

Frankston City Community Panel Member Handbook



Welcome and **congratulations** on being selected to join the Frankston City Community Panel. This document outlines the way in which the Frankston City Community Panel will operate and the responsibilities of Panel Members throughout the duration of the project.

What is the purpose of the Community Panel?

The Community Panel is responsible for:



Reviewing Frankston City Council's Community Vision 2040.



Providing recommendations to Council to assist with the development of a new four-year Council Plan, and the review of the Financial Plan and Asset Plan.

The Community Panel's recommendations will be presented to Council and Council will report back to the Community Panel on its response to the Panel's recommendations, identifying which recommendations are accepted, which are not and the reasons behind Council's decisions.

How will the Community Panel work?

The Community Panel will be facilitated by consultants engaged by Council, Max Hardy and Cindy Plowman. Both are independent to Council and will ensure all members have a fair and reasonable opportunity to present their views.

This is a 'deliberative' community engagement process, which means the Community Panel will be required to participate in a series of facilitated workshops which will involve:

- Learning about the broader community feedback already received on the project.
- Listening to other panel members and the ideas and perspectives of internal experts.
- Providing thoughts and ideas on the information presented.
- Discussing the issues, challenges, ideas and opportunities that are raised with fellow panellists and considering evidence in-depth.
- Finding common ground and agreeing on the Community Panel's final recommendations to help write a report to be presented to Council.

Meeting dates and times

The Community Panel will meet over 5 workshops on the dates below. If you aren't familiar with Zoom we can help you learn how to use it before the first meeting. If you would like help, please reach out to Kate Berg to organise a one-on-one training session, Kate. berg@conversationco.com.au, phone 9989 9497.

Sunday 8 September: 10.00am-2.00pm - in person at Cube 37, 25/37 Davey Street Frankston (lunch provided -please advise engagement@frankston.vic.gov.au of dietary requirements no later than **COB Thursday 29 August 2024**). Cube 37 is located next to the Frankston Arts Centre. Entry is via Davey Street. "plan your visit" information is available here [Getting Here Frankston Arts Centre](#)

Tuesday 10 September: 6.00pm-9.00pm - online.

Tuesday 12 November: 6.00pm-9.00pm - online.

Tuesday 19 November: 6.00pm-9.00pm - online.

Tuesday 26 November: 6.00pm-9.00pm - online.

Please read any background information provided to you prior to the meetings. Paper copies can be made available upon request.

What will you need to bring to each workshop?

For the first workshop (in person at Cube 37), please bring along an electronic device (mobile phone or tablet) as we will show you how to access the online system we will use for our online workshops.

For all online workshops, you will need to join the Zoom meeting from your computer or tablet, and you will need a separate device (such as your phone) to access a second online program.

If you do not have two devices that you can access for online meetings, please contact engagement@frankston.vic.gov.au and we can arrange an alternative for you. We are also happy to talk you through how to access the systems, so if you have any concerns, please contact us, or speak to one of the team at the in person workshop at Cube 37.

How will your contribution be recognised?

Panel members will receive a certificate of appreciation and a voucher of \$200 for attending all workshops, to thank you for your time and contribution. This will be paid pro rata if you are unable to attend all workshops.

Expected Behaviour

All workshops will be delivered in a safe, friendly and supportive manner. Council staff, guest presenters and facilitators are committed to ensuring your experience is as enjoyable as possible. Different views, healthy debate and disagreements are welcomed as part of this process. All people involved with the panel process are however expected to show respect for each other and not engage in any offensive, harmful or aggressive behaviour which could cause distress to other participants. If any such behaviour occurs participants may be removed from the remainder of the process.

What is a Community Vision?

The Community Vision will capture what our community values most about their community and set out their priorities and aspirations for the future of Frankston City. Once developed, the Community Vision will form part of Council's strategic planning framework, ensuring that the community's vision for the future of Frankston City is considered in Council's strategic planning and decision making.

What is an Asset Plan?

Our Asset Plan guides Council's management of public assets and infrastructure over the lifecycle of the asset. It shows how Council will continue to maintain the roads, pathways, buildings, public spaces and other council managed assets across Frankston City over the next ten (10) years.

What is a Council Plan?

The Council Plan is developed every four years following the election of a new Council. It is driven by the Community Vision and details the priority initiatives and actions for Council until 2025. It also includes the indicators that measure success towards the Council Plan's priorities. In the new Council term (2025-29), we will be incorporating the Municipal Health and Wellbeing Plan into the Council Plan to outline the important role of Council in supporting the health and wellbeing priorities for Frankston City.

What is a Financial Plan?

Our Financial Plan outlines the resources required to deliver the Council Plan and ensure:



We are investing in assets the community values and needs.



Our services remain affordable and accessible for the community.



Our organisation remains financially sustainable.

Photographic Consent and Your Privacy

Council may be taking photographs and occasionally recording short videos (Vox Pops) during the five community panel sessions to promote the project.

The images and recordings may be used in printed or online formats by Frankston City Council for the purposes of documenting and promoting the Frankston City 2040 Community Vision project.

Meetings will not be recorded but facilitators will take notes, to capture members' contributions. All notes, and quotes will be de-identified to protect panel members' privacy. Council, Max Hardy Consulting and Conversation Co will manage your data and information in line with the Privacy and Data Protection Act 2014 (Act). The privacy statement relating to the registration and usage of the Panel, can be found at engage.frankston.vic.gov.au/privacy-policy.

Please advise Council via email at engagement@frankston.vic.gov.au if you do not give permission for your image or video recording to be used.

Declaring a Conflict of Interest

Panel Members will be entrusted to make recommendations to Frankston City Council based on input from the broader community, hearing from experts and working together as a panel. We therefore would like to ensure that decisions are not underpinned by personal interests or personal gain.

If you realise at any time during your membership of the Community Panel that you may gain a real or perceived disproportionate personal or professional advantage from the outcome of an engagement activity, please declare the conflict to Council via email at engagement@frankston.vic.gov.au, or to one of the project team members at the activity and abstain from the engagement activity.

Examples of a conflict of interest may include membership to a local club, owning a small business, or any other venture that might benefit through your involvement in the Community Panel.

It is your responsibility to declare any conflicts of interest. If you are unsure whether something is a conflict of interest, it is better to declare it, providing full transparency.

Using Social Media

We welcome your use of social media to promote the project if you choose to. When doing so, Council expects Community Panel Members to maintain a certain standard of behaviour when representing this project.

We ask all panellists to respect the privacy of other participants. Please do not publicly post any photographs taken during the online workshop, which include the names and images of other participants. Please respect that panellists are individuals whose anonymity should be maintained, unless they personally choose otherwise.

Panel members should inform Council if you are approached by the media. Members have the right to remain anonymous by request.

Appropriate etiquette on social media, includes:

- Being respectful to all people and their views and opinions.
- No hate speech or speech that isolates an individual or particular viewpoint.
- Being factual in your communications and providing a link to information sources.
- Not representing or communicating on behalf of Frankston City Council, Max Hardy Consulting or Conversation Co.



Contacts

Frankston City Council

For any of the the following reasons please contact Frankston City Council via email at engagement@frankston.vic.gov.au

- Dietary requirements.
- If you do not give permission for your image or video recording to be used.
- If you need any support to participate, including transport, equipment, paper copies mailed to you, or further explanations of material.

Conversation Co

If you would help to use Zoom or are unable to make a session please contact Kate Berg from Conversation Co via email Kate.berg@conversationco.com.au or phone 9989 9497.