**Government readiness checklist**

**Purpose:** To help government agencies understand if/when they are ready to engage authentically with community in the LDM process. This means coordinating collaboration, sharing data and being ready to be flexible with process and reporting.

This checklist is a starting point – it’s not comprehensive, as each LDM project will be different. Therefore, use your judgement to assess if other items should be on the list. The list does not necessarily have to be shared with community.

The purpose of this document is to understand what action to take for government AS A WHOLE and should be considered with all agencies which will be collaborating with a particular community or organisation as a precursor to the *Inter-agency Collaboration Agreement template*.

Even if the issue involves a single agency, the LDM project should be discussed at Regional Coord so that other agencies are informed, and can support or provide input if needed.

**When to use:** Stage 1.

**How to use:** This should be completed, then tabled at Regional Coord meeting (generally chaired by the DCM Regional Executive Director). The output of this process is a shared action plan, a record of the LDM Discussion and agreed next steps.

Go through the checklist and complete a realistic assessment of whether each step has been completed. For any questions with a no answer, complete the table in Section 2, which outlines action/s to be taken, who will take them, by when and the resources they will require to do so.

**SECTION 1: CHECKLIST**

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| **PART A: GOVERNMENT COORDINATION**Note this could be completed once for a region, and then revisited for each site to check it is still current. |
|  | **Step** | **Detail** | **Complete? Yes / No** |
| 1 | Government coordination body agreed (at a regional level) | Government has committed to engage with community in a coordinated way. Where multiple agencies need to be involved in an LDM project, this should be coordinated with a representative body. This should be planned, and agreed through the *Inter-agency Collaboration Agreement template*.This does not necessarily need to be a new body. This could be Regional coord or a subgroup of coord, or an existing inter-agency body.Where common issues exist, DCM through its regional network group will identify common issues and take them to CEs through the Aboriginal Affairs Senior Officers Working Group for resolution/action. |  |
| 2 | Roles and Delegations agreed | Roles and lines of communication need to be clear, including who engages in coord from each agency, and who makes decisions. Where these are not the same person, how can delays be avoided? |  |
| 3 | Timeframes | Government has committed to working within community timeframes. This means not waiting for decisions to be bounced back and forth within the bureaucracy. Are there regional staff who can be delegated to make decisions on behalf of the agency? If not, how will delays be avoided? |  |
| 4 | What is LDM- Guiding Principles | Are NTG agency staff aware of the LDM guiding principles, do parties understand what LDM is? It is important that parties, when engaging with community, practice genuine LDM and that when engaging, behaviour and actions are guided by the LDM Principles.  |  |
| 5 | Cultural Awareness | For those engaging face to face with a community or their representative organisations it is important that Government is culturally aware for that particular place or region. Communities are diverse across the NT, knowing the right ways of doing business and how to show respect in one area may differ in another.  |  |
| **PART B: SITE SPECIFIC INFORMATION**Note this will need to be completed for each site. |
| 6 | What is and isn’t on the LDM negotiating table | What is and isn’t up for consideration under LDM. Be realistic with community. If there are legislative or policy reasons why certain aspects of a service or program are off the table, be clear about this and be ready to explain to community why. Consider specific programs/ policies underway in the community in question, and how these will be influenced by LDM (or not). |  |
| 7 | Ministerial engagement | Have relevant Ministers been informed and engaged about the LDM processes under discussion in this region? Ministerial engagement and support will ensure the process can navigate difficult policy or engagement periods, and be supported (including with resources). |  |
| 8 | Resources | What resources will realistically be required to progress LDM in this region? What is the capacity of each agency to support the process and community? Be realistic, and avoid raising community expectations which you are not able to meet. If you do not have enough resources available, what alternatives can be found? How will resources be managed if community priorities evolve throughout the project? How can you leverage information communities have already provided (eg LIPS).Have you engaged with the DCM RED in your area, and the Aboriginal Interpreting Service?  |  |
| 9 | Current activity and resourcing | Is there a clear picture of what activities, across government, are underway or planned in this community? This includes procurement, service delivery, grants and community development projects. Resourcing spend in the community should be described in as much detail as possible, since some of this resourcing may be able to be repurposed for LDM. This activity should be clearly understood by the government coordination group. Consideration should be given to sharing this with community, in a way they can access to make informed decisions.  |  |
| 10 | Data sharing | What data is available that could be shared with community to enable informed decision making? How can it be shared in a way that community can bring analysis to bear - consider graphic communication and language translation.How can you leverage information communities have already provided (eg LIPS)?How will protocols be developed to share data with community and regional coord throughout the project, so that both government and community have information on hand to continue to make informed decisions?What key challenges relate to data sharing, and how will these be addressed? |  |
| 11 | What do we understand key community priorities for this partner/site to be? | What previous work has been conducted to understand community/organisation priorities (eg consultation, engagement etc). What do we understand about what community/organisation has recently said is important to them?This is important to consider so that community feels that government have listened when they have shared information in the past. |  |
| 12 |  Partners or other orgs contacted / involved | What organisations/governments other than NTG need to be involved or informed of the LDM process about to commence? This might include the Commonwealth, NFPs, service providers etc.Brief these organisations and work with them to build buy-in from the beginning. Explore their concerns and what they might have to contribute to the LDM process. Establish protocols to continue engagement throughout the process.  |  |
| 13 | Who are we engaging with? | Aware of local politics- this process is not intended to create conflict and steps can be taken to ensure where representative groups are in place not to assume that these are the right ones or speak for the whole population. Talk to your RED for more information. |  |

**SECTION 2: ACTION LIST FOR NO OR PARTIAL RESPONSES**

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|  | **Step** | **Action to be taken** | **Who** | **By when** | **Resources required (existing or outline request for new resources)** |
| **PART A: GOVERNMENT COORDINATION** |
| 1 | Government coordination body agreed (a regional level) |  |  |  |  |
| 2 | Roles and Delegations agreed |  |  |  |  |
| 3 | Timeframes |  |  |  |  |
| 4 | What is LDM- Guiding Principles |  |  |  |  |
| 5 | Cultural Awareness |  |  |  |  |
| **PART B: SITE SPECIFIC INFORMATION** |
| 6 | What is and isn’t on the LDM negotiating table |  |  |  |  |
| 7 | Ministerial engagement |  |  |  |  |
| 8 | Resources |  |  |  |  |
| 9 | Current activity and resourcing |  |  |  |  |
| 10 | Data sharing |  |  |  |  |
| 11 | What do we understand key community priorities for this partner/site to be? |  |  |  |  |
| 12 |  Partners or other orgs contacted / involved |  |  |  |  |
| 13 | Who are we engaging with? |  |  |  |  |