



# Community Planning Program Toolkit

## Example agenda for planning the Community Plan / Plan Snapshot meeting

This is an example of the process for the discussion regarding the planning for the development of the plan.

Plan the Plan Meeting Agenda	
Township:	
Date:	Time:
Location:	
Chair / Facilitator:	
Attendees:	
Apologies:	

Item	Description
1.	<p>Welcome and introduction</p> <p>Acknowledge Traditional Owners</p>
2.	<p><b>Review of the past plan</b></p> <ul style="list-style-type: none"> <li>• How it was developed – identify key tasks</li> <li>• What worked well? – strategies that gathered relevant information and reached a broad cross section of the community</li> <li>• What didn't work well? – actions / strategies that had limited impact on the development of the plan</li> <li>• Suggestions for improvements – learnings from past experience</li> </ul>
3.	<p><b>Seeking Information for developing the new plan:</b></p> <p>Survey</p> <ul style="list-style-type: none"> <li>• Development of the survey</li> <li>• Develop relevant questions specific to the community</li> <li>• How / where the survey is to be returned to</li> </ul> <p>Dissemination of survey:</p> <ul style="list-style-type: none"> <li>• Council mail out</li> <li>• Conduct interview with relevant community groups / businesses</li> <li>• Identify any current / upcoming events to facilitate the surveying of community members</li> </ul>



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	<ul style="list-style-type: none"> <li>Consider needs of demographics of the community e.g. Identify vulnerable / isolated community members / groups who may need targeted /approach</li> </ul> <p>Consider other opportunities to gather information</p> <ul style="list-style-type: none"> <li>Ideas boxes</li> <li>Pop up data collection venues</li> <li>Face to face meetings / focused discussions</li> <li>Public meetings</li> <li>Social media feedback</li> <li>Demographic data</li> </ul>
4.	<p><b>Promotion of planning process, survey &amp; forum such as:</b></p> <ul style="list-style-type: none"> <li>Posters where there is high foot traffic</li> <li>Promotion on “What’s on signboards”</li> <li>A story in the local paper or news sheet</li> <li>Use of social media:             <ul style="list-style-type: none"> <li>Websites</li> <li>Facebook</li> <li>Twitter</li> <li>Email lists</li> </ul> </li> <li>Via established community groups and business</li> <li>Via Council – survey letter drops, through the Gazette, website, Facebook and Twitter</li> </ul>
5.	<p><b>Analysing results:</b></p> <p>Decide on methods to analyse results</p>
6.	<p><b>Timeframes:</b></p> <ul style="list-style-type: none"> <li>When is survey to be disseminated?</li> <li>Establish date for surveys to be completed by</li> <li>Establish dates for Community Forum</li> <li>Set date for next Community Coordinator meeting to analyse results</li> </ul>
7.	<p><b>Next meeting?</b></p>
8.	<p><b>Meeting close</b></p>