##### Tool: Checklist for holding a public meeting

| Stage 1 – Planning the meeting | Yes/No |
| --- | --- |
| 1. Have the issues to be discussed at the meeting been defined?

Are we clear what is negotiable and non-negotiable? |[ ]
| 1. Have we identified the target audience?

Have we decided whether or not to invite the media? |[ ]
| 1. Have we decided what the purpose of the meeting is? Is it to:
* inform the community about an issue?
* give residents an opportunity to ask questions?
* obtain feedback or suggestions from the community?
 |[ ]
| 1. Have we selected the date, time and venue? Have we:
* checked that the proposed date does not clash with other events?
* scheduled the meeting at a time of day when people can attend, taking account of the needs of groups such as women, full-time workers, families, youth etc.?
* chosen a venue that is comfortable and familiar, accessible, an appropriate size for the expected attendance level and, if necessary, relevant to the issue under discussion?
 |[ ]
| 1. Have we notified the public? Have we:
* used appropriate media (advertising in newspapers or newsletters, community radio, notice boards and posters in public places, the council website, letter box drops, invitations to specific stakeholder groups)?
* clearly indicated the topic to be discussed, the purpose of the meeting, and how and why the community’s participation will be important?
* given sufficient notice (at least 2 weeks)?
* thought about whether to require RSVPs?
 |[ ]
| 1. Have we organised human resources? Have we:
* arranged a facilitator?
* considered what role councillors will play?
* decided what role council staff will play?
* prepared councillors and/or staff by anticipating questions that will be asked by the public and role played how they will respond?
 |[ ]
| 1. Have we prepared the agenda and information for the meeting? Have we:
* listed speakers and timeframes?
* decided if a Welcome to Country is required?
* prepared all information the public will need at the meeting?
* prepared the presentation to be delivered by councillors or staff?
* prepared a media kit if the media will be attending?
 |[ ]
| 1. Have we organised meeting logistics? Have we organised:
* catering, taking into account dietary requirements (e.g. the high incidence of diabetes amongst Indigenous community members)?
* interpreters (if necessary)?
* liaison with the venue about room set-up?
* sound and audio-visual facilities (e.g. microphones, amplifiers, laptop, digital projector) ?
* printing of agendas and materials for distribution?
* budget for convening the meeting (venue hire, catering, facilitator – as required)?
* security (if necessary) ?
* any other logistics (e.g. transport for elderly community members)?
 |[ ]

| Stage 2 – Running the meeting | Yes/No |
| --- | --- |
| 1. Have we arranged the venue layout? Do we have:
* a sign-in table with attendance register?
* good signage and directions?
* adequate seating?
 |[ ]
| 1. Have we thought about meeting processes? Such as:
* greeting people at the door?
* observing cultural protocols?
* housekeeping procedures?
* introduction of participants?
* acknowledgement of dignitaries?
* establishing ground rules?
* allowing time for questions or feedback?
* a process to take questions on notice?
 |[ ]
| 1. Have we thought about our strategies to manage conflict and criticism?
 |[ ]
| 1. Have we put in place processes to record all feedback? Such as:
* minute takers?
* butcher’s paper?
 |[ ]

| Stage 3 – Following up the meeting | Yes/No |
| --- | --- |
| 1. Have we held a debriefing session with staff? Have we discussed:
	* the outcomes and follow up?
	* what was done well?
	* what can be done better next time?
 |[ ]
| 1. Have we reported back to the Council about the outcomes of the meeting?
 |[ ]
| 1. Have we reported back to the community about the outcomes of the meeting? Have we:
	* provided answers to any questions that we couldn’t answer at the meeting?
	* provided a summary of the outcomes of the meeting to participants and those who could not attend?
	* reported back to the community about how the feedback was used by council and what final decision was made by council?
 |[ ]