Community Engagement Program
Annual Plan 2023-24

Purpose

The purpose of this annual plan document is to plan and guide community engagement activities over 2023-24. The annual plan will be used by the Victorian Responsible Gambling Foundation (VRGF) to monitor performance and to help inform the overall evaluation of the Community Engagement Program (CEP). The community engagement mid-year report and annual reports will be based on this approved plan.

Activities within the annual plan must align with the objectives of the Community Engagement Program as outlined in the Gambler's Help Program Guidelines.

The annual plan should be submitted to the relevant Gambler's Help Advisor on or before **31ˢᵗ July 2023**. The VRGF will take approximately four weeks to review and approve the annual plan from its time of submission.

For more information, please contact Stefanie Maciulaitis on Stefanie.maciulaitis@responsiblegambling.vic.gov.au.

Instructions

Please use the following step-by-step instructions when completing this annual plan template.

Target groups: Select from the following target group, noting that target groups include the relevant sector professionals:

- Youth
- Young Males
- Mental Health
- Justice
- Multicultural Communities
- First Nations Communities
- Family Violence
- Alcohol & Other Drugs
- Older Adults
- People with Co-morbidities
- Disability
- LGBTIQ+

If the chosen target group is not listed, please specify the target group in the relevant SMART objective.

Gamblers Help agencies are encouraged to work with the same target groups as per previous community engagement plans to build on existing efforts. Multiple objectives per target group are welcomed.

Objectives: Write overall objectives for each target group using SMART guidelines (there may be multiple objectives per target group):

- S: Specific
- M: Measurable
- A: Actionable
- R: Realistic
- T: Time-bound

e.g. *By June 2024, increase awareness among family service agencies of the impact of gambling harm on families and available Gambler's Help services by hosting a cross-sector forum and establishing referral pathways.*

Objectives describe milestones towards the achievement of bigger goals. The main goal the CEP relates to is 'improve individual and community capacity to reduce gambling related harm'. Please refer to the Gambler's Help Program Guidelines for further information about VRGF goals and CEP objectives.

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Activities: List what will be done to achieve the objective/s e.g. *Deliver education sessions to welfare staff at three local councils; support audit of intake and referral processes at community health centre; provide information to support integration of gambling into referral processes; establish relationships with family violence services in the region.* (Max <25 words).

Background and rationale: Provide brief context and justification for the activity. (Max <100 words).

Summary of activity: Provide a high-level summary describing the activity. (Max <100 words).

Key partners: List the partner organisations that will be engaged to complete this activity. These should be specific rather than overarching organisations where possible e.g. Winda-mara Aboriginal Corporation instead of ACHHO, Banyule City Council instead of local council, Headspace Melton, North Western Melbourne PHN, The Drum etc.

Settings: List where the activity will take place. This includes if activities will be held online.

Timeframe: List the timeframe in which the activity is expected to be completed. This may be a period and an expected completion date e.g. July-September 2023 or by June 2024. All activities must be completed by June 2024.

Outputs: List the tangible and expected outputs for each activity. Outputs must be quantifiable e.g. *eight sessions delivered, four resources developed, six partners engaged, two memorandums of understanding developed, one report produced.*

Outcomes: Describe the expected outcome/s as a result of the activity. Outcomes focus on the change or result that occurs considering the outputs being delivered e.g., *increased knowledge of risks and harms associated with gambling, strengthening of partnerships, increased awareness of help services, increase in referral uptake.*

Measure: List what method or tool will be used to measure the success of the activity. Please include the specific survey from First Person Consulting that will be used as the primary measurement tool i.e. centralised survey (for professionals), community-friendly survey (for community groups), partnership tool.

Data management: List how and where the data will be stored. Please list *FPC dashboard* to reflect data stored from the centralised/community-friendly surveys. List *GH Connect* as platform to store data from Gambler's Help referrals.

Media and communications: as per instructions in the Media & Communications section of this template.

Risk register: as per instructions in the Risk Register section of this template.

Key Performance Indicators: as per the table in the Key Performance Indicators section of this template.

Youth - Be Ahead of the Game (schools) Program and other youth activities

The first target group of the annual plan is allocated to Youth.

The VRGF Be Ahead of the Game (schools) Program (SEP) has been added as activities 1.1 and 1.2 in the Annual Plan, as these are required Community Engagement activities. Please populate the outputs field as per the 2023/24 KPI's provided by the VRGF and populate the outcomes field with the catchment/s the program will be delivered in.

Participation in SEP resource development and youth community of practice has been added as activity 1.3. No updates are required by Gambler's Help agencies. Stakeholder engagement and promotion of SEP comprises activity 1.4. Please populate all fields in the activity table.

Any additional community engagement activities with youth are to be added within this first target group.

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Contact Details

Please ensure the contact details are up to date.

Name of organisation	
Catchment	
Staff members *Please provide details of all staff members who will deliver on the community engagement annual plan. Include other Gambler's Help staff (e.g. counsellors) if relevant. Role descriptions may be general (e.g. networking, delivery of presentations) or specific to target groups/activities. Please indicate staff who will be delivering the School Education Program.*	Name: Title: Role: Name: Title: Role: Name: Title: Role:
Name of Manager/s	

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Annual Plan

Annual Plan Summary

2023/24 Community Engagement plan summary *Please provide a high-level summary of the 2023/24 plan including explanation for the approach to community engagement, and rationale for chosen target groups and activities – 300 words.*	[please complete]
Target groups and objectives *Please list all community engagement target groups and community engagement SMART objectives.*	[please complete]

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[please complete]

Target Group: Youth

Objective 1:

Activity 1.1	Deliver the VRGF Be Ahead of the Game (schools) Program to local schools and other educational providers across the catchment
Key partners	Local schools, TAFE's
Settings	Face-to-face in schools or online
Timeframe	June 2024
Outputs	[Please populate as per the 2023/24 KPI's provided by the VRGF] (X) schools, (X) sessions delivered
Outcomes	[Please list the catchment/s the program will be delivered in]. Increased awareness of the risks and harms for participants in schools and other educational settings across the (X) catchment/s
Measure	Specific SEP survey via Survey methods
Data management	Enter data into GH Connect

Activity 1.2	Deliver the VRGF Be Ahead of the Game (schools) Program parent program education sessions
Key partners	Local schools, TAFE's
Settings	Face-to-face or online
Timeframe	June 2024
Outputs	[Please populate as per the 2023/24 KPI's provided by the VRGF] (X) sessions delivered
Outcomes	[Please list the catchment/s the program will be delivered in]. Increased parents' awareness of the risks and harms associated with gambling and gaming across the (X) catchment/s.
Measure	Specific SEP survey via Survey methods
Data management	Enter data into GH Connect

Activity 1.3	Participate in relevant Be Ahead of the Game (schools) Program resource development and youth community of practice to further support the development of VRGF resources and programs.
Key partners	VRGF, Gambler's Help partners
Settings	Face to face, online

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Timeframe	June 2024
Outputs	Ongoing involvement in: - *Be Ahead of the Game* resource and evaluation development - Youth Community of Practice

Activity 1.4	VRGF Be Ahead of the Game (schools) Program stakeholder engagement and promotion
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	

Activity 1.5	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Copy/paste more tables for Objective 1 if needed

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Target Group:

Objective 2:

Activity 2.1	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Activity 2.2	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

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Activity 2.3	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Activity 2.4	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Copy/paste more tables for Objective 2 if needed

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Target Group:
Objective 3:

Activity 3.1	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Activity 3.2	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	

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Data management	

Activity 3.3	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Activity 3.4	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

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Target Group:
Objective 4:

Activity 4.1	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Activity 4.2	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	

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Measure	
Data management	

Activity 4.3	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Activity 4.4	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	

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Data management	

Copy/paste more tables for Objective 4 if needed

Target Group:
Objective 5:

Activity 5.1	
Background and rationale for activity - max. 100 words	
Summary of activity - max. 100 words	
Key partners	
Settings	
Timeframe	
Outputs	
Outcomes	
Measure	
Data management	

Copy/paste more tables as needed

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Media and Communications

Please list and briefly describe all media and communication materials that form part of the annual plan. This may include digital/hard copy information resources, social media campaigns, newsletters, media interviews, podcasts, radio, and videos.

The Foundation's Strategic Communications team can provide guidance on materials at their planning/drafting phase, particularly to ensure the materials are in line with the Foundation's communication guidelines.

Agencies are strongly encouraged to advise the Foundation of upcoming major events/launches, media activity (radio, podcasts etc) and promotion of client stories/lived experience.

For support on media and communication materials, please contact Stefanie Maciulaitis on Stefanie.maciulaitis@responsiblegambling.vic.gov.au.

Target Group/Activity relates to *As per annual plan*	Description of media and communication materials	If applicable, list the approximate date input would be requested from the Foundation
Youth	Social media promotion of *Be Ahead of the Game* (schools) Program	N/A

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Risk Register

Brainstorm all potential risks to the annual plan and list each one, then consider how each risk can be mitigated (prevented or minimised).

Use the risk matrix below to determine the risk rating, assessing the likelihood against the consequence. List the rating. Feel free to colour code this cell also.

Provide a brief description of how the risk's rating will be reduced (only required for those rated as Medium, High or Extreme).

It is important to regularly review the risk register and add new risks as they emerge or remove those that are no longer current.

Risk *Describe the risk i.e. cause-risk-effect*	Target Group/Activity risk relates to *As per annual plan*	Risk rating *See risk rating table below*	Management strategy *Complete this section of the table for risks rated as Medium, High, or Extreme. Provide a brief description of how the risk's rating will be reduced.*

Add more rows as needed

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		Consequences				
Likelihood	Almost certain	Low	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	High	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	Medium	High
	Low	Low	Low	Medium	Medium	Medium

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Key Performance Indicators (KPI's)

KPI	Target	Data Source
Increased awareness of risks and harms for participants including the broad community, vulnerable groups and professionals	70% of participants report an increase in awareness of gambling risks and harms	First Person Consulting dashboard (A link to the agencies dashboard can be obtained from First Person Consulting).
Increased awareness of help services	70% of participants report an increase in awareness of help services available	First Person Consulting dashboard (A link to the agencies dashboard can be obtained from First Person Consulting).
Increase and strengthening of catchment-based partnerships with health and community organisations and local government	Agency demonstrates an increase and strengthening of catchment-based partnerships as set out within the approved Community Engagement Program Annual Plan 2023-24	Self-assessment or partnership measurement tool provided by First Person Consulting