**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 share  Committed members of community  An 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 information  Time  Meeting 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 resources  Survey template  Resource: 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 Group  Chair 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 lists  Government contacts lists | Drought Leadership Group  Chair 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 Group  Partner organisations |  |  |
| Review outcomes | * Continually review actions * Consult with the community * Undertake formal evaluations * Review data/information against baseline |  | Drought Leadership Group |  |  |