



Ending Deforestation NSW Campaign

MP and Candidate Engagement

Meeting agenda template

This agenda is a template for you to adapt to your meeting and group. If you have any questions, contact Shirley at shall@nature.org.au or call 02 9516 1488.

Time	Content	Who
30 minutes	Meet as a group 30 minutes before your meeting starts , review each person's role and the agenda for the meeting. Check you have all the resources you need and who will be responsible for handing these to your MP or candidate	In this column you can allocate who in your group will lead this section of the meeting
10 minutes	Arrive early at the designated meeting place	
Meeting starts		
1 min	Thanks and scope of meeting - 1 person in group thanks MP or candidate for their time, briefly explains why the meeting was requested. Make it clear that you've come to speak to them about the deforestation and land clearing crisis in the NSW.	
3-5 minutes (depending on number of people in your group)	Introductions - each person attending the meeting introduces themselves and shares why they want to see all political parties taking action to end the deforestation crisis in NSW (it can help to discuss this as a group before your meeting and see if you can all talk about different issues with deforestation and land clearing)	
2-5 mins	Show you've done your research - if your MP or local candidate has taken action on any environmental issue, thank them for their commitment to the environment. If they haven't it can help to briefly touch on your understanding of their party's stance on deforestation and land clearing. Explain that you are asking for strong commitments from all parties. If you're not sure what their party's position is, ask them.	
2-5 mins	Policy context - talk about the 3 key policy asks and give your MP or local candidate a copy of the NCC policy brief.	
2-5 mins	Key asks - explain the key actions you would like your MP to take	
Depending on the time allocated for your meeting	Question and discussion - provide your MP or local candidate the opportunity to ask any questions or make comments. You may also have question you want to ask your MP or local candidate.	
2-5 mins	Meeting summary - fill out the meeting summary form with your MP, make sure you cover all the checkboxes and take the form with you when you leave. Your MP or local candidate may ask for a copy as well.	



2-5 mins	Photo - take a photo of your meeting with your MP or local candidate. Ask them to share it on social media. Share the photo with your friends, family and network and with us too.	
Meeting ends		
30 minutes	Debrief as a group - after the meeting take the time to meet as a group, take turns sharing your experience and think about what worked well and what you would do differently next time. Discuss the outcomes of the meeting and what your next steps are - allocate roles for follow up e.g. 1 person emails MP/candidate thanking them for their time, 1 person fills out the NCC feedback form, 1 person follows up on the information MP/candidate requested	

Meeting Roles

It can be helpful to allocate roles to people in your group, 1 person can hold multiple roles. We suggest allocating the following roles:

- Speakers - who will lead the meeting and cover the key points, you can split this between a number of you
- Timekeeper - you may be given 20 minutes or 1 hour with your MP or local candidate so it can be helpful to have a timekeeper to make sure each section of your agenda is covered.
- Minute taker - allocating one person to take notes in your meeting can make sure you record key outcomes from the meeting.

It's best to call your MP's office or your local candidate's contact number to see how much time has been allocated for your meeting.

Remember - Key asks of your MP and/or local candidate

I call on the all parties to:

- Ban clearing of koala and other threatened species habitat, and all high-conservation value land on all land tenures.
- Release prompt, transparent, and regular statewide clearing data.
- Establish a \$1.5 billion Land and Biodiversity Fund to support landholders to restore the health of our living landscapes.

Action we want our MPs and election candidates to take:

- Raise concerns with environment spokesperson in your party and ask for written response that can be sent on to us.
- Publicly advocate for your party to act on the deforestation and land clearing crisis with stronger laws to protect wildlife, forests and bushland. This could be in local media, through local newsletters, on social media or with a direct mailout to constituents.
- Take a photo with us from our meeting and share your commitment to doing the above.