

Checklist for assessing and building community capacity:

Identify Existing Services:

- ✓ Conduct a desktop analysis of existing services. Using ABS, Government and publicly available search information to provide a view of what services are known to be available within the community.

Establish initial contact:

- ✓ Email/phone contact the Local Area Coordinator. Work with the coordinator to identify an appropriate schedule of consultations based on local events and festivals
- ✓ Show the desktop analysis to the LAC and/or key community members to validate and identify gaps
- ✓ Also establish contact with the appropriate Elders/respected community members who can provide support for the consultations and facilitate access to the community

Measure the baseline – an as-is assessment

- ✓ With the assistance of local contacts, schedule interviews and/or group workshops to discuss existing services, gaps and opportunities for development. The information obtained in these forums can be used to establish a baseline measure according to the **evaluation framework**.
- ✓ Refer to the **brochure on conducting an 'As-is Assessment'** for more information

Utilise the toolkit and available resources

- ✓ Based on the level of change readiness, knowledge and areas of need identified in the as-is assessment, there are several **resources in this toolkit** which can be used to assist in developing capacity and capability
- ✓ These resources, and the information contained within them, can be distributed via a number of channels

Re-evaluate community capacity

- ✓ Conduct a second round of interviews/group workshops and use the **evaluation framework** again to establish a new measure of community capacity and capability.

