

Guidance – completing the Performance Report template

The purpose of the Performance Report template is to assist Regional Tobacco Control Grant (RTCG) recipients to report against a standard set of National TIS Performance Indicators in order to promote consistency in how performance is reported and measured. The National TIS Performance Indicators have been created to reflect the current TIS program objectives and these indicators are specifically designed for use by and in relation to the work of the RTCG recipients. The National Performance Indicators form part of this document (see below).

TIS Performance Indicators:

1. Eligible, evidence-based population health promotion activities are being implemented, monitored and improved upon (if necessary).
2. Activities are reaching intended audiences.
3. Eligible TIS activities and messaging are co-designed with local Aboriginal and Torres Strait Islander peoples to ensure they are culturally safe for the local community.
4. Formal and informal partnerships are engaged and facilitate support for eligible TIS activities
5. Intended audiences have increased awareness about how to access quit support.
6. Intended audiences have increased intentions to remain smoke-free, quit and/or stay quit.
7. Intended audiences have increased intentions to make and/or keep environments smoke-free.

Important information

When your report is finalised, please also ensure that the Certification by Organisation form is completed.

The report should be filled out with input from whole TIS team, across the whole consortium for the IREG if multiple organisations are funded under TIS; the lead RTCG recipient organisation should take their time in filling out the report and data provided should be as accurate as possible.

General information

This guidance document provides an example of how you might fill in your report. It is based on a fictional example of a TIS Team, running a fictional project. There are explanatory notes provided where extra information is needed to explain the background thinking behind the answers provided. This document provides guidance only, and should be used alongside support from the NBPU.

[Insert information about filling in the form based on requirements of online platform]

Performance Report sections

Section 1: Activity reporting – In this section, you are asked to provide detailed information about each of the activities you have run in the six-month reporting period of this report. For each activity, you will be required to provide an activity description, information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity.

Section 2: Cultural basis of TIS program – In this section, there are a series of questions that relate to cultural aspects of the TIS program.

Section 3: Engaging with partners – In this section, you are asked to provide information about your engagement with community organisations and individuals from within the community. This section focuses on partnerships you have developed since the start of the program (1 July 2023). This section includes questions about your partnerships in delivery (broadly), as well as partnerships with quit support services, referral pathways and the number of referrals you have made to quit support services.

Section 4: Supporting organisations and individuals to create smoke-free environments - This section requires you to provide information about the number of environments you've helped to be smoke-free.

TIS 2023-2026 Performance Report Template

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6-MONTH PERFORMANCE REPORT – for TIS (1 July 2023 to 30 June 2026)

General information

- Please refer to the guidance provided for help in completing this template.
- When your report is finalised, please also ensure that the Certification by Organisation form is completed.

Name of your organisation	Aboriginal Corporation Health Service	
Organisation ABN	1234 5678	
Name of your TIS program	Quit Smokes	
IREG 2021 Name (list only one per Performance Report)	North-Western NSW	
IREG 2021 Code (list only one per Performance Report)	103	
List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG)	NA	
Period this report applies to? (select one)	a. 1 July 2023 – 31 December 2023 b. 1 January 2024 - 30 June 2024 c. 1 July 2024 – 31 December 2024 d. 1 January 2025 - 30 June 2025 e. 1 July 2025 – 31 December 2025 f. 1 January 2026 - 30 June 2026	
Date this report was completed?	15/01/2024	

Section 1: Activity reporting

In this section, you are asked to provide detailed information about each of the activities you have run in this six-month reporting period. For each activity, you will be required to provide an activity description, information about the design of the activity, delivery of the activity and monitoring and evaluation of the activity.

The table below contains all the questions that you will need to answer in your Performance Report. We have provided sample fictional answers in the middle column, and instructions for how to answer each question in the column on the right.

ACTIVITY DESCRIPTION			INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION
1	Activity Name (this name should be the same as the one you gave this activity in your Activity Work Plan)	Amazing Race Smoke Free Pledge Event (Coonamble and Wellington)	<i>This name should be taken from your AWP where you named and described the activity.</i>
2	Activity Type (Please reflect on the types of activities that were indicated on your AWP, but you may select different activity types here based on what actually happened in this six-month period)	a. Developing smoke and vape free environments (workplaces, cars, homes, sporting, and community events) b. Traditional media campaign (TV, radio, newspapers, other print media) c. Social media campaign (e.g., Facebook, Instagram, TikTok, Twitter, etc.) d. Out-of-home media campaign (e.g., bus wraps, billboards, bus stand posters, videos in clinics, posters at schools or in workplaces, etc.) e. Development and/or distribution of Promotional Resources (e.g., posters/pamphlets/factsheets/brochures) f. Development and/or distribution of branded collateral (e.g., clothing, bags, key chains, water bottles, smoke and vape free signs etc.) g. Development and/or distribution of interactive promotional resources/branded collateral (e.g., games) h. Community education (e.g., in schools, at mums and bubs groups etc.) i. Community engagement, including social activities and events (e.g., fun runs, local sports events, World No Tobacco Day, NAIDOC, etc.) j. Other type of activity:_____	<i>You may select more than one option for this question.</i> <i>Choose the type of activity that this particular activity corresponds to.</i>
3	Did this activity incorporate anti-vaping messages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>We would like to know which and how many activities run by TIS teams include anti-vaping messages. Please let us know here by indicating whether this activity incorporated any anti-vaping activities.</i>
4	[If Q2 is h, i or j] Was quit support information distributed or displayed to community members at this event?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If your activity was a community education or community engagement event, please let us know here whether you distributed or displayed information about quit support.</i>
5	Aim of activity (please select all that apply)	a. Reduce uptake of smoking or recreational use of vapes	<i>Please choose the relevant aims. These should line up with the aims designated to this activity in your AWP.</i>

		<p>b. Increase smoking or recreational vape cessation</p> <p>c. Reduce exposure to second-hand smoke or vape aerosol</p>	
6	Who was the intended target audience of this activity? (please select all that apply) (Please reflect on the intended target audiences that were indicated on your AWP, but you may select different target audiences here based on what actually happened in this six-month period)	<p>a. Aboriginal and/or Torres Strait Islander men</p> <p>b. Aboriginal and/or Torres Strait Islander women</p> <p>c. Priority group: Aboriginal and/or Torres Strait Islander pregnant people and their families</p> <p>d. Priority group: Aboriginal and/or Torres Strait Islander young people (aged 12-24)</p> <p>e. Priority group: Aboriginal and/or Torres Strait Islander people residing in remote areas</p> <p>f. Aboriginal and/or Torres Strait Islander people who do not attend ACCHOs/AMS</p> <p>g. Other - _____</p>	<p><i>You may select more than one response for this question.</i></p> <p><i>Choose the population groups that are the target of this particular activity.</i></p> <p><i>If this activity targets a priority group other than pregnant women, young people (aged 12-24), or people residing in remote areas, please select option g and provide a description of the priority group.</i></p>
7	What was your call to action for this activity? (This is the action you want community members to do after they see your message)	To sign a pledge to make their home/office smoke free and to call Quitline	<i>Please describe the action or actions you are hoping participants will take after they participate in this activity. This action should relate in some way to the aim of the activity.</i>
8	Start Date	STARTED: 6 December 2023	<i>Please enter the first day of this activity during this time period.</i>
9	Finish Date	ENDED: 14 December 2023	<i>Please enter the last day of this activity, or 'not yet ended' if the activity will continue beyond the period of this report.</i>
10	Number of times activity was run between the start and finish dates.	<p>a. Activity was developed, but not delivered to target audience during this time period</p> <p>b. Activity was not delivered to target audience during this time period for other reasons.</p> <p>c. Activity was delivered to target audience one time (one-off event)</p> <p>d. Activity was delivered to target audience 2-10 times</p> <p>e. Activity was delivered to target audience more than 10 times</p> <p>f. Activity was delivered continuously during this time period.</p>	<p><i>The answer to this question will help us understand how often your activity happened, and therefore how intensely the community was exposed to the messages through the activity. Please remember to keep your answer focused on how many times the activity happened in the IREG you are reporting on, and in the six month period you are reporting on.</i></p> <p><i><u>Note about the sample answer:</u> Even though the event was being run twice (once in Coonamble and once in Wellington), it is a one-off activity for each of these communities, so we have chosen Option c.</i></p>
11	Activity details (as provided on your AWP)	Teams competed in an amazing race styled orienteering program starting with TIS information and education sessions. Then each team received maps of stations they needed to attend. At these stations they participated in further TIS smoking and vaping activities to accumulate points based on correct answers. On route Teams had to collect information about age, smoking status, options for Quitline referral, pledge options for cars & homes for each member using a QR code.	<i>Please provide a short description of this activity. You may copy this from your AWP.</i>
ACTIVITY DESIGN			

12	What type of input from the local community was used in the development of this activity? (please select all that apply)	<p>a. No additional input from local community beyond engagement with TIS-funded staff and staff within our lead organisation will be or was sought to develop this particular activity</p> <p>b. TIS program Aboriginal and/or Torres Strait Islander reference group</p> <p>c. Community yarning or focus group</p> <p>d. Consultation with priority group (e.g., we shared ideas and drafts with priority group members to comment on)</p> <p>e. Co-design with priority group (e.g., priority group members were involved side-by-side with the TIS team in designing and creating aspects of this activity)</p> <p>f. Other: ____ Local Council, NGOs, ACHHOs, Gov Agencies, School Groups and Police ____</p>	<p><i>For this question, you need to select all the different groups that you consulted with when you developed (planned and designed) this activity.</i></p> <p><i>If you did not consult anyone, please select option a.</i></p> <p><i>If you consulted with people or groups from the local community that are not listed, please select option d, and provide a brief description of who you will be consulting in the space provided.</i></p> <p><i>You may select more than one option for this question.</i></p>
13	To what extent was this activity developed or modified by Aboriginal and Torres Strait Islander TIS team staff?	<p>a. Aboriginal and Torres Strait Islander staff led the development or modification of this activity.</p> <p>b. Aboriginal and Torres Strait Islander staff provided direct input, but did not lead the development or modification of this activity.</p> <p>c. Aboriginal and Torres Strait Islander staff were not involved in the development or modification of this activity.</p>	<p><i>This question is about the involvement of Aboriginal and Torres Strait Islander staff in the design of TIS activities.</i></p> <p><i>Please choose the option that best describes how Aboriginal and Torres Strait Islander staff were involved.</i></p> <p><i>You may only select one option.</i></p>
14	Did this activity use local Aboriginal or Torres Strait Islander ideas, concepts, protocols, and/or language(s)?	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><i>Please provide a yes or no answer as to whether any Aboriginal or Torres Strait Islander ideas, concepts, protocols and/or languages were used in this specific activity. Protocols include acknowledgement of country, as well as other practices such as seeking permission from local Elders to be on Country, permits systems, acknowledgement of family groups etc.</i></p> <p><i>You may only choose one option.</i></p>
PARTNERSHIPS			INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION
15	Did your TIS Team work with non-TIS funded organisations, non-TIS funded services within your organisation, non-TIS funded services within sub-contracted partner organisations or non-TIS funded community members to deliver this activity?	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p><i>Please provide a yes or no answer as to whether you worked with other organisations or community members to run this specific activity.</i></p> <p><i>You may only choose one option.</i></p>
16	What type of organisations/services or community members did you work with in the delivery of this activity? (please select all that apply)	<p>a. Local Government department</p> <p>b. State Government department</p> <p>c. Federal Government department</p> <p>d. AMS/ACCHO</p> <p>e. Mainstream health service</p> <p>f. Community organisations</p> <p>g. Sporting club</p>	<p><i>If you answered yes to the question above, please select the type of organisation that you worked with for this specific activity. You may select more than one option for this question.</i></p>

		<p>h. Network/interagency group</p> <p>i. Schools</p> <p>j. Ambassadors/champions</p> <p>k. Non-TIS funded services within your organisation</p> <p>l. Non-TIS funded services within your sub-contracted partner organisations</p> <p>m. Other types of individual community members (please list): _____</p> <p>n. Other types of organisations (please describe): _____ Police _____</p>	
ACTIVITY DELIVERY			INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION
17	<p>Coverage: Please list the Local Government Areas (LGAs) within your IREG that were reached by this activity. (please refer to TISRIC TIS map: https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/)</p>	Dubbo, Coonamble Shire	<p><i>Provide a list of names of the LGAs where you ran this activity, or that were in some way reached by this activity.</i></p> <p><i>You can use the TISRIC map to do this by following these steps:</i></p> <ol style="list-style-type: none"> <i>Open the map</i> <i>In the pop-up box called "Layer List" untick all options, then tick "ABS Local Government Areas 2022"</i> <i>Use the search box to search for the name of the town where you ran your activity.</i> <i>The map will zoom into that town. Click on the map near the town. A pop-up box should appear with the title "ABS Local Government Areas 2020". The name of the LGA will be in that box</i>
18	<p>Coverage: Please list the post-codes within your IREG that were reached by this activity.</p>	2829, 2820	<p><i>Provide the post-codes that were reached by this activity.</i></p>
19	<p>Exposure: How many people were exposed to this activity (attended the event, received the social media post, could have seen the TV commercial, could have seen the bus wrap, etc.)?</p>	<p>Number of Aboriginal and/or Torres Strait Islander people: 463</p> <p><u>For the following cohorts, please only type in the number of people you know were exposed, if you don't know the number for a particular category, please enter 0:</u></p> <ul style="list-style-type: none"> Number of Aboriginal and/or Torres Strait Islander men: 351 Number of Aboriginal and/or Torres Strait Islander women: 112 Number of pregnant Aboriginal and/or Torres Strait Islander women and their family members: 0 Number of Aboriginal and/or Torres Strait Islander young people, aged 12-24: 129 Number of Aboriginal and/or Torres Strait Islander people living in remote communities: 463 Number of Aboriginal and/or Torres Strait 	<p><i>In this section you will need to write down the numbers of people in each category that participated in this activity. Participate means attend, be exposed to social media or other media content.</i></p> <p><i>Please provide a breakdown by each category. For example, if you ran an educational session targeting pregnant women in an urban area and 50 women who attended a local ACHHO participated, 10 of whom were under 25, you would fill this information in as follows:</i></p> <ul style="list-style-type: none"> Number of Aboriginal and/or Torres Strait Islander people: 50 Number of Aboriginal and/or Torres Strait Islander men: 0 Number of Aboriginal and/or Torres Strait Islander women: 50 Number of pregnant Aboriginal and/or Torres Strait Islander women: 50

		Islander people who don't attend ACCHOs/AMS: 60	<ul style="list-style-type: none"> • Number of Aboriginal and/or Torres Strait Islander young people, aged 12-24: 10 • Number of Aboriginal and/or Torres Strait Islander people living in remote communities: 0 • Number of Aboriginal and/or Torres Strait Islander people in prisons, youth detention or engaged with the justice system: 0 • Number of Aboriginal and/or Torres Strait Islander who identify as LGBTQ+: 0 • Number of Aboriginal and/or Torres Strait Islander people who don't attend ACCHOs/AMS: 0
20	Engagement: How many people engaged with this activity (interacted with the TIS team at the event, liked the social media post, reacted to the TV commercial, reacted to or recalled the bus wrap, signed a pledge etc.)?	<p>Number of Aboriginal and/or Torres Strait Islander people: 346</p> <p><u>For the following cohorts, please only type in the number of people you know were exposed, if you don't know the number for a particular category, please enter 0:</u></p> <ul style="list-style-type: none"> • Number of Aboriginal and/or Torres Strait Islander men: 223 • Number of Aboriginal and/or Torres Strait Islander women: 123 • Number of pregnant Aboriginal and/or Torres Strait Islander women and their family members: 0 • Number of Aboriginal and/or Torres Strait Islander young people, aged 12-24: 98 • Number of Aboriginal and/or Torres Strait Islander people living in remote communities: 346 • Number of Aboriginal and/or Torres Strait Islander people who don't attend ACCHOs/AMS: 25 	<p><i>In this section, you will need to think about how many of the people engaged in the activity. People who engage are those who are more actively involved in the activity. For example, they might talk to the TIS staff at an event, they are the ones who like or share a social media post (as opposed to just look at it).</i></p> <p><i>Please provide a breakdown by each category. For example, if you ran an educational session targeting pregnant women in an urban area and 50 women who attend a local ACHHO participated, and about half asked questions or contribute to discussion, and all of the people who asked questions were over 25, you would fill this information in as follows:</i></p> <ul style="list-style-type: none"> • Number of Aboriginal and/or Torres Strait Islander people: 25 • Number of Aboriginal and/or Torres Strait Islander men: 0 • Number of Aboriginal and/or Torres Strait Islander women: 25 • Number of pregnant Aboriginal and/or Torres Strait Islander women: 25 • Number of Aboriginal and/or Torres Strait Islander young people, aged 12-24: 0 • Number of Aboriginal and/or Torres Strait Islander people living in remote communities: 0 • Number of Aboriginal and/or Torres Strait Islander people who don't attend ACCHOs/AMS: 0
21	Was this activity delivered as intended? If not please describe the challenges you faced in terms of <i>coverage, frequency, exposure and/or engagement of community</i> .	<p>Yes, the activity was delivered as we planned, though we did face challenges with coverage. In one of the locations (Coonamble) we faced difficulty getting support from the local ACCHO who were reluctant to partner with us initially. They were worried that our activity was going to take away people from their activities. We needed to take some time to communicate with them and make sure our activity schedule was not going to conflict with theirs. This delay meant we had less time to promote our event, and so we had fewer people attend this one.</p> <p>We also found that while exposure at both places was high, there was a moderate number of people who did not engage in the activities. They were there to support family, and did not belong to a particular race team, and so did not have a natural way to engage in the activities.</p>	<p><i>This is where you provide information about what was difficult about delivering this activity to all of your intended audiences. Please discuss any challenges about:</i></p> <ul style="list-style-type: none"> - <i>Coverage (reaching all the LGAs)</i> - <i>Frequency (how often you ran the activity)</i> - <i>Exposure (how many people were exposed to the messages)</i> - <i>Engagement (how many people actively engaged with the activity)</i>

		Because this was the first time we were running this activity in these towns, we had to do a lot of work with the community to prepare everyone. If we ran this activity more frequently it would probably be easier because the community would understand more what is involved.	
22	What worked well when delivering this activity? <i>Please describe your activity successes linked to coverage, frequency, exposure and/or engagement of community.</i>	<p>Even though there are other LGAs in our IREG that we could have run this activity, given it was the first time, it worked well to have limited coverage and therefore only two activities to work on. This allowed us the time we needed to properly consult with the community and set it up well.</p> <p>Given the high intensity of work, the frequency of one event in the 6 month period worked well. Though now that we have done this once, we are well equipped to run it again.</p> <p>We had generally high levels of attendance and all who attended were exposed to the messages we were delivering. We achieved this by doing a lot of communication with the community and participating organisations before the event so that everyone knew what was going on and to generate enthusiasm. We were able to make sure that everyone who participated in the race were engaged by structuring the activities in a way that meant participating in the race meant having to actively engage with the information our team provided through quizzes and signing pledges.</p>	<p><i>This is where you provide information about what went well with delivering this activity to all of your intended audiences. Please discuss any successes around:</i></p> <ul style="list-style-type: none"> - Coverage (reaching all the LGAs) - Intensity (how often you ran the activity) - Exposure (how many people were exposed to the messages) - Engagement (how many people actively engaged with the activity)
23	What changes could be made by your team or by other stakeholders in the TIS program to improve this activity (<i>think about coverage, frequency, exposure and/or engagement of community</i>)?	<p>In terms of coverage we will expand this activity to two other LGAs in our next six month period, as well as running it again in one years time in Coonamble and Wellington. By adding to the frequency over time, we will expose the community to the messaging more often, and will reach more people in the community.</p> <p>We will work with NBPU to adjust the activities in Coonamble and Wellington so that they are not repetitive for those who attended this year, and therefore retain high levels of engagement.</p>	<p><i>This is where you describe things that could change either with how your TIS teams works, and/or within the TIS Program more broadly, with other organisations, or in other places to make it more possible for you to deliver this activity to everyone you wanted to.</i></p>
MONITORING AND EVALUATION OUTCOMES			INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION
24	What outcomes did you expect to achieve as a result of this activity? (please copy from your AWP)	<p>FOR ACTIVITIES LINKED TO AIM 1: REDUCE UPTAKE OF SMOKING OR RECREATIONAL USE OF VAPES OFFER THE FOLLOWING OPTIONS:</p> <p>We expected that, as a result of this activity...:</p> <ol style="list-style-type: none"> 85% of activity participants would increase their knowledge about harms of tobacco or vape use ___% of activity participants would increase their knowledge of the benefits of not using tobacco or vapes ___ % of activity participants would decrease their intention to use tobacco or vapes ___ % of activity participants would achieve other usage outcomes: _____ <p>FOR ACTIVITIES LINKED TO AIM 2: INCREASE SMOKING AN/OR RECREATIONAL VAPE CESSATION OFFER THE FOLLOWING OPTIONS:</p> <p>We expected that, as a result of this activity...:</p>	<p><i>In your AWP you identified the outcomes you hoped to achieve. Copy those outcomes into this section.</i></p>

		<p>a. ___ % of activity participants would increase their knowledge about the benefits of quitting.</p> <p>b. _50_ % of activity participants would increase their intentions to take steps towards cessation of tobacco or vape use.</p> <p>c. ___ % of activity participants would achieve other cessation outcomes: _____</p> <p>FOR ACTIVITIES LINKED TO AIM 3: REDUCE EXPOSURE TO SECOND-HAND SMOKE OR VAPE AEROSOL OFFER THE FOLLOWING OPTIONS:</p> <p>We expected that, as a result of this activity...:</p> <p>a. 87 % of activity participants would increase their knowledge about the benefits of creating and maintaining smoke-free spaces.</p> <p>b. 50% of activity participants would increase their intentions to avoid second hand smoke.</p> <p>c. 50% of activity participants would increase their intentions to create smoke-free environments (e.g. homes, workplaces, cars)</p> <p>d. ___ % of activity participants would increase their intentions to attend smoke-free public spaces and events.</p> <p>e. ___ % of activity participants would achieve other exposure outcomes: _____</p>	
25	Which methods did you use to measure all outcomes from this activity, in this 6-month period? (please select all that apply)	<p>a. Online or in-person survey</p> <p>b. Informal chats with some activity participants/attendees</p> <p>c. Interviews</p> <p>d. Focus Groups</p> <p>e. Observation</p> <p>f. Yarning circles</p> <p>g. Collected smoke-free pledges</p> <p>h. Data counts (for example, number of attendees, social media metrics, etc.)</p> <p>i. Not yet monitoring or evaluating this outcome</p> <p>j. Other: _____</p>	<p><i>For each outcome, you will need to identify the methods that you used to measure whether you achieved the outcome.</i></p> <p><i>You may select more than one option in response to this question.</i></p>
26	What outcomes have you observed as a result of this activity, in this 6-month period? (please select the outcomes listed on your AWP for this activity)	<p>FOR ACTIVITIES LINKED TO AIM 1: REDUCE UPTAKE OF SMOKING OR RECREATIONAL USE OF VAPES OFFER THE FOLLOWING OPTIONS:</p> <p>As a result of this activity, we have observed...:</p>	<p><i>You should fill in this outcome based on the results of your monitoring and evaluation. The outcomes you provide answers to in this question should line up with your expected outcome in Q24.</i></p>

		<p>a. 95 % of activity participants have increased their knowledge about harms of tobacco or vape use</p> <p>b. ___ % of activity participants have increased their knowledge of the benefits of not using tobacco or vapes</p> <p>c. ___ % of activity participants have decreased their intention to use tobacco or vapes</p> <p>d. ___ % of activity participants have achieved other usage outcomes: _____</p> <p>FOR ACTIVITIES LINKED TO AIM 2: INCREASE SMOKING AN/OR RECREATIONAL VAPE CESSATION OFFER THE FOLLOWING OPTIONS:</p> <p>As a result of this activity, we have observed...:</p> <p>a. ___ % of activity participants have increased their knowledge about the benefits of quitting.</p> <p>b. _90_ % of activity participants have increased their intentions to take steps towards cessation of tobacco or vape use.</p> <p>e. ___ % of activity participants have achieved other cessation outcomes: _____</p> <p>FOR ACTIVITIES LINKED TO AIM 3: REDUCE EXPOSURE TO SECOND-HAND SMOKE OR VAPE AEROSOL OFFER THE FOLLOWING OPTIONS:</p> <p>As a result of this activity, we have observed...:</p> <p>a. 85% of activity participants have increased their knowledge about the benefits of creating and maintaining smoke-free spaces.</p> <p>b. 75% of activity participants have increased their intentions to avoid second hand smoke.</p> <p>c. 75% of activity participants have increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)</p> <p>d. ___ % of activity participants have increased their intentions to attend smoke-free public spaces and events.</p> <p>e. ___ % of activity participants have achieved other exposure outcomes: _____</p>	
27	What feedback did participants provide on this activity?	Participants really enjoyed the activity. Older participants wanted ways to participate without having to be part of the 'race' side of things.	<i>This is where you record any written or other feedback you received from your participants about the activity.</i>
28	Comparing the intended outcomes listed on your AWP to the actual activity outcomes listed here, did this activity achieve, miss, or exceed its expected outcomes?	<input type="checkbox"/> Achieve <input type="checkbox"/> Miss <input type="checkbox"/> Exceed	<i>If your expected outcomes and your observed outcomes were the same, then select 'Achieve'.</i> <i>If your expected outcomes were worse than your observed outcomes, then select 'Miss'</i> <i>If your expected outcomes were better than your observed outcomes, then select 'Exceed'</i>
29	What were the main reasons the	We did not anticipate how influential team	<i>This is where you describe why you think you got</i>

	<p>expected outcomes were achieved, missed, or exceeded? Think about:</p> <ul style="list-style-type: none"> - If missed, what barriers prevented your TIS team from achieving its goals? - If achieved or exceeded, what enabled your TIS team to do so? 	<p>members' would be on each other. So, when one team member decided to sign a pledge, pretty much the whole team would follow.</p>	<p><i>the result you did in the previous question. This section will allow you to reflect on the things that made it hard or easy for you to achieve your outcomes with this activity.</i></p>
30	<p>Have your TIS team learnt anything else from monitoring and evaluating this activity?</p>	<p>We learnt how much people also enjoyed using the event to spend time with different people in the community. By building mixed teams, with older and younger people, and people from different organisations, we were able to help make links between community members that may not have happened otherwise.</p>	<p><i>This is where you describe anything you have learnt from the process of monitoring and evaluating this activity.</i></p>
31	<p>Describe any changes your TIS team has made/will make to this activity in response to what was learned from monitoring and evaluating this activity.</p>	<p>Based on feedback from the community, we have decided that at future amazing race style events, we will establish a space located at the start of the race which will be open throughout the event for anyone who wants to be involved but can't join the race aspect. TIS information and activities will be run throughout the day here for attendees who want to come along and be part of the event, but can't or don't want to be part of the race. This will help increase engagement of bystanders and supporters.</p>	<p><i>This is where you describe any changes you have made based on the lessons you have learnt.</i></p>

Section 2: Cultural basis of TIS program

In this section, there are a series of questions that relate to cultural aspects of the TIS program.

32	<p>How many TIS funded positions (filled or currently vacant) does the TIS grant for this IREG cover, expressed in Full-Time Equivalency terms (FTE)?</p>	3	<p><i>Provide a number that corresponds to the number of staff you have TIS funding for, even if you have not filled all of these positions.</i></p> <p><i>For example, if your TIS grant has funding for 2 full time staff and 2 part-time staff, and only 1 full time and 1 part-time staff member have been hired, your answer here would be 3.0 positions (2 full time + ½ time + ½ time).</i></p>
33	<p>How many TIS funded positions across your IREG are currently filled, expressed in Full-Time Equivalency terms (FTE)?</p>	1.6	<p><i>Provide a number that corresponds to the number of positions that are filled.</i></p> <p><i>For example, if your TIS grant has funding for 2 full time staff and 2 part-time staff, and only 1 full time and 1 part-time staff member have been hired, your answer here would be 1.5 filled positions (1 full time + ½ time).</i></p>
34	<p>How many of the TIS funded staff positions are currently filled by Aboriginal and/or Torres Strait Islander people, expressed in Full-Time Equivalency terms (FTE)?</p>	0.6	<p><i>Provide a number that corresponds to the number of filled positions that are held by Aboriginal or Torres Strait Islander people.</i></p> <p><i>For example, if your TIS grant has funding for 2 full time staff and 2 part-time staff, and only 1 full time (Aboriginal) and 1 part-time staff member (non-Aboriginal) have been hired, your answer here would be 1.0 positions filled by Aboriginal people (full time).</i></p>
35	<p>How many of the TIS funded staff positions are leadership or management roles (e.g., TIS</p>	1	<p><i>Provide a number that corresponds to the number of leadership or management roles that your TIS Team has funding for, even if they are not currently filled.</i></p>

	Coordinator, TIS Manager), expressed in Full-Time Equivalency terms (FTE)?		<i>For example, if your TIS grant has funding for 2 full time staff and 2 part-time staff, and one of the full-time roles is a management role, your answer would be 1.0 leadership/management position.</i>
36	How many of those TIS funded leadership or management staff positions are currently filled by Aboriginal and/or Torres Strait Islander people, expressed in Full-Time Equivalency terms (FTE)?	1	<i>Provide a number that corresponds to the number of leadership or management roles funded by the TIS Program that are currently held by an Aboriginal or Torres Strait Islander person.</i> <i>For example, if your TIS grant has funding for 2 full time staff and 2 part-time staff, one of the full-time roles is a management role, and that role is currently filled by an Aboriginal person, your answer would be 1.0 positions.</i>

Section 3: Engaging with partners

In this section, you are asked to provide information about your engagement with community organisations and individuals from within the community. This section focuses on partnerships you have developed since the start of the program (1 July 2023). This section includes questions about your partnerships in delivery (broadly), as well as partnerships with quit support services, referral pathways and the number of referrals you have made to quit support services.

PARTNERSHIPS, LEADERSHIP AND ADVOCACY			INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION
37	Since 1 July 2023, how many organisations outside of your RTCG-funded organisation or consortium, have provided or shared their time, materials, space or access to their networks for your TIS Teams' activities? <i>Please do not count organisations that are part of the TIS grant for your IREG here.</i>	5	<i>Put a number here that corresponds with the number of organisations outside of your TIS grant that have provided support for your TIS Teams' activities since the start of the TIS funding (1 July 2023). If an organisation has helped with multiple activities, please only count it once.</i>
38	Since 1 July 2023, how many people (as individuals, not representing an organisation) have provided or shared their time, materials, space or access to their networks for your TIS Teams' activities (e.g. Local Ambassadors or Champions)? <i>Please do not include TIS-funded individuals in this count.</i>	3	<i>Put a number here that corresponds with the number of people outside of your TIS grant that have provided support for your TIS teams' activities since the start of the TIS funding (1 July 2023). If an individual has helped with multiple activities, please only count them once. These individuals cannot be receiving money from your TIS Team to support these activities.</i>
39	Since 1 July 2023, how many organisations outside of your RTCG-funded organisation or consortium, have led or advocated for tobacco or vape control activities on behalf of your TIS Team? <i>Please do not count organisations that are part of the TIS grant for your IREG here.</i>	2	<i>Put a number here that corresponds with the number of organisations that have taken a lead or undertaken advocacy on behalf of your team since the start of this round of TIS funding (1 July 2023). If these organisations have taken a lead or been involved in advocacy on your behalf multiple times, please only count them once.</i>
40	Since 1 July 2023, how many people (as individuals, not representing an organisation) have led or advocated for community-wide tobacco or vape control activities on behalf of your TIS Team? <i>Please do not include TIS-funded individuals in this count.</i>	0	<i>Put a number here that corresponds with the number of people that have taken a lead or undertaken advocacy on behalf of your team since the start of this round of TIS funding (1 July 2023). If these individuals have taken a lead or been involved in advocacy on your behalf multiple times, please only count them once.</i>

QUIT SUPPORT PARTNERSHIPS		INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION	
41	How many partnerships does your TIS Team have with quit support services?	1	Put a number here that corresponds with the number of quit support services you have either a formalised partnership agreement or an informal arrangement with. These partnerships must relate only to the IREG that you are reporting on in this Performance Report.
42	How many partnerships does your TIS Team have with services that refer to quit supports?	1	Put a number here that corresponds with the number of organisations that refer people to quit support services with whom your TIS team has either a formalised partnership agreement or an informal arrangement with. These partnerships must relate only to the IREG that you are reporting on in this Performance Report.
43	How many referral pathways exist between your TIS Team and services offering quit support? (Referral pathways might include formal agreements between your TIS Team and a quit support service to send them referrals, but may also include informal arrangements within your TIS team to refer people to individuals, services, or organisations capable of providing quit support)	1	<p>Put a number here that corresponds with the number of pathways between your TIS Team and any service that offers quit support.</p> <p>Referral pathways might include formal agreements between your TIS Team and a quit support service to send them referrals, but may also include informal arrangements within your TIS team to refer people to individuals, services, or organisations capable of providing quit support.</p> <p>These referral pathways must relate only to the IREG that you are reporting on in this Performance Report.</p>
44	How many people has your TIS Team directed to Quitline (either via direct referral or by providing information) in the past 6 months?	12	<p>Put a number here that corresponds to the number of written referrals your TIS Team has made to Quitline during the reporting period of this report.</p> <p>This number must relate only to the IREG that you are reporting on in this Performance Report.</p>
45	How many people has your TIS Team directed to other services for quit support (either via direct referral or by providing information) in the past 6 months? E.g. medical service, quit support group.	3	<p>Put a number here that corresponds to the number of written referrals your TIS Team has made to other quit support services during the reporting period of this report.</p> <p>These might include medical services, quit support groups, etc.</p> <p>This number must relate only to the IREG that you are reporting on in this Performance Report.</p>

Section 4: Supporting smoke-free environments

This section requires you to provide information about the number of environments you've helped to be smoke-free.

Smoke-free organisations		INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION	
46	In the past 6 months, how many organisations have you assisted to establish a smoke-free or vape-free policy?	2	<p>Provide a number here that corresponds to the number of organisations you helped to write and set up a smoke-free policy.</p> <p>This number must relate only to the IREG that you are reporting on in this Performance Report.</p>

47	In the past 6 months, how many organisations have you assisted to review an existing smoke-free or vape-free policy?	0	<p><i>Provide a number here that corresponds to the number of organisations you helped to rewrite/improve/revise and existing smoke-free policy.</i></p> <p><i>This number must relate only to the IREG that you are reporting on in this Performance Report.</i></p>
48	In the past 6 months, how many organisations have you helped implement an existing smoke-free or vape-free policy (by, for instance, putting up or developing signage for them, finding and designating smoking areas for them, or helping them come up with and action other strategies to discourage smoking that are aligned with their existing policy)?	2	<p><i>Provide a number here that corresponds to the number of organisations you helped to put a smoke-free policy into action. This could mean doing this such as putting up or developing signage for them, finding and designating smoking areas from them, or helping them come up with and action other strategies to discourage smoking that are aligned with their existing policy</i></p> <p><i>This number must relate only to the IREG that you are reporting on in this Performance Report.</i></p>

Smoke-free public spaces and homes			INSTRUCTIONS FOR HOW TO ANSWER THIS QUESTION
49	In the past 6 months, how many events in your service delivery area have you assisted to be smoke-free or vape-free?	2	<p><i>Provide a number here that corresponds with the number of events that you have supported to be smoke-free in the reporting period of this Performance Report.</i></p> <p><i>This number must relate only to the IREG that you are reporting on in this Performance Report.</i></p>
50	In the past 6 months, how many homes in your service delivery area have you supported to become smoke-free or vape-free (for example, number of pledges to have a smoke and vape free home, number of smoke and vape free home signs distributed)?	8	<p><i>Provide a number here that corresponds with the number of homes that you have supported to be smoke-free in the reporting period of this Performance Report.</i></p> <p><i>This number must relate only to the IREG that you are reporting on in this Performance Report.</i></p>
51	In the past 6 months, how many pledges to keep homes smoke-free and vape-free have you supported?	3	<p><i>Provide a number here that corresponds with the number of individuals who have signed pledges to be smoke-free in the reporting period of this Performance Report.</i></p> <p><i>This number must relate only to the IREG that you are reporting on in this Performance Report.</i></p>

Section 5: Certification information

REVIEW BY THE NATIONAL BEST PRACTICE UNIT (NBPU) – to be completed by NBPU

Date received by NBPU	Click or tap to enter a date.
NBPU Project Officer recipient name	Click or tap here to enter text.
Date sent back to TIS team	Click or tap to enter a date.

CERTIFICATION BY ORGANISATION

Organisation name	Click or tap here to enter text.
Name and position of the person who completed the report?	Click or tap here to enter text.
Contact email/phone for person who completed the report	Click or tap here to enter text.

REPORT APPROVED FOR SUBMISSION TO THE DEPARTMENT OF HEALTH BY

	Authorised Organisation Officer	Authorised Board Member
Name	Click or tap here to enter text.	Click or tap here to enter text.
Position	Click or tap here to enter text.	Click or tap here to enter text.
Signature	Click or tap here to enter text.	Click or tap here to enter text.
Date	Click or tap to enter a date.	Click or tap to enter a date.