**Attachment 3.A.2 –** **Outcomes and Performance Indicators Tables for Capital City RDAs**

**Option 1:** Use the funding agreement outcomes and performance indicators as the starting point for detailing activities and reporting performance.

This Attachment provides the means for a Committee to advise of its intended activities and performance indicators (as part of the **business plan**) and to report on those activities and performance indicators (as part of the **annual report)**.

**All Committees are required to provide a brief summary of their key strategic priorities and business activities, and complete their preferred version of the Outcomes and Performance Indicators tables provided below.**

**Summary**

Please complete the following:

Summary of top 5 strategic priorities for upcoming year:

Summary of top 5 key business activities for upcoming year:

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| **OUTCOME 1** | Facilitate regional economic development outcomes, investment, jobs and local procurement. |
| **PERFORMANCE INDICATORS** | Provide details of the activities that your RDA will undertake (for planning purposes) or has undertaken (for reporting purposes) to facilitate economic development outcomes for regional RDAs, during this financial year. |
| ***PART 1 – FOR THE ANNUAL BUSINESS PLAN*** | |
| **What will we do?**  *As part of the business plan process, list the activities you plan to undertake to meet the outcome and address the performance indicators.*  *In dot point form, outline the nature of the activities you anticipate undertaking to facilitate economic development outcomes for regional RDAs, including engagement between regional RDAs and capital city stakeholders, regionalisation or decentralisation opportunities, regional collaboration which drives economic development, improved competitiveness, productivity, supply chain efficiencies etc for regional businesses and industry, business development, promotion and/or innovation, local workforce development, suitable strategic regional plan(s) for the RDAs in your State where appropriate, and investment, trade, jobs, procurement and other regional development outcomes in future years.*  *Please replicate the rows below for any additional activities – each activity must have its own section.* | |
| **Activity 1** | |
| *Name and description of the activity, and the expected outcomes. Please include the expected timeframes.* | |
| **Activity 2** | |
| *Name and description of the activity, and the expected outcomes. Please include the expected timeframes.* | |
| **Activity 3** | |
| *Name and description of the activity, and the expected outcomes. Please include the expected timeframes.* | |
| **Activity 4** | |
| *Name and description of the activity, and the expected outcomes. Please include the expected timeframes.* | |
| ***PART 2 – FOR THE ANNUAL REPORT ON OUTCOMES*** | |
| **What did we do?**  *Provide a description of each activity during the reporting period, and how these activities contributed to your RDA’s addressing of outcome 1.*  *Please replicate the rows below for any additional activities.* | |
| **Activity 1** | |
| *Description of work undertaken against the activity, and the actual outcomes*  *Whether the activity is complete, not complete, or ongoing*  *Explain how the work for this activity contributed to outcome 1*  *Were there any unexpected outcomes or impacts?* | |
| **Activity 2** | |
| *Description of work undertaken against the activity, and the actual outcomes*  *Whether the activity is complete, not complete, or ongoing*  *Explain how the work for this activity contributed to outcome 1*  *Were there any unexpected outcomes or impacts?* | |
| **Activity 3** | |
| *Description of work undertaken against the activity, and the actual outcomes*  *Whether the activity is complete, not complete, or ongoing*  *Explain how the work for this activity contributed to outcome 1*  *Were there any unexpected outcomes or impacts?* | |
| **Activity 4** | |
| *Description of work undertaken against the activity, and the actual outcomes*  *Whether the activity is complete, not complete, or ongoing*  *Explain how the work for this activity contributed to outcome 1*  *Were there any unexpected outcomes or impacts?* | |

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| **OUTCOME 2** | Promote greater regional awareness of and engagement with Australian Government policies, grant programs and research. |
| **PERFORMANCE INDICATORS** | 1. Provide details of where you have supported awareness raising and/or engagement. 2. Number of submissions / grants applications supported and instances relevant information was disseminated. |
| ***SECTION 1 – FOR THE ANNUAL BUSINESS PLAN*** | |
| **What will we do?**  *As part of the business plan process, list the activities you plan to undertake to meet the outcome and address the performance indicators.*  *In dot point form, outline the nature of the support you anticipate providing to stakeholders, such as sourcing co-funding from city stakeholders for submissions/grant applications made by regional RDA proponents, reviewing submissions/grant applications drafted by regional RDAs, providing advice about submissions/grant applications, disseminating information about government policies, grant programs and/or research through website updates/social media, and other support provided.* | |
| ***SECTION 2 – FOR THE ANNUAL REPORT ON OUTCOMES*** | |
| **What did we do?**  *Provide a description of the activities during the reporting period, and how these activities contributed to your RDA’s addressing of outcome 2.*  *In dot point form, outline the nature of the support you provided to stakeholders, such as sourcing co-funding from city stakeholders for submissions/grant applications made by regional RDA proponents, reviewing submissions/grant applications drafted by regional RDAs, providing advice about submissions/grant applications, disseminating information about government policies, grant programs and/or research through website updates/social media, and other support provided.* | |

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| **OUTCOME 3** | Contribute to Commonwealth regional policy making by providing intelligence and evidence-based advice to the Australian Government on regional development issues. |
| **PERFORMANCE INDICATORS** | 1. Outline instances where you have provided intelligence and evidence-based advice to the Australian Government. 2. Number of instances information/feedback was provided. |
| ***SECTION 1 – FOR THE ANNUAL BUSINESS PLAN*** | |
| **What will we do?**  *As part of the business plan process, list the activities you plan to undertake to meet the outcome and address the performance indicators.*  *In dot point form, outline the nature of the support you anticipate providing, such as contributing to Regional Intelligence Briefings teleconferences, providing briefings to relevant Ministers and Government, holding or attending meetings with members of parliament to discuss regional matters, making submissions to parliamentary enquiries, participating in departmental surveys and submissions, making additional contributions of local information as appropriate, and other support to be provided to Government.* | |
| ***SECTION 2 – FOR THE ANNUAL REPORT ON OUTCOMES*** | |
| **What did we do?**  *Provide a description of the activities during the reporting period, and how these activities contributed to your RDA’s addressing of outcome 3.*  *In dot point form, outline the nature of the support you provided, including (but not limited to) the number of contributions made to Regional Intelligence Briefings teleconferences, briefings provided to relevant Ministers and Government, meetings held with or attended by Members of Parliament to discuss regional matters, submissions made to Parliamentary enquiries, participation in departmental surveys and submissions, additional contributions of local information provided, and other support provided to Government.* | |