

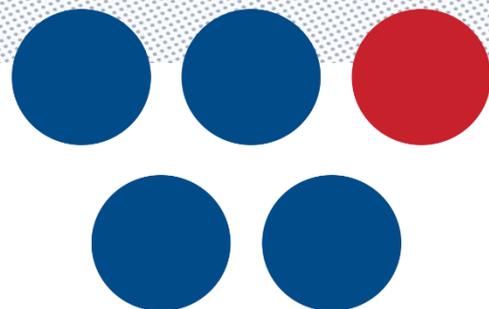


# Community Recreation and Sport Facilities Program

2022–23 Guidelines



**Government of South Australia**  
Office for Recreation, Sport and Racing





## Minister's message

Like many South Australians, I have had a close association with sport – an association that has made a difference throughout my life.

So often sporting clubs and community recreation facilities are the focal point and nucleus of communities; this makes their upgrade and development exceedingly important.

These facilities are where children and people of all ages hone their sporting and leadership capabilities, improve physical and mental health and wellbeing, make friendships, stay active, develop teamwork, enjoy a wonderful sense of belonging and have fun.

Clubs play a crucial role in providing a healthy lifestyle, including people and setting a foundation for children's ongoing involvement in sport and active recreation.

Sporting clubs owe their existence to a band of tireless volunteers, who give so generously of their time and energy to ensure teams and individuals can get out and give their best.

The State Government supports all levels of sport – from grassroots through to elite. Grassroots clubs, regional sporting hubs and associations are at the core of strong South Australian communities.

In 2022-23, \$5,524,000 is available through the Community Recreation and Sport Facilities Program, to assist organisations to develop infrastructure that will enable greater opportunity for participation in active recreation and sport for all South Australians.

The aim of this program is to get South Australians moving and enjoying the many social, health, and lifestyle benefits sport and active recreation provide, by assisting with the development of high-quality active recreation and sport infrastructure.

Thank you to all who support, include and empower people through sport and recreation.

It is with great pleasure that I invite applications for the 2022-23 Community Recreation and Sport Facilities Program funding.

Applications close midday on Friday 9 December 2022.



**Hon Katrine Hildyard MP**

Minister for Recreation, Sport and Racing





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# Introduction

These guidelines set out the funding requirements for the Community Recreation and Sport Facilities Program (CRSFP). The Office for Recreation, Sport and Racing (ORSR) is responsible for administering the program.

# Objectives

The objective of CRSFP is to provide access to funding for the development of sustainable, functional, inclusive and fit-for-purpose active recreation and sport facilities that meet the current and future needs of the South Australian community.

CRSFP will assist eligible organisations to develop infrastructure that directly addresses demonstrated need and supports participation through the rational development of good quality projects.

CRSFP is aligned with the [ORSR 2021–2025 Strategic Plan](#), which has an ambitious set of goals to get South Australians moving. One of the priorities of the Strategic Plan is places and spaces that encourage, and support movement, play and performance that are accessible to all.

# Important dates

The following dates apply to this funding round:

Applications open	Friday 14 October 2022
Applications close	Friday 9 December 2022 – Applications must be submitted online before 12 pm noon ACST
Applications screened	January 2023
Assessment	February 2023
Applicants notified	March 2023
Agreements offered	After notification (anticipated March / April 2023)
Projects must commence construction	Within 12 months from payment of grant
Projects must be completed	24 months from execution of grant agreement

# Budget

The total budget for CRSFP is \$5,524,000.

A notional allocation of \$750,000 will be made available to projects where the requested amount is \$50,000 or less.







## Request amount and co-investment

All applications (trails applications excluded) must contribute a minimum of 50% in funding towards the project unless the following circumstances are evidenced:

- The facility is physically located within a geographical catchment area that is experiencing socio-economic disadvantage\*; and
- The facility or land on which the facility exists or is to be constructed is not owned or under the control of local government or an education body; and
- The project has a direct impact on sport and active recreation participation and is linked to one of the following initiatives:
  - New or upgraded playing surfaces, including multi-sport upgrades and resurfacing
  - New or improved sports floodlighting and safety lighting.
  - Building, expanding and/or upgrading changerooms, parent and child change spaces and officials' areas.

\*For the purposes of this program, a community experiencing socio-economic disadvantage is identified as having a Socio-Economic Indexes for Areas (SEIFA) **score of 4** or lower as determined in the Australian Bureau of Statistics [Census of Population and Housing: Socio-Economic Indexes for Areas \(SEIFA\), Australia, 2016](#) – Data cube: **Postal Area, Indexes, SEIFA 2016**. A subset list of eligible localities (by post code) is available on the ORSR [website](#).

Applications evidencing the above circumstances (low SEIFA area projects), in conjunction with applications for trails must contribute a minimum of 25% in funding towards the project.

	Minimum Applicant Contribution	Maximum Grant
Sport / Active Recreation Projects	50%	\$500,000
Low SEIFA area projects	25%	\$500,000
Trails Projects	25%	\$500,000

Co-contributions are limited to confirmed cash contributions and in-kind materials and labour.

Where an application is for a project that involves an insurance payout, that payout cannot be used as part of the co-contribution requirement.

Where an organisation has received a State Government election commitment, that grant cannot be used as part of the co-contribution requirement.





## Eligibility criteria

### Who is eligible?

To be eligible for CRSFP funding, organisations must:

- Be a not-for-profit sport club, association or sports facility manager incorporated under the *Associations Incorporations Act 1985* (SA), or hold a comparable legal status; or
- Be a local council; or
- Be a school council/board of management; and
- Have been operating for 12 months or longer.

### Who is ineligible?

The following organisations will be considered ineligible for CRSFP funding:

- Organisations that have been operating for less than 12 months.
- For-profit organisations.
- An organisation that has overdue ORSR grant acquittals as at the closing date of the applications. However, applications may be considered by the Funding Assessment Committee if these overdue ORSR acquittals have been submitted prior to the first day of the assessment conducted by the Funding Assessment Committee.

### Applicant and project location

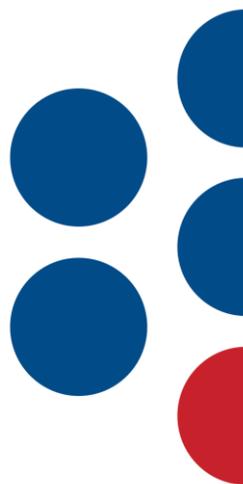
The applicant and project must be located within South Australia.

### Eligible grant projects

All projects must evidence permission from the landowner (where the project is located). For projects located at a school, the applicant must provide evidence that the project will be used by clubs and the local community outside of school hours.

Applicants should demonstrate how their project will achieve program objectives. Examples of eligible projects may include:

- Construction or upgrade of an active recreation and sport facility or multi-use sports hub. Some examples of this include:
  - Significant upgrades to playing surfaces, including multi-sport upgrades and resurfacing that supports increased use.
  - Building, expanding and/or upgrading changerooms, parent and child change spaces and officials' areas.
  - Improved sports floodlighting and safety lighting.
- Upgrade of an aquatic facility.
- Modifications to ensure that an existing facility meets environmental and Occupational Health and Safety regulations.
- Construction/development of trails (walking, horse, bike, water-based).





- Water and energy saving initiatives including water harvesting, installation of new or upgrades to existing irrigation infrastructure, connection to existing water infrastructure, more efficient lighting, installation of solar panels and other innovative smart technologies.

Please note that the list above includes example projects that may be funded. The list is by no means exhaustive and applications for other projects that meet the objectives of the program will be considered.

Where applicable, all projects must also meet relevant state sporting organisation and Australian Standards (e.g. change room dimensions) as well as complying with universal design principals (e.g. unisex toilets/showers).

## Local council and state sporting organisation support

Before commencing your application please contact your local council and relevant state sporting organisation (SSO). It is strongly advised that applicants contact these organisations at the earliest opportunity as it may require time to consider the request and provide the necessary support.

All projects requesting over \$50,000 are strongly encouraged to provide local council and SSO support for their project as this information is critical for the assessment process. It is recommended applicants provide their local council and SSO with the template provided on the ORSR website to complete. This document can then be submitted with the application online prior to the closing date.

## Ineligible projects

The following project types are ineligible:

- Facility planning and design.
- Projects that are to upgrade or develop major stadia.
- Projects that currently have an active/open grant through an ORSR grant program.
- Projects solely for the upgrade or redevelopment of public toilet facilities.
- Projects that commence prior to a Grant Agreement being finalised.
- Projects that do not support active recreation and sport activities.
- The repair of like-for-like replacement of facilities damaged by fire, explosion, vandalism, flood, storm or other natural disasters that are covered by insurance.
- Routine or cyclical maintenance works to existing facilities.
- Residential buildings including caretaker residences.
- The purchase of recreation, entertainment, sporting, maintenance or any other equipment.

## Ineligible costs

If you are successful, the ORSR grant contribution cannot be used to cover the following project costs:

- Costs that are not considered labour or materials.
- Costs associated with ongoing operations, such as but not limited to, electricity, water and other utilities.
- Cost of landscaping for aesthetic purposes.
- Costs associated with the construction or sealing of car parks or roads.
- Insurances.
- Any costs associated with preparing and submitting a funding application.
- Project management fees where the project is being managed by a local council or school.





# How to apply

Carefully read these guidelines to determine whether your organisation and project meets the eligibility criteria.

The following steps briefly describe the process to apply:

- Register for the online application process ([SmartyGrants](#)) available through the ORSR website, or log in to an existing account (<https://orsr.smartygrants.com.au/applicant/login>).
- Complete the online application in full and submit before the closing time of the program. Late or incomplete applications may not be assessed.
- Faxed, emailed or physical submissions are no longer accepted.

If you find an error in your application after submitting it, you should notify ORSR immediately via email: [ORSR.Grants@sa.gov.au](mailto:ORSR.Grants@sa.gov.au), who will reopen your application to amend and resubmit.

ORSR may not be able to accept additional information or requests to change your submission after the closing date.

If you need further guidance in the application process, are unable to submit the SmartyGrants application or wish to withdraw a submitted application, you can contact ORSR via email: [ORSR.Grants@sa.gov.au](mailto:ORSR.Grants@sa.gov.au)

## Common attachments to the application

The following documents are commonly required for an application to be considered eligible:

- Landowner consent.
- The applicant's most recent certified (signed by the club Treasurer) or audited Statement of Financial Performance (Income and Expenditure Statement) and/or Statement of Financial Position (Balance Sheet) covering a period of 12 months.
- Quotes.
- Photographs and appropriate evidence of the current state of the facility.
- Evidence of major funding contributions (e.g. local council minutes/report confirming contributions, letter from local council CEO, and/or club bank statements).
- Plans – infrastructure blueprints, aerial imagery of site (current and proposed), schematic specific plans e.g. lighting charts including lux levels.
- SSO support form.
- Local council support form.
- Comprehensive in-kind voluntary labour and/or materials breakdown. (where applicable)
- Letters of support from organisations that clearly indicate how the user group will either support and/or benefit from the project.
- Project management plan/framework. (where applicable)
- Relevant sections of local council reports/plans/strategic documents/community consultation that support the project.

Attachments should be as recent as possible, noting that key documents which are dated or signed over six months ago may come into consideration when being assessed.

All attachments must be submitted with your SmartyGrants application. Attachments and/or other information not submitted in the applicant's SmartyGrants application may not be considered through the assessment process.



## Key specifics to get correct

Applicants must ensure the following;

- The applicant's legal name is entered exactly how it appears on the ASIC Registers [website](#).
- The applicant's Australian Business Number (ABN) is entered correctly and matches the legal name.
- If you do not have an ABN, you will need to submit a completed Australian Taxation Office (ATO) Statement by Supplier Form with your application, otherwise 46.5% of any approved grant may be withheld. Download the [Statement by Supplier](#) form from the ATO.
- Check that all the questions have been answered and all essential documentation is attached.
- Press submit once you have completed the application. Amendments can be made prior to the closing date upon request.

Ensure you follow the helpful hints on each question within the application form as well as the following tips:

- Keep your responses to the questions clear and concise.
- Prioritise your writing to ensure the most critical information is in a prominent position.
- Use dot point writing where possible.
- Assume the reader is not familiar with your project.
- Additional documents should be directly referenced within the application.
- Accurately label attached files and avoid use of acronyms.
- Collate documents into singular files where possible e.g. attach one collection of photos in one file rather than uploading multiple individual photos.

It is not possible to approve all requests; therefore, funding should not be deemed automatic or anticipated.





# Assessment process

## Eligibility screening

ORSR conducts a preliminary assessment of all applications to ensure the following criteria are met:

- The applicant organisation is eligible to apply, and
- The core project is eligible (identified ineligible costs may be removed from a funding recommendation), and
- The applicant has evidenced major funding contributions from project partners. Where significant funding is being sourced from the Federal/Local Government appropriate consideration will be made to allow for differing program timelines, and
- Evidence of major project costs are provided (quotes), and
- Landowner consent is provided (where the project is located), and
- The application has been submitted, and all mandatory questions have been answered (incomplete applications may be deemed ineligible).

If an application fails to pass eligibility screening the applicant will be contacted via email, using the details provided in the application. The online application form will be reopened for the applicant to update and resubmit.

If an application isn't resubmitted before the date that is requested by ORSR or the Funding Assessment Committee, ORSR will utilise the latest submitted version for eligibility screening and assessment.

## Funding Assessment Committee

The Chief Executive, ORSR appoints the members of the Funding Assessment Committee. The Funding Assessment Committee is comprised of officers from across ORSR.

ORSR recognises that conflicts of interest may arise with staff, technical experts, and others assessing the applications and forming recommendations. All employees of the Government of South Australia must comply with:

- The Code of Ethics of the South Australian Public Sector issued under the *Public Sector Act 2009 (SA)*.
- Public Sector (Honesty and Accountability) Regulations 2010 (SA).

The assessment processes within ORSR are additionally governed by the following:

- ORSR Interests Management Policy.
- ORSR Grant Management Policy and Procedures.

## Assessment against criteria

The Funding Assessment Committee assesses all applications.

Where an application is deemed eligible, the Funding Assessment Committee will assess the application against the relative merit of other projects in meeting the assessment criteria.

The Funding Assessment Committee may request additional information during the Committee's sitting period.

Please note, satisfying the assessment criteria alone does not guarantee receipt of funding.





It is anticipated that the number of eligible applications and funds sought will exceed the funds available and therefore ORSR does not guarantee projects will be successful, nor that successful projects will receive the full amount of funding requested.

## Assessment criteria

Weighting	Project Need Extent to which the applicant has demonstrated and provided evidence that the project:
25%	<ul style="list-style-type: none"> <li>Addresses an identified need, gap or deficiency in the availability of active recreation and sporting facilities to the community.</li> <li>Will lead to benefits for each user group.</li> <li>Has support from users of the facility and the broader community.</li> </ul>
Participation and Utilisation Extent to which the applicant has demonstrated and provided evidence that the project:	
25%	<ul style="list-style-type: none"> <li>Will lead to positive participation and utilisation outcomes for active recreation and sport.</li> <li>Will lead to additional programming opportunities and/or improved inclusiveness.</li> <li>Provides for multiple sports and/or user groups.</li> <li>Will provide gender equity in programming/scheduling.</li> </ul>
Quality Infrastructure Extent to which the:	
20%	<ul style="list-style-type: none"> <li>Project improves the quality, safety or standard of facilities that are available to the community.</li> <li>Applicant provides plans that address Community Safety, Risk Management, Universal Design Principles, and Environmentally Sustainable Design.</li> </ul>
Strategic Justification Extent to which the project:	
10%	<ul style="list-style-type: none"> <li>Is identified through a facility planning process and identified as a priority by the local council and/or relevant state sporting organisation.</li> <li>Aligns with ORSR's strategic plan, and the State Sport and Recreation Infrastructure Plan.</li> <li>Demonstrates economic impact during construction and operation, including employment during and after construction.</li> </ul>
Project Delivery Extent to which the applicant evidences capacity to:	
20%	<ul style="list-style-type: none"> <li>Begin the project within 12 months of receipt of funding.</li> <li>Effectively manage the project through relevant project management history.</li> <li>Finance the project through the confirmation of cash funding contributions and provision of itemised accurate and up to date quotes.</li> <li>Appropriately manage previous ORSR grants.</li> <li>Identify the project scope and outline how the project will be completed within a prescribed timeframe.</li> <li>Manage the ongoing maintenance and life-cycle replacement costs.</li> </ul>





Larger facility projects that are staged over a period of time should note that being successful through one grant program for a stage does not guarantee an applicant funding through other grant programs for another stage.

Applications which feature substantial in-kind contributions (relative to the total project cost) may not be considered as favourably as cash contributions when being assessed against the "Project Delivery" criteria.

## **Recommendation**

Once the assessment is completed, the Chief Executive, ORSR will provide funding recommendations to the Minister for Recreation, Sport and Racing for consideration.

Please be aware that the amount of funding recommended may be lower than the amount requested.

## **Final approval**

The Minister for Recreation, Sport and Racing will provide final approval.

## **Notification**

All applicants will be notified of the outcome of their grant application.

The details of successful applicants (grantees) may be provided to the applicant's local Member of Parliament, who may decide to contact the grantee to congratulate them.

## **Unsuccessful applications**

All unsuccessful applicants will receive notification through SmartyGrants. Applicants are encouraged to contact ORSR for application feedback and advice when applying for future grants.





# Successful applications

## Grant agreement

Successful applicants (grantees) will be sent a grant offer detailing the terms and conditions of the funding.

Effective 1 January 2019, public authorities are required to use standard funding agreements approved by the Crown Solicitors Office. For CRSFP, the Not-for-Profit Standard Grant Agreement will be utilised. For more information regarding the grant agreements, click [here](#).

Grantees will have at least 14 days, from the date of a written offer, to execute a funding agreement with ORSR ('execute' means both the applicant and ORSR have signed the agreement). The offer may lapse if both parties do not execute the grant agreement within the specified timeframe.

Approval of grant funding is based on information provided within the application. Any changes to details may be reviewed to consider any potential impacts.

Grantees are given twelve (12) months to begin the project from receipt of funding and 24 months to complete the project.

An approval may have specific conditions that have been determined through the assessment process. Any such details will be specified in the grant offer.

## Payment

Payment of grant funding will be made in accordance with the terms and conditions of the grant agreement.

Approved grant funding will be transferred electronically into the Australian bank account nominated within the application.

Should a successful applicant become overdue with any obligations, reporting or acquittals, payments may be placed on hold until those are met.

The grantee must use any bank interest that accrues from the deposit of the grant for the purpose outlined within a grant agreement.

The grantee may only draw down or use the grant to the extent necessary to progress the construction or redevelopment of the facility and in compliance with their grant agreement.

## Funding shortfalls/underspends

If the grantee does not receive all the stated co-investments to the project as per their application, the grantee will be required to meet the funding shortfall.

If the total cost of the project is greater than the grant plus co-contributions, the grantee will be required to meet all such additional costs.

If the actual cost of the project comes in under budget, the grantee will be required to repay a portion of the grant as outlined in the grant agreement.





## Monitoring and compliance

All grantees will be required to:

- Only use the funding for eligible costs as detailed within the grant agreement.
- Comply with the relevant laws in force in South Australia.
- Maintain valid public liability insurance for a minimum of \$1,000,000 for any one claim for the funding period.
- Appropriately acknowledge the Government of South Australia as a funding source.
- Comply with the reporting and acquittal requirements of the grant agreement. Failure to comply may result in ORSR grant payments being suspended and/or the organisation no longer being eligible to receive ORSR funding or being required to return the grant, or part thereof.
- Submit reports, financial reports, and other required documentation in line with the funding agreement. The amount of detail required in reports/documentation will be proportionate to the grant amount.
- Allow ORSR to monitor the grant progress by assessing submitted reports/documentation. In some cases, ORSR may need to re-examine claims, seek further information or request an independent audit of claims and payments.
- Comply with the other terms and conditions in the grant agreement.
- Contact ORSR immediately when becoming aware of a breach of terms and conditions of the grant agreement.

## Ad hoc reporting

Ad hoc reports may be required for the project. This may include reports to confirm progress, or to explain any significant delays or difficulties in completing the project.

## Financial and audit reports

Where the grantee is required by law to prepare audited financial statements, or requested by the Government Party, it will need to provide these statements and audit reports throughout the term of the grant agreement.

## Compliance visits

ORSR may visit the site during the project period to review compliance with the grant agreement, and to inspect relevant records that must be kept under the funding agreement. ORSR will provide reasonable notice of any compliance visit.

## Events

Grantees must notify the Minister for Recreation, Sport and Racing, and are encouraged to notify the local Member for Parliament or their representatives or ORSR/government delegate to attend any special events relating to the construction or completion of the project. Requirements are outlined in the grant agreement.





## Grant agreement variations and extensions

Unexpected events may delay a project's progress. In these circumstances, grantees can request a project variation to the terms of the grant agreement, such as the purpose or expiry date. Any request must be submitted through SmartyGrants. Requests may require the following details:

- The reason and justification for the variation.
- Updated details and other relevant supporting documentation.
- New project timelines and and/or new milestones.

If a variation request is submitted, the following factors will be considered:

- Impact to project outcomes.
- Consistency with the program objective/s.
- Deviations from the original proposal and a subsequent re-assessment against program assessment criteria.
- Timeframe implications.

The program does not allow for any increase to the agreed amount of grant funds as established in the grant agreement.

## Acquitting a grant

Upon expending the grant, grantees will be required to acquit the grant through SmartyGrants. Grant acquittal requirements will be outlined in the grant agreement. These requirements may include:

- Providing a detailed breakdown of goods and services the grant was spent on, including descriptions and amounts.
- Providing details and amounts of the final funding sources for the project.
- Certification that the statements made in the acquittal are true and correct.
- Identifying if the grant has achieved the program's objectives.
- Where requested, providing photographs, videos and other details in relation to the completed project.

## Grant acknowledgement

Grantees will be required to acknowledge the Government of South Australia's support.

Approval through ORSR is required before any public announcements for the grant. If the grantee makes a public statement about the project funded, we require at a minimum acknowledgement of the grant by using the following statement:

"This project received grant funding from the South Australian Government through the Office for Recreation, Sport and Racing."

Acknowledgement and publicity guidelines may form part of the grant agreement and include the requirement that all activities acknowledge the Government of South Australia's support through logo presentation on any activity-related publications, media releases, and promotional material.

The Minister must be given the opportunity to participate in any formal activity associated with commencement or launch of a project. Openings and launches of projects are to be coordinated through the Minister's office.





## Social media acknowledgement

To ensure the ORSR does not miss any project updates and news, grantees should include, where appropriate, the ORSR account tags in each of their social media posts. This will alert us to new posts so we, in turn, can 'Like' and share your content.

Facebook: [@SARecandSport](#)

Instagram: [@sarecreationandsport](#)

When acknowledging a grant or mentioning ORSR's support on your website or in any digital communications, please include a link to <https://www.orsr.sa.gov.au/>.

## Other information

### Grants and Goods and Services Tax (GST)

It is recommended that applicants seek independent legal and financial advice to determine all taxation obligations before applying.

Please note that if your organisation's annual turnover is greater than \$150,000 (non-profit organisations) then you are required by the Australian Taxation Office to be registered for GST (source: [www.ato.gov.au](http://www.ato.gov.au)).

Successful applicants registered for GST will have their grant grossed up by 10 per cent to offset GST payable on the grant. Organisations not registered for GST will not have the grant grossed up. Grantees cannot have the grant agreement transferred to another body based on GST registration.

Also note, from 1 July 2017, government entities at the federal, state, territory and local levels report the grants they pay to people or organisations with an Australian Business Number to the Australian Taxation Office.

### Financial reporting

ORSR requests organisations adopt the National Standard Chart of Accounts for Not-for-Profit Organisations: <https://www.acnc.gov.au/for-charities/manage-your-charity/national-standard-chart-accounts>.

### How ORSR will use your information

ORSR may share your information with other government agencies for relevant purposes such as:

- To improve the administration, monitoring and evaluation of government programs.
- For research.
- To announce grant recipients.





## Treatment of confidential information

ORSR will treat information provided by applicants as sensitive and confidential if it meets one of the four following conditions:

- You clearly identify information as confidential and provide an explanation.
- Information is commercially sensitive.
- Disclosing information would cause unreasonable harm to you or someone else.
- Information is provided with an understanding that it will stay confidential.

## When ORSR may disclose confidential information

ORSR may disclose confidential information to the following:

- The ORSR Chief Executive, employees and/or contractors to help ORSR manage the program effectively.
- The Minister.
- The Auditor-General, Ombudsman or Commissioner for Consumer and Business Services.
- A House or Committee of Parliament.

ORSR may also disclose confidential information if:

- Required or authorised by law (including if requested under the *Freedom of Information Act 1991 (SA)*)
- The grantee agreed to the information being disclosed
- Someone other than ORSR has made the confidential information public.

## Personal information

ORSR must treat your personal information according to the Premier and Cabinet Circular Information Privacy Principles Instructions and the *Privacy Act 1988* (Cwth). This includes informing you:

- What personal information ORSR collects.
- Why ORSR collects your personal information.
- To whom ORSR gives your personal information. ORSR may give personal information collected to our employees and contractors, the Assessment Panel, and other Government of South Australia employees and contractors, so ORSR can:
  - Manage the program.
  - Research, assess, monitor and analyse our programs and activities.

ORSR, or the Minister, may:

- Announce the applications received or successful applicants to the public.
- Publish personal information on ORSR websites.
- Decide how we collect, use, disclose and store your personal information.
- Provide you with information about how you can access and correct your personal information.





## Reporting

Effective disclosure and reporting of administered grants is essential for public accountability. Reliable and timely information on grants is vital for public and government confidence in the quality and integrity of grants administration. ORSR may publish grant applications and requests, grant recipients and funding amounts approved on the ORSR website.

## Freedom of information

The *Freedom of Information Act 1991 (SA)* and the *Privacy Act 1988 (Cwth)* are the main pieces of legislation that provide access to and amendment of personal information.

Arrangements for managing Freedom of Information (FOI) requests should be discussed with ORSR's FOI Officer. The FOI Act is about openness and access to government-held information and is based on the principle that government information should be accessible by the public because it belongs to the public. Consequently, it is important that recorded information is accurate, up to date, complete, not misleading and relevant to the purpose for which it was collected.

The FOI Officer must be contacted to assist with FOI requests. The circumstances under which an agency may refuse a request for information under FOI laws are limited. Advice on possible exemptions should be sought from the FOI Officer.

## Child-safe environments

Children and young people have a right to be safe and protected at all times, including when accessing services in the community.

Child protection legislation in South Australia requires certain organisations to provide a child-safe environment. All state authorities and persons or bodies who provide a service or undertake an activity that constitutes child-related work under the *Child Safety (Prohibited Persons) Act 2016* must meet these obligations.

To meet the requirements under the *Children and Young People (Safety) Act 2017* and the *Child Safety (Prohibited Persons) Act 2016*, these organisations must have a child-safe environments policy in place, meet working with children check obligations and lodge a child-safe environments compliance statement.

The statement is lodged with the Department for Human Services:

<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments>

To lodge a child-safe environment compliance statement, visit:

<https://dhs.sa.gov.au/services/community-and-family-services/child-safe-environments/lodging-a-child-safe-environments-compliance-statement>





## Definition of key terms

Term	Definition
Active recreation	Activities engaged in for the purposes of relaxation, health and wellbeing or enjoyment, with the primary activity requiring physical exertion and the primary focus on human activity.
Applicant	The organisation that has submitted an application.
Application	The document that applicants use to apply for funding under the program.
Funding period	The period of the grant agreement where spending on the approved project and its outcomes can occur.
Grantee	The recipient of a successful grant.
Minister	The Minister for Recreation, Sport and Racing.
ORSR	Office for Recreation, Sport and Racing, an agency of the Government of South Australia.
Sport	A human activity involving physical exertion and skill as the primary focus of the activity, with elements of competition where rules and patterns of behaviour governing the activity exist formally through organisations and is generally recognised as a sport.





## Enquiries and feedback

For further information or clarification, you can contact ORSR through the website: <https://www.orsr.sa.gov.au/>.

ORSR may publish answers to your questions on the website as Frequently Asked Questions.

A compliment or complaint can be lodged using the ORSR compliments and complaints form on the website: <https://www.orsr.sa.gov.au/>.

### Disclaimer:

These guidelines were accurate at the time of publishing and supersede all terms and conditions contained in the previous guidelines for the Community Recreation and Sport Facilities Program.



**Government  
of South Australia**

Office for Recreation,  
Sport and Racing



27 Valetta Road  
Kidman Park, SA 5025



PO Box 219  
Brooklyn Park, SA 5032



ORSR.Grants@sa.gov.au



1300 714 990



**orsr.sa.gov.au**