**Tackling Indigenous Smoking Regional Tobacco Control Grants (RTCGs)**

**Activity Work Plan template – Program delivery section**

**ORGANISATION DETAILS**

Provide a brief description of the organisation and full contact details.

**PROGRAM REACH AND CLIENT DEMOGRAPHICS**

Please provide details about your service delivery area, postcodes, footprint (include a map if possible) and who the program is delivered to.

|  |  |  |
| --- | --- | --- |
| **Region** | **Postcodes** | **Communities** |
|  |  |  |
|  |  |  |
|  |  |  |

The following six TIS performance indicators will be used to assess the TIS Program progress:

Performance Indicator 1: Implementation of evidence-based population health promotion activities aimed at preventing uptake of smoking and supporting the promotion of cessation

Performance Indicator 2: Partnerships and collaborations facilitate support for tobacco control

Performance Indicator 3: Increased access to Quit support through capacity building

Performance Indicator 4: Reduced exposure to second hand smoke

Performance Indicator 5: Increased focus on priority groups e.g. pregnant women

Performance indicator 6: Increased reach into communities

The six TIS performance indicators can be used to assess local progress and feed into the national evaluation. RTCG recipients can use methods of data collection which will be most effective in their communities.

Suggestions for evidence-based methods are provided on the TIS portal and can be discussed with the NBPU TIS in the lead up to finalising organisational action plans. NBPU TIS can also provide advice and assistance in relation to the revised Performance Indicators and activities and outcomes to be included under each of these.

All RTCG recipients will collect local data that will assist them to measure change associated with their TIS activities, and which will feed into the overall evaluation being undertaken by national evaluators CIRCA. This will include data about the number, type and reach of activities and partnerships as specified in the six-monthly progress reporting template.

These TIS performance indicators are a minimum data set and TIS RTCG recipients are strongly encouraged to collect evidence of the effectiveness of their activities in relation to other outcomes important to their community in regards to tobacco control.

For further information, or to discuss your organisational needs in relation to action plans or measuring change, please contact the NBPU TIS: info@tacklingindigenoussmoking.com.au

**Program delivery**

This section sets out the key activities that you will undertake to deliver the TIS program during the funding period and links them to the TIS performance indicators (see Performance Report Template for current Indicators).

**Instructions:** Complete the following table for *each* project aim (see guidance below). Please add or remove lines as necessary in order to list all the activities you intend completing for each aim. Ensure that your aims and activities are in line with one or more TIS performance indicators.

|  |
| --- |
| Aim: |
| Activity | **Rationale** | **Expected outcomes** | **Measuring change/impact** | **TIS Performance Indicators** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Activity Work Plan Guidance**

| **Aim:**Please provide a broad statement that describes what you intend to achieve. For example: ‘To reduce exposure to second hand smoke in the region through an increase in smoke free homes.’ For each aim please provide the following information: |
| --- |
| **Activity***The specific activities involved in achieving your aims* | **Rationale***Evidence to support your activities* | **Expected Outcomes***What you expect will change through these activities* | **Measuring change/impact** | **TIS Program Indicators** |
| **Please describe the specific activities that will enable you to achieve your aim so for this example this might include:**Gain support of local Elders and community members through direct contact and provision of information about the impacts of passive smoking.Work with the community to develop stickers and posters to encourage families to make pledges to keep their homes smoke free.Develop and distribute signs that can be placed in the front yards of houses indicating that the home is now smoke free. | **Please provide the evidence that this method/activity is likely to be successful.**This might be: 1. Local evidence such as we did this previously and this was effective –ten homes remain smoke free.**OR** 2. Evidence from the literature e.g.Smoking policies can be effectively delivered and supported where local community is involved in their development.(Robertson et al 2013)[[1]](#footnote-1) | **Please describe the specific community or regional changes that will occur from your activities. Your outcomes should link directly to your aim. So for example:** % of homes in communities in the region that will become smoke free. | **Please describe the methods you will use to collect the data that will tell you whether or not you have achieved your outcomes. These may be qualitative or quantitative, include data that is collected routinely, or data you will need to gather.** For the example provided here that might include keeping a record of pledges and smoke free signs installed in homes. You may also do follow-up surveys and observations of homes. Remember that to measure change you need a baseline, which can be taken as your first report. You might be able to base this on existing data that your program has access to – for example, surveys from previous programs and/or existing numbers of smoke free homes on record.  | **Please indicate which of the indicators this activity will address. Most activities are likely to address more than one indicator.** So for the aim described here the objectives would be listed as:1, 4 If another organisation was also involved in a partnership to achieve these aims, then the indicators addressed might be listed as:1, 2, 4 |

1. Robertson, J., Pointing, B. S., Stevenson, L., & Clough, A. R. (2013). “We Made the Rule, We Have to Stick to It”: Towards Effective Management of Environmental Tobacco Smoke in Remote Australian Aboriginal Communities. International journal of environmental research and public health, 10(10), 4944-4966. [↑](#footnote-ref-1)