



Policies & Procedures

Stakeholder Interview Template & Documentation Protocol

V1.0

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Purpose

Our interviews are designed to uncover deep insight, not just surface opinions. We aim to create a safe, open environment where stakeholders feel heard, respected, and inspired to share.

Interview Framework

- Warm introduction and context setting
- Explain the purpose and how insights will be used
- Guided conversation using pre-set themes
- Allow room for personal stories, concerns, and ideas
- Wrap up with space for final thoughts or questions

Interview Themes (example prompts)

- What role does arts and culture play in your life / work?
- What's working well in Rockhampton's creative landscape?
- What barriers exist for participation or growth?
- What would an ideal cultural future look like here?
- How can Council support and activate this vision?

Inclusion & Cultural Sensitivity

We are committed to culturally safe and inclusive engagement. All interviews are adapted to suit each individual's background, access needs, and communication preferences. We will liaise with relevant First Nations or community reps as required.

Consent & Documentation Protocol

- Verbal or written consent gained before recording
- Notes are typed directly into a shared engagement log (Scoro)
- Quotes are anonymised unless explicit permission is granted
- Key themes are cross-referenced across all interviews for consistency

Storage & Security

All notes, recordings, and summaries are stored securely on cloud-based project drives accessible only to the BL_nk core team. Sensitive comments are kept confidential and handled respectfully.

Document Control

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Approved By: Amanda Lowry – Creative Director

**If you have any questions
regarding our policies and
procedures, please reach
out to our team.**

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