# **<YEAR> reporting template for <insert collaborative name>.**

**Purpose:**

The purpose of this reporting template is to capture achievements based on the action plan set at the start of <year>. This reporting template can then inform focus areas for future action plans.

| **OUTCOME** | **TASK(S) OR ACTIVITIES DELIVERED** | **OUTCOMES** | **CHALLENGES** | **IMPACT/CONSIDERATIONS FOR FUTURE PLANS** |
| --- | --- | --- | --- | --- |
| Local protocols and service agreements developed, and where appropriate aligned with the NSW Interagency Policy. | *E.g. outline of services, organisations and relevant protocols established.* | *E.g. engagement or uptake of protocols?* | *E.g. difficulty with service uptake of protocols?* | *If you experienced delays or issues, how will this impact future plans or how will you adjust arrangements?* |
| Raise awareness of abuse, neglect and exploitation of older people or adults with disability. | *E.g. community forums, talks, engagements or media opportunities delivered.* | *E.g. how many people reached with engagement activities, media results in terms of reach/social media data?* | *E.g. COVID-19 impacts, other social or community impacts?* | *E.g. how to adapt formats for cohorts, change delivery methods to ensure reach of messages still achieved?* |
| Local staff capability to respond to abuse, neglect and exploitation improved through increased awareness and education. | *E.g. training or education opportunities?* | *E.g. X amount of members completing ADC online training and/or other training relevant to the area.* | *E.g. compliance with training or challenges with talks?* | *E.g. how to mandate training for workers?* |
| Resource and practices developed and shared | *E.g. Concepts or ideas based on community profile.* | *E.g. How many resources used and shared* | *E.g. take up of resources or feedback of resources* | *E.g. continued usage of resources over a period of time.* |