

## Activity Data Template instructions

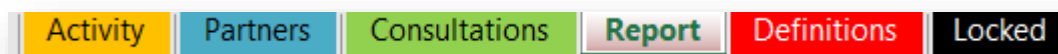
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The Activity Data Template is the counting spreadsheet, with all the information you should need contained within it.

In each sheet there are columns that are blue, and others that are orange. The blue columns are what is required to be completed for reporting purposes.

The orange columns are optional, and you can fill them in if you think they provide you with useful information.

There are several sheets with each tab named specifically.



The spreadsheet should open on the Activity Tab, and at the top of the sheet.

### Activity Sheet

Enter 'week 1' or 'week 2' in column A, and the date in column B. In columns C to I, click on the cell in the row you are completing, to show a drop down menu and select from the options (you may need to scroll up or down to make your selection).

You can note the activities in the comments box in column J.

Category
Access to community resources
Admin and operational (internal)
Children and Youth
Community gardening and sheds activities
Community events
Direct support
Employment pathways
Health and wellbeing
Information and referral
Parenting and families
Skills and knowledge development
Social connection

**These categories cannot be changed. If you are not quite sure which category your Activity relates to, just pick whichever seems most appropriate 😊**

The definitions for the Activities each of these Categories represents are below. There is no 'other' option. We recognise some activities may fit against more than one category. Please just select the Category that is the best fit.

This document can be [downloaded from this link](#), and you can populate (change) the right hand Activities column with your House specific activities.

## Category definitions

(House Name)

Many activities could probably be put into more than 1 category. Just select the category that best represents the contact had.

You can adapt the activities in the right hand column to suit your House and/or remove the activities that your House doesn't do. You can rename them according to your House activities. If you are doing an activity which isn't named up below and you are not sure where to put it, allocate it to one of the below categories that fits best, and add the activity into this document – in the "Activities" column.

**Please Do Not Change the categories in the "Category" column.**

Category <small>(Do Not Change)</small>	Activities - that would fit within this category <small>(you can add your House activities in this column)</small>
Access to community resources	Online centre, Community Library, visiting service provision through the House, <u>Assisting</u> visiting service, using House computers or phone, photocopier etc, room hire, community bus/transport, Room hire, catering facilities,
Admin and operational (internal)	Admin, planning, grant applications, management of staff and vols, board meeting and prep, NH Network meetings and activities, conference, training, promotion and marketing,
Children and Youth	After school/holiday programs, childcare, playgroup,
Community gardening and sheds	Gardens, permaculture, community sheds,
Community events	NH Week activity, fair, car boot sales, Women's day activity,
Direct support	NILS application, Centrelink and form filling, emergency relief, bread, transport,
Employment pathways	WFD, student placements, work experience, catering, Social Enterprise,
Health and wellbeing	Breakfast club, cooking, community health activities (yoga, stretching and exercise classes, walking etc) Mental health promotion and activities,
Information and referral	Information, Enquiries, Legal <u>assistance</u> , <u>Housing</u> , AOD support, FV referral, Mental health referral,
Parenting and families	Family support, new mothers/ <u>dads</u> groups, parenting classes,
Skills and knowledge development	Training, U3A, Avidity or other Incoming provider, Safe Food handling etc, Literacy programs, computer training, coaching and mentoring, First Aid, driver mentoring, accredited and non-accredited training,
Social connection	Eating with Friends, Arts groups, Drop-ins, games groups, <u>seniors</u> groups, musical groups, community lunch,

## Counting contact types

The point of this process is to capture your contact with community. You don't need to justify your efforts and time spent. Counting volunteer time and contact with participants is part of what we are required to report in our funding agreement.

This is not about capturing all the busyness. You don't need to count the staff hours. Only contact with participants, and community members, and volunteers are to be counted. We should not be counting partners, other service providers or contact with government etc.

Emails: in the contact type, only choose email if you are sending/receiving purposeful emails with community members (not service providers) If you count emails to groups of people, each bulk email counts as one.

Social media: interactions through social media only count if the House is sharing information to benefit the community. Each post counts as one contact, regardless of how many comments, likes and shares the post receives. Contact initiated by community members requiring response also counts as one.

## Partners Sheet

Working in partnership is an important part of community development. It is the quality of our partnerships that is important, not so much the number. You can talk about the quality of partnerships in the Priority Area reporting.

You only need to complete column B for reporting purposes. The orange columns are optional and for House use only.

<b>A Partner is:</b>	Any public, private or community sector entity that is collaboratively working with the Neighbourhood House to support the work of the House.
<b>Count Partners only:</b>	If you are working with several different service areas within one larger agency- eg: Anglicare - (Anglicare Youth, Anglicare Drug and Alcohol, Anglicare Housing), you should count each different service area as 1 separate partner.

The total number of partners will calculate into the top left of the sheet and onto the Report page.

## Consultations Sheet

Another important part of good community development practice is consultation. Consultations help us to ensure we are taking action on and responding to community needs and concerns.

You only need to complete column B for reporting purposes. The orange columns are optional and for House use only.

The definitions of what types of consultation there are can be found on the right side of the Consultations Sheet, and are here below.

CONSULTATIONS	
<b>Definition of Consultation:</b>	Consultation is the process of determining the needs and priorities of the community. Consultation activities can be planned and formal, or spontaneous and informal. Count each occasion of consultation. Obviously you may use one type of consultation more than once, so count each occasion.
Consultation Type	Description of Use
Evaluation	Evaluation of a program/workshop/education/training etc
Focus Group	May include a Focus Group (or a Social group) - whose feedback is sought about a specific topic
Individual feedback	A person may identify a key issue for the community & provide options/ideas etc (a random vent isn't counted)
Partner and Service provider consultation	consulting / seeking feedback of partners or service providers
Forum	A forum held (not necessarily by the House, but where House is involved) to discuss issues identified by the community (include service provider networks)
Research	Count if the research helps inform the House about a community identified gap / issue etc
Social Media (Including Facebook)	A House or community initiated conversation that informs House decision making or activity. Count each conversation topic as 1, do not count the number of comments or Likes
Survey	A survey can be a simple tool with one or two questions. <i>(Do not select survey if it relates to Evaluation of a program etc.)</i>
Other Consultation	where your consultation doesn't fit elsewhere

## The Report Sheet

This sheet summarises the data entered elsewhere in the spreadsheet and forms the actual report for the Department of Communities Tasmania.

## Definitions and The Locked Sheet

The Definitions sheet contains all the definitions shown within this document. The Locked sheet is for background information that helps the spreadsheet to function correction. You shouldn't be able to access it, and if you can, please don't!