##### 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? |  |