

INCLUSIVE PRACTICE

HOSTING AN INCLUSIVE MEETING



How to have an inclusive meeting:

- Allocate a trauma aware person to the role of establishing open communication, maintaining inclusivity and safety for Lived Experience experts
- Training in trauma informed ways of working will help understand what is needed to establish relationships and maintain the trust of people with Lived Experience.
- Always begin meetings by re-establishing trusting relationships.

"You listen, you respond, you let me explain. You let me be me, I don't have to pretend...[CJU Justice LEAG] is the only place I use my [Aboriginal] name. I am comfortable being me. The more I am me, the more you get out of me. I trust here. You say it and you mean it. You listen to what I've got to teach. You are open to my thoughts and experience.

- A Lived Experience example of best practice

"I try to help the best way I can. I don't want others to go through the same as I did. I am comfortable with the group (justice LEAG).- I don't like high pressure environments.. I need to take my time going through information. If you ask me a question. Sometimes I don't know how to answer, then others share and I realise that's what I was thinking. I am not always sure if my answer is valuable. I am scared to say. Sometimes I am there but I am gone, sometimes it takes a while, it's like a void. I am not sure I want to contribute, I feel like I am not doing enough"

- Lived experience perspective from advisory group

"People need to be 'recovered enough', well enough. They need to have an open perspective. Facilitation needs to be done well. The facilitator needs to be able to acknowledge ideas and keep on track. There needs to be enough support, counselling and peer support made available"

"They need to be able to meet needs I have. They treat people with respect and all are equal. Sometimes it is hard for me to get there... but I know that at the end of the meeting I will have a smile on my face. Genuinely willing to help and listen, treat you with dignity and respect"



INCLUSIVE PRACTICE IN PERSON MEETINGS



Incomplete checklist for face to face meetings:

- A minimum of two weeks in advance notice (arranging transport and supports)
- Map of ACROD parking and accessibility via public transport. Parking may need to be reserved
- Short walking distance (from public transport or from parking)
- Wheelchair accessibility including ramps, disability access bathrooms.
- Address participant seating needs: some people may need supportive seating, arm rests, tables that can accommodate the height of a wheelchair, reclining seating. Always ask.
- A maximum of 4 hours total with breaks. Depending on needs, 2 x 2hr meetings may be more appropriate. Discuss length and frequency of breaks needed.
- If you choose to provide food and drinks, ask about dietary needs and allergies.
- Discuss needs around diverse ways of working and communication - writing, conversation, speech to text and vice versa, information provided in audio or visual formats
- Hybrid meeting - ability to attend via zoom with meaningful participation
- Sensory and Health Needs - Is lighting adjustable, is there adequate ventilation, is airconditioning or heating adequate and appropriate?

And much, much more



INCLUSIVE PRACTICES ONLINE MEETINGS



Incomplete checklist for online meetings:

- Extra time/care for relationship building
- Technology accessibility - some people may be using mobiles instead of computers / tablets. Some may not be able to access video.
- Does anyone need support to use software (Zoom etc)
- How will support be provided during the meeting (i.e break out rooms, check ins)
- How do people communicate - speech, text (via chat), and how will you ensure all contributions are equitably included? Are facilitators aware of chat contributions?
- Does everyone know it is okay to turn off the camera when needed

And much, much more

Incomplete checklist for all meetings:

- Pre-reading materials and / or discussions
- Will preparation time be included in remuneration?
- Email pdf - is email accessible?
- Are they using a phone or tablet or PC?
- Is another file format needed?
- Can printed materials be delivered to people?
- Are audio versions of preparation materials needed?

And much, much more



This document is part of broader body of work and came from series of discussions and conversations that have taken place online and in person, using mouth words, pictures, text and stories. This work isn't complete and is ongoing, it is a summary of some of our shared stories and ideas. Yarned and created in 2024 by members of the Justice LEAG.

