

Observers play an important role in keeping a jury/panel process transparent. There will be open and closed sessions, 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.

Please note, observers are here to **observe the process** and may not be able to hear everything that is discussed during these open sessions. It is important to have observers to ensure the process remains unbiased.

As an observer, we ask that you adhere to the following:

- **attend during the times** specified for the open sessions and only leave during a break.
- **refrain from interacting** with the group members. If observers have any comments or questions, there is an assigned 'observer message board' they can add to. The group will review these when they can, although we cannot promise these will be directly responded 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.
- must **follow the facilitators instructions**. For example, the group members may decide to close a previously open session. If they do, the facilitators will ask observers to leave.
- understand that the **agenda and timings are not exact**. If the group members want to continue a discussion, the facilitators will let that happen.
- **seating is limited** and attendance will be restricted in each open session. Observers are invited to express interest in attending and will be allocated to sessions in a manner that is fair for everyone.
- **formally sign-in** and include any formal interest/affiliations (interest group, government role and community group). Facilitators will advise the group members of who is in the room
- official video recording and photography may be occurring. By attending observers need to understand you may end up in images used to explain the process.
- **no audio or video recordings or photos** are to be taken by observers whilst observing the process, unless agreed by the participants.
- maintain a standard of **behaviour that does not disrupt the work** of the group members. Observers are asked not to engage in conversations with each other/group members, or make phone calls whilst sitting in the observation area.
- a **water, tea and coffee station** is available, however catering is not provided for observers.
- respect the **privacy of individuals**. Group members will be exploring issues, asking questions, sharing stories and forming opinions. These may change over the duration of the process.
- posts to social media are considered published public comment. Observers are asked to **be polite and respectful** of others and their opinions