

## Table E: Guiding Principles and Suggested Questions

<p>Guiding Principles for Community Engagement</p>	<ol style="list-style-type: none"> <li>1. Explain why you are undertaking this exercise</li> <li>2. Explain the importance of the community's input and opinions</li> <li>3. Explain the scope of the needs analysis, Centre functions, and funding limitations to manage expectations</li> <li>4. Explain next steps and timelines for transparency of process and to manage expectations</li> <li>5. Report back – Explain how you will keep people informed of the process and any resulting actions E.g. Facebook, a display at the Centre, a summary of findings on the website etc.</li> </ol>
<p>Example Interview Questions</p>	<p><b>For Centre Users (People who attend programs or use services at the Centre):</b></p> <ol style="list-style-type: none"> <li>1. What activities do you attend at the Centre?</li> <li>2. What do you enjoy about these activities?</li> <li>3. How did you first learn about the Community Centre and what made you decide to come along?</li> <li>4. What other activities or services would you like the Centre to offer that would interest you or help meet your needs?</li> <li>5. Based on your local knowledge and experience, can you tell us 1 or 2 main local concerns that currently exist in the community?</li> <li>6. How do you think the Community Centre can help respond to these local concerns?</li> <li>7. Do you know of any individuals or organisations that are working on these concerns locally?</li> <li>8. Do you have any ideas about what the Centre could be doing to attract more people to the Centre and its programs and activities?</li> </ol> <p><b>For Centre Volunteers (People who help with reception or other tasks at the Centre):</b></p> <ol style="list-style-type: none"> <li>1. What do you enjoy about volunteering at the Centre?</li> <li>2. What impact has volunteering here had on you? What are the benefits of volunteering? What could be improved?</li> <li>3. Apart from your volunteer work, do you participate in any Centre activities?</li> <li>4. As a volunteer, can you identify some of the positive things the Centre does that makes a difference to Centre user's lives?</li> <li>5. As a volunteer, what else would you like to see the Centre offer?</li> <li>6. Based on your local knowledge and experience, can you tell us 1 or 2 main local concerns that currently exist in the community?</li> <li>7. Do you know of any individuals or organisations that are working on these concerns locally?</li> <li>8. How do you think the Community Centre can help respond to these local concerns?</li> <li>9. What can you think of that might make the Centre more accessible to diverse groups in the community?</li> <li>10. How do you think the community centre could attract these people through the door?</li> </ol> <p><b>For Centre Program Facilitators/ Tutors (People who are paid, who volunteer, or who are regular hirers and run programs at the Centre)</b></p> <ol style="list-style-type: none"> <li>1. How long have you been running the group?</li> <li>2. What was your motivation for starting this group?</li> <li>3. How many people attend your group?</li> <li>4. Have you experienced any challenges in getting people to come along and participate in this group?</li> <li>5. Do you know if the group members are using other programs offered by the Centre? Which ones?</li> <li>6. What other activities or services are you aware of that your members have expressed an interest in?</li> <li>7. Based on your local knowledge and experience, can you tell us 1 or 2 main local concerns that currently exist in the community?</li> <li>8. How do you think the Community Centre can help respond to these local concerns?</li> </ol> <p><b>For Community Leaders:</b></p> <ol style="list-style-type: none"> <li>1. Within your community, are there social needs that you have identified that are not being met?</li> <li>2. Have you considered a local community centre as a place that might offer resources to meet your social needs goals?</li> <li>3. What resources would your community require from a centre to help meet these needs?</li> <li>4. Would you be willing to make introductions between your community members and our centre to discuss working together on positive social outcomes?</li> </ol> <p><b>For the Wider Community Engagement:</b></p> <ol style="list-style-type: none"> <li>1. Do you know where the nearest community centre is to where you live?</li> <li>2. What do you think a community centre offers the community?</li> <li>3. What type of people do you think might use a community centre?</li> <li>4. What are 3 main concerns that are important to you in your local community?</li> <li>5. How do you think the Community Centre can help respond to these local concerns?</li> <li>6. Do you know of any individuals or organisations that are working on these concerns locally?</li> <li>7. What programs, activities or services might interest you to come and get involved in a community centre?</li> <li>8. Do you have any skills you could offer a community centre to help run programs?</li> </ol>