



## Community Reporting

**"What We Heard, What We're Doing"**

**A Handy Template for Growing Together**

At the Gladstone Region Autistic & Neurodivergent Network Inc.- GRANN, we see every community event as part of an ongoing conversation.

Listening, reflecting, and acting on feedback helps us grow stronger, more inclusive, and more connected.

To support this, we've created a template: *"What We Heard, What We're Doing."*

This tool is here to guide how we capture community voices, reflect honestly on what worked (and what didn't), and commit to meaningful next steps. It's not just paperwork, it's a practice of accountability, transparency, and care.

By using this template, we remind ourselves that Autistic & Neurodivergent voices aren't just included, they lead the way in shaping what comes next.

We invite you to adapt this template for your own community work or share your versions with us.

Together, we can keep building better, more transparent ways of listening and learning.

**TEMPLATE**

Community Event Report:

*[Event Name & Date]*

Purpose of the Event:

*[Brief summary of the goals and focus of the event.]*

**What We Heard:**

Key Themes Raised:

*[e.g., Need for more lived-experience speakers, concerns about therapies not suiting everyone, desire for more or specific accessibility measures]*

Specific Feedback Highlights:

*[Quote or paraphrase anonymous feedback, if appropriate, common concerns or praise points]*

What We Learned:

*[Honest reflection about gaps, successes, surprises - acknowledge diversity of views, especially noting if services or presentations were not well balanced.]*

**What We're Committing To:**

• Short-term actions:

*[E.g., Sharing resources post-event, meeting with community advisors]*

• Medium-term goals:

*[E.g., Co-designing next event with Autistic & Neurodivergent community members, review of speaker selection processes]*

• Long-term aspirations:

*[E.g., Strengthen local Autistic & Neurodivergent leadership roles]*

**Next Steps & How to Stay Involved:**

We will share updates via:

*[Newsletter, Social media, Direct email]*

Ongoing feedback can be sent to:

*[Contact details]*

Invitation to join planning group for future events:  Yes  No

*[details]*

Acknowledgements:

*[Thank community members, speakers, volunteers, and attendees.]*

**Event Planning Checklist  
(Neuro-Affirming & Community-Led)**

**Before the Event**

**Co-Design & Leadership**

- Are Autistic & Neurodivergent people co-designing the event from the start?
- Is there an advisory group or individual/s with lived experience advising on all stages?

**Speaker & Content Diversity**

- Are there Autistic & Neurodivergent speakers and facilitators?
- Are diverse experiences within the community represented? (e.g., AAC users, cultural diversity, various support needs)
- Are speakers trained in neuro-affirming language and practices?

**Evidence & Service Transparency**

- Are services/therapies presented with transparency about their scope, evidence base, and limitations?
- Are services/therapies being presented responsibly, with caution against blanket endorsements, funding and investment interests?
- Are academic and professional qualifications presented in balance with lived experience?

**Accessibility & Sensory Needs**

- Has the sensory environment been considered (lighting, noise, layout)?
- Is pre-event information accessible (Easy English, plain language, visual supports, timely)?
- Are communication supports in place (E.g., interpreters, quiet zones, captioning, braille)?
- Is the venue physically accessible?

**Feedback Channels**

- Are there multiple, accessible ways to give feedback (during and after the event)?
- Is there a clear explanation of how feedback will be used?

**During the Event**

**Community Voice & Participation**

- Is there open space or structured time for community voices?
- Are participants encouraged to share their perspectives freely, without judgement or repercussion?
- Are participant contributions acknowledged or credited?

**Respectful Practice**

- Are all presenters and facilitators using neuro-affirming language?
- Is there a plan for addressing inappropriate or harmful commentary if it arises?

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| <b>Documentation &amp; Communication</b>   |
| <input type="checkbox"/> Is the event being documented (notes, recordings) for those who cannot attend?      |
| <input type="checkbox"/> Is there a clear process for post-event follow-up communication?                    |
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| <b>After the Event</b>   |
| <b>Follow-Up &amp; Accountability</b>  |
| <input type="checkbox"/> Has feedback been collected and summarised?   |
| <input type="checkbox"/> Has the "What We Heard, What We're Doing" report been drafted and shared?           |
| <input type="checkbox"/> Have commitments been made publicly and transparently?                              |
| <input type="checkbox"/> Is there a process for involving the community in future consultation and planning? |
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**Post-Event Accountability Checklist**  
(to ensure community feedback is valued, actioned, and transparent after events.)

***Representation & Leadership Review***

- Were Autistic & Neurodivergent voices visibly leading and co-presenting?
- Were speakers with lived experience clearly identified and respected?
- Did the event allow for diverse representations within Autistic & Neurodivergent communities (E.g., age, communication style, cultural background, support needs)?
- If gaps were identified, is there a plan to address them for future events?

***Feedback Collection & Transparency***

- Were multiple, accessible avenues for feedback offered (E.g., verbal, written, anonymous, post-event online forms)?
- Has feedback been collated and summarised for community visibility?
- Are there clear timelines for when feedback outcomes will be shared?
- Has the community been informed about how their feedback is shaping future actions?

***Critical Reflection on Services & Approaches***

- Were services and therapies presented with transparency about evidence base and limitations?
- Was diversity of need acknowledged (E.g., recognition that there is no one-size-fits-all)?
- Were alternative services/therapies discussed responsibly, avoiding blanket endorsements, acknowledging funding interests?
- Has the weighting of professional vs. lived experience voices been critically assessed?

***Sensory & Accessibility Review***

- Were sensory needs considered (e.g., lighting, noise, seating, quiet spaces)?
- Was information accessible in advance (e.g., schedules, speaker lists, venue details)?
- Were communication supports available (e.g., Auslan interpreters, visual supports, clear signage)?
- Has feedback on accessibility been reviewed and incorporated into future planning?

***Future Commitment & Reporting Back***

- Is there a plan to publish a post-event community report or summary?
- Have future improvement commitments been clearly stated to attendees and broader community?
- Are community members invited to participate in planning future events?
- Is there a plan for ongoing dialogue beyond the event itself?

***Reflective Questions for Organisers:***

What surprised us in the feedback?

What power dynamics were present in the event, and how can we address them?

How did we ensure Autistic & Neurodivergent voices led, and how can we strengthen this next time?

Are there voices or perspectives we missed?

How will we include them next time?