

# ADVOCACY PROCESS CHECKLIST FOR AFFILIATES



STAKEHOLDER	STEPS	BY WHO
<b>COUNCIL</b>	<input type="checkbox"/> Who is the landowner? Eg. Council? Crown Land? Deeca Land?	
	<input type="checkbox"/> Who are the Recreation staff at Council? Important to establish a relationship, so they understand your concerns and you understand their issues	
	<input type="checkbox"/> Are there any Recreation Plans for sport in this LGA?	
	<input type="checkbox"/> Is there a Masterplan for the Reserve/Facility?	
	<input type="checkbox"/> Is the project on Council's priority list?	
	<input type="checkbox"/> Timing of budget cycles – when do they prepare their Capital Works budgets each year?	
	<input type="checkbox"/> Potential funding applications to SRV programs must be submitted by Council and the project must be “shovel ready”	
	<input type="checkbox"/> Funding applications are submitted through Council, so it is important to have Council support	
<b>COUNCILLORS</b>	<input type="checkbox"/> Who are they?	
	<input type="checkbox"/> Engage with them, form relationships so they are aware of issues	
	<input type="checkbox"/> Which Wards do they represent? What are their areas of passion?	
	<input type="checkbox"/> Look on the website for their election pitch	
	<input type="checkbox"/> Invite them to a home game or training – choose the busiest day/night	
<b>OTHER ADVOCACY</b>	<input type="checkbox"/> State Government – who is your local MP? Opposition member?	
	<input type="checkbox"/> Federal Government – are there any relevant Federal funding grants available?	
<b>AFFILIATE</b>	<input type="checkbox"/> “Getting your house in order – lining the ducks in a row”	
	<input type="checkbox"/> Before approaching Council with a proposal, establish the scope of the works – ensure your Committee is aligned	
	<input type="checkbox"/> Manage timeline expectations – both internal and external. Advocacy takes time	
	<input type="checkbox"/> Set up a Facility sub-committee - share the load	
	<input type="checkbox"/> Establish a building fund – co-contribution is looked upon favourably	
	<input type="checkbox"/> What does your ideal venue look like? Go for Gold. How many courts, supporting infrastructure such as shelters, fencing, lighting, amenities?	
	<input type="checkbox"/> Audit report, site inspection – 2MH Consulting, NV's technical advisors	
	<input type="checkbox"/> Do you have support of your local community / other sports?	
	<input type="checkbox"/> Risk assessment – courts, financial, management	
	<input type="checkbox"/> What are short-term, medium-term, long-term goals?	
	<input type="checkbox"/> Does your membership base indicate a growth trend?	
	<input type="checkbox"/> What programs could be introduced to assist with future growth?	

	<input type="checkbox"/> Strategic Plan – do you have one? All committee members involved?	
	<input type="checkbox"/> Does it align with Netball Victoria’s Strategic Plan? <a href="https://vic.netball.com.au/strategic-plan">https://vic.netball.com.au/strategic-plan</a>	
	<input type="checkbox"/> Does your SP mention facility development/upgrades?	
	<input type="checkbox"/> Are you in a position to make a financial contribution to the project?	
<b>AFFILIATE PROPOSAL</b> Proposals should include:	<input type="checkbox"/> Background and rationale	
	<input type="checkbox"/> Scope of works – provide 2-3 other options	
	<input type="checkbox"/> Does it include lighting / fencing/shelters/amenities?	
	<input type="checkbox"/> Current needs assessment – NV can assist with relevant data	
	<input type="checkbox"/> Benefits of the upgrade – members and community	
	<input type="checkbox"/> Health outcomes	
	<input type="checkbox"/> Alignments to Strategic Planning – both NV and Council	
	<input type="checkbox"/> Timeframes	
<b>NETBALL VICTORIA</b>	<input type="checkbox"/> Seek support from Facilities and Stakeholder teams	
	<input type="checkbox"/> Seek guidance on drawing up a proposal to Council – use NV templates	
	<input type="checkbox"/> NV can provide support through the advocacy campaign to Council	

**Netball Victoria Facilities Team**

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