## TIS 2023-2026 Activity Work Plan Template

*Version: J0568\_TIS23-26\_AWPTemplate\_20230712*

**TIS ACTIVITY WORK PLAN – for 1 July 2023 – 30 June 2026**

**General information**

* *This AWP requires feedback from NBPU and approval by DSS*
* *Please refer to the guidance provided at the end for help in completing this template.*

|  |  |
| --- | --- |
| **Name of your organisation** | Click or tap here to enter text. |
| **Organisation ABN** | Click or tap here to enter text. |
| **Name of your TIS program** | Click or tap here to enter text. |
| **IREG 2021 Name (list only one per Activity Work Plan)** | Click or tap here to enter text. |
| **IREG 2021 Code (list only one per Activity Work Plan)** | Click or tap here to enter text. |
| **List partner organisations (organisations sub-contracted on your TIS grant to work in this IREG)** | Click or tap here to enter text. |
| **Period this plan applies to?** | Year 1 (1 July 2023 – 30 June 2024)  Year 2 (1 July 2024 – 30 June 2025)  Year 3 (1 July 2025 – 30 June 2026) |
| **Date this plan was completed?** | Date |

Activities for Aim 1: Reduce uptake of smoking and/or recreational use of vapes

Complete a table for each activity related to this aim. If you have an activity that also relates to other aims, please include it under each relevant aim (note: the expected outcomes related to each aim will be different).

|  |  |  |
| --- | --- | --- |
| ACTIVITY DESCRIPTION | | |
| 1 | Activity Name (this name will be used to identify this activity when you report on it in the Performance Report) | Click or tap here to enter text. |
| 2 | Activity Type (please select all that apply) | Developing smoke and vape free environments (workplaces, cars, homes, sporting, and community events)  Traditional media campaign (TV, radio, newspapers, other print media)  Social media campaign (e.g., Facebook, Instagram, TikTok, Twitter, etc.)  Out-of-home media campaign (e.g., bus wraps, billboards, bus stand posters, videos in clinics, posters at schools or in workplaces, etc.)  Development and/or distribution of Promotional Resources (e.g., posters/pamphlets/factsheets/brochures)  Development and/or distribution of branded collateral (e.g., clothing, bags, key chains, water bottles, smoke and vape free signs etc.)  Development and/or distribution of interactive promotional resources/branded collateral (e.g., games)  Community education (e.g., in schools, at mums and bubs groups etc.)  Community engagement, including social activities and events (e.g., fun runs, local sports events, World No Tobacco Day, NAIDOC, etc.)  Other type of activity: Click or tap here to enter text. |
| 3 | Will this activity incorporate anti-vaping messages? | Yes  No |
| 4 | What is your call to action for this activity? (This is the action you want community members to do after they see your message) | Click or tap here to enter text. |
| 5 | Who is the intended target audience of this activity? (please select all that apply) | Aboriginal and/or Torres Strait Islander men  Aboriginal and/or Torres Strait Islander women  Priority group: Aboriginal and/or Torres Strait Islander pregnant people and their families  Priority group: Aboriginal and/or Torres Strait Islander young people (aged 12-24)  Priority group: Aboriginal and/or Torres Strait Islander people residing in remote areas  Aboriginal and/or Torres Strait Islander people who do not attend ACCHOs/AMS  Other - Click or tap here to enter text. |
| 6 | Start Date (first time activity will be run in this Activity Work Plan period) | Date |
| 7 | Expected Finish Date (the date of the final time the activity will be run) | Date |
| 8 | Number of times activity will run between the start and expected finish dates. | Activity will be developed, but not delivered to target audience during this time period  Activity will not be delivered to target audience during this time period for other reasons.  Activity will be delivered to target audience one time (one-off event)  Activity will be delivered to target audience 2-10 times  Activity will be delivered to target audience more than 10 times  Activity will be delivered continuously during this time period. |
| 9 | Activity details (please provide a short 100-word description of this activity) | Click or tap here to enter text. |
| ACTIVITY DESIGN | | |
| 10 | What type of input from the local community will be or has been used in the development of this activity? (please select all that apply) | 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  TIS program Aboriginal and/or Torres Strait Islander reference group  Community yarning or focus group  Consultation with priority group (e.g., we shared ideas and drafts with priority group members to comment on)  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)  Other: Click or tap here to enter text. |
| PARTNERSHIPS | | |
| 11 | Will 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? | Yes  No |
| 12 | What type of organisations/services or community members will you work with in the delivery of this activity? (please select all that apply) | Local Government department  State Government department  Federal Government department  AMS/ACCHO  Mainstream health service  Community organisations  Sporting club  Network/interagency group  Schools  Ambassadors/champions  Non-TIS funded services within your organisation  Non-TIS funded services within your sub-contracted partner organisations  Other types of individual community members (please list): Click or tap here to enter text.  Other types of organisations (please list): Click or tap here to enter text. |
| ACTIVITY DELIVERY | | |
| 13 | Coverage: Please list the Local Government Areas (LGAs) within your IREG that will be reached by this activity. (please refer to TISRIC TIS map: https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/ ) | Click or tap here to enter text. |
| 14 | Coverage: Please list the post-codes within your IREG that will be reached by this activity. | Click or tap here to enter text. |
| 15 | Exposure: How many people do you expect will be exposed to the TIS message during the timeframe covered by this plan (in other words, how many people do you expect will attend the event, receive the social media post, see the TV commercial, see the bus wrap, etc)? | Number of Aboriginal and/or Torres Strait Islander people: Click or tap here to enter text. Only whole number accepted: 0-1,184,000 |
| 16 | Engagement: How many people do you expect to engage with this activity (interact with the TIS team at the event, like the social media post, react to the TV commercial, react or recall the bus wrap, sign a pledge, etc.)? | Number of Aboriginal and/or Torres Strait Islander people: Click or tap here to enter text. Only whole number accepted: 0-1,184,000 |
| MONITORING AND EVALUATION OUTCOMES | | |
| 17 | What is the first outcome you expect to achieve as a result of this activity?  (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about harms of tobacco or vape use  Increased their knowledge of the benefits of not using tobacco or vapes  Decreased their intention to use tobacco or vapes  Other: Click or tap here to enter text. |
| 18 | Which methods will you use to measure the first outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 19 | If expected, what is the second outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about harms of tobacco or vape use  Increased their knowledge of the benefits of not using tobacco or vapes  Decreased their intention to use tobacco or vapes  Other: Click or tap here to enter text. |
| 20 | Which methods will you use to measure the second outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 21 | If expected, what is the third outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about harms of tobacco or vape use  Increased their knowledge of the benefits of not using tobacco or vapes  Decreased their intention to use tobacco or vapes  Other: Click or tap here to enter text. |
| 22 | Which methods will you use to measure the third outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collected smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 23 | If expected, what is the third outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about harms of tobacco or vape use  Increased their knowledge of the benefits of not using tobacco or vapes  Decreased their intention to use tobacco or vapes  Other: Click or tap here to enter text. |
| 24 | Which methods will you use to measure the third outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collected smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |

Activities for Aim 2: Increase smoking and/or recreational vape cessation

Complete a table for each activity related to this aim. If you have an activity that also relates to other aims, please include it under each relevant aim (note: the expected outcomes related to each aim will be different).

|  |  |  |
| --- | --- | --- |
| ACTIVITY DESCRIPTION | | |
| 1 | Activity Name (this name will be used to identify this activity when you report on it in the Performance Report) | Click or tap here to enter text. |
| 2 | Activity Type (please select all that apply) | Developing smoke and vape free environments (workplaces, cars, homes, sporting, and community events)  Traditional media campaign (TV, radio, newspapers, other print media)  Social media campaign (e.g., Facebook, Instagram, TikTok, Twitter, etc.)  Out-of-home media campaign (e.g., bus wraps, billboards, bus stand posters, videos in clinics, posters at schools or in workplaces, etc.)  Development and/or distribution of Promotional Resources (e.g., posters/pamphlets/factsheets/brochures)  Development and/or distribution of branded collateral (e.g., clothing, bags, key chains, water bottles, smoke and vape free signs etc.)  Development and/or distribution of interactive promotional resources/branded collateral (e.g., games)  Community education (e.g., in schools, at mums and bubs groups etc.)  Community engagement, including social activities and events (e.g., fun runs, local sports events, World No Tobacco Day, NAIDOC, etc.)  Other type of activity: Click or tap here to enter text. |
| 3 | Will this activity incorporate anti-vaping messages? | Yes  No |
| 4 | Who is the intended target audience of this activity? (please select all that apply) | Aboriginal and/or Torres Strait Islander men  Aboriginal and/or Torres Strait Islander women  Priority group: Aboriginal and/or Torres Strait Islander pregnant people and their families  Priority group: Aboriginal and/or Torres Strait Islander young people (aged 12-24)  Priority group: Aboriginal and/or Torres Strait Islander people residing in remote areas  Aboriginal and/or Torres Strait Islander people who do not attend ACCHOs/AMS  Other - Click or tap here to enter text. |
| 5 | What is your call to action for this activity? (This is the action you want community members to do after they see your message) | Click or tap here to enter text. |
| 6 | Start Date (first time activity will be run in this Activity Work Plan period) | Date |
| 7 | Expected Finish Date (the date of the final time the activity will be run) | Date |
| 8 | Number of times activity will run between the start and expected finish dates. | Activity will be developed, but not delivered to target audience during this time period  Activity will not be delivered to target audience during this time period for other reasons.  Activity will be delivered to target audience one time (one-off event)  Activity will be delivered to target audience 2-10 times  Activity will be delivered to target audience more than 10 times  Activity will be delivered continuously during this time period. |
| 9 | Activity details (please provide a short 100-word description of this activity) | Click or tap here to enter text. |
| ACTIVITY DESIGN | | |
| 10 | What type of input from the local community will be or has been used in the development of this activity? (please select all that apply) | 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  TIS program Aboriginal and/or Torres Strait Islander reference group  Community yarning or focus group  Consultation with priority group (e.g., we shared ideas and drafts with priority group members to comment on)  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)  Other: Click or tap here to enter text. |
| PARTNERSHIPS | | |
| 11 | Will 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? | Yes  No |
| 12 | What type of organisations/services or community members will you work with in the delivery of this activity? (please select all that apply) | Local Government department  State Government department  Federal Government department  AMS/ACCHO  Mainstream health service  Community organisations  Sporting club  Network/interagency group  Schools  Ambassadors/champions  Non-TIS funded services within your organisation  Non-TIS funded services within your sub-contracted partner organisations  Other types of individual community members (please list): Click or tap here to enter text.  Other types of organisations (please list): Click or tap here to enter text. |
| ACTIVITY DELIVERY | | |
| 13 | Coverage: Please list the Local Government Areas (LGAs) within your IREG that will be reached by this activity. (please refer to TISRIC TIS map: https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/ ) | Click or tap here to enter text. |
| 14 | Coverage: Please list the post-codes within your IREG that will be reached by this activity. | Click or tap here to enter text. |
| 15 | Exposure: How many people do you expect will be exposed to this activity during the timeframe covered by this plan (in other words, how many people do you expect will attend the event, receive the social media post, see the TV commercial, see the bus wrap, etc)? | Number of Aboriginal and/or Torres Strait Islander people: Click or tap here to enter text. Only whole number accepted: 0-1,184,000 |
| 16 | Engagement: How many people do you expect to engage with this activity (interact with the TIS team at the event, like the social media post, react to the TV commercial, react or recall the bus wrap, sign a pledge, etc.)? | Number of Aboriginal and/or Torres Strait Islander people: Click or tap here to enter text. Only whole number accepted: 0-1,184,000 |
| MONITORING AND EVALUATION OUTCOMES | | |
| 17 | What is the first outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of quitting.  Increased their intentions to take steps towards cessation of tobacco or vape use.  Other Click or tap here to enter text. |
| 18 | Which methods will you use to measure the first outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 19 | If expected, what is the second outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of quitting.  Increased their intentions to take steps towards cessation of tobacco or vape use.  Other Click or tap here to enter text. |
| 20 | Which methods will you use to measure the second outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 21 | If expected, what is the third outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of quitting.  Increased their intentions to take steps towards cessation of tobacco or vape use.  Other Click or tap here to enter text. |
| 22 | Which methods will you use to measure the third outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |

Activities for Aim 3: Reduce exposure to second-hand smoke or vape aerosol

Complete a table for each activity related to this aim. If you have an activity that also relates to other aims, please include it under each relevant aim (note: the expected outcomes related to each aim will be different).

|  |  |  |
| --- | --- | --- |
| ACTIVITY DESCRIPTION | | |
| 1 | Activity Name (this name will be used to identify this activity when you report on it in the Performance Report) | Click or tap here to enter text. |
| 2 | Activity Type (please select all that apply) | Developing smoke and vape free environments (workplaces, cars, homes, sporting, and community events)  Traditional media campaign (TV, radio, newspapers, other print media)  Social media campaign (e.g., Facebook, Instagram, TikTok, Twitter, etc.)  Out-of-home media campaign (e.g., bus wraps, billboards, bus stand posters, videos in clinics, posters at schools or in workplaces, etc.)  Development and/or distribution of Promotional Resources (e.g., posters/pamphlets/factsheets/brochures)  Development and/or distribution of branded collateral (e.g., clothing, bags, key chains, water bottles, smoke and vape free signs etc.)  Development and/or distribution of interactive promotional resources/branded collateral (e.g., games)  Community education (e.g., in schools, at mums and bubs groups etc.)  Community engagement, including social activities and events (e.g., fun runs, local sports events, World No Tobacco Day, NAIDOC, etc.)  Other type of activity: Click or tap here to enter text. |
| 3 | Will this activity incorporate anti-vaping messages? | Yes  No |
| 4 | Who is the intended target audience of this activity? (please select all that apply) | Aboriginal and/or Torres Strait Islander men  Aboriginal and/or Torres Strait Islander women  Priority group: Aboriginal and/or Torres Strait Islander pregnant people and their families  Priority group: Aboriginal and/or Torres Strait Islander young people (aged 12-24)  Priority group: Aboriginal and/or Torres Strait Islander people residing in remote areas  Aboriginal and/or Torres Strait Islander people who do not attend ACCHOs/AMS  Other - Click or tap here to enter text. |
| 5 | What is your call to action for this activity? (This is the action you want community members to do after they see your message) | Click or tap here to enter text. |
| 6 | Start Date (first time activity will be run in this Activity Work Plan period) | Date |
| 7 | Expected Finish Date (the date of the final time the activity will be run) | Date |
| 8 | Number of times activity will run between the start and expected finish dates. | Activity will be developed, but not delivered to target audience during this time period  Activity will not be delivered to target audience during this time period for other reasons.  Activity will be delivered to target audience one time (one-off event)  Activity will be delivered to target audience 2-10 times  Activity will be delivered to target audience more than 10 times  Activity will be delivered continuously during this time period. |
| 9 | Activity details (please provide a short 100-word description of this activity) | Click or tap here to enter text. |
| ACTIVITY DESIGN | | |
| 10 | What type of input from the local community will be or has been used in the development of this activity? (please select all that apply) | 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  TIS program Aboriginal and/or Torres Strait Islander reference group  Consultation with priority group (e.g., we shared ideas and drafts with priority group members to comment on)  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)  Consultation with priority group  Other: Click or tap here to enter text. |
| PARTNERSHIPS | | |
| 11 | Will 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? | Yes  No |
| 12 | What type of organisations/services or community members will you work with in the delivery of this activity? (please select all that apply) | Local Government department  State Government department  Federal Government department  AMS/ACCHO  Mainstream health service  Community organisations  Sporting club  Network/interagency group  Schools  Ambassadors/champions  Non-TIS funded services within your organisation  Non-TIS funded services within your sub-contracted partner organisations  Other types of individual community members (please list): Click or tap here to enter text.  Other types of organisations (please list): Click or tap here to enter text. |
| ACTIVITY DELIVERY | | |
| 13 | Coverage: Please list the Local Government Areas (LGAs) within your IREG that will be reached by this activity. (please refer to TISRIC TIS map: https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/ ) | Click or tap here to enter text. |
| 14 | Coverage: Please list the post-codes within your IREG that will be reached by this activity. | Click or tap here to enter text. |
| 15 | Exposure: How many people do you expect will be exposed to this activity during the timeframe covered by this plan (in other words, how many people do you expect will attend the event, receive the social media post, see the TV commercial, see the bus wrap, etc)? | Number of Aboriginal and/or Torres Strait Islander people: Click or tap here to enter text. Only whole number accepted: 0-1,184,000 |
| 16 | Engagement: How many people do you expect to engage with this activity (interact with the TIS team at the event, like the social media post, react to the TV commercial, react or recall the bus wrap, sign a pledge, etc.)? | Number of Aboriginal and/or Torres Strait Islander people: Click or tap here to enter text. Only whole number accepted: 0-1,184,000 |
| MONITORING AND EVALUATION OUTCOMES | | |
| 17 | What is the first outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of creating and maintaining smoke-free spaces.  Increased their intentions to avoid second hand smoke.  Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)  Increased their intentions to attend smoke-free public spaces and events.  Other: Click or tap here to enter text. |
| 18 | Which methods will you use to measure the first outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 19 | If expected, what is the second outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of creating and maintaining smoke-free spaces.  Increased their intentions to avoid second hand smoke.  Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)  Increased their intentions to attend smoke-free public spaces and events.  Other: Click or tap here to enter text. |
| 20 | Which methods will you use to measure the second outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 21 | If expected, what is the third outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of creating and maintaining smoke-free spaces.  Increased their intentions to avoid second hand smoke.  Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)  Increased their intentions to attend smoke-free public spaces and events.  Other: Click or tap here to enter text. |
| 22 | Which methods will you use to measure the third outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 23 | If expected, what is the fourth outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of creating and maintaining smoke-free spaces.  Increased their intentions to avoid second hand smoke.  Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)  Increased their intentions to attend smoke-free public spaces and events.  Other: Click or tap here to enter text. |
| 24 | Which methods will you use to measure the fourth outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 26 | If expected, what is the fifth outcome you expect to achieve as a result of this activity? (please select only one option) | Click or tap here to enter text. % of activity participants will have:  Choose an item.  Increased their knowledge about the benefits of creating and maintaining smoke-free spaces.  Increased their intentions to avoid second hand smoke.  Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)  Increased their intentions to attend smoke-free public spaces and events.  Other: Click or tap here to enter text. |
| 27 | Which methods will you use to measure the fifth outcome of this activity? (please select all that apply) | Online or in-person survey  Informal chats with some activity participants/attendees  Interviews  Focus Groups  Observation  Yarning circles  Collecting smoke-free pledges  Data counts (for example, number of attendees, social media metrics, etc)  Other: Click or tap here to enter text. |
| 28 | How many organisations do you plan to assist to establish a smoke-free or vape-free policy? | Click or tap here to enter text. [whole number] |
| 29 | How many organisations do you plan to assist to review an existing smoke-free or vape-free policy? | Click or tap here to enter text. [whole number] |
| 30 | How many organisations do you plan to help 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)? | Click or tap here to enter text. [whole number] |
| 31 | How many events do you plan to assist to be smoke-free or vape-free? | Click or tap here to enter text. [whole number] |
| 32 | How many homes do you plan to support 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 )? | Click or tap here to enter text. [whole number] |
| 33 | How many pledges to keep homes smoke-free and vape-free do you plan to support? | Click or tap here to enter text. [whole number] |

Activity Work Plan Guidance

Below is an example of how you might fill in the AWP for one activity related to Aim 3: Reduce exposure to second-hand smoke or vape aerosol.

|  |  |  |  |
| --- | --- | --- | --- |
| ACTIVITY DESCRIPTION | | | INSTRUCTIONS ON HOW TO ANSWER THIS QUESTION |
| 1 | Activity Name (this name will be used to identify this activity when you report on it in the Performance Report) | Amazing Race Smoke Free Pledge Event (Coonamble and Wellington) | *Type in a descriptive name for your activity. When you write your Performance Report, you will need to use the same name.* |
| 2 | Activity Type (please select all that apply) | 1. **Developing smoke and vape free environments (workplaces, cars, homes, sporting, and community events)** 2. Traditional media campaign (TV, radio, newspapers, other print media) 3. Social media campaign (e.g., Facebook, Instagram, TikTok, Twitter, etc.) 4. Out-of-home media campaign (e.g., bus wraps, billboards, bus stand posters, videos in clinics, posters at schools or in workplaces, etc.) 5. Development and/or distribution of Promotional Resources (e.g., posters/pamphlets/factsheets/brochures) 6. Development and/or distribution of branded collateral (e.g., clothing, bags, key chains, water bottles, smoke and vape free signs etc.) 7. Development and/or distribution of interactive promotional resources/branded collateral (e.g., games) 8. Community education (e.g., in schools, at mums and bubs groups etc.) 9. **Community engagement, including social activities and events (e.g., fun runs, local sports events, World No Tobacco Day, NAIDOC, etc.)** 10. Other type of activity: \_\_\_\_\_\_ | *Select all the activity types that relate to this activity.*  *You may select more than one option for this question.* |
| 3 | Will this activity incorporate anti-vaping messages? | **Y**/N | *If you are planning to include anti-vaping or anti-e-cigarette messages as part of this activity, choose Y*  *If you are not planning to include anti-vaping or anti-e-cigarette messages as part of this activity, choose N* |
| 4 | Who is the intended target audience of this activity? (please select all that apply) | 1. **Aboriginal and/or Torres Strait Islander men** 2. **Aboriginal and/or Torres Strait Islander women** 3. Priority group: Aboriginal and/or Torres Strait Islander pregnant people and their families 4. **Priority group: Aboriginal and/or Torres Strait Islander young people (aged 12-24)** 5. **Priority group: Aboriginal and/or Torres Strait Islander people residing in remote areas** 6. **Aboriginal and/or Torres Strait Islander people who do not attend ACCHOs/AMS** 7. Other - \_\_\_\_\_\_ | *Select each of the audiences that you intend to target through this activity.*  *You may select more than one option for this question.*  *If you have a priority group that is not pregnant women, young people (aged 12-24) or people residing in remote areas, please choose option G, and include the name of this priority group.* |
| 5 | What is your call to action for this activity? (This is the action you want community members to do after they see your message) | Sign a pledge to make their home or office smoke free, and call the Quitline | *Please describe the action or actions you are asking participants to take after they participate in this activity.* |
| 6 | Start Date (first time activity will be run in this Activity Work Plan period) | 6 December 2023 | *This date should line up with the first time that this activity will be run during the time period covered by this Activity Work Plan.*  *If this AWP relates to Year 2 (1 July 2024 – 30 June 2025), then note here the first date during this period that the activity will occur. For example, if the activity started in 2023 and will continue through to 2025, say the start date is 1 July 2024. If the activity will only start in September 2024 though, say the start date will be whatever date in September 2024 is planned.* |
| 7 | Expected Finish Date (the date of the final time the activity will be run) | 14 December 2023 | *This date should line up with the final date that this activity will be run during the time period covered by this Activity Work Plan.*  *For example, if this AWP relates to Year 2 (1 July 2024 – 30 June 2025), write here the last date that the activity will run in this time period.* |
| 8 | Number of times activity will run between the start and expected finish dates. | 1. Activity will be developed, but not delivered to target audience during this time period 2. Activity will not be delivered to target audience during this time period for other reasons. 3. **Activity will be delivered to target audience one time (one-off event)** 4. Activity will be delivered to target audience 2-10 times 5. Activity will be delivered to target audience more than 10 times 6. Activity will be delivered continuously during this time period. | *Please indicate how often you expect the activity will run between the start and finish dates.*  *Note on this example: Even though the event is 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.* |
| 9 | Activity details (please provide a short 100-word description of this activity) | 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. | *Please describe what you will be doing as part of this activity here.* |
| ACTIVITY DESIGN | | |  |
| 10 | What type of input from the local community will be or has been used in the development of this activity? (please select all that apply) | 1. 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 2. **TIS program Aboriginal and/or Torres Strait Islander reference group** 3. Consultation with priority group (e.g., we shared ideas and drafts with priority group members to comment on) 4. 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) 5. Consultation with priority group 6. Other: \_\_\_\_ \_\_\_ | *For this question, you need to select all the different groups that you will be consulting with or consulted with when you develop(ed) the activity. Developing the activity means planning out or designing the activity.*  *If you are not planning to consult anyone, or didn’t consult anyone, please select option a.*  *If you plan to consult with people or groups from the local community that are not listed, please select option f, and provide a brief description of who you will be consulting in the space provided.*  *You may select more than one option for this question.* |
| PARTNERSHIPS | | |  |
| 11 | Will 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? | 1. **Yes** 2. No | *Choose one or the other option.*  *Please do not count organisations that are part of the TIS grant for your IREG as external collaborators. Those organisations your organisation is officially partnered with on the grant are part of your TIS team, so are not considered ‘external’.* |
| 12 | What type of organisations/services or community members will you work with in the delivery of this activity? (please select all that apply) | 1. Local Government department 2. State Government department 3. Federal Government department 4. **AMS/ACCHO** 5. Mainstream health service 6. **Community organisations** 7. Sporting club 8. Network/interagency group 9. **Schools** 10. Ambassadors/champions 11. Non-TIS funded services within your organisation 12. Non-TIS funded services within your sub-contracted partner organisations 13. Other types of individual community members (please list): \_\_\_\_\_\_\_\_\_\_\_\_\_\_ 14. Other types of organisations (please describe): \_\_ \_\_\_\_\_ | *This question is where you capture information about the types of organisations or people that you will work together with to deliver your activity.*  *If you are planning to partner with an individual not listed, choose option k, and provide a brief description of the type of person this individual is. We do not want people’s names here, please.*  *If there are other entities that you are planning to partner with, choose option l, and provide a brief description of the type of organisation this other entity is. We do not want organisation’s names here, please.*  *You may select more than one option for this question.* |
| ACTIVITY DELIVERY | | |  |
| 13 | Coverage: Please list the Local Government Areas (LGAs) within your IREG that will be reached by this activity. (please refer to TISRIC TIS map: https://tacklingsmoking.org.au/about-the-tis-program/tis-teams/ ) | Dubbo, Coonamble Shire | *Provide a list of names of the LGAs where you plan to run this activity, or that will in some way be reached by this activity.*  *You can use the TISRIC map to do this by following these steps:*   1. *Open the map* 2. *In the pop-up box called “Layer List” untick all options, then tick “ABS Local Government Areas 2022”* 3. *Use the search box to search for the name of the town where you ran your activity.* 4. *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* |
| 14 | Coverage: Please list the post-codes within your IREG that will be reached by this activity. | 2829, 2820 | *Provide the post-codes that were reached by this activity.* |
| 15 | Exposure: How many people do you expect will be exposed to this activity during the timeframe covered by this plan (in other words, how many people do you expect will attend the event, receive the social media post, see the TV commercial, see the bus wrap, etc)? | Number of Aboriginal and/or Torres Strait Islander people: \_\_**400**\_ Only whole number accepted: 0-1,184,000 | *In this section, write an estimate of the number of people who you expect will be exposed to your activity during the time period covered by this Activity Work Plan. This could include the number of people you expect to attend all events or the number of people who you expect will see all of the social media posts your team will make for the activity.* |
| 16 | Engagement: How many people do you expect to engage with this activity (interact with the TIS team at the event, like the social media post, react to the TV commercial, react or recall the bus wrap, sign a pledge, etc.)? | Number of Aboriginal and/or Torres Strait Islander people: \_**350**\_\_ Only whole number accepted: 0-1,184,000 | *In this section, write down the number of people you estimate will engage in the activity during the time period covered by this Activity Work Plan. People who engage are those who are more actively involved in the activity. For example, estimate the number of people who you expect will talk to the TIS staff at all of the events associated with this activity, or estimate the number of people who you expect will like or share the social media posts associated with this activity (as opposed to just the number of people who will look at all the posts).*  *Note about this example: This number expected to be lower to account for family or community members who want to attend but prefer to just watch rather than interact with the activity.* |
| MONITORING AND EVALUATION OUTCOMES | | | ***This part of the AWP is where you describe what outcomes you plan to achieve, and how you will measure whether you are meeting those outcomes.***  ***You will need to list each outcome and the measure you will use for each outcome.***  ***Please note that the outcomes are different for each aim. This is why you will need to fill in an activity box for each aim that your activity relates to.*** |
| 17 | What is the first outcome you expect to achieve as a result of this activity? (please select only one option) | \_**87**\_% of activity participants will have:   1. **Increased their knowledge about the benefits of creating and maintaining smoke-free spaces.** 2. Increased their intentions to avoid second hand smoke. 3. Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars) 4. Increased their intentions to attend smoke-free public spaces and events. 5. Other\_\_\_\_\_\_\_\_\_\_\_\_ | *To answer this question, you will first need to think about which of the outcomes listed are likely to be achieved by running this activity. You may have other ideas about what outcomes are likely to be achieved. If so, you would select d, and describe the outcome. Otherwise, you would choose one of the outcomes described in options a, b or c.*  *You may only select one option in response to this question.*  *Then you will need to think about what percentage of the people who are exposed to or who engage with this activity are likely to achieve the outcome described.* |
| 18 | Which methods will you use to measure the first outcome of this activity? (please select all that apply) | 1. **Online or in-person survey** 2. **Informal chats with some activity participants/attendees** 3. Interviews 4. Focus Groups 5. **Observation** 6. Yarning circles 7. Collecting smoke-free pledges 8. **Data counts (for example, number of attendees, social media metrics, etc)** 9. Other: \_\_\_\_\_\_\_\_ | *For each outcome that you choose, you will need to identify the methods that you will use to measure whether you have achieved that outcome.*  *You may select more than one option in response to this question.* |
| 19 | If expected, what is the second outcome you expect to achieve as a result of this activity? (please select only one option) | \_**50**\_% of activity participants will have:   1. Increased their knowledge about the benefits of creating and maintaining smoke-free spaces. 2. **Increased their intentions to avoid second hand smoke.** 3. Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars) 4. Increased their intentions to attend smoke-free public spaces and events. 5. Other\_\_\_\_\_\_\_\_\_\_\_\_ | *You only need to answer this question if you expect a second outcome to be achieved from this activity. Choose the outcome you expect to be achieved and estimate the percentage of people who you think will achieve this outcome.* |
| 20 | Which methods will you use to measure the second outcome of this activity? (please select all that apply) | 1. **Online or in-person survey** 2. **Informal chats with some activity participants/attendees** 3. Interviews 4. Focus Groups 5. **Observation** 6. Yarning circles 7. Collecting smoke-free pledges 8. Data counts (for example, number of attendees, social media metrics, etc) 9. Other: \_\_\_\_\_\_\_\_ | *For each outcome that you choose, you will need to identify the methods that you will use to measure whether you have achieved that outcome.*  *You may select more than one option in response to this question.* |
| 21 | If expected, what is the third outcome you expect to achieve as a result of this activity? (please select only one option) | \_**50**\_% of activity participants will have:   1. Increased their knowledge about the benefits of creating and maintaining smoke-free spaces. 2. Increased their intentions to avoid second hand smoke. 3. **Increased their intentions to create smoke-free environments (e.g. homes, workplaces, cars)** 4. Increased their intentions to attend smoke-free public spaces and events. 5. Other\_\_\_\_\_\_\_\_\_\_\_\_ | *You only need to answer this question if you expect a third outcome to be achieved from this activity. Choose the outcome you expect to be achieved and estimate the percentage of people who you think will achieve this outcome.* |
| 22 | Which methods will you use to measure the third outcome of this activity? (please select all that apply) | 1. **Online or in-person survey** 2. **Informal chats with some activity participants/attendees** 3. Interviews 4. Focus Groups 5. Observation 6. Yarning circles 7. **Collecting smoke-free pledges** 8. Data counts (for example, number of attendees, social media metrics, etc) 9. Other: \_\_\_\_\_\_\_\_ | *For each outcome that you choose, you will need to identify the methods that you will use to measure whether you have achieved that outcome.*  *You may select more than one option in response to this question.* |
| 23 | How many organisations do you plan to assist to establish a smoke-free or vape-free policy? | \_\_**0**\_\_ [whole number] | *Write a number here that reflects the number of organisations that you will work with to create a new smoke or vape-free policy.*  *Note about this example: This activity will not involve supporting organisations* |
| 24 | How many organisations do you plan to assist to review an existing smoke-free or vape-free policy? | \_**0**\_\_\_ [whole number] | *Write a number here that reflects the number of organisations that you will work with to look over and improve an existing smoke or vape-free policy.*  *Note about this example: This activity will not involve supporting organisations* |
| 25 | How many organisations do you plan to help 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)? | \_\_**0**\_\_ [whole number] | *Write a number here that reflects the number of organisations that you will work with help put into action an existing smoke or vape-free policy.*  *Note about this example: This activity will not involve supporting organisations* |
| 26 | How many events do you plan to assist to be smoke-free or vape-free? | \_\_**2**\_\_ [whole number] | *Write down the number of events your organisation will be supporting to be smoke or vape-free* |
| 27 | How many homes do you plan to support 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 )? | \_\_**150**\_\_ [whole number] | *Write down the number of homes you will support to be smoke or vape-free.*  *Note about this example: If 50% of the 400 participants who attend the event make a smoke-free pledge, that will be 200 pledges, but a number come from the same home, which reduces the number of homes.* |
| 28 | How many pledges to keep homes smoke-free and vape-free do you plan to support? | \_\_**200**\_\_ [whole number] | *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.*  *Note about this example: If 50% of the 400 participants who attend the event make a smoke-free pledge, that will be 200 pledges.* |
|  | ADD FURTHER OUTCOMES & METHODS ROWS, AS NEEDED |  |  |