

OBSERVER GUIDELINES

The group will have sessions that are open and others that are closed, much like a criminal jury process. Observers are welcome during the open sessions and will be asked to leave for closed sessions. The following 'code of conduct' guides how observers are to behave in the room. Please follow these guidelines to help make this process successful for everyone.

- observers are invited to attend at the times specified for the open sessions and are expected to stay until there is a break. People coming and going is surprisingly disruptive
- observers are asked to refrain from interacting with the group members. If observers have any comments or questions to the group, they can place these on the assigned 'observer board'. The group will review these when they can. We cannot promise that observer comments will be directly observed or used by the group members
- observers are asked to refrain from forecasting any results before they are finalised by the group. Nothing is a final recommendation until the end of the final day and even what may appear as a recommendation early in the process will often change throughout the discussions
- the members ultimately have control, and the facilitators will respond to their requests, regarding observers. For example, the group members may decide to close a previously open session, and if they do so observers will be asked to leave
- observers are asked to be understanding that the agenda and timings are not exact. If the group members want to continue a discussion, then we will let that happen, as they own the process
- observer seating is limited, therefore attendance will be restricted in each open session. This will be done based on registrations and then on a "first come first served" basis
- we will advise the group members of who is in the room at the start of each open session. If observers have a formal interest in proceedings (interest group, government role and community group) they are asked to declare this so it can be shared with the group members. To facilitate this, observers are asked to sign-in and identify if they are from a particular interest group
- official video recording and photography may be occurring and by attending observers need to understand you may end up in images used to explain the process
- observers are not allowed to make audio or video recordings or take photos whilst observing the process unless agreed by the participants
- all observers are asked to maintain a standard of behaviour that does not disrupt the work of the group members. In particular, observers are asked not to engage in conversations with each other or with group members, nor make phone calls whilst sitting in the observation area
- Group members will be exploring issues, asking questions and forming opinions. These may change over the two days. We request observers to respect the privacy of individuals and encourage them to listen to the dialogue and issues as they emerge without pre-empting conclusions based on the observation of a single session
- any posts to social media are considered published public comment, so observers are asked to be polite and respectful of others and their opinions