

SPORTS FACILITY AUDITOR (SFA) - AFL

AUDIT RESET QUICK GUIDE - 2019



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SFA AFL AUDIT REFRESH GUIDE

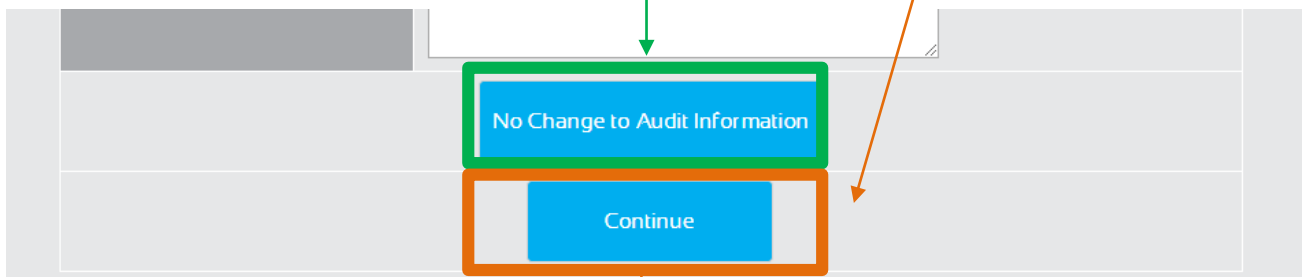
- 1 Audits reset 1st October 2019**
- 2 Login to online version of SFA-AFL
<http://www.imscomply.com.au/sfaafl/>**
- 3 Audits sit in INCOMPLETE CHECKLISTS**

If there has been NO change at the site

- Click on INCOMPLETE CHECKLISTS tab
- Click CONTINUE AUDIT
- Scroll to the bottom of the screen and click NO CHANGE TO AUDIT INFORMATION. Audit will move to the COMPLETED CHECKLIST area. **This site is complete.**

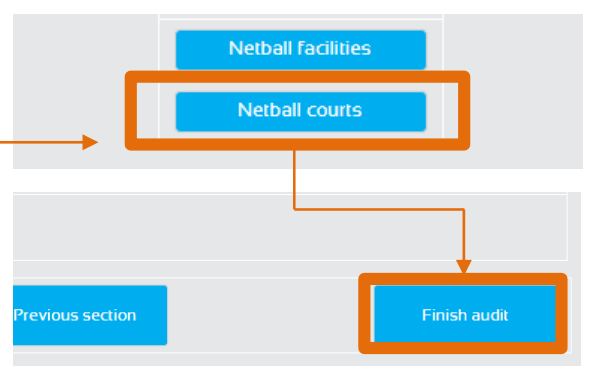
If there has been A CHANGE at the site

- Click on INCOMPLETE CHECKLISTS tab
- Click CONTINUE AUDIT
- Scroll to the bottom of the screen and click CONTINUE




If there has been A CHANGE at the site

- Update audit online (Questions to be updated)
- Click through to Netball Courts section click FINISH AUDIT
- Audit will move to COMPLETED CHECKLIST area. **This site is complete.**



Adding Photos

 **Taking photos of any upgrades are required**

Click the PHOTO ICON in the relevant section of the Audit

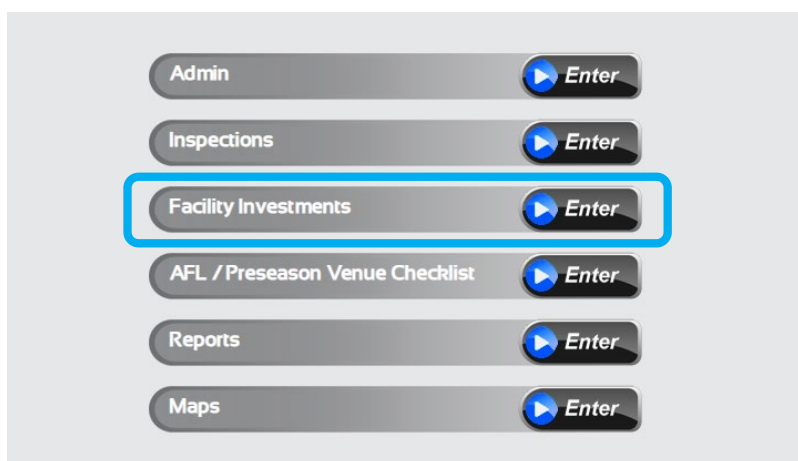
Delete any photos that are no longer relevant since the upgrade

Recording Updates

Any upgrade at a site need to also be recorded in the FACILITY INVESTMENTS checklist area. This can only be done by staff with REGIONAL OR ABOVE access.

FACILITY INVESTMENTS CHECKLIST

ANY UPGRADES / RENEWAL / NEW DEVELOPMENT MUST BE UPDATED IN THE AUDIT AND ALSO ENTERED INTO THE FACILITY INVESTMENT CHECKLIST AREA. THIS CAN ONLY BE DONE BY STAFF WITH REGIONAL OR ABOVE ACCESS.



1. Click on **Facility Investments** tab
2. Filter by LGA or site name to find the venue
3. Click **Start Audit**

The image shows a screenshot of the 'Facility investment' audit form. The form has a blue header with 'Back' and 'Home' buttons. The main content area is white with various input fields and checkboxes. Several fields are highlighted with blue boxes: 'Has there been a fire, flood or other disaster?' with 'Yes' selected; 'Select all disasters that apply' with 'Fire' checked and 'Year of disaster' set to '2016'; 'Have there been any venue upgrades in the last 5 years?' with 'Yes' selected; 'Venue upgrades in the last 5 years' with 'Lights' checked; 'Project Value' set to '\$601,000 - 700,000'; and 'Year completed / will be completed' set to '2018'. The 'Funding Partners' section is a table with the following data:

Funding Partner	Amount
Local Council	\$30,000
State Government	\$100,000
Federal Government	
AFL Grants	\$50,000
AFL State Bodies	\$30,000
Local AFL Football Bodies	
Local Cricket Club	
Other Sport	\$30,000
Local Community Partners	\$410,000

4. The audit will ask if there has been a fire, flood or other disaster. If **YES** is selected additional questions will appear.
5. The audit will then ask if there has been any venue upgrades in the last 5 years. If **YES** is selected additional questions will appear relating to the type of project, year completed and where investment came from.
6. Investment information is critical to AFL tracking project information.
7. Year completed must be entered in a whole year
8. The investment amount must be entered in whole numbers (e.g. enter \$50,000 not \$50K)
9. Click **EXIT AUDIT** when finished. The audit will then move to the **COMPLETED CHECKLIST** area

AUDIT EXCEPTION REPORT

AUDIT EXCEPTION REPORT

Tracks the gaps in completed audits, detailing where audit questions have not been answered. Identified gaps can then be provided back to auditors to ensure audits are completed in full. The report is available by Commission / Region or specified LGA

1. Click **Reports** tab
2. Click **Audit Progress Reports** tab
3. Click on **Audit Exception Report** tab
4. Select preferred filter option Commission / Region or specified LGA

← Back Audit Exception report [Reports home](#)

Please note: This report is updated daily

[Specified LGA Report](#)

[Ballarat City Council](#)

Alfredton Recreation Reserve

SECTION	SUB SECTION	QUESTION
Change facilities	1	Amenities (player/toilets/showers)
Change facilities	2	Amenities (player/toilets/showers)
Change facilities	2	Massage/strapping room
Change facilities	2	Size of strapping room
Kitchen / kiosk	1	Kitchen, kiosk and/or bar servery
Kitchen / kiosk	1	Separate kitchen storeroom
Pavilion / clubrooms	1	Does the main pavilion have an accessible entry
Pavilion / clubrooms	1	Is there a defibrillator machine?
Pavilion / clubrooms	1	Bar
Pavilion / clubrooms	1	Internal storage area
Pavilion / clubrooms	1	External storage area