## Conversation Toolkit Guide

To assist individuals and groups to participate in the development of the Bayside Community Plan 2025.

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#### 1. About the Toolkit

The Bayside Community Plan 2025 Conversation Toolkit (the Toolkit) is designed to assist individuals and groups to participate in the development of the Community Plan 2025. The Toolkit is one of the opportunities for people to provide feedback on the ideas and priorities for the Community Plan by encouraging thoughtful, informed dialogue about planning for Bayside’s future.

The Toolkit has been designed to allow groups of community members to host their own discussion about planning for Bayside’s future. The Toolkit includes a “how to” guide and instructions about how to submit the feedback and ideas collected.

**Feedback is requested to be submitted by 5pm, Friday 30 October 2015.**

#### 2. About the Bayside Community Plan 2025

Bayside City Council is preparing a new community plan.

The Community Plan 2025 will be built on the aspirations, needs and values of the Bayside Community. The plan will enable Bayside City Council to prioritise investments and highlight the initiatives, services and infrastructure the community values.

#### How can I contribute to the Community Plan?

We are inviting the ideas and energy of all members of the community to identify how we can make our streets, places and services even better over the next 10 years. In October and November 2015 we will be having conversations about the future of Bayside. Your contributions will be incorporated into the Community Plan 2025 and will inform Council’s priorities to 2025.

**You can contribute to the Community Plan in the following ways:**

* **Host a community consultation event.** Community consultation events provide an opportunity for groups to provide their ideas and aspirations for Bayside at a convenient time and location. This Toolkit has been designed to guide your consultation. Once you have held your discussion, submit your feedback by filling out the workbook. Feedback is due 5pm, Friday 30 October 2015.
* **Join the online discussion.** The online forums provide an opportunity for you to share your thoughts and ideas with other community members and to their views. Visit [*http://yoursaybayside.com.au/bayside-community-plan-2025*](http://yoursaybayside.com.au/bayside-community-plan-2025)to join the discussion.
* **Complete a survey.** During October we are asking community members to participate in a detailed survey to further understand the ideas, opportunities and priorities. The survey can be completed online at the Bayside Community Plan website [*http://yoursaybayside.com.au/bayside-community-plan-2025*](http://yoursaybayside.com.au/bayside-community-plan-2025)*.*
* **Visit one of our Listening Posts.** During October we will be hosting listening posts at various locations across Bayside. The Listening Posts will be an opportunity for the community to obtain more information about the Community Plan 2025 and to share their ideas and aspirations for Bayside. For the dates and locations of the Listening Posts visit the Bayside Community Plan website [*http://yoursaybayside.com.au/bayside-community-plan-2025*](http://yoursaybayside.com.au/bayside-community-plan-2025)*.*
* **Register to attend the Community Forum.** In November we will be hosting a large community forum to bring together a range of community members and stakeholders to understand key priorities for Bayside and to agree on key opportunities and actions. We are seeking representatives from a cross section of the community, business, industry and planning professionals. To register your interest visit [*http://yoursaybayside.com.au/bayside-community-plan-2025*](http://yoursaybayside.com.au/bayside-community-plan-2025)*.*

#### 3. Hosting a community consultation event

Individuals and groups are invited to host community consultation events. You may wish to consult with any existing group you belong to (for example a book club, Rotary, sports club), with neighbours, or you may like to reach out to some people you do not know. There is no limit to the number of events that can be held. However feedback must be submitted by the deadline of the 30 October 2015.

Consultation can take place wherever people can gather: office, schools, libraries, community centres, sports pavilions, parks or place of worship. You should choose a location that is comfortable and accessible.

Determine the time period –the length of the conversation will depend on the number of questions asked. If you are only asking one or two questions, you only need half an hour. We recommend allowing two hours to undertake all the questions. While consultation can happen in groups of any size, small groups of six to eight usually work best. Larger groups can be divided into smaller groups to encourage active participation by all.

#### Questions to ask

Design your community consultation event using the workbook provided. These questions are similar to the online survey. The dynamic of a group discussion may prompt new ideas and is an opportunity to hear other people’s thoughts. However if you have limited time, this process is similar to the online survey so your time is best spent on only one technique. Your consultation can focus on one, a few or all of the following themes:

**Community participation**

Question 1 How can we ensure all people in Bayside feel valued and connected to their community?

Question 2 How can we improve access to current community facilities and services and what facilities and services do you believe are lacking?

Question 3 How can we improve access to current sport and recreation facilities and what facilities do you believe are lacking?

Question 4 How can Bayside further improve provision and increase participation in arts and culture?

Question 5 Festivals, markets and events run in Bayside were identified as low priority and low satisfaction in the previous round of consultation. How can we improve the provision of and participation in community events?

**Local character**

Question 6 How would you describe the character of Bayside and how can the character be protected and enhanced?

Question 7 Do you feel unsafe anywhere in Bayside and why?

Question 8 How can we improve safety for the whole community?

**Natural environment**

Question 9 What is it about Bayside’s foreshore and beaches that are important to you?

Question 10 How can we conserve or enhance Bayside’s bushland reserves and native vegetation?

Question 11 What does taking leadership in environmental sustainability in Bayside look like?

**Transport and mobility**

Question 12 How can we improve mobility in Bayside? (for example walking and cycling)

**Housing**

Question 13 How can we provide housing choices for all people at different stages of their lives?

**Economic diversity**

Question 14 How can we ensure Bayside residents have access to a diverse mix of local retail, businesses and employment opportunities?

#### Check list and tips

**Prepare for your consultation**

* Download the workbook from the Bayside Community Plan 2025 website.
* Find a suitable space and date to host your consultation event.
* Invite participants and send out invitations.
* Call or email participants a few days before the event to remind them.

**Design your consultation**

* Familiarise yourself with the themes and questions.
* Design your consultation around the questions.
* Have a copy of the workbook to help you to record your feedback.
* Nominate someone to record the discussion.

**Host your consultation event**

* Set the room up so that everyone can make eye contact with each other.
* Give everyone a nametag if people do not already know each other (use first names).
* Ensure you have pens, paper and other tools for recording the feedback.
* Hold the discussion and record the comments using the workbook.

**After the consultation event**

* Inform the participants about other ways they can have their say.
* Submit feedback by using the workbook by post or email.

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**The comments from your consultation event are due by 5pm, Friday 30 October 2015.**

#### Further information

For further information visit the Bayside Community Plan 2025 website [*http://yoursaybayside.com.au/bayside-community-plan-2025*](http://yoursaybayside.com.au/bayside-community-plan-2025)*.*