts are:

- to obtain and distribute information relevant to their Precinct area
- to encourage a close link between Council and the community by establishing and maintaining a two way flow of communication and information
- to encourage residents to actively participate in Council's planning and decision making relevant to their area by making recommendations to Council

- to alert Councillors about areas of concern in their Wards and to provide community input to Councillors
- to assist Council to canvas residents' and other local views on issues and to maintain open and accountable government in the Waverley Local Government Area
- to improve each local Precinct area by providing a representative forum to discuss local issues
- to promote good working relationships with Council through its Councillors, staff and other members of the community
- to encourage positive and respectful interaction between community members.

### PRECINCTS MEET THEIR OBJECTIVES THROUGH:

- The work of the Precinct Executive and other designated positions on the Committee
- Precinct meetings involving the local residents.

## How are Precinct Executive Committees structured

### COMPOSITION OF THE COMMITTEE

A Precinct Executive Committee must consist of at least one person, being the Convenor, but the usual practice is four people, which assists in sharing the workload.

These are:

- The Convenor
- The Secretary
- The Development Application representative
- The Traffic representative

However, some Precincts have larger committees to handle the volume of issues in the area more effectively with representatives delegated to handle single areas of concern.

To allow development of all members and encourage full participation, it is suggested that a Precinct Executive who has held office for two continuous years should not nominate for a Precinct Executive position unless there are no other nominees.

As far as possible an individual should only hold one Precinct Executive position at a time. Where there is more than one nomination for Precinct Executive positions, a person should only be elected to the one position.

A person elected as a Precinct Executive Committee member in one Precinct cannot be elected and serve as a Precinct Executive Committee member in another Precinct at the same time.

The Precinct Executive Committee should, where possible, rotate the roles of Convenor and Secretary at least bi-annually, to allow development of all members and encourage full participation. Elected Councillors and Council staff cannot hold Precinct Executive Committee positions.

## **ROLE OF THE PRECINCT EXECUTIVE**

As outlined in the Precinct Policy, the role of Precinct Executives is to:

- maintain the vitality of the Precinct system by holding Precinct meetings at least three times per year including an Annual General Meeting.
- offer timely input to Council on issues affecting the amenity of the local Precinct area.
- assist Council in formulating its programs by providing information about the needs of local Precinct areas.
- encourage precinct residents, relevant stakeholders and Ward Councillors to attend meetings.
- record minutes of decisions and issues expressed at meetings and to forward to Council a copy of the minutes and attendance sheets.
- act between Precinct meetings under delegated authority of the Precinct, unless the Precinct decides otherwise.

NB: Where Precinct Executives act under delegated authority they must report on the decisions they have made and actions they have taken at the next available Precinct meeting so that the decisions/actions may be ratified by the Precinct's members who are eligible to vote. If the decisions and/or actions are not ratified the Precinct will decide what actions must then be taken.

## **PRECINCT EXECUTIVE COMMITTEE ROLES**

### **1. Convenor**

The role of the Convenor of Precinct meetings is similar to the roles played in many community groups. These include the following:

- Being the main contact person for the Precinct for residents, Councillors and Council staff.
- Organising the Precinct meetings, together with the Secretary.
- Chairing Precinct meetings.
- Taking the leadership role in the meetings in ensuring the Objectives of Precincts are met.
- Ensuring that other members of the Executive or other designated positions on the Committee carry out their roles effectively.
- Usually being the main media spokesperson for the group. Ensure that any comments are, overall, reflective of the precincts' stance on a particular issue and do not give personal opinions if being quoted as a representative of the precinct.

Preparing and effectively chairing meetings are covered in more detail later in section 2 and 3 of Precinct Operational Guidelines.

### **2. Secretary**

The Secretary's main role is administrative and may include the following:

- Working with the Convenor to organise the Precinct meetings.
- Taking minutes at the Precinct meetings and ensuring that they are sent to Council in a timely manner.
- Ensuring that there is an attendance sheet at the meeting and that it is filled in and a copy attached to the minutes when they are sent to Council.
- Keeping a record of correspondence in and out and ensuring that the correspondence is tabled at the Precinct meeting. A list of correspondence tabled or received does not need to be minuted.
- Keeping the official records of the Committee. This may include membership information, correspondence, reports etc.
- Checking minutes before they are forwarded to the Community Consultation Coordinator for distribution ensuring that the motions/ actions carried at the meeting are recorded as clearly as possible.

- Preparing meetings and minuting them effectively are covered in more detail later in these guidelines.

### **3. The Development Application (DA) Representative**

The DA representative's primary role is to gather facts about any DAs that may be of interest, in order to report back to the precinct members. A DA representative has no decision making powers and the information they gather on DAs by inspecting the plans is to be presented for discussion and consideration by the precinct members.

The role may include:

- Studying the list of DAs sent to them that are relevant to the Precinct and think about those that are likely to have an impact in the Precinct.
- Accessing the DA files and any reports relating to them (such as Environmental Impact Statements). Current DAs are available at the Planning Counter, 55 Spring St and online at Council's website. Old DAs are held at Chambers, but can be requested through 55 Spring St.
- Gathering information on Development Applications which can be obtained by calling the Planning Duty Officer on 9369 8484.
- Preparing a short report for the Precinct meeting on the potential impacts – both positive and negative – and any possible actions Council could take to ameliorate negative impacts.
- Presenting this report to the Precinct meeting and facilitating the discussion of the DAs together with the Convenor. They should ensure that copies of relevant plans, reports etc, have been made and are presented with their report at the meeting.
- Checking on the progress of DAs through the Development Control Committee and reporting on this to the Precinct. This can be done online OR by phoning the Planning Duty Officer (9369 8484) OR by going to 55 Spring St.

NB: Where the notification period for a DA is over before the next Precinct meeting, the Executive can discuss the DA and forward a comment /objection/letter to the Planning Department on behalf of the Precinct.

### **Following up DAs on behalf of precincts**

For "major" DAs (i.e. significant developments) the precinct's DA representative can send the Area Managers an email to request an update so that the Precinct can be kept informed.

For Bondi & Hunter Wards - Area Manager, North Development Assessment Division.

For Waverley and Lawson Wards - Area Manager, South Development Assessment Division.

For other DAs (e.g. houses, alterations to multi-unit, commercial, retail, footpath seating etc), the precinct's DA representative can contact the Customer Service Centre or the Duty Officer for updated information. DA progress can also be tracked online at Council's website where relevant information/reports relating to each DA are available.

### **4. The Traffic Representative**

The role of the Traffic representative is to:

- Read the agenda and minutes of the Waverley Traffic Committee and see what issues brought up there have an impact in the Precinct and which need to be brought to the Precinct Meeting for information or discussion.
- Identify any other traffic matters that may be relevant by checking Council's website.
- Search past minutes on Council's web site to see if the item/issue has gone to the Traffic Committee previously and whether there is a solution /works proposed date of implementation OR whether it may have been refused and the reasons for this.
- Present a clear report combining these two elements highlighting any areas that are for discussion at the Precinct Meeting.



## 5. Precinct Sub committees

A Precinct Executive Committee may decide to establish one or more sub committees to assist them in their work.

- Sub committees elect a chairperson who is responsible for ensuring the sub committee meets as required and reports on its discussions to the next Precinct meeting.
- Any motions from a Precinct sub committee must be voted on by the Precinct meeting and the result recorded in the minutes of the Precinct meeting.
- The Precinct sub committee only has delegated authority to make decisions and/or take action between Precinct meetings if the Precinct specifically delegates this authority by a vote of the Precinct. In this case, the sub committee must report on the decisions they have made and actions they have taken at the next available Precinct meeting so that the decisions/actions may be ratified by the Precinct meeting. If the decisions and/or actions are not ratified the Precinct meeting will decide what actions must then be taken.

## VOTING AT A PRECINCT MEETING

Voting eligibility is defined in the Precinct Policy (see pg7–8). Here are some examples to illustrate the application of the Precinct Policy section on voting rights:

**CASE 1:** A group household consisting of five residents attend the precinct meeting and would like to vote at the AGM. How many votes can they have?

**Answer:** Each person is entitled to one vote each.

**CASE 2:** A mother and daughter attend the precinct meeting. They used to live in the precinct but have both moved to Coogee. They share ownership of the house they once lived in but now use this as a **residential** investment property. How many votes?

**Answer:** Only one person is entitled to vote, either the mother or the daughter.

**CASE 3:** A couple sign the attendance sheet and want to vote. They have two properties in the precinct, one residential investment property and one property they reside in. The two tenants who share the rent of the investment property are also in attendance. How many votes can the owners and the tenants have?

**Answer:** Each person is entitled to one vote each. The couple receive one vote each and the tenants receive one vote each.

**CASE 4:** A precinct meeting attendee, who lives in the precinct, is part owner of two residential properties and full owner of one commercial property in the precinct. How many votes can this person have?

**Answer:** This person is entitled to one vote.

**CASE 5:** The lessee of one of the local cafes has turned up at the meeting. He doesn't own or rent residential property in the precinct. Does he/she get a vote?

**Answer:** This person is entitled to one vote but only at the concurrence of the meeting.

**CASE 6:** Four people (two couples) individually own four houses in the precinct as residential investment properties. How many votes do they get?

**Answer:** They are entitled to one vote each (i.e. a total of four votes)

**CASE 7:** Two people own four residential investment properties in the precinct, how many votes do they receive?

**Answer:** Each person is entitled to one vote (i.e. a total of two votes).

**CASE 8:** Four people own four residential investment properties in the precinct. Each person has a 25% share in each property. How many votes do they receive?

**Answer:** Each person is entitled to one vote each (i.e. a total of 4 votes)

There are no circumstances where more than one vote can be given to a person.

## COMBINED PRECINCTS MEETINGS

Combined Precincts Meetings are a forum for Precinct Executives and Council to raise and discuss Waverley wide issues with agenda items developed in consultation with Council and the Community Consultation Coordinator. These meetings are generally held three times per year. Agenda items come from the Precincts and from Council. Precincts may also raise 'questions with notice'.

## Procedure for agenda items and “Questions with Notice”

The Community Consultation Coordinator will issue an email request for agenda items to all Precinct Executives, **five weeks** prior to the date of the next Combined Precincts Meeting.

- Agenda items and Questions need to be forwarded to the Community Consultation Coordinator at least four weeks before the next Combined Precincts Meeting.
- A maximum of three (3) questions will be accepted per meeting.
- A maximum of one (1) question per precinct per meeting unless questions are received from less than three precincts.
- First in first served basis(i.e. the first question received by the Community Consultation Coordinator takes precedence for the next meeting. If more than 3 questions are received, the rest are held over to the next meeting.
- Depending on the question/issue, a response may require more time than being addressed at the next meeting. (Depends on complexity of issue/question; Council meetings/committee meeting dates; relevant staff availability.

Once a question with notice has been addressed at a Combined Precinct Meeting, Precinct Executives may then wish to propose a motion to the meeting on said issue.

## SUPPORTING PRECINCTS

The Community Consultation Coordinator keeps in regular contact with all Precincts to offer appropriate support, and in particular:

- monitors the progress of all adopted Precinct motions that are communicated to Council.
- ensures that the total number of adopted precinct motions does not exceed Council's capacity to respond to and /or action them.
- assists with the induction of new Council staff to ensure they are aware of the Precinct system.
- liaises with other Council staff about the operation of the Precinct system and arranges for presentations at Precinct meetings.
- assists with the orientation of new Precinct Executives, including ongoing training opportunities for all Precinct Executives.
- works with Precinct members and other Council staff to develop procedures and guidelines for Precinct Executives as well as initiate strategies to improve the operation of the Precinct system.
- informs Ward Councillors of the time, place and date of all Precinct meetings in their ward.
- provides Councillors with names and contact details of Precinct Executives in their ward as soon as the Precinct provides the information.
- provides Ward Councillors with copies of the minutes of all Precinct meetings in their ward.
- monitors Precinct notices and advertising.
- maintains a Precincts' page on Council's website.



## PERFORMANCE INFORMATION

The Community Consultation Coordinator monitors the effective operation of the Precinct system for reporting to Council and the information the Community Consultation Coordinator may collect and report on includes:

- the number of times each Precinct meets.
- the number of attendees recorded at each Precinct meeting.
- the date the Community Consultation Coordinator receives the Precinct agenda.
- the date and number of days from each Precinct meeting that the Community Consultation Coordinator receives the Precinct meeting minutes, attendance sheet and Action sheets.
- the number of motions each Precinct meeting submits to Council and, for each motion, the date it was adopted by the Precinct meeting and the date a response was provided to the Precinct meeting on how the matter was being addressed.
- Waverley Council Response Reports to precinct motions prepared for each precinct meeting.
- Annual analysis report to the Executive Team on all motions/actions received from Precincts.

## PRECINCT MEETING VENUES

Precinct meeting venues are chosen and booked in advance by the Precinct Executive Committee. The Community Consultation Coordinator will arrange the booking of Council Chambers/other Council meeting rooms, for Precincts that choose to hold their meetings there. Assistance is also provided when venue changes are required unexpectedly and at short notice. When a precinct meets in a venue such as the local school, the Precinct group is covered by Waverley Council's public liability insurance.



# Operational Guidelines

## Section 2



## Preparing for Precinct meetings



# Before the Precinct meeting

## PREPARE THE AGENDA AND REPORTS

It is the job of the Precinct Convenor to develop the Agenda for the Precinct Meeting. They may share this role with the Secretary. When a draft agenda is ready this is forwarded to the Community Consultation Coordinator. Often the Convenors will discuss agenda options with the Community Consultation Coordinator when planning for the next meeting.

## PRECINCT MEETING DOCUMENTS

Council has developed a set of templates and meeting procedures for use in resourcing and supporting Precinct meetings. Please see Appendices for examples of these templates.

You can find useful information on Council's website. This ranges from minutes of all the Standing Council meetings listed below, management plans, policies, major reports, information on different Council departments, garbage collection dates and plans and documents that are on public exhibition. The Active Projects Bulletin is posted on the web site monthly and contains information on all the projects being undertaken throughout the LGA. Just go to [www.waverley.nsw.gov.au](http://www.waverley.nsw.gov.au) and find the relevant link to the information you are seeking.

Plans and documents that are out on public exhibition are also generally available at Council's Customer Service Centre, 55 Spring Street Bondi Junction. They are also available for viewing and comment on the 'Have Say' section of Council's website. Sourcing some of the above information may assist when setting the Precinct Meeting agenda.



## SETTING THE PRECINCT MEETING AGENDA

In setting the agenda for a meeting the following standard items are generally to be included:

- Apologies from absent Precinct Executives, Council officials or other persons due to take part in the meeting.
- Confirmation of the minutes from the previous meeting.
- Matters arising from the previous minutes.
- Minutes of any Precinct Executive meetings.
- Correspondence in and out, with a brief indication of the subject matter and or content of each item of correspondence.
- Regular stakeholder reports, DA representative, the Traffic representative and any other sub committees.
- General Business and next meeting.

The order of the agenda may be varied by the Chairperson of the meeting. Declarations of conflicts of interest must be noted with the relevant item of business. (For more information on the issue of 'conflicts of interest' please refer to Council's Code of Practice for Precinct Executives)

If there are specific items for the Agenda other than these, they should be specified in the Agenda BEFORE General Business. The Agenda is a public document that should be informative and clear and act as an invitation to residents to attend the meeting. Often the agenda is developed in collaboration with the Community Consultation Coordinator especially when guest speakers from Council are to be invited to the meeting.

It is the job of the Precinct Secretary to ensure that the Precinct Meeting is well publicised and that adequate notice is given. Agendas should be with Council no less than 20 working days prior to the meeting to allow for printing and distribution.

The Precinct Executive and the designated members e.g. DA representative, Traffic representative should prepare for the meeting:

- The Convenor and Secretary should check on the progress of action on any motions from the previous meeting. The Response Report prepared by the Community Consultation Coordinator will assist with this process.
- The DA representative should check the DAs that are coming up and identify the issues to raise at the meeting and think about some recommendations that can be put to guide the discussion.

### **ORGANISING A 'MEET THE CANDIDATES' PANEL AT A PRECINCT MEETING**

A Precinct meeting is a non political forum primarily attended by residents and it is the responsibility of the Precinct Executive to ensure the running of any precinct activity conforms to this ideal, hence Candidates for election at any level of Australian government are not permitted to campaign for votes unless they are specifically invited to participate in a 'Meet the Candidates' item on a meeting agenda.

Executives need to take into consideration the following:

1. A Political Candidate is defined as any person or group who is/are known as a candidate/s for at an upcoming election, whether the election has been called or is yet to be called.
2. No political material, business cards or other methods of promoting a political candidate, party or group are permitted before, during or after a precinct meeting.
3. If a Precinct Executive decides to include a 'Meet the Candidates' item on the Agenda all candidates formally running for the election must be invited to attend in writing with at least three weeks notice and copies of all invitations are to be provided to Council's Community Consultation Coordinator who will confirm invitations and acceptances.
4. During the 'Meet the Candidates' item the Chair must ensure that each candidate is permitted equal time to address the meeting, and
5. The minutes will not record specific comments of each candidate but only note that Candidate X addressed the meeting for X minutes. No comments of support or objection in response to the Candidate's comments will be recorded in the minutes.

### **OTHER MATTERS TO CONSIDER IN PREPARATION FOR A PRECINCT MEETING**

- If a precinct member asks for a specific item to be put on the Agenda, ask them to do their homework and prepare background. They can be asked to put together a short report which they can deliver verbally or in written form (together with any relevant supporting material) and to come with some motions for the Meeting to decide on. Precinct members may also benefit from checking other precinct minutes or Council Committee minutes where the issue may have been discussed.
- It's a good idea to plan how long to give each Agenda item. The Convenor should check this with the other people giving reports. If someone from the precinct wants to put an item on the Agenda ask them how much time they will need for this item.
- Check with the Community Consultation Coordinator for any updates/information that can be made available on a particular agenda item. Often Council may have information or upcoming events that may contribute to the discussion at a precinct meeting.
- It may be helpful to have a representative of the Precinct Executive Committee attend the Police Safety Precinct briefing meetings held quarterly for Precincts. This will enable a report back to precinct meetings on Police matters.
- Never allocate all the time available. As a rule of thumb, plan no more than 80% of the duration of the meeting.





## Create a setting to encourage participation at the Precinct meeting

At the start of the meeting itself, make sure the room is laid out in the best way to encourage discussion and participation from all those attending. Think in particular about who should sit at the Chairperson's table – ideally it should only be the Convenor (or meeting Chair) and the Secretary; anyone else can be called on to come forward when they need to.

The Precinct Executives should aim to:

- Welcome members as they arrive, in particular any new members
- Make sure copies of all the material people are going to need to participate fully e.g. agenda, minutes, reports, planning sketches are available in sufficient numbers.
- Consider what can be done to support the attendance of people who may experience barriers to participation e.g. people with a disability, people from culturally and linguistically diverse backgrounds, young people and busy carers

Precinct Executives may consider holding occasional precinct meetings on a weekend.





# Operational Guidelines

## Section 3



## Managing the Precinct meeting



# Chairing a Precinct meeting

## CONVENOR

The main role of the Convenor is to chair precinct meetings and meetings of the Precinct Executive. The Convenor, along with the Precinct Secretary (and in consultation with the other members on the Precinct Executive) plans precinct activities and sets the precinct meeting agenda.

The Convenor, as Chairperson of the meeting, endorses the minutes of the meeting and is the main contact person on the Executive Committee for Council's CCC and other Council officers to liaise with. The Convenor may also represent the precinct on other committees or nominate other precinct members to do so. The Convenor is the usual Chair of Precinct meetings. If they are absent they will delegate this role to another Precinct Executive member.

The role of the Chair can be described as one of facilitation.

Here are some useful tips that will assist in effective meeting facilitation.

Good facilitators:

- are organised and familiar with the agenda
- establish clear ground rules for meeting procedures
- keep the meeting focused on the agenda and keeping time
- encourage participants to engage constructively
- ensure everyone gets a fair chance to speak
- maintain courteous and respectful interactions during meetings
- promote the Code of Conduct for Precinct Executives and deal appropriately with conflict if it arises
- ensure that the meeting, attendance and discussion is recorded appropriately and accurately, including any motions and actions.

## WHAT IS A CONFLICT OF INTEREST?

An actual or perceived conflict of interest can occur when Precinct Executive Committee members have a personal interest that could lead to them being influenced in the way they carry out their precinct duties, or could lead a fair person to think that they could be influenced. A conflict of interest could also include the personal interest of a Precinct Executive member's family, relative, friends, associates, employer or anybody close who has a personal interest in a matter being discussed by a precinct. When there is any pecuniary interest, the Precinct Executive member must declare that interest and stand down from the Chair of the meeting during the debate.

## Taking good Minutes – the Secretary's role

The Secretary's main tasks are administrative and include:

- Liaising with the Convenor (other members of the precinct executive and the CCC to set the precinct agenda
- Taking accurate meeting minutes (summary of main discussion points and actions)
- Ensuring draft agenda and minutes are forwarded to the CCC according to Council requirements and deadlines
- Ensuring the attendance sheet is filled in and attached to the minutes sent to Council
- Keeping a record of correspondence in and out and ensure that the correspondence is tabled at the Precinct meeting
- Keeping precinct mail and email contacts up-to-date and forward to the CCC.

Taking minutes requires two skills: listening and note taking. Minutes are a:

- reminder of what happened at the meeting
- record of who is to undertake certain actions before the next meeting
- basis for discussion of matters arising at the next meeting
- guide for people who didn't attend
- permanent record.

Good minutes:

- are short, clear and concise – keep them to a maximum of 4 pages
- follow the agenda exactly, with identical numbers and item headings
- a brief record of discussion, motions/ actions and decisions made – don't record unnecessary dialogue
- record the name of the chair, the starting and finishing times and the number of attendees
- record each motion that was carried and lost, the proposer and the seconder and if motion is carried or not carried (if a counting of votes is requested by a Precinct member, the number of votes 'For', votes 'Against', and abstentions will be recorded in the minutes
- record any action that needs to be taken by whom, when and where
- are completed as soon as possible after the meeting
- are checked and signed off by the Chairperson of the meeting

When referring to any allegations or complaints made at the meeting, the minutes should record the nature of the complaint and general location (if applicable) and that the matter will be referred to the appropriate Council Officer. No identifying information e.g. names and addresses should be included in the minutes.

### **WHAT HAPPENS TO THE MINUTES?**

The Precinct Executive Committee should forward to Council a copy of the minutes, attendance sheets and action list no later than two weeks after the meeting. Adhering to this time frame enables the timely follow up of any motions and compilation of meeting materials.

Meeting agenda and minutes in Microsoft Word should be forwarded to Council by email to the Community Consultation Coordinator. Hard copies of the attendance sheet and any completed action sheets should be submitted to the Community Consultation Coordinator. Agendas and minutes are public documents and will be made available on Council's website. Where no minutes are received by Council, the precinct website will record this as 'not received'.

Draft minutes, including minutes of an Annual General Meeting, received from the Precinct Executive Committee will be posted on the website and amended if necessary after endorsement at the next Precinct meeting.

Where the attendance sheets, minutes or action lists require clarification or amendment, the Community Consultation Coordinator will liaise with the Precinct Executive Committee to effect amendment, correction or clarification before they will be accepted.

The views expressed in the minutes of precinct meetings do not represent Council's views. Minutes that may cause offence or contain slanderous or defamatory comments will not be posted on Council's website.

## **Precinct meeting Attendance Sheets**

The Precinct meeting attendance sheets must record the name, home address, residential property address and or business address (if relevant), contact phone number and signature of those people present who agree to supply this information. Only those people who complete the attendance register may vote, if they are eligible. Totals of all people attending should be shown and minuted.

Attendance sheets, containing personal information of individuals, must not be made publicly available in accordance with the Privacy & Personal Information Protection Act 1998 and Council's Privacy Management Plan (2007).



# Precinct Motions & Requests

During the course of a precinct meeting, certain issues or requests may arise which the precinct would like Council to consider or to look into. These may be presented in the form of:

1. a general request/action (using Service Desk)
2. a letter about an issue written and sent by the executive of the precinct directly to the General Manager
3. a request/motion that the precinct executive resolve to send directly to Councillors
4. a motion that is put to the meeting and endorsed

## **1. General requests/actions items, noted on the action list or in the minutes**

Precincts are asked to separately record requests for Council information/action in precinct actions sheets provided to each meeting by the Community Consultation Coordinator. Precincts should forward these to Council within one week after the meeting. This allows precincts to focus on 'actionable items' in the first instance, giving Council enough time to respond without having to submit minutes at the same time.

Many of these requests for action are entered onto Council's Service Desk system for follow up. Service Desk is Council's computerised customer request, action and tracking system. Precinct Executives are trained in the use of Service Desk on an annual basis so that they can log action items directly onto Service Desk using their allocated individual access passwords to facilitate this process. This also enables them to track progress on logged requests.

Requests logged on Service Desk are forwarded to Council Officers for action. The system sends automatic reminders when actions are not completed.

The most effective way to have a general request (such as tree pruning, road works etc) attended to is for residents (including precinct members) to have this request logged onto Service Desk. In the event the resident doesn't have access to a computer and/or doesn't attend a precinct meeting, they can contact Council's Call Centre by phone OR email and report the required work so it can be entered into Service Desk.

When recording requests for action at precinct meetings, it is important to provide as much information about your request as possible (that is, the exact nature of the problem, exact location etc). If wanting to report an abandoned car please provide the following: location, colour, make, model, registration and expiry date.

## **2. Letters by Precinct Executives**

The Precinct Executives may write letters with the approval of the precinct meeting.

These letters are usually addressed to the General Manager and can cover a range of issues or a motion raised at a Precinct meeting.

A number of issues tabled at a meeting may require a response from a government department other than Council. For example, the complaint may be that empty buses are not using streets designated by Waverley Bus Depot. In this case a letter would be forwarded to Waverley Bus Depot. The Precinct Executive should forward a copy of all correspondence with Council to the Community Consultation Coordinator.

## **3. Precinct motions requiring Councillor attention**

From time to time precincts may endorse motions requesting Councillors to take certain action or to vote in a particular direction on issues. Such motions are to be forwarded to Councillors by the precinct Committee/ Executive with a copy of all correspondence sent to the Community Consultation Coordinator.

## **4. Motions carried at Precinct meetings**

Many of the other Precinct matters raised at meetings are generally more complex and relate to wider issues.

Where the issue raised by a precinct meeting is not a straight forward request and requires Council to consider policy/resource allocation, precincts will submit motions for Council consideration.

# Motion follow up process

Once a list of the motions or the minutes of the precinct meeting are forwarded to the Community Consultation Coordinator, the followup process includes the following:

- the motions are extracted and forwarded to the relevant Council Officer/s for action and response.
- All motions regarding an objection to a specific Development Application (DA) are forwarded by the Community Consultation Coordinator to Council's Records Department for registering. They are then forwarded to the Planning Department and the relevant Assessing Officer dealing with that specific DA.
- The Community Consultation Coordinator copies all requests into a spreadsheet by precinct/date of meeting for tracking and reporting purposes.
- A Waverley Council Response Report is prepared for distribution at the next scheduled Precinct meeting. The Response Report lists the motion/action and Council's response/action taken on each request.



## FOR MOTIONS ABOUT CHANGING COUNCIL'S POLICIES/ PROCEDURES AND THAT MAY HAVE RESOURCE IMPLICATIONS

### Step 1

The Community Consultation Coordinator refers the motion to the relevant Council officer for consideration.

### Step 2

The appropriate Council officer, together with their Divisional Manager and/or Director will consider the motion to ascertain:

- if the division has the resources and capacity to implement the motion or
- if a decision on the request is to be made by Council's Executive Committee (ET)

### Step 3

If the decision is to be made by ET, the Divisional Manager and/or Director is to prepare an internal report to ET describing:

- the motion and nature of the request,
- the impact of the request for current Council policy/strategic plans/priorities and
- any cost implications.

This is to be submitted to ET to assist in the consideration of the motion. This report will be completed using the template *Report within Council (Precinct Motions)*. Precincts will be advised that a report on the motion has been submitted to ET for consideration.

### Step 4

The final decision on the motion will be relayed back to the respective Precinct.

# Analysis Reports to Council's Executive Team on Precinct Motions

The Executive Team (weekly meetings of all the Directors and the General Manager) receives an annual report prepared by the Community Consultation Coordinator. This report contains all the motions passed at the Precinct meetings, primarily to ensure that Directors are aware of the motions that relate to their Department and to ensure that appropriate follow up action is occurring in a timely way. If the issue is complex or involves multiple Departments, the Executive Team would allocate some time for discussion.

## Development Applications (DAs)

The DA representative usually collates any current DAs before Council that are likely to impact on the precinct area and tables these at meetings.

Objections to development applications may need to be forwarded to Council before the precinct has had a meeting. In this situation, the Precinct Executives should discuss the development application and the DA representative could then write a letter to Council outlining their objections. If the development application is a major one with great community concern, these concerns should be discussed at the precinct meeting and a motion may be formed.

As an individual you can object to a DA. As a precinct member you can ask the Precinct to support your objection.



If you make a submission objecting to the proposed development then the reasons for your objection must be included in your submission. Your reasons for objecting to the proposal should be based on planning considerations relating to the proposal's impact on your amenity and not on irrelevant matters. Some of the issues that may arise in regard to the DA, that may have the potential to impact on your property, include the following:

- Height and bulk of the proposal
- Overshadowing and loss of sunlight
- Visual and acoustic privacy
- Streetscape and finishes
- Landscaping and open space

All submissions received within the specified period in the letter of notification will be fully considered by Council prior to the determination of the DA. Submissions are kept on file and may be accessed by other members of the public and in particular the applicant, under the Local Government Act and the Government Information Public Access Act.

Files currently open for comment can be viewed by visiting the Planning Counter at Council's Customer Service Centre, 55 Spring Street, Bondi Junction. Alternatively call the Duty Officer on 9369 8484 with any questions. To view a DA which is past the comment period contact the Call Centre on 9369 8000.

Where amendments are made to a DA you may (depending on the extent of the amendments) be notified of the amended proposal and be given the opportunity to revise your submission. If you are not notified of amendments your earlier submission will still be considered in the assessment of the application.

To lodge your written submission on a DA, you may either:

**MAIL TO** the Divisional Manager  
Development Assessments  
Waverley Council  
PO Box 9  
Bondi Junction NSW 1355

**DELIVER TO** Waverley Council  
Customer Service Centre  
55 Spring Street, Bondi Junction

**EMAIL TO** [waver@waverley.nsw.gov.au](mailto:waver@waverley.nsw.gov.au)

Council acknowledge the receipt of all submissions.

# How to frame a Motion

A motion is a formal way of placing a request for action to a meeting. Motions are worded to clearly state the recommended or suggested methods of resolving the matter. The subject matter contained within a motion also needs to be carefully considered, as there may be a simpler way to deal with the matter. The issue may be dealt with in other ways as explained throughout this section.

A motion should start with the word “That”, for example. “I move that Penkivil precinct Request angle parking in X Street between A and B street on the eastern side only”.

Motions are usually written in a positive sense so that a “yes” vote indicates support for action and a “no” vote indicates that no action should be taken. A motion needs to be as detailed and succinct as possible so that its intention is clear and it can be acted upon. Numbered paragraphs should be used to make the motion easier to understand.

A brief rationale can be included after the motion to further explain the context/issue the motion is referring to.



## PROCEDURES DURING MEETINGS – DEVELOPING A MOTION

Someone needs to move the motion (“I move that...”)

- The motion needs to be seconded by another member of the meeting for further discussion to occur
- If no one seconds the motion it will lapse and no further discussion on the motion needs to occur
- The person who moved the motion is always allowed to speak first
- Each member may speak once to the motion (usually alternating between one for the motion and one against) or the meeting may move directly to vote on the motion
- All comments and debate must be directed to the Chairperson
- It is the Chairperson’s responsibility to keep each speaker to a time limit
- The person who moved the motion has a Right of Reply after all other speakers have finished but may not introduce any new matter
- This ends the debate unless an amendment is moved
- Amendments must be moved and seconded and the discussion confined to the section of the original motion that it proposes to alter (i.e. the whole motion can no longer be discussed)
- A vote is taken on the amendment only. If the amendment is carried it becomes a part of the original (substantive) motion
- The Chair reads out the full amended motion
- The substantive motion is now open for discussion
- When discussion is complete a vote is taken on the motion as a whole
- The Chair announces the results (Carried or Lost)
- The Secretary records the voting in the minutes
- If the motion is carried (that is if more people vote in support of the motion than not) it then goes through a certain procedure of follow up.

# How Motions should be dealt with by Precincts

## EXAMPLES OF MOTIONS

The examples below refer to motions that have been passed at precinct meetings. We have added suggestions on how the requests may have otherwise been handled or written more effectively to achieve the desired outcome.

### EXAMPLE 1

**Motion:** “That the precinct enquires as to the current policy and practices of the Council regarding the mowing of verges and urge that further resources be employed in the precinct to tidy the streets.”

This motion covers two different issues. The first issue (mowing of verges) is a request for information that should be dealt with by calling Waverley Council’s Call Centre staff on 9369 8000.

The second part (that further resources be employed to tidy the streets) requires the meeting participants to clarify the issue further before putting the motion. This may include specific examples, such as the type/nature of the rubbish dumped or other details about what makes the precinct streets untidy. Precinct members may then decide that the simplest way to resolve the matter is to ask Council for detailed information about the resources expended to clean/tidy the streets; frequency of street cleaning; frequency and methods for rubbish removal.

### EXAMPLE 2

**Motion:** “The precinct suggests an overhead street light be installed on the western corner of Paul St adjacent to the Council Chambers on the corner of Paul St and Bondi Rd. “

This is an example of a request that should be logged directly on to Service Desk.

### EXAMPLE 3

**Motion:** “That Council give consideration to provision for pedestrians who wish to cross O’Brien Street in safety”

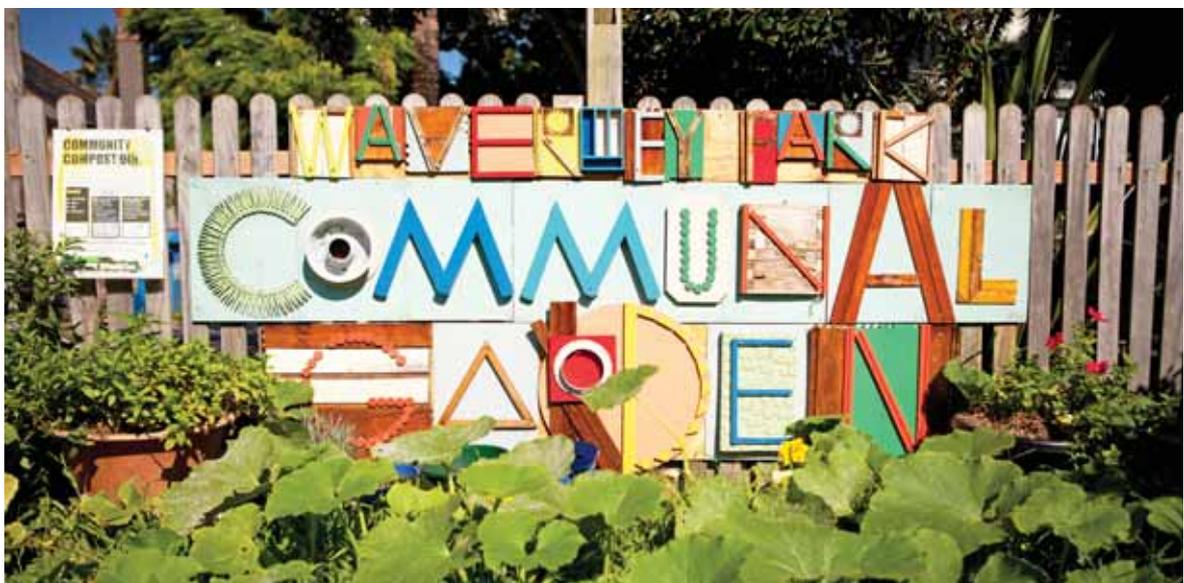
It is important to give as much information as possible to describe and define the nature of the problem experienced by pedestrians attempting to cross O’Brien Street.

It is helpful to pinpoint the exact location where the problem occurs and what changes would need to happen to improve pedestrian safety. For example “That Council improves the line-markings on the pedestrian crossing at O’Brien Street near Wellington Street.” It may also be important to outline the incidence or safety problems that have been observed. This may then become a Service Desk request.

### EXAMPLE 4

**Motion** “XX Precinct alerts council to the hazardous condition of the footpath out side 44 Bondi Road and requests immediate action is taken to repair the area”

This matter can more effectively be dealt with by logging the request directly onto Service Desk.



# Other ways Precincts can engage with Council

In addition to the general right of the public to address full Council and Council Committees, the Precincts have a right to address the relevant Council Committee upon any aspect of their motions, but only if the item is included on the Agenda of the meeting in accordance with Council's policy.

The Standing Committees are:

- Finance, Ethics & Strategic Planning
- Community, Housing, Environmental Services & Public Works
- Development Control Committee

There are also advisory community committees and these include:

- Bondi Forum
- Bondi Junction Forum
- Community Safety Advisory Committee (CSAC)
- Multicultural Advisory Committee (MAC)
- Sustainability Committee
- Housing Advisory Committee (HAC)
- Public Arts Committee
- Waverley Traffic Committee
- Access Committee



These committees may change from time to time so call Council's Call Centre to check they are still active and to register to speak.

## **Handling queries, requests for information at a precinct meeting**

Generally, residents can call Waverley Council's Call Centre directly (9369 8000) for information, to log requests for work to be done or to make a complaint or to give a compliment. This does not need to be a precinct matter. Residents can also email via Email Us on Council's website ([www.waverley.nsw.gov.au](http://www.waverley.nsw.gov.au)).



# Annual General Meetings

The Precinct Executive Committee must ensure that Annual General Meetings (AGMs) are held which incorporate annual elections of Precinct Executives. Precincts should hold AGMs between the beginning of April and the end of May each year, unless otherwise agreed with the Community Consultation Coordinator.

## Holding the Elections

Standard procedure at an AGM is for the election to commence with the declaration that all executive positions are now vacant and the Convenor 'steps down' and does not chair the election itself. It is recommended that an independent Returning Officer is used. The Returning Officer's role includes the following tasks.

1. Call for nominations for the position of Convenor. In announcing nominations include any written nominations received. All nominations should be seconded and the person(s) nominated, if present, should be asked if they accept the nomination.
2. If only one nomination is received the person is declared elected. If, however, more than one nomination is received (including any nominations received in writing prior to the meeting) the option to share the position should be discussed. If this is agreed to an election is not necessary, otherwise a vote will need to be taken.

3. Voting for each position is done by a show of hands from those eligible to vote or, if so requested by any person eligible to vote, by secret ballot. In the case of a secret ballot each person at the meeting can write the preferred candidate's name on (identical) pieces of paper which are then collected by the Returning Officer and counted in private. First past the post wins or, in the event of a draw, a name can be drawn from a hat. The Returning Officer declares the result.
4. The nomination and vote to elect the Secretary proceeds in the same way. (Steps 1-3 above).
5. The Returning Officer will also ask for nominations for other roles if the Precinct Executive Committee wishes to include these as part of their election process. (e.g. DA or Traffic representative) This should be agreed with the Returning Officer beforehand.
6. At the conclusion of the appointment of all Executive positions, the Returning Officer hands over the meeting to the newly elected Convenor. If the new Convenor is not familiar with the issues on the agenda, the previous Convenor may assist by running the meeting and a formal hand over can occur at a mutually agreeable time before the next Precinct meeting.

For more information please see the AGM procedure/running script included in the Appendices.

## WAYS TO CONTACT WAVERLEY COUNCIL

<b>PHONE</b>	Waverley Council Call Centre (24 hours with after hours message provided) <b>9369 8000</b>
<b>VISIT</b>	<b>Council's Customer Service Centre</b> <b>55 Spring Street Bondi Junction</b>
<b>MAIL</b>	<b>PO Box 9, Bondi Junction NSW 1355</b>
<b>HAND DELIVER</b>	Council Chambers Bondi Road (corner Paul Street) Bondi Junction
<b>EMAIL</b>	<a href="mailto:waver@waverley.nsw.gov.au"><u>waver@waverley.nsw.gov.au</u></a>
<b>WEBSITE</b>	<a href="http://www.waverley.nsw.gov.au"><u>www.waverley.nsw.gov.au</u></a> (& 'Email Us')

**PLEASE NOTE:** Council's Customer Service Centre at 55 Spring Street: You can pay your rates, enquire about Council services, lodge development applications, browse through exhibitions or register your pets.

You can no longer go to the Council Chambers on Bondi Road to pay your rates or lodge a development application.

## NOTES



# Appendices



## Precinct meeting documents

Council has developed a set of templates and meeting procedures for use in resourcing and supporting Precinct meetings. The document templates include:

- Agenda
- Minutes
- Action/request sheets
- Attendance sheets
- Annual General Meeting (AGM) procedures/running script
- Traffic/Parking Issue report

From time to time the Community Consultation Coordinator may revise the template format of agendas, minutes, action lists and or other documents that Council requires Precincts to use.



## AGENDA



### PRECINCT MEETING

Precinct name

MEETING DATE

MEETING TIME

Meeting venue

#### AGENDA

1. Opening & Welcome
2. Apologies
3. Minutes of previous meeting and matters arising
4. Reports & correspondence
5. General Business
6. Close

**THIS IS A PUBLIC MEETING.  
ALL WELCOME!**

Support your precinct and have your say in the community

Come along and join this friendly forum that has seen a number of achievements come out of its quarterly gatherings. Elected Councillors regularly attend.

#### YOUR WARD COUNCILLORS

Councillor's name  
Phone  
Email

Councillor's name  
Phone  
Email

Councillor's name  
Phone  
Email

**For more information...**

CONTACT <b>Precinct Convenor</b>
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PHONE
-------

EMAIL
-------

or go to website
------------------

<b><a href="http://www.waverleyw.nsw.gov.au/council/precinct">www.waverleyw.nsw.gov.au/council/precinct</a></b>
---

## MEETING MINUTES

Minutes of (name) Precinct meeting  
held (date) (venue) (time commenced)

**Present:**

(Include total number present in the minutes and guests, Councillors)

**Apologies:**

**Minutes of previous meeting:**

**Matters arising:**

(Briefly record discussion, motions and action items)

**Time meeting closed:**

**Next meeting date:**

## ATTENDANCE SHEET

### ATTENDANCE LIST Precinct Meeting

TO BE ELIGIBLE TO VOTE AT THIS MEETING AND YOU MUST SIGN THE ATTENDANCE SHEET AND MEET ONE OF THE FOLLOWING CRITERIA

YOUR PRINCIPAL PLACE OF RESIDENCE MUST BE WITHIN THE PRECINCT AREA OR YOU LIVE OUTSIDE THE PRECINCT AREA AND OWN RESIDENTIAL PROPERTY IN THE PRECINCT (REFERENCE PG 8 PRECINCT POLICY)

Date:

Location:

Name	Address & email address	Signature	Receive Minutes by Email	
			Yes	No
	Address: Email:			

#### How will the attendance list be used?

- This attendance list records personal information such as your name, address and contact details. This information will only be used to record your attendance at this Precinct meeting and to send out the minutes of the meeting or the agenda of future meetings to those who have indicated that they wish to receive them.
- The personal information you provide is only available to executive members of the Precinct Committee and to Council staff who deal with Precinct matters. It will not be passed on to any third party.
- Council staff will use the information provided to create a mailing list or an email group to send the meeting minutes to you, if you have requested a copy of the minutes.
- The information you provide will be held securely in Council's records system and kept for only as long as is necessary. While we hold the information you can access or amend it.
- Waverley Council respects the privacy of its residents: our staff are bound by the requirements of the Privacy and Personal Information Protection Act 1998 and Council's Privacy Management Plan when dealing with personal information.



## HOW TO CHAIR AN ANNUAL GENERAL MEETING

### **Precinct AGM Running Script for use by the Returning Officer**

Before the meeting, the convenor needs to think about appointing a Returning Officer who can be a precinct member present on the night of the meeting. Precinct Executive members have also volunteered to help out as Returning Officers at the AGMs of neighbouring precincts. If the Convenor experiences difficulties in finding a suitable person, the CCC can assist with suggestions.

The Chair declares all positions vacant and checks that all people eligible to vote have signed the attendance sheet.

The Chair appoints a Returning Officer and hands over to the meeting

*I will now stand aside from the Chair and ask ..... to act as Returning Officer for the elections of the executive.*

Present Convenor & Executive members physically stand down.

**Returning Officer assumes the Chair** for election purposes:

### **Note of thanks to outgoing Precinct Executive Committee**

Returning Officer thanks the outgoing Executive Committee for their hard work and dedication and asks for a round of applause.

### **For a brief description of roles/duties of people on the Executive committee (see below)**

– A Precinct Executive Committee must consist of at least one person, being the Convenor, but the usual practice is four people, which assists in sharing the workload. These are:

- The Convenor
- The Secretary
- The Development Application (DA) representative
- The Traffic representative

However, some Precincts have larger committees to handle the volume of issues in the area more effectively with representatives delegated to handle single areas of concern.

Mention that training is available for members of the executive committees.

*I will now read out these people who have been nominated to the executive in accordance with the precinct policy:*

Name of nominee including name of nominator and seconder for each nominee

### **Returning Officer calls for nominations and announces any nominations already received in writing**

*I will now like to call for nominations for the position of Convenor*

Adam Smith has been nominated for the position of Convenor

Need a proposer – Need a seconder

Adam, do you accept the nomination?

### **If the number of nominees is not greater than the number of positions:**

*I declare all nominees elected unopposed*

### **If more than one nomination is received**

– Returning Officer asks for a vote (in some instances the nominees may wish to give a brief presentation.

Then vote with a show of hands for 1st nominee – Returning Officer counts the votes.

Asks for show of hands for the 2nd nominee – count the votes. Following the count of votes:

*I have completed the count and I declare the following nominee elected.*

(Name & position)

Go through same process for remaining positions on the Executive committee

*I will now hand over to the new Convenor who then takes over the Chair*

*Chair: I would like to welcome the new Executive committee members and I look forward to working with you over the next year.*

### **Brief outline of duties**

#### **Convenor**

The main role of the Convenor is to chair precinct meetings and meetings of the Precinct Executive. The Convenor, along with the Precinct Secretary (and in consultation with the other members on the Precinct Executive) plans precinct activities and sets the precinct meeting agenda.

The Convenor, as Chairperson of the meeting, endorses the minutes of the meeting and is the main contact person on the Executive Committee for Council's CCC and other Council officers to liaise with. The Convenor may also represent the precinct on other committees or nominate other precinct members to do so.

#### **Secretary**

The Secretary's main tasks are administrative and include:

- Liaising with the Convenor (other members of the precinct executive and the CCC to set the precinct agenda.
- Taking accurate meeting minutes (summary of main discussion points and actions)
- Ensuring draft agenda and minutes are forwarded to CCC according to Council requirements and deadlines
- Ensuring the attendance sheet is filled in and attached to the minutes sent to Council.
- Keeping a record of correspondence in and out and ensure that the correspondence is tabled at the Precinct meeting.
- Keeping precinct mail and email contacts up-to-date and forward to CCC.

#### **Development Application representative**

Collates any current DAs before Council that are relevant to, or likely to impact on precinct members to table these at meetings.

#### **Traffic representative**

Liaises with precinct members and Council officers regarding traffic issues; provides relevant information at meetings (eg Council's traffic committee minutes or other Council committee minutes relating to traffic issues).

# TRAFFIC/PARKING ISSUE REPORT

## TRAFFIC/PARKING ISSUE REPORT

(For use by Precincts, please return completed reports to the Community Consultation Coordinator)

Precinct ..... Date of Meeting .....

### Resident/Contact

**Person** Name.....  
Telephone .....  
Address (optional).....  
Email (optional) .....

**Issue** Location: (Address or intersection; please provide sketch overleaf if helpful)  
.....  
.....  
.....

Nature of problem (in maximum detail; attach pages if necessary)  
.....  
.....  
.....  
.....

Days / times when problem can best be observed (am, pm of both)  
.....  
.....

**Other information**  
.....  
.....  
.....  
.....

**Note** Queries about roads controlled by the RMS will be forwarded to the RMS.

## NOTES

