Example survey for gathering community input

This is an example of a survey introduction and survey which can be used to gather information from your community.

This survey can be prepared in paper format to be shared with your community at community events or in electronic format which can then be shared using a link or QR code with your community via email, social media, community website etc.

Step 1. Prepare an introduction to your survey

You first need to prepare an introduction to your survey so those you are asking to complete it understand who you are and why you are doing the survey. If using a paper format this information can be included on the form itself. If using an electronic format this can be included in the email you send with the link/QR code or on the social media post or community website page.

We suggest you include a date for when the survey should be completed by, and if completed via paper providing instructions for where they can post or return the survey to.

It's also a good idea if the survey is in electronic format to include how long it will take to complete the survey.

Survey introduction example:

It's community planning time. This means we are seeking people who live, work or visit [town] to contribute ideas and energy to make our place, the place to be now and in the future. We need your ideas about what you'd like to see happen in our next community plan 2022- 2025 through the community planning process.

The community knows what is best for their community. The community planning process is driven by the community shaping the priorities of the town's plan, then implemented by the community.

Our last community plan delivered the following for [town]:

-
-

We want to know what you think would be great projects for the whole community; young and experienced!

Already, [town] Community Coordinators have been working behind the scenes with Council and Mentors to commence the process, this survey is the second step in the process. By completing the survey, we will get a feel for what you want in your town.
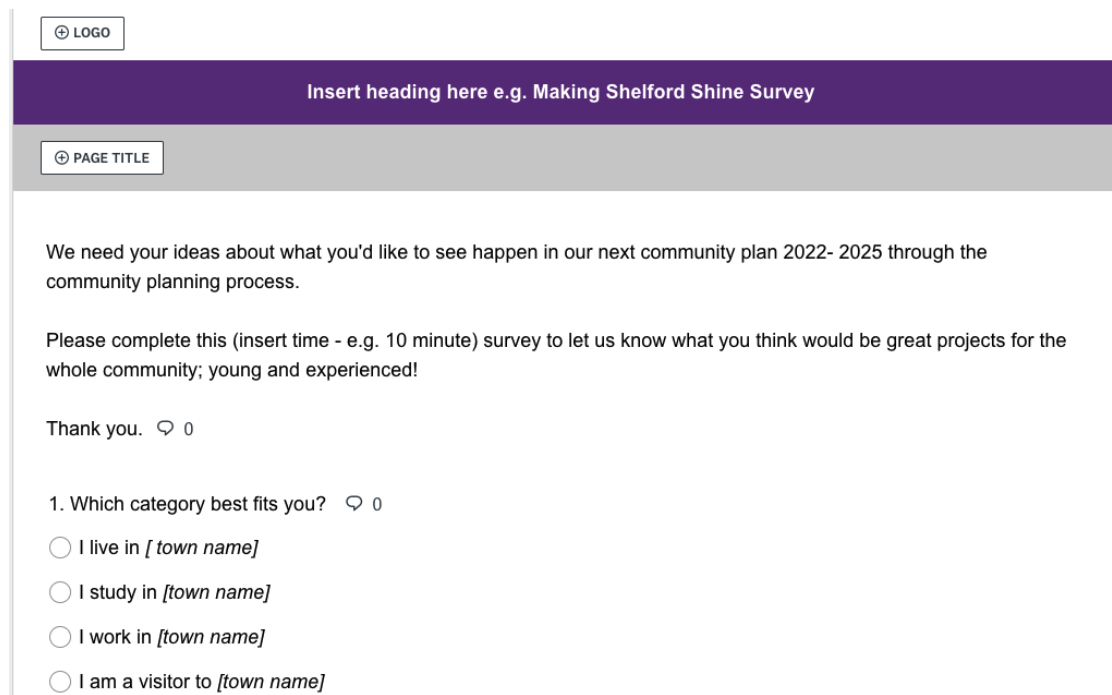
***Electronic format**, include this information - You can complete this survey online by clicking on this link [add link and/or QR Code to the electronic survey] This survey will take approximately [insert time} to complete.*

***Paper format**, include this information - Fill out a copy of the survey and submit to: [insert where to return to] by [insert last day to submit].*

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Step 2. Create your survey

Now you have prepared your introduction to your survey you can create the survey itself.

If using an electronic survey, it's a good idea to provide a quick introduction again in the electronic platform (Google forms/Survey Monkey etc), so those completing the survey know they have clicked on the correct link/QR code. You will have already provided them an introduction in the email, social media post or community website, so this only needs to be short, see an example below that has been completed in Survey Monkey.

If using a paper format, you do not need to repeat this information as the original introduction to the survey will be on the paper form already.

See below for an example community survey they can be prepared in either paper or electronic format.

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Example Community Planning Information Survey

[insert heading here e.g. Making Shelford Shine Survey]

1. *Which category best fits you?*

    ☐ *I live in [town]*   ☐ *I study in [town]*   ☐ *I work in [town]*   ☐ *I am a visitor to [town]*

2. *What two projects do you think would make the most difference to making your town;*

    a. *A better place to live? [options could include walking tracks, riding tracks, specialty retail shop, skate park, new stadium, more community clubs, accessible health care, affordable housing, green spaces, community meeting areas, sustainable energy options]*

    _____

    _____

    b. *A better place to work? [faster internet speeds, community business hub]*

    _____

    _____

    c. *A better place to visit? [Art gallery, improved shop fronts, heritage walks, mountain bike facility, better visitor signage, novelty events]*

    _____

    _____

3. *What is your age? (Answering this question helps us to ensure that we have collected ideas from a range of age groups within the community).*

    ☐ *12-17 years*   ☐ *18-24 years*   ☐ *25-34 years*   ☐ *35-44 years*

    ☐ *45-54 years*   ☐ *55-64 years*   ☐ *65 years +*   ☐ *decline to answer*

4. *On a scale of 1-7 (7 being the highest rating), how would you rate [town] as a place to live for someone like you?*

    ☐ *1*   ☐ *2*   ☐ *3*   ☐ *4*   ☐ *5*   ☐ *6*   ☐ *7*

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5. How well do you feel [town] currently performs in each of these areas? (create a Likert scale (1-7) as above)

Availability of housing to rent

Affordability of housing to buy

Public transport

Town attractiveness

Parks and outdoor spaces

Welcoming community groups

Job opportunities

Sports facilities

Internet access and speed

Aged care services

6. Do you have any skills you would like to offer or put forward which would help to get community projects off the ground?

_____

_____

7. Do you have any other comments you would like to provide to the [town] Community Coordinator Group?

_____

_____

_____

_____

_____

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8.   There are many roles in implementing community projects from helping with ideas to joining the Community Coordinators team. We would be delighted if you were able to join us. Please indicate if you can assist in any of the following ways.

☐ Provide ideas only

☐ Volunteer to help with specific projects

☐ Become a Community Coordinator and attend monthly planning meetings

☐ Other (please comment)

_____

_____

9.   If you would like to be involved what is the best way for a Community Coordinator to contact you?

☐ Email   ☐ Phone   ☐ SMS   ☐ Other   ☐ Not interested

Contact details:

Name……………………………………………………………………........................

Phone………………………………………………………………………………………

Email……………………………………………………………………………………….

Thank you for taking the time to complete this survey.

[insert details of community forum if relevant]

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