

Community Engagement Framework

Engagement Report - June 2021



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Executive summary



Consultation highlights

This consultation was undertaken by Frankston City Council to inform the development of a Community Engagement Framework.

The feedback provided from Council, the Frankston City community and other key stakeholders have significantly influenced the following aspects of the Framework:

- International Association of Public Participation (IAP2) levels of public participation required for different types of Council projects.
- The method, location and projects on which Council engage with the community.
- Sections of the Framework that require more explanation.
- The accessibility of the Framework.

Key engagement statistics

The core components of this consultation included eight Council staffed community pop-up events (211 visitors), an online survey (23 respondents), internal Council workshops and meetings, a key stakeholder meeting, and five Frankston City Council Facebook posts advertising the Community Engagement Framework and/or pop-up events (9,654 people reached), as well as nine Facebook events created for the community pop-ups (4,710 people reached).

Calculating these numbers, it is reasonable to assume that over 10,000 people could have experienced a touchpoint for this consultation.

Barriers to engagement

During community consultations, there are often limitations to the engagement overall and/or specific engagement activities. The limitations of this consultation have been identified as:

Weather

The state of weather on the day and time of each community pop-up had an impact on the amount of people who were at the location at the time of the events.

COVID-19

The COVID-19 environment in Victoria and the changing restrictions over this engagement period had an impact on the amount of community members engaging with Council face-to-face due to safety, fear or restrictions. It also resulted in some community pop-up events being postponed, and staff face-to-face engagement events being cancelled.

Lack of digital platform

Frankston City Council did not have a digital engagement platform that the Frankston City community was familiar with using at the time of this engagement. This may have prevented some community members from participating in the online survey.

Hard to reach audiences

Frankston City Council identified some communities in municipality as 'hard to reach', due to challenges finding the right locations, times and channels to engage with them during this consultation.



Introduction



Overview

To be compliant with the Local Government Act 2020 Frankston City Council (Council) must adopt a Community Engagement Policy.

Through the development of Council's Community Engagement Policy, the Frankston community provided feedback on their desire for Council to engage/consult more frequently, adopt a more collaborative process towards decision making and hear the outcomes of engagement activities in relation to how the community influenced Council decisions.

Councillors voted in March to adopt the new Community Engagement Policy, including the addition of a sixth Engagement Principle relating to reporting back following engagement activities. The recently adopted Policy has guided the draft Community Engagement Framework.

The Engagement Team seeks to build Council's community engagement culture and capabilities, starting with the development of the Community Engagement Framework to present to Council on 28 June 2021.

The Engagement Team is also seeking to increase the size of the Community Voice Panel from 180 members to 500 members, and to improve the community representation within the group. Expanding Council's existing Panel will ensure a diverse representation of the local community are consistently involved in projects and decisions that impact them, providing valuable feedback and information that will inform Council decisions and plans.

This consultation focuses on improving Council's understanding of how to engage with community members on a wide range of Council decisions and plans; what decisions they want to be involved in; where best to speak with them; and how best to provide information about these opportunities.

This report provides a summary of the consultation undertaken to develop a Community Engagement Framework that embodies Council's Engagement Principles:

- Purpose
- Informed
- Representative

- Supported
- Influence
- Report

Purpose

Frankston City Council seeks to develop a Community Engagement Framework that responds to the needs and aspirations of the community and Frankston City Council.

Objectives

This consultation process seeks to:

- Understand the views and preferences of the Frankston community regarding approaches to community engagement
- Share information with staff about the engagement work Council is required to do across various work streams
- Ensure people's input has directly influenced the final Framework
- Engage through cost-efficient and timely methods
- Meet legal requirements for municipal engagement.



Consultation outcomes



Council consultation process

A series of internal engagement sessions were held with Frankston City Council Councillors and staff to discuss the Framework and receive feedback. Feedback was incorporated throughout the drafting process.

A draft of the Community Engagement Framework, and the OurSay page and online survey were also shared on the Frankston City Council internal SharePoint and via internal communications seeking feedback.

Feedback on the draft Framework was also obtained during the following meetings:

Table 1

| Internal stakeholders | Consultation |
|---|--|
| Internal Engagement Working Group | First session was held on Tuesday 27 April 2021. Second session was held on Tuesday 18 May 2021. |
| Capital Works Project Steering Group | A session was held on Thursday 27 May 2021. |
| Executive Management Team | Meetings held across Monday 7 June 2021 to Friday 11 June 2021. |

Community consultation process

In order to deliver an effective engagement process, the project team sought to understand the community and the variety of audiences within the Frankston City Council.

The Community Engagement Plan was designed to provide Council with views from a broad range of backgrounds and to understand how less engaged community groups (e.g. youth) prefer to engage with Council.

Input into the Framework was gathered in the following key ways during the community consultation period:

Table 2

| External stakeholders | Consultation | |
|--|--|--|
| Whole municipality | Eight community pop-up events between 6-23 May 2021 | |
| Whole municipality | Online survey via OurSay page | |
| Young people | Engaging with young people and those working in the sector at the Frankston Regional Youth Forum on Friday 21 May 2021 | |
| Disability and Access Inclusion Committee | An engagement session was held on Tuesday 8 June 2021 to give the Committee an opportunity to provide feedback on the Framework. | |

Consultation materials

To help inform the Council staff and community, five posters were created to support in-person consultation activities. The posters were placed in Council offices and displayed at staff and community consultation events as conversation starters.

Through colourful and thought-provoking posters people were encouraged to pick up a pen and capture their thoughts or begin conversations with the Engagement Team to share their feedback.

The five posters included:

- Our Community Engagement Principles
- Help us draft the Community Engagement Framework
- How can we best engage with our community?
- Where should we engage with you locally?
- What Council policies, plans and projects should we engage with your community on?

These posters have been provided in the Appendix.

Community pop-ups

Frankston City Council ran eight public pop-ups across the municipality to consult the Frankston community on the Framework. The locations and times of the pop-ups were strategically chosen to reach large numbers of residents and hard to reach groups.

To ensure an equal distribution of events throughout the three Frankston City Council wards, Council ran at least two pop-ups in each ward.

The pop-up locations and times are displayed below.

Table 3

| Pop-up locations | Date | Time | |
|---------------------------|-----------------------|----------------|--|
| North-East Ward | | | |
| Lyrebird Community Centre | Wednesday 12 May 2021 | 12:00pm-1:00pm | |
| The Gateway Plaza | Saturday 15 May 2021 | 9:00am-11:00am | |

| North-West Ward | | | |
|------------------|-----------------------|----------------|--|
| Karingal Hub | Saturday 15 May 2021 | 12:30pm-2:30pm | |
| Seaford Auskick | Saturday 8 May 2021 | 9:00am-11:00am | |
| Seaford Library | Wednesday 19 May 2021 | 3:00pm-5:30pm | |
| South Ward | | | |
| Excelsior Drive | Wednesday 19 May 2021 | 11:30am-1:30pm | |
| Frankston Market | Sunday 23 May 2021 | 8:00am-12:00pm | |
| Wells St | Thursday 6 May 2021 | 10:00am-3:00pm | |

Online survey

An online survey was created on OurSay for Frankston City Councillors, staff and community to share their feedback online. The survey was open from Monday 3 May to Friday 30 May 2021. The questions were based on the community pop-up posters. The open-ended survey questions were:

- How can we best engage with our community?
- Where should we engage with you locally?
- What Council policies, plans and projects should we engage with our community on?
- Is there anything else you would like to comment on or to see reflected in Frankston City Council Community Engagement Framework?

Social media

As well as the online survey, community members were also asked about the Community Engagement Framework through are series of posts on Council's Facebook page.

These posts raised awareness about the Framework and community pop-up events. Facebook events were also made for each of the pop-ups.

The dates and subject of Facebook posts are summarised below:

Table 4

| Subject | Date |
|---|-------------|
| Community Engagement Framework and Wells St pop-up | 3 May 2021 |
| Community Engagement Framework and pop-up | 7 May 2021 |
| Frankston Community Market pop-up | 21 May 2021 |
| Draft Council Plan and Budget and pop-ups | 24 May 2021 |
| Postponing of pop-ups and Draft Council Plan and Budget | 26 May 2021 |

Consultation outcomes



Council consultation outcomes

Council feedback

Frankston City Councillors and staff had input into some of the earliest drafts of the Community Engagement Framework. Through the engagement sessions, briefings and an online survey, they provided their ideas and preferences based on their engagement experience as Councillors as well as community members. They had the opportunity to ensure the Framework aligned with Council's aspirations, guidelines and preferred practices.

The Internal Engagement Working Group, Capital Works Project Steering Committee, Executive Management Team and Councillors provided detailed and strategic feedback on specific aspects of the Framework and previous engagement practices. They made recommendations on the participation levels of projects, and which parts of the Framework required more explanation for Councillors.

The Internal Engagement Working Group provided positive feedback on the Engagement Principles and Engagement Model. The group expressed willingness to provide ongoing input into the Framework and thought the document should cover all engagement, and not exclude statutory engagement or land-use planning for example, as this engagement needs to follow legislative requirements.

The Internal Engagement Working Group also discussed the need for scalability of the International Association of Public Participation (IAP2) levels of public participation within the Framework. They reasoned that projects require different levels of engagement throughout their project lifecycle, and that the Framework should highlight this. They also said it is important to define the commitment to the community at each stage of consultation because the community is often interested in both small scale projects and larger projects.

The Capital Works Project Steering Group said there is more need for strategic engagement at the master planning stage of a project towards the collaborative IAP2 level of participation. They also recommended this level of engagement is required in the delivery stages of a project.

The Group highlighted the importance of listening at various stages of the engagement process, particularly to the Frankston youth, because they have many innovative and clever ideas.

Concerns on how the Framework would affect Council resourcing was also raised.

Stakeholder feedback

The Disability and Access Inclusion Committee provided feedback on the importance of making Council documents accessible to vision impaired readers. They also provided advice on engagement methods and practices that cater to disabled community members, and the planning this involves.

The Disability and Access Inclusion Committee noted the importance of the images included in the draft document for vision impaired readers. They also highlighted the importance of authentic engagement and genuinely hearing others' viewpoints.

Several attendees noted that many government agencies do not understand the process, timelines or cost involved in captioning, interpreting, video interpreting, and translation services, and that our information is generally not available in brail or accessible formats (including word formats instead of PDF). They said this needs to be planned in advance.

The Group recommended we look at the following resources:

- State Disability Plan
- Australian Network for Disability
- Centre for Universal Design Australia

Community consultation outcomes

Community pop-up events and online survey

Overall, Frankston City Council engaged with 234 Frankston City community members. 211 of these members provided feedback and input during the public pop-ups. The online survey was completed by 23.

During the consultation process 13 people signed up to be part of the Frankston City Community Panel.

The main demographics of community members Council engaged with were the elderly, retirees, business owners, families, local professionals and young people.

Overall, community members provided feedback on the draft Framework, including:

- The method in which Council engage with community
- Where they prefer to engage with Council, and
- What they would like to be consulted about.

Their preferences have been evaluated based on majority where possible and incorporated into the draft Framework.

Social media posts

Frankston City Council achieved a total reach of 9,654 people through the five Frankston City Council Facebook posts.

The breakdown of this is shown in the below table.

Table 5

| Subject | Date | Reach |
|---|-------------|--------------|
| Community Engagement Framework and Wells St pop-up | 3 May 2021 | 1,398 people |
| Community Engagement Framework and pop-ups | 7 May 2021 | 1,915 people |
| Frankston Community Market pop-up | 21 May 2021 | 700 people |
| Draft Council Plan and Budget and pop-ups | 24 May 2021 | 3,350 people |
| Postponing of pop-ups and Draft Council Plan and Budget | 26 May 2021 | 2,291 people |

Social media events

They also achieved a total reach of 4,710 people through the Facebook events made for each Frankston City Council community pop-up. The breakdown of this is shown in the below table.

Table 6

| Facebook event | Reach across 7 days | Responses |
|---------------------------------------|---------------------|-----------|
| Wells St | 555 people | 6 |
| Belvedere Reserve | 604 people | 4 |
| Lyrebird Community Centre | 449 people | 7 |
| The Gateway Plaza | 425 people | 3 |
| Karingal Hub | 408 people | 1 |
| Excelsior Drive shops | 657 people | 2 |
| Seaford Library and Broughton Reserve | 460 people | 2 |
| Frankston Community Market | 696 people | 6 |
| Carrum Downs Regional Shopping Centre | 456 people | 0 |

Preferred engagement methods

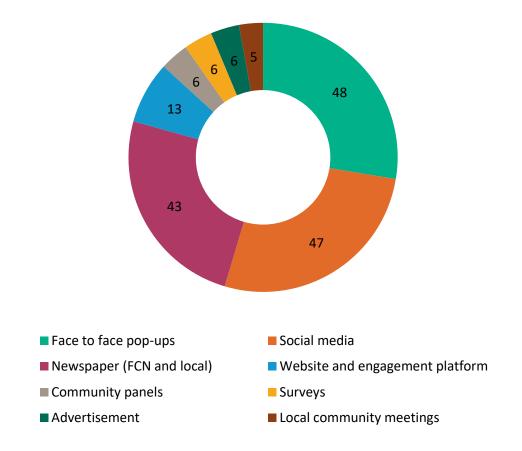


Figure 1

Over 18 engagement methods were identified throughout the community engagement process. Of these, only eight methods received multiple votes (as seen above in Figure 1). Through the feedback provided by the Frankston City community, face-to-face pop-ups and social media were distinguished as the most desired engagement methods. Followed closely by local newspapers such as Frankston City News (FCN).

Positive insights

The community enjoy the face-to-face pop ups as they can speak to someone from Council and have a conversation about a topic. Some comments made by community members are provided below:

'Well done for coming out and speaking with the community.'

'It's good to see Council out and about in the community.'

'It's good to see Council in our area.'

Many community members like receiving Frankston City News at their home, or being able to read it in public libraries:

'We like having Frankston City News and flyers distributed to our homes and libraries so that we hear what is happening and what we can input into.'

The social media posts also promoted the pop-ups well. Some community visitors attended the pop-ups as they had seen the event or a post of the Frankston City Council Facebook page.

Opportunities for improvement

The community want to hear about opportunities on social media to have their say. However, they still like both online and in-person interaction with Council:

'People enjoy having information available online for them as well as face-to-face pop ups.'

'I like using online and face-to-face as it gives me the flexibility to do it in my own time but it also provides me with the chance to speak to someone.'

'I like to have the option of online and in-person engagement with Council.'

'I'm enjoying seeing Council more in the Community as I prefer to speak with a person.'

Many residents said they miss having local newspapers. However, they like Frankston City News and having it delivered to their homes. Although they suggested it needs to look more official as some people throw it out assuming it is advertising:

'We miss having local newspapers; however, we enjoy reading the FCN.'

Council were informed that focus groups have previously not allowed all community members attending to provide their feedback:

'Focus groups are a waste of time – real people don't show up, people with an agenda speak over the top.'

The website is a key engagement/information tool, but it should be improved to be more of a 'hub' that links to key information and other website such as DHHS COVID-19 updates.

Key learnings

Working well

- Community members liked to have a discussion with a person from Frankston City Council.
- Community members prefer a mixture of engagement methods.

Not working so well

- The local newspaper is greatly missed by members of the community who don't often use digital devices.
- Many reported that they no longer receive the FCN paper.

Preferred locations for engagement

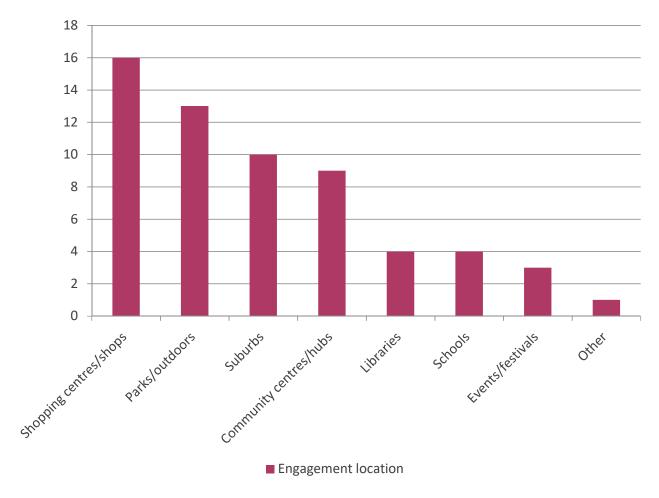


Figure 2

When asked where they would like to engage with Council, the community often named specific locations within the municipality. These responses were generalised to determine the preferred types of locations (as seen above in Figure 2).

The most popular type of location was parks and/or outdoors, followed by suburbs, and then community centres or hubs.

Opportunities for improvement

The Langwarrin community were not as informed about Council:

'This area would benefit from more face-to-face meetings with Council within the area.'

Key learnings

Working well

- Libraries are a great location for engagement pop ups, as people had time to speak to Council.
- Walking around shopping centres helped, however the questions needed to be quick, as people did not have time to have a lengthy conversation.

Not working so well

- Football games are not ideal locations as some games have community members from different local government areas visit.
- Small shopping centres were busy on a Saturday, but people were generally in a rush (especially
 outside supermarket) and were not keen to engage. Weekday lunch times may be better for these
 locations.
- It is hard to engage people for a discussion if they are leaving or arriving to a workshop, community centre run event or shops, caring for with children or volunteering.

Preferred types of projects to engage on

The community identified the types of policies, plans and projects they would like to be engaged on.

These responses were also generalised to determine what types of projects the community are most interested in engaging on. Low risk/impact projects were the most voted for, then medium risk/impact projects as well as statutory projects.

Table 2

| Projects | Project examples | Votes | IAP2 level preferred |
|-----------------------------|---|-------|-----------------------------|
| Low risk/impact projects | Internal Council Policies, Small traffic improvements, single tree installation | 16 | Consult/Involve/Collaborate |
| Medium risk/impact projects | Art/sculpture projects, bike path upgrades | 11 | Consult/Involve/Collaborate |
| High impact/risk projects | Shopping strip upgrades, sporting facility upgrade, CBD revitalisation | 10 | Consult/Involve/Collaborate |
| High interest projects | Community parks/spaces, Action plans | 10 | Consult/Collaborate |
| General projects | Service improvements or changes, other small-scale projects | 3 | Collaborate |
| Statutory projects | Planning & Land use, Submission of hearing process | 11 | Consult/Collaborate |

General insights on engagement

Positive insights

Some members of the community would like to be more involved in engagement activities:

'I like what Frankston City Council does for the community and I would love to be involved in future activities.'

'I would like to be part of community panels and have a way to be part of Council's work.'

Opportunities for improvement

There is a need for more transparent consultation and engagement overall:

'The community needs to be and wants to be part of the decision-making process.'

'We don't hear or see much from Council.'

Some members of the Frankston City community are not interested in engaging with Council:

'People are time-poor and don't want to be involved – they already have to volunteer for kids' sports, schools, you can't ask them to be involved in engagement as well.'



Evaluation



The Engagement Plan for this consultation included several measures of success related to the engagement objectives.

The success measures met and the objective they relate to are outlined below:

| Objective | Success measure |
|---|---|
| Understand the views and preferences of the Frankston community regarding approaches to community engagement | Coordinating a diverse range of engagement activities for the community to participate in the consultation. Recording feedback and conversations throughout the series of engagement activities. |
| Share information with staff about the engagement work Council is required to do across various work streams. | Engagement promoted through Council channels. Internal communication about the Framework and Council staff was provided during a range of engagement activities for staff to participate in, including online meetings and workshops, online survey and document sharing for review. |
| Ensure people's input has directly influenced the final Framework. | The Engagement Report explains how Council staff and community input has influenced the Community Engagement Framework. |
| Engage through cost- efficient and timely methods. | The series of pop up events enabled a diverse range of time poor individuals to contribute feedback. Social media and an online survey were also cost-effective ways to engage large numbers of the local community. |
| Meet legal requirements for municipal engagement. | A robust engagement plan was developed. The Engagement Report details the outcomes of the consultation. |

Conclusion

Council's commitment to undertake this consultation has been positively received by the Frankston community. It is clear many individuals value the opportunity to be increasingly part of Council's decision-making processes and have their voices heard on a variety of topics.

The consultation also identified a desire for more information about Council engagement activities in hard copy, digital channels and in person. The in face-to-face pop ups that were run as part of this consultation were particularly welcomed.

This report creates the foundations for Council to step more strongly into this space, in partnership with community, to develop better avenues for input and feedback into Council decision-making processes.

Recommendations

Overall feedback from this consultation is that this type of community engagement is a positive step by Council and should become an essential part of the decision-making process.

The Frankston community welcomes opportunities to be involved in making decisions about their municipality, however many hard to reach groups will need additional support to become more involved.

Based on the outcomes of the consultation summarised in this report, the following recommendations will guide Council's approach to community engagement:

Use a combination of engagement methods – Council will seek to diversely promote community engagement opportunities within the municipality, seeking to ensure information about future engagement is shared via a range of digital, hard copy and face-to-face methods.

Work with Council teams to identify impacted stakeholders – Council's Engagement Team will support other teams seeking to engage with the community, ensuring they have a successful approach to gathering community input and feeding this into decision-making processes.

Seek to promote multiple Council projects together – Council will seek to host a series of informal community events throughout the year (e.g. sausage sizzles and coffee carts) to ensure hard to reach groups have greater opportunities to have their say.

Ensure engagement opportunities are timely, accessible and fun – Council will seek to ensure the ways in it engages with the community are attractive, welcoming and straightforward to support a wide cross section of the community to provide feedback.

Next steps

Council wishes to acknowledge and express gratitude to all the members of the community who have participated in engagement activities informing the Community Engagement Framework.

The Framework is to be endorsed by Frankston City Council on the Monday 28 June 2021. Once endorsed, the Engagement Team will be seeking to support other teams to effectively plan, do, report and review their community engagement requirements.

Future community engagement opportunities will be promoted via local press along with Council's website, new engagement platform, social media and newsletters.

The Engagement Team will be seeking to build collaborative relationships across the broad range of community groups, committees, clubs and networks to ensure activities reach the widest cross-section of the Frankston community.



Appendices

Appendix A Consultation materials

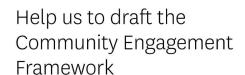
Appendix B Social media

Appendix C Internal use only



Consultation materials







Welcome to a Frankston City Council community pop up.

Thanks for dropping by – we love to meet members of our community.

We need your input on our new Community Engagement Framework.



Take a look at the posters displayed and let us know:

- How we can best engage with our community
- Where should we engage with you locally, and
- What Council policies, plans and projects should we engage with our community on
- When should we be engaging our community? At what project stage will your input have the most influence and be most valuable?

The framework will demonstrate Frankston City Council's commitment to:



A consistent and coordinated approach to community engagement

Embedding our six

Engagement Principles,

including reporting



Improving awareness and understanding of community engagement



Providing guidelines and a toolkit for planning and delivering community engagement

Timeline

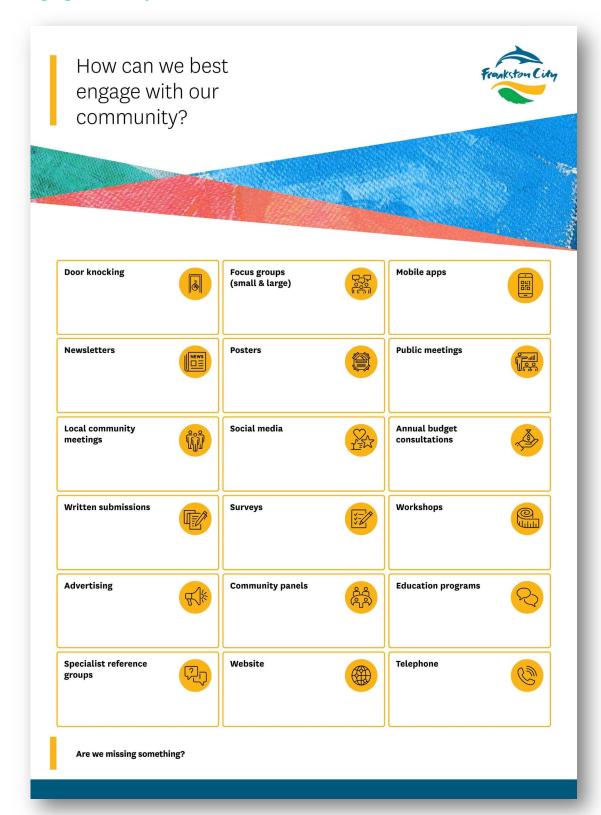


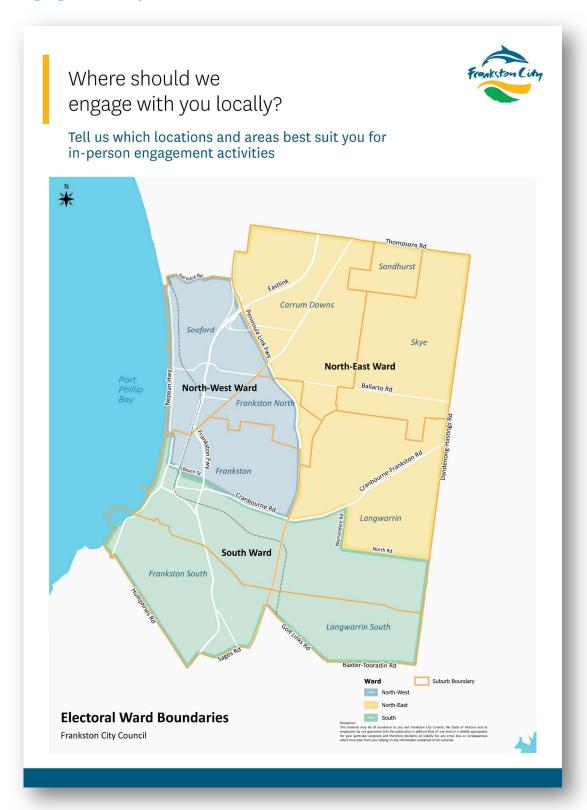


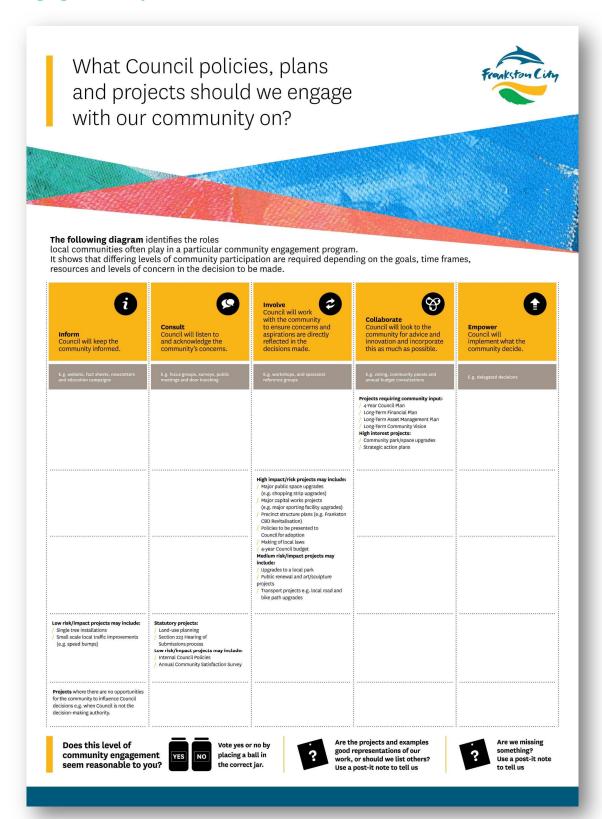
What is community engagement?

We define community engagement as involving our community in decisions that impact and interest them.

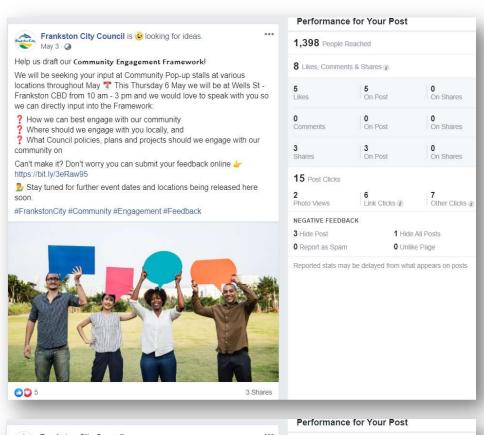
Community engagement can take many forms, from information sharing to direct community involvement in decision making.

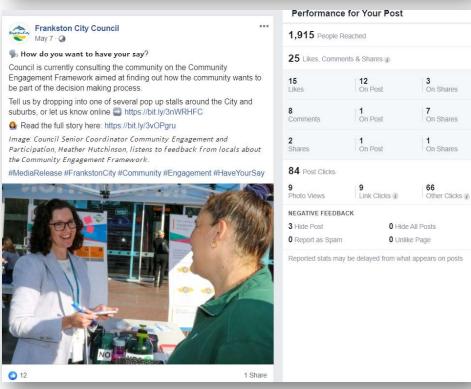


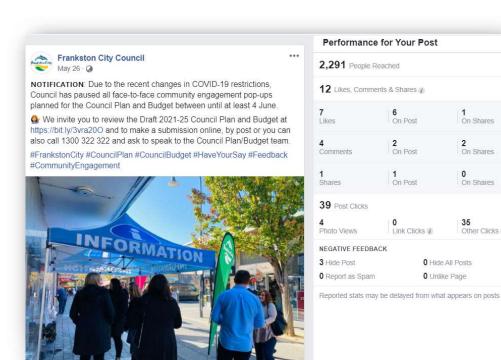




Social media - Facebook posts







6 On Post

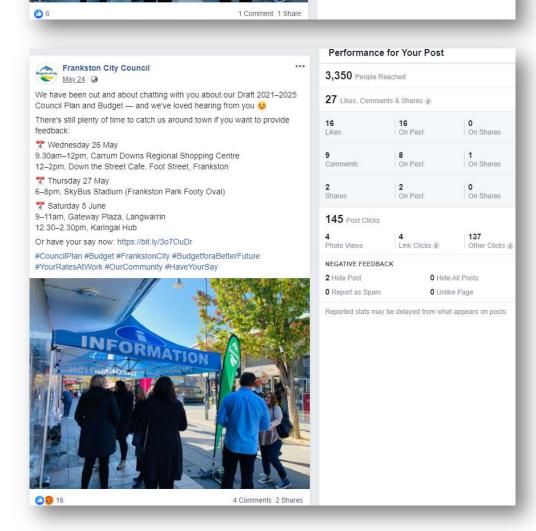
2 On Post

0 Link Clicks (F)

0 Hide All Posts

0 Unlike Page

35 Other Clicks W



Facebook events

