GAP Action Plan 2025-26

Objectives	Strategies	Activities	Specific Actions	When/Who	Status
1. Develop connections with community organisations with client groups that have low PA	1.1 Extend the reach of the GAP by targeting community organisations with client groups that have low PA that are located in suburbs in the lower half of SEIFA ranking (1-4) according to the Index of Relative Socio-Economic Disadvantage state decile	a) Identify areas with lower SEIFA ranking that have low GAPs b) Identify key community contacts for target groups and organisations c) Promote project to organisations through newsletters, talks, informal contact & networking d) Incorporate GAP promotion into WSRTs communication strategy e) Identify facilitators to champion GAP at other events e.g. Annual Neighbourhood House Conference f) GAP advisory committee (GAP-AC) to support with development and promotion of program by pushing brochure distribution	a) reconnect w Marg Richardson on the West Coast and book in a training session for her crew b) (i) keep in regular contact with the NW people who are interested in multiple (ii) Burnie 10 training GAPs. Reconnect with Tasman Peninsular. c) attend F:F & online Health Promotion forums when work hours allow d) identify opportunity w WSRT Board e) talk with Bec (KNH GAP Facilitator) & Dave (KNH Manager) to see how we can promote	a) early spring b) (i) phone Kylie Mulchay and reconnect b)(ii) Ring and chat with people at Tasman or plan a visit c) check dates & schedule c) Next newsletter let people know that I'm available to chat to their group& share link to previous chat event (grant release	a) open b) (i) open b) (ii) open c) ongoing d) open e) open f) started

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			GAP opportunities	in Aug) d) use this document to inform WSRT Board e) 27-29 Aug at Kingston Neighbourhood House f) next GAP-AC meeting Oct (brochure will be fresh off the press)	
2. To train, support and maintain effective network of trained GAP facilitators with links to client groups that have low PA	2.1 Continue to grow the network of skilled facilitators	a) Maintain current database of facilitators available to conduct GAP facilitator training b) Be responsive to all training inquiries and offer flexible training options	a) Do a check in with all registered facilitators when conducting the annual resources portal password update (cull list as required) b) train perhaps only a couple of people whilst they are enthusiastic rather than have them go off the boil while waiting	a) January 2026 b) ongoing	a) open b) ongoing

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			as we gather a small training group. Offer online training to those pressed for time or unlikely to travel far.		
	2.2 Maintain 20 active facilitators *NB active = conducting programs*	a) Explore opportunities to provide facilitator training from geographic regions or groups identified as having low levels of GAPs. b) Continuously rotate facilitator training around the state and evaluate. c) i) Communicate regularly with facilitators through newsletters and regular e-mails. c) ii) Share stories as case studies, tips and strategies for running effective programs. d) Maintain GAP pages (plus others as required) on WSRT website. e) Promote use of GAP website to facilitators to access resources f) Use Facebook to keep facilitators engaged g) Give support to facilitators when	a) i) reconnect with interested west coasters and book in a face-to-face training session. a) ii) travel to west coast to conduct training and network - example attend local park run visit family centres & council H& W officers etc. b) offer sessions in two regions per every 6-months including north south, east and west (plus far northeast and far southeast if able to gain traction). c) ii) Share 6-monthly case studies through website links and in	a) i) June with Marg Richardson + reach out to Kelsi who was available to run a GAP on Wednesday mornings and was super keen. a) ii) book in a Friday & Saturday visit in spring, b) keep following up all leads and check in with centres in regions that	a) i) open a) ii) open b) ongoing c) i) ongoing & open c) ii) ongoing & open d) i) ongoing d) ii) open e) ongoing f) ongoing g) ongoing

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		requested.	Mailchimp emails/newsletters. Add new 'tips' & snippets of info. Include activity ideas & features. d) GAP specific pages: • workshops • our programs ○ get active program ○ strong mind | strong body program ○ what's on ○ register ○ get active program photos ○ small grants program ○ facilitator e) include in social media posts promotion of providers in all areas that	have become less active. b) i) continue to provide evaluation survey to trainees and continue to tweak training as per responses. d) i) continue to ask trainees for ideas and resource updates and ensure that GAP-AC has the opportunity to offer suggestions. d) ii) Remove SM|SB though keep references and add 'contact us	

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			have exceeded expectation or delivered exception service. Same with facilitators. f) ensure everyone is reminded about our program and the fabulous written resources we provide g) be super responsive to facilitators.	for more info' e) every time someone is identified including verbally, email or through facilitator evaluations. f) when conducting the password portal update in Jan g) check email daily (including weekends) and respond letting people know when we will get back to them. Respond to any phone and electronic messages and FB comments	

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				within 2-hrs.	
	2.3 Conduct at least 20 GAP each year *(aim for 10 in each half of year)*	a) Promote the Small Grant Program b) Encourage people to train & convert the curious c) Ensure training is engaging informative, allows attendees to sketch out their program to suit their group's needs, addresses barriers, introduces our resources and their adaptability, and pumps people up. d) maintain a database of great providers as recommended by other facilitators. e) Ensure facilitators fill in all forms so that we know they are delivering a GAP that meets the KPIs and we have information to report on their program.	a) i) Through emails, newsletters and by attending forums and networking events. ii) Seek out guest speaking opportunities. b) convert interest to signing up for training. i) ensure the trained facilitators get the opportunity at training to plan their program Convert their ideas to a SMART plan and get them to register with set dates and their unique flyer to enable us to assist with publicity	a) i) forums include opportunities like the 20-year health strategy b) follow-up with anyone who shows a spark of interest and let them know they'd be perfect for training. c) PM (WSRT Program Manager)	a) i) ongoing ii) put together some info & ask about staff training opportunities. b) ongoing c) ongoing d) ongoing + to be done e) ongoing

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		Forms include: • registration of program • attendance record • participant registration • post-course evaluations (facilitator & participant) • EOI for training • Training evaluation • grant applications • acquittal document • final financial report • program delivery reflection	ii) ensure trained facilitators sent in a small grant application iii) if a program is run without our funding ensure they register so we can count them and include them in our reports. c) continue to use the training package and presentation to ensure nothing slips through and isn't covered. ii) ensure that evaluations forms are distributed to allow for continuous improvement d) this is included in training perhaps use for newsletter tip. e) continue to print and send program packs so that forms are not	d) PM + add to Mailchimp newsletter e) PM & Facilitators	

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			overlooked and they are tangible		
3. To support the running of GAP by facilitators	3.1 Promote flexible use of GAP program and how to design a program using the manual	a) Ensure GAP facilitators aware of ability to adapt manual and program to make it work for everyone. b) Ensure facilitators or organisations running modified GAP's seek agreement from WSRT prior to promotion and recruitment and always uses the grant matrix to access small grant applications.	a) ongoing. Include information & examples on facilitator update of GAPs run with flexible structure b) include as part of training and reiterate when promoting flexible options. i) All grant applications are scored on merit and run through the grant's matrix. If programs need tweaking to fit our KPIs offer advice and allow the opportunity to resubmit.	a) at training b) continue to use lots of examples at training of programs that have been super adaptive. i.e. mental health, prison, shelters i) as per the small grant schedule	a) ongoing b) ongoing i) ongoing and super important
	3.3 Monitor and evaluate GAPs to ensure that participant and facilitator needs are met	a) continue to capture this information on the two evaluation forms b) follow up with any unsatisfied people and if there are any complaints as per the WSRT GAP policy. c) Record information provided about	a) continue to capture this on the complaints/ compliments and near misses register and continue to add this information to the annual	a-c) PM to act and follow-up on any reportable incidents & escalate to the	a-c) ongoing

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		unexpected outcomes Why people drop out is recorded in facilitator evaluations. Ensure that the PM checks if it is unclear or if any problems look like they are ongoing or reoccurring.	financial audit conducted by the DoH. It is also to continue to be added to 6-mth DoH & board reports c) Record notes and follow up with facilitators if required to find out why people dropped out, if there are reportable issues, or follow-up required.	board if required	