**This template is designed to support an Early Years Network develop an Action Plan. The suggested headings and content are not intended to be prescriptive but are proposed as a guide.**

**It is recommended that an Action Plan is completed once the Terms of Reference is endorsed by Network members. The Terms of Reference guides the Network’s purpose and direction.**

*(Insert name)* **Early Years Network**

**Action Plan YEAR**

Early Years Networks (Networks) are integral to supporting the State Government's A Bright Future priority to increase the number of children who are developmentally on track by 10 percent on all five domains of the Australian Early Development Census (AEDC) by DATE.

**The** *(insert name***) Early Years Network purpose is to** *(insert purpose from Terms of Reference)*

**We will support children and families living within the** *(insert region)* **by:**

*(Insert Network priorities here)*

**We will mobilise local solutions by:**

*(Insert Network principles and practices here, how is the Network going to work together?)*

Each overarching priority area contains supporting objectives, tasks and associated key performance indicators (KPI’s). The Action Plan is subject to Network reviews and updated accordingly. The examples below can be used as a guide to assist in the creation of an Action Plan.

# *insert the first identified priority in your Terms of Reference here* ***e.g.* Governance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Task | KPI*(Completed by when?)* | Responsibility(*which agency/agencies will undertake this task*) | Progress*(add a comment when task starts and how the task is tracking, include any issues affecting progress)* | Outcome |
| 1.1 | The (*insert name*) Early Years Network operates with sound governance. | * Roles and responsibilities of the Network are shared
* Review Network membership to ascertain strengths and gaps in skills, knowledge, and diversity.
* Recruit Network members to be reflective of the demographic and government and non-government early years and parenting community service providers, community members and corporates.
* Develop a Terms of Refence and review annually
 | *.* |  |  |  |
| 1.2 | The (*insert name*) Early Years Network is strategic and inclusive. | * Conduct a community workshop to analyse AEDC data and what is happening on the ground for children and families to support identifying Network priorities.
* Survey parents and carers to identify needs and wants for them and their children.
* Review local Community Strategic Plan and other children and family plans to align Network priorities.
* Collate and analyse all information.
* Members agree on priorities of the Network.
 |  |  |  |  |
| 1.3 | The (insert name) Early Years Network meets for purpose | * Develop an Action Plan with Network members to achieve the *(insert name)* Early Years Network objectives.
 |  |  |  |  |

**2. Collaboration and Partnership**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Objective | Task | KPI | Responsibility | Progress | Outcome |
| 2.1 | The (*insert name*) Early Years Network is transparent and communicates regularly. | * Meetings are held regularly with option for virtual connection.
* Prepare and distribute Agenda’s
* Record Minutes and distribute to Network members.
 |  |  |  |  |
| 2.2 |  (*insert name*) Early Years Network members are accountable | * Roles and responsibilities are shared.
 |  |  |  |  |
| 2.3 | Community service programs are not duplicated and meet community need. | * Undertake service mapping to identify what service is being delivered where, when and by whom
* Identify oversupply and action undersupply of services
* Service providers meet outside of Network meetings to co-ordinate service delivery.
* Services share resources and training opportunities
 |  |  |  |  |
| 2.4 | Service providers collaborate and work in partnership | * Families are referred to appropriate services when they need them.
* Parent education workshops are co-delivered.
* In kind support is provided by Network organisations where possible.
* Grants are auspiced by the LGA.
 |  |  |  |  |

**3. Early Childhood Development**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Objective | Task | KPI | Responsibility | Progress | Outcome |
| 3.1 | Early Childhood development is enhanced. | * Target activities in communities of concern to contribute towards improving (insert domain/s) developmental domain.as identified by local AEDC results.
* Co-ordinate supports and education of brain development for parents and carers in communities of concern.
 |  |  |  |  |
| 3.2 | Parents have access to support when they need it. | * Develop an electronic service directory and distribute amongst Network members.
* Directory is available and promoted on LGA website.
* Services are delivered with option of face to face or virtually.
* Services are offered outside of normal business hours.
* Activities/programs are father inclusive.
* Ngala 24/7 phone line is promoted.
 |  |  |  |  |
| 3.3 | Parents and Carers of children in the Early Years are supported and connected to their community | * Co-ordinate and deliver universal community events for children and families.
* Deliver activities for parents and children that are smaller in scale
* Deliver activities that are walking distance from homes.
* Activities and events are diverse and reflective of community demographic.
 |  |  |  |  |