**GLEN EIRA
COMMUNITY ENGAGEMENT
ADVISORY COMMITTEE MEETING**

MINUTES

Held 23 November 2022 at the Ripponlea Room – Glen Eira Town Hall

Present:

Councillors: Cr Simone Zmood (Chair)
                        Cr David Zyngier

*Community
Representatives:*   Jacinta Smith
                        Karyn Siegmann

Council Staff: Kellie Vise, Director Customer and Community Experience
                        Kate Jackson, Acting Manager, Communications, Engagement and Advocacy
                        Fiona Noble, Acting Coordinator Community Engagement (Minutes)
                        James Athorn, Executive Management Officer

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The Community Engagement Advisory Committee meeting commenced at 5.10pm.

1. **Apologies**

   Cr Tony Athanasopoulos
   Brad Van Delft
   Ethan Mileikowski
   Brenna Dempsey
   Noè Harsel

2. **Conflicts of Interest Declaration**

   None declared

3. **Action Items Update from last committee Meeting**

Title/Item	Action	Update	Responsible Officer	Active/Closed
Community Voice Panel	Update the database from the 2016 census the most recent 2021 census.	This action is in progress and is expected to be completed by December 2022.	Kate Jackson	Closed
Community Voice Panel	Investigate whether other chart formats would better	Instead of a bar chart, a line chart will be used in	Fiona Noble	Active

	represent the quarterly report data.	future, to better show how the data collected changes over time.		
Community Voice Panel	Look at how other Councils engage with the 60 to 69-year-old age group.	In progress.	Kate Jackson / Fiona Noble	Active
Community Voice Panel	List an agenda item at the Glen Eira Business and Economy Advisory Committee and Multicultural Committee regarding any assistance they might be able to offer in targeting their networks to join the Community Voice Panel.	We have contacted each committee's relevant representative regarding this item and are liaising on a suitable time to fit into their agendas in the new year.	Kate Jackson	Active

4. Summary of meeting minutes from previous meeting

At the previous meeting on 3 October 2022 Kate Jackson spoke about Community Voice panel data and membership. All Councillors agreed that the panel was an important source of community feedback.

Kellie Vise provided an update on the development of a new element of the Community Engagement Toolkit incorporating a Community Research Framework.

The Committee discussed the presentation of the individual engagement survey or feedback documents as part of Council's reporting back to the community and provided their views which were a mix of desiring summary information and more fulsome responses.

5. Items for Discussion:

5.1   Closing the loop – feedback on a draft report template   Kate Jackson

Kate Jackson provided an overview of the report and the Committee discussed the options for improvements to community engagement for reports which are prepared Council and the community. Kate outlined the move to a more consistent and standardised format which would provide greater clarity for readers.

Jacinta Smith shared a document from City of Albany – to be attached to minutes separately for consideration.

The Committee suggested that an engagement summary should be included in the body of the Council report and more detailed information provided in a separate document which could be then shared with community outside of the Council Meeting Agenda process.

The group workshopped what should be included in this report and suggested the inclusion of an executive summary at the front (one page only) including details about the project, the engagement methods used and the rationale for the selection, a description of why and who Council is engaging and the timeframe. The reports should include summarised information and themes as well as examples of individual responses from participants (not necessarily in full but to give more rich information).

Then include sections such as:

- Introduction
- Links to more detailed information
- List who has been engaged
- How and why we have we engaged
- Table of IAP2 to be included showing the level of engagement for each element of the project

It was noted that the City of Albany example had a matrix to explain what form engagement should take, from simple to complex.

It was suggested we test proposed questionnaires with a group of community members to make sure it is clear and things are not missing before it goes out to the broader community to answer.

The Committee also agreed that consultation reports should be shared widely after consultation so there is transparency, such as on the Have Your Say section of the website and in the Officer report for a Council Meeting agenda.

The Committee discussed the order and manner in which community engagement feedback should be reported back and mapped this out to gain clarity (Refer to Attachment 1). This will be used as input into the design of future reporting process.

Karyn Siegmann noted that there was a risk it could be very time-consuming and bureaucratic, which would create a lot of work for officers, so it would be important that it be efficient for all.

A discussion was also had on how much and whether or not Council should publish individual items of feedback, and if so, should it be de-identified information. Different views were shared and will be considered as part of the draft design.

Officers agreed to develop a draft process and report design and provide back to the Committee in the new year.

5.2 Deliberative engagement – who, what, when, why and how? Kate Jackson

The Committee reviewed the deliberative community engagement processes held over the previous three years which align with the Community Engagement Policy including the Community Vision, the Long-Term Financial Plan and the 10-year Asset Plan. Officers presented on the various attributes and costs of these engagement processes. Cr Simone Zmood noted that these engagements mean we have met our regulatory and Policy obligations in terms of deliberative engagement for this Council term.

The Committee discussed the application of the IAP2 framework to various engagements, noting that all engagements meet the 'inform' level, some at a 'consult' level and some also move into 'Involve', this illustrating that some include all three levels, but to date these have been summarised with just one level for our reporting purposes.

The Committee noted that deliberative engagement processes are time consuming and can be costly so they are not right for everything, but very necessary for long term outcomes, such as for the 10-year Asset Management strategy.

Cr Zmood noted that there will be a new Council Plan in 2024, which will involve a deliberative element but there was an opportunity to undertake another one in 2023 should the issues facing the Council and the community warrant it.

Cr Zyngier said we should empower the community to make the decision – potentially on matters relating to action on the climate emergency or in relation to a potential community battery –

suggesting a pilot project that could be suggested. He highlighted the 'Are you M.A.D. (Making A Difference)' Project as an example.

Jacinta Smith suggested that the community could be allocated some funding, and given the chance to use deliberative engagement to decide what to do with it?

Cr Zmood suggested that moving forward the Council could consider allocating the third year of each term to provide this opportunity to empower through Citizens Jury or deliberative engagement.

Topics for deliberative engagement were suggested including:

- How do we get to net zero emissions by 2030?
- Soft plastics, community to come up with the idea to address the market failure
- Have a Shark Tank – community groups and schools to enter and have a citizen jury to judge.
- Put together ideas with the sustainability team and other committees.

Officers agreed to take on board the feedback and come back to the Committee in the new year with some further ideas.

6.   **General Business:**

The Committee suggested that dates for the meetings be set in advance for the coming year to enable greater planning and increased attendance by members. It was also suggested that there be a review of the number of meetings for the year in the Terms of Reference to ensure that momentum was maintained.

Cr Zmood thanked all the members of the committee for their hard work and commitment during their time on the Committee in developing important documents such as the Community Engagement Strategy and Toolkit and encouraged all current members to reapply in the new year.

Forward Meeting Schedule   Cr Zmood (Chair)

DATE	Items	Officer/Member
2023		
TBC		

7.   **Next Meeting**

TBC.

8.   **Closure of Meeting:**

Cr Zmood thanked all members for their attendance at the meeting and the meeting closed at 6.50pm.

Minutes to be confirmed at the first Ordinary Council Meeting in 2023.

Actions from this meeting

Title/Item	Action	Update	Responsible Officer	Active/Closed
5.1 - Closing the loop – feedback on a draft report template	Develop a draft reporting process and report design and provide back to the Committee in the new year.		Kate Jackson	Active
5.2 – Deliberative engagement	Take on board the feedback about opportunities for a deliberative engagement process for 2023 and come back to the Committee in the new year with some further ideas.		Kate Jackson	Active

Attachment 1.

DRAFT COMMUNITY ENGAGEMENT TRANSPARENCY PROCESS V1.0

Indentify the need/ methods to engage on a topic

Close the loop - report published on decision /rationale provided to community

Report outlining engagement plan and aproach endorsed at OCM

Council decision on the topic

Engagement completed in-line with Community Engagement Policy

Further engagement required

Officers Report on the Topic (with Engagement Report) considered at OCM

Engagement report prepared for Council

Engagement Report reviewed at Assembly Mtg.

Engagement report published on Have Your Say

Output available to the community

Internal process