

## Regional Plan/Roadmap Template

### 1. Message from the RDA Chair

*Purpose of this section*

- RDA Chairs outline the role of the RDA committee and the Regional Plan for the region.
- An endorsement of the Regional Plan by the RDA Chair.

*General guidance*

- a. It should not be a summary of the Regional Plan (which is to be provided in the Executive Summary).
- b. This section should be no longer than one page.

## 2. Executive Summary

### *Purpose of this section*

- A very short summary of the Regional Plan priorities.
- A very short overview of the region.
- A very short analysis of the region's:
  - strengths
  - challenges
  - needs
  - opportunities.

### *General guidance*

- a. The Executive Summary should include:
  - a snapshot of the regional priorities (in summary form), and
  - an overview of the region.
- b. The Executive Summary should have a clear line of sight and connection to all other parts of the Regional Plan.
- c. RDA committees are encouraged to think about the following when preparing this section:
  - Key messages to regional stakeholders including:
    - local governments
    - local communities
    - community organisations
    - other regional development bodies, and
    - potential investors in the region.
  - Key messages to provide to Ministers (at all levels), government departments and agencies, and local government representatives and authorities.
- d. This section in total should be no more than three pages.

### 3. Vision for the region

*Purpose of this section*

- A vision statement that outlines the RDA committee's future ambitions for the region.

*General guidance*

- a. Most existing Regional Plans already provide a short vision statement.
- b. RDA committees should clearly articulate a long-term vision for the region (in reference to Attachment 1 – Regional Profile).
- c. In developing or reviewing the vision for the region, RDA committees should consider the current state of the region and what it should develop towards in the future.
- d. The exact period of a long-term view should be defined by the individual RDA committees. However it should be for a period longer than the three year duration of the Regional Plan.
- e. This section in total should be no longer than three pages and should have strong links throughout the Regional Plan, including the attachments to the Regional Plan.

#### 4. Role of the RDA

*Purpose of this section*

- The role of RDAs and the strategic context the RDA committee is working within.

*General guidance*

- a. Most existing Regional Plans currently outline the role of the RDA and the strategic context they are operating within, and can therefore adapt existing wording to the updated template.
- b. This section should discuss the policy context that the RDA is working within, including Australian, state/territory and local government policies and the key determinants of long-term regional economic growth.
- c. The role of the RDA committee and the Regional Plan in achieving the RDAs long-term vision for the region should be discussed.
- d. This section in total should be no longer than three pages and should have strong links throughout the Regional Plan, including the attachments to the Regional Plan.

## 5. Analysis of the region

### *Purpose of this section*

- Analysis of the region using (four of) the five key determinants of long-term regional economic growth:
  1. Human capital
  2. Sustainable (economic, environmental and social) communities and population growth
  3. Access to international, national and regional markets, and
  4. Comparative advantage and business competitiveness.
- Identification and discussion of regional strengths, challenges, needs and opportunities.
- Regional analysis will support the identification of regional priorities.

### *General guidance*

- a. Regional analysis will be developed in reference to:
  - Attachment 1 – Regional Profile and
  - Attachment 2 – Stakeholder Consultation and Partnerships.
- b. The section should analyse key issues to support the identification of regional priorities. RDA committees will consider:
  - policy priorities at a national, state/territory and local government level
  - key themes and trends
  - identified needs of the region, and
  - key outcomes of stakeholder consultation.
- c. References to relevant national, state/territory and local government policy and planning documents should be made where appropriate.
- d. RDAs should also include analysis of issues which are not within their direct influence but which are significant to the region.
- e. Analysis of the region:
  - should be strategic
  - support the identification of regional priorities, and
  - does not need to provide complex regional planning details that are appropriately the role of state/territory and local governments.
- f. The analysis of the fifth key determinant – *effective cross-sectoral and intergovernmental partnership* – is discussed in Attachment 2 - Stakeholder Consultation and Partnerships.
- g. It is suggested that this section in total should be no longer than ten pages.

## 6. Regional priorities

### *Purpose of this section*

- Identification of a clear set of regional priorities.
- Discussion of how priorities were identified and relate to regional strengths, challenges, needs and opportunities.
- Identification of how each priority will support the RDA committee's vision for the region.
- Discussion of how the regional priorities align with, complement or are distinguished from local government priorities in the region.

### *General guidance*

- a. Regional priorities are agreed by RDA committees as the key agenda items for the development of their region. RDA committees should seek the endorsement of regional priorities by local governments, and discuss how regional priorities align with or diverge from local governments' priorities within the region.
- b. They are identified after considering the information contained in:
  - Attachment 1 – Regional Profile,
  - Attachment 2 – Stakeholder Engagement and Consultation, and
  - Section 5 – Analysis of the region.
- c. The Regional Plan should highlight how priorities were identified within the current strategic context for the RDA, including:
  - the COAG RASC key determinants of long-term regional economic growth:
    1. human capital
    2. sustainable (economic, environmental and social) communities and population growth
    3. access to international, national and regional markets, and
    4. comparative advantage and business competitiveness.
  - stakeholder consultation outlined in Attachment 2 – Stakeholder Consultation and Partnerships.

### *RDA committees and influencing regional priorities*

- RDA committees do not need to be able to directly influence each priority. The identification of a priority by the RDA may be sufficient to draw stakeholder attention to its regional importance. However, the Regional Plan will benefit from outlining the actions being taken in relation to priorities, including mechanisms to draw stakeholder attention to the priority.

Please note – It is suggested that this section in total should be no longer than **three pages**. High-level references to regional priorities should be included in the Executive Summary.

## **7. RDA activities/projects/initiatives**

### *Purpose of this section*

- Summarise how each regional priority will be progressed and achieved.
- Support the development of a detailed Business Plan.

### *General guidance*

- a. The section should highlight how each regional priority will be progressed through activities/projects/initiatives.
- b. This section should provide a strategic framework to assist RDA committees to develop their Business Plan.
- c. It should be no longer than five pages.

## 8. Sources

*Purpose of this section*

- Identification of all sources and references used in the development of the Regional Plan

*General guidance*

- a. The Department does not specify a reference style, however it does seek for RDA committees to adopt a consistent approach throughout the Regional Plan e.g. Harvard referencing style.

## Regional Profile

### *Purpose of this section*

- Overview description of the region.
- Regional Profile structured by (four of the five) key determinants of long-term regional economic growth:
  1. human capital
  2. sustainable (economic, environmental and social) communities and population growth
  3. access to international, national and regional markets, and
  4. comparative advantage and business competitiveness.

### *Existing Regional Profiles*

The Department acknowledges that some RDA committees have made substantial investments in the development of the supporting evidence base for their 2010, 2011 or 2012 Regional Plans. In these circumstances RDA committees will **not** be required to rework this material if it satisfies the requirements outlined in this guidance. However, once this material becomes dated RDA committees will be required to use the following Regional Profile template.

RDA committees are advised to email [RDAStrategy@regional.gov.au](mailto:RDAStrategy@regional.gov.au) to outline their individual circumstances. Approval will be made on a case-by-case basis.

### *General guidance*

- a. All information sources must be appropriately presented, including:
  - headings applied to graphs and tables
  - labelling of data and data descriptions (for example \$ or %), and
  - identification of data sources.
- b. Each RDA committee should consider the level of information necessary to support their:
  - regional characteristics and needs
  - vision for the region
  - regional priorities, and
  - supporting activities.

- c. The Regional Profile should be sourced from a diversity of evidence bases including:
- the Australian Bureau of Statistics
  - Australian, state and local government data sources and other publications (e.g. MyRegion)
  - government-funded bodies, such as regional development boards and natural resource management organisations
  - data and publications from universities, private research organisations, the private sector and the not-for-profit sector, and
  - community and local government consultation (in reference to Attachment 2 – Stakeholder Consultation and Partnerships).

#### *Overview description*

- A concise economic, social, environmental and cultural description of the region. This should include:
  - a map and explanation of the location and geographic coverage of the region; and
  - relevant local government boundaries.

#### *Regional Profile*

- Structured using (four of the five) long-term determinants of regional economic growth as a framework for analysis.
- The Department has identified the content that RDA committees may include in each section of this description.
- These examples are only a guide and RDA committees should use their judgement to identify the relevant information to support their vision for the region and priorities.
- RDA committees may also choose to provide additional information within these categories which they consider to be significant to their region.

##### *1. Human capital:*

- regional workforce challenges and workforce development priorities (including skill shortages)
- education profile of the workforce
- skills, training and education challenges (including education and training infrastructure, needs and attainment), and
- factors that may affect the demand and skill profile going forward, for example growing/declining industry activity.

##### *2. Sustainable (economic, environmental and social) communities and population growth:*

- *Economic*
  - socio economic profile (including average household/individual incomes, participation rate, unemployment rates, income support dependency and the challenges these pose for the region)
  - changes in industry composition and challenges these present for the sustainability of the region
  - priorities and opportunities (including current challenges and how the region

plans to address them i.e. supporting regional innovation)

- *Environmental*
    - water management (including, where relevant, reference to Murray Darling Basin Plan)
    - proactive action (already in place) to reduce carbon emissions (including promotion, take up/use of alternative energy generation and innovative regional approaches)
  - *Social*
    - urban growth pressures (including housing, land and water management issues)
    - cultural diversity (including overseas migration to the region and settlement services)
    - health and ageing (including access and demand for services and the health of the region)
    - quality of life issues (including desirability to live in the region)
  - *Population*
    - regional demographic change (including the impact of an ageing population and migration to or from the region).
3. *Access to international, national and regional markets:*
- understanding current and future trade patterns
  - regional infrastructure challenges, ‘bottlenecks’ and infrastructure priorities (including road, rail, maritime, air, and intermodal)
  - regional communications challenges and opportunities (including rollout of the National Broadband Network and current or expected benefits/utilisation), and
  - human infrastructure, including regional networks and industry clusters.
4. *Comparative advantage and business competitiveness:*
- regional economic strengths (including, if applicable, current and future transition issues)
  - regional comparative advantages and regional economic opportunities, including ‘new’ and ‘green’ economy opportunities, and
  - regional arts, creative and sporting industries (including infrastructure, participation and priorities).

### Stakeholder Consultation and Partnerships

#### *Purpose of this section*

- Identification of *effective cross-sectoral and intergovernmental partnerships* (including through place-based approaches) and *integrated regional planning*.
- Engagement, consultation and partnership building activities over the previous financial year and outcomes.
- Stakeholder involvement in the development of 2013-14 Regional Plan priorities, including with local governments.
- How the RDA will review the priorities over the duration of the Regional Plan.

#### *General guidance*

- a. The Regional Plan should identify how the RDA committee is supporting *effective cross-sectoral, intergovernmental partnerships and integrated regional planning*, including opportunities for future collaboration.
  - For example, partnership activities within the region or identification of potential joint activities.
- b. Stakeholder relationship building during the previous financial year e.g. conferences and workshops.
- c. How stakeholders contributed to the Regional Plan:
  - which stakeholders were involved in the development of the Regional Plan and identification of priorities e.g. local governments, business, industry, peak bodies, not-for-profit organisations, educational institutions, arts, sports and environmental groups
  - how information was collected e.g. surveys, workshops, roundtables, focus groups
  - outcomes and key themes.
- d. How the RDA will review regional priorities, supporting activities and achievements throughout the financial year, including:
  - the role of stakeholders in the review of the Regional Plan, and
  - the use of data to measure achievement of goals and desired outcomes.