



ORDINARY MEETING

SUPPLEMENTARY ITEMS

27 SEPTEMBER 2005

LEICHHARDT MUNICIPAL COUNCIL

ORDINARY MEETING OF COUNCIL

NOTICE IS HEREBY GIVEN OF THE FOLLOWING **SUPPLEMENTARY ITEMS** FOR THE **ORDINARY MEETING** OF THE LEICHHARDT MUNICIPAL COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS, LEICHHARDT TOWN HALL, 107 NORTON STREET, LEICHHARDT, ON **TUESDAY, 27 SEPTEMBER 2005**.

Peter Head
GENERAL MANAGER

22 SEPTEMBER 2005

BUSINESS :

PAGE NO:

GENERAL MANAGER

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LEICHHARDT MUNICIPAL COUNCIL**REPORT**

DIVISION: GENERAL MANAGER'S OFFICE
SUBJECT: **ITEM 9A** EAST TIMOR PROGRESS REPORT
AUTHOR: GAIL CLIFFORD, COMMUNITY LIAISON OFFICER
FILE REF: F00/00059 2
DATE: 15 SEPTEMBER 2005
WORD PROCESSING REF: G:\Maliana\Council progress report270905

DIRECTOR'S SUMMARY - ORGANISATIONAL IMPLICATIONS

Financial Implications: \$15,500 allocated in 2005/06 budget
Policy Implications: Nil
Strategic Plan Objective: On-going support for East Timor
Staffing Implications: Nil
Notifications: Nil
Other Implications: Nil

1. Purpose of Report

To provide progress report on Council's East Timor commitment.

2. Recommendations

That Council note progress on existing projects being undertaken in Maliana, East Timor and in negotiations towards the establishment of new projects, as part of Council's ongoing commitment to East Timor.

3. Background

A report from the recent trip to East Timor by Crs Allen and Sheehan was presented to Council's July Ordinary meeting and the following resolution adopted:

- *That the report be received and noted*
- *Meet with Sydney Secondary College on 3 August to discuss the role of Sydney Secondary College and Council in potential projects and governance arrangements for the projects*
- *Agree in principle to provide appropriate stock for the Library*
- *Develop a mobile library and provide training for the librarian in conjunction with the mobile library*
- *Hold a public meeting to advise the community of the friendship Agreement and raise awareness of potential projects*
- *Seek commitment from individuals and groups for donations for projects*
- *Form a Friends of Maliana Group that will assist with project co-ordination and raise awareness and funds*
- *Further progress report to go to Council in September 2005*

4. Report

Following adoption of the Council resolution, a meeting was held with Sydney Secondary College (SSC) on 3 August to discuss mutual commitment to proposed new projects in Maliana.

SSC advised that they were keen to work with Council to assist local schools in Maliana, there being 3 main high schools in Maliana which could be linked directly to the 3 Sydney Secondary Colleges – Leichhardt, Glebe and Balmain campuses.

It was seen as imperative that at least one small project be undertaken as soon as possible to re-affirm the commitment from the Leichhardt community.

Other larger or long term projects, such as restoration of the gymnasium in Maliana, would be considered at a later date, once a detailed written proposal was received from the District Administrator in Maliana, outlining the type of support required, financial implications, and aims and outcomes of any project to be undertaken. To date no firm proposals have been received.

It was recognised that future fundraising initiatives would be more effective and receive greater community support if specific projects were identified, providing a goal to work towards and a greater sense of ownership and

achievement once a project was completed. Feed back to the community was also seen as vital to retain interest and ongoing support.

Budget provision

\$15,500 was allocated in the 2005/06 East Timor budget to cover:-

- | | |
|---|--------|
| • salaries and training for the 2 library staff | \$3500 |
| • additional stock for the Maliana library | \$3000 |
| • maintenance and repairs to library | \$1000 |
| • promotion, advertising, printing & stationery | \$2000 |
| • event/fundraiser costs – purchase of coffee
woven products, equipment hire | \$2000 |
| • Councillor travel to East Timor | \$2500 |
| • To be allocated | \$1500 |

Fundraising

Fundraising activities will be undertaken by Friends of Maliana Community group and SSC to finance new projects once identified and governance arrangements determined. This will include concerts, sale of East Timor coffee and traditional woven products, film evenings, stalls at Council and College events & other fundraising initiatives

Projects

Maliana Library – existing Council project with allowance in budget for continued support

Council has a well established public library in Maliana, however there is a need to update the library stock with more appropriate and relevant books, as identified by the Education Superintendent – English language books for both teachers and students, books in Bahasa Indonesian, to enable senior students to complete their secondary education and books in Portuguese and Tetum, the two official languages now being taught from grade one.

Provision of ongoing training for current library staff is required if the library is to be effectively utilised. These staff could then train others to assist in the establishment and running of the proposed mobile library. The public library also needs to be more widely promoted to encourage greater usage by the Maliana community and local schools.

Mobile library – proposed new project to be financed from Friends of Maliana & SSC fundraising

Schools in outlying villages in the district are very poorly resourced, with no access to books and information. A proposal to establish a mobile library as an extension to the Maliana library was agreed upon.

There are several mobile libraries operating successfully in other areas and details of their operation have been sought.

Ongoing funding would be required for training of staff in library practices, purchase and maintenance of a suitable vehicle, fuel, driver/librarian salary and additional library books.

It is envisaged that responsibility for the running of the mobile library would eventually be handed to the Education Department in Maliana.

School Generators – proposed new project to be financed from Friends of Maliana & SSC fundraising

As Maliana has no reliable electricity supply, with only 4-5 hrs of power a night from 6pm – 11pm, schools do not have access to any power during the day, sorely limiting the use of computers or any audio visual teaching aids, music programmes etc.

One immediate project which could be considered is the provision of small portable diesel generators to each of the 3 secondary schools, plus funding for fuel for a set period (12 months), with a small charge being levied on each school towards fuel and ongoing maintenance, until such time as the school was able to provide its own funding. (approx cost US\$400 per generator)

Student representatives from SSC see this as a project that students would embrace as they are keen to establish personal friendship links with students in Maliana through the mutual exchange of photos, letters, music and other information. A small digital camera and DVD player could be provided to each school with funds raised by SSC pupils.

Other established projects

It was also agreed that direct financial assistance could be provided to the following established projects from fundraising events undertaken by the Friends of Maliana Community group and SSC :-

The Tekee Media Music Project:-

SSC to collect and send unwanted musical instruments, raise funds for music workshops in schools in Maliana, support the ongoing work of recording and transcribing traditional music for inclusion in school curriculum

The Arte Moris Free Art School in Dili

Purchase of art materials and books, funding of art workshops in schools, providing sponsorship for students to travel to Australia to study.

The National Sound and Film Archive in Dili

Provide funding for ongoing training and sponsor students to travel to Maliana to record projects being undertaken which would provide valuable feedback to the Leichhardt community.

The Womens Woven Art Project

Purchase traditional “tais” woven products, for sale at fundraising events and return profits to the womens group, providing an income for hundreds of families.

A public meeting was held on 31st August to raise community awareness of proposed projects and seek commitment for the establishment of a Friends of Maliana community group.

Several community members have expressed an interest in becoming involved and a further meeting has been arranged for 25th September to discuss future direction, identify and commence fundraising initiatives.

5. Summary/Conclusions

Once the Friends of Maliana Group has met and identified their aims and goals, a more vigorous promotional campaign will be undertaken to encourage even wider community support and to begin fundraising for agreed projects. Regular progress reports will be provided to Council.

LEICHHARDT MUNICIPAL COUNCIL

REPORT

DIVISION: GENERAL MANAGER'S OFFICE

SUBJECT: **ITEM 9B RESIDENT PRECINCT GROUPS**

AUTHOR: GAIL CLIFFORD

FILE REF: F97/00313

DATE: 1 SEPTEMBER 2005

WORD PROCESSING REF: G:\COUNCIL\Council ReportPrecincts270905.doc

DIRECTOR'S SUMMARY - ORGANISATIONAL IMPLICATIONS

Financial Implications: Training costs – approx \$1000 per 1 day session

Policy Implications: A Policy & Procedures guidelines will be produced

Strategic Plan Objective: To review the role and procedures of the Resident Precinct groups

Staffing Implications: NIL

Notifications: All Precincts will be offered training, further meetings to discuss Procedures & Policy guidelines etc

Other Implications: NIL

1. **Purpose of Report**

To report to Council on the outcomes from the Resident Precinct Workshop held on Mon 29th August 2005.

2. **Recommendations**

2.1 That Council notes the outcomes and recommendations from the Precinct Workshop.

2.2 That Council resolves to:

- i) Continue with an active, supportive and committed role to enable the Precincts to continue functioning
- ii) Prepare a Policy and Procedures guideline for Precincts in conjunction with Precinct representatives, combining current best practices from each Precinct committee
- iii) Arrange ongoing training for Precinct office bearers in meeting procedures, minute taking etc
- iv) Increase promotion and awareness of Precincts via website, rates notices, Council's weekly newspaper column
- v) Review current resources allocated to Precincts – additional funding for training, promotion etc
- vi) Clarify roles of various Government bodies by preparing a briefing paper
- vii) Examine Precincts in relation to changed demographics and determine if a review of Precinct boundaries is warranted – within 3 months
- viii) Hold combined Precinct meetings to discuss:-
 - Content, guidelines and minute checking for Precinct newsletters
 - Involvement of Councillors at Precinct meetings
 - Rotation of Precinct Chairperson
- ix) Ensure formal notice of motions is included in agenda for open discussion
- x) Ensure minutes of meetings are sent promptly to Precinct co-ordinator for referral and follow up action within a specific period.
- xi) Ensure meetings are interesting & informative to attract new members and maintain interest, by arranging guest speakers and Council staff to discuss issues of interest eg main street studies, tree planting, traffic, planning and environmental issues.

3. **Background**

Council, at it's meeting of 26 July 2005 resolved as follows:

A workshop be held for representatives of the Precincts to look at the procedures for the operation of Precincts; to review the Precinct Manual and report back to Council. This is to ensure that Precincts operate as democratic community consultative committees to the benefit of LMC.

4. Report

A workshop was held on Monday 29 August 2005 to discuss the effectiveness or otherwise, of the current Precinct system, problems and proposed changes and suggestions to achieve a more relevant and effective Resident Precinct system.

A summary of the workshop outcomes is attached.

5. Summary/Conclusions

The general consensus from the workshop was that the Precincts fulfil an important role within the community and that if the Precincts groups are to continue and become even more effective, then Council needs to take an active, supportive and committed role to ensure their success.

This would require review of the level of resources made available for promotion, advertising and running the Precincts and for the overhaul of the current Precinct manual, provision of ongoing training, defining roles and responsibilities of Precinct committees.

Council's Precinct Co-ordinator will organise Combined Precinct workshops to look at issues of concern, review the Precinct manual, adopting current best practices from each Precinct, identify needs and arrange training sessions as required in meeting procedures, minute taking etc, establish a Policy and Procedures guideline for Precincts, establish content guidelines for newsletters.

Notes from Precinct Workshop

29th August 2005

Supper Room, Leichhardt Town Hall

Attendance: Cr Carolyn Allen, June Lunsmann, Kath Hacking, Chris Greenwood, Warren Fahey, Kerrie Butson, John Stamolis, Sandra Jones, Pauline Valentine, Cr Kate Hamilton, Gerry Seymour, Gail Clifford

Apologies: Crs Porteous, Hannaford, Sheehan, Ian Scandrett, David Lawrence

Facilitator: Jamie Sinclair – peterberryconsultancy

Councillors Porteous, Hannaford and Sheehan forwarded items for discussion in their absence and these issues were incorporated into discussion.

Cr Allen gave introduction & outlined catalyst for the workshop as:

- the perceived contentious content of a recent Precinct newsletter – matter was raised for discussion at ordinary Council meeting on 26 July 2005, resulting in:-
- Council resolution to hold workshop to review Precinct procedures and Precinct manual
- To look at “big picture” of Precinct function

Facilitator: outlined aims of workshop – to review Precinct system with input / views / suggestions from all present – may be the first in a series of workshops, depending on issues and outcomes.

Undertake SWOT analysis of Precincts – Strengths, Weaknesses, Opportunities, Threats

Strengths:

- Means of forwarding views of community to Council
- Quality control on Council
- Provide feedback to Council
- Encourage community activity
- Forum for discussion of local issues
- Formal communication link between community & Council
- Formal motions put on notice
- Informal , non threatening, opportunity for input at “grass roots” level
- Raising community awareness on significant local issues
- One way to find out what’s going on in area
- Valuable community resource
- First point of call for residents to voice issues of interest/concern
- Newsletter – good communication tool in assisting to inform community
- Advise of community events
- Structure able to be flexible
- Venue to raise issues at State level –M4 East, Glebe tram sheds and other significant issues
- Small enough to focus on particular local issues

Weaknesses:

- Meetings sometimes reflect views of 1 individual, not Precinct as a whole
- Some run well, some have folded for variety of reasons
- Content of newsletters not always indicative of what took place at meetings, no details of attendees or how they voted
- Often too personal – need to look at big picture
- numbers dwindling – need to engage larger numbers to meetings
- Attendance affected by way meeting is run.
- Lack of feedback / response to issues raised – need for formal follow up procedure – lack of staff resources a factor(?)
- Precincts not sure of level of support / commitment from Council
- Unsure of various roles within Council – who does what?
- Unsure of roles of various authorities & who to approach - Council, RTA, State Govt etc
- Lack of clear guidelines and protocols
- Precinct members vulnerable to critical comment by Councillors – need for Code of Conduct for Councillors and respect for opinions
- Lack of resources devoted to Precincts towards newsletters, delivery, promotion, training
- Demographic make up of Precincts different in each area –views of Precinct may not be representative
- Lack of interest from community at large
- Need to re-establish non active Precincts eg Pr 5 / 6
- Inconsistency in operation of individual Precincts
- Procedural issues – not all democratic
- Need for accountability especially in newsletters
- Newsletter has to be relevant - content and authorisation vetted
- Personal views reflected in newsletters
- Review correlation between running of meetings and level of engagement
- Lack of community awareness on roles of Precinct
- Importance of holding AGM overlooked

Opportunities / Recommendations

Consensus on “big ticket’ items –

- Determine level of support and commitment from Council to the Resident Precincts system & future direction
- Need to write Procedures & Protocols guidelines for Precincts, combining current best practices from committees
- Need for constant review of precincts
- Provide induction and ongoing training for Precinct committee members – minute - taking, meeting procedures, chairing successful meeting
- Improve promotion and advertising of Precinct – eg website, rates notices, Council column
- Review current role / relevance of Precincts
- Review resource levels – allocated Precinct Co-ordinator in past
- Review / overhaul content of Precinct Manual – requires additional resources to achieve
- Include section in manual on roles and responsibilities of various government bodies and council contacts
- Review relevance of newsletter
- Establish more structured links between Councillors and their Precincts

- Examine Councillor attendance at meetings – encourage regular attendance by Councillors, or by invitation only?
- Discuss compulsory rotation of Chairperson – 6 monthly suggested
- Ensure formal notices of motions included in agenda for open discussion
- Ensure minutes of meeting sent promptly to Precinct co-ordinator for follow up/ record of attendance / outcomes
- Ensure formal notices of motion included in agenda for open discussion
- Importance of interesting / informative meetings to attract new members and maintain interest – eg guest speakers

Recommendation: that results of workshop be presented to September Council meeting and that Precinct representatives receive a copy of draft report prior to meeting and that if necessary, further workshops be undertaken