**XXXX** *(insert school name)* **Action plan XXX** *(insert date)*

*This tool is a great resource for employers (e.g. P&C) and employees (canteen staff and/or volunteers) to ensure progress is made when plans or actions are developed*

*Completing this template can help to lead to results by clarifying:*

*- What actions or changes will occur*

*- Who will carry out these changes*

*- When they will take place, and for how long*

*- What resources are needed to carry out these changes*

*This template is editable, allowing you to make changes as required. This text box and example below should also be removed when editing.*

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| --- | --- | --- | --- | --- | --- | --- |
| **Goal** ***(what do you want to achieve)*** | **Tasks** ***(how will you achieve your goal)*** | **Responsibility*****(who will contribute, may be more than one person)*** | **Timeline** ***(be realistic about a completion date)*** | **Resources *(what do you need)*** | **Progress - review** | **Completed*****(Yes/No)*** |
| *i.e. Canteen Committee/P&C to review Canteen Supervisors job description; to ensure both parties are comfortable with current roles and responsibilities* | * *Discuss proposed plan with Canteen Supervisor giving adequate time*
* *Book a suitable time*
* *Revise job description and make necessary alterations*
 | * *Canteen Committee and or P&C representative*
* *Canteen Supervisor*
 | *Term 4* | * *Copy of job description; or download template from WASCA*
* *Staff reflection template*
* *Advice from Wageline/Fairwork*

 | *Revised Job description is signed and dated by both parties* |  |
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