

Precinct Action Plan
Status Report – March 2012

The list below is the final actions agreed upon by all members of the Precinct Working Group and the current implementation status.

Purpose and Role

| Action | Status | Next steps | Timeframe |
|--|---|---|----------------------------------|
| 1. Retain geographical/interest of precinct | Precincts continue to be defined by geographical community of interest. | Completed | n/a |
| 2. Provide continued funding to support precinct | Budget has been allocated for precinct operating expenses in 2012-13 (\$850 per precinct). | Budget will be presented to council for adoption. | June 2012 |
| 3. Remove the precinct charter | Precinct charter has been replaced with precinct guidelines (November 2011) | The effectiveness of these guidelines will be reviewed in 12 months time. Develop electioneering policy/guidelines | November 2012 August 2013 |
| 4. Develop a statement of intent/purpose | A purpose statement was developed by the Precinct Working Group in August 2010. The purpose statement has been incorporated into the Precinct Guidelines. | Completed | n/a |
| 5. Rename the system | The City does not plan to rename the precinct system in the immediate future. | On hold, for review | February 2013 |

Precinct Action Plan
Status Report – March 2012

Operations and Communications

| Action | Status | Next steps | Timeframe |
|--|---|---|-------------------------------------|
| 6. Develop a promotion strategy for the precinct system | A promotion plan has been developed and includes a range of strategies to promote the role and activities of precincts to staff, elected members and the community. The plan has been developed for the period May 2011 – May 2012 and is currently being implemented. | The promotion plan will be evaluated and a new plan developed for 2012-13. | May 2012 |
| 7. Provide education and training for city staff, elected members and precinct volunteers. | Further investigation of the education and training needs of each group is required. | Develop engagement plan. | June 2012 |
| 8. Precinct to take responsibility for engaging with council. | <p>Communication channels between precincts and the City have been identified in the precinct guidelines to support this action, such as include lodging a request with the Customer Service Centre or contacting the community engagement team.</p> <p>Opportunities to get involved and have a say are communicated directly to precincts as stakeholders in a project, wherever appropriate. For projects that invite broad community input, through freospace and the City's website.</p> | <p>Continue to promote precinct communication channels and opportunities for precincts to engage with the City.</p> <p>Evaluate the effectiveness of the precinct communication channels as part of the review of the precinct guidelines planned in November 2012.</p> | <p>Ongoing</p> <p>November 2012</p> |

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|---|---|---|--|
| 9. Review the flow of information between the City and the precinct system – precincts are better educated about council processes. | See action 7. | See action 7. | June 2012 |
| 10. Ensure the City provides timely and relevant information to the precincts | <p>The City has undertaken the following to share information with precincts:</p> <ul style="list-style-type: none"> • Regular update letter to Precinct Convenors on progress of the precinct action plan. • Quarterly networking meetings. • Invitation to request staff attend precinct meeting and provide an update. • Freospace <p>Other communication delivered as part of the communication plan.</p> | <p>Trial distributing precinct update to all members using campaign monitor.</p> <p>Host networking meeting.</p> <p>Evaluate the effectiveness of the precinct communication channels as part of the review of the precinct guidelines.</p> | <p>March 2012</p> <p>March 2012</p> <p>November 2012</p> |
| 11. Use plain language in all communication | Ongoing implementation in accordance with the City's writing standards. | Ongoing | Ongoing |
| 12. Examine options to streamline administrative and promotional procedures | Internal precinct procedures updated February 2012. | Completed | n/a |

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|---|---|---|-----------------|
| <p>13. Develop a system of facilitated engagement between Councillors and Precincts</p> | <p>The City recognises all stakeholders have contributed to the implementation of this action in undertaking the following:</p> <p>Elected members:</p> <ul style="list-style-type: none"> • Mayor in the square. • Presentations to update precincts on specific projects. • Attendance at precinct meetings. • Mayor’s blog. <p>City of Fremantle:</p> <ul style="list-style-type: none"> • Distribution of Fremantle opinions – daily summary of Fremantle blogs received by elected members and staff. • Invited elected members to all precinct networking meetings. <p>Community:</p> <ul style="list-style-type: none"> • Freospace blogs. • Upload precinct meeting minutes and agendas to freospace. • Invited elected members to a precinct meeting, when appropriate. | <p>Continue to maintain systems and processes currently in place at the City.</p> <p>Research examples/models in other local government areas and organisations and identify for consideration for Fremantle.</p> | <p>May 2012</p> |
| <p>14. Review administrative procedures of the precinct system</p> | <p>As for action 12</p> | <p>Completed</p> | <p>n/a</p> |

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Community Representation

| Action | Status | Further action |
|--|--|--|
| <p>15. Develop, run and maintain Freospace</p> | <p>Volunteers trained to use and moderate their precinct site May 2011.</p> <p>Site launched July 2011, promotional strategy implemented.</p> <p>11 active precinct sites.</p> <p>20,000 visits to the site from July 2011 – February 2012.</p> <p>Website developer has been contracted by the City to provide a helpdesk service to site administrators until July 2012.</p> | <p>Promote Freospace to all precinct members.</p> <p>Implement engagement process to obtain feedback from users of the site to evaluate its effectiveness.</p> |