Action status

The following table provides an update on the status of actions agreed with the Executive Management Team in 2022 and includes new actions as a result of Year 2 survey findings.

= complete = underway = not started

Actions - complete	Status	Notes
Action 5: Deliver training that walks staff through, and provides spaces to practice, tasks for planning CE activities.		Action completed. Meetings with Project Teams allow for ongoing practical application of our CE process, templates and planning for CE activities. In the 12 months from 15 April 2022 to 14 April 2023, the CE Team supported CE planning and delivery of 28 projects. Training to roll-out our CE Policy and Banyule's CE planning process was delivered with over 80 staff. A new action has been added below to deliver more of these training sessions with new staff in 2023-24.
Action 10: Continue to roll-out updated CE templates and the CE process and timeline.		Complete and ongoing. Training to roll-out our CE Policy and Banyule's CE planning process was delivered with over 80 staff. A new action has been added below to deliver more of this training with new staff in 2023-24. The CE Team also continues to guide teams through the CE Planning process, including timelines and completion of templates.
Action 11: Maintain Brian CE pages with examples of communications collateral, completed CE templates and reports from other teams. Include an outline of the CE Team's responsibilities and links to other helpful CE resources. Share page updates via the Weekly and Banyule Leadership Network.		Complete and ongoing. Our CE planning process and templates, as well as completed CE templates, findings reports and communications materials, have been uploaded to BRIAN for teams to access. We have also created a page with a step-by-step process for how to access and use the CE Consultancy Panel.
Action 12: Continue to work with Assets and City Services to integrate CE into Project Management training and the Project Management Framework.		Assets and City Services has confirmed that delivery of project management training is not on their radar. In the absence of a Project Management Office (PMO), trigger points for CE planning have been incorporated into CAMMS Project templates. The CE Team will continue to offer training that frames CE as a key component of project management.

Action 13: Provide support and capability building to analyse data and write CE findings reports.		Complete. Survey design and data analysis training was delivered with 30 staff in 2023. A new action has been added below to deliver deep dive sessions for designing questions and analysing and presenting data.
Action 14: Undertake a public tender process to establish a CE Consultancy Panel.		Complete. Following a tender process, six CE Consultancies have been contracted for three years to form part of the Panel. The Panel started in January 2023.
Action 15: Develop a physical pop-up toolkit that can be used by teams for face-to-face engagement activities.		Complete. Following desktop research, benchmarking with other Councils and a staff survey completed by 61 staff, a toolkit for in-person engagement has been established. The CE Team will refresh and update the toolkit with new equipment as needed.
Action 16: Establish a casual group of CE community facilitators to be contracted by teams to support delivery of CE activities.		It was identified that a casual pool of employees already exists and is managed by the Youth Team. The CE Team has negotiated with the Youth Team to refer Project Teams that need support with CE activities to this casual pool of employees (for intercept surveys, pop-ups, data analysis, etc).
Actions - carried forward		
Action 1: Deliver CE Fundamentals training to increase our CE knowledge and demystify CE practice.		This training package and materials were developed by the CE Team. Three 3-hour sessions were delivered with 24 staff in September 2023 (after the Year 2 survey took place). The team will deliver more sessions in early 2024.
Action 2: Deliver training to explore the resource benefits of embedding CE in our practice upfront.		Action completed and ongoing through training on our CE Policy and CE planning process. A section on the reasons and benefits of CE, including saving time and money, was also incorporated into the CE Fundamentals training (Action 1).
Action 3: Deliver training to explore the benefits of CE from a public health and civic participation perspective.		This action is ongoing. A section on the reasons and benefits of doing CE was incorporated into the CE Fundamentals training (Action 1), including discussion on the relationship between participation and people's health and wellbeing outcomes. The team will consider contracting a consultant to deliver a seminar on this topic.
Action 4: Deliver experiential learning opportunities to practice CE methods, build CE knowledge and confidence and make the leap from conceptual to practical knowledge.		Facilitation skills training was delivered with 32 staff. There appears to be enough interest for us to run more of these sessions. Following Year 2 survey feedback, new training will focus on in-person engagement including focus groups, interviewing techniques, intercept surveys,

		ending a conversation and public speaking. The CE Team will continue to encourage and support in-person activities.
Action 6: Identify opportunities to shadow and learn from other staff and teams during delivery of CE activities.		This action has not been completed. While the CE Team connected Project Teams with each other to share experiences of engagement activities, and shared materials from one project to another, shadowing other teams or participating in their engagement activities has not taken place. Given delivery of in-person engagement activities is increasing, there is now more opportunity to shadow others. This action has been carried forward, with a view to setting up CE learning spaces for sharing CE experiences.
Action 7: Identify opportunities to hear and learn from staff about their CE experiences.		While the CE training offered by the CE Team provided opportunities for staff to come together and share stories and examples related to planning and delivery of CE, facilitation, survey design and data analysis, more formal opportunities did not take place. This action has been carried forward, with a view to setting up CE learning spaces for sharing CE experiences.
Action 8: Deliver training on communications methods and connecting with your target audience.		This training was delivered by the Communications and Marketing Team on 21 September 2023 and was attended by 16 staff members. The Team intends to deliver another session in 2024.
Action 9: Develop and roll-out CE Accessibility Guidelines and methods to support access of diverse peoples and in diverse circumstances.		In December 2022, the CE Team supported the Community Impact Team to deliver Running Inclusive Events training, which was attended by 16 staff. The CE Team will continue to support the Community Impact Team with the roll-out of the Accessible Communications and CE Guidelines.
Actions - new		
Action 17: Deliver training that builds an understanding of how social media campaigns are developed and implemented.		Discussions have taken place with the social media team, with a view to deliver this session in early 2024.
Action 18: Deliver more training on Banyule's CE Policy and CE Process to bring new staff up to speed.		Not yet started.
Action 19: Deliver deep dive sessions into components of survey design, data analysis and presenting data for decision-makers.		Three x 1-hour online sessions were delivered in August, September and October 2023 on Choosing the Right Survey Questions, Coding/Theming Qualitative Data and Presenting Key Findings. Sessions were attended by 12, 10 and 13 staff respectively.