

Green = no change / Yellow = Minor change / Orange = new addition

Criteria	Further information	Evidenced by	Council's role	Existing Policy 2016-26	Draft Policy Update 2023-26
Section 6 of the Policy - Minimum ELIGIBILITY REQUIREMENTS					
Demonstrate good governance and accountability					
a) Be a registered legal entity	Most community local sporting clubs are established as incorporated associations. In Victoria, incorporated associations are governed under the Associated Incorporations Reform Act 2012. Consumer Affairs Victoria (CAV) oversees the Associated Incorporations Reform Act 2012 and provides a highly informative website for clubs who have registered or considering registering as an incorporated association.	Certificate of incorporation or other formal documentation Constitution	Undertake compliance check prior to each allocation period	Current – clubs provide a copy of their Certificate of Incorporation online with their application via IMS Reserves Manager (IMS).	Continued - to alleviate volunteer admin time, clubs to provide incorporation number only and Council will audit as required.
b) Have a name that is representative of Merri-bek and does not reference any ethnicity, religion, brand, sponsor or business	Organisation names must not reference towns, suburbs, municipalities, cities, countries, or other landmarks outside of Merri-bek. This includes any areas outside of the following suburbs: Brunswick, Brunswick East, Brunswick West, Coburg, Coburg North, Fawkner, Fitzroy North, Glenroy, Gowanbrae, Hadfield, Oak Park, Parkville, Pascoe Vale, Pascoe Vale South, Tullamarine.	Certificate of incorporation or other formally issued documentation Constitution	Undertake compliance check prior to each allocation period.	Current – clubs provide a copy of their Certificate of Incorporation online with their application via IMS.	Continued - to alleviate volunteer admin time, clubs to provide incorporation number only and Council will audit as required.
c) Be a member of a recognised governing body	Organisations must be registered with the appropriate State Sporting Association as identified by the State government . A state sporting association is the governing body for a sport at state level. They represent affiliated member leagues, associations, clubs and participants and are capable of representing all Victorians participating in the sport.	Certificate of registration or other formal documentation issued by the approved governing body	Undertake compliance check prior to each allocation period. This may include consultation with relevant governing body.	Current – clubs list registered teams in their application via IMS.	Continued – clubs to list teams via online application process in IMS and nominate the SSA and/or league/association they are affiliated with. Council reviews data once competitions commence – usually directly with SSA/league/association.
d) Maintain adequate Public Liability insurance	All organisations must have current Public Liability insurance cover of minimum \$20 million with Council noted as an interested party	Certificate of insurance	Undertake compliance check prior to each allocation period	Current – clubs provide a copy in their online application. Clubs are prompted via IMS when it is due to expire.	Continued – via application process in IMS. The document can be updated by clubs at anytime due to varying expiration dates.
e) Have no outstanding debts to Council	This includes any monies relating to fees, charges, permits, fines and any other Council issued invoices. If in arrears, the organisation must have an agreed debt repayment plan in place.	Council financial records	Undertake financial review prior to each allocation period	Current – Council Officers check any outstanding balances with Accounts Receivable and follow up with clubs to settle before the season starts.	Continued – Officers check any outstanding balances and follow up with clubs to settle prior to the season commencing.
f) Provide financial statements, annual reports and other documentation outline in the User Guide	All organisations must adhere to reporting requirements as outlined under the Associated Incorporations Reform Act 2012, as determined by Consumer Affairs Victoria and/or as documented in the User Guide.	Annual Report Financial Statement Minutes of AGM	Undertake compliance check prior to each allocation period	Current – clubs provide a copy of their financial report via IMS.	Continued – via application process in IMS. Council may request other documentation from time to time as required.

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g) Acknowledge, sign and adhere to relevant Council, State and Commonwealth government legislation and policy outlined in the User Guide	Organisations must register with Council if serving food per Food Act.	Food registration certificate	Undertake compliance check prior to each allocation period.	Current – clubs provide a copy of their food certificate (if applicable) via IMS.	Continued – via application process in IMS.
	Organisations must obtain a liquor licence if sold/consumed on premises and obtain permits for fundraising raffles and/or other gambling related activities from the Victorian Commission for Gambling and Liquor Regulation.	Liquor licence documentation VCGLR permits	Undertake compliance check prior to each allocation period	Current – clubs provide a copy of the license (if applicable) via IMS.	Continued – via application process in IMS.
	The Fair Play Code first came into effect on 1 July 2018. Victoria's sporting organisations who receive funding from the Victorian Government are required to actively promote, adhere to and enforce the Fair Play Code. In turn, organisations wishing to obtain an allocation for Council facilities must also actively promote, adhere to and enforce the Fair Play Code.	Fair Play Code Self Assessment Tool completed and submitted	Council will, from time to time, facilitate access to Fair Play Code and associated training sessions for tenant organisations	Current – clubs agree to adhere to the Sporting Facilities, Grounds and Pavilions User Guide which has Fair Play Code.	Continued – via application process in IMS. Council will request clubs complete and submit the Fair Play Code Self Assessment Tool once at the commencement of this Policy and any subsequent reviews.
	Most organisations that work or volunteer with children and young people are required to meet Victoria's Child Safe Standards - a set of mandatory requirements to protect children and young people from harm and abuse.	No instances of failure to comply reported	Conduct objective investigations into any reported breaches.	Current – clubs agree to adhere to the Sporting Facilities, Grounds and Pavilions User Guide which has Child Safe Standards.	Continued - via application process in IMS.
	Council will not provide Council owned or managed land and facilities to any organisation who directly operate or own Electronic Gaming Machines (EGMs). Organisations are also required to adhere to Council's Gambling Policy including no advertising or promoting gambling-related activity at Council's venues.	No instances of failure to comply reported	Conduct objective investigations into any reported breaches.	Current – clubs agree to adhere to the Sporting Facilities, Grounds and Pavilions User Guide which has Council's Policy.	Continued - via application process in IMS.
	Organisations are required to adhere to the Tobacco Act 1987. Smoking is prohibited in all Council owned buildings including sports pavilions and no person can smoke within five metres of doorways or open windows. It is the responsibility of organisations to uphold this policy in the interests of community health.	No instances of failure to comply reported	Conduct objective investigations into any reported breaches.	Current – clubs agree to adhere to the Sporting Facilities, Grounds and Pavilions User Guide which has Council's Policy.	Continued - via application process in IMS.
	Clubs are to comply with the Victorian Government's Environment Protection Act 2017 and Environment Protection Amendment (Banning Single-Use Plastic Items) Regulations 2022 – acknowledged via tick box Clubs are to comply with Council's Plastic Wise Policy (2019) – acknowledged via tick box - as per the following Clubs are to eliminate the following items by July 2024. Single use plastic cups and bowls	No instances of failure to comply reported	Conduct objective investigations into any reported breaches. Provide advice, resources and support for organisations to work towards compliance.	Requirement to have read Council's Plastic Wise Policy – acknowledged via tick box.	New - Clubs are to comply with the Victorian Government's Environment Protection Act 2017 and Environment Protection Amendment (Banning Single-Use Plastic Items) Regulations 2022 – acknowledged via tick box.

Polystyrene cups and take-away containers

Clubs are to ensure they have eliminated the following, as per Victoria's ban on certain single-use plastic items introduced in February 2023.

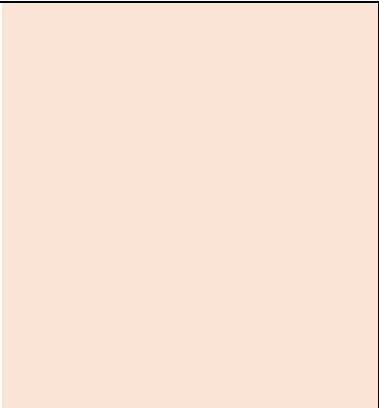
Single use plastic plates, cutlery and straws (aside from for medical reasons)

Plastic take-away containers

Single-use plastic bags

70% of clubs area to have eliminated single-use bottled by July 2025

The remaining clubs are to submit a plan to eliminate single-use bottled water by December 2024.



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Champion gender equity and fair access pathways					
h Provide Junior Teams/sides, Female teams/sides, and registered development programs in their respective sporting codes	Organisations must provide programs that increase the participation of juniors, girls and women including: Junior teams/sides; Female teams/side; and SSA or other governing body endorsed development programs (e.g. AusKick).	Participant, program and team information supplied in application form No instances of failure to comply reported	Undertake compliance check prior to each allocation period. This may include consultation with relevant governing body. Conduct objective investigations into any reported breaches.	Current – clubs provide registered team and player data via IMS.	Continued - via application via IMS
i) Maintain a Committee/Board with 50% or above representation of women, girls or gender diverse people and/or 40% representation with evidence of at least one being an elected office-bearer position	From July 2019, all sport and active recreation organisations funded by Sport and Recreation Victoria and the Victorian Government are to comply with a mandatory 40% women on boards quota. Council has adopted and extended this requirement to apply to any organisation using sporting facilities to continue to champion increased gender diversity on boards. An office-bearer position is defined as: President, Vice-President, Treasurer or Secretary).	Annual Report Minutes of AGM	Undertake compliance check prior to each allocation period. Provide advice, resources and support for organisations to work towards compliance.	Requirement is 40% female representation.	Requirement increased to 50% or above representation and/or 40% representation with evidence of at least one being an elected office-bearer position (step change process not being enforced until July 2025). Further supported by fee subsidies for those that meet requirements.
j) Demonstrate equitable scheduling for all participants	From July 2024, all Victorian councils will need to ensure fair access to sporting facilities for people of all genders to be considered eligible to receive funding from Sport and Recreation Victoria, as per the Fair Access Policy Roadmap . Council has adopted this requirement to apply to any organisation using sporting facilities to improve the access to, and use of, community sports infrastructure for women and girls.	Training schedules supplied and/or allocations requested within application form Competition fixtures supplied No instances of failure to comply reported	Undertake compliance check prior to each allocation period. Review alignment of allocation requests to participant, program and team information supplied in application form. Conduct objective investigations into any reported breaches. Provide advice, resources and support for organisations to work towards compliance.	Not in current policy. Clubs do already provide ground allocation requests via IMS.	New addition in line with the State Government's Fair Access Policy Roadmap. IMS to be updated to clearly request allocation of teams to training times (not blanket allocation requests).