Task 1 & 2

Handout 16: Considerations when Planning a Consultation

- Have you identified potential constraints such as historical issues or conflicts within the community?
- Is the venue suitable for a meeting? Is it comfortable? Is it accessible for people with disabilities? Is it accessible for elderly community members?
- Has the need for transport to the venue been identified and arranged?
- What are the seating arrangements? Are they flexible?
- Can participation be encouraged through personal contact?
- Have community elders been contacted?
- Have you organised a process for the meeting?
- Have you pre-planned your questions and information?
- Has the consultation been widely promoted?
- Have you considered ways to manage destructive or difficult community members?
- Have you organised childcare?
- Do you have clear and achievable timeframe?
- Do you have skilled and knowledgeable people to assist in facilitating the consultations?
- Advertise the consultation in plain English
- Any written material for the consultation must be in plain English
- Ensure that your agenda is transparent
- Provide participants with clear information about the purpose, its outcomes and the ways they can give you feedback on the consultation
- Ensure that mechanisms are in place to safeguard the confidentiality and privacy of community members