**Attachment 3.A.1 –** **Outcomes and Performance Indicators Tables for Regional 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:

|  |  |
| --- | --- |
| **OUTCOME 1** | Facilitate regional economic development outcomes, investment, jobs and local procurement. |
| **PERFORMANCE INDICATORS** | 1. Provide details and/or a copy of a suitable existing strategic Regional Plan that your RDA is contributing to or that your RDA is developing in accordance with the Charter and the RDA Better Practice Guide.
2. Provide details of the investment (in dollar terms), jobs (number), local procurement opportunities (in dollar terms) and other regional development outcomes that your RDA will facilitate (for planning purposes) or has facilitated (for reporting purposes) for your region during this financial year. Please separate these in terms of outcomes that your RDA has:
	* Lead/championed – heavily involved with the outcome
	* Contributed to – moderately involved with the outcome
	* Otherwise assisted – marginally involved with the outcome.

Examples of these levels of involvement are at item A.3.3 of your 2021-25 funding agreement. |
| ***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.**It is important to identify if your RDA is taking a lead/champion role, contributing to or otherwise assisting level of involvement with each activity, the timeframes for the completion of the activity, and the expected outcomes.**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 RDA’s level of involvement (lead/championing role, contributing to or otherwise assisting)*
	+ *How this activity aligns with your strategic Regional Plan (if you have one)*
	+ *The expected timeframes*
	+ *Details of any other facilitation activities (as per item A.3.3 of your 2021-25 funding agreement).*
 |
| **Activity 2** |
| *Name and description of the activity, and the expected outcomes. Please include:** + *The RDA’s level of involvement (lead/championing role, contributing to or otherwise assisting)*
	+ *How this activity aligns with your strategic Regional Plan (if you have one)*
	+ *The expected timeframes*
	+ *Details of any other facilitation activities (as per item A.3.3 of your 2021-25 funding agreement).*
 |
| **Activity 3** |
| *Name and description of the activity, and the expected outcomes. Please include:** + *The RDA’s level of involvement (lead/championing role, contributing to or otherwise assisting)*
	+ *How this activity aligns with your strategic Regional Plan (if you have one)*
	+ *The expected timeframes*
	+ *Details of any other facilitation activities (as per item A.3.3 of your 2021-25 funding agreement).*
 |
| **Activity 4** |
| *Name and description of the activity, and the expected outcomes. Please include:** + *The RDA’s level of involvement (lead/championing role, contributing to or otherwise assisting)*
	+ *How this activity aligns with your strategic Regional Plan (if you have one)*
	+ *The expected timeframes*
	+ *Details of any other facilitation activities (as per item A.3.3 of your 2021-25 funding agreement).*
 |
| ***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?* | **Provide details of outcomes** | **$ / Number** |
| Investments ($) |  |
| Jobs (number) |  |
| Local procurement ($) |  |
| Other regional development outcomes ($ / number) |  |
| Other facilitation activities |  |
| **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?* | **Provide details of outcomes** | **$ / Number** |
| Investments ($) |  |
| Jobs (number) |  |
| Local procurement ($) |  |
| Other regional development outcomes ($ / number) |  |
| Other facilitation activities |  |
| **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?* | **Provide details of outcomes** | **$ / Number** |
| Investments ($) |  |
| Jobs (number) |  |
| Local procurement ($) |  |
| Other regional development outcomes ($ / number) |  |
| Other facilitation activities |  |
| **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?* | **Provide details of outcomes** | **$ / Number** |
| Investments ($) |  |
| Jobs (number) |  |
| Local procurement ($) |  |
| Other regional development outcomes ($ / number) |  |
| Other facilitation activities |  |

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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 supported.
 |
| ***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 drafting submissions, actively supporting submissions, reviewing submissions, providing advice about submissions, providing guidance for submissions and or application processes, hosting webinars, seminars and or workshops, holding and attending meetings, and posting on social media.**The activities described here should align with your communications plan.* |
| ***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, including the number of stakeholders supported through activities including (but not limited to) submissions drafted / actively supported, advice provided about submissions, guidance provided about submissions / application processes / other, webinars and or seminars hosted, workshops and or meetings held, and social media and website updates posted.* |

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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.* |