

# CHANGE OUR GAME WOMEN IN GOVERNANCE PROGRAM

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2021-22 APPLICATION GUIDELINES

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## MESSAGE FROM THE MINISTER FOR COMMUNITY SPORT, THE HON ROS SPENCE MP



Sport plays a unique and critical role in bringing communities together, enhancing social cohesion and driving positive social change.

While we are working to create opportunities for all Victorians to achieve their full potential both on and off the sporting arena, there are still barriers that impact us from achieving a level playing field for all.

The Victorian Government's *Change Our Game Women in Governance Program*, through the Office for Women in Sport and Recreation, is changing that. The Program is helping women who work and volunteer in the sport and active recreation sector gain the knowledge, skills and ability to take on and excel in board roles at a regional, state and national level.

The Program is run in partnership with the Australian Institute of Company Directors (AICD) and provides formal training and development opportunities to women who are new or aspiring directors.

Victoria has led Australia in mandating a minimum 40% women on boards quota for recognised state sport and active recreation organisations. The *Change Our Game Women in Governance Program* is another example of how those organisations are being supported to achieve that minimum benchmark.

Launched as a pilot program in 2020, the Program has already seen 25 women graduate. These graduates include Wendouree Ballarat Rowing Committee member Alicia Ivory, who subsequently joined the Board of Rowing Victoria.

I strongly encourage anyone thinking of taking their skills to the next level to consider their suitability to apply for this Program.

I look forward to working with you all to level the playing field for women and girls in Victoria.

**THE HON ROS SPENCE MP**  
**Minister for Community Sport**



## PROGRAM DESCRIPTION AND OBJECTIVES

### 1.1 About the program

The *Change Our Game Women in Governance Program* (the Program) provides formal training and development opportunities to women who are looking to strengthen their understanding of governance processes. This Program is suitable for women who have either recently joined a board or are looking to take on a board position within the sport and active recreation sector at regional, state or national level.

The Office for Women in Sport and Recreation (OWSR) has partnered with the Australian Institute of Company Directors (AICD) to deliver the Program. The renowned Foundations of Directorship™ (Sport) course is a three-day program providing a comprehensive overview of the main components of directorship, including governance, strategy, risk and finance. The course will also include case studies specific to the sport and active recreation sector.

There will be two Program streams in 2021–22:

- Stream 1 will support women who currently sit on a board of an eligible organisation
- Stream 2 will support women aspiring to become a board member of an eligible organisation.

Up to 25 women per stream will be selected to participate in the Program via a competitive application process.

The Program will be delivered in-person (subject to COVID-19 restrictions) and will run over three consecutive days. Any costs of attending the Program (e.g. travel, accommodation) are to be met by the applicant.

### 1.2 Objectives of the program

As of 1 July 2019, all sport and active recreation organisations recognised and funded by Sport and Recreation Victoria need to comply with the mandatory minimum 40% women on boards quota.

Research shows that increased gender diversity on boards leads to improved organisational performance. The introduction of mandatory quotas aims to bring about long-term cultural change for Victorian sport, and to grow and strengthen sport and recreation organisations through good governance practices.

To support the board quota policy, the Program aims to:

- increase the number of women holding board positions within Victorian sport and active recreation organisations
- equip participants with the qualifications, skills, and knowledge of good governance practices
- support participants to develop an increased understanding of governance requirements on boards in the sport and active recreation sector
- develop increased confidence in networks to assist in securing board opportunities.

# 2.

## ELIGIBILITY

### 2.1 Eligible Applicants

To be eligible for the Program, applicants must fulfil the eligibility criteria below:

- identify as a woman
- be aged 18 years or over
- live in Victoria.

Applicants must also fulfil one of the following eligibility criteria:

- To be eligible for Stream 1, you must be a current board member of a Relevant Entity.
- To be eligible for Stream 2 you must be:
  - identified by a Relevant Entity as a future board candidate, OR
  - have demonstrable interest to take on a board position with a Relevant Entity.

### 2.2 Relevant Entity

A Relevant Entity for the purpose of this Program is an organisation or association recognised by Sport and Recreation Victoria, including:

- State Sporting Associations
- State Sport and Active Recreation Bodies
- Regional Sports Assemblies
- Regional Academies of Sport.

A list of recognised organisations or associations can be found on the Sport and Recreation Victoria website: <https://sport.vic.gov.au/our-work/industry-development/Sport-and-Recreation-Victoria-Recognised-Organisations>

In addition, a Relevant Entity for the purpose of this Program includes:

- any professional-level sporting clubs associated with a sport that is administered by an organisation or association recognised by Sport and Recreation Victoria
- National Sporting Organisations, as recognised by Sport Australia.

A list of National Sporting Organisations can be found on the Sport Australia website:

[https://www.sportaus.gov.au/australian\\_sports\\_directory](https://www.sportaus.gov.au/australian_sports_directory)

### 2.3 Ineligible Applicants

All individuals, entities and organisations except those listed in Section 2.1 – Eligible Applicants.

# 3.

## PROCESS FOR APPLICANTS

### 3.1 To Apply

#### Step 1: Check your eligibility

Check the information contained in this guide to see if you are eligible.

#### Step 2: Apply online

The link to apply online can be found on the Change Our Game website

<<http://www.changeourgame.vic.gov.au/change-our-game-grants>>

Click on 'Start new application' to submit your application through Grants Online. You will receive an application number when you submit an application. Please quote your application number in all correspondence relating to your application.

#### Advantages of applying online

Submitting your application through Grants Online ensures it is received by the Department of Jobs, Precincts and Regions immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1800 325 206 for the cost of a local call (except from a mobile phone) on any weekday between 9am and 5pm (except for public holidays).

### 3.2 Application Questions

Your application should provide responses to the following:

1. If applying for:
  - Stream 1, please outline your board experience to date
  - Stream 2, please detail your prior experience as a senior manager, executive, or any other leadership role (in a paid, volunteer, or combined capacity). Applications for Stream 2 are strongly encouraged to include a letter of support from the organisation that identifies them as a future board candidate, if applicable.
2. Please describe how participation in the *Change Our Game Women in Governance Program* will allow you to:
  - enhance your skills as a director/board member
  - make a more valuable contribution to the governance of your organisation, and/or have a lasting, positive impact on the Victorian sport and active recreation sector.
3. What are your long-term directorship career aspirations? Please include reference to any sport/s you are interested in.

# 4.

## ASSESSMENT

### 4.1 Assessment process

Eligible applications will be assessed based on responses provided to the questions outlined in section 3.2. All applications will be convened to an Assessment Panel. The Panel will assess applications against the assessment criteria as outlined in section 4.2.

Eligibility does not guarantee the applicant will be successful. It is expected that more applications will be received than can be allocated to the Program.

### 4.2 Assessment Criteria

Applications are competitive and will be assessed against:

Assessment Criteria	Weighting
Demonstrated experience as a board member, senior manager, and/or executive, or any other relevant leadership role (in a paid, volunteer, or combined capacity) in the sport and active recreation sector	30%
Ability to detail the expected benefits of participating in the Program, for the individual and for a Victorian sport or active recreation organisation	40%
Ability to identify long-term directorship career aspirations	30%

# 5.

## TIMELINES

Milestone	Date
Applications open	Monday 11 October 2021
Applications close	5pm AEDT, Monday 8 November 2021
Announcement of successful applicants	December 2021
Full day, face-to-face workshop (subject to COVID-19 or other restrictions)	Late April / Early May 2022



# 6.

## CONDITIONS THAT APPLY TO APPLICATIONS

### 6.1 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support from the Program and the Office for Women in Sport and Recreation. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity related publications, media releases and promotional material.

Successful applicants may be required to contribute information on activity outcomes for use in the department's marketing materials.

### 6.2 Privacy

The Department of Jobs, Precincts and Regions (DJPR) is committed to protecting your personal information in accordance with the principles of *Privacy and Data Protection Act 2014 (Vic)*. The personal information or health information you provide in your application for Change Our Game program will be collected, used, managed, and is securely stored by DJPR. Your personal information will be shared by DJPR with a third-party provider to enable them to contact you to participate in the evaluation of this program.

As part of our administration, DJPR may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting. This can include other departmental staff, Members of Parliament and their staff, external experts such as assessment panels or other government departments.

If you include or intend to include personal information about third parties in your application, please ensure that they are aware of this privacy statement, noting any personal information about you or a third party in your application is collected, held, managed, used, disclosed or shared in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

A copy of our privacy statement is located at [www.changeourgame.vic.gov.au](http://www.changeourgame.vic.gov.au) You may contact us to request access to your personal information, or for other concerns regarding the privacy of your personal information, by emailing the DJPR's Privacy Unit at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).



## ADDITIONAL INFORMATION AND ASSISTANCE

For preliminary information on this or any other grant program please contact the Grants Information Line on 1800 325 206 for the cost of a local call (except from a mobile phone) on any weekday between 9am and 5pm (except for public holidays).

# DISCLAIMER

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Department of Jobs, Precincts and Regions  
1 Spring Street Melbourne Victoria 3000  
Telephone (03) 9651 9999

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