# **Instructions on how to complete Fair Access reporting**

### **Part 1. Accessing and completing the survey**

**Step 1.** The council CEO and Fair Access contact will receive an email which includes the survey link. Click on the [link](https://bit.ly/2425FAProgressSurvey) to open the Microsoft Form in a web browser.

*Note: You don't need a Microsoft account to complete a Microsoft Form, however you will need to provide a council email address in the form response to submit a response.*

**Step 2.** Read and review each question to understand what information is being sought. Those marked with a red asterisk (\*) require an answer.

Note: We encourage you to save a copy of this document in a central location and use Part 2 to draft responses to each question. This will help if you wish to collaborate with team members in developing your responses prior to submission, and additionally in securing internal approval/s. This should avoid potential issues that may arise with multiple users accessing the same survey, or responses not saving.

**Step 3.** Answer each question, by selecting the most appropriate option (e.g., multiple choice, rating scale), or type your answer directly if there is a text box.

**Step 4.** Once all questions have been completed, click the "Submit" button to send your responses. After submission you can print to PDF a copy of your response for your records.

Note: When completing this survey, please note that you are responding on behalf of your council. It is expected that your council’s policy owner, and/or a manager level council staff member, has reviewed and approved the full survey response prior to submission.

## **Part 2. Answering the survey questions**

The Office for Women in Sport and Recreation (OWSR) acknowledges that there may be a range of Council staff members involved in responding to this survey and have created this Word version to support internal coordination of input and approvals. You may wish to save this on a shared drive so multiple users can edit at the same time.

Please keep in mind:

* Some questions are mandatory. You will be unable to submit the form if you don’t satisfy the requirement/s for each question.
* Some questions have a maximum character count of 1,500 which equates to approximately 250 words.
* OWSR has provided additional guidance on what’s expected for each survey response, as well as excerpts of example answers to each question.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question number** | **Question** | **Answer format** | **Example answer** | **Additional guidance** |
|  | Please select your council | Yes | Free text |  |
|  | Please provide your full name | Yes | Free text |  |
|  | Please confirm your council email address | Yes | Free text |  |
|  | Please provide your phone number | Yes | Free text |  |
|  | Since your council’s policy was adopted, what actions has your council completed? | Free text, at most 1,500 characters. |  | Option to email attachment, if preferred. |
|  | Since your council’s policy was adopted, what actions has your council started but not yet completed? | Free text, at most 1,500 characters. |  | Option to email attachment, if preferred. |
|  | How would you respond to the following statements:   * Our council is where we/I thought it would be on its Fair Access journey. * We/I feel good about our progress. * I feel supported to progress our policy and action plan. * We/I know how our council is intending to measure the impact of our policy. * Our council is clear on what actions will be prioritised in the coming 12 months. * We/I feel positive about our council’s work in this space. * We/I feel confident achieving our council’s policy’s objectives. | Sentiment selection per statement, from Strongly Disagree to Strongly Agree |  |  |
|  | What factors, if any, do you or your council feel have influenced your council’s Fair Access progress since adoption? | Free text, at most 1,500 characters. |  | Please provide insight into the work being done to implement Fair Access by your council. This should include descriptions of factors that have influenced implementation such as delays, new partnerships, resourcing issues etc. |
|  | How is your council measuring the impact of your policy? | Free text, at most 1,500 characters. |  | Please describe what tools and/or processes you are implementing or are using to track and evaluate the impact of your policy and related actions. This could include surveys, booking systems, focus groups, ad-hoc discussions etc. |
|  | Does your council have a way to measure the following: | Free text, at most 1,500 characters. |  |  |
|  | Does your council have access to data related to the impact of your adopted policy? If yes, please describe. | Free text, at most 1,500 characters. |  |  |
|  | How would your council respond to the following statements for your local area: | Sentiment selection per statement, from Strongly Disagree to Strongly Agree, includes N/A (not applicable) and Don’t know as options. |  |  |
|  | How would your council respond to the following statements for your local area: | Sentiment selection per statement, from Strongly Disagree to Strongly Agree, includes N/A (not applicable) and Don’t know as options. |  |  |
|  | Please list your council’s key actions planned for 2025-26 to progress fair access. | Free text, at most 1,500 characters. |  | Option to email attachment, if preferred. |
|  | Have your council's key actions for 2025-26 changed from what had been indicated in your council's policy and/or action plan? | Multiple choice question, options for selection include:   * Yes – all * Yes - some * No * Unsure/ Don’t know * Other |  |  |
|  | If required, please expand on your response to Question 15. | Free text, at most 1,500 characters. |  |  |
|  | Is funding required for each of the listed key actions planned in 2025-26? | Multiple choice question, options for selection include:   * Yes * No * Unsure/ Don’t know * Other |  | Option to email attachment, if preferred. |
|  | If you answered Yes to Question 17, please expand on anticipated funding requirements. | Free text, at most 1,500 characters. |  |  |
|  | Is funding currently allocated for each of the listed key actions planned in 2025-26? | Multiple choice question, options for selection include:   * Yes * No * Unsure/ Don’t know * Other |  | Option to email attachment, if preferred. |
|  | If you answered Yes to Question 19, please expand on anticipated source of funding. | Free text, at most 1,500 characters. |  |  |
|  | Have there been any disputes or complaints about your council’s policy? If yes, how did your council approach those situations? | Free text, at most 1,500 characters. |  | Please detail the type of stakeholder, the concern raised, and your council’s response. |
|  | Do you have any case studies that show how your council or your community is bringing Fair Access to life? If yes, please provide a summary. | Free text, at most 1,500 characters. |  |  |
|  | Would your council be interested in a check-in with the Office for Women in Sport and Recreation? | Multiple choice question, options for selection include:   * Yes * Our Council does not want a check in at this stage * Other |  |  |
|  | What support could the Office for Women in Sport and Recreation provide to your council 2025-26? | Free text |  |  |
|  |  | Free text, at most 1,500 characters. |  |  |