

Community-led Resilience Playbook

Working with communities to
develop high impact, long
term resilience plans and
actions, led by the community
for the community

V1 – August 2025





“Communities are vital to finding local solutions to local issues.

When communities lead and drive resilience building efforts... these efforts are sustained for longer, have ongoing positive impacts across the community and build local strengths which can adapt to a range of challenges”

Acknowledgement of Country

We acknowledge the First Nations people, who have been the custodians of this land for many thousands of years; and pay respect to their Elders past and present.

We acknowledge that First Nations knowledge and practices have built the resilience of Country for over 65,000 years and appreciate the ongoing integrity of First Nations custodianship and connection with Country.

We acknowledge that the land on which we live, and work is the place of age-old ceremonies, celebrations, initiation and renewal; and that the First Nations peoples' living culture continues to have a unique role in the life of this Country.

We celebrate the diversity of Aboriginal and Torres Strait Islander peoples and their ongoing cultures and connections to the lands and waters of Australia.

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Section 1

Introduction/
getting started



Purpose of this playbook

This Resilience Canopy Playbook (the Playbook) provides the “How”.

The Resilience Canopy Practitioner [Training Handbook](#) (the Handbook) provides the “What”.

This Playbook provides ideas for implementing the Six-Step Future Ready Communities Model (the Six-Step Model) with communities, breaking down each step of the model into tangible activities. However, don't let it get in the way of ideas surfaced within the community you are working with.

This playbook is designed for:

1. People who have completed The Resilience Canopy Practitioner Training and are working with a Canopy Community applying the Six-Step Model.

The Playbook contains a breakdown of each of the steps in the Model, with activities, session plans and checklists to support Resilience Canopy practitioners (practitioners) in their facilitation.

AND

2. Communities and/or community resilience practitioners who may have started on a community-led resilience journey, but who have not attended the Resilience Canopy Practitioner Training.

If this is the case for you, refer to the Appendix for a self-assessment guide to assess which step of the Six-Step Model your community is up to.



Role of the Practitioner

As practitioners our role is not to create solutions for our communities — we learn how to facilitate conversations about creating solutions

As Practitioners, we:

Create the conditions for creativity, so brilliant ideas are easier to find

Make space for diverse perspectives to be heard, which leads to better decisions

Cement a sense of shared purpose, enabling people to act coherently as a group

Help people learn something new (about themselves, each other, or their community)



Introduction

What do we mean by resilience?

The capacity of individuals, communities, institutions, and systems exposed to hazards and societal stresses to survive, adapt, and thrive in the face of adversity.

What do we mean by community?

A social group with a number of things in common and generally defined by location, shared experience, or function and with a number of things in common, such as culture, identity, heritage, language, ethnicity, pastimes, occupation, or workplace.

What is community-led?

Community-led development is an approach in which local community members work together to identify goals that are important to them, develop and implement plans to achieve those goals, and create collaborative relationships, all while building on community strengths and local leadership.

Why community-led resilience?

Ultimately resilience is about being prepared for the unexpected.

We live in an increasingly complex world where climate fuelled disasters occur more frequently, with greater intensity and sometimes overlap. Communities are impacted by sudden disruptive events (acute shocks) which interact with slow burning societal issues (chronic stresses), creating impacts, sometimes unexpectedly.

Communities are best placed to understand their challenges, strengths, and



priorities to build resilience. We know that community-led approaches where communities determine their own future and have a say in decisions impacting their livelihoods, create long lasting change and buy in. When communities are “told” / done-to, solutions will not be as sustainable or meaningful.

The Resilience Canopy

The Resilience Canopy is an Australia wide movement that empowers communities to be better prepared and connected for extreme weather events, disasters and other societal challenges.

The program empowers communities to identify and lead their own resilience-building priorities through a Six-Step community engagement process and resilience framework. It also helps them connect with funding and partners to deliver their priorities.

- We help communities to find their own path to resilience because it looks different in every community. To deliver on their ideas to tackle challenges, they can take action or advocate; or in conjunction with authorities, choose to activate their own partnerships.
- We seek to work with communities where the need is the greatest. This means working with 'at risk' communities - where they are geographically prone to disaster and/or communities experiencing social disadvantage such as poverty, homelessness, disability or social isolation, so no one is left behind when challenges arise.
- We equip communities to lead collectively and build connections in an environment of empowerment and respect.
- We amplify the existing wisdom of communities. We acknowledge and respect Indigenous wisdom, and intergenerational knowledge.



The community engagement approach – The Six-Step Model

The Six-Step Model is a tried and tested community engagement approach for developing, implementing, and evaluating resilience building initiatives in communities. Below is a journey map illustrating the engagement approach.



Discovering phase

- **Pre-step:** Resilience practitioners, explore whether the community identified is ready to engage with community resilience planning and can explore eligibility to apply for a Canopy Activation Grant. *This step should be undertaken before you apply for an Activation Grant as it will form the base of your application.
- **Step 1: Foundations** - practitioners engage community members in the first stages of community resilience building.
- **Step 2: Deep Dive** - practitioners facilitate a deeper collective understanding within a community, of their resilience profile.
- **Step 3: Field of Opportunities** - practitioners support a community to identify their resilience priorities and actions.

Doing phase

- **Step 4: Partner** - is where the Resilience Practitioner, supports communities to identify relevant organisations and people who can support their resilience building efforts.
- **Step 5: Implement** - is where we draw together everything we have developed so far and create a tactical plan to guide us in the implementation of our priority actions.
- **Step 6: Review** - involves regularly reviewing progress, barriers, opportunities and celebrating success.

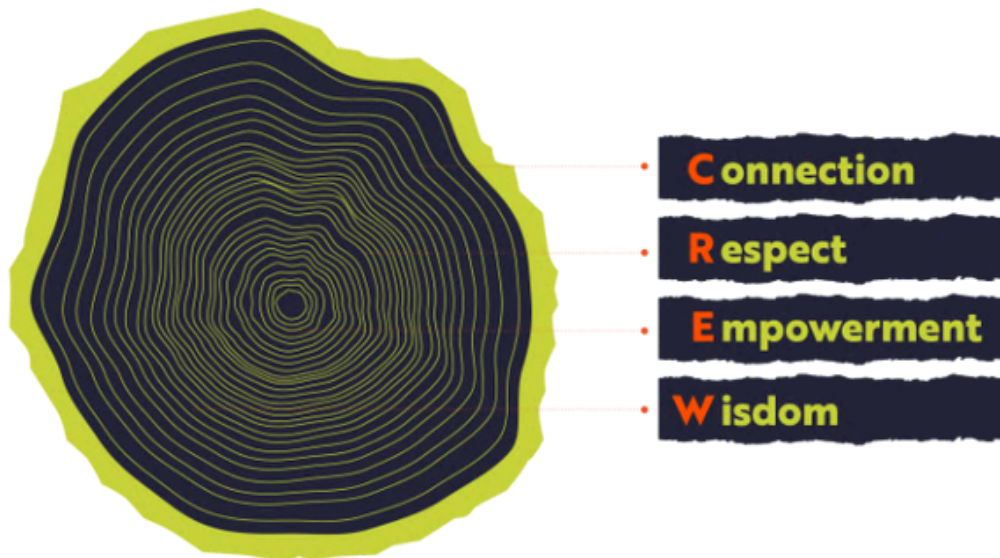
This model guides you as a practitioner to support communities to build resilience to future shocks and stresses while at the same time enabling deeper connection and cohesion between community members.

This engagement approach is not linear. It will loop backwards and forwards depending on the community you are working with. It is there to guide you rather than being a strict protocol.



CREW

The Resilience Canopy is grounded by four fundamental community resilience characteristics: connection, respect (and inclusion), empowerment, and wisdom, collectively known as CREW. When working with community, building, and strengthening CREW should be front of your mind.



Connection

Social and cultural connections to place, friends, neighbours and people of influence. Provide vital support networks and deep bonds that strengthen collective resilience.

Respect

Respect and inclusion build trust and encourage diverse perspectives and strong support networks. This enables greater adaptability and collective problem solving.

Empowerment

Putting the pen in the hands of the community to take collective ownership, find solutions and act in their own way to create lasting positive change.

Wisdom

Wisdom is beyond knowledge; it is the communities' capacity to act with insight and experience drawn from more than one perspective over more than one lifetime.



Getting started

How to use this playbook

This playbook is a guide to help operationalise each step of the Six-Step Model. It is designed for both place-based and interest-driven communities. Refer to each Step to:

1. Understand the:
 - **Overall purpose:** the overarching aspiration of the Step
 - **Objectives:** what the Step is trying to achieve
 - **Outcomes:** the desired learnings / changes we'd like to achieve
 - **Outputs:** the tangible things that emerge as a result of moving through the Step
 - **Elements:** The components that make up the Step
2. Explore suggested activities for inspiration/guidance on how to design workshop session plans.
3. Utilise sample workshop session plans (these are in the Appendix).
4. Complete checklists before progressing to the next Step in the Model, making sure the activities are delivering desired outcomes.
5. Read the Tips and Tricks, when you are feeling stuck, for additional ideas.

Companion documents

- The Resilience Canopy Practitioner Training Handbook
<https://www.resiliencecanopy.com.au/training/support/training-handbook>
- Resilience Canopy Templates
<https://www.resiliencecanopy.com.au/training/support/practitioner-toolkit-templates>
- Resilience Canopy Training Session Slides
<https://www.resiliencecanopy.com.au/training/support/practitioner-toolkit-session-slides>



Companion tools

- Canopy House: <https://portal.canopyhouse.org/auth/log-in>

Estimated time investment for Practitioners

As a practitioner, you provide valuable support for communities to follow the Six-Step Model, but remember a practitioner doesn't have to be one person. We often find that successful processes are supported by two or more people working together to facilitate this work. Connect with others across the Canopy Collective to see how you might support each other and lend a helping hand.

Timeframes always differ as each community will have varying levels of capacity to spend on this process.

Overleaf is an estimate of time that can guide communities and practitioners who are implementing the Six Step Model...



Estimated time investment for Practitioners, continued

	Pre-Step	Step 1: Foundations	Step 2: Deep Dive	Step 3: Field of Opportunities	Step 4: Partner	Step 5: Implement	Step 6: Review
	Discovering Phase				Doing Phase		
Duration	2 weeks - 2 months → 5 months → 14 months → 17 months				→ → 24 months		
Time Required	2 weeks - 2 months	3 months	6-9 months	3 months	2 months	Ongoing	Ongoing
Facilitated Sessions	<ol style="list-style-type: none"> 1. <i>Practitioner Desktop research and reaching into community</i> 2. <i>Determining community readiness</i> 3. <i>Create a community profile</i> 	<ol style="list-style-type: none"> 1. Informal get together 2. Inception Meeting 	<ol style="list-style-type: none"> 1. Discovering the local resilience context 2. Unpacking knowledge gaps 3. Creating the resilience narrative 4. Filling knowledge gaps (informal sessions) 	<ol style="list-style-type: none"> 1. Determining resilience priorities and focus areas 2. Determine approach for testing with broader community 3. Write up your community plan 	<ol style="list-style-type: none"> 1. Establishing project/focus area needs 2. Matching partners with needs 	<ol style="list-style-type: none"> 1. Implementation Planning 2. Start implementing 	<ol style="list-style-type: none"> 1. Taking stock, reflecting and celebrating
Hours Required	5 hours	4 hours	8 hours	6 hours	Self-determined, based on your priorities and the readiness to implement		

25
hours

Section 2

The Six-Step Future Ready Communities Model



Summary of key checklist items

This main section provides a step-by-step guide through the Six-Step Model

Discovering Phase	
Pre-Step	<u>Pre-step checklist</u>
Step 1	<u>Step 1 checklist</u>
Step 2	<u>Step 2 checklist</u>
Step 3	<u>Step 3 checklist</u>
Doing Phase	
Step 4	<u>Step 4 checklist</u>
Step 5	<u>Step 5 checklist</u>
Step 6	<u>Step 6 checklist</u>



Pre-Step

Assessing Community Readiness to Engage

Pre-step is where the Resilience Practitioner explores whether the community identified is ready to engage with community resilience planning and can explore eligibility to apply for a Canopy Activation Grant. We undertake this step to reduce harm, to ensure a community is not just willing, but wanting embark on this journey, rather than being victims of a well meaning 'do-toer'.

**This step should be undertaken before you apply for an Activation Grant as it will form the base of your application.*

Hints and Tips:

- The research undertaken in Pre-Step will form an underpinning picture of the resilience of the community you are seeking to support. However, as you progress through the Six Step model, you will be asking the community about what THEY know - not telling them what you have researched.
- You are not trying to sell the program to the community; you should be seeking genuine interest and excitement to pursue the process.
- Test your assumptions about the community - especially if you are part of the community.
- The activities in the Pre-Step will be built on during the next steps of the Model.





Pre-step - summary

Purpose:

To ensure that the community you will be working with is ready and willing to undertake community-led resilience planning

Timeframe:

2 weeks to 2 months (Really depends on the community readiness assessment)

Objectives	Outcomes	Outputs
<ul style="list-style-type: none">• To understand the community's demographics, dynamics and how it operates, including any other resilience programs underway• To learn about the community's hazards, shocks, disaster history and risk profile• To learn about any stresses that might exist in the community• Using desktop research, make a considered judgement on whether the community is ready to engage• Uncover any issues/barriers to a community's readiness to engage• Referring to all of the research available, "paint a picture" (describe) of the community's resilience profile	<ul style="list-style-type: none">• A holistic understanding of the community's demographics, hazards, shocks and stresses• Registered as a Canopy Community (expressing intent to get involved)• Confidence that the community has capacity, reason, and willingness to be a part of the program• Community representatives have been contacted and have come together to discuss a community-led resilience program• An understanding of the Six-Step Model and Resilient Communities Framework and how it will be applied• Decision on whether the community is ready to engage	<ul style="list-style-type: none">• Completed Resilience Canopy "Readiness to Engage" template• A drafted "pitch/invitation" to hold conversations with community members about the program• A summary of research/insights about the community that you can test with the community (community demographics, risk profile etc)• A draft list of potential community members / stakeholders who could be involved

Elements and details of Pre-step

Elements*	0.1 Desktop research - gather key info about the community	0.2 Assess community's readiness to engage	0.3 Prepare information, share research and program details	0.4 Knowledge of process - recap key models	0.5 Join the Canopy ecosystem
Detail	Undertake research looking into available data, statistics and stories to develop a picture of the community you have in mind to work with (local knowledge is great but need to test assumptions)	Using the Resilience Canopy "Assessing community readiness to engage" template, note perceived strengths, weaknesses and opportunities of the community according to the Resilient Communities Framework	Referring to the data you have researched about the community you are planning to work with, synthesise information to start sharing with the community: <ul style="list-style-type: none"> Likely shocks and stresses the community might experience Relevant community demographics Information about the Resilience Canopy Program and how it could benefit the community 	Recap your understanding of the Resilience Canopy's Six-Step Model and Resilient Communities Framework and how they are utilised, so that you feel confident in sharing with the community with the intent of applying them	Formalise yours and the community's intent to work with The Resilience Canopy on a community-led resilience program
Suggested activities	Undertake ' Homework Task ' from Resilience Canopy Practitioner Training Session 1 which involves desktop research on the community of interest.	Complete ' Assessing Readiness to Engage ' template	Prepare a 'pitch/invitation'	Watch this short video on the Six-Step Future Ready Communities Model	Register as a Canopy Community and create a Community Profile on Canopy House
	Explore local sources of information about the community				
	Have some introductory chats with local community members		Meet community representatives		
	Share the "picture" you have developed of your community with someone else				

**Most of these elements will be undertaken by the practitioner prior to deep engagement with the community. It is important to remember that the research you gather needs to be sense checked with community members.*

Breakdown of suggested Pre-step activities

Element	Suggested activity	Est. time	Details of activity	Materials	Outcomes and outputs
O.1 Desktop research	Undertake 'Homework Task' from Resilience Canopy Practitioner Training Session 1	Depends how deep you go. Anywhere between 30 minutes and 2 hours	<p>Carry out research and explore data available on your selected community. Using the template in the handbook, summarise and "paint a picture" of your community:</p> <ul style="list-style-type: none"> What might be their priority hazards, shocks and stresses? Community demographics (i.e. the SEIFA index, age, living arrangements, income, history) Anything else you believe contributes to your understanding of the community's resilience 	Computer Handbook (page 32)	<ul style="list-style-type: none"> A holistic understanding of the community's demographics, hazards, shocks and stresses Summary of research/insights on community that you can test A summary of desktop research of the community
	Explore local sources of information	Depends how deep you go	<p>Look into relevant local community information such as: Local newspapers, newsletters, Facebook groups, local Council information and noticeboards, noting what you learn. Research what local community groups are present in the community and what programs they are running. Find out about existing local community groups particularly those with a resilience focus. Local council websites usually publish lists of community groups and their contact details. Note those you'd like to meet and follow up with.</p>	Time Computer Local papers and resources	<ul style="list-style-type: none"> A holistic understanding of the community's demographics, hazards, shocks and stresses Summary of research/insights on community that you can test A summary of the community Community representatives have been contacted and have come together to discuss a community led resilience program
	Have some chats with local community members	1 hour	Identify the key people to join your core group. Who are the key community members involved in community resilience building work and members of relevant community groups. Reach out and have a chat.		<ul style="list-style-type: none"> Community representatives have been contacted and have come together to discuss a community led resilience program
	Share the picture you have developed of your community with someone else	15-30 minutes	Share what you have compiled with someone else (i.e. another Resilience Canopy practitioner) and identify any key information missing. This will allow you to check that the information gathered is comprehensive.	A resilience buddy	<ul style="list-style-type: none"> Summary of research/insights on community that you can test

Element	Suggested activity	Est. time	Details of activity	Materials	Outcomes and outputs
0.2 Assess community's readiness to engage	Complete the 'Assessing Readiness to Engage' template	1-2 hours	<p>Using the 'Assessing Readiness to Engage' template, note the perceived strengths, weaknesses and opportunities of the community (from your research) and map according to the Resilient Communities Framework. Refer to handbrakes and criteria.</p> <p>Given your research, chats with community members etc., decide on whether you believe the community is ready to engage in community resilience planning.</p> <ul style="list-style-type: none"> • Yes: ready • Maybe: identify what bridging activity might support the community's readiness • No: this is not the right time for this community <p>*Reach out to the Resilience Canopy if you're unsure of the community's readiness</p>	<p>Resilience Canopy Assessing Readiness to engage Template</p> <p>Sticky Notes</p>	<ul style="list-style-type: none"> • An understanding of the Six-Step Model and Resilient Communities Framework and how it will be applied • Completed "Readiness to Engage" template • A confidence that the community has capacity, reason, and willingness to be a part of the program • Decision on whether the community is ready to engage
	Prepare a 'pitch/invitation'	30 mins	<p>Using the 'pitch' template, prepare some points to use when seeking permission for future engagement. Start unpacking the what, why, how, who and when of this program. You should consider using different language for different audiences and make it as engaging and relevant as possible.</p>	Pitch template	<ul style="list-style-type: none"> • A drafted "pitch" to hold conversations with community members about the program
0.3 Prepare information	Meet community representatives		<p>Organise time to have informal conversations with relevant community representatives to discuss the program and determine interest.</p> <p>You should have key points from your 'pitch' handy to refer to. It should be an open and honest conversation about the program and will help you assess their interest. Have a mix between one-on-one conversations and open forums to ensure enough opportunities for discussions with community members.</p>	Have your pitch handy	<ul style="list-style-type: none"> • Community representatives have been contacted and have come together to discuss a community led resilience program • A confidence that the community has capacity, reason, and willingness to be a part of the program

Element	Suggested activity	Est. time	Details of activity	Materials	Outcomes and outputs
0.4 Knowledge of process	Watch this short video on the Six-Step Future Ready Communities Model		Spend 5 minutes to watch a video that outlines the Six-Step Future Ready Communities Model Video Link		
0.5 Join the ecosystem	Register as a Canopy Community	30 minutes	Follow the prompts on Canopy House to register your community as a Canopy Community	Computer	<ul style="list-style-type: none"> Register as a Canopy Community and create a Community Profile on Canopy House
	Apply for an Activation Grant	1 hour	<p>Talk with your Community Coordinator to determine eligibility and fit</p> <p>Applications can be made at any time – but the best time is before starting Foundations so that funds can be used to help support early engagement in steps 1-3 – once you know your community is ready.</p>	Application Form	<ul style="list-style-type: none"> Activation Grant allocation secured

Pre-step - checklist



Checklist items	Completed?	Notes
Have you researched and explored local information related to the community's resilience, including desktop research, community groups/ leaders, local chats etc.?		
Have you created a "picture" of your community to synthesise shocks, stresses, social demographics etc..?		
Do you feel confident to describe your community using relevant data points?		
Have you prepared a pitch?		
Have you completed the Assessing Readiness to Engage template ?		
Have you completed the 'Pre-Step Homework Task' (page 32)		
Have you watched the video on the Six-step model?		
Have you created a Canopy Community profile page on Canopy House ?		
Have you investigated the Activation Grant and made an application (if eligible)?		

Step 1

Foundations

Foundations is where the Resilience Practitioner engages community members in the first stages of community resilience building. This step is about listening, developing trusted relationships and creating strong foundations for inclusive engagement which will set the community up for success.

Hints and Tips:

- Approaching Foundations with deep respect and curiosity for the community you wish to work with is essential. Trusting relationships forms the basis for any successful work in community, so by focusing on this first, you will gain a better understanding of the who makes up the community, it's networks, worries and strengths.
- Foundations should be approached with authenticity and openness. This attitude will enable you to identify and discuss the community's resilience with community members who are able to work with you on this journey.



Step 1 - summary



Purpose:

To create a strong foundation for inclusive and equitable participation/engagement in the community-led resilience program

Timeframe:

Approximately a 3-month process

Objectives	Outcomes	Outputs
<ul style="list-style-type: none">• Broadly socialise this program with the community so that everyone has an opportunity to participate, with the interest of <u>being as inclusive as possible</u>• Provide information/resources on what the program is and how to get involved• Identify community members willing to go on this shared journey• Identify a community wide need/want/challenge that the community will mobilise around. This helps to establish a shared purpose and intention• Community members/groups feel empowered/supported to lead this process and understand the inputs required• Understand the hyperlocal context of the community including demographics to be able to implement an engagement process that fits community needs	<ul style="list-style-type: none">• Community members have been invited to participate in the program• Community members understand what the program is and how to get involved• A group of community members have come together with the intention of progressing a community-led resilience program• The engagement approach has considered the hyperlocal context and demographics of the community	<ul style="list-style-type: none">• Core Group formed (may be formal or informal)• Rough meeting schedule / timeframes / next meeting• Completed pitch tailored for different audiences• Completed stakeholder map template (with community group)• Community survey report of responses• Shared vision and purpose developed

Elements and details of Step 1

Elements*	1.1 Research: Understand the community and its dynamics	1.2 Introduce/ socialise: Bring community members together	1.3 Identify: collect details of stakeholders wanting to be involved	1.4 Inception: Bring community members together
Detail	This element extends the desktop research undertaken in the Pre-Step. It explores the social environment including demographics, community issues and strengths as well as formal and informal leadership/decision making processes plus existing community groups. It can be undertaken by the Resilience Canopy Practitioner and/or by a group of community members with the intention of getting involved.	This element will assist in communicating to the local community what this program is, what it hopes to achieve, how they can get involved and to discuss some early opportunities for applying the Six-step model in the community (finding the common threads)	Interested community members can work together to identify people in the local community who might have the relevant skills, experience, understanding and interest to get involved and add value to the program.	Local community members are starting to mobilise around a shared vision and purpose which will assist in building momentum and enthusiasm to continue this process. This element builds on the discussions to-date and starts formalising the 'what', 'who' and 'how' with the community.
Suggested activities	Explore community dynamics by having conversations	Develop and distribute a community survey	Create a database of community members	Visioning workshop/session to establish shared vision and purpose
		Engage the broader community		Stakeholder mapping
		Build and adapt your pitch from the Pre-Step		
		Kitchen table conversations		

Breakdown of suggested Step 1 activities

Element	Suggested activity	Estimated time	Details of activity	Materials	Outcomes and Outputs
1.1 Research	Explore community dynamics	Depends on how deep you go	Explore formal leadership arrangements (i.e. local Council) and informal leadership arrangements (i.e. community leaders, sports clubs etc.). Consider the relationship between each with the community noting any tensions or synergies. Explore how decisions are made in the local community.		The engagement approach has considered the hyper local context and demographics of the community
1.2 Introduce/ socialise	Distribute community surveys	Depends on how deep you go	<p>With your community group, create a list of survey questions that gather insights on community feelings towards resilience, concerns, and strengths. You can distribute this either online or via hard copy. There should be an option for people to get involved.</p> <p>You can use the survey question template to guide you, however, you will see significant value in creating these with the community group.</p>	Survey Template Survey Monkey (not necessary)	<ul style="list-style-type: none"> Community members understand what the program is and how to get involved Community survey report of responses
	Engage the broader community		<p>The purpose of a community outreach activity such as this is to share information about the program and receive expressions of interest in getting involved.</p> <p>This might include hosting an Open Day / Community Information Session or holding a stall at a community event.</p> <p>If the local community holds a regular market this could be a great way to hold a stall instead of creating a stand-alone event. Have your pitch ready to help you and any flyers. Reach out to the Resilience Canopy who can assist with a designed flyer where you can insert your local information.</p>	Stall materials plus expression of interest sheet (for names) Communications Toolkit - Flyer Template	<ul style="list-style-type: none"> Community members understand what the program is and how to get involved

Element	Suggested activity	Estimated time	Details of activity	Materials	Outcomes and Outputs
1.2 Introduce/ socialise	Refine your pitch (Part 2)	30 minutes	Refer to the pitch developed in the Pre-Step. Using the 'pitch' template, expand on what you have developed so that you feel comfortable sharing with community members during Foundations, the what, why, how and who of the intended program.	Your draft pitch from 'Pre-step'	<ul style="list-style-type: none"> Community members have been invited to participate in the program Community members understand what the program is and how to get involved
	Kitchen table conversations	1 hour	<p>Kitchen table conversations are a model of civic engagement that revolves around one simple idea: that engaging people in the kind of open and honest dialogue that people have had around kitchen tables for centuries has the power to create real change.</p> <p>Hosting a kitchen table conversation in this context, might involve you as a practitioner or a community member, inviting a small group into their home to discuss the Resilience Canopy (presenting your pitch) and hearing thoughts, ideas and potential involvement. The attendees can then be invited to do the same – so the word spreads around the community.</p>		<ul style="list-style-type: none"> Community members have been invited to participate in the program Community members understand what the program is and how to get involved
1.3 Identify stakeholders	Create a database of community members	30 minutes	Create a document to record the names and contact details of community members who would like to be involved in the program. This will be a handy compilation for you (and the community group) to expand on during your many engagements.	Computer Paper People	<ul style="list-style-type: none"> A group of community members have come together with the intention of progressing a community led resilience program The engagement approach has considered the hyper local context and demographics of the community

Element	Suggested activity	Estimated time	Details of activity	Materials	Outcomes and Outputs
1.4 Inception	Visioning session to establish shared vision and purpose	1 hour	<p>This is an activity you can facilitate in-person with your local community representatives/group. We recommend this activity takes place during your first or second engagement.</p> <ul style="list-style-type: none"> • Close your eyes and take yourself into the future of your community – 5 years from now. • Imagine you have been working together on a community-led program as a Canopy Community for 5 years • Imagine your community is thriving, connected, working together and ready for future challenges. • Note what you are observing in this future scenario <p>A vision is aspirational and provides a “north star” to guide collective activity A shared purpose is why this work is important for the local community Vision and purpose statements are usually short and snappy – anyone that reads it can understand what it means</p> <p>Prompting questions:</p> <ul style="list-style-type: none"> • What makes you feel proud and connected to your community? • Think about the people, how are they interacting and supporting each other. • What challenges have you overcome as a community? How is your community connecting to one another? <p>Develop a shared vision and purpose: Create a vision (think aspirational) that would guide your community to be connected, respectful and inclusive, draw on wisdom and be empowered to lead their futures and be prepared for any challenges that might come their way.</p> <p>Create a shared purpose statement: why is this vision important to your community.</p>	<p>Large room with tables, Wall space to pin up worksheets.</p> <p>Pen / textas for drawing / writing, post it notes, large sheets of paper</p>	<ul style="list-style-type: none"> • A group of community members have come together with the intention of progressing a community led resilience program • Shared vision and purpose

Element	Suggested activity	Estimated time	Details of activity	Materials	Outcomes and Outputs
1.4 Inception	Stakeholder mapping		<p>This is an activity you can facilitate in-person with your local community representatives/group. We recommend this activity takes place during your first or second engagement.</p> <p>You will undertake this activity at different stages of the model. In Foundations, the stakeholder map can be used to help community members determine, from their perspective, who else should be included as part of the core group, be involved and informed for the duration of the program. It will also help you test the assumptions you made when completing the Stakeholder map as part of the Pre-Step.</p> <p>Using the 'Stakeholder Mapping Template', ask the group to reflect on community dynamics, organisations, other groups and individuals that make up the community.</p> <p>Invite people to consider who should be part of the:</p> <ul style="list-style-type: none"> • Core group: any additional members who might add value to the group and be responsible for driving this program • Involved: Community members that we want to hear from and get involved with ideas for building resilience • Informed: These are more likely to be agencies or organisations who are not necessarily based in the community – this group may be brought in at various stages of the project to provide advice. <p>While naming stakeholders on your map, add comments about why they should be included. When adding stakeholders to your map think about whether they might be enablers (helpers) or blockers (hinderers) or neutral.</p>	Stakeholder map template	<ul style="list-style-type: none"> • Completed stakeholder map template (with community group) • Community members have been invited to participate in the program • A group of community members have come together with the intention of progressing a community led resilience program

Step 1 checklist



Checklist items	Completed?	Notes
Have you socialised this program with a diverse group of community members, and do they know how to get involved?		
Is there a group of community members that have come together with the intention of progressing this program?		
Do community members feel empowered to lead this process?		
Has the group of community members created an agreed shared vision for the program?		
Has the community's context informed your next steps?		
Do community members understand the time commitment?		
Have the community members mapped the core, involved, informed stakeholders for the program?		
If applicable, has the journey so far been documented in Canopy House / stories been shared with the Community?		
Have you socialised this program with a diverse group of community members, and do they know how to get involved?		

Step 2

Deep Dive

Deep Dive is where the Resilience Practitioner facilitates a deeper collective understanding within a community, of their likely shocks, stresses, hazards, worries and opportunities. This becomes the community's resilience profile.

Hints and Tips:

- You will have explored some of this detail as you went through the “Assessing community readiness to engage” phase of the Six-Step Model. Even though you will have built a picture of the community during the pre-step, it is not your job however to tell the community what you know. Deep Dive is most effective when you facilitate processes to hear what the community perceives – to draw out the wisdom from the group.
- Your role in Deep Dive is to ask questions, prompt deeper thinking and connect individual perspectives with the collective wisdom.
- This step is very strategic and requires some heavy lifting from the community. Try to change your environment and bring some colour and fun into the sessions if possible. This might involve some facilitated energising activities (see Icebreakers and introductory activities).



Step 2 - summary

Purpose:

Work with the community to unearth a collective understanding of their resilience profile through a shared exploration

Timeframe:

6-9 months

Objectives	Outcomes	Outputs
<ul style="list-style-type: none"> Strengthen trust and collaboration within the community/group so they can work together and hear what each other has to say Foster a deep collective understanding of the community resilience profile, including shocks, stresses, worries, strengths opportunities and enablers Create a local resilience profile including community demographics, hazards, and risks Connect individual perspectives with the collective wisdom Assist communities to connect with each other in a peer - to peer manner to learn from their experience of community-led resilience planning Identify what the community would like to know more about with regards to their resilience profile Connect community members with subject matter expertise to fill knowledge gaps, demystify assumptions, raise awareness and explore unknowns Engage with the broader community to test the resilience profile with the wider community and inform them about the program Unpack community connections that can assist with next steps 	<ul style="list-style-type: none"> A cohesive community group demonstrating CREW and an active intent to share their perspectives and listen to others The community group are aware of and understand the collective resilience profile of their local area/community The community group feel confident to paint a picture of their resilience profile and can describe it to others The community group have connected with other communities involved in community led resilience planning The community group feel empowered to do this work and are self-organising in their approach The community group has identified who in their community can assist in the next steps Knowledge gaps have been addressed, and assumptions have been demystified through subject matter expertise and wider community input The Resilience profile has been tested with the wider community to consolidate greatest areas of need Technical expertise has been added to the community's risk profile, filling any gaps that the community has identified The community group's understanding of resilience has deepened and expanded during Deep Dive - they are ready to move into resilience priorities 	<ul style="list-style-type: none"> A rough engagement schedule for activities or workshops that will be delivered during this Step Completed Resilience Canopy templates to assist in collating the resilience profile (shocks and stresses, strengths, worries, opportunities & enablers) A community resilience profile that outlines the community's shocks, stresses, strengths, worries, opportunities and enablers in relation to the context specific community context A list of topics that the community would like to know/learn more about A list of subject matter experts engaged A draft strategic resilience narrative which can serve as context in the community's resilience plan

Elements and details of Step 2

Elements	2.1 Map resilience challenges	2.2 Unpack knowledge gaps	2.3 Mentor	2.4 Engage the broader community	2.5 Map community connections	2.6 Draft Community Resilience Plan
Detail	This element focuses on working with your community group to develop their resilience profile comprising of acute shocks, chronic stresses, strengths, worries, opportunities and enablers.	Working through 2.1, knowledge gaps will likely emerge (i.e. local hazards). Acknowledging such gaps is important so the community can go on a fact-finding mission and build a more comprehensive community resilience profile.	Learning from others can be a powerful approach to filling in gaps of knowledge, bolstering confidence and connecting communities undertaking similar activities.	Broader community input provides a validating perspective on community perceptions and degree of preparedness. Put into the mix with all the other info points.	This element focuses on unpacking who are the community connections and networks who can be called upon to support the community's resilience efforts.	This element involves creating the draft resilience narrative, which becomes the first part of the Community Resilience Plan (or equivalent). This includes organising what has been heard so far so that it makes sense. It is up to the community what they would like to include.
Suggested activities	Brainstorm acute shocks and chronic stresses (from a global, to local level)	During 2.1 activities, note any gaps in knowledge that the community would like to learn more about	Invite other communities to share their resilience planning experiences (i.e. a shared meal, a group outing, an online meeting depending on what best works for the community).	Develop a community-led survey to seek broader community input	Map local community connections using the Resilient Communities Framework	Stocktake all raw data generated during 2.1 Synthesise what has been heard for each activity and identify key themes.
	Map community strengths, worries, opportunities & enablers	Match-make knowledge gaps with knowledge holders/experts	Participate in the Canopy Collective to connect with communities	Community Engagement Events		Identify headings that the community would like to include in Community Resilience Plan
	Capture a digital record (take photos) of what you have uncovered		Visit Canopy House online portal to read about which communities have similar demographics, hazards etc	Local door knocking		Create a document and populate it with the agreed headings. Start translating the key themes and info generated in Deep Dive workshops into the document.
				Kitchen table conversations		

Breakdown of suggested Step 2 activities

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
2.1 Map the resilience profile	Brainstorm acute shocks & chronic stresses	10 mins	<ul style="list-style-type: none"> This is a brainstorm, so a fast activity. Facilitate an activity with two large pieces of butchers paper; on one, acute shocks, and the other chronic stresses You might consider using alternative terminology that is better suited to the community you are working with. <ul style="list-style-type: none"> Brainstorm with the group some shocks and stresses that may impact the whole world.... Then think about shocks and stresses that may impact our Country. Now to local - ask the group to jot down all the acute shocks their community is likely to be exposed to and the other chronic stresses, either existing or likely Stand back and ask members of the group to speak to the input they have provided Is there anything missing, anything surprising? Which shocks and stresses do the group see as priorities? What is the story it tells of the challenges the community is likely to face? 	Butcher's paper Markers/ Pens Blu tack	<ul style="list-style-type: none"> To foster a deep collective understanding of the community resilience profile, including shocks, stresses, worries, strengths, worries, opportunities and enablers Facilitate conversations that enable community members to articulate what they perceive are their greatest strengths, worries etc. ahead of receiving technical advice
	Map strengths & worries		<p>Use the 'Strengths and Worries' Template to facilitate a process with community representatives to better understand their community's strengths and worries with regards to resilience, both in the current state, and future. This is a grounding activity to reflect on the present, while thinking into the future, what we would like to see, and what we would like to see improve.</p> <ul style="list-style-type: none"> Print A1 size templates for strengths, worries and stick them to the wall Depending on the community group's size, consider forming smaller groups Using sticky notes, identify the community's resilience strengths (what are the strengths of the community that are already helping to build community resilience? i.e. multiple sporting clubs, diverse economic base, strong community groups) <ul style="list-style-type: none"> The current strengths are the things benefiting and aiding resilience in the community now The future strengths are the things that the community would like to see in a generation's time Move onto the resilience worries. Using sticky notes, identify the community group's resilience worries, the things that are holding the community group back from feeling more resilience i.e. very few community networks, limited skills, power dynamics etc.) <ul style="list-style-type: none"> The current worries are the things that are constraining resilience now, or the things that keep the community up at night The future worries are the things that the community is worried will get worse 	Strengths and Worries Templates Sticky Notes Blu tac Markers/ pens	<ul style="list-style-type: none"> To foster a deep collective understanding of the community resilience profile, including shocks, stresses, worries, strengths, worries, opportunities and enablers To create a local resilience profile including community demographics, hazards, and risks Connect individual perspectives with the collective wisdom Facilitate conversations that enable community members to articulate what they perceive are their greatest strengths, worries etc. ahead of receiving technical advice

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
2.1 Map the resilience profile	Map opportunities and enablers		<p>Print out the ‘Opportunities and Enablers’ Template in A1, and stick it to the wall</p> <ul style="list-style-type: none"> Referring to the Strength and Worries activity, ask the community group to take note of any opportunities or enablers that have arisen Opportunities: What are the emerging opportunities that will shift the dial on building resilience in the community? Enablers: What are the things that will help to unlock these opportunities? 	Opportunities and Enablers Templates Sticky Notes Blu tak Markers/ pens	<ul style="list-style-type: none"> Completed Resilience Canopy templates to assist in collating the resilience profile (shocks and stresses, strengths, worries, opportunities & enablers) A community resilience profile that outlines the community's shocks, stresses, strengths, worries, opportunities and enablers in relation to the hyperlocal context
	Capture a digital record of what you have uncovered		<p>Take photos of the completed templates and activities so that you have a digital record of what has been uncovered, this will form your ‘resilience narrative’.</p> <p>This will be very valuable when you start drafting your plan.</p>	Camera	<ul style="list-style-type: none"> A community resilience profile that outlines the community's shocks, stresses, strengths, worries, opportunities and enablers in relation to the hyperlocal context
2.2 Unpack knowledge gaps	During 2.1 activities, note any gaps in knowledge that the community would like to learn more about		<p>Create a blank “car park” or “bike rack” poster on the wall that is visible and accessible for anyone to write into.</p> <p>Invite community members to note any gaps in knowledge the community identifies during the various activities.</p> <p>Refer to Deep Dive Session Plan #2 for a detailed idea to facilitate this activity within a workshop setting.</p> <p>In the community led survey (under 2.4), include a question asking whether there is resilience related knowledge that the community would like to know more about.</p>	Large blank piece of paper Textas Blu tac	Identify what the community would like to know more about with regards to their resilience profile
	Match-make knowledge gaps with knowledge holders/ experts		<p>For each of the knowledge gaps identified, note potential knowledge holders who may be able to assist the community.</p> <p>Divide up the “Car Park/Bike Rack” between community group members. Each person receives something to research to share back with the wider group.</p>	Knowledge Gaps Template	Identify what the community would like to know more about with regards to their resilience profile and who can provide subject matter expertise on these topics

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
2.3 Mentor	Invite other communities to share their resilience planning experiences		<p>Utilise Canopy House (the portal) to find Canopy Communities that you would like to learn from (i.e. these might be communities with similar demographics, challenges, hazards, aspirations).</p> <p>Reach out and set up some time either in person or online to share insights and ideas for your process (i.e. this might be a shared meal, a group outing, an online meeting depending on what best works for the community).</p> <p>Alternatively, you can reach out to the Resilience Canopy team, and we can “match make” your community with similar communities.</p>		The community group have connected with other communities involved in community led resilience planning.
	Participate in the Canopy Collective to connect with communities	Refer to the Canopy Collective program to see future dates and events	<p>The Canopy Collective is the Resilience Canopy’s national network to support resilience practitioners to learn, share and experiment together in the field of community-led resilience planning and building.</p> <p>Together we aim to grow our skills and ambition to build the resilience of Australian communities in the face of whatever challenges we encounter. You can find upcoming and past Collective events on Canopy House</p>	See Canopy House	The community group have connected with other communities involved in community led resilience planning
2.4 Engage the broader community	Community-led survey		With your community group, develop a list of questions to test and validate the resilience profile (likely shocks and stresses, worries, strengths, opportunities and enablers) your community group has been exploring and gather other perspectives from the community whose voices might not have been represented.	Community-led survey template	<p>Resilience profile has been tested with the wider community to consolidate greatest areas of need</p> <p>A community resilience profile that outlines the community’s shocks, stresses, strengths, worries, opportunities and enablers in relation to the hyper local context</p>
	Local door knocking/ Kitchen table conversations		If appropriate, have informal, face-to-face conversations with people in your community who might be harder to reach. These discussions provide an opportunity to listen to their experiences, gather their input and build trust. You can once again have the survey available for them to fill in.		<p>Resilience profile has been tested with the wider community to consolidate greatest areas of need</p> <p>A community resilience profile that outlines the community’s shocks, stresses, strengths, worries, opportunities and enablers in relation to the hyper local context</p>

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
2.4 Engage the broader community	<p>Community engagement events</p> <p>Local market-stall/ Community Resilience Market Day/cake stall etc.</p> <p>Speak to local community groups about opportunity to present/speak at any local events</p>		<p>Undertake community engagement events to engage the broader community (what have you done and what is next)</p> <p>Hold a stall at a local community market and have conversations about the community resilience process your community is working on. This provides another opportunity to hear perspectives from diverse community members about what they are worried about, see as local community strengths etc. You can have the survey available (above) for people to fill in. Show them what you have done / what you are hearing</p> <p>Seek out opportunities to be a guest speaker at community meetings or events to provide an overview of the program.</p>	<p>Community-led survey template</p>	<p>Resilience profile has been tested with the wider community to consolidate greatest areas of need</p> <p>A community resilience profile that outlines the community's shocks, stresses, strengths, worries, opportunities and enablers in relation to the hyper local context</p>
2.5 Map Community Connections	<p>Map local community connections using the Resilient Communities Frameworks</p>		<p>Using the 'Community Connections' template, ask the community group to map the people and organisations within the community that can be called upon to support the community's resilience efforts and to determine who should be involved in the next steps.</p> <p>*Think beyond names of people, consider skills, expertise and attributes desired for next steps.</p>	<p>Community Connections template</p>	<p>The community group has identified who in their community can assist in the next steps</p>
2.6 Draft the Plan	<p>Identify headings that the community would like to include in their Community Resilience Plan</p> <p>*Note this is not the completed plan, just starting to draft the front-end/context</p>		<p>Gather all the pieces so far of the resilience narrative as a record of the journey and start the process of putting a Community Resilience Plan together. Remember to refer to your raw data (sticky notes from the templates) to remember nuances that arose.</p> <p>These are some example key topics:</p> <ul style="list-style-type: none"> • Vision • Resilience context • Challenges (shocks and stresses) • Local demographics • Strengths and worries • Opportunities and enablers <p>It is helpful to share the load, so everyone has an opportunity to contribute to the writing.</p>	<p>Your work to date</p>	<p>A draft strategic resilience narrative which can serve as background/context in the community's resilience plan</p> <p>The community group feel confident to paint a picture of their resilience profile and can describe it to others</p>

Step 2 checklist

Checklist items	Completed?	Notes
Has the community group identified the shocks/stresses, worries, strengths, opportunities and enablers regarding their resilience?		
Are members of the community group actively engaged and sharing their perspectives?		
Does the community group feel confident to describe the resilience profile?		
Has a resilience profile been developed listening to everyone's perspectives?		
Does the resilience profile speak to the hyperlocal context?		
Has the community reached out and learnt from another community?		
Has the resilience profile been tested with the wider community?		
Have knowledge gaps been identified and filled?		
Have community members and organisations been identified to get involved in next steps?		
Have the activity templates been completed and documented?		
Have the community group celebrated their efforts?		
Do the community group feel more knowledgeable because of collective input?		
Has the community group created a shared document with the resilience narrative (vision, resilience context, challenges, demographics, worries, strengths, opportunities and enablers)?		
Has the community journey been shared on Canopy House ?		

Step 3

Field of Opportunities

Field of Opportunities is where the Resilience Practitioner supports a community to identify their resilience priorities and actions in response to their resilience profile/narrative developed during Deep Dive.

Hints and Tips:

- You should encourage the group to think big, consider small steps, think about short-term actions, and think about what can be done in the long term. This helps uncover really good ideas that might not be obvious at first but could have a big impact on building resilience.
- Brainstorming is great! As a facilitator, pay attention to nurturing creativity – tea, coffee, snacks, bright coloured sticky notes and markers. Create a feeling of fun and excitement. This can be a tiring stage of the process. You should use multiple methods and techniques to unveil ideas as part of generating the long list of activity.
- Remember the time when things might get a bit frustrating or tiring – it's like hitting a "Groan Zone". During this phase, the group might start feeling a bit tired or annoyed because there are so many different ideas. You can refer to "Strategies to Handle the Groan Zone" in your [handbook](#) to help you get through this part smoothly.
- Refining and prioritising actions can be challenging as some people might be attached to ideas they have proposed that others may not support. People might start feeling exhausted at the idea of the "doing" these actions. They may require quite a bit of encouragement to get to the end of Field of Opportunities.
- Be mindful of capacity for implementation so that the actions set the community up for success.
- Important to this step is an encouraging attitude encourage all ideas, blue sky thinking, don't hold back, **no wrong answers**.

Step 3 - summary

Purpose:

Work with your community to create a prioritised list of resilience building ideas that respond to challenges identified and build on community strengths

Timeframe:

Up to 3 months

Objectives	Outcomes	Outputs
<ul style="list-style-type: none"> To identify and agree on a prioritised list of resilience building ideas that respond to the resilience profile developed during Deep Dive To test and seek broader community input on resilience building priorities identified by the community group, to ensure that the priorities identified are supported and that the broader community have a chance to have a say To synthesise the resilience building priorities identified into Resilience Focus Areas To collate the community's prioritised resilience building ideas under Focus Areas, and to write them up to form part of the draft Community Resilience Plan. 	<ul style="list-style-type: none"> The community group have identified resilience building priorities/ideas that respond to challenges, build on strengths, reduce worries and refer to opportunities/enablers Ideas have been prioritised and refined using a range of activities Priorities identified are diverse in nature (ranging from short-term to long-term) The wider community have been informed and have had an opportunity to provide input The community group feel like they have created a plan that will support the community to shift the dial on resilience Some of the actions feel doable immediately Creativity and ambitious thinking have been fostered The community group feel excited about what they have achieved so far and are eager to start implementing the plan 	<ul style="list-style-type: none"> A rough engagement schedule for activities or workshops that will be delivered during this Step A long bold list of resilience building ideas A refined and prioritised list of resilience building ideas Focus areas that represent the themes of the prioritised list of resilience building ideas Concisely worded resilience building priorities/actions for inclusion in the community resilience plan referring to: <ul style="list-style-type: none"> What: description of the action Why: how does the action respond to the community resilience profile How: an overview of the tasks that might be required to implement the action When: a high-level timeframe for implementation

**Note: resilience building ideas, actions and priorities are used interchangeably*

Elements and details of Step 3

Elements	3.1 Recap Deep Dive - what do we know? What are we responding to?	3.2 Brainstorm long list of resilience building ideas	3.3 Prioritise and refine list	3.4 Test the prioritised list with the broader community	3.5 Write up the identified priorities for the Resilience Plan
Detail	This element supports community members to remember the resilience profile that was developed during Deep Dive (shocks, stresses, worries, strengths, opportunities and enablers) – so that it can be front of mind before working together to develop resilience building priorities.	This element involves a fast-paced brainstorm enabling creative ideas for building resilience (in response to the resilience profile), where anything might be possible.	In this element, participants refine and prioritise their resilience building ideas according to relevance, impact vs effort, and effectiveness in responding to the resilience profile	The resilience priorities/actions that are prioritised in 3.3, are shared with the broader community in this element, to ensure that they resonate and are supported by the broader community	The community group delegate tasks and write up the resilience priorities/actions for inclusion in the Draft Community Resilience Plan
Suggested activities	With the community group, facilitate a recap of the resilience profile uncovered during Deep Dive - is there anything missing?	Ideation activity to warm up fast thinking - brainstorming	Voting with sticky dots	Draft focus areas and resilience priorities for testing with the broader community	Self-organise and allocate roles within the community group to write up each identified priority
	Showcase the templates and raw data collected during Deep Dive and invite community group to walk around and recall what was discussed and uncovered.	Brainstorm resilience building ideas - one idea per card	Impact vs Effort matrix	Broader community engagement activities (i.e. Open Day, Community Market, Big Map, voting with coins, voting with feet, afternoon tea)	Finalise the Draft Community Resilience Plan and invite a peer review process
			Review actions on effectiveness	Community survey	Once priorities are agreed, hold a "resilience showcase" and invite community members and agencies to attend - ask them to nominate what they would like to support (either funding, time, energy etc..)
			Group prioritised actions into themes / focus areas		

Breakdown of suggested Step 3 activities

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
3.1 Recap Deep Dive - what do we know? What are we responding to?	With the community group, facilitate a recap of the resilience profile discovered during Deep Dive - is there anything missing?	1 hour	<p>At the beginning of Field of Opportunities, invite the community group to come together to bring to the front of their mind the resilience narrative that was developed during Deep Dive.</p> <p>As the facilitator, ask questions of the group to assist this recollection.</p> <p>For example:</p> <ul style="list-style-type: none"> • What have we learnt so far about our community? • What are some of the key demographics of our community that might impact its resilience? • During Deep Dive we explored some of the key worries (what keeps people awake at night) our community expressed that relate to their future resilience. What were the worries identified? • We also explored our community strengths, understanding that these can build community resilience. What were some of the strengths identified? • We then identified some emerging opportunities (that might shift the dial on resilience) and enablers (that unlock the opportunities). Can you remember what some of these were? • Can anyone have a go at weaving this “resilience” story together? <p>Hopefully the community group will have drafted a “resilience narrative” at the end of Deep Dive which is the start of their Community Resilience Plan. Invite someone to read this out. Then ask:</p> <ul style="list-style-type: none"> • Is there anything that has changed since last time we met? • Does this still feel right? 	Resilience narrative/profile developed during Deep Dive	The community group have identified resilience building priorities/ideas that respond to challenges, build on strengths, reduce worries and refer to opportunities/enablers
	Showcase the templates and raw data collected during Deep Dive and invite community group to walk around and recall what was discussed and uncovered.	1 hour	<p>Stick all the templates and raw data collected from the previous steps on the wall.</p> <p>Ask the community group to spend 20 mins walking around the room, taking note of the key areas of discussions, what was uncovered, and what was surprising.</p> <p>Come back as a large group, ask everyone to share what they found. Prompt the group with:</p> <ul style="list-style-type: none"> • Does this still feel right? • Is there anything missing that hasn't been captured? • Is there anything you'd like to change? (make sure everyone agrees with any additions/changes). 	Raw data Completed templates	as above

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
3.2 Brainstorm a bold long list of resilience building ideas - blue sky thinking	Ideation activity to warm up fast thinking - brainstorming	5 mins	<ol style="list-style-type: none"> 1. Break up into pairs.. 2. Find an ordinary item in the room (anything that you can either hold or stand next to) 3. Challenge each other to think of as many ideas as you can for alternate ways you could use that object. (For example, a toothbrush could be used to clean things, brush your eyebrows, or create a fun paint splatter effect for an art project). 4. Set a two minute timer... Go! 5. No idea is too crazy! 6. Share your favourite ideas with the room 	An ordinary object Timer	
	Brainstorm resilience building ideas - one idea per card	1-2 hours	Break into small groups Think about all of the elements the group has considered so far – remember to always look through the lens of the shocks and stresses, the worries and strengths, the opportunities and enablers. Firstly recap together: <ul style="list-style-type: none"> • Vision • Community demographics • Resilience challenges (shocks and stresses) • Strengths and worries • Opportunities and enablers Brainstorm a list of bold actions that respond to the above – write one action per card. Remember to have fun and practice some blue sky thinking!	Large sticky notes Textas Butchers paper	A long bold list of resilience building ideas
3.3 Prioritise and refine the list into a targeted suite of priorities	Impact vs Effort matrix		Invite each small group to plot their actions/priority cards onto an impact vs effort matrix. This matrix provides visibility to better understand which actions will deliver high impact	Impact vs Effort Matrix	Ideas have been prioritised and refined using a range of activities

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
3.3 Prioritise and refine the list into a targeted suite of priorities	Voting with sticky dots		<p>Provide the group with a variety of sticky dots and invite them to prioritise the priorities/actions by voting with sticky dots. It's a good idea to give everyone a number of small dots and potentially one large one.</p> <p>First the group should have a conversation about how many sticky dots everyone receives, and whether they'd like to create any "rules" for applying them to actions (i.e. can people use all of their sticky dots to vote for one action or not?)</p> <p>The large sticky dot can be for the action they see as a MUST DO – favourite action.</p> <p>Then invite the group to stand back to see what actions stand out as group favourites!</p>	Sticky dots - different colours	A refined and prioritised list of resilience building ideas
	Review actions on effectiveness:		<p>For each of the priorities / actions, ask the group to consider the following:</p> <ul style="list-style-type: none"> • Will the action/priority reduce the challenges/worries identified? • Does the action/priority build on the community's strengths? • Will the action/priority reduce vulnerability to likely shocks and stresses? 		A refined and prioritised list of resilience building ideas
	Group prioritised actions into themes / focus areas		<p>Following all activities in 3.3 to date, stand back and reflect on the actions/priorities that have floated to the surface.</p> <p>To help refine the list, group these priorities/actions into resilience themes, these will become the community's focus areas. An example is if you have multiple actions related to community connection (community garden, neighbourhood get togethers etc.), your focus area will be 'Community Connection' and you will have a list of actions that sit behind it.</p> <p>Focus areas provide the greatest opportunity for your community to shift the dial on resilience. In the Community Resilience Plan, actions/priorities will be grouped under relevant focus areas.</p>	Sticky notes	Focus areas that represent the themes of the prioritised list of resilience building ideas
3.4 Test the prioritised list with the broader community	Draft focus areas and resilience priorities for testing with the broader community		<p>Write up your initial prioritised list of Focus Areas in a visual and communicable way. Consider:</p> <ul style="list-style-type: none"> • What is the resilience priority? • Why is it important (how does it respond to the resilience profile)? • How will you achieve this (what are the potential actions)? 	Computer or paper	

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
3.4 Test the prioritised list with the broader community	Broader community engagement activities (i.e. Open Day, Community Market, Big Map, voting with coins, voting with feet, afternoon tea)		<p>Design a community engagement activity to seek your broader community's involvement in selecting the focus areas to include in the Community Resilience Plan. This will ensure that ideas are representative of the wider community, not just the group you are working with. Engagement activities might include a Community Open Day, a Community Market, a Community Photo Showcase or a Community Afternoon Tea - it is important to consider what activities are already happening and how you can join in (meet the community where they are). The sky is the limit really.</p> <p>Activities for engagement:</p> <ul style="list-style-type: none"> ◦ Big Map activity: (Conversation starter) Print out a large scale map of the local area. Have conversations with community members about where they live (i.e. find your home), how they may evacuate in the event of an emergency, etc. ◦ Vote with coins: (Indicate level of support) <p>Hand out a certain number of coins per person. Invite community members to vote on either the focus areas that are most important to them (and/or actions/priorities) to indicate their support. Include a space for community members to write what they think is missing. This activity provides validation and confidence that the community group has identified Focus Areas and Actions that resonate with the broader community.</p> <ul style="list-style-type: none"> ◦ Vote with feet: (Indicate level of support) <p>Facilitate an activity in a group where Focus Areas and/or Actions/Priorities are written on the floor or around the room. Invite community members to stand next to their favourite Focus Area and note the numbers. Repeat for second favourite etc. Do the same for the Actions/Priorities until you have a prioritised list of Focus Areas and Actions.</p>	Depends on the activity	The wider community have been informed and have had an opportunity to provide input
	Community survey		<p>Develop a survey that requests community input on the Focus Areas and Actions/Priorities developed by the community group. A survey can be complementary to the in-person engagement activities above and suitable for those who cannot make it to an in-person activity. The advantage of a survey is that the results are quantifiable.</p> <p>It is the least personable of all engagement activities, so our advice is to combine it with an in-person activity unless the community is an online community of interest instead of geographical.</p>	Survey Monkey or Typeform	The wider community have been informed and have had an opportunity to provide input

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
3.5 Write up the identified priorities for the Resilience Plan	Self-organise and allocate roles within the community group to write up each identified priority		<p>Building on the draft Community Resilience Plan developed at the end of Deep Dive, start writing up the prioritised focus areas to include in the Plan.</p> <p>Get different members of the community group involved in this process to share the load and foster collective ownership.</p> <p>Consider these headings when writing up the focus areas.</p> <ul style="list-style-type: none"> • Title: What is name of the focus area/priority • What: Description of the focus area • Why: Why is this important, how does it relate to challenges and build on strengths? • How: How will you approach this? • Who: Who needs to be involved? • When: When will this start? 	<p>Focus areas</p> <p>Computer or paper</p>	<p>Focus areas that represent the themes of the prioritised list of resilience building ideas</p> <p>Concisely worded resilience building priorities/actions for inclusion in the community resilience plan</p>
	Finalise the Draft Community Resilience Plan and invite a peer review process		<p>Once the resilience narrative, Focus Areas, Actions/Priorities have been drafted, start putting the pieces together.</p> <p>This can be a group activity, or members of the group can nominate themselves.</p> <p>Once the group is happy with the full draft Community Resilience Plan, ask others (friends/family/Resilience Canopy) to read over your plan and make any suggestions for improvement, ask questions etc.</p> <p>Most of all, check that the resilience narrative is descriptive enough and that it paints a picture of the local community. Also that the Focus Areas plus Actions are clear and relate to the narrative.</p>	Work generated to date	
	Once priorities are agreed, hold a "resilience showcase"		<p>Once actions/priorities are agreed, hold a "resilience showcase" and invite community members and agencies to attend - ask them to nominate what they would like to support (either \$, time, energy etc.)</p> <p>The Actions/Priorities could be printed out and stuck up on walls – sticky dots and sticky notes could be used to indicate support.</p>	Sticky notes, sticky dots, print outs of resilience actions/priorities	The wider community have been informed and have had an opportunity to provide input

Step 3 checklist

Checklist items	Completed?	Notes
Has the community group developed a long, bold list of resilience building ideas?		
Do the ideas developed respond to the resilience challenges, build on strengths, mitigate worries and refer to opportunities and enablers?		
Have voices from hard to reach / vulnerable communities been heard / considered?		
Has the community group refined and prioritised the long list of ideas into a shorter list?		
Are the actions/priorities relevant to the local community and their resilience narrative?		
Has the wider community validated the priorities identified by the community group?		
Has the prioritised list of focus areas and actions/priorities been written up in the resilience plan, and are they communicated concisely?		
Is there a diversity of timeframes for delivery actions?		
Do the priorities include some "low hanging fruit" actions?		
Have you considered whether the priorities identified will benefit a diverse range of community members?		
Is the final list of resilience priorities realistic for the community to achieve?		
Has the final Resilience Plan (and priorities) been uploaded to Canopy House?		

Step 4

Partner

Partner is where the Resilience Practitioner supports communities to identify relevant organisations and people who can support their resilience building efforts. During Partner, we work with the community to identify partners for each action identified within the community's resilience plan. Steps 4 and 5 (Partner and Implement) can be undertaken in conjunction with each other.

Hints and Tips:

- Have the Community Resilience Plan on hand as it will provide potential partners with an overview of the comprehensive work the community have done to come up with priority actions.
- Supporting the community during this step is about helping them see they have access to a broader array of partners than they might initially realise.
- Remember to focus on action/project needs. This helps to break each priority action down into parts and makes it easier to identify what kind of partners are needed.
- As a Practitioner you can support a community to find partners by connecting them to organisations or people you know. Think about connections you may have on LinkedIn or other professional networking sites.
- Community should look to community as their first group of potential partners.
- Remember that partners can become helpful supporters for the community during times of need.
- Remember to consider The Resilience Canopy as a key partner. Reach out and discuss your community's project needs. Utilise [Canopy House](#), to connect with other Resilience Practitioners, communities and partnering organisations.

Step 4 - summary

Purpose:

Identify partners who can assist with implementing priority actions documented in the community's community resilience plan.

Timeframe:

2 months (however this is dependent on the resilience priorities identified)

Objectives	Outcomes	Outputs
<ul style="list-style-type: none">• To extend the community's networks so that they have more resources available to support their resilience building efforts.• To support the community to see that they often have access to a wide range of partners who might be willing to support them.• To identify partners who can meet the project needs of priority actions within your community's draft community resilience plan to support successful implementation.• To connect purposefully with The Resilience Canopy Community Coordinators who can help connect you with a range of partners.	<ul style="list-style-type: none">• The priority actions/focus areas in the Community Resilience Plan are unpacked and explored in greater detail.• The community have access to a wider network of technical, knowledge and funding partners than they had before.• The community feel empowered by the connections they have and the confidence to reach out for support.• Priority actions are broken down into parts (project needs) which make it easier to identify additional resources and partners required to support implementation.• You and the community feel more connected with The Resilience Canopy and your peers (other practitioners and communities on this journey).• Partners are identified to support the community's priority actions.	<ul style="list-style-type: none">• A list of project needs for each priority action in the draft community resilience plan.• A table of project needs matched with professional/community networks and potential partners.• An updated "pitch" to support conversations with potential partners.

Elements and details of Step 4

Elements	4.1 Identify project needs of priority actions – to better describe the need to potential partners	4.2 Who do we already know - review existing connections and partners	4.3 Fill in the gaps – and identify potential partners who can meet project needs	4.4 Reach out to potential partners – referring to your draft community resilience plan
Detail	This element takes us into the detail of each priority action in the community resilience plan. By unpacking project needs, we can better understand who might be best to support	During Foundations and Deep Dive (Steps 1 & 2), we map stakeholders and connections; to engage community representatives in the development of our community resilience plan and to understand community connections and networks to support our resilience aspirations. This element reminds us of who we already know	Now that we have identified project needs and reviewed our existing stakeholders and connections, we are ready to identify what and who are missing. This element helps us identify where our gaps are, from project needs to partners	This element supports communities to reach out to potential partners with a succinct overview of what support they are requesting and why. It builds on the “pitch” developed in Foundations and will support effective communication
Suggested activities	With the community group, facilitate a recap of priority actions drafted in the community resilience plan.	Review stakeholders and connections already mapped in Foundations and Deep Dive. Do any of these match project needs identified?	Note the project needs still outstanding.	With the community group create a short communicable overview of the draft community resilience plan, the priority action(s) and the project needs to share with potential partners.
	Are the priority actions clear enough? Fill in any gaps and add more detail.		With the community group identify networks available and whether any project needs can be filled.	Reach out!
	Identify project needs for each priority action.		With any remaining project needs, reach out to The Resilience Canopy to identify potential partners we can assist you with.	
			Group prioritised actions into themes / focus areas	

Breakdown of suggested Step 4 activities

Below is a breakdown of the suggested activities that can be facilitated for each of the Partner elements. You can find sample session (workshop) plans in the Appendix.

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
4.1 Identify project needs of priority actions – to better understand what the need is for potential partners	With the community group, facilitate a recap of priority actions drafted in the community resilience plan.	30 mins	<p>This activity can be facilitated on its own or with the two other activities from element 4.1.</p> <ul style="list-style-type: none"> As a large group, revisit the priority actions from the draft community resilience plan. Remind yourselves about the “what” and “why” for each action. Have a group discussion about each action so they feel familiar again. 	Draft community resilience plan	The priority actions in the draft Community Resilience Plan are unpacked and explored in greater detail.
	With the community group and following the activity above, add more detail to the action so that in the next step you can identify the needs of the action/project. Try to break it down into smaller chunks.	1 hour	<ol style="list-style-type: none"> Depending on the size of the community group, break into smaller groups. Give each group one or two priority actions to dive into the detail. Ask each group: what do we need to know about each action to unpack the project needs? Can each action be broken down into tasks? This is so we can identify partners to fill our project needs. Invite each group to swap their actions with each other, noting any additional input. Add any details. 	Print outs of each priority action on separate pieces of paper	The priority actions in the draft Community Resilience Plan are unpacked and explored in greater detail.
	Identify project needs for each priority action.	45 mins to 1 hour	<ol style="list-style-type: none"> With the community group, break into smaller groups. Give each small group one or two priority actions. Ask each group to identify project needs of each action, for example: <ul style="list-style-type: none"> Knowledge (research, monitoring and evaluation) Funding (Philanthropic, grants etc) Technical expertise (climate data, bushfire modelling) Hands on deck (Admin support) Equipment Authority (government) Start unpacking these project needs in more detail. 	Print outs of each priority action on separate pieces of paper	<p>Priority actions are broken down into parts (project needs) which make it easier to identify additional resources and partners required to support implementation.</p> <p>A list of project needs for each priority action in the draft community resilience plan.</p>

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
4.2 Who do we already know - review existing connections and partners	Dig out and review stakeholders and connections already mapped in Foundations and Deep Dive (Step 1 & 2). Might any of these organisations or people match project needs identified?	15 mins	<ol style="list-style-type: none"> 1. As a large group review all existing stakeholders and connections already mapped so far (noting that community should look to community as their first group of partners). 2. Write names of organisations or individuals who may be a potential partner next to priority actions. 	Completed Resilience Canopy templates or notes from Foundations and Deep Dive where stakeholders and community connections have been mapped.	<p>The community have access to a wider network of technical, knowledge, funding partners than they had before.</p> <p>The community feel empowered by the connections they have and the confidence to reach out for support.</p>
4.3 Fill in the gaps – and identify potential partners who can meet project needs	Note the project needs still outstanding.	15 mins	Highlight the project needs for each priority action that have not been met by existing connections.	Highlighter	
	With the community group identify networks available and whether any project needs can be filled.	30 mins	<ol style="list-style-type: none"> 1. With the community group, note the outstanding project needs for each priority action. 2. Facilitate a “Who Knows Who” brainstorm of personal and professional networks with the group (including you as the Practitioner) to discover potential partners to fill remaining project needs of priority actions. 3. Note the organisations and people identified as potential partners and who in the community group holds these relationships. 		The community have access to a wider network of technical, knowledge, funding partners than they had before.
	With any remaining project needs, reach out to The Resilience Canopy to identify potential partners we can assist you with.	15 mins	Note the remaining project needs and reach out to The Resilience Canopy to identify partners that are available.		<p>The community have access to a wider network of technical, knowledge, funding partners than they had before.</p> <p>You and the community feel more connected with The Resilience Canopy and your peers (other practitioners and communities on this journey).</p>

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
4.4 Reach out to potential partners – referring to your draft community resilience plan	With the community group create a short communicable overview of the draft community resilience plan, the priority action(s) and the project needs to share with potential partners.	1 hour	<p>Create a short summary of your draft community resilience plan (the what and why).</p> <p>Create a table of your priority actions including a short description of the action, why it is important and the project needs identified.</p> <p>Be clear on what you are asking for so that when you meet with potential partners, they have a succinct and clear picture of what is being requested and why.</p>	<p>Draft community resilience plan</p> <p>Priority actions.</p> <p>Outstanding project needs for each priority action.</p>	An updated “pitch” to support conversations with potential partners.
	Reach out to partners!	Depends on the number of conversations	<p>With the community group, determine contact details and who should reach out to each potential partner.</p> <p>Make contact and enjoy the conversations!</p> <p>Remember to think about what the draft community resilience plan is aiming to achieve and how this aligns with the partners you are speaking with (i.e. What’s In It For Them).</p>	<p>Summary documents to support the conversations and contact details.</p>	<p>The community feel empowered by the connections they have and the confidence to reach out for support.</p> <p>Partners are identified to support the community’s priority actions.</p>

Step 4 checklist - are you ready for Step 5?

Checklist items	Completed?	Notes
Has the community group explored the priority actions from their draft community resilience plan and added extra detail?		
Have the project needs for each priority action in the draft community resilience plan been identified?		
Has the community group explored their existing stakeholders and connections to see if they might fulfil project needs and be potential partners?		
Has the community group explored their professional and personal networks to identify any potential partners?		
Has a summary of the draft community resilience plan been prepared along with a description of each priority action in order to share with potential partners?		
Has The Resilience Canopy been contacted to explore potential partners to fulfil outstanding project needs?		
Have potential partners been contacted to see if they can support the community's priority actions?		

Step 5

Implement

Implement is the step where we draw together elements of everything we have developed so far, create a tactical plan to guide us in the implementation of our priority actions! This is the doing step. Steps 4 and 5 (Partner and Implement) can be undertaken in conjunction with each other.

Hints and Tips:

- The role of the Practitioner in this step is to support the community group to plan well for implementing their actions. The Practitioner enables this work – the community group are the doers.
- There is not a one size fits all in terms of who does what in this step. When working with a community group, the most desired approach is to work with community representatives to support them to design the implementation plan.
- The community group might groan at the thought of another plan! An implementation plan doesn't need to be in the micro detail or an overwhelming task. It helps to unpack thinking and create the steps that need to be taken to successfully implement the priority actions.
- Use the What, Why, How, Who and When headers when creating an implementation plan. It is a simple way of breaking down each priority action for clarity and straight forward getting things done.
- While designing the implementation plan, encourage the community group to prioritise some achievable quick wins. Priority actions that are “low hanging fruit” with help motivate the group and help them feel like they're on their way.



Step 5 - summary

Purpose:

To develop a comprehensive Implementation Plan that sets a trajectory with tangible steps to guide the implementation of priority actions.

Timeframe:

Community determined based on time available and the number of actions.

Objectives	Outcomes	Outputs
<ul style="list-style-type: none">• Develop a clear implementation plan based around the What, Why, How, Who and When for each priority action in the draft community resilience plan.• Identify and prioritise quick wins which are “implementation enablers” within the implementation plan to motivate and inspire action.• Finalise the Community Resilience Plan for circulation.• Kick off the implementation of priority actions and celebrate!	<ul style="list-style-type: none">• Clarity and detailed understanding of each priority action so that the community group can be on the same page about what needs to get done, how it needs to get done and by when.• The implementation plan includes “low hanging fruit” or short-term attainable actions to inspire feelings of success.• The community group feels excited and empowered to have reached the stage where action happens.• The community group is clearer about what resources are required to implement actions.• The final community resilience plan has been reviewed by community peers and The Resilience Canopy and feedback has been considered/integrated.• The broader community is notified that the Community Resilience Plan is complete.	<ul style="list-style-type: none">• A completed implementation plan template for each of the priority actions.• The final version of the community’s Community Resilience Plan.

Elements and details of Step 5

Elements	5.1 Create the implementation plan – to guide the doing	5.2 Identify the quick wins and low hanging fruit – to motivate the community group to feel like they are getting somewhere	5.3 Finalise your Community Resilience Plan – bring together the draft Community Resilience Plan with a summary of the priority actions	5.4 Start the doing – kick off the implementation of actions and celebrate
Detail	This element is about coming together to drill down into the specifics of each priority action in the community resilience plan and create a plan to guide their implementation.	This element supports community representatives in identifying some quick wins by prioritising “low hanging fruit” actions as part of their implementation plan.	This element involves including the priority actions in the draft Community Resilience Plan so that it is finalised and ready for circulation.	With the implementation plan complete, now is the time to pause, celebrate and start the doing!
Suggested activities	Revisit the priority actions and design your implementation plan	Identify what comes first – prioritise some of the first steps towards implementing actions, ensuring that some quick wins can be achieved to set things in motion	As a group, review the draft community resilience plan and add the priority actions with descriptions	Connect with The Resilience Canopy Community Coordinators to share what the community has achieved in finalising their Community Resilience Plan and Implementation Plan.
	The What, Why, How, Who and When for each priority action		Request that others review the complete community resilience plan (peer review) – this includes The Resilience Canopy. Upload the community resilience plan to Canopy House .	If the community has received an Activation Grant, connect with The Resilience Canopy to discuss your funding for implementing actions.
			Group prioritised actions into themes / focus areas	Stop, pause and celebrate! Host a community showcase of your final Community Resilience Plan.

Breakdown of suggested Step 5 activities

Below is a breakdown of the suggested activities that can be facilitated for each of the Implementation elements. You can find sample session (workshop) plans in the Appendix.

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
5.1 Create the implementation plan – to guide the doing	<p>With the community group, revisit the priority actions in the community resilience plan.</p> <p>Determine the community's preferred approach for documenting their implementation plan.</p> <p>Refer to the Resilience Canopy Implementation template or design your own</p>	30 mins	<p>As with the beginning of each of the steps in the Six Step Model, it's helpful to revisit where you got to last time you met.</p> <p>As a group, revisit the priority actions from the community resilience plan. This can be a large group activity where the actions are read out and if there are any details missing, discuss and provide input. This is a good time to discuss any ambiguity in the priority actions and to firm up the detail.</p> <p>As a group decide on the format for planning your priority actions. You can use the Implementation template or design your own. This document is to guide the community group – it can be refined to share as a public or reporting document later on.</p> <p>In Resilience Canopy Practitioner Training, we suggest creating a table for each priority action using the following headings:</p> <ul style="list-style-type: none"> • What: is the action that the community would like to see happen? This is a summary of the action and the outcomes sought. It should provide clarity so that anyone who reads the description has a clear idea of what is to be accomplished. • Why: is the action being identified in this community resilience plan and how is it related to the resilience challenges identified. • How: what are the tasks we need to undertake in order to achieve our desired outcomes – what are the high-level milestones? • Who: who is going to undertake these tasks AND Who are some project partners that could meet project needs (refer to your Partner planning in Step 4). • When: what is a proposed timeline for these tasks and how will we know when they are complete. <p>You can also add a heading for budget/resources and anything else that will assist the planning efforts.</p>	<p>Implementation template</p> <p>Butchers paper</p> <p>Pens</p> <p>Texas</p>	<p>Clarity and detailed understanding of each priority action so that the community group can be on the same page about what needs to get done, how it needs to get done and by when.</p>

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
5.1 Create the implementation plan – to guide the doing	Develop the What, Why, How, Who and When for each priority action to inform the implementation plan	2 hours	<p>Come together as a group with templates agreed upon in the last activity to document your implementation plan.</p> <p>Depending on the size of the community group (and the number of priority actions), either work together or split up into smaller groups.</p> <p>Divide up the priority actions between the groups. For each action, discuss and write up the What and Why.</p> <p>The next step is to identify the numerous tasks that will need to be undertaken to see this action realised. This is the How. Be as granular as possible as this will inform you of the steps needed to be taken towards implementation.</p> <p>Join back with the others as a large group.</p> <p>For each priority action, share the What, Why and How. As a large group discuss Who will undertake the tasks and by When.</p> <p>Don't worry if some of the details are missing. Work with the actions that feel most intuitive.</p>	<p>Implementation template</p> <p>Computer or paper for writing</p>	<p>Clarity and detailed understanding of each priority action so that the community group can be on the same page about what needs to get done, how it needs to get done and by when.</p> <p>The community group is clearer about what resources are required to implement actions.</p>
5.2 Identify low hanging fruit – to motivate the community group to feel like they are getting somewhere	Identify what comes first – prioritise some of the first steps towards implementing actions, ensuring that some quick wins can be achieved to set things in motion	20 mins	<p>Review the priority actions written up in the implementation plan.</p> <p>Think back to your Impact vs Effort activity during Field of Opportunities. Do this activity again with your refined priority actions. What do you observe?</p> <p>Note any actions that will be easier than others to implement and include these as quick wins for early implementation in your implementation plan.</p>	<p>The implementation plan</p> <p>Impact vs Effort activity from Step 3 - Field of Opportunities</p>	<p>The implementation plan includes “low hanging fruit” or short-term attainable actions to inspire feelings of success.</p>

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
5.3 Finalise your Community Resilience Plan – bring together the draft Community Resilience Plan with a summary of the priority actions	As a group, review the draft community resilience plan and add the priority actions with descriptions	2 hours	<p>Come together as a group and review how other community groups have integrated their priority actions into the final community resilience plan.</p> <p>See Millgrove’s final public facing Community Resilience Plan for ideas.</p> <p>Determine the level of detail to include in your final community resilience plan from your newly created implementation plan for priority actions (reflecting on the audience). It is helpful to have a detailed implementation plan for your group’s internal purpose and summarise this for your public facing document.</p> <p>Work together or in small groups to summarise the key information about your priority actions and add this to your community resilience plan.</p> <p>Read through the complete community resilience plan and celebrate what you have achieved.</p>		<p>The community group finalises their Community Resilience Plan.</p> <p>The final version of the community’s Community Resilience Plan.</p>
	Request that others review the complete community resilience plan (peer review) – this includes The Resilience Canopy.	This depends on the availability your peers have – a review would normally take 1-2 hours.	<p>This activity involves reaching out to some trusted community members or peers, requesting that they read over the final community resilience plan.</p> <p>Ultimately you want to make sure that the plan is accessible (easy to read) and represents what the community has proposed throughout the process.</p> <p>There is no right or wrong way to do this. You can print out some drafts to share in person or email a draft copy requesting a review. Once the reviews have been completed, consider any feedback and update accordingly.</p>	Draft community resilience plan for circulation.	The final community resilience plan has been reviewed by community peers and The Resilience Canopy and feedback has been considered/ integrated.

Element	What	Time	Details of the activity	Materials	Outcomes and Outputs
5.4 Start the doing – kick off the implementation of actions and celebrate	Connect with The Resilience Canopy Community Coordinators to share what the community has achieved in finalising their Community Resilience Plan and Implementation Plan.	30 minutes	<p>Get in touch with The Resilience Canopy and share your final Community Resilience Plan. We will be so excited to hear from you!</p> <p>When you are ready, upload a draft to Canopy House and start sharing with Your Collective. You might want to consider creating a webpage on your community group's website. These are a couple of examples:</p> <ul style="list-style-type: none"> • Resilient Millgrove • Resilient Uki 	Your final Community Resilience Plan	<p>The community group feels excited and empowered to have reached the stage where action happens.</p> <p>The final version of the community's Community Resilience Plan.</p>
	If the community has received an Activation Grant, connect with The Resilience Canopy to discuss your funding for implementing actions.	30 minutes	<p>This is the stage to connect with The Resilience Canopy if you have received an Activation Grant.</p> <p>You will be able to request your funding to kick off your implementation efforts.</p>		The community group is clearer about what resources are required to implement actions.
	Stop, pause and celebrate! Host a community showcase of your final Community Resilience Plan.	This depends on how you undertake this activity and the planning required.	<p>Now that you have completed your Community Resilience Plan, it's a great time to announce and celebrate this with the larger community.</p> <p>Your community group might want to explore local events where you can have a stall or even invite locals to a community launch event. The sky is the limit really, and it depends on the group's capacity and resources.</p> <p>Here are a few ideas the group might want to consider:</p> <ul style="list-style-type: none"> • A stall at the local market • A community dinner • A drop in event at the local hall or library • An article in the local newspaper 	Depends on the activity	The broader community is notified that the Community Resilience Plan is complete

Step 5 checklist – are you ready for Step 6?

Checklist items	Completed?	Notes
Has the community group refined the details for each priority action so that the action can be understood by others?		
Has the community group determined the “What, Why, How, Who and When” for each priority action and developed an implementation plan to support the implementation of the actions?		
Has the community group identified “low hanging fruit – quick win actions”?		
Has the community group added the priority actions to the draft community resilience plan and circulated it for peer review?		
Has the community group finalised their Community Resilience Plan?		
Has the community group shared/launched/ celebrated their final community resilience plan with the broader community?		
Has the community group been in touch with The Resilience Canopy to share their final Community Resilience Plan and discuss their Activation Grant, if applicable?		

Step 6

Review

Review is the step in the model where we pause, reflect on on what we have learnt, what has worked, what hasn't and how we might do things differently. Even though Review, is its own step in the model, it also occurs as a reflective process within each step.

Hints and tips:

- The role of the practitioner in this step is to encourage the community group to review their progress regularly. This can be done by adding time for “review” or “reflections” in every session together.
- It is important to mark milestones on the community's resilience journey with celebration as this supports motivation and fuels enthusiasm.
- Reflection on the process and outcomes, supports continuous improvement so we can learn by doing. Make sure that reflection includes exploring what didn't go to plan, as well as what worked. Being honest about what didn't work and why, can be very helpful and we can share such lessons with others. Also note outcomes that weren't expected.



Step 6 - summary

Purpose:

To reflect on what you have learnt, what has worked, what hasn't and how you might do things differently next time

Timeframe:

Ongoing

Objectives	Outcomes	Outputs
<ul style="list-style-type: none">• To reflect on the resilience journey of the community throughout the Six- Step Model and learning about what went well, what could've gone better and any surprises along the way.• To embed insights learnt about what has worked, what hasn't and opportunities for doing things differently into further work.	<ul style="list-style-type: none">• The community group learns about what has worked well, what hasn't and ideas for the future, based on their work to date.• The broader Resilience Canopy Collective learns from your community group's experience and practice.• The community group celebrates key milestones together.	<ul style="list-style-type: none">• A survey that can be used to hear about the community's experience in working together towards a community resilience plan.• A survey that can be used at regular intervals to encourage ongoing reflection.• A reflections journal, where insights can be captured.

Elements and details of Step 6

Elements*	6.1 Review and Reflect at the end of each Step – to gather insights to inform improvements to be made along the way	6.2 Review and Reflect once the Community Resilience Plan has been finalised – to capture and learn
Details	This element supports regular reflection and learning so that changes can be made along the way through the Six Step Model	This element supports reviewing the entire process, comparing what the community group set out to achieve, with the outcomes
Suggested activities	Develop a short reflections survey that can be shared with the community group at regular intervals	Develop a survey and/or interview questions to circulate once the Community Resilience Plan has been finalised
	Create a Reflections Journal	Collect and compile feedback and share with the community group
	Collect and compile results then share with the community group	Share insights with the Canopy Collective via Canopy House and during Check-ins
	Share insights with the Canopy Collective via Canopy House and during Check-ins	Schedule regular celebrations to acknowledge the work undertaken and achieved

Breakdown of suggested Step 6 activities

Below is a breakdown of the suggested activities that can be facilitated for each of the Partner elements. You can find sample session (workshop) plans in the Appendix.

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
6.1 Review and Reflect at the end of each Step – to gather insights to inform improvements to be made along the way	With the community group, develop questions to reflect on each Step of the Six Step Model just completed	30 mins	<p>With the community group, identify a handful of consistent questions that can be asked at the conclusion of each Step, to support the group to learn from their process. These questions can then be referred to and either:</p> <ul style="list-style-type: none"> • Asked at a community group meeting and discussed, with responses noted. • Compiled into a survey (using a platform such as Typeform or Survey Monkey) <p>Examples of questions include:</p> <ul style="list-style-type: none"> • During this Step, what has worked well? • During this Step, what didn't work so well? • Was there anything that surprised you during this Step? • If you were to do this again, what would you do differently? 	Computer or paper	<p>The community group learns about what has worked well, what hasn't and ideas for the future, based on their work to date.</p> <p>A survey that can be used at regular intervals to encourage ongoing reflection.</p>
	Collect and compile results then share with the community group	15 minutes	<p>Add a Review and Reflection item to a session plan at the conclusion of each Step of the Six Step Model.</p> <p>This can be for discussion during a community group workshop or circulated via email.</p> <p>Note the feedback from the questions and add these reflections to your reflections journal (see below).</p> <p>Circulate feedback received with the broader community group.</p>	<p>Session Plans</p> <p>Reflection Journal</p> <p>Computer Paper</p>	<p>The community group learns about what has worked well, what hasn't and ideas for the future, based on their work to date.</p>
	Create a Reflections Journal that can be added to at each Review	30 mins	<p>Create a dedicated notebook or a document on your computer, where feedback and insights can be noted at each Review and Reflections point.</p> <p>This will be your Reflections Journal that can be referred to and added to for the community group to refer to.</p>	Notebook or computer	<p>The community group learns about what has worked well, what hasn't and ideas for the future, based on their work to date.</p> <p>A reflections journal, where insights can be captured.</p>

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
6.1 Review and Reflect at the end of each Step (cont')	Share insights with the Canopy Collective via Canopy House and during Check-ins	20 mins	<p>One of the ways to support the collective knowledge of The Resilience Canopy resilience practitioners is to attend regular Canopy Collective Check In sessions and share what your Canopy Community is learning along the way.</p> <p>This activity can occur during Canopy Collective Check-ins (community updates) and by uploading your lessons/insights onto Canopy House.</p>	Results of your surveys or by referring to your Reflections Journal.	The broader Resilience Canopy Collective learns from your community group's experience and practice.
6.2 Review and Reflect once the Community Resilience Plan has been finalised – to capture and learn	Develop a survey and/or interview questions to circulate once the Community Resilience Plan has been finalised	30 mins	<p>With the community group, identify a handful of questions that can be asked at the finalisation of the Community Resilience Plan, to support the group to learn from their process.</p> <p>If appropriate, these questions can also be asked of any partners supporting the resilience process to date and the broader community.</p> <p>These questions can then be referred to and either:</p> <ul style="list-style-type: none"> • Asked at a community group meeting and discussed, with responses noted. • Asked at a “community showcase” activity – see Implement. • Compiled into a survey (using a platform such as Typeform or Survey Monkey) <p>Examples of questions include:</p> <ul style="list-style-type: none"> • How long has the community been working to develop their Community Resilience Plan? • During the development of the Community Resilience Plan, what processes worked well? • During the development of the Community Resilience Plan, what didn't work so well? • If you were to undertake this process again, what would you do differently? • What were the key outcomes achieved along the way? • Were any outcomes achieved that were unexpected? 	Computer or paper	<p>The community group learns about what has worked well, what hasn't and ideas for the future, based on their work to date.</p> <p>A survey that can be used to hear about the community's experience in working together towards a community resilience plan.</p>

Element	What	Time	Details of the activity	Materials	Outcomes & Outputs
6.2 Review and Reflect once the Community Resilience Plan has been finalised – to capture and learn	Collect and compile feedback and share with the community group		<p>Note the feedback from the questions and add these reflections to your Reflections Journal.</p> <p>Circulate feedback received with the broader community group, community and/or partners.</p>		The community group learns about what has worked well, what hasn't and ideas for the future, based on their work to date.
	Share insights with the Canopy Collective via Canopy House and during Check-ins	20 mins	<p>One of the ways to support the collective knowledge of resilience practitioners is to share what your Canopy Community has learnt during the Six Step Model at a Canopy Collective session.</p> <p>We'd love to create space for your community group to attend a Canopy Collective session and share what you have learnt.</p> <p>Also, upload your lessons/insights onto Canopy House.</p>	Results of your surveys or by referring to your Reflections Journal.	The broader Resilience Canopy Collective learns from your community group's experience and practice.
	Schedule regular celebrations to acknowledge the work undertaken and achieved	Depends on the community group	<p>Celebrating key milestones is an excellent way of deepening connection within the community group, while motivating ongoing input.</p> <p>Celebration activities might include:</p> <ul style="list-style-type: none"> • A community group dinner • A local walk 		The community group celebrates key milestones together.

Step 6 checklist

Checklist items	Completed?	Notes
Has the community group developed and asked questions to support their continuous learning during the Six Step Model?		
Has the community group created a process to ask reflection questions along the way (via a survey or discussion)?		
Has a Reflections Journal been developed to note ongoing reflections?		
Has the community group and practitioner shared their learnings and lessons with the Canopy Collective?		
Once the community resilience plan is finalised, has the community group and practitioner reflected on the entire resilience journey, noting their lessons?		
Have these overall lessons been shared with the Resilience Canopy, the Canopy Collective and also shared on Canopy House ?		

Section 3

Glossary/ Appendices



Glossary

Community-led

Community-led development is an approach in which local community members work together to identify goals that are important to them, develop and implement plans to achieve those goals, and create collaborative relationships, all while building on community strengths and local leadership.

Resilience

The capacity of individuals, communities, institutions, and systems exposed to hazards to survive, adapt, and thrive in the face of adversity.

Community

A community may take different types of forms and may include:

- Individuals
- Communities of place
- Communities of geographical interest
- Communities of interest/interest groups

- Residents' and community groups
- Ethnic communities
- Non-government organisations
- Private sector organisations
- Public sector agencies
- Other levels of government
- Media organisations

CREW

Four fundamental community resilience characteristics: connection, respect (and inclusion), empowerment, and wisdom, collectively known as CREW.

Community Resilience Profile

An overall understanding of a community's resilience taking into account various information points which may include: likely shocks and stresses, community strengths, community vulnerabilities, disaster risk profile, community demographics



Glossary

Acute shocks

Acute shocks are sudden, intense events that can disrupt daily life and pose significant challenges to individuals, communities, and systems. Examples include disasters like bushfires, heatwaves or floods, pandemics, cyberattacks, and infrastructure failures.

Chronic stresses

Slow burning issue that can erode the social fabric of a community

Focus areas

A focus area is a resilience theme...i.e. Emergency management, Food security, Community connection

Resilience priority/action

A resilience priority/action is something that your community wants to do to address your resilience profile. It helps to place resilience priorities/actions under a focus area so you can clearly see the themes that are emerging.

Six-Step Future Ready Community Model

The Six-step Future Ready Communities Model is a tried and tested engagement approach for developing, implementing, and evaluating resilience building initiatives in communities.

Hyperlocal

Hyperlocal refers to a very small geographical area.



Appendix

Self-assessment (where are you up to?)

If you have not attended a Resilience Canopy Practitioner Training Program but you are already working with community representatives to build community resilience to shocks and stresses, refer to the below checklists to understand where you are up to on the Six Step Model. Then reach out to the Resilience Canopy to discuss.

****Generate by collating checklists from each of the steps****



Have you completed the Pre-Step?

Checklist items	Completed?	Notes
Have you researched and explored local information related to the community's resilience, including desktop research, community groups/ leaders, local chats etc.?		
Have you created a "picture" of your community to synthesise shocks, stresses, social demographics etc..?		
Do you feel confident to describe your community using relevant data points?		
Have you prepared a pitch?		
Have you completed the Assessing Readiness to Engage template ?		
Have you completed the 'Pre-Step Homework Task' (page 32)		
Have you watched the video on the Six-step model?		
Have you created a Canopy Community profile page on Canopy House ?		
Have you investigated the Activation Grant and made an application (if eligible)?		

Have you completed Step 1: Foundations?

Checklist items	Completed?	Notes
Have you socialised this program with a diverse group of community members, and do they know how to get involved?		
Is there a group of community members that have come together with the intention of progressing this program?		
Do community members feel empowered to lead this process?		
Has the group of community members created an agreed shared vision for the program?		
Has the community's context informed your next steps?		
Do community members understand the time commitment?		
Have the community members mapped the core, involved, informed stakeholders for the program?		
If applicable, as the journey so far been documented in Canopy House / stories been shared with the Community?		

Have you completed Step 2: Deep Dive?

Checklist items	Completed?	Notes
Has the community group identified the shocks/stresses, worries, strengths, opportunities and enablers regarding their resilience?		
Are members of the community group actively engaged and sharing their perspectives?		
Does the community group feel confident to describe the resilience profile?		
Has a resilience profile been developed listening to everyone's perspectives?		
Does the resilience profile speak to the hyperlocal context?		
Has the community reached out and learnt from another community?		
Has the resilience profile been tested with the wider community?		
Have knowledge gaps been identified and filled?		
Have community members and organisations been identified to get involved in next steps?		
Have the activity templates been completed and documented?		
Have the community group celebrated their efforts?		
Do the community group feel more knowledgeable because of collective input?		
Has the community group created a shared document with the resilience narrative (vision, resilience context, challenges, demographics, worries, strengths, opportunities and enablers)?		
Has the community journey been shared on Canopy House?		

Have you completed Step 3: Fields of opportunities?

Checklist items	Completed?	Notes
Has the community group developed a long, bold list of resilience building ideas?		
Do the ideas developed respond to the resilience challenges, build on strengths, mitigate worries and refer to opportunities and enablers?		
Have voices from hard to reach / vulnerable communities been heard / considered?		
Has the community group refined and prioritised the long list of ideas into a shorter list?		
Are the actions/priorities relevant to the local community and their resilience narrative?		
Has the wider community validated the priorities identified by the community group?		
Has the prioritised list of focus areas and actions/priorities been written up in the resilience plan, and are they communicated concisely?		
Is there a diversity of timeframes for delivery actions?		
Do the priorities include some "low hanging fruit" actions?		
Have you considered whether the priorities identified will benefit a diverse range of community members?		
Is the final list of resilience priorities realistic for the community to achieve?		
Has the final Resilience Plan (and priorities) been uploaded to Canopy House?		

Have you completed Step 4: Partner?

Checklist items	Completed?	Notes
Has the community group explored the priority actions from their draft community resilience plan and added extra detail?		
Have the project needs for each priority action in the draft community resilience plan been identified?		
Has the community group explored their existing stakeholders and connections to see if they might fulfil project needs and be potential partners?		
Has the community group explored their professional and personal networks to identify any potential partners?		
Has a summary of the draft community resilience plan been prepared along with a description of each priority action in order to share with potential partners?		
Has The Resilience Canopy been contacted to explore potential partners to fulfil outstanding project needs?		
Have potential partners been contacted to see if they can support the community's priority actions?		

Have you completed Step 5: Implement?

Checklist items	Completed?	Notes
Has the community group refined the details for each priority action so that the action can be understood by others?		
Has the community group determined the “What, Why, How, Who and When” for each priority action and developed an implementation plan to support implementation of the actions?		
Has the community group identified “low hanging fruit – quick win actions”?		
Has the community group added the priority actions to the draft community resilience plan and circulated for peer review?		
Has the community group finalised their Community Resilience Plan?		
Has the community group shared/launched/ celebrated their final community resilience plan with the broader community?		
Has the community group been in touch with The Resilience Canopy sharing their final community resilience plan and to discuss their Activation Grant if applicable?		

Have you completed Step 6: Review?

Checklist items	Completed?	Notes
Has the community group developed questions to ask to support their continuous learning during the Six Step Model?		
Has the community group created a process to ask reflection questions along the way (via a survey or discussion)?		
Has a Reflections Journal been developed to note ongoing reflections?		
Has the community group and practitioner shared their learnings and lessons with the Canopy Collective?		
Once the community resilience plan is finalised, has the community group and practitioner reflected on the entire resilience journey, noting their lessons?		
Have these overall lessons, been shared with the Resilience Canopy and the Canopy Collective?		

Appendix

Facilitation support for practitioners and communities



Icebreakers and introductory activities

Introductory activities for a community engagement session

Ask community members attending a meeting/workshop to introduce themselves to the group by sharing. This helps everyone get to know who is in the room and something that is personal but not too personal (to build early trust):

- Name and where they live
- A word that describes resilience for them

OR

- Name and where they live
- One thing that they love about living where they live

OR

- Name and where they live
- Invite the participants to find an object that reflects how they are feeling. Break up into small groups and check in with each other and share their object plus how it reflects how they are feeling.

Icebreakers for community workshops/engagements

Play the Elimination game

Invite people to raise hands if standing is not available to them

HOW MANY PEOPLE:

- Stand if you know at least one other person here
- Stay standing if you know more at least five
- Stay standing if you know at least ten
- Stay standing if you know more than 20
- Stay standing if you know more than half the room
- Stay standing if you know everyone here

WHAT HATS DO YOU WEAR- you might stand up multiple times

STAND UP IF:

- You work in local government
- You work in the health sector
- Work in the community sector
- You work in emergency services
- You are a young person – under 25
- You are a parent
- Member of school community
- Are a volunteer
- Lived in community less than 5 years- (moved after covid)
- More than 5 years- how long?
- If you are worried about the climate crisis?

STAND UP IF:

- You know at least one person in your local community
- Stay standing if you know at least 5 people ...
- Stay standing if you know at least 10 people...
- Stay standing if you know at least 20 people...

See
<https://www.sessionlab.com/library>
for additional icebreaker activities
in workshops and meetings.



Sample Session/workshop plans for each step of the Six Step Model

On the following pages, you will find sample session/workshop plans for each of the steps in the Six Step Model. We encourage you to use these as templates and design your own session plans using the elements provided in this Playbook to suit the needs of your community. We'd love to hear your feedback on what resonates most with the communities you are working with...

Sample session/workshop plans begin overleaf >



Step 1: Foundations

Sample Session Plan #1 (Informal Get Together)

Elements:

- 1.1 Research - Understanding the community and its dynamics
- 1.2 Introduce/ socialise - Bringing community members together to learn more about the program
- 1.3 Identify stakeholders - Collect names of community members wanting to be involved
- 1.4 Inception - bring interested community members together to develop the "what", "who" and "how"

Purpose:

Meet informally with an existing community group or community members to explore the potential, and plan for, a community led resilience process within the community.

Hosts:

This is an informal catch up between community members – it can happen at the kitchen table!

Time:

1 – 1.5 hours (depending on how much time the community members have to discuss each of these items)

Time	What	Who	Details	Materials	Outcomes
5 mins	Introductions and Acknowledgment of Country		This is an informal conversation before we host the first official inception meeting with wider community members. It will help us to explore and prepare so that we feel confident before workshoping with everyone else.		
10 mins	Review and make sense of the information gathered during the Pre-Step		Referring to information gathered during the “Pre-Step”, paint a picture of the local community including: <ul style="list-style-type: none"> Community demographics Local hazards Local social stresses Local community groups Informal/formal leadership Community dynamics 		
10 mins	Learn and discuss: What is the Resilience Canopy and what it means to be a Canopy Community?		Discuss: <ul style="list-style-type: none"> What this program is? What it hopes to achieve? What it means to be a Canopy Community (see brochure) 	Canopy Communities Brochure	
20 mins	Discuss the value in participating in the Resilience Canopy as a Canopy Community		Given the local community’s context, discuss ideas and potential value that becoming a Canopy Community might offer. <ul style="list-style-type: none"> What are the opportunities? What does “resilience” mean for the local community? What might the community want to change/improve? What are some common threads – points of interest – that help to unify the local community? 		
15 mins	Identify who should be involved		Brainstorm a list of community members you think would be suitable to invite to the first ‘inception meeting’. You can use the Stakeholder Mapping template to guide this conversation or simply write names and details down on a piece of paper.		

Time	What	Who	Details	Materials	Outcomes
15 mins	Review the Pitch (part 1)		<p>Taking into account all that has been discussed so far, review the Pitch developed during the Pre-Step, and build on this.</p> <p>The aim is to create a pitch or a narrative to share with broader community members during the “inception meeting”.</p>		
15 mins	Plan the Inception meeting		<p>Design an outline for the Inception Meeting.</p> <p>Consider:</p> <ul style="list-style-type: none"> • Date and time • How you will invite people • Where you will meet • Logistics (food, in-person/online etc). <p>You can refer to session plan #2 to assist you in planning this.</p>		
	Close				



Step 1: Foundations

Sample Session Plan #2 (Inception meeting)

- **Elements:** *1.4 Inception* - bring interested community members together to develop the "what", "who" and "how"
- **Purpose:** To bring community members together to kick-start a community-led resilience journey, referring to the Six-Step Model, and together develop a vision and purpose that will guide our work.
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** Approximately 2.5 hours

Time	What	Who	Details	Materials	Outcomes
5 mins	Acknowledgement of Country		Acknowledge Traditional Custodians and their resilience and connection to each other and Country		
5 mins	Purpose of the session and agenda		Summarise why people have come together and what you hope to get out of the session.		Consistent understanding about what the workshop is about and the outline of activities
15 mins	Introductions		Hear who is in the room by a round of introductions <ul style="list-style-type: none"> • Name and where they live • A word that describes resilience for them 		Build trust and connection
15 mins	Why resilience and why now?		Provide an overview of the resilience context, to why it is important for our community. Paint a picture of the local community including: <ul style="list-style-type: none"> • Community demographics • Local hazards • Local social stresses • Local community groups • Informal/formal leadership • Community dynamics 		

Time	What	Who	Details	Materials	Outcomes
	Why resilience and why now? [Cont]		<p>...</p> <p>Provide an overview of terminology to foster shared language and understanding of community resilience. Definitions include:</p> <ul style="list-style-type: none"> • Community resilience • Shocks • Stresses <p>*This is an opening up conversation, it is not about dwelling on issues or trying find solutions</p>		
15 mins	What is the Resilience Canopy?		<p>Provide an overview of The Resilience Canopy Program.</p> <ul style="list-style-type: none"> • What this program is? • What it hopes to achieve? • What it means to be a Canopy Community (see brochure) • Existing Canopy Communities (case studies) <p>The support and tools that the Resilience Canopy offers:</p> <ul style="list-style-type: none"> • Six Step Model • Templates • Funding • Community Coordinators 		
45 mins	Develop a Vision and shared purpose		<p><u>Vision</u></p> <p>Facilitate a discussion to identify what a community vision might look like - The vision represents the community's hopes for the future.</p> <p>Ask:</p> <ul style="list-style-type: none"> • Imagine the community is 10 years into the future. If the community was its best version of itself, how would you describe it? • Start brainstorming some words that resonate, before you prepare a sentence or two. (Think of words that describe the community i.e. thriving, connected, prepared etc..) <p>Eg. A thriving, connected, and caring community that listens and trusts the diversity of voices</p> <p><u>Purpose</u></p> <p>Then have a discussion about why the community would like to embark on this journey together - The purpose is what motivates and makes this work important.</p> <p>Ask:</p> <ul style="list-style-type: none"> • What are the resilience challenges we are hoping to solve? (think big!) • What is driving our work together? • Why have we come together? <p>Eg. To develop a stronger voice in solving our local issues or To be better aware and prepared for some of the extreme weather events that we may experience.</p>		

Time	What	Who	Details	Materials	Outcomes
30 mins	Stakeholder mapping – who else should be involved in this process		<p>Using the Resilience Canopy Stakeholder Mapping template (or a blank sheet of paper), facilitate a conversation to hear from the community group who else they believe should be involved in the core group, who should be involved and who should be informed about this work.</p> <ul style="list-style-type: none"> • The core group will be who drives the process on behalf of the local community. • Those involved will be called upon from time to time to provide input. • Those informed, will be provided with updates however not directly involved in the process. <p>It really depends on the pre-existing relationships within the community to determine who is core, involved and informed.</p> <p>Here is an example:</p> <ul style="list-style-type: none"> • Core – the community group or subset of, who will be lead this process with the community • Involved – Council, fire agency, CWA, Landcare, local school, sports club • Informed – local police, council, emergency services 		
10 mins	Mapping out a basic timeline and steps for working together		<p>Referring to the Six-Step Model, start brainstorming a rough timeline for when the community group can come together to work through the steps.</p> <p>It might look a little bit like this:</p> <ul style="list-style-type: none"> • Deep Dive (approx. 6-9 months): Plot x3 2.5-hour sessions between March-October • Field of Opportunities (approx. 3 months): Plot x2 2.5-hour sessions between October-December <p>Have an initial conversation about capacity within the group to carry out this process. Think about this in the context of the timeline.</p> <p>The Resilience Canopy Practitioner is there to support the community (group) and facilitate, through the Six Step Model, however it is important that this process is owned by the community.</p>		
5 mins	Collect any questions that arise throughout the session to clarify with the Resilience Canopy team		<p>The Resilience Canopy will support your work and your Community Coordinator can answer the questions that arise for you.</p> <p>Collate any questions that have arisen during this session so that the Community Coordinator can clarify any details with you.</p>		
	Next steps		Discuss a suitable time to hold the first Deep Dive session		

Step 2: Deep Dive

Session Plan #1 – Discovering the local resilience context

- **Element:** 2.1 - Map the resilience challenges, plus strengths and worries of community members
- **Purpose:** Come together with representatives of the community to explore and unpack the resilience profile (which includes priority acute shocks, chronic stresses, worries, strengths, opportunities and enablers)
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** 2.5 hours

Time	What	Who	Details	Materials	Outcomes
5 mins	Welcome and thank everyone for coming along		Acknowledge community members taking the time to attend	Powerpoint loaded and ready	
5 mins	Acknowledgement of Country		Acknowledge Traditional Custodians and their resilience and connection to each other and Country		
10 mins	Outline purpose of the session and agenda Quick overview of resilience journey to date		Come together with representatives of the X community to explore and unpack X resilience profile (which includes priority acute shocks, chronic stresses, worries, strengths, opportunities and enablers) Present a slide visualising the journey to date		Consistent understanding about what the workshop is about and the outline of activities
5 mins	Who's in room – Introductions		Facilitate a short activity so participants can meet each other		Help people feel connected and comfortable
5 min	What is the Resilience Canopy Introduction to Deep Dive		<ul style="list-style-type: none"> • Recap the vision of the Resilience Canopy and what it hopes to achieve • Six-Step Model • Resilient Communities Framework • What is Deep Dive and Why 		Clarity about the Resilience Canopy Where is Deep Dive on the 6 Step Model? What does it include?

Time	What	Who	Details	Materials	Outcomes
10 mins	Being prepared for the unexpected It's not always what we think -		<ul style="list-style-type: none"> Define resilience Define community led Define acute shocks and chronic stresses and their interconnections Given the complexity of our world, we need to prepare for the unexpected 		Consistency of definitions so no confusion
5 mins	Any questions before we begin?				Ensure there is space for questions – if they can't be answered write them in "car park"
10 mins	Brainstorm: Acute shocks and chronic stresses that may impact		<p>As a large group facilitators ask: What are the shocks that we are facing:</p> <ul style="list-style-type: none"> At a global level At a local level <p>Repeat for chronic stresses Stand back and ask group for any reflections given the list captured. Is there anything missing?</p>	Large butchers paper – facilitators to scribe	<p>Help people understand resilience is more than disasters ... chronic stresses are so important to consider</p> <p>Also help people see that their community is not in a vacuum</p>
10 mins	Break				
30 mins	Explore and unpack Worries & Strengths	<p>Introduce activity and roam between groups</p> <p>Small groups</p> <p>Table-facilitators in small groups:</p>	<p>Break into small groups. Explore the following referring to the Resilient Communities Framework:</p> <ul style="list-style-type: none"> Worries: What are the things holding the community back from feeling more resilient? What keeps community members awake at night? (i.e. very few community networks, limited skills, power dynamics) Strengths: What are the strengths of the community that are already helping to build community resilience? (i.e. multiple sporting clubs, diverse economic base, regular community markets) 	<p>Deep Dive templates.</p> <p>Worries Strengths</p> <p>Sticky notes Textas</p>	<p>Speak in non-jargon</p> <p>Hear about what the community thinks is important to respond to, in terms of resilience</p> <p>Acknowledge the strengths within the community and how these help to build resilience</p>
20 mins	Report back from the group... Worries and Strengths	Small group report back	<p>What did small groups come up with?</p> <p>Each small group to summarise the Key worries and strengths identified.</p>		<p>Consolidate what the community has said in terms of worries/strengths ...</p> <p>This is what the community needs to respond to (worries) and build on (strengths)</p>

Time	What	Who	Details	Materials	Outcomes
15 mins	Explore initial Opportunities and Enablers for building resilience (if you run out of time, this item can be facilitated in a separate session)	Facilitate as a large group activity	Given the worries and strengths identified in the small activity: <ul style="list-style-type: none"> What might be some opportunities (not solutions) for shifting the dial on the community's resilience; and What might unlock some of these opportunities (enablers of resilience). 		Start the thinking process around "so what"...
10 mins	Next steps How people can stay involved				



Step 2: Deep Dive

Sample Session Plan #2 – Unpacking knowledge gaps

- **Elements:** 2.2 Unpack knowledge gaps, 2.4 (Planning to) Engage the broader community, 2.5 Map community connections: for next steps
- **Purpose:** To recap and synthesise the raw data collected in Deep Dive Session 1 (shocks, stresses, worries, strengths, opportunities and enablers) and identify any gaps in knowledge that the community would like to know more about. During this session the community group also identifies community connections for ongoing involvement as well as planning to share the synthesised data with the broader community for input.
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** 2 hours

Time	What	Who	Details	Materials	Outcomes
5 mins	Welcome and Acknowledgement of Country		Acknowledge community members taking the time to attend. Acknowledge Traditional Custodians and their resilience and connection to each other and Country		
10 mins	Introductions		Facilitate a short activity so participants can meet each other		
15 mins	Recap data from Deep Dive Session 1		Referring to the data collected in Deep Dive session 1 (which should include worries, strengths, opportunities and enablers), discuss whether this feels “right” for the community. <ul style="list-style-type: none">• Is there anything that has been missed?• Note these and add them.		

Time	What	Who	Details	Materials	Outcomes
30 mins	Group the key worries, strengths, opportunities and enablers into themes		<p>In this activity we aim to reduce duplication of data gathered in Deep Dive Session 1. In order to do this, we synthesise what we have heard for worries, strengths, opportunities and enablers, separately.</p> <p>For example, start with Worries:</p> <ul style="list-style-type: none"> • Are there worries listed that are the same? If so, remove some of the duplicates. • If any of the worries are similar, group them together. Can this group of worries be given a name that describes them (without losing their meaning)? • Ask, do these worries make sense – do they need describing so others understand what you mean? • Repeat for strengths, opportunities and enablers. 		
10 mins	Unpack Knowledge Gaps within the community group		<p>Provide each participant with sticky notes.</p> <p>Ask participants to write down the top three 'worries' they would like to find out more about (one per sticky note).</p> <p>Invite the group to put their sticky notes on the wall. Remove duplicates. Stand back and review what the group would like to know more about.</p>		
20 mins	Match what they would like to know more about with knowledge holders		<p>For each of the worries identified in the activity above, brainstorm knowledge holders who may be able to assist the community with their gaps in knowledge.</p> <ol style="list-style-type: none"> 1. First consider, who in the local community might be able to speak to the worries. Identify who can reach out and invite this person/group for a chat. 2. Identify which worries could be researched on the internet (desktop research). 3. Reach out to the Resilience Canopy to request information on gaps/areas of interest. <p>Determine who does what within the group, for example:</p> <ul style="list-style-type: none"> • to reach out to local knowledge holders and invite them to speak with the group; • To undertake desktop research and share with the group; • connect with the Resilience Canopy if required. 		

Time	What	Who	Details	Materials	Outcomes
10 mins	Community connections		<p>Using the 'Community Connections' template, ask the community group to map the people and organisations within the community that can be called upon to support the community's resilience efforts and to determine who should be involved in the next steps.</p> <p>*Think beyond names of people, consider skills, expertise and attributes desired for next steps.</p>		
20 mins	Design community engagement activity to seek community input on the synthesised worries, strengths, opportunities, enablers.		<p>Develop a list of questions to test and validate the likely shocks and stresses, worries, strengths, opportunities and enablers your community group has identified and gather other perspectives from the community who voices might not have been represented.</p> <p>This might be via a community survey that could be circulated for feedback, or at a stall at a local community market.</p> <p>Refer to the Resilience Canopy survey template for assistance.</p> <p>Determine roles and responsibilities to make this happen.</p>		
	Close				

There are multiple informal activities to be undertaken following this Deep Dive Session 2 before the group comes together to start writing their community resilience profile – which will become the resilience narrative at the beginning of the Community Resilience Plan



Step 2: Deep Dive

Session Plan #3 – Creating the Resilience Narrative: Writing Workshop

This is the final element of Deep Dive. Between session #2 and this session, you will have engaged with a range of knowledge holders to further explore your resilience worries, strengths and challenges and any gaps the group has identified

- **Elements:** 2.6. Draft the Community Resilience Plan (resilience narrative)
- **Purpose:** Bring together and consolidate all of the pieces of information relating to your community's resilience profile and articulate this in a resilience narrative. This is the start of the Community Resilience Plan where you paint a picture of the community's demographics, shocks and stresses, worries and strengths.
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** 1 hour 15 mins

Time	What	Who	Details	Materials	Outcomes
5 mins	Acknowledgement of Country		Acknowledge the local Traditional Custodians and their resilience and connection to each other and Country		Ground the session in respect and connection
15 mins	Provide any updates on activities that have been undertaken since the group last met.		This might include: <ul style="list-style-type: none">• Information provided by knowledge holders on identified gaps in knowledge.• Survey results (if relevant) from the broader community• Any other information that will be included in the Community Resilience Plan.		

Time	What	Who	Details	Materials	Outcomes
10 mins	Determine how you will collate and build on information collected		<p>There are various options for writing together as a collective so that the information can be accessed by everyone i.e.</p> <ul style="list-style-type: none"> • Google Docs: it might work to create a Google Drive folder with documents that can be shared and contributed to by all community group members. This is available to people with a Gmail address (Google account). • Microsoft 365: If someone in the group (or Practitioner) has an account, OneDrive documents can be created and shared with the group for input. 		
15 mins	Identify headings that the community would like to include in their Community Resilience Plan		<p>Referring to the data and information the group has collected, begin brainstorming the key headings to include in the Community Resilience Plan</p> <p>These are some example key topics:</p> <ul style="list-style-type: none"> • Vision • Resilience context (overall background on the community, noting past events, cultural heritage, natural environment, why people love their community) • Challenges (shocks and stresses) • Local demographics • Strengths and worries • Opportunities and enablers 		
10 mins (unless the group chooses to write in the session)	Determine who does what and start writing		<p>At this point the group might decide to allocate writing tasks given the headers above and start writing up the content in their own time.</p> <p>Updates can be shared via email.</p> <p>Once the resilience narrative – or start of the Community Resilience Plan has been completed (not necessarily perfected 😊) you are ready to move into Step 3 – Field of Opportunities.</p>		
	Close				

Step 3: Field of opportunities

Sample Session Plan #1 – Determining resilience priorities and focus areas

- **Elements:**
 - **3.1 Recap** Deep Dive - what do we know? What are we responding to?
 - **3.2 Brainstorm** a bold long list of resilience building ideas - blue sky thinking!
 - **3.3 Prioritise** and refine the list of resilience building ideas into a targeted suite of priorities
- **Purpose:** Come together with representatives of the community to generate a long list of resilience building actions/ideas, develop a prioritised and refined list and group these into Resilience Focus Areas
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** 2.5 hours

Time	What	Who	Details	Materials	Outcomes
5 mins	Acknowledgement of Country		Acknowledge the local Traditional Custodians and their resilience and connection to each other and Country		Ground the session in respect and connection
5 mins	Purpose of the session and agenda		Purpose: Referring to the community's resilience challenges and worries, strengths, opportunities and enablers (identified in Deep Dive), develop a prioritised list of resilience building ideas/actions and resilience Focus Areas that can be socialised with the broader community.		Help participants know what to expect

Time	What	Who	Details	Materials	Outcomes
10 mins	Recap Deep Dive	Lead facilitator	<p>The lead facilitator asks questions to assist the group in their recollection of Deep Dive. For example:</p> <ul style="list-style-type: none"> • What have we learnt so far about our community? • What are some of the key demographics of our community that might impact its resilience? • During Deep Dive we explored some of the key worries (what keeps people awake at night) our community expressed that relate to their future resilience. What were the worries identified? • We also explored our community strengths, understanding that these can build community resilience. What were some of the strengths identified? • We then identified some emerging opportunities (that might shift the dial on resilience) and enablers (that unlock the opportunities). Can you remember what some of these were? • Can anyone have a go at weaving this “resilience” story together? 		Ensure that Field of Opportunities is informed by the resilience profile discovered during Deep Dive. Have the resilience profile top of mind while developing actions.
10 mins	Ideation activity		<p>Invite the group to stand up and get prepared to participate in an activity that will “warm up” their brains for quick thinking and idea generation:</p> <ol style="list-style-type: none"> 1. Break up into pairs.. 2. Find an ordinary item in the room (anything that you can either hold or stand next to) 3. Challenge each other to think of as many ideas as you can for alternate ways you could use that object. (For example, a toothbrush could be used to clean things, brush your eyebrows, or create a fun paint splatter effect for an art project). 4. Set a two minute timer... Go! 5. No idea is too crazy! 6. Share your favourite ideas with the room 		Assist participants to warm up their minds to think quickly with blue sky ideas.
20 mins	Brainstorm long list of resilience building ideas		<p>Break into small groups. Think about all of the elements the group has considered so far – remember to always look through the lens of the shocks and stresses, the worries and strengths, the opportunities and enablers.</p> <p>Firstly recap together:</p> <ul style="list-style-type: none"> • Vision • Community demographics • Resilience challenges (shocks and stresses) • Strengths and worries • Opportunities and enablers <p>Brainstorm a list of bold actions that respond to the above – write one action per card.</p> <p>Remember to have fun and practice some blue sky thinking!</p>		

Time	What	Who	Details	Materials	Outcomes
40 mins	Refine and prioritise resilience building ideas (small groups)		<p>Break into small groups (3 – 5 people in each)</p> <p>Part A - Impact Effort Matrix: Invite group members to plot each of their actions/priority cards onto an impact vs effort matrix.</p> <p>Part B - Voting with Sticky Dots: Provide each group with a variety of sticky dots and ask them to vote on the actions they wish to prioritise on the impact/effort matrix. Remember to consider a diversity of short-term achievable actions and longer term high impact actions.</p> <p>Ask the group to have a conversation about how many sticky dots everyone receives, and whether they'd like to create any "rules" for applying them to actions (i.e. can people use all of their sticky dots to vote for one action or not?)</p> <p>* It's a good idea to give everyone a number of small dots and potentially one large one. The large sticky dot can be for the action they see as a MUST DO – favorite action.</p> <p>Invite the group to stand back to see what actions stand out as group favorites!</p>		
30 mins	Determine resilience priorities (large group)		<p>Ask each of the small groups to select their priority actions determined in the previous activity. Take the priority action cards off their small group impact/effort matrix.</p> <p>Come together as a large group and invite each small group to plot their priority actions on a new (large group) impact/effort matrix (remembering to consider a diversity of short-term, achievable actions, and longer-term, high impact actions).</p> <p>Facilitate a conversation amongst the group on similarities and differences between actions. Provide an opportunity for groups to speak to their actions and their reasoning for prioritising them.</p> <p>Once the groups have spoken to their actions, start grouping those that are similar or the same.</p> <p>Provide each participant with two sticky dots (one large, and one small), invite the group to vote on their top two actions.</p>		Facilitate consistent and agreed understanding of the resilience priorities identified for the community.

Time	What	Who	Details	Materials	Outcomes
15 mins	Review and group actions into Focus Areas		<p>Stand back and reflect on the actions/priorities that have “floated to the surface”.</p> <p>Group these priorities/actions into resilience themes, these will become the community’s resilience focus areas. An example is if you have multiple actions related to community connection (community garden, neighbourhood get togethers etc.), your focus area could be ‘Community Connection’ and you will have a list of actions that sit behind it.</p>		Build the group’s awareness of the themes (Focus Areas) of resilience emerging for the community.
5 mins	Reflections on where the group have landed		<p>In a circle, reflect as a group on the Focus Areas and resilience priorities the group have decided on.</p> <p>Feel proud with what has been achieved together!</p>		Celebrate the wins!
Total 2.5 hours	Close		Take photos of all of the data generated in the workshop (resilience actions on the Impact vs Effort matrix plus focus areas)		

A **focus area** is a resilience theme, i.e.

- Emergency management
- Food security
- Community connection

A resilience priority/action is something that your community wants to do to respond to your resilience profile.

It helps to place resilience priorities/actions under a focus area so you can clearly see the themes that are emerging.

Step 3: Field of Opportunities

Session Plan #2 – Recap, agree on and write up focus areas and resilience priorities, and determine an approach for testing these with the broader community

- **Elements:**
 - 3.4 Test the prioritised list of actions and focus areas with the broader community
 - 3.5 Write up the identified priorities for the Resilience Plan
- **Purpose:** Agree and write up the focus areas and resilience priorities determined in Field of Opportunities Session 1 and plan activities to test these with the broader community
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** 2.5 hours

Time	What	Who	Details	Materials	Outcomes
5 mins	Welcome and Acknowledgement of Country		Acknowledge the local Traditional Custodians and their resilience and connection to each other and Country		Ground the session in respect and connection
5 mins	Purpose of the session and agenda		Purpose: Agree and write up the focus areas and resilience priorities determined in Field of Opportunities Session 1 and plan activities to test these with the broader community		Help participants know what to expect

Time	What	Who	Details	Materials	Outcomes
15 mins	Recap Field of Opportunities Session 1 and the focus areas plus resilience priorities		<p>Have the Impact vs Effort matrix with resilience priorities/actions and focus areas (from session 1) in the room (or photos).</p> <p>Invite the group to spend 10 minutes reviewing this output and ask:</p> <ul style="list-style-type: none"> • Does everyone agree with where we landed in session 1? • Is there anything we missed? • Does anything need tweaking? 	Impact vs Effort template with focus areas and resilience priorities/ actions from session 1	Ensure the group has a chance to review and discuss what was determined in session 1 and to tweak if necessary (remembering that there may be people in this session who were not there in session 1)
15 mins	Group the resilience priorities/actions under Focus Areas		<p>Once there is broad agreement on focus areas, stick each focus area on the wall.</p> <p>Review actions/priorities that are remaining on the impact/effort matrix and consider if any can be grouped under a focus area. Move them accordingly. Think best fit. It is ok if you end up with some outliers that do not fit into a focus area.</p>		Start making sense of how the resilience profile developed during Deep Dive relates to the Focus Areas and resilience priorities/ actions in Field of Opportunities
30 mins	Prepare information to share with broader community / Draft focus areas and resilience priorities for testing with the broader community		<p>Break into small groups and divide the agreed Focus Areas with the associated resilience priorities/actions amongst the groups. Write up the agreed Focus Areas in a visual and communicable way. Consider:</p> <ul style="list-style-type: none"> • What is the Focus Area? • Why is it important (how does it respond to the resilience profile)? • How will you achieve this? (what are the resilience priorities/actions that relate to this focus area*) <p>*Not all focus areas will have actions and priorities determined, that is okay, this will come in your implementation planning step</p>		Start articulating the detail behind the focus areas and resilience priorities/ actions – so that this can be shared with the broader community
20 mins	Report back to the larger group		<p>Each small group reports back to the larger group sharing their:</p> <ul style="list-style-type: none"> • Focus Area description • Why the focus area is important (how does it respond to the resilience profile)? • The resilience priorities/actions that relate to this focus area • Any outliers 		Hear what each group has come up with and have an opportunity for everyone to comment

Time	What	Who	Details	Materials	Outcomes
10 mins	Break				
20 mins	Brainstorm and design a community engagement activity to test focus areas and resilience priorities/actions and plan logistics		<p>Come together as a large group to brainstorm and design a community engagement activity to test and receive feedback on the focus.</p> <p>You can start by considering existing community events and how you can join (don't recreate the wheel and meet the community where they are). Engagement activities might include a Community Open Day, a Community Market, a Community Photo Showcase or a Community Afternoon Tea.</p> <p>This may include designing a community survey.</p> <p>Plan logistics:</p> <ul style="list-style-type: none"> • Decide what events might suit reaching the community's diverse members (remember inclusive) • When? • Prepare information that you'd like to share with the community • Who is going to do what? • Promotion? • Plan of action... 		
20 min	Create a simple communications plan		<p>Using the communication plan template, document the events and activities that the group would like to organise or participate in – and check that the activities will reach all community members ensuring the reach of this community engagement is inclusive.</p> <p>We want to ensure as many community members as possible have the opportunity to have a say.</p>		Plan for inclusive input from community members
	Close				

Write up the Community Resilience Plan

Steps 4 and 5: Partner and Implement session plans

Sample Session Plan #1

- **Elements:**
 - **4.1 Identify project needs of priority actions** – to better understand what the need is for potential partners
 - **4.2 Who do we already know** – review existing connections and partners
 - **4.3 Fill in the gaps** – and identify potential partners who can meet project needs
 - **5.1 Create the implementation plan** – to guide the doing
 - **5.2 Identify low hanging fruit** – to motivate the community group to feel like they are getting somewhere
 - **5.3 Finalise your Community Resilience Plan** – bring together the draft Community Resilience Plan with a summary of the priority actions
- **Purpose:** To come together to identify potential partners for the community's resilience priorities/actions and to create an implementation plan for the resilience priorities featured in the community's community resilience plan.
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** Half day workshop

Time	What	Who	Details	Materials	Outcomes
5 mins	Acknowledgement of Country		Acknowledge the local Traditional Custodians and their resilience and connection to each other and Country		Ground the session in respect and connection
5 mins	Purpose of the session and agenda		Purpose: To identify partners who can support the priority actions identified in Field of Opportunities and to draft an implementation plan for these priority actions.		Help participants know what to expect

Time	What	Who	Details	Materials	Outcomes
10 mins	A quick recap and updates		<p>Facilitate a short recap of where the group left off last time they met and provide any updates on activities that have been undertaken since the group last met.</p> <p>This might include recalling the priority actions identified during Field of Opportunities.</p>		Support the group to feel up to date and ready for this workshop
30 mins	<p>Getting set up – creating documents to support the process</p> <p>(the practitioner can create these prior to the session, or create these with the group)</p>		<p>Set up materials to support the community identify partners and create implementation plans:</p> <ul style="list-style-type: none"> • Create either a document, spreadsheet or butchers paper for each priority action identified during Field of Opportunities • For each priority action create a “partners” page and an “implementation plan” page – these will provide space for the community to organise their thinking. <ul style="list-style-type: none"> ◦ Partners page: For each action create a table with three columns: Project needs – Networks – Potential Partners ◦ Implementation Plan: For each action, create a table with the following fields: What – Why – How – Who and When <p>What: is the action that the community would like to see happen? This is a summary of the action – the outcomes sought. It should provide a clarity so that anyone who reads the description has a clear idea of what is to be accomplished.</p> <p>Why: is the action being identified in this community resilience plan and how is it related to the resilience challenges identified.</p> <p>How: what are the tasks we need to undertake in order to achieve our desired outcomes – what are the high-level milestones?</p> <p>Who: who is going to undertake these tasks AND Who are some project partners that could meet project needs?</p> <p>When: what is a proposed timeline for these tasks and how will we know</p>		Support the community to easily plan and identify partners in a group setting

Time	What	Who	Details	Materials	Outcomes
60 mins	Identifying potential partners to support the Implementation of priority actions		<p>Depending on the size of the community group, you might want to divide into small groups, so community representatives can work on priority actions at the same time. Divvy up the priority actions.</p> <ol style="list-style-type: none"> 1. For each action and referring to the “partners” page created in the last activity, ask the small groups to identify the discreet project needs for each action. These might include: <ul style="list-style-type: none"> • Venue • Equipment • Funding • Technical support 2. Facilitate a “Who Knows Who” brainstorm of personal and professional networks with the group (including you as the Practitioner) to discover potential partners to fill remaining project needs of priority actions (remembering to include The Resilience Canopy as a partner!). 3. Note the organisations and people identified as potential partners, and who in the community group holds these relationships. 4. Repeat this activity for each priority action and pop this activity to the side until the next step is completed (Develop Implementation Plans). 		
60 minutes	Develop Implementation Plans for each priority action		<ol style="list-style-type: none"> 1. Depending on the size of the community group, break up into small groups and divvy up the priority actions between the groups. 2. Refer to the Implementation Plan page/template you have previously created. 3. In each small group, discuss and write up the What and Why for each priority action. Aim for concise descriptions. 4. The next step is to identify the numerous tasks that will need to be undertaken to see this action realised. This is the How. Be as granular as possible as this will inform you of the steps needed to be taken towards implementation. 5. Join back with the others as a large group. 6. For each priority action, each group shares the What, Why and How for each action. Ask the large group whether anything is missing. 7. As a large group discuss Who will undertake the tasks and by When. 8. Even if the group doesn’t have all of the answers yet, try to estimate. It doesn’t have to be set in stone. 		

Time	What	Who	Details	Materials	Outcomes
15 minutes	Identify quick win actions - “low hanging fruit”		<p>Review the priority actions written up.</p> <p>Think back to the Impact vs Effort activity during Field of Opportunities. Do this activity again with your refined priority actions. What do you observe?</p> <p>Note any actions that will be easier than others to implement and include these as quick wins for early implementation in your implementation plan and timeframes.</p>		
45 mins	Write (or update) the priority actions in the draft community resilience plan		<p>While working together, support the community group to review other community resilience plans and their formatting. (i.e. See Millgrove’s Community Resilience Plan for ideas)</p> <p>Determine the level of detail the community would like to include in their final community resilience plan from the newly created implementation plans for priority actions</p> <p>Work together or in small groups to summarise the key information about the priority actions and add this to the draft community resilience plan.</p> <p>Read over this complete community resilience plan and celebrate what has been achieved.</p>		
15 mins	Reach out to potential Partners and share the draft community resilience plan for peer review		<p>Review the list of potential partners for priority actions developed earlier.</p> <p>Determine who will contact potential partners and work out who will do what.</p> <p>Identify some peers who can review the final draft community resilience plan. Reach out and then incorporate their feedback where appropriate.</p>		

Step 6: Review session plans

Sample Session Plan #1

- **Elements:**
 - **6.1 Review and Reflect at the end of each Step** – to gather insights to inform improvements to be made along the way
 - **6.2 Review and Reflect once the Community Resilience Plan has been finalised** – to capture and learn
- **Purpose:** To facilitate and agree on a process for the community group to learn from their experiences and outcomes from working together on a community resilience plan
- **Hosts:** *[insert as applicable]*
- **Location:** *[insert as applicable]*
- **Time:** 30-45 minutes

Time	What	Who	Details	Materials	Outcomes
5 mins	Acknowledgement of Country		Acknowledge the local Traditional Custodians and their resilience and connection to each other and Country		Ground the session in respect and connection
5 mins	Purpose of the session and agenda		Purpose: To facilitate and agree on a process for the community group to learn from their experiences and outcomes from working together on a community resilience plan		Help participants know what to expect

Time	What	Who	Details	Materials	Outcomes
10 mins	Identify questions the community group would like to reflect on at the conclusion of each step in the Six Step Model		<p>Ask the community group: What would be most helpful to review and reflect at the conclusion of each of the Six Steps, to support you to learn from your resilience journey?</p> <p>Provide some ideas such as:</p> <ul style="list-style-type: none"> • During this Step, what has worked well? • During this Step, what didn't work so well? • Was there anything that surprised you during this Step? • If you were to do this again, what would you do differently? <p>Add a "Review" agenda item into each session plan that concludes each step of the Six Step Model.</p> <p>Discuss with the community group how they would like to record and share what they learn. If appropriate, suggest that they share what they learn with the Canopy Collective.</p>		
10 mins	Identify questions the community group would like to reflect on at the		<p>Ask the community group: What would be most helpful to review and reflect on once the community resilience plan has been developed?</p> <p>Provide some ideas such as:</p> <ul style="list-style-type: none"> • What worked well? • What didn't work so well? • Were there any unexpected outcomes of doing this work? • If you were to do this again, what would you do differently? • What advice might you provide to another group starting on this journey of developing a community resilience plan? • Are there any reflections we'd like to hear from: <ul style="list-style-type: none"> ◦ The broader community? ◦ Any partners who have been involved? ◦ Anyone else? • If so, how might we go about this i.e. surveys, interviews, informal chats. <p>Add a "Review" agenda item to a session plan once the community resilience plan has been completed as a reminder to undertake this Review.</p> <p>Discuss with the community group how they would like to record and share what they learn. If appropriate, suggest that they share what they learn with the Canopy Collective.</p>		Support the community to easily plan and identify partners in a group setting

* Note the items above can be added to any of the previous session plans as opposed to being a session on its own.

Conclusion

This Playbook is to support practitioners who are working with communities to build resilience to challenges they may face. The ideas presented are based on our experience, however we note that every community is different. This means they will have varying needs; some activities will be suitable, however others may not be.

We would love to support your community resilience journey — please get in touch with us or share your experiences in Canopy House.

Best wishes!



What's next?

If you haven't done so already, create your unique member profile in Canopy House. This will be your central hub to connect with partners, share updates, track progress, and work toward shared goals. It also helps us provide tailored support and celebrate your achievements.



Register Now

Get in touch

Please get in touch with The Resilience Canopy Team if you have any questions, suggestions or ideas or visit our website for further information.

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