**Resource: Implementation plan template**

| **Step** | **Proposed actions** | **Resources required** | **Responsibility** | **By when** | **Results**  |
| --- | --- | --- | --- | --- | --- |
| **Establish your Drought Leadership Group** |
| Initial group | * Form a lead group
* Allow time for discussion on the current issues and solutions
* Identify existing community support and solutions
* Research options for support and solutions developed in other communities
* Think about where you want to end up
* Identify if the appropriate group already exists to take on the role of Drought Leadership Group. If yes, approach them about taking the lead
 | Time to shareCommitted members of communityAn understanding of what can be achieved | Concerned members of the community or region |  |  |
| Implementation plan | * Start your implementation plan
* Make note of key responsibilities, timeframes and outcomes
 | Resource: Implementation plan template | Initial members (until formal group is formed) |  |  |
| Your vision | * Decide what your group wants to achieve
* Advertise the vision to the broader community
* Arrange your first meeting
 |  | Initial members |  |  |
| Stakeholders and members | * Identify key stakeholders and approach them personally to become involved
* Consider whether the group has the necessary local knowledge, connections, and skills. If not, identify gaps.
* Can gaps be met with training/mentoring or do you need to identify and invite new stakeholders?
 | Local informationTimeMeeting space | Drought Leadership Group |  |  |
| Structure and governance arrangements | * Consider how your Drought Leadership Group will operate
* Decide on meeting location, length and frequency
* Develop your terms of reference
 | Resource: Terms of reference template | Drought Leadership Group |  |  |
| Evaluate your group’s capacity | * Complete the partnership self-assessment tool
* Keep reference of your first result as it will become your group’s baseline
* Identify areas you need to develop and what you can do to address this
 | Resource: Partnership self-assessment tool | Drought Leadership Group |  |  |
| Seek endorsement | * Seek local government endorsement
* Establish contact with state and federal levels of government
* Review information received from government and the benefit to the local community or individuals
 | Resource: Endorsement letter template | Chair and Secretary |  |  |
| Tell the community | * Launch/celebrate
* Engage with broader community
* Develop local information document
* Consider social media
* Local event
 | Promotional material | Drought Leadership Group and other community groups |  |  |
| **Build strong partnerships** |
| Local partnerships | * Consider if you want to develop local partnerships
* Develop and sign off partnering agreement/MOU/other agreed instrument with other local organisations
 | Refer to section 4 of the guide to getting started | Drought Leadership Group |  |  |
| **Understand and engage with your community** |
| Establish community need | * Determine priorities for establishing current community needs
* Review existing data and information sources
* SWOT analysis
* Community survey
* Collate data and review data against an established baseline
 | Data collection resourcesSurvey templateResource: Section 5 of the guide to getting started | Drought Leadership Group |  |  |
| Develop priorities | * Community consultation to review data/information collected and options for actions
* Contact relevant State/Federal Government departments to identify relevant funding options or support programs
* Contact local government to review data and options for local partnerships
* Develop list of priorities for action
 | Local contacts lists Government contacts lists | Drought Leadership GroupChair and Secretary |  |  |
| Write your action plan  | * Develop actions to implement in response to local priorities
* Involve service providers and local groups in the action plan
* Distribute the action plan to partner organisations
* Ensure all relevant government departments are aware of your local priorities
 | Local contacts listsGovernment contacts lists | Drought Leadership GroupChair and Secretary |  |  |
| Implement actions | * Work with partner organisations to implement planned activities locally
* Advocate for funding or programs identified in the action plan
* Coordinate responses provided through government and other organisations
 |  | Drought Leadership GroupPartner organisations |  |  |
| Review outcomes | * Continually review actions
* Consult with the community
* Undertake formal evaluations
* Review data/information against baseline
 |  | Drought Leadership Group |  |  |