



W A V E R L E Y
C O U N C I L

COUNCIL MEETING

ATTACHMENTS UNDER SEPARATE COVER

7.00 PM, TUESDAY 9 DECEMBER 2025

Waverley Council
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ATTACHMENTS UNDER SEPARATE COVER

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Draft Precinct Policy and Procedures 2025



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Related forms	

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1. Introduction

Precincts are a voluntary group of residents, run by residents, who live within the boundaries of a Council recognised Precinct area. Waverley Council established the resident run Precinct system in 1987 and has been supporting Precincts for over 35 years. Council and Precinct Committees work collaboratively to facilitate resident involvement in Council decision making processes. This is part of Council's commitment to strengthening community engagement and consultation at the local level.

1.1 Description and Role

Precinct Meetings are public meetings, and everyone is welcome. Precinct Meetings provide the opportunity for residents to meet face to face, online or in a hybrid format to discuss matters of interest to the local area. Precincts are not a forum to discuss and resolve neighbour disputes, they are not single-issue resident action groups, nor are they dominated by any group with a specific political agenda, platform or interest. The credibility, effectiveness and goodwill of the Precinct system relies on factually correct information being exchanged between Council, the Precinct and the community, and 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 work collaboratively with Council and the community by establishing and maintaining a two-way flow of communication. They are independent recommending bodies and a source of community opinion for Council.

There are thirteen (13) Precincts spread across the Waverley Local Government Area. Precincts have a Council endorsed geographical basis and operate within their defined boundaries.

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

Council encourages input and feedback from Precincts on a number of strategic matters including:

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

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
- Proactively and effectively work with Council to find solutions to local issues in the area.

Attending a Precinct Meeting is one (1) of many Council supported consultation strategies residents can choose to get involved in to make their voices heard.

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.

Precinct Committees do not constitute committees of Council as set out under the *Local Government Act 1993* and the *Local Government (General) Regulation 2021* and as such Council has no authority to direct them. Precinct members are not bound by Waverley Council's Code of Conduct, but they are bound by the Code of Practice for Precincts. 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 considered before decisions are made.

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 Meeting about any aspect of their Motions relating to items on the agenda of Council Meetings.

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

1.2 Scope and Effective Date

Council's Precinct system operates according to this Policy and Procedures 2025, which is reviewed at least every four (4) years. The Precinct Policy and Procedures should be read in conjunction with the Code of Practice for Precincts.

This Policy applies to all Precinct Executives Committees, Precinct Members, Councillors and Council Officers in the Waverley Local Government Area. This Policy is effective from dd/mm/yyyy.

1.3 Legislation

Under Section 8A (Guiding Principles for councils) of the *Local Government Act 1993*, Council must:

- (1) **Exercise of functions generally** The following general principles apply to the exercise of functions by councils—
 - (a) Councils should provide strong and effective representation, leadership, planning and decision-making.

- (b) Councils should carry out functions in a way that provides the best possible value for residents and ratepayers.
 - (c) Councils should plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
 - (d) Councils should apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
 - (e) Councils should work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
 - (f) Councils should manage lands and other assets so that current and future local community needs can be met in an affordable way.
 - (g) Councils should work with others to secure appropriate services for local community needs.
 - (h) Councils should act fairly, ethically and without bias in the interests of the local community.
 - (i) Councils should be responsible employers and provide a consultative and supportive working environment for staff.
- (2) **Decision-making** The following principles apply to decision-making by councils (subject to any other applicable law)—(a) Councils should recognise diverse local community needs and interests.
- (b) Councils should consider social justice principles.
 - (c) Councils should consider the long term and cumulative effects of actions on future generations.
 - (d) Councils should consider the principles of ecologically sustainable development.
 - (e) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.
- (3) **Community participation** Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures.

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 Equal Employment Opportunity legislation.

1.4 Harassment and Discrimination

Under the provisions of the NSW *Anti-Discrimination Act 1977*, 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 Precincts.

2. Precinct Objectives

This Precinct Policy and Procedures guides and supports the interactions of Precincts.

The main objectives of Precincts are:

- To encourage residents to actively participate in Council's planning and decision making relevant to their area by making recommendations to Council
- To encourage a strong working relationship between Council and the community by establishing and maintaining a collaborative relationship with Council whilst ensuring a two-way flow of communication and information
- To obtain and distribute information relevant to their Precinct area
- To alert Councillors about areas of concern in their Wards and to provide community feedback to Councillors
- To assist Council to canvas residents' and other local views on issues and to maintain open and accountable government
- 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, Council Officers and other members of the community
- To encourage positive and respectful interaction between community members

3. Role of the Precinct Executive Committee

3.1 Responsibility

Each Precinct is run by a Precinct Executive Committee which is elected by Precinct members annually. The Precinct Executive Committee is expected to:

- Maintain the vitality of the Precinct system by holding Precinct Meetings a minimum of three (3) times per year including an Annual General Meeting (AGM)
- 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 accurate Minutes of Meetings and send Council a copy of the Minutes and Attendance Records within two (2) weeks of the Meeting
- Act between Precinct Meetings under delegated authority of the Precinct, unless the Precinct decides otherwise.

3.2 Precinct Executive Committee Structure and Roles

A Precinct Executive Committee must consist of at least one (1) person, being the Convener, but the usual practice is four (4) people, which assists in sharing the workload. These are:

- The Convener
- The Secretary
- The Development Application (DA) Representative
- The Traffic Representative

Some Precincts have larger committees or subcommittees 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 (2) continuous years should not nominate for a Precinct Executive position unless there are no other nominees.

An individual should only hold one (1) Precinct Executive position at a time. Where there is more than one (1) nomination for Precinct Executive positions, a person should only be elected to the one (1) position. A person elected as a Precinct Executive Committee member in one (1) 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 Convener and Secretary at least bi-annually, to allow development of all members and encourage full participation. Elected Councillors and Council Officers cannot hold Precinct Executive Committee positions.

Convener

The Precinct Convener typically:

- Is the main contact person for residents in the Precinct, Councillors and Council Officers

- Organises the Precinct Meetings, together with the Precinct Executive Committee
- Chairs and facilitates Precinct Meetings
- Is responsible for ensuring Precinct objectives are met and that the Code of Practice for Precincts is adhered to in all conduct with Council including at Precinct Meetings, addressing Council Meetings and when writing Precinct Meeting Minutes etc
- Ensures that other members of the Executive or other designated positions on the Precinct Executive Committee carry out their roles effectively

Secretary

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

- Working with the Convener and the Precinct Executive Committee to organise the Precinct Meetings and set the Meeting Agenda
- Taking accurate Minutes at the Precinct Meetings (summary of main discussion points, Motions and Actions) and ensuring that they are sent to Council in a timely manner once the Convener has approved them (usually within two (2) weeks)
- Ensuring that there is a record of attendance at the Meeting (for both face to face and online Meetings) that is attached to the Minutes when they are sent to Council
- Keeping the official records of the Committee. This may include information collected via Attendance Records, correspondence, reports etc

The Development Application (DA) Representative

The Development Application Representative's primary role is to gather facts about any DAs that may be of interest, in order to report back to Precinct Meetings. The role may include:

- Reviewing the list of DAs sent to them that are relevant to the Precinct and are likely to have an impact in the Precinct area
- Accessing the DA documents and any reports relating to them (such as the Statement of Environmental Effects)
- Preparing and presenting a short report to the Precinct Meeting on the potential impacts of current DAs, and any possible submissions the Precinct may wish to submit to Council
- Checking on the progress of DAs through Council's online Development Application tracking tool and reporting on this to the Precinct

Council notifies all Development Applications, with the exception of exempt and complying development and State Significant Development Applications (SSDA), to the relevant Precinct Executive Committees for consideration.

Adopted Precinct Motions relating to Development Applications are sent directly to dasubmissions@waverley.nsw.gov.au for registration. They are then dealt with in the same way as other Development Application submissions.

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

NB: Where the notification period for a DA is over before the next Precinct Meeting, the Executive can discuss the DA and email their submission to dasubmissions@waverley.nsw.gov.au on behalf of the Precinct. This submission must then be ratified at the next scheduled Precinct Meeting.

The Traffic Representative

The role of the Traffic Representative is to:

- Keep informed of recent decisions of Waverley Council and inform the Precinct of any issues that may affect their respective Precinct area
- Identify any other traffic matters that may be relevant by working with Precinct Executive Members and local residents
- Prepare and present a short report on all traffic related matters to the Precinct

3.3 Precinct Subcommittees

A Precinct may decide to establish one (1) or more Subcommittees to assist them in their work.

If established, a Precinct subcommittee will elect a Chair. The Chair of a Precinct Subcommittee will be responsible for ensuring the subcommittee meets as required and reports on its discussions to the next Precinct Meeting.

When a Precinct Meeting establishes a Subcommittee, 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 Subcommittee must table the Minutes of all Subcommittee 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 Subcommittee are not ratified at this next Meeting, they will lapse.

3.4 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. Councillors and Council Officers at Precinct Meetings

Ward Councillors should always be informed of Precinct Meetings and may attend Precinct Meetings held within their Ward or outside their Ward.

Councillors and Council Officers who attend Precinct Meetings:

- Can contribute to the discussion of matters raised, but must not dominate the conversation unless input is specifically requested by Precinct Meeting
- Will not be counted in a quorum
- Are unable to act as Chair, 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.

Please note, Councillors can act as the Returning Officer at a Precinct AGM and temporarily assume the role of the Chair for the duration of the AGM only.

5. Quorum

In order for a Precinct Meeting to move Motions, the Chair must ensure that the Meeting has a quorum before it commences and during the Meeting. A quorum is at least five (5) Precinct members who have voting rights including at least one (1) member of the Precinct Executive Committee. This rule applies to all Meetings in any format (i.e. face to face, online or in a hybrid format).

In the event a quorum is not reached, a discussion on issues and requests to Council can proceed however no Motions can be raised or voted on.

6. 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 Meeting attendees must declare the conflict of interest and this interest must be noted. This declaration is to be included in the Meeting Minutes.

See the Code of Practice for Precincts for further information on Conflicts of Interest.

7. Voting

The Precinct Committee must keep an accurate record of voting at Meetings and ensure that only those eligible to vote participate.

Voting rights are limited to one (1) vote per person.

To be eligible to vote a person must be at the Meeting (either face to face, online or in a hybrid format), 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 (1) 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 (1) owner may vote at a Precinct Meeting, not one (1) 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 (1) 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 (1) owner/lessee may vote at a Precinct Meeting, not one (1) vote for each combined owner/lessee. If more than one (1) representative of either a school, local service or non-government agency attend the Meeting, only one (1) representative of that organisation can vote

There are no circumstances where more than one (1) vote can be given to a person.

The Meeting Chair is permitted to vote and will also exercise a casting vote in the event that a vote is tied. The Secretary is also permitted to vote. Visitors and guest speakers are not eligible to vote. This applies to local Precinct Meetings and to the Combined Precincts Meeting.

Please see the Appendices for examples which illustrate voting rights.

8. Motions and Actions

During 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:

i. [General requests/actions items](#)

Precincts are asked to record requests for service in their Meeting Minutes. Requests for service include general requests such as tree pruning, road works or street cleaning.

When minuting requests for service at Precinct Meetings, it is important to provide as much information about the request as possible (that is, the exact nature of the problem, exact location etc). For example, if you are wanting to report an abandoned car please provide the following: location, colour, make, model, registration and expiry date.

Many of these requests for service are entered onto Council's Customer Relationship Management System (CRM), known as Merit for follow up. Merit is Council's computerised customer request, action and tracking system.

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

Precinct Executives can also directly lodge a request on Council's website at waverley.nsw.gov.au/top_link_pages/contact_us/request, via the Snap Send Solve App, or can call our Customer Service team on 9083 8000. Training on how to use the CRM System is available and can be arranged by contacting the Community Consultation Lead (Waverley Council's dedicated Precinct support officer).

ii. [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 more complex, that requires Council to consider Policy or resource allocations.

Motions should:

- Start with the word "That", for example. "I move that Bondi Precinct request angle parking in X Street between A and B street on the eastern side only"
- Be worded succinctly and factually with no emotive language
- State the issue or suggested methods of resolving the matter which will allow attendees to vote yes or no

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.

iii. [A Motion that requires correspondence \(Email or Letters\) be sent by Precinct Executives](#)

The Precinct Executives may write letters or emails with the approval of the Precinct Meeting.

These letters are usually addressed to the General Manager and can cover a range of issues or include 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. The Precinct Convener can work with the Community Consultation Lead to direct correspondence to the appropriate Government authority.

iv. **A Motions that requires 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 sent to Councillors by the Precinct and be carbon copied (CC) to the Community Consultation Lead.

See the Appendices for further information on the Procedure for Raising a Motion and Examples of how Motions should be managed by Precincts.

8.1 Council's management of Precinct Motions and Actions

Once Minutes of the Precinct Meeting are sent to the Community Consultation Lead, all Motions and Actions are managed by Council as follows:

- The Motions or Actions are extracted and emailed to the relevant Council Officer/s for action and response
- All Motions regarding an objection to a specific Development Application (DA) are emailed by the Community Consultation Lead to dasubmissions@waverley.nsw.gov.au where the relevant Development Assessment Officer will record the feedback received
- A Response Report is prepared by Council listing each Motion raised at the Precinct Meeting and Council's response to it
- The Response Report will be provided to the Precinct Convener within two (2) weeks of receiving the Precinct Minutes and will be made available on Council's website once finalised

9. Chairing a Precinct Meeting

The main role of the Convener is to chair and facilitate Precinct Meetings. If the Convener is absent or unable to Chair the Precinct Meeting, they should delegate this role to another Precinct Executive member. Below are some useful tips that will assist in effective Meeting facilitation.

The Chair should:

- Be organised and familiar with the Agenda, previous Meeting Minutes, Council's Response Report and Executive Reports
- Adhere to Precinct Meeting principles and declare any conflicts of interest relating to the Chair or other members
- Provide attendees with the necessary Meeting Documents (either physically or digitally)
- Keep the Meeting focused on the Agenda and keep time
- Ensure any guest speakers are treated with respect, allowing them to present and answer questions in an appropriately moderated discussion format
- Encourage participants to engage constructively
- Ensure everyone gets a fair chance to speak
- Maintain courteous and respectful interactions during Meetings
- Promote the Precinct Policy and Procedures, Code of Practice for Precincts and deal appropriately with conflict if it arises
- Ensure that the Meeting Minutes and Attendance Records are recorded appropriately and accurately, including any Motions and Actions
- Remain balanced in their role and not move Motions from the Chair or dominate the conversation

See the Appendices for the Procedure on Chairing Meetings face to face, online or in a hybrid format.

10. Meeting Documents

10.1 The Precinct Meeting Flyer and Agenda

It is the responsibility of the Precinct Convener and Executive Committee to develop the content for the Precinct Flyer for the Precinct Meeting, which often includes information about what is on a Meeting's Agenda. The Flyer is a public document that should be informative and clear and act as an invitation to residents to attend the Meeting. Flyer preparation commences usually three (3) – four (4) weeks prior to the scheduled Precinct Meeting date to allow time for printing and distribution and is done in collaboration with the Community Consultation Lead.

Meeting Agendas should be relevant to local needs and stimulate interest in local issues. Precincts can find useful information on Council's website when setting their Meeting Agenda. This ranges from Minutes of all the Council Meetings, management plans, policies, major reports, information on different Council departments, garbage collection dates and plans and documents that are on public exhibition. Major Projects and Plans on public exhibition can be viewed on the Have Your Say section of Council's website and can assist when setting the Precinct Meeting Agendas.

In addition to topics of interest for any respective Precinct, the following standard items can also be used for the Meeting Agenda:

- Welcome and apologies
- Minutes of previous Meeting and matters arising
- Reports – Development Application Report, Traffic Report and any other Subcommittee Report
- General Business
- Next Meeting

If a Precinct member asks for a specific item to be put on the Agenda, they should come prepared with a short report and a Motion for the Meeting to consider and vote on.

It is recommended that the number of Agenda items reflect a discussion that would run for 1.5 hrs duration to ensure the Meeting does not run overtime.

Council reserves the right to alter the content of the Flyer in consultation with the Precinct Executive Committee.

Where Council suggests changes to the content of the Flyer, the Community Consultation Lead will inform the Precinct within five (5) working days after receipt of the content for the Flyer.

If Council and the Precinct Executive Committee cannot reach agreement, Council reserves the right not to publish and distribute the Precinct Flyer. If the Precinct wishes to proceed with the Flyer, Council reserves the right not to fund the printing and distribution.

In the event that a Precinct requests a Council officer to attend their Precinct Meeting to discuss a matter of interest; if the matter is relevant to a number of Precincts or the broader LGA, Council Officers will present the matter at the next Combined Precincts Meeting or an out of session Combined Precincts Meeting arranged by the Community Consultation Lead.

10.2 Precinct Meeting Minutes

Minutes of Precinct Meetings are a public record of the Meeting that accurately summarises the meeting discussion, noting all Motions and decisions of the Precinct Meeting. The views expressed in the Minutes of Precinct Meetings do not represent Council's views.

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.

The Precinct Executive Committee should email the Community Consultation Lead the Precinct Meeting Minutes and the Attendance Records no later than two (2) weeks after the Meeting. Adhering to this time frame enables the timely follow up of any Motions and compilation of Meeting materials.

Precinct Meeting Minutes will be reviewed by Council's Community Consultation Lead. Minutes containing content which may cause offence, are defamatory, or are factually incorrect will not be distributed or posted on Council's website. In the event that the Community Consultation Lead provides feedback on Minutes, they will liaise with the Convener and the Precinct Executive Committee to effect amendment, correction or clarification before they will be distributed by Council. See the Appendices for advice on taking effective Meeting Minutes.

10.3 Precinct Meeting Attendance Records

The Precinct Executive Committee must monitor attendance at Precinct Meetings by keeping Attendance Records at all Meetings. This ensures monitoring of voting eligibility. Councillors and Council Officer who attend are not entitled to vote, even if they are a resident or would otherwise be entitled to vote in the Precinct.

If the Precinct Meeting is face to face, the Precinct meeting Attendance Records must note the name, address (residential property address and/or business address (if relevant)), contact details (phone number and/or email address) and signature of those people present who agree to supply this information.

If the Meeting is online, attendees must provide the above details to the Precinct Executive Committee to verify their voting rights.

The total number of all people attending should be shown and noted in the Precinct Meeting Minutes. Precinct Meeting Minutes should not include personal information such as names or addresses (with the exception of Moving or Seconding a Motion at a Meeting, where a first name only is to be recorded).

Attendance information containing personal information of individuals, must not be made publicly available in accordance with the *Privacy and Personal Information Protection Act 1998* and Council's Privacy Management Plan (2024) but should be sent to the Community Consultation Lead for record keeping.

10.4 Council's Response Report

Once the Precinct Meeting Minutes are received, the Community Consultation Lead will prepare a Response Report for the Precinct where each request or Motion is responded to by Council.

These reports will be provided to Precincts within two (2) weeks of receiving their Meeting Minutes or ahead of their next Precinct Meeting and will be made available on Council's website once finalised.

11. Annual General Meetings (AGM)

The Precinct Executive Committee and the Community Consultation Lead must ensure that AGMs are held incorporating annual elections of Precinct Executives and they should be held face to face.

If a new Convener has been elected, it is recommended that the previous Convener and new Convener work together on a formal handover at a mutually agreeable time before the next Precinct Meeting. All Precinct information including Precinct attendee contact lists, correspondence and social media logins must be handed over to the new Convener. In the event that no Committee is elected, the information should be handed over to the Community Consultation Lead.

11.1 AGM Precinct Executive Committee Elections

Precinct Executive Committees are elected at the AGM and must include a minimum of one (1) person, being the Convener. Other positions on the Precinct Executive Committee can include, the Secretary, the Development Application Representative or a Traffic Representative. 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 requested by any person eligible to vote, by secret ballot. If 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.

Any member of one (1) Precinct Executive cannot be a member of a different Precinct Executive within Waverley.

See the Appendices for the Procedure on Holding the Election for the Precinct Executive Committee at the AGM.

12. Meet the Candidates (MTC) events

A Precinct Meeting is a non-political forum primarily attended by members of the local community and it is the responsibility of the Precinct Executive to ensure the running of any Precinct activity conforms to this ideal. Within this context, Precincts are able to host MTC events, however, Candidates for election at any level of Australian government are not permitted to campaign for votes at any time but can participate in a MTC event organised by the Precinct. MTC events provide an opportunity for residents to meet the Candidates and ask them questions.

Precinct Executives need to take into consideration the following when organising a MTC event:

- A Political Candidate is defined as any person or group who has been formally declared as a Candidate for election.
- Only Electoral Commission declared candidates formally running for the election can be invited to attend the Precinct MTC event in writing as soon as close of nominations with the Electoral Commission occurs. Copies of all invitations are to be provided to Council's Community Consultation Lead and every Candidate must be invited to participate.
- 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 which hosts a MTC event.

Organising a MTC event for a Local Government Election

- Any single Precinct may choose to hold a MTC event for the Ward within which a Precinct is situated, alternatively Precincts may combine their efforts with other Precincts in their Ward to hold a single MTC event.
- Only the Ward Candidates of the respective Ward may take part in the MTC event. No fill-in or representative for the actual Candidate is permitted to take part.
- When a joint MTC event is being hosted, decisions on the Chair and the format of the MTC will be decided in consultation with participating Precincts and the Community Consultation Lead.
- Every Candidate must be invited to participate.

Organising a MTC event for a State or Federal Election

- The decision to host a MTC event for a State or Federal Election must be made by the Combined Precincts Meeting. The dates and Chairs of the MTC event will be decided by the Combined Precincts Meeting. In the event where more than one electorate (either State or Federal) spans across the Waverley LGA, a MTC can be held in each respective electorate. All Precincts will be invited to attend the event.

See the Appendices for the Procedure on How to Chair a MTC event.

13. 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 four (4) times a year, in person or online. The meetings are chaired by a Precinct representative on a rotational basis, and the minute taker is a Council Officer. Combined Precincts Meetings may pass Motions on issues affecting all Precincts.

Each Precinct Executive Committee can nominate two (2) voting representatives to the Combined Precincts Meeting. The total number of voting representatives possible at a Precinct Meeting is 26 (i.e. 2 votes per Precinct). A quorum for a Combined Precinct Meeting is 14 eligible voters.

Additional representatives from any Precinct Executive Committees can attend but each Precinct is only allowed two (2) 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.

When more than one Precinct requests a Council Officer to attend their Precinct Meeting to discuss a matter of interest that affects multiple Precincts or the entire LGA, the Officer will present the matter at the next Combined Precincts Meeting or an out of session Meeting, arranged by the Community Consultation Lead.

Please see the Appendices for information regarding the Procedure for Agenda items at Combined Precinct Meetings, and the Procedure for Motions at Combined Precinct Meetings.

13.1 Precinct Review Committee (PRC)

The Precinct Review Committee (PRC) is a subcommittee of the Combined Precincts with a maximum of seven (7) members with voting rights (plus one (1) alternate). A PRC Meeting needs at least five (5) elected members to be present for a quorum and to raise Motions. The term for the PRC is twelve months, with an annual election held at the first Combined Precinct Meeting of the calendar year.

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.

The PRC operates as an advisory and reference group of the Combined Precincts, and it meets when required with Meetings arranged and minuted by the Community Consultation Lead. They can:

- Assist in the development of the Combined Precincts Meeting Agenda
- Assist in the development of training and support for Precinct Executives to perform their roles
- 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)
- Assist in reviewing and improving Waverley Council's Precinct Policy

- Provide consultation and ideas on any matters referred by the Combined Precincts

Elected members of the PRC retain their position until the next AGM of their respective Precinct or earlier by resignation. Should a sitting Precinct member retire from the PRC, the Combined Precincts will appoint a replacement, and this change will take effect immediately following the next Combined Precincts Meeting.

All Precinct Executive Conveners are to be invited to attend and partake in discussion at PRC Meetings, however only elected PRC members can vote.

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

14. Precincts and the Media

14.1 Recording and reporting of Precinct Meetings

Precinct Meetings are forums for residents to discuss local and Council related issues in a safe environment.

Recording and photographic devices can only be used at a Precinct Meeting when prior consent has been given by those being recorded or photographed. Once permission has been granted at the concurrence of the Meeting, the Precinct Chair rules that such equipment can be used for the sole purpose of developing the Precinct Meeting Minutes. At no such time can recordings be uploaded to any social media platforms or websites.

Members of the media are free to attend their local Precinct in their capacity as local residents.

If a Media Representative would like to attend a Precinct Meeting in a work or reporting capacity, they must declare this to Council and the Meeting Chair prior to the Precinct Meeting.

Individuals speaking at a Meeting can only be quoted as a resident with their consent.

Council Officers cannot provide a briefing or presentation to the Precinct when members of the media are present and reporting on the proceedings of the Meeting unless the media representative has sought approval from Council and the Meeting Chair prior to the Precinct Meeting.

14.2 Public Comment

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

Members of Precincts should only provide comment as a resident and not speak on behalf of the Precinct.

If a Precinct has determined a matter (i.e. the Precinct has formally resolved a Motion on the matter and has sent it to Council), the member of a Precinct should refer the media to Council's website to where the Precinct Meeting Minutes and Response Reports are publicly available.

If the matter has only been discussed, but no determination made, the Precinct Executive or Precinct Member can express their personal views as a member of the public but they must not make any statement to the media as a representative of the Precinct and they must not make any public statement to the media or at public events that would lead someone to believe that they are speaking on behalf of Council or expressing its views or policies.

Precinct Members are also not to post opinions or social media; or write public opinion pieces for any type of media, which are signed off in association with the Precinct, but they can do so as a resident if they wish to.

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.

14.3 Social Media and Websites

Social Media complements the traditional tools of community consultation, including the Precinct system.

All Precinct Social Media pages or Websites are run by each respective Precinct Executive Committee. This is purely voluntary and is to be decided by the Precinct Executive Committee. They are required to be open / public pages and must comply with Council Policies. Precincts may use these pages to connect with the community and share information about upcoming Precinct Meetings, local events, activities and news.

As a government agency, Council is not connected to or associated with any resident driven social media forums, websites or email distribution groups and these platforms should not include Council's logo.

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

If any such Precinct Social Media pages or websites are established, Council requires they contain a disclaimer stating that Waverley Council is not involved with the site or associated email distribution 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 (2024) email addresses captured at Precinct Meetings must not be used to source followers or members for these sites.

Please see the Appendices for additional information on Content and Moderating comments.

15. Dispute Resolution

15.1 Disputes between Precinct Executives

The successful operation of a Precinct needs the support of residents, other Precinct members and Council Officers. 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 Lead. If the Community Consultation Lead is unable to resolve the matter, a Meeting of representatives from the Executive of both Precincts, and either the Community Consultation Lead or the Manager is convened to discuss and, if possible, resolve the matter. If a resolution is not possible, the Community Consultation Lead will call a Meeting with the General Manager to assist in the resolution of the matter.

15.2 Disputes between Precincts and Residents

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

If the Community Consultation Lead is unable to resolve the matter, the Community Consultation Lead will arrange for the resident and a representative from the Precinct Executive to meet with the Community Consultation Lead and/or the Manager to discuss and, if possible, resolve the matter.

If the matter cannot be resolved at this Meeting, the Community Consultation Lead 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 a Councillor or to the General Manager.

15.3 Disputes between Precincts and Councillors

At a Precinct Meeting where a Precinct Executive finds a Councillor's behaviour to be inappropriate, the Chair of the Precinct Meeting should attempt to remind the Councillor of Council's Code of Conduct for Councillors. After the Meeting, they can raise the matter with the Community Consultation Lead and/or the General Manager to assist in the resolution of the matter.

Conversely, if a Councillor considers the behaviour of a Precinct Executive member at a Precinct Meeting to be inappropriate, they can raise the matter with the Community Consultation Lead and/or the General Manager after the Precinct Meeting to assist in the resolution of the matter.

15.4 Disputes involving Council Officers

- a) Where a Precinct Executive is unable to resolve an issue with a Council Officer in all communication (i.e. at a Meeting, or phone or email) they will refer the matter to Council's Community Consultation Lead, who will arrange to consult internally with the Manager and then refer the matter to the appropriate Director.

The Community Consultation Lead will notify the Precinct Executive of the result of this Meeting. If agreement cannot be reached after the Meeting, the Community Consultation Lead will prepare a report for the 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.

- b) Where a Council Officer is unable to resolve an issue with the members of a Precinct Executive Committee, in all communication (i.e. at a Meeting, or phone or email), the Officer should advise their Director, who should notify Council's Community Consultation Lead.

The Community Consultation Lead will arrange a Meeting with the Officer, their Director and representatives of the Precinct Executive Committee.

If no agreement is reached at this Meeting, the Community Consultation Lead 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.

16. Breaches and non-compliance

A breach occurs when a Precinct, Precinct Executive or general member of a Precinct fails to comply with the rules, regulations, and standards outlined in the Precinct Policy and Procedures or Code of Practice for Precincts. This can include intentional or unintentional breaches which can lead to various disciplinary actions.

16.1 Corrective actions by Council

In the event of a serious breach or persistent non-compliance with the Precinct Policy and Procedures and Code of Practice for Precincts, the following course of action may be taken.

1. The Community Consultation Lead will investigate the breach and determine the severity and nature of the matter
2. The Community Consultation Lead will prepare a report for the General Manager outlining the nature of the possible breach
3. The General Manager will determine next steps which may include a Meeting with the respective Precinct member
4. At this Meeting, the General Manager will determine what corrective action is required, in consultation with the Precinct member and the Community Consultation Lead. Sanctions could include a formal written warning, a request for an apology, a decision to limit the role of the individual in the Precinct, or expulsion from the Precinct

17. Council's role in the Precinct System

Waverley Council has supported the Precinct System since 1987. Council is committed to community engagement in its planning and decision-making processes.

17.1 Dedicated support for Precincts

Council acts as a facilitator for the Precincts through the Community Consultation Lead role by providing information and support necessary for Precincts to make informed decisions. This role ensures that a two-way communication flow between Council and Precincts is maintained. The Community Consultation Lead keeps in regular contact with all Precincts to offer support and in particular:

- Assists Precinct Executives in the development of their Precinct Meeting Flyer and Agenda including the printing, distribution and promotion of the Meeting
- Organises printed materials for face-to-face Precinct Meetings
- Organises Meeting venues either online, face to face or in hybrid format
- Organises the provision of the computer, portable speakers, microphones and projector equipment
- Reviews and distributes Precinct Meeting Minutes
- Manages Precinct Motions or requests including liaising with stakeholders to facilitate outcomes and compiling them in Council's Response Reports
- Assists with the orientation of new Precinct Executives, including ongoing training opportunities for all Precinct Executives
- Works with Precinct Executives to initiate strategies to improve the operation and promotion of their Precinct including capacity building, networking and skill development
- Informs Ward Councillors of the time, place and date of all Precinct Meetings in their Ward
- Maintains the online Precinct profile on Council's website including each Precincts' individual pages
- Organises, supports and takes Minutes at the Combined Precincts Meeting
- Submits bi-annual Precinct Motions Reports to Council
- Assists with the induction of new Council Officers to ensure they are aware of the Precinct system

- Liaises with other Council Officers and arranges for presentations at Precinct Meetings. If a Council project relates to a number of Precincts, Council Officers may arrange an out of session Meeting so that all interested stakeholders can attend or they will arrange for a briefing at the next scheduled Combined Precincts Meeting.

Precincts should reach out to the Community Consultation Lead for all matters.

17.2 Dedicated Precincts' Webpages

Council maintains an up-to-date dedicated section on Council's website containing Precinct information and individual Precinct profiles including Precinct Meeting Flyers, Meeting Minutes, current Precinct Executive contact details and Council Response Reports to Precinct Motions.

17.3 Organisation of Meeting dates, times and venues

Precinct Meeting dates, times and venues are chosen and booked in advance by the Precinct Executive Committee and the Community Consultation Lead (either face to face, online or in hybrid format). The Community Consultation Lead will arrange the booking of the venue or the Zoom Meeting, with Meeting venues usually within the respective Precinct boundary.

Precinct Meeting dates, times and locations are advertised on Council's website from the beginning of each calendar year and remain online with any changes updated promptly. Changes to pre-scheduled Precinct Meeting dates should be avoided as much as possible.

When a Precinct meets in a venue such as the local school, the Precinct Meeting is covered by Waverley Council's Public Liability Insurance.

17.4 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.

18. Performance Information

The Community Consultation Lead collects and reports on information about the operation of the Precincts to the Executive Leadership team, the General Manager and Council. These reports contain all Motions received from Precincts, including Motions from the Combined Precincts, and key information also appears in regular reports on Council's Operational Plan.

19. Reviewing the status of a Precinct

Every effort is made by Council 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 a minimum of three (3) Meetings a year, including the AGM
- Have a quorum for at least three (3) out of four (4) consecutive Meetings
- Demonstrate that it is broadly representative of the Precinct area
- Demonstrate that persons from at least ten (10) separate, unrelated resident households have attended Meetings in a 12-month period
- Consistently provide Council with copies of Precinct Meeting Minutes, Attendance Records or other Precinct Meeting documents
- Substantially comply with this Precinct Policy and Procedures and the Code of Practice for Precincts

If the Precinct has difficulty in meeting any or all these criteria, the Community Consultation Lead may convene a meeting with the Manager to determine a course of action. If the matter cannot be resolved, a meeting with the General Manager will be convened and then be referred to Council for consideration if required. In the event that Council considers the matter, the Community Consultation Lead will coordinate the implementation of Council's decision in consultation with 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 Council

19.1 Precinct Merges

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

If there is no agreement in favour of a merger within three (3) months of Council's approval, Council may request the cessation of the non-functioning Precinct or take other action as it sees fit.

20. Definitions

Term	Definition
Breach	A failure to comply with the rules, regulations, and standards outlined in the Precinct Policy and Procedures or Code of Practice for Precinct Executives.
Community Consultation Lead	Waverley Council's dedicated Precinct support officer.
Conflict of interest	When your own interests, or those of people or organisations close to you, conflict with your obligations to the Precinct members and to Council.
Convener	Is the main contact person and organiser of a Precinct Meeting who usually chairs the meetings.
Council	Means Waverley Council
Motion	A Motion is a formal proposal, placed before a Precinct Meeting, that an action be taken, or that the Precinct express an idea or opinion about something.
Precinct areas	Are geographical areas within the Waverley Local Government Area and formally recognised as a Precinct area by Council.
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 (1) elected office bearer of a Precinct referred to as the Convener of the Precinct.
Precinct Meetings	Are a gathering of residents (owners and renters), landowners and local service representatives within a Precinct area who meet to discuss local matters or issues of concern affecting their Precinct area.
Precinct member	Is any person who attends a Precinct Meeting and has voting rights at that Meeting.
Precinct Secretary	Is responsible for accurately recording any decision of the Precinct Meeting
Quorum	A quorum is at least five (5) Precinct members who have voting rights including at least one (1) member of the Precinct Executive Committee. This rule applies to all Meetings in any format (i.e. face to face, online or in a hybrid format).

Resident

Is a person whose principal place of residence is within the Precinct area including owners and renters.

21. Appendices

Council has developed the Meeting Document templates, Meeting procedures and additional educational information for use in resourcing and supporting Precinct Meetings.

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Agenda Template



Precinct Meeting



Precinct Meeting

MEETING DETAILS
Date: Wednesday XX Month Year
Time: 7 – 9pm
Location: Online via Zoom. Email Convenor to receive your access code.

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 Get all the latest news from Waverley Council delivered straight to your inbox. Subscribe now at waverley.nsw.gov.au/subscribe

AGENDA

- Welcome and apologies
- Previous minutes and matters arising
- Development applications
- Traffic report
- General business

This is a public meeting.
All are welcome to attend!
 Support your Precinct and have your say in the community.

WARD COUNCILLORS

Councillor
 Phone
 Email

Councillor
 Phone
 Email

Councillor
 Phone
 Email

CONTACT

Email Convenor
 Facebook @



Book your hard rubbish clean-up online – it's easy as!

- Choose your preferred booking from the available dates
- Book 2 at-call clean up bookings a year

To book or find out more, scan the QR code or visit waverley.nsw.gov.au/bookcleanup



Meeting Minutes Template



Your **Community**
Your **Precinct**
Your **Say**

XX Precinct Meeting Minutes

<p>Date:</p> <p>Time:</p> <p>Location:</p>

Councillor/s present:

Councillor/s apologies:

Participants: (Number)

Note: The Chair acknowledges the Precinct Meeting Guidelines, and the need for all attending the Meeting to uphold the Precinct Policy and Code of Practice.

Acceptance of Minutes from last Precinct Meeting:

Moved by: (First name only)

Seconded by: (First name only)

Motion 1:

Moved by: (First name only)

Seconded by: (First name only)

Motion 2:

Moved by: (First name only)

Seconded by: (First name only)

Motion 3:

Moved by: (First name only)

Seconded by: (First name only)

Meeting closed time:

Next Precinct Meeting/s date:

Attendance Record Template



Precinct: _____ **Date:** _____ **Location:** _____

ATTENDANCE RECORD - Please print information clearly

This Attendance List constitutes a public register under the provisions of the Privacy & Personal Information Protection Act 1998 and as such may be open to public inspection. The purpose of the register is to ensure the eligibility to vote at the relevant precinct meeting. Provision of the information is voluntary. If you cannot, or do not wish to, provide the information sought you will not be eligible to vote at the relevant precinct meeting. The executive members of the Precinct Committee and members of Council staff will have access to the register.

Visit waverley.nsw.gov.au/precincts to find out more about your Precinct and view Precinct Agendas, Minutes and Response Reports from Council.

Waverley Council is a public sector agency responsible for the keeping of public registers. Access to the register is restricted and is subject to the provisions of the Privacy & Personal Information Protection Act 1998. You have a right to access and, if necessary, correct the information held about you on the register. The information contained in the register is collected and held by Waverley Council at Council Chambers, 60 Bondi Road and Paul Street, Bondi Junction.

Name	Address & email address	Signature
	ADDRESS: EMAIL:	
	ADDRESS: EMAIL:	
	ADDRESS: EMAIL:	
	ADDRESS: EMAIL:	
	ADDRESS: EMAIL:	

How will the Attendance Record be used?

- This Attendance Record notes 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. If you do not wish to receive the agenda or minutes, please let your Precinct Committee know.
- 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.
- The information you provide will be held securely in Council's records system and kept for only as long as is necessary.
- 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.
- You can also view Precinct Meeting Agenda, Minutes and Response Reports at https://www.waverley.nsw.gov.au/residents/precinct_committees

|

Precinct Meeting Principles

- Adhere to the Precinct Policy and Procedures, and the Code of Practice for Precincts at all times
- Only speak through the meeting Chair
- Stick to the Agenda and adhere to the time allocated for each item
- Establish any conflicts of interest for recording in the Minutes
- Respect each other's opinions, even if you don't agree
- Maintain courteous and respectful interactions
- Respect and acknowledge Councillors and Council Officers present at the Meeting
- Chair to defer issues if they are taking up too much time, or if they are only related to a few people
- If you would like to discuss an issue, please prepare a Motion in advance
- Mobile phones to be on silent

Precinct Meeting Principles for Conveners

- Ensure the Precinct Policy and Procedures, and the Code of Practice for Precincts is adhered to at all times and is made known to all attendees of each Precinct Meeting
- Support other members of the Precinct Executive Committee to carry out their roles effectively
- Be organised and familiar with the Agenda, previous Meeting Minutes and Response Report before the Meeting
- Ensure the Meeting, whether it is face to face, online or hybrid is set up in the best way to encourage discussion, participation and collaboration from all those attending
- Ensure the Precinct Meeting Principles are known to meeting attendees at the beginning of the meeting
- Follow the Agenda and adhere to the time allocated for each item
- Establish any conflicts of interest for recording in the Meeting Minutes
- Respect and acknowledge Councillors, Council Officers and external speakers present at the Meeting, respecting presenters and moderating a fair and respectful discussion
- Remain balanced as the Meeting Chair, and not move Motions or dominate the conversation

- Facilitate and moderate fair and productive discussions at Meetings, ensuring all attendees have a fair chance to speak
- Ensure courteous and respectful interactions are maintained and the Meeting respects all attendee opinions
- Provide support and advice to Meeting attendees who would like to discuss a matter or raise a Motion
- Defer issues if they are taking up too much time, or if they are only related to a few people
- Ensure Meeting Minutes are accurate, factual and contain no breaches of privacy (i.e. names or addresses - with the exception of moving or seconding a Motion at a Meeting, a first name only is to be recorded), or defamatory information

Voting Rights - Examples to illustrate voting rights

- ***A group household consisting of five (5) residents attend the Precinct Meeting and would like to vote at the AGM. How many votes can they have?***

Each person is entitled to one (1) vote each.

- ***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?***

Only one (1) person is entitled to vote, either the mother or the daughter.

- ***A couple attend the Precinct Meeting and want to vote. They have two (2) properties in the Precinct, one residential investment property and one property they reside in. The two (2) tenants who share the rent of the investment property are also in attendance. How many votes can the owners and the tenants have?***

Each person is entitled to one (1) vote each. The couple receive one (1) vote each and the tenants receive one (1) vote each.

- ***A Precinct Meeting attendee, who lives in the Precinct, is part owner of two (2) residential properties and full owner of one (1) commercial property in the Precinct. How many votes can this person have?***

This person is entitled to one (1) vote.

- ***The lessee of one (1) 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?***

This person can be given voting privileges for that Meeting only, subject to the concurrence of the Precinct Meeting.

- ***Four people (two (2) couples) individually own four (4) houses in the Precinct as residential investment properties. How many votes do they get?***

They are entitled to one (1) vote each (i.e. a total of four (4) votes).

- ***Two (2) people own four (4) residential investment properties in the Precinct, how many votes do they receive?***

Each person is entitled to one (1) vote (i.e. a total of two (2) votes).

- ***Four (4) people own four (4) residential investment properties in the Precinct. Each person has a 25% share in each property. How many votes do they receive?***

Each person is entitled to one (1) vote each (i.e. a total of four (4) votes). There are no circumstances where more than one (1) vote can be given to a person.

- ***A vote at a Precinct Meeting is tied at ten (10) for and ten (10) against.***

The Meeting Chair is permitted to vote and will exercise a casting vote in the event that a vote is tied.

Procedure for raising a Motion

When drafting a Motion, the Motion should start with the word “That”, for example. “I move that Bondi 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.

It is important to stick to the facts when drafting a Motion and not include emotive terminology.

Please follow the following process when raising a Motion:

1. Someone needs to move the Motion (“I move that....”)
2. The Motion needs to be seconded by another member of the Meeting for further discussion to occur

3. If no one seconds, the Motion it will lapse and no further discussion on the Motion needs to occur
4. The person who moved the Motion is always allowed to speak first
5. Each member may speak once to the Motion (usually alternating between one (1) for the Motion and one (1) against) or the Meeting may move directly to vote on the Motion
6. All comments and debate must be directed to the Chair
7. It is the Chair's responsibility to keep each speaker to a time limit
8. The person who moved the Motion has a Right of Reply after all other speakers have finished but may not introduce any new matter
9. This ends the debate unless an amendment is moved
10. 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)
11. A vote is taken on the amendment only. If the amendment is carried it becomes a part of the original (substantive) Motion
12. The Chair reads out the full amended Motion
13. The substantive Motion is now open for discussion
14. When discussion is complete a vote is taken on the Motion as a whole
15. The Chair announces the results (Carried or Lost)
16. 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

Examples of how Motions should be managed by Precincts

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.

- ***“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 (2) different issues. The first issue (mowing of verges) is a request for information that should be dealt with by searching Council's website or contacting the Community Consultation Lead. 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.

- ***“The Precinct suggests an overhead streetlight 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 Merit CRM by either the Precinct or the Community Consultation Lead on behalf of the Precinct.

- ***“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 Merit CRM request.

- ***“Bondi Precinct alerts council to the hazardous condition of the footpath outside xx 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 Merit CRM or calling the Customer Service Team on 9083 8000.

Chairing face to face Precinct Meetings

At a face-to-face Precinct Meeting, make sure the room is laid out in the best way to encourage discussion and participation from all those attending.

The Convener and the Secretary should sit at the Chair’s table and anyone else presenting to the Precinct can be called on to come forward when they need to.

The Precinct Executives should welcome attendees as they arrive, especially Councillors and any new members, and make sure copies of all the material people are going to need to participate fully e.g. Agenda, Minutes and Reports are available at the Meeting. This printed material will be provided to Precinct Executives prior to the Precinct Meeting by the Community Consultation Lead.

The Convener should remind attendees that the Precinct Meeting operates under the Precinct Policy and Procedures and the Code of Practice for Precincts, and all attendees must comply.

The Meeting should then follow the Agenda accordingly.

Chairing online Meetings

If a Precinct is having an online Precinct Meeting, the Community Consultation Lead will create the Zoom meeting and share the unique access link with the Convener and the Precinct Executive Committee prior to the Meeting. The Precinct Executive Committee can share this link with their Precinct contact list and all people who register for the Meeting via the email address advertised on the Precinct Meeting Flyer.

As per usual, the Meetings are chaired by the Precinct Convener and Meeting Minutes will be recorded by the Secretary.

Before the Meeting:

- The Precinct Executive Committee should log into Zoom 5 - 10 minutes before the Meeting to ensure there are no technical issues.

Once the Meeting commences:

- The Convener should start the Meeting and ask for permission from the group to record the Meeting for Minute taking purposes only
- The Convener should remind attendees that the Precinct Meeting operates under the Precinct Policy and Procedures and the Code of Practice for Precincts, and all attendees must comply
- The Convener should introduce Councillors present and note their attendance. Each attendee should be asked to introduce themselves and to state if they are eligible voters
- The Convener should then ask attendees to mute their microphone unless speaking and be mindful of noise in the background
- The Convener should also remind attendees:
 - That when they would like to speak, they should raise their physical hand or 'Zoom hand' in the 'React' prompt on Zoom
 - That when they would like to vote on a Motion, they should raise their hand (physically or via Zoom 'React') so that it is visible on the screen, and leave it raised until called by the Chair
 - That if an attendee wishes to leave the Meeting for a short break, they should turn off their camera and microphone and note their absence in the 'Chat' function on Zoom
 - That attendees can also make use of the Chat function in Zoom to chat and share links if/ when required

During the Meeting:

- A member of the Precinct Executive Committee should share screen when discussing the previous Meeting Minutes, Executive reports and Council's Response Report

Things to remember:

- Zoom Meetings are most effective when camera and sound are both used during the Meeting. For residents who are not comfortable to operate the camera for the duration of the Meeting, we encourage the camera to be used during the meeting introduction.
- If a resident experiences a technical problem that causes them to drop out of the Meeting, the meeting will continue at the discretion of the Chair, so long as the meeting remains quorate.
- Antisocial behaviour will not be tolerated in any format. Attendees can be muted, asked to leave or be removed from the Meeting by the Precinct Committee if antisocial behaviour persists.

Chairing Hybrid Meetings

Council has the tools required for all Precincts to run hybrid Meetings if they wish to. Tools include:

- Internet enabled Laptop
- Portable speaker
- Microphones
- Portable projector
- Webcam

Please note however, there can be limitations to running a hybrid Meeting. If a Precinct would like to run a hybrid Precinct Meeting, get in touch with the Community Consultation Lead.

Taking Meeting Minutes

The Secretary's main role is to take Precinct Meeting Minutes. Minutes are a permanent record of what happened at the Meeting and should accurately summarise the main discussion points, Motions and Actions.

Good Minutes:

- Are short, clear and concise
- Are a maximum of 4 pages
- Follow the Agenda exactly, in identical order and item headings
- Briefly record 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
- Maintain privacy ensuring no identifying information i.e. names and addresses of attendees are not included (with the exception of moving or seconding a Motion at a Meeting, a first name only is to be recorded)
- If an item is raised by a resident, minute the item as 'A resident raised...'
- Ensure that no defamatory statements are included
- When referring to Council Officers in Precinct Minutes, names should not be recorded, rather refer to their respective position titles.
- Should be completed as soon as possible after the Meeting (within two (2) weeks) and reviewed and signed off by the Convener of the Meeting before sending them to the Community Consultation Lead

Procedure for holding the election for the Precinct Executive Committee

All AGMs must be advertised on a Precinct Meeting Flyer. At the Precinct Meeting, standard procedure for an AGM requires the election to commence with the declaration that all Precinct Executive positions are now vacant and the Convener 'steps down' and does not Chair the election itself. An independent Returning Officer should assume the position of Chair whilst the election occurs, this can be a Councillor or general member of the Precinct. The Returning Officer's tasks are listed below in chronological order:

1. Call for nominations for the position of Convener. 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 (1) nomination is received the person is declared elected. If, however, more than one (1) 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

At the conclusion of the appointment of all Executive positions, the Returning Officer should hand the Meeting over to the newly elected Convener. If the new Convener is not familiar with the issues on the Agenda or with Precinct Meeting procedures, the previous Convener may assist by running the Meeting and a formal handover can occur at a mutually agreeable time before the next Precinct Meeting. All Precinct information including Precinct attendees contact lists, correspondence and social media logins must be handed over to the new Convener. If no Committee is elected, the information should be handed over to Waverley Council.

Procedure for Charing a MTC event

1. The Chair will open the Precinct Meeting and welcome all as per usual
2. If the MTC is being held as part of a scheduled Precinct Meeting, then the MTC will be first on the Agenda, so the Chair will then welcome and introduce all Candidates and note any apologies from invited Candidates
3. The Chair will explain the Panel format, advising the Meeting how many minutes each panel member will speak for and in what order. The order of speakers will be by alphabetical order of the surname of each Candidate
4. The Chair will then advise that a Question and Answer (Q&A) session will follow, and Candidates will be asked questions from Meeting participants. It is up to each Precinct to set the length of time allowed for each speaker and for the Q&A session
5. The Chair should also explain that the Meeting 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
6. If the Precinct Meeting is online, the Chair must have the permission of all Meeting participants to record the Zoom Meeting for the stated purpose of the Minutes, not for distribution
7. The Chair may appoint someone to assist with time keeping ensuring each Candidate is given equal time to speak
8. During the Q&A, the Chair must uphold the Code of Practice for Precincts given that views and beliefs can widely differ. Attendees should treat each other with respect and courtesy, creating an environment free of harassment and discrimination

9. At the completion of the MTC panel discussion, the Chair should thank the Candidates and advise that they can leave the Meeting. If they choose to stay for the duration of the Meeting, it will be as observers

Please note, if any member of the Precinct Executive Committee is running as a Candidate in the election, they should not Chair the Precinct Meeting. A person who is not a Candidate, but who is a member of the Executive Committee can Chair the Precinct Meeting.

Procedure for setting Agenda items for Combined Precincts Meeting

Prior to the date of the next Combined Precincts Meeting the Community Consultation Lead will issue an email request for Agenda items to all Precinct Executives.

- Agenda item suggestions should be emailed to the Community Consultation Lead at least four (4) weeks before the next Combined Precincts Meeting
- To avoid the Combined Precincts Meeting being dominated by one (1) Precinct, Council will endeavour to achieve an even representation of Agenda item suggestions

Procedure for Motions at Combined Precincts Meeting

- If a Precinct has an issue they would like to raise at the Combined Precincts Meeting, it should be raised as a Motion and it should be sent to the Community Consultation Lead and the Chair of the Meeting, three (3) days prior to the Meeting
- Motions should include a background or rationale to put the Motion into greater context
- Whilst it is possible to raise an issue under General Business that has not been pre-submitted to Council or the Chair, consideration of such items will be dependent on the time available

Social Media and Websites - Content

All Precinct members cannot use social media or an online platform to post anything which:

- Could damage Council or Precinct reputation
- Is offensive, threatening, humiliating or intimidating
- Is misleading or deceptive
- Is confidential information
- Breaches Council Policy
- Relates to a suspected Code of Practice breach or complaint

Social Media and Websites - Moderating comments

If a Precinct has a social media page, it is likely they will receive regular feedback and comments.

