

State Records Act 1997

Operational Records Disposal Schedule

Office for Recreation, Sport and Racing (ORSR) (and predecessor agencies)

RDS 2022/01 Version 1

Effective Date: 22 February 2022 to 22 February 2032

Approved Date: 22 February 2022



Office for Recreation, Sport and Racing (and predecessor agencies)

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Preamble

Purpose of the Schedule

This Operational Records Disposal Schedule (RDS) authorises arrangements for the retention or destruction of records in accordance with Section 23(2) of the *State Records Act 1997*.

Application of the Schedule

Office of Recreation, Sport and Racing (and predecessor agencies)

Approved Date: 22 February 2022

Effective Date: 22 February 2022 to 22 February 2032

Authorisation by State Records

This authorisation applies only to the disposal of the records described in the Schedule.

Approval

In accordance with section 23 of the *State Records Act 1997*, this RDS constitutes a determination by the Director, State Records, with the approval of State Records Council, at their meeting held on 22 February 2022.

Disposal of Official Records

Legislation

Section 23(1) of the *State Records Act 1997* states that an agency must not dispose of official records except in accordance with a determination made by the Manager [Director] of State Records with the approval of the State Records Council.

Section 23(2) states:

'If an agency requests the Manager to make a determination as to the disposal of official records, the Manager must, as soon as practicable:

- (a) with the approval of the [State Records] Council, make a determination requiring or authorising disposal of the records in a specified manner; or
- (b) make a determination requiring delivery of the records into the custody of State Records or retention of the records and later delivery into the custody of State Records.'

The contents of an RDS, once the approval process is complete, constitute a determination within the meaning of the *State Records Act 1997*.

Functions of the Schedule

An RDS plans the life of these records from the time of their creation to their disposal. It describes the records created and/or controlled by *the Office of Recreation, Sport and Racing*, the disposal sentence specifying whether they are to be retained as archives or destroyed, and when this should occur.

This Operational Records Disposal Schedule has been prepared in conjunction with staff from *the Office of Recreation, Sport and Racing* to determine the records which need to be kept because of their long term value and to enable the disposal of records once they are no longer needed for administrative purposes. The assessment of the records takes into account their administrative, legal, evidential, financial, informational and historical values. The appraisal of the records is in accordance with the State Records' Appraisal Standard - available from State Records' website (www.archives.sa.gov.au).

The Schedule complements the General Disposal Schedules (GDS) that are issued by State Records to cover housekeeping and other administrative records common to most State Government agencies.

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Using the Schedule

The Schedule applies only to the records described within it.

Layout

The Schedule is laid out as follows:

Item Number: Numbering in the Schedule is multi level:

- Functions have single numbers (e.g. 1.)
- Activities and/or processes have two-level numbers (e.g. 1.1)
- Disposal classes have three-level numbers (e.g. 1.1.1)

Function: The general functions are shown in 11 point bold Arial upper case at the start of each section. (e.g. **BOXING AND MARTIAL ARTS (BMA) MANAGEMENT**)

Activity/Process: The activities and processes relating to each function are shown in 11 point bold Arial sentence case (e.g. **Prosecutions**).

Description: Descriptions are in three levels ranging from broad functions to specific disposal classes:

- definitions of functions are shown at the start of each section in **bold** (e.g. The function of managing land for which the agency is legislatively responsible);
- definitions of activities are located adjacent to the activity title in *italics* e.g. The acquisition of land in accordance with the agency's strategic objectives; and
- descriptions of each disposal class are arranged in sequence under the activity definitions.

Disposal Action: Disposal actions relate to the disposal classes arranged under the activity descriptions. The status of the class is either PERMANENT or TEMPORARY with a disposal trigger and retention period given for all temporary records.

Retention Period of the Record

The Schedule is used to sentence records. Sentencing involves applying the record retention periods within the RDS to the records of the Office of Recreation, Sport and Racing. Decisions are made using the Schedule about whether records are to be retained and, if so, for how long, or when they are to be destroyed.

Retention periods set down in the Schedule are the minimum requirements and the Office of Recreation, Sport and Racing may extend the retention period of the record if it considers there is an administrative need to do so. Where the Office of Recreation, Sport and Racing wishes to retain records for substantially longer periods, it should request that the Schedule be amended to reflect this requirement.

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Custody and Transfer of the Record

Permanent Records

Section 19 of the *State Records Act 1997* includes provisions for the transfer of custody of an official record:

- a) when the agency ceases to require access to the record for current administrative purposes; or
- b) during the year occurring 15 years after the record came into existence - whichever first occurs.

Official records that have been sentenced as permanent, in accordance with an approved disposal schedule, are required to be transferred to State Records.

Agencies with valid reasons to retain permanent records for longer than 15 years should apply in writing to Director [Manager], State Records requesting either a postponement or an exemption from section 19.

It should be noted that postponement or exemption are only granted in exceptional circumstances.

Temporary Records

The custody of official records that have been sentenced as temporary is the responsibility of agencies. A policy and standards framework for the management and storage of temporary value official records has been established by State Records as documented in *Records of Temporary Value: Management and Storage: Standard and Guidelines* (May 2002). The Office of Recreation, Sport and Racing needs to comply with these policy documents - available from State Records' website (www.archives.sa.gov.au).

The custody of official records on networks or hard drives is also the responsibility of agencies. The Office of Recreation, Sport and Racing needs to ensure that records in electronic format remain accessible to authorised users for the duration of the designated retention period. State Records is, however, currently examining options for the transfer of permanent value electronic records in digital form to its custody.

Destruction of Temporary Records

Temporary records can only be destroyed with the approval of the CE or delegate in accordance with the *Destruction of Official Records Guideline* issued by State Records of South Australia. Failure to comply with this direction falls under Section 17 of the *State Records Act 1997*.

Prior to destruction, the following General Disposal Schedules (GDS) need to be consulted:

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- **GDS 16 Impact of Native Title Claims on Disposal of Records** to ensure records which are relevant to native title claims in South Australia are identified and preserved.
- **GDS 27 for Records Required for Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care** to ensure the preservation of official records that may relate to the rights and entitlements of the individuals who present a court claim or apply for an ex gratia payment and of the State Government in defending or processing those claims and applications
- **GDS 32 for Records of Relevance to the Royal Commission into Institutional Responses to Child Sexual Abuse** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- **GDS 36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse** to ensure that records of relevance are protected and available for any subsequent actions involving the South Australian as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- **GDS 37 for Records of Relevance to the Royal Commission into Aged Care Quality and Safety** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.
- **GDS 38 for Records of Relevance to the Royal Commission into Violence, Abuse, Neglect and Exploitation of People with Disability** to ensure that records of relevance to the Royal Commission are protected and available for the purposes of the Royal Commission and any subsequent actions involving the South Australian Government as well as for future reference and accountability purposes and to protect the rights and entitlements of stakeholders.

The Office of Recreation, Sport and Racing must ensure that all destruction is secure and confidential and that a certificate confirming destruction is provided by private contractors.

Standard methods for destruction of paper are shredding, pulping or other means that are environmentally friendly.

Records in electronic format must only be destroyed by reformatting or rewriting to ensure that the data and any “pointers” in the system are destroyed. “Delete” instructions do not offer adequate security as data may be restored or recovered.

The Office of Recreation, Sport and Racing should keep their own record of all records destroyed, noting the relevant disposal authority. Proof of destruction may be required for legal purposes, or in response to FOI applications. When records are destroyed

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systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

Review

State Records' disposal schedules apply for a period of ten years. Either the Office of Recreation, Sport and Racing or State Records may propose a review of the Schedule at an earlier time, in the event of changes to functions or procedures that affect the value of the records covered by the disposal authority. Reviews are especially necessary if there is vast administrative change that affects the currency and use of the records and/or the records are dispersed to other agencies.

The State Records Council needs to approve all amendments to the Schedule. Officers using the Schedule should advise State Records of any necessary changes.

Context Statement

Context of the Agency Covered by the Schedule

History and Background

Increasing involvement of Government in recreation and sport

Government involvement in recreation, sport and racing

Australian recreation and organised sport evolved from its English forebears, when immigrants brought their traditional games and sport with them that were based on voluntary participation in community clubs (Cashman 1995).¹

In 1972, the then newly elected Commonwealth Government established the Department of Tourism and Recreation to develop policies for recreation and sport with the following underlying philosophy expounded by the then new Prime Minister Hon. E.G. Whitlam; 'To increasing degree governments are expected to improve the intellectual, artistic, recreational and sporting and sport opportunities of their people' (Whitlam 1974).²

The report entitled the Role, Scope and Development of Recreation in Australia (Bloomfield 1973)³ was also influential in establishing recreation and sport government policies at both Commonwealth and State Government levels.

In order to take advantage of significant Commonwealth funds made available through the Commonwealth Government Capital Assistance for Leisure Facilities (CALF) program, the South Australian Department of Tourism, Recreation and Sport with its Recreation and Sport Division was established in 1973.

¹ Cashman, R. (1995), *Paradise of Sport: The Rise of Organised Sport in Australia*, Melbourne, Oxford University Press.

² Whitlam, E.G (1974) *Speech at the National Leisure Seminar – A new perspective*, Government Printer, Canberra, ACT.

³ Bloomfield, J. (1973), *Role, Scope and Development of Recreation in Australia*. Canberra, Department of Tourism and Recreation.

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Administrative History of the Agency (an overview)

Recreation and sport function

From 1973 onwards, the ORSR (and its predecessors) has existed either as a Department reporting directly to the Minister, as a division of a department as an Office or an attached office reporting within a Departmental portfolio.

Primary agencies responsible:

- National Fitness Council of South Australia (1939-1976) (GRG95)
- Recreation and Sport Division (1973-1982) (GA78)
- Department of Recreation and Sport (1982-1993) (GA80)
- Office for Recreation, Sport and Racing (1993-1997) (GA1105)
- Office for Recreation and Sport (1997-2000) (GA2385)
- Office for Recreation, Sport and Racing (2000-2002) (GA1634)
- Office for Recreation and Sport (2002-2018) (GA936)
- Office for Recreation, Sport and Racing (ORSR) (2018-current) (GA2736)

Other agencies responsible

- Department of Tourism, Recreation and Sport (1973-1979) (GA115)
- Department of Community Development (1979) (GA77)
- Department of Transport (I) (1979-1982) (GA277)
- Department of Housing and Urban Development (1993-1997) (GA612)
- Department of Industry and Trade (1997-2000) (GA1268)
- Department for Environment and Heritage (2000-2001) (GA1115)
- Department of Administrative and Information Services (DAIS) (2001-2006) (GA795)
- Department of the Premier and Cabinet (2006 – 2008)
- Attorney-General's Department (2008 – 2011)
- Department of Planning and Local Government (2011 – 2011)
- Department of Planning, Transport and Infrastructure (2011-2018)
- Department of the Premier and Cabinet (2018-2020)
- Department for Infrastructure and Transport (2020-current)

Establishment of National Fitness Council 1939

The National Fitness Council (NFC) (GRG95) was established in 1939 as a government advisory body. The Council's objective was to promote and encourage the importance of physical fitness, provide facilities for the instruction of physical education, and provide training for leaders of fitness groups.⁴

⁴ SRSA GRG 95/1/0/55

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In 1941 activities were expanded to country areas of rural and regional South Australia.

In 1952 repeated attempts by the Council and the South Australian Women's Amateur Sports Councils to obtain government assistance were partially rewarded with the donation of 19 acres of land from the State government for the development of a women's sports field, later to be known as the South Australian Women's Memorial Playing Fields.⁵

The National Fitness Council provided opportunities for women to hold positions in the organisation as its programmes were segregated by sex. The Council was responsible for the formation of the South Australian Gymnastic Association in 1952 and the introduction of softball, cricket and court cricket to girls' schools.

The NFC owned and co-ordinated camps including Barmera; Binnie Well, Kyeema, Lobethal, Mylor, Parnanga, and Wirrabara camps, and youth hostels including St. Kitts, and Terka. The NFC owned the Goolwa Conference Centre and operated the Mylor National Fitness Training Centre.⁶

The Council also provided coaching assistance in tennis, athletics, hockey, netball and promoted new team sports.

Establishment of Recreation and Sport Division 1973

The new South Australian Department of Tourism, Recreation and Sport (TRS) was established in 1973 with the merging of the Tourist Division (formerly part of the Department of the Premier and of Development) and previously to that part of the Immigration, Publicity and Tourist Bureau Department) and the newly created Recreation and Sport Division of the TRS.

The Recreation and Sport Division within the Department of Tourism, Recreation and Sport (GA115) was responsible for initiatives in planning programmes for public recreation and sport, provision of recreational and sporting facilities, sponsorship and advice on training personnel, and assisting in the allocation of Commonwealth funds for community recreation centres.⁷

TRS was initially responsible to the Minister of Recreation and Sport (I) (GA2277), from 1975 the Minister of Tourism, Recreation and Sport (GA2278).

A nominated member of staff from the Recreation and Sport Division sat on the Recreation Advisory Council and the Sports Advisory Council, both formed in 1973 to advise the Minister of Recreation and Sport (I) on the needs and priorities regarding financial assistance for community recreation and sport organisations.⁸

⁵ SRSA GRG 95

⁶ SRSA GRG 95/1/0/55

⁷ Report of the Auditor-General, Parliamentary Paper No. 4, 1974

⁸ SRSA GRS 1974/1/1 1973/12

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Amalgamation with National Fitness Council of South Australia 1976

In 1974 the National Fitness Council resolved to amalgamate with the Department of Tourism, Recreation, and Sport.⁹

This occurred in 1976, when the Council was amalgamated with the Recreation and Sport Division.

Separation of Recreation and Sport from Tourism 1979-1982

In 1979 a separate Minister of Recreation and Sport II (GA564) and Minister of Tourism (II) (GA575) were established.

On 15 March 1979 the Department of Tourism, Recreation and Sport was broken up, with the Tourism Division becoming the Department of Tourism (GA72) and the Recreation and Sport Division becoming part of the Department of Community Development.

On 20 September 1979 the Recreation and Sport Division transferred to the Department of Transport (GA277).

The Salary Subsidy Scheme, introduced in 1981, provided funds to recreation, sport and fitness associations for the development of new projects and strategies across three-year plans. The Scheme was revised in 1985 as the Salary Subsidy Program.

In November 1982 the Recreation and Sport Division became the Department of Recreation and Sport I (GA80).¹⁰

Creation of Department of Recreation and Sport 1982

The Department of Recreation and Sport (GA80) was established on 11 November 1982 from the Recreation and Sport Division of the Department of Transport.¹¹

Creation of South Australian Sports Institute (SASI) in 1982

The South Australian Sports Institute (SASI) was established within the newly formed Department of Recreation and Sport to provide high performance sport services and talent identification programs. It was Australia's first sport institute.¹²

SASI still exists and currently has two primary purposes, (a) to identify and develop talented South Australian athletes and (b) to support elite South Australian and South Australian based athletes in their quest to be selected to represent Australia in significant international sporting events including Olympic Games, Paralympic Games, Commonwealth Games and World Championships.

⁹ SRSA GRS 1974/1/1/ 1973/27

¹⁰ SRSA GA 78

¹¹ South Australian Government Gazette, No. 66, 11 November 1982, page 1574

¹² SRSA GA 2535

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An annual competitive athlete scholarship process is available to athletes who compete in Olympic, Paralympic or Commonwealth Games sports and disciplines. Applications are assessed against the eligibility criteria and successful applicants may receive any of the following depending on their sport and prioritised needs – access to world class training facilities, financial assistance to access appropriate competitions, access to performance support services and expertise including physiology, skill acquisition, nutrition, biomechanics, sport psychology, career support and counselling and medical services.

Functions of SASI have included: coaching, sports science, sports planning, sports psychology, and women's sport.¹³

Departmental activities 1984 to 1988

In 1984 the structure of the Department was reorganised into three divisions:

- Recreation, Sport and Fitness;
- Racing and Gaming; and
- Management and Support Services.

By 1985, the Department's camps at Mylor, Parnanga, and Frahn's Farm were leased to community agencies, while the responsibility of courses in sports administration was handed over to TAFE.

Projects of the Department included the creation of cycle touring maps for various parts of the State, strip maps of the Murray River to support recreational activities, and developments to walking trails including the Heysen Trail. Within Adelaide, the Department jointly managed 'Sports City', a health and corporate fitness program for those working or living in the city.¹⁴

By 1988 the Department was organised into four sections:

- SA Recreation Institute (SARI)
- SA Sports Institute (SASI)
- Racing Division and
- Operations Division.

Functions relating to the Racing Division included: policy advice, projects and research, industry liaison, legislation, betting rules, Racing Appeals Tribunal, Racing Industry Advisory Committee.¹⁵

¹³ Annual Report of the Department of Recreation and Sport 1989, Parliamentary Paper No. 117

¹⁴ Annual report of the Department of Recreation and Sport 1985, Parliamentary Paper No. 165

¹⁵ Annual Report of the Department of Recreation and Sport 1989, Parliamentary Paper No. 117

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The Operations Division advised on facilities including the State Shooting Park and State Associations House.¹⁶

Establishment of South Australian Recreation Institute (SARI) in 1988

The South Australian Recreation Institute (SARI) was established in 1988 as a Division of the Department of Recreation and Sport. Functions of SARI included: recreation planning, walking trails, and playgrounds.¹⁷ SARI was formed to deal with the Department's recreation responsibilities, with objectives including: development of outdoor recreation facilities, programmes and services; support of indoor recreation through targeted programmes; policy advice on recreation to organisations and other government departments; distribution of funds; and the development of a plan for water safety. The Institute was supported by the South Australian Recreation Institute Board, responsible to the Minister of Recreation and Sport.¹⁸ It was disbanded in 1992 and integrated back into the Department as Recreation SA. There is no further information that can be located as to Recreation SA.

Establishment of Commonwealth Games Bid Office in 1990

In June 1989, the Australian Commonwealth Games Association wrote to the Premier of each State, asking them to consider nominating the capital city of their State to present the Australian bid for the 16th Commonwealth Games in 1998. Adelaide was selected by the Association to bid on behalf of Australia in August 1990.

A Bid Committee was appointed by Cabinet to guide the operations of Adelaide's bid and various Sub-Committees were also established. Support was provided by the 1998 Adelaide Commonwealth Games Bid Office, which was organised into three Directorates: Sports, Marketing and Operations.

On 21 July 1992 the General Assembly of the Commonwealth Games Federation voted to award the 16th Commonwealth Games to Adelaide's rival bidder, Kuala Lumpur. The Adelaide Bid Office was then wound down and closed in August 1992.¹⁹

Establishment of the Office for Recreation, Sport and Racing 1993

The Department of Recreation and Sport was abolished on 1 July 1993, with staff transferred to the Department of Housing and Urban Development.²⁰

¹⁶ Annual Report of the Department of Recreation and Sport 1989, Parliamentary Paper No. 117

¹⁷ Annual Report of the Department of Recreation and Sport 1989, Parliamentary Paper No. 117

¹⁸ Annual report of the Department of Recreation and Sport 1988, Parliamentary Paper No. 117

¹⁹ SRSA GA 523

²⁰ South Australian Government Gazette, No. 74, 1 July 1993, page 196

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On 16 December 1993 the Office for Recreation, Sport and Racing was established.²¹

In 1996, the Racing Division was split from the Office to become the Racing Industry Development Authority (RIDA) and the title was briefly altered to the Department of Recreation and Sport II (GA2132), gazetted on 19 December 1996.²²

The Department was abolished during the major restructure of the public sector undertaken by the South Australian Government in 1997, in effect from 23 October 1997. Employees from the Department of Recreation and Sport were transferred to the Department of Industry and Trade.²³

Establishment of Office for Recreation and Sport in 1997

The Office for Recreation and Sport I (GA2385) was created within the Department of Industry and Trade during the major restructure of the public sector undertaken by the South Australian Government in 1997. The Office assumed the functions of the former Department of Recreation and Sport (II) in this restructure.²⁴ The Minister for Recreation and Sport was responsible for the Office.

The Office was responsible for:

- development of South Australian athletes to international standards,
- promoting the products and services of the commercial section of the recreation and sport industry,
- promoting the State as a training venue for international teams,
- managing walking, cycling and horse-riding trails,
- providing financial assistance to community groups, and
- developing and managing sporting facilities.

The Office assisted in community sports programs including country school sports expos, sports camps, and country athlete award schemes. Sporting facilities under the management of the Office included the Adelaide Superdrome, Santos Athletics Stadium, and Hindmarsh Soccer Stadium. The Office was responsible for trails including Heysen Trail and Riesling Trail.

Through the Department, the Office contributed to a national committee to establish a national recreation and sport strategy for Aboriginal Australians. The Office provided advice to industry bodies, including the Outdoor Recreation Council of South Australia, Sport SA, Fitness SA, and the Recreation Council of South Australia.²⁵

²¹ South Australian Government Gazette, No. , 16 December 1993, page 2986 - 2989

²² South Australian Government Gazette, No. 152, 19 December 1996, page 1921

²³ South Australian Government Gazette, No. 127, 23 October 1997, pages 1066 - 1067

²⁴ Report of the Auditor-General 1998 Part B Volume II, South Australian Parliamentary Paper No. 4, page 441

²⁵ Annual report of the Department of Industry and Trade 1997/98

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Establishment of combined Office for Recreation, Sport and Racing in 2000

In September 2000, the racing function remaining within government control (following the abolition of RIDA) was merged back into a new Office for Recreation, Sport and Racing II (GA1634), but remained as a separate Office for Racing.

The Office for Recreation, Sport and Racing moved from the Department for Environment and Heritage to the Department of Administrative and Information Services (DAIS) on 4 December 2001.

Establishment of new Office for Recreation and Sport in 2002

Following the March 2002 election, a new Office for Recreation and Sport II (GA936) was established and the Office for Racing (GA1320) was once again split off.

Following the abolition of DAIS in September 2006, all recreation, sport, and racing business units were transferred to the Department of the Premier and Cabinet.²⁶

In August 2008 the Office was transferred to the Attorney-General's Department.²⁷ The Office sat within the Building Communities Division of AGD. During its time in AGD, the Office played a role in the development of the South Australian Aquatic and Leisure Centre.²⁸

The Office for Recreation and Sport was transferred to the Department of Planning and Local Government in June 2011.²⁹ In November 2011, the Office was transferred to the Department of Planning, Transport and Infrastructure (DPTI), effective 1 December 2011, pursuant to Administrative Arrangements promulgated on 17 November 2011.³⁰

In June 2018, the Industry Insights function was established to identify and explore emerging sector issues and trends through research, analysis and innovation.

As a result of restructuring of administrative arrangements outlined in the Government Gazette on 14 June 2018, DPTI relinquished the administrative responsibility for the Office for Recreation and Sport to DPC effective 1 July 2018.³¹

Boxing and Martial Arts regulation from 2002

The boxing and martial arts industry in South Australia became regulated from July 2002 under the portfolio of the Minister for Recreation, Sport and Racing through the *Boxing and Martial Arts Act 2000*.

²⁶ South Australian Government Gazette, No. 57, 28 September 2006, page 3371 -3372

²⁷ South Australian Government Gazette, No. 49, 21 August 2008, page 3739

²⁸ Annual report of the Attorney-General's Department 2010-2011, page 20

²⁹ South Australian Government Gazette, No. 44, 30 June 2011, page 2866

³⁰ South Australian Government Gazette, No. 79, 17 November 2011, page 4617

³¹ DPTI Annual Report 2018-2019, Note 44.[online] available at:

https://dpti.sa.gov.au/data/assets/pdf_file/0006/501387/DPTI_Annual_Report_2017-2018.pdf
[Accessed 12th May 2020]

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The Act is accompanied by a set of regulations and covers compliance requirements for promoters, contestants and trainers of boxing and martial arts events including requirements for a medical clearance for contestants. Section 19 of the Act covers prosecutions by the Minister for offences against the Act.

The Minister established a Boxing and Martial Arts Advisory Committee comprising of individuals from the boxing, martial arts, legal and medical professions to advise the Minister on issues relating to the industry.

In 2021 ORSR provides the secretariat for this committee. All professional or public boxing or martial arts events must be conducted within the rules set out in this legislation. Compliance with the legislation is conducted through ORSR. ORSR issues licences to promoters and registers contestants and trainers.

Establishment of new Office for Recreation, Sport and Racing (ORSR) in 2018

A new Office for Recreation, Sport and Racing (ORSR) (GA2736) was established in July 2018. It was an attached office to the Department of Premier and Cabinet until 29 July 2020 when a Ministerial reshuffle resulted in ORSR becoming an attached office of the newly created Department for Infrastructure and Transport (DIT).

ORSR is the lead agency for the Government's policy on sport and active recreation, develops programs, resources, and initiatives to educate, support and enhance the efforts of State Sporting Organisations (SSOs), associations and clubs across the sport and recreation sector. In supporting the sport and recreation sector, particular focus is placed on ensuring SSOs, associations and clubs can provide a safe and inclusive environment for all participants, officials and volunteers and comply with all governance requirements.

ORSR assesses the feasibility and prepares bid documents for large scale international sporting events such as Adelaide's bid for the 1998 Commonwealth Games and a study on the feasibility of Adelaide bidding for the 2026 Commonwealth Games.

Racing function

Primary agencies responsible:

- Recreation and Sport Division (1973-1982) (GA78)
- Department of Recreation and Sport (1982-1993) (GA80)
- Office for Recreation, Sport and Racing (1993-1997) (GA1105)
- Committee of the South Australian Jockey Club Incorporated
- Trotting Control Board (1976 – 1988) (GA472)
- Dog Racing Control Board (1976 – 1981)
- South Australian Harness Racing Board (1988 – 1996)
- Greyhound Racing Board (1981 – 1996)
- South Australian Thoroughbred Racing Authority (SATRA) (1996 – 2000)
- South Australian Harness Racing Authority (SAHRA) (1996 – 2000) (GA471)
- South Australian Greyhound Racing Authority (SAGRA) (1996 – 2000)

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- Racing Industry Development Authority (RIDA) (1996-2000) (GA785)
- Office for Recreation, Sport and Racing (2000-2002) (GA1634)
- Office for Racing (2002-2018) (GA1320)
- Office for Recreation, Sport and Racing (ORSR) (2018-current) (GA2736)

Other agencies responsible

- South Australian Totalizator Agency Board (TAB) (1967 – 2002) (GA650)
- Department of Tourism, Recreation and Sport (1973-1979) (GA115)
- Department of Community Development (1979) (GA77)
- Department of Transport (I) (1979-1982) (GA277)
- Department of Industry and Trade (1997-2000) (GA1268)
- Department for Environment and Heritage (2000-2001) (GA1115)
- Department of Administrative and Information Services (DAIS) (2003-2006) (GA795)
- Department of the Premier and Cabinet (2006 – 2008)
- Attorney-General's Department (2008 – 2011)
- Department of Planning and Local Government (2011 – 2011)
- Department of Planning, Transport and Infrastructure (2011-2018)
- Department of the Premier and Cabinet (2018-2020)
- Department for Infrastructure and Transport (2020-current)

The Totalizator Act 1879

This Act provided for only one totalizator to be used at any racecourse at any one time, exempting the totalizator from the *Lottery and Gaming Act 1875* when used by a recognised racing club.

The Lottery and Gaming Act Amendment Act 1888

This Act provided for the Commissioner of Police to grant licences for horse racing clubs to use the totalizator betting machine. Racing clubs were required to have a minimum number of members. Licences were not to be issued for the use of the totalizator on any racecourse within 20 miles of Adelaide except for the East Park Lands, Morphettville and Onkaparinga racecourses. Use of the totalizator was limited under this Act and clubs were only allowed to take a percentage in commission and had to submit reports on sums received to the Commissioner of Police.

The Coursing Restriction Act 1927

This Act prohibited coursing of dogs with a mechanically or controlled quarry.

The Dog-Racing Control Act 1967

Under this Act, which repealed the Coursing Restriction act, dog racing clubs were required to be licensed upon application to the Minister, and authorised persons could

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enter premises to ensure compliance with the Act. This Act restricted use of living birds or animals attached to mechanical quarries.

The Racing Act 1976

The *Racing Act 1976* established controlling authorities for horse racing, harness racing, and greyhound racing:

- Horse racing: Committee of the South Australian Jockey Club Incorporated
- Harness racing: Trotting Control Board, from 1988 South Australian Harness Racing Board
- Greyhound racing: Dog Racing Control Board, from 1981 Greyhound Racing Board

The Act repealed the *Dog-Racing Control Act 1966*, and amended the *Lottery and Gaming Act 1936*, continuing in existence the Totalizator Agency Board.

Under the Act, the Committee of the South Australian Jockey Club Incorporated held the functions of developing and implementing plans and strategies for the management of financial affairs of the horse racing code. In addition, the Committee provided promotion and marketing of horse racing. Under the Act, the Committee was responsible to the Minister of Tourism, Recreation and Sport.

The Trotting Control Board continued in existence under the *Racing Act 1976*; under the Act, the Board functioned as a body corporate, responsible to the Minister of Tourism, Recreation and Sport. Key functions of the Board included the regulation and control of the harness racing code and the conduct of harness race meetings and harness races in South Australia.

The Dog Racing Control Board was formed as a body corporate under the *Racing Act 1976*, responsible to the Minister of Tourism, Recreation and Sport.³² The Board commenced on the 1st of February 1977, assuming the responsibilities of the National Coursing Association of South Australia. Key functions of the Board included the regulation and control of the greyhound racing code through the publication of a rule book for the dog racing industry, and the conduct of greyhound race meetings and greyhound races in South Australia. A Racing Appeals Tribunal was established in 1977 to hear appeals raised by the industry.³³

Under the *Racing (Miscellaneous) Amendment Act 1996*, the Harness Racing Board was replaced by the establishment of the South Australian Harness Racing Authority (SAHRA). The Greyhound Racing Board was replaced by the South Australian Greyhound Racing Authority (SAGRA).

³² *Racing Act 1976*

³³ Annual report of the South Australian Dog Racing Control Board 1977, Parliamentary Paper No. 108

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Establishment of South Australian Thoroughbred Racing Authority (SATRA) in 1996

The South Australian Thoroughbred Racing Authority was established as a body corporate in June 1996 under the *Racing Act 1976*.

SATRA consisted of five members appointed by the Committee of the South Australian Jockey Club Incorporated.

SATRA was responsible for:

- Regulation and control of the horse racing code
- Running of horse races and horse race meetings
- Preparation and implementation of plans and strategies for the management of the financial affairs of the horse racing code
- Development, promotion, and marketing of the code

Establishment of South Australian Harness Racing Authority (SAHRA) in 1996

The South Australian Harness Racing Authority was established as a body corporate in June 1996 under the *Racing Act 1976*.

SAHRA was responsible for:

- Regulation and control of the harness racing code
- Running of harness races and harness race meetings
- Preparation and implementation of plans and strategies for the management of the financial affairs of the harness racing code
- Development, promotion, and marketing of the code³⁴

Establishment of South Australian Greyhound Racing Authority (SAGRA) in 1996

The South Australian Greyhound Racing Authority was established as a body corporate in June 1996 under the *Racing Act 1976*.

SAGRA was responsible for:

- Regulating and controlling the greyhound racing code
- Running of greyhound races and greyhound race meetings
- Auditing greyhound racing clubs and monitoring club performance
- Providing incentives to breeders and owners of greyhounds under the SA Greyhound Breeding Incentive Scheme

On 1 September 1996 SAGRA assumed the assets and liabilities of the Adelaide Greyhound Racing Club.³⁵

³⁴ *Racing (Miscellaneous) Amendment Act 1996*

³⁵ Annual report of the South Australian Greyhound Racing Authority 1997, Parliamentary Paper No. 108

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Establishment of Racing Industry Development Authority (RIDA) in 1996

The Racing Industry Development Authority (GA785) was established in June 1996 under the *Racing Act 1976*.

RIDA was responsible for:

- assisting and guiding the development, promotion and marketing of the racing industry
- preparation and implementation of plans and strategies for the industry
- managing and distributing funds for the benefit of the racing industry
- encouraging and facilitating the development of the breeding industry for racing
- regulating and controlling betting within the State with bookmakers on races or approved events held within or outside Australia
- licensing of bookmakers and staff
- conducting inquiries into the racing industry or a part of the racing industry
- carrying out or commissioning research and analysis in relation to the racing industry
- approval of racing dates and totalisator betting by race clubs
- funding of controlling authorities of racing in South Australia
- supervising betting rings and totalisator services
- collecting betting commissions, licence fees, betting service fees and uncollected betting dividends;
- distributing betting commissions to racing clubs and government;
- settling betting disputes and lost betting tickets payment claims
- providing high level strategic and policy advice which enhances the performance of racing industries in South Australia.

Abolition of SATRA, SAHRA, SAGRA and RIDA and establishment of racing controlling authorities in 2000

SATRA, SAHRA, SAGRA and RIDA were abolished with the passing of the *Racing (Controlling Authorities) Amendment Act 2000*.

The Act created three different corporate bodies proclaimed as racing controlling authorities (known collectively as Racing SA), with effect from 1 October 2000. These were:

- Greyhound Racing SA Ltd
- Harness Racing SA Ltd
- Thoroughbred Racing SA Ltd.

These bodies are non-government meaning government has no control over the day to day management of the racing industry. The racing controlling authorities are subject to the requirements of the *Corporations Act 2001*.

The term Racing SA was the 'umbrella entity' which enabled the three codes to meet on matters of mutual interest.

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Transfer of residual functions of RIDA in 2000

On 28 September 2000 the residual functions of RIDA were transferred to the Office for Recreation, Sport and Racing within the Department of Environment and Heritage.³⁶

Responsibility for bookmakers and totalizators was transferred to the Gaming Supervisory Authority (licensing matters) and the Liquor and Gaming Commissioner (enforcement issues).³⁷

Establishment of Office for Racing (OFR) in 2002

The Office for Racing was established in 2002 to provide strategic policy advice to the Minister for Recreation and Sport on matters affecting the State's racing industry, including advice and recommendations to the Minister in relation to the leasing of land under the *Port Pirie Racecourse Site Act 1946*.

Responsibilities have included:

- researching and monitoring trends in the racing industry
- consultation and liaison with key stakeholder groups, peak bodies and business sectors including Commonwealth, State and Interstate Government agencies,
- reviewing of legislation and
- consultation with relevant gambling authorities.

In December 2003, OFR was transferred to DAIS. Thereafter OFR was transferred to the Department of Premier and Cabinet (DPC) in October 2006 and subsequently in October 2008 to the Attorney-General's Department (AGD) where it remained until it was transferred to the Department of Planning and Local Government (DPLG) effective 1 July 2011, pursuant to Administrative Arrangements promulgated on 30 June 2011.

OFR was subsequently transferred to the Department of Planning, Transport and Infrastructure (DPTI), effective 1 December 2011, pursuant to Administrative Arrangements promulgated on 17 November 2011.

The Office for Racing as a separate office ceased in 2018, with the establishment of the Office for Recreation, Sport and Racing as an attached office to the Department of Premier and Cabinet.³⁸

³⁶ South Australian Government Gazette, 28 September 2000, p.2220

³⁷ Racing Industry Development Authority Annual Report, South Australian Parliamentary Report, No. 112, p.10

³⁸ Annual report of the Office for Recreation, Sport and Racing 2018-19

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Lotteries and Totalisation 1975 to 1988

At various times responsibilities for lotteries and totalisation have been associated with the Recreation and Sport, and Racing functions.

Small Lotteries Section moved into Department of Tourism, Recreation and Sport in 1975

The Small Lotteries Section was transferred from the Chief Secretary's Department to the Department of Tourism, Recreation and Sport when the administration of the *Lottery and Gaming Act 1936* was committed to the Minister of Tourism, Recreation and Sport on 10 July 1975.

The Small Lotteries Section had been established within the Chief Secretary's Department by 1971. The Section administered the regulations which came into effect on 1 April 1971 as a result of the *Lottery and Gaming Amendment Act 1970* which made lotteries and gaming legal in South Australia. It also administered the *Collections for Charitable Purposes Act 1939* and the *Soccer Football Pools Act 1981*.

Receipts from the Small Lotteries Section provided a pro rata contribution to the budgetary/funding process for recreation and sport.

The Section was also responsible for administering the Horse Racing Grounds Development Fund, the Trotting Grounds Development Fund and the Dog Grounds Development Fund (the Funds).

Totalisation Section moved into Department of Tourism, Recreation and Sport in 1975

The Totalisation Section of the South Australian Police Department was transferred to the control of the Recreation and Sport Division in July 1975.

Lotteries Branch established within Department of Recreation and Sport in 1982

The Small Lotteries Section became the Lotteries Branch when the Recreation and Sport Division became the Department of Recreation and Sport in 1982.

Transfer of Lotteries Branch and associated Acts to Lotteries Commission and Treasury in 1988

On 1st July 1988, responsibility for the *Lotteries and Gaming Act 1936* and the *Collections for Charitable Purposes Act 1939* were transferred to the Treasury Department and the Lotteries Branch became the Small Lotteries Division of the Lotteries Commission.³⁹

³⁹ SRSA GA 86

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Some records (1971-1987) of the Small Lotteries Section and Lotteries Branch have been transferred to State Records. The agency currently responsible for these records is the Department of Treasury and Finance.

Totaliser licence/returns records (1926-1986) have been transferred to State Records. The agency currently responsible for these records is the former Independent Gambling Authority (now Consumer and Business Services).

Role and Function

ORSR is the lead agency for the South Australian Government's policy on sport and active recreation. ORSR supports sport and recreation through the development of policy, programs and resources, the provision of funding, recreation and sport planning, infrastructure development, elite sport pathways and programs, and the promotion of physical activity.⁴⁰

These functions have been represented by a number of committees since ORSR became an attached office including:

- Risk and Audit Committee
- Boxing and Martial Arts Committee

Prior to this many of the strategic committees were driven by DPTI with ORSR participation for:

- Risk and Audit
- Budget and Finance
- Work Health and Safety

Since 1996 the Office for Recreation and Sport (and predecessor agencies) have been responsible for administering the process of providing grant funding to the sport and recreation sector (primarily individuals, not for profits, councils, and for-profits).

Through the process of administering grant funding, ORSR established the Funding and Assessment Committee at the direction of the Chief Executive to assess all applications received for each round of funding of grant programs. The Committee is a non-formal committee, made up of a group of staff members that assess applications against eligibility criteria and review and assess each project against the approved and published program assessment criteria. The Committee makes recommendations to the ORSR or for the Minister of Recreation, Sport and Racing to allocate the funds available.

ORSR currently administers 14 separate streams of grant funding for programs for example:

⁴⁰ ORSR Statewide Consultation. [online] Available at: www.orsr.sa.gov.au/about_us/statewideconsultation [Accessed 15 October 2019]

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- Active Club Program – providing assistance to recreation and sport clubs
- SASI Individual Athlete Program – providing assistance to elite athletes engaged in Olympic, Paralympic or Commonwealth Games sport and events
- Vacswim SA Program – providing assistance to eligible organisations to provide children with opportunities to develop water skills
- Sports Voucher Program - which provides an opportunity for primary school aged children from Reception to Year 7 to receive up to \$100 discount on sports or dance membership/registration fees.

ORSR currently administers 26 sporting assets on behalf of the Minister. These sporting assets include the State Sports Park, Adelaide Super Drome, Eagle Mountain Bike Park, SA Athletics Stadium, Women's Memorial Playing Fields, State Hockey Centre, State Shooting Park and recreational trails such as the Heysen Trail and the Riesling Trail.

Creation of interactive maps of existing and proposed sport and recreation facilities using a geographical information system (GIS) allows ORSR to analyse facility provision and to better plan for the development of existing or new facilities. ORSR uses the Department of Premier and Cabinet's (DPC) Geohub ESRI Portal, a specialised GIS tool for this purpose and takes multi-agency collaboration analytics, mapping and sharing of information.

ORSR is responsible for promoting the STARCLUB Club Development Program, encouraging and supporting sporting and recreation clubs to provide the best environment possible for members and the wider community.

Sporting and recreation clubs participating in the STARCLUB Development Program can access information and online tools to assist them develop their club and to become better recognised by the government and other organisations that value the role of well-run clubs in the community.

ORSR utilises an online grants management system named Smarty Grants which is operated by the peak professional grant management association in Australia, the Australian Institute of Grant Management. The system manages the entire grant funding cycle, from the application through to the acquittal.

Creation of interactive maps of existing and proposed sport and recreation facilities using a geographical information system (GIS) allows ORSR to analyse facility provision and to better plan for the development of existing or new facilities.

ORSR uses the Department of Premier and Cabinet's (DPC) Geohub ESRI Portal, (a specialised GIS tool and gateway for multi-agency collaboration analytics, mapping and sharing of information) a specialised GIS tool for this purpose and takes multi-agency collaboration analytics, mapping and sharing of information. for the creation of interactive maps of both existing and proposed sport and recreation facilities.

Many recreational greenways have been established and continue to be managed (maintained and monitored) by ORSR as part of the State recreational trail network, in

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accordance with the *Recreational Greenways Act 2000* (under the portfolio of the Minister for ORSR).

ORSR is responsible for enforcing regulation (issuing of exemption) in accordance with the Recreation Grounds (Regulations) Act 1931.

ORSR is also responsible for administering various Acts on behalf of the Minister for example, the issuing of licences to promoters and registering contestants and trainers under the *Boxing and Martial Arts Act 2000*. For details of other Acts administered by ORSR, refer to the Legislation section on page 20.

Structure Description

ORSR is an attached office to DIT. The current structure of ORSR comprises the following major divisions:

- Strategy and Investment
- Sector Capability
- Infrastructure and Planning
- South Australian Sport Institute

Refer to Appendix B for ORSR's organisation chart.

Predecessor Agencies

- National Fitness Council of South Australia (1939-1976) (GRG95)
- Recreation and Sport Division (1973-1982) (GA78)
- Department of Recreation and Sport (1982-1993) (GA80)
- Office for Recreation, Sport and Racing (1993-1997) (GA1105)
- Department of Recreation and Sport, 1997 - 1997 (GA2132)
- Office for Recreation and Sport (1997-2000) (GA2385)
- Office for Recreation, Sport and Racing (2000-2002) (GA1634)
- Office for Recreation and Sport (2002-2018) (GA936)
- Office for Racing (2002 – 2018) (GA1320)
- Office for Recreation, Sport and Racing (ORSR) (2018-current) (GA2736)

Successor Agencies

There are no successor agencies.

Legislation

Relevant legislation administered by the Agency:

- *Boxing and Martial Arts Act 2000*
- *Port Pirie Racecourse Site Act 1946*
- *Recreation Greenways Act 2000*
- *Recreation Grounds (Joint Schemes) Act 1981*

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- *Sports Drug Testing Act 2000*

Relevant legislation NOT administered by the Agency:

- *Child Safety (Prohibited Persons) Act 2016*
- *Major Events Act 2013*
- *Recreation Grounds (Regulations) Act 1931*
- *Volunteers Protection Act 2001*
- *Guardianship and Administration Act 1993*
- *Mutual Recognition Act 1992*

Context of the Records Covered by the Schedule

Coverage of RDS 2022/01

RDS 2022/01 Version 1 is intended to provide ongoing comprehensive coverage of the operational records of the Office for Recreation, Sport and Racing (and predecessors), including series that are ongoing but also series that are closed and subject to review. These records include but are not limited to the following Government Records Series:

Series Id GRS	Series Title	Series Date Range
GRS 7539	Correspondence Files, Annual Single Number Series Within Varying Prefixes – Racing Industry Development Authority	1996 - 2000
GRS 7615	Legislation Records	1937 - Ct
GRS 11711	Correspondence Files, Annual Single Number with 'REC" prefix and "F" infix – Office for Recreation and Sport	2000 - 2012
GRS 6336	Correspondence Files, Annual Single Number with 'R' prefix – Racing Division	1972 - 1999
GRS 531	Correspondence Files, Annual Single Number Series – Recreation and Sport Division and successor agencies	1973 - 1997
GRS 7396	Correspondence Files, Annual Single Number Series – Department of Recreation and Sport and successor	1989 - 2000

Related Series Affected by RDS 2022/01

There are no related series affected by this RDS.

Complementary Schedules to RDS 2022/01

There are no complementary disposal schedules to be used in conjunction with this RDS.

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Existing Disposal Schedules Superseded by RDS 2022/01

This RDS supersedes RDS 2011/20 Version 1 for Department of Planning, Transport and Infrastructure - Office for Racing – Approved 6 December 2011.

Records Structure

ORSR's corporate records are currently captured within Objective Electronic Document and Records Management System (EDRMS) via an annual single numbered system of control.

There are several other systems used within ORSR including:

- Athlete Management System (AMS) which is used widely by SASI to administer records relating to the management of athletes. The AMS is an online portal sports database developed by Fusion Sport and is used throughout Australia by all the State Institutes of Sport, The Australian Institute of Sport (AIS) and the majority of National Sport Organisations. SASI pays an annual fee for its own subsite that is linked to the national version managed by the AIS. Generally, it is the National Sport Organisation and/or the AIS who own the data. All data is housed in AIS servers including any SASI specific content from their subsite. SASI has a signed agreement with the AIS regarding AMS which states that for national categorised athletes, they own the data and manage AMS. SASI uploads relevant information for its partners/stakeholders.
- Training Peaks is an endurance training prescription and quantitation database to analyse, track and plan training for coaches and athletes. SASI pays a fee for licences to use the software, however the data is managed by the National Sport Federation. Developed by an American company and used worldwide, Training Peaks saves raw data from several different types of devices used by athletes, including heart monitors and allows athletes to track their progress. Data can be exported and used for customising training reports and plans for athletes. Coaches and athletes have their own accounts in Training Peaks to enable their data to travel with them.
- Smarty Grants which is an online grants management system, hosted by the peak professional grant management association in Australia. ORSR pays an annual fee to use the software. The system manages the administration of grants for sporting programs from the application process through to the acquittal process.
- Various other inhouse databases that are now either decommissioned or referred to for historic or research purposes include SASI BC2000 for body composition assessments dating back to the early days of SASI, VO2max for lactate profiles and field testing and the metabolic cart and the blood gas analyser database.

ORSR continue to manage a considerable number of databases for tracking athletes performance and training. Refer to Appendix A for details of these databases.

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Broad Description and Purpose of the Records

The operating records covered by this schedule document the core operational functions of ORSR. This includes the South Australian Sports Institute which is a division of ORSR.

Functions and Activities Documented by the Records

RDS 2022/01 covers the following functions and activities of ORSR:

- Boxing and Martial Arts (BMA) Management
 - Prosecutions
 - Regulating
- Event Management
 - Bid Preparation
 - Events (Cases)
- Grant and Subsidy Management
 - Complaints
 - Assessment and Recommendation
 - Program Management
- High Performance Sport Management
 - Appeals
 - Athlete Incidents
 - Athlete Scholarships
 - Complaints/Grievances
 - Coaching Development
 - Coaching Plans
 - SASI Program Management
 - SASI Project Management
 - Research
 - Sport Science Services
- Industry Insights
 - Program Management
 - Project Management
 - Research

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- Industry Support and Community Participation
 - Program Management
 - Project Management
 - Training and Education
- Planning and Project Delivery
 - Project Management
 - Spatial Mapping
- Racing Strategy and Policy
 - Leasing-Out
 - Research, Monitoring and Evaluation
 - Stakeholder Relations
- Sporting Facilities and Venue Management
 - Agreements
 - Greenways Management
 - Leasing and Licensing
 - Maintenance (Specialist Facilities)
 - Program Management
 - Project Management
 - Regulating

Arrangement of the Records

ORSR's records are currently captured within the Objective EDRMS via an annual single numbered system of control e.g. 2020/0365.

Prior to Objective, ORSR's corporate records were captured within the K-Net EDRMS via an annual single numbered system of control. Only metadata identified specific record in K-Net. The previous EDRMS RecFind was used to capture only electronic metadata relating to hardcopy files. The electronic records and the metadata from K-Net and RecFind were migrated into Objective prior to RecFind and K-Net being decommissioned for use by ORSR.

Previous systems of arrangement include:

- Annual single number – e.g. SASI correspondence file 660/93
- Annual single number with numerical infix – e.g. Recreation and Sport Division correspondence files 439/1975 where the second tier indicates the year
- Chronological – e.g. Agendas and minutes of the Board of SASI

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- Annual single number with prefix – e.g. Racing Division correspondence files R13/86
- Annual single number with prefix – e.g. Files in the K-Net EDRMS 2012/24360/01

Agency Creating the Records

ORSR administers the records covered by this RDS and also controls or owns them.

Agency Owning or Controlling the Records

The records covered by this RDS are currently administered by the ORSR. They have been created by both the ORSR and predecessor agencies.

Date Range of the Records

Records Date Range: 1973 to **Ongoing**

Volume of the Records

ORSR currently holds approximately 380 linear metres of operational and administrative records with their approved off-site storage provider Iron Mountain, with an additional 246 linear metres of hard copy records held on site.

337.2 linear metres of ORSR (and predecessors) records have been transferred to the custody of State Records of South Australia.

ORSR also holds approximately 215,000 digital records in Objective EDRMS.

The estimated accumulation rate for hard copy files is approximately 25 linear metres per annum and approximately 2,500 electronic files per annum.

Special Custody Requirements

There are no special custody requirements.

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no particular issues that have not already been mentioned or require discussion in this context statement.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent – retain as State archives are those which have a continuing value to the State of South Australia or are of national significance and document the substantive processes and outcomes of business functions and activities undertaken by the ORSR. The appraisal themes adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this schedule are:

Theme 3: Records that document impact on people

The records of ORSR that document impact on people include:

- Records summarising the assessment, recommendations and reasons behind decisions for grant funding (3.2.1)

Theme 4: Records that document impact on place

The records of ORSR that meet this objective include:

- Records detailing the planning and management of major infrastructure or development projects (7.1.1, 7.2.1, 9.2.1, 9.2.2 and 9.6.1)

Theme 5: Records of events and changes in society

The records of ORSR that meet this objective include:

- Records detailing the bidding, planning, management and staging of significant events and community programs (2.1.1, 2.2.1, 5.1.1 and 6.1.1)
- Records detailing the application of legislative and regulatory requirements in accordance with various Acts and associated legislation (1.2.1)
- Records detailing mutually beneficial connections with third-party groups and individuals that have a common interest in the objectives of the racing industry (8.2.1)
- Records of data and analysis providing knowledge about issues affecting the community in relation to sport and recreation activities (5.3.1 and 8.1.1)

Temporary Records Rationale

Records nominated for temporary retention in the Schedule provide evidence of activities frequently undertaken and of less significance to Government or the community.

The retention periods assigned to temporary records are a combination of value appraisal by ORSR and the minimum retention periods required by other legal requirements.

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Examples include:

- 100 years retention for records relating to Boxing and Martial Arts contestant registrations, trainer registrations and promoter licences in South Australia (1.2.2)
- 45 years retention for records relating to official accident and incident reports including athletes (4.2.2)
- 30 years retention for records relating to specialist equipment that is either made or acquired for athletes (4.10.2)
- Review in 25 years retention of project management records due to some assets having a life in excess of 25 years (9.6.2)
- 20 years retention for laboratory accreditation records in accordance with the requirements of the Australian Sports Commission (4.10.5)
- 15 years retention documenting programs for high performance athletes (4.7.1)
- 10 years retention in relation to BMA promoters license applications for approval by the Minister (1.2.9)

Other Disposal Considerations

There are no other disposal considerations.

Disposal Recommendation Effect on Related Records

There are no related records affected by the disposal recommendations in this RDS.

Alternative Record Formats

There are no alternative records formats.

Impact on Native Title Claims

All documentation of proposed sporting facility developments incorporates consideration of Aboriginal heritage matters including investigation/reporting on Aboriginal heritage. Records relating to the research and the consultative process for all aspects of documenting a suspected Aboriginal heritage site may have potential value for evidence in Native Title cases.

Aboriginal Considerations

The determinations within RDS 2022/01 are consistent with Recommendation 21 of the National Inquiry into the Separation of Aboriginal and Torres Strait Islander Children from Their Families.

The principles outlined in GDS 16, relating to Native Title claims, have also been considered in the development of this Schedule.

RDS 2022/01 meets all cultural, historical, legal and administrative requirements.

All documents considered relevant to native title in South Australia must be checked for actual relevance with the Native Title Section of the Crown Solicitor's Office before being disposed of.

Scope Note

Records Covered by this Schedule

This RDS 2022/01 applies to the current and historical records of the ORSR.

Records in digital formats must be managed and maintained by migrating and reformatting as required to ensure ongoing accessibility for evidentiary, historical and administrative purposes in accordance with their permanent or temporary disposal status.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with GDS 30, as amended, or its successor. Cross-references to the GDS 30 are included in this Schedule where appropriate.

To identify records that may be potentially relevant to native title claims, please refer to guideline Identifying documents which may be relevant to Native Title, attached to GDS 16. Where records sentenced for temporary retention are identified as having potential relevance to a native title claim, they need to be retained until 31 December 2024.

To identify records that may be potentially relevant to the Royal Commission into Institutional Responses to Child Sexual Abuse, please refer to GDS 32 and GDS 36. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2023.

Use in conjunction with, or complementary to, other RDS

This Records Disposal Schedule does not complement any existing schedules.

Other RDS superseded by RDS 2022/01

RDS 2011/20 Version 1 for the Department of Planning, Transport and Infrastructure - Office for Racing is superseded by this schedule.

Re-sentencing of records where schedules are superseded or particular entries within a schedule are superseded

ORSR will review and re-sentence records where retention periods have altered.

Records excluded from RDS 2022/01

There are no records excluded from coverage by this RDS.

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Application to records in all formats

RDS 2022/01 applies to records in all formats, including databases and other electronic records. ORSR is required to ensure that records remain accessible for the duration of designated retention periods.

Interpretation of the Schedule

Minimum retention periods

Retention periods for temporary records shown in RDS 2022/01 are minimum retention periods for which records need to be retained. It is at the discretion of ORSR as to whether records are kept for longer than the minimum period.

Acronyms

- GEO Geographical
- HBV Hepatitis B Virus
- HCV Hepatitis C Virus
- HIV Human Immunodeficiency Virus
- MOU Memoranda of Understanding
- MRI Magnetic Resonance Imaging
- SANFL South Australian National Football League

Definitions of terms specific to RDS 2022/01

- **Active Club Program** – a program with two funding rounds per year to assist recreation and sports clubs with facility upgrades
- **Athlete Management System (AMS)** - system used widely by SASI to administer records relating to the management of athletes. The AMS is an online portal sports database developed by Fusion Sport and is used throughout Australia by all the State Institutes of Sport, the AIS and the majority of National Sport Organisations
- **Body Comp SASI BC2000** – database used for body composition assessments prior to transitioning to the AMS
- **Commit** – training session builder for swimming recoding training session metrics
- **Eindhoven Swim Skill Analysis System** – system to record athlete video performance analysis data
- **Float** – platform used to record individual session data of rowing
- **Force Decks** – database recording force data from force plates
- **Greenways** – an easement acquired over land by the Minister, set aside to be established and maintained as a greenway in accordance with the *Recreational*

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Greenways Act 2000 to enable members of the public and visitors to the State of South Australia to use the greenway in accordance with the Act for recreational purposes

- **GMS** – old access database for the management of grants
- **Gym Aware** – database used to record individual training session data measuring the speed of lifting weights
- **High Performance Sport** – sport at the highest level of competition
- **Hudl** – Online video analysis and communication platform
- **Lumin AWS** – database housing multiple third party software data pulled using Application Programming Interfaces and custom uploaders, allowing for one set of data to be accessed and interpreted by different types of applications
- **Major Program** – programs that are ongoing or extending for a number of years or considered significant in dollar value or community impact
- **Major Project** – projects that are considered to have significance in either technology (breaking or innovative technology to the State) dollar value or community impact
- **MyRecSport** – online database of peak State sporting organisations used to access contact details and other information e.g. strategic plans, reports etc.
- **Parvo** – platform used to record individual training session data which measures the gas that is being inhaled/exhaled by athletes
- **Peach** – rowing biomechanics software platform comprising force and angle sensors to record results and generate athlete reports
- **Polar** – platform used to record individual training session data including heart rate data
- **Quadrennial** – recurring every four years
- **Significant Disability** – a disability that severely limits one or more functional capacities (such as mobility, communication, self-care, self-direction, interpersonal skills, work tolerance, or work skills) and will require multiple vocational rehabilitation services over an extended period of time
- **Smarty Grants** – is an online grants management system that manages the administration of grants for sporting programs from the application process through to the acquittal process
- **Sports Engineering** – mechanical engineering, design and development of equipment and facilities to assist in sports performance, aerodynamics, injury prevention and rehabilitation
- **Sports Pathways** – a staged approach to athletic development and participation for high performance athletes

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- **Sports Voucher (CRM)** – a South Australian Government initiative database used to capture the application and distribution of subsidies for primary school age children to receive \$100 discount from sport or dance membership fees
- **STARCLUB** – online database used to develop infrastructure projects and programs for sport and recreation clubs
- **Stava** – online training analysis platform
- **Zwift** – online virtual cycling and running platform used to record and store personal and performance data
- **Talent Identification** – the process of identifying and recognising the ability and/or quality of young athletes and assisting them to excel in a chosen sport
- **Team Builder** – gym training program builder recording basic training session metrics
- **Training Peaks** - an endurance training prescription and quantitation database to analyse, track and plan training for coaches and athletes
- **Tritonwear** – session analysis platform collecting data from accelerometer wearables
- **VSTAR** – online database for sport and recreation organisation providing information to support volunteers
- **WHOOP** – online platform recording physiological and activity data collected from wrist worn wearables

Legal Deposit

Legal deposit refers to statutory provisions that oblige publishers to deposit copies of their publications in libraries in the country in which they are published. Under the *Commonwealth Copyright Act 1968* and various Australian state Acts, a copy of any work published in Australia must be deposited with (a) the National Library of Australia and (b) the appropriate State Library. Legal deposit extends not only to commercial publishers but also to private individuals, clubs, churches, societies and organisations.

In South Australia, one copy of publications produced for external use should be deposited with the State Library and the Parliamentary Library (section 35, Libraries Act 1982). Publications include books, newspapers, magazines, journals, pamphlets, maps, plans, charts, printed music, records, cassettes, films, video or audio tapes, computer software CD-ROMS, compact discs and other items made available to the public.

Records and Litigation

Where the Office for Recreation, Sport and Racing is aware that records may be required for use in litigation, for use in a government enquiry or the consideration of the Ombudsman, the records must not be destroyed. In such circumstances the records

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must be retained until two years after all cases and enquiries are complete (including appeals) and then have the original retention period applied to the records.

Pre-1901 Records

All pre-1901 records are required to be retained permanently in accordance with a motion approved by the State Records Council on 19 February 2008.

In this instance, this RDS does NOT apply to pre-1901 records.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1. BOXING AND MARTIAL ARTS (BMA) MANAGEMENT			
1	BOXING AND MARTIAL ARTS (BMA) MANAGEMENT	The function of administering (under the portfolio of the Minister for Recreation, Sport & Racing) the <i>Boxing and Martial Arts Act 2000</i> (the Act). This includes ensuring compliance with legislation for promoters and contestants of boxing and martial arts events. Also includes responsibilities for regulations under the Act such as issuing and monitoring licences to promoters and contestant registration.	
1.1.1	Prosecutions	<i>The process associated with commencement of a prosecution by the Minister in accordance with Section 19 of the Act.</i>	
1.1.2	Prosecutions	Records relating to prosecutions under Section 19 of the Act. Includes evidential briefings to the Minister and Certificates of Consent to commence a prosecution from the Minister.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
1.2	Regulating	<i>The processes associated with the enforcement of regulatory responsibilities and requirements under legislation.</i>	
1.2.1	Regulating	Records relating to the approval of BMA rules including advice received and provided by sanctioning bodies for approval by the Minister or the Minister's Delegate.	PERMANENT Retain as State archives.
1.2.2	Regulating	Registers of contestant registrations, trainer registrations and promoter licences in South Australia. See 1.2.3 Regulating for contestant applications and renewals. See 1.2.9 Regulating for promoter licence applications. See 1.2.10 Regulating for trainer registrations.	TEMPORARY Retain a minimum of 100 years after date of birth, then destroy.

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1.2.3	Regulating	<p>Records relating to contestant registration applications and renewals. Includes Section 11 Notice of Requirements for Specific Contestant Registration in the South Australian jurisdiction and includes Section 13 Notice of Suspension or Cancellation of a Contestant's Registration.</p> <p>See 1.2.2 Regulating for Register of contestants.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
1.2.4	Regulating	<p>Records relating to the review of registrations and/or license applications and renewals by the Minister and or the tribunal. Includes review appeals and appeal responses.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
1.2.5	Regulating	<p>Records relating to the issuing and granting of exemptions from compliance pursuant to the <i>Boxing and Martial Arts Act 2000</i>. Includes advice received and or provided to the Minister or Minister's Delegate.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
1.2.6	Regulating	<p>Records relating to the issuing and granting of exemptions pursuant to the <i>Boxing and Martial Arts Act 2000</i> for contestants under 18 years of age.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 50 years after date of birth, then destroy.</p>
1.2.7	Regulating	<p>Records relating to exemptions from compliance where an incident has occurred resulting in significant disability or death at an event.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 60 years after action completed, then destroy.</p>
1.2.8	Regulating	<p>Doctors certificates or declarations relating to the fitness/unfitness of contestants.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>

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1.2.9	Regulating	Records relating to Promoter Licence applications for approval by the Minister or Minister's Delegate in accordance with the Act. Includes records relating to the issue, suspension or cancellation of a Promoter's Licence. See 1.2.2 Regulating for register of promoter licences.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
1.2.10	Regulating	Records relating to Trainer registrations. See 1.2.2 Regulating for register of registered trainers.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2. EVENT MANAGEMENT			
2	EVENT MANAGEMENT	The function of managing events staged or hosted by ORSR. Also includes events where ORSR contributes to the organisation and staging of events within the sporting and recreation industry. Includes contractual arrangements, consultation, funding and associated risk managements, and publicity. Includes specific promotion for events.	
2.1	Bid Preparation	<i>The activities associated with the preparation of bids for sport or recreational events. Such bids may be prepared by ORSR or in combination with consultants. Includes events programmed or hosted by South Australia.</i>	
2.1.1	Bid Preparation	Records documenting bids for sport or recreational events significant to the State. For example, Commonwealth Games, both successful and unsuccessful.	PERMANENT Retain as State archives.
2.1.2	Bid Preparation	Records documenting bids for sport or recreational events that are not significant to the State. For example, National Championships, both successful and unsuccessful.	TEMPORARY Retain a minimum of 30 years after action completed, then destroy.
2.1.3	Bid Preparation	Supplementary documentation and supporting working papers of unsuccessful bids.	TEMPORARY Retain a minimum of 15 years after action completed, then destroy.
2.2	Events (Cases)	<i>Event case files documenting the activities involved in arranging or contributing to the organisation and staging of events within the sporting and recreation industry. Includes contractual arrangements, consultation, funding and associated risk management and publicity. Also includes specific promotion for the event.</i>	
2.2.1	Events (Cases)	Records documenting the planning and support of major or high performance events. Includes the Commonwealth and Olympic Games, Masters and Special Olympic Games and other international sporting events.	PERMANENT Retain as State archives.

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2.2.2	Events (Cases)	Records documenting the staging or participation in community based sporting events hosted by ORSR.	TEMPORARY Retain a minimum of 50 years after action completed, then destroy.
2.2.3	Events (Cases)	Records documenting routine arrangements for South Australian involvement in community based events hosted by other States.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
2.2.4	Events (Cases)	Records documenting routine activities. Includes supporting working papers.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3. GRANT AND SUBSIDY MANAGEMENT			
3	GRANT AND SUBSIDY MANAGEMENT	<p>The function of managing all aspects of grants and subsidies across ORSR. Includes activities of grant appraisal and grant disbursement and subsidies. Also includes administration of the Grants Programs and Subsidy Programs (including systems) and agreements with external parties (such as the SANFL and individual athletes) to receive grant funding or subsidy.</p> <p>See 4.3 HIGH PERFORMANCE SPORT MANAGEMENT – Athlete Scholarships for records relating to managing high performance athlete scholarships.</p> <p>See GDS30V2 13.2 STRATEGIC MANAGEMENT - Agreements for records relating to Commonwealth funding agreements.</p> <p>See GDS30V2 6.7 FINANCIAL MANAGEMENT - Grant Funding for records relating to grants received by the agency.</p>	
3.1	Complaints	<i>The activities associated with the management of complaints in relation to grants and subsidies.</i>	
3.1.1	Complaints	Records relating to complaints from athletes, the public and other associated sporting bodies. For example, the sports voucher program should be extended to beyond primary school aged children.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
3.2	Assessment and Recommendation	<p><i>The activity of assessing grant and subsidy applications received through the Grant Management System (Smarty Grants) or the Sports Voucher System, by the Funding Assessment Committee and making suggested recommendations to ORSR. Also includes final recommendations made to the Minister for consideration.</i></p> <p><i>Note: The Funding Assessment Committee is a non-formal committee of staff members for the purposes of assessing funding applications.</i></p>	
3.2.1	Assessment and Recommendation	Records relating to the assessment of applications and recommendations made by the Funding Assessment Committee to ORSR's Chief Executive for grant funding. Also includes recommendations made by the Chief Executive to the Minister.	PERMANENT Retain as State archives.

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3.2.2	Assessment and Recommendation	<p>Records relating to the screening of grant and subsidy applications through the Grant Management System (Smarty Grants) or providers through the Sports Vouchers System for completeness and eligibility.</p> <p>Also includes records contained in the old GMS (now decommissioned) but referred to for historic reference.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
3.2.3	Assessment and Recommendation	<p>Records relating to unsuccessful applications, including those that did not meet eligibility requirements. Includes notification to applicants.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 5 years after action completed, then destroy.</p>
3.3	Program Management	<p><i>The activities involved in planning, implementing, monitoring, assessing and evaluating Grant or Subsidy Programs such as the Active Club Program or Sports Vouchers Program. Includes advertising/publishing information relating to grant and subsidy programs.</i></p>	
3.3.1	Program Management	<p>Records relating to the development, implementation and review of ORSR grant and subsidy programs.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
3.3.2	Program Management	<p>Records relating to the monitoring of ORSR grant and subsidy program outcomes.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
3.3.3	Program Management	<p>Supplementary records relating to the development, implementation and review of ORSR grant and subsidy programs.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 5 years after action completed, then destroy.</p>

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4. HIGH PERFORMANCE SPORT MANAGEMENT			
4	HIGH PERFORMANCE SPORT MANAGEMENT	The function of managing activities associated with high performance athlete and coach management. Includes the planning and management of sports programs e.g. netball program, hockey program etc.	
4.1	Appeals	<i>The activities involved in the process of appeals against decisions by application to a higher authority. (KAAA)</i>	
4.1.1	Appeals	Records relating to appeals against South Australian Sports Institute (SASI) decisions. For example, appeals relating to non-selection of an athlete or volunteer.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
4.2	Athlete Incidents	<p><i>The processes associated with managing incidents involving high performance athletes, coaches and volunteers. Incidents include accidents relating to sporting equipment (e.g. diving board breaking) and accidents not directly related to a particular sport. For example, an accident whilst travelling for a program. Incidents may also include reports of breaches of integrity or codes of conduct.</i></p> <p><i>Note: Records relating to breaches of high performance sport management policies such as doping, are captured and managed directly within the AMS system.</i></p> <p>See GDS30V2 14.1 WORK HEALTH & SAFETY – Accidents & Incidents for records relating to accidents and incidents causing injury or damage involving employees, general public or visitors to ORSR.</p> <p>See GDS30V2 4.1 COMPENSATION – Case Management (Compensation Claims) for compensation to employees and visitors injured while proceeding to or from work, during working hours or on ORSR’s premises.</p>	
4.2.1	Athlete Incidents	Records relating to accidents or incidents resulting in significant disability or death. For example, a diver receiving injuries from a diving board breaking.	TEMPORARY Retain a minimum of 60 years after action completed, then destroy.

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4.2.2	Athlete Incidents	Records relating to official accident and incident reports involving athletes.	TEMPORARY Retain a minimum of 45 years after action completed, then destroy.
4.2.3	Athlete Incidents	Records relating to the management of compensation claims for personal injury made by or on behalf of athletes under 18 years of age.	TEMPORARY Retain a minimum of 50years after sate of birth, then destroy.
4.2.4	Athlete Incidents	Records relating to the management of compensation claims for personal injury made by or on behalf of athletes over 18 years of age.	TEMPORARY Destroy 10 years after claim finalised.
4.2.5	Athlete Incidents	Records relating to the management of personal injuries to athletes (regardless of age) not resulting in claims for compensation.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
4.2.6	Athlete Incidents	Records relating to incidents involving breaches of integrity, such as a breach of the SASI code by athletes, employees or volunteers. For example, match fixing and anti-doping.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
4.2.7	Athlete Incidents	Original source records documenting breaches of high performance sport management policies that have been entered directly into the AMS system. For example, match fixing and doping.	TEMPORARY Destroy 6 months after confirmation of capture into the AMS.
4.3	Athlete Scholarships	<p><i>The activities associated with managing high performance athlete scholarships. Includes contractual arrangements.</i></p> <p>See 3 GRANT AND SUBSIDY MANAGEMENT for records relating to monetary aspects of scholarships managed within the Smarty Grants grant management system.</p> <p>See 4.7.1 SASI Program Management for records relating to selection criteria and correspondence to athletes in relation to scholarships included in specific Sports Program documentation.</p>	

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4.3.1	Athlete Scholarships	Records relating to scholarships offered to high performance athletes by ORSR.	TEMPORARY Retain a minimum of 30 years after action completed, then destroy.
4.3.2	Athlete Scholarships	Records relating to scholarships offered to high performance athletes who are minors, by the ORSR.	TEMPORARY Once child reaches 18 years of age, destroy 15 years after last contact.
4.3.3	Athlete Scholarships	Records documenting the Athlete scholarship selection process, including selection panel details.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
4.4	Complaints / Grievances	<i>The activities associated with the management of complaints and grievances received by athletes.</i> See GDS30V2 5.9 EMPLOYEE MANAGEMENT – Grievances for records relating to the management of complaints by employees.	
4.4.1	Complaints / Grievances	Records relating to complaints and grievances received by ORSR from athletes (minors) or their parent or guardian where there are allegations of sexual abuse. See 4.4.2 Complaints / Grievances for records relating to complaints from minors or their parent/guardian. See 4.4.3 Complaints / Grievances for records <u>not</u> relating to minors.	TEMPORARY Retain a minimum of 105 years after date of birth then destroy.
4.4.2	Complaints / Grievances	Records relating to complaints and grievances received by ORSR from athletes (minors) or their parent/guardian. Includes investigations into allegations and documentation relating to the outcome of such investigations. May also include responses from ORSR. See 4.4.1 Complaints / Grievances for records relating to allegations of sexual abuse. See 4.4.3 Complaints / Grievances for records <u>not</u> relating to minors.	TEMPORARY Once child reaches 18 years of age, destroy 15 years after last contact.

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4.4.3	Complaints / Grievances	<p>Records relating to complaints and grievances received by ORSR from athletes (18 years of age and over). Includes investigations into allegations and documentation relating to the outcome of such investigations. May also include responses from ORSR.</p> <p>See 4.4.1 Complaints / Grievances for records relating to allegations of sexual abuse.</p> <p>See 4.4.2 Complaints / Grievances for records relating to complaints from minors or their parent/guardian.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
4.4.4	Complaints / Grievances	Records relating to the resolution of other complaints and grievances.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
4.5	Coaching Development	<i>The activities associated with the professional development of privately employed coaches.</i>	
4.5.1	Coaching Development	Records relating to the provision of training for coaches. Includes training materials and presentations.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
4.5.2	Coaching Development	Annual Coaches' Performance Learning Agreements.	<p>TEMPORARY</p> <p>Retain a minimum of 5 years after action completed, then destroy.</p>
4.5.3	Coaching Development	Records relating to the development of course material for training coaches.	<p>TEMPORARY</p> <p>Retain a minimum of 5 years after action completed, then destroy.</p>
4.6	Coaching Plans	<i>The activities associated with coaching high performance athletes. Includes training programs for individual athletes and squads and the processes of managing athlete performance.</i>	

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4.6.1	Coaching Plans	Records relating to coaches' day to day activities in accordance with coaches' plans. Includes plans around individual, squad and group training programs.	<p>TEMPORARY</p> <p>Retain a minimum of 5 years after action completed, then destroy.</p>
4.7	SASI Program Management	<p><i>The activities associated with planning, implementing, monitoring and reviewing programs for high performance sport. Includes memorandums of understanding between SASI and other National Sports organisations. Also includes the SASI Talent Identification Program.</i></p> <p>See 5.1 INDUSTRY INSIGHTS – Program Management for records relating to Industry Insight programs.</p> <p>See 6.1 INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION – Program Management for records relating to Industry Support and Community Participation programs</p> <p>See 9.5 SPORTING FACILITIES AND VENUES MANAGEMENT – Program Management for records relating to sporting facilities programs.</p>	
4.7.1	SASI Program Management	<p>Records documenting programs for high performance sports and high-performance athletes. Includes planning, budget documentation, operational plans, program feedback and surveys. Also includes records that monitor the progress of programs and records from meetings with partners of programs. For example, Rowing Australia and Rowing South Australia.</p> <p>See 4.3 HIGH PERFORMANCE SPORT – Athlete Scholarships for records relating to the management of high performance athlete scholarships including contractual arrangements.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 15 years after action completed, then destroy.</p>
4.7.2	SASI Program Management	Memorandums of Understanding (MOUs) between SASI and other National and Sports organisations, relating to sports programs.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>

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4.7.3	SASI Program Management	Records relating to the SASI Talent Identification Program including testing. Includes listings of students participating in testing and their test results.	TEMPORARY Once child reaches 18 years of age, destroy 15 years after last contact.
4.7.4	SASI Program Management	Parent consent forms associated with students undertaking Rec and Sport testing as part of the SASI Talent Identification Program.	TEMPORARY Once child reaches 18 years of age, destroy 15 years after last contact.
4.8	SASI Project Management	<p><i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources.</i></p> <p>See 5.2 INDUSTRY INSIGHTS – Project Management for records relating to Industry Insight projects.</p> <p>See 6.2 INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION – Project Management for records relating to Industry Support and Community Participation projects.</p> <p>See 9.6 SPORTING FACILITIES AND VENUES MANAGEMENT – Project Management for records relating to project management of sporting facilities.</p> <p>See 7.1 PLANNING AND PROJECT DELIVERY – Project Management for records relating to new and/or upgraded recreation, racing and sports infrastructure projects.</p>	
4.8.1	SASI Project Management	Records relating to the development, implementation, review and closure of High Performance Sport projects.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
4.9	Research	<p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines, etc. and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. (KAAA)</i></p>	

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4.9.1	Research	Records documenting research and analyses in conjunction with other sporting bodies. For example, testing to determine the error rate of body compensation scans in conjunction with the Australian Institute of Sport.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy</p> <p>Destroy 10 years after action completed.</p>
4.10	Sport Science Services	<i>The activities involved in providing services to high performance athletes and coaches in the areas of Sport Physiology, Sport Psychology and Sport Medicine. These services are designed to enhance the performance of coaches and athletes and enable athletes to perform to their physical potential.</i>	
4.10.1	Sport Science Services	Records documenting the performance of teams and individual athletes. For example, individual and squad physiological, bio-mechanist results, and testing regimes.	<p>TEMPORARY</p> <p>Retain a minimum of 30 years after action completed, then destroy.</p>
4.10.2	Sport Science Services	Records relating to Sports Engineering, whereby specialist equipment is either made or acquired (e.g. special canoe seats, development of application software to meet swimming program needs).	<p>TEMPORARY</p> <p>Retain a minimum of 30 years after action completed, then destroy.</p>
4.10.3	Sport Science Services	Records documenting summary performance metrics, statistics and analyses of teams and individual athletes.	<p>TEMPORARY</p> <p>Retain a minimum of 30 years after action completed, then destroy.</p>
4.10.4	Sport Science Services	Records documenting individual training performance and data (including but not limited to strength and conditioning, physiology, psychology, biomedical and bio-mechanist) reviews and activities of individual athletes and other data contained in a range of third party online systems including Team Builder, Commit, Tritonwear, Lumin, Strava, WHOOP, Zwift, HUDL, Polar Electro, Force Decks and Training Peaks.	<p>TEMPORARY</p> <p>Retain a minimum of 30 years after action completed, then destroy.</p>

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4.10.5	Sport Science Services	Records relating to laboratory accreditation in accordance with the requirements of the Australian Sports Commission. Includes submission of an annual report and quadrennial on site assessments, including equipment validation, testing protocols, reliability and staff competency.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
5. INDUSTRY INSIGHTS			
5	INDUSTRY INSIGHTS	The function of identifying and responding to emerging issues and trends, technologies and innovation through research, analytics and market intelligence, that will impact on sport, recreation and racing.	
5.1	Program Management	<p><i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs.</i></p> <p>See 4.7 HIGH PERFORMANCE SPORT MANAGEMENT – SASI Program Management for records relating to program management of high performance athletes and coaches.</p> <p>See 6.1 INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION – Program Management for records relating to Industry Support and Community Participation programs.</p> <p>See 9.5 SPORTING FACILITIES AND VENUES MANAGEMENT – Program Management for records relating to sporting facilities programs.</p>	
5.1.1	Program Management	Records relating to the development, implementation and review of major Industry Insights programs.	PERMANENT Retain as State archives.
5.1.2	Program Management	Records relating to the development, implementation and review of other Industry Insights programs.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
5.1.3	Program Management	Records relating to the monitoring of program outcomes.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.
5.1.4	Program Management	Supplementary records relating to the development, implementation and review of Industry Insights programs.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.

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5.2	Project Management	<p><i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome with a given time. Includes cost of quality parameters, with specific and temporarily allocated resources. (KAAA)</i></p> <p>See 4.8 HIGH PERFORMANCE SPORT MANAGEMENT – SASI Project Management for records relating to the management of high performance sports projects.</p> <p>See 6.2 INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION – Project Management for records relating to Industry Support and Community Participation projects.</p> <p>See 7.1 PLANNING AND PROJECT DELIVERY – Project Management for records relating to new and/or upgraded recreation, racing and sports infrastructure projects.</p> <p>See 9.6 SPORTING FACILITIES AND VENUES MANAGEMENT – Project Management for records relating to project management of sporting facilities.</p>	
5.2.1	Project Management	Records relating to the development, implementation, review and closure of Industry Insights projects. For example, Active Transport, Active Lives.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
5.3	Research	<p><i>The activities involved in investigating or enquiring into a subject or area of interest in order to discover facts, principles etc. Used to support the development of projects, standards, guidelines etc. and the business activities of the organisation in general. Includes following up enquiries relating to organisational programs, projects, working papers, literature searches etc. (KAAA)</i></p>	
5.3.1	Research	Records documenting original significant research, surveys and analyses relating to future trends and/or innovations in sport and recreation.	<p>PERMANENT</p> <p>Retain as State archives.</p>
5.3.2	Research	Records documenting minor repetitive or ad hoc research and associated surveys and analysis.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
6. INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION			
6	INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION	<p>The function of developing and delivering/implementing initiatives to educate, support and enhance the efforts of sport and recreation organisations and clubs. Includes the development and implementation of policy, plans and programs for community participation in sport and recreation.</p>	
6.1	Program Management	<p><i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs.</i></p> <p>See 4.7 HIGH PERFORMANCE SPORT MANAGEMENT – SASI Program Management for records relating to program management of high performance athletes and coaches.</p> <p>See 5.1 INDUSTRY INSIGHTS – Program Management for records relating to Industry Insight programs.</p> <p>See 9.5 SPORTING FACILITIES AND VENUES MANAGEMENT – Program Management for records relating to sporting facilities programs.</p>	
6.1.1	Program Management	Records relating to the development, implementation and review of major Industry Support and Community Participation inclusion programs including data contained in StarClub, MyRecSport and VSTAR.	PERMANENT Retain as State archives.
6.1.2	Program Management	Records relating to the development, implementation and review of other Industry Support and Community Participation programs including data contained in StarClub, MyRecSport and VSTAR.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
6.1.3	Program Management	Records relating to the monitoring of program outcomes.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.

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6.1.4	Program Management	Supplementary records relating to the development, implementation and review of Industry Support and Community Participation programs.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.
6.2	Project Management	<p><i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome with a given time. Includes cost of quality parameters, with specific and temporarily allocated resources. (KAAA)</i></p> <p>See 4.8 HIGH PERFORMANCE SPORT MANAGEMENT – SASI Project Management for records relating to the management of high performance athlete and coaches programs.</p> <p>See 5.2 INDUSTRY INSIGHTS – Project Management for records relating to the management of Industry Insights projects.</p> <p>See 7.1 PLANNING AND PROJECT DELIVERY – Project Management for records relating to new and/or upgraded recreation, racing and sports infrastructure projects.</p> <p>See 9.6 SPORTING FACILITIES AND VENUES MANAGEMENT – Project Management for records relating to project management of sporting facilities.</p>	
6.2.1	Project Management	Records relating to the development, implementation, review and closure of Industry Support and Community Participation projects.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
6.3	Training and Education	<i>Activities associated with the development and delivery of training and awareness programs, seminars, webinars and information sessions for recreation and sporting organisations. Includes online tools and guides. For example, Child Safe Environments, StarClub online assessment tool and volunteer management tools.</i>	
6.3.1	Training and Education	Master records of training and education resources such as training materials, information sheets, on-line tools etc.	TEMPORARY Retain a minimum of 30 years after action completed, then destroy.

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6.3.2	Training and Education	Records relating to the development of training and education materials.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
7. PLANNING AND PROJECT DELIVERY			
7	PLANNING AND PROJECT DELIVERY	The function of identifying and developing co-investment opportunities for the planning and delivery of new and/or upgraded recreation, racing and sports infrastructure projects. Includes the provision of expert advisory services to the Government, ORSR Executive and staff, Local Government and recreation and sport organisations on recreation and sport and open space planning.	
7.1	Project Management	<p><i>The activities associated with managing of a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources. (KAAA)</i></p> <p>See 4.8 HIGH PERFORMANCE SPORT MANAGEMENT – SASI Project Management for records relating to the management of high performance athlete and coaches programs.</p> <p>See 5.2 INDUSTRY INSIGHTS - Project Management for records relating to the management of Industry Insight projects</p> <p>See 6.2 INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION – Project Management for records relating to Industry Support and Community Participation projects.</p> <p>See 9.6 SPORTING FACILITIES AND VENUES MANAGEMENT – Project Management for records relating to project management of sporting facilities.</p>	
7.1.1	Project Management	Records relating to the development, implementation, review and closure of major projects of State significance. Includes records of the Project Governance Committee (agenda, minutes, reports and action and decision registers).	<p>PERMANENT</p> <p>Retain as State archives</p>
7.1.2	Project Management	Records relating to the development, implementation, review and closure of other projects. Includes the establishment of project governance frameworks, methodologies and processes.	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>

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7.1.3	Project Management	Records relating to the State Sport and Recreation Infrastructure Plan and associated projects contained in the Proposed Projects Master 2 database. Includes the Current Supply Spreadsheet containing data on over 2000 recreation and sport facilities.	TEMPORARY Retain a minimum of 20 years after action completed, then destroy.
7.2	Spatial Mapping	<i>The process associated with geographical information systems (GIS) to manage and analyse geographical data or special locations using maps.</i>	
7.2.1	Spatial Mapping	Maps relating to strategic planning for sport and recreation infrastructure.	PERMANENT Retain as State archives.
7.2.2	Spatial Mapping	Records relating to DPC's GEO portal administration.	TEMPORARY Retain a minimum of 20 years after action completed, then destroy.
7.2.3	Spatial Mapping	Records relating to periodic spatial mapping reports.	TEMPORARY Retain a minimum of 20 years after action completed, then destroy.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
8. RACING STRATEGY AND POLICY			
8	RACING STRATEGY AND POLICY	<p>The function of providing: strategic policy advice to the Minister on a range of issues relating to, or impacting on, the South Australian racing industry; and also providing the critical link between Government and the racing industry for the communication and development of ideas and policies which impact upon the economic and financial viability of the State's racing industry.</p>	
8.1	Research Monitoring and Evaluation	<p><i>The activities involved in investigating, evaluating or enquiring into an area of interest, in order to discover facts, principles, etc., relating to racing-related strategy and policy and associated projects, standards, guidelines, etc. Includes following up enquiries, projects, working papers, literature searches etc. Also includes undertaking surveys, interviews, collating statistics, analysis, modelling, evaluation (including evaluation of programs), and monitoring.</i></p> <p><i>Note: Includes original records documenting research but does not include material 'reference/cited' in the research.</i></p>	
8.1.1	Research Monitoring and Evaluation	<p>Records documenting original research relating to racing industry issues of national significance. Includes working papers and associated research findings and annotated articles used to support the research. Also includes research frameworks, survey and sampling methodologies, access criteria, codes of practice or ethics, and privacy exemption. For example, Cross Border Betting Task Force, Betting Exchange Task Force and National Totalisator Pool Task Force.</p>	<p>PERMANENT</p> <p>Retain as State archives</p>
8.1.2	Research Monitoring and Evaluation	<p>Records documenting non-original research and research of State issues.</p>	<p>TEMPORARY</p> <p>Retain a minimum of 10 years after action completed, then destroy.</p>
8.2	Stakeholder Relations	<p><i>The activities and processes associated with maintaining active links with racing industry stakeholders.</i></p>	

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8.2.1	Stakeholder Relations	Records documenting official liaison with external stakeholders including the Treasurer and/or the Minister relating to core racing-related operational matters, e.g. commercial in confidence submissions.	PERMANENT Retain as State archives
8.2.2	Stakeholder Relations	Records documenting routine correspondence with external stakeholders, e.g. contact details, related administrative matters of a routine nature, attendance at public events or racing meetings (i.e. 'networking', etc.).	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.

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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
9. SPORTING FACILITIES AND VENUE MANAGEMENT			
9	SPORTING FACILITIES AND VENUE MANAGEMENT	The function of providing project coordination and management expertise for the planning, acquisition, development and ongoing management and use of the State's specialist sporting and recreational facilities and venues. These facilities include, but are not limited to, indoor and outdoor sports stadiums, aquatic facilities, golf courses and recreation parks.	
9.1	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of agreements. (KAAA)</i>	
9.1.1	Agreements	Records relating to temporary hire agreements, with organisations, sporting bodies and the like to the Minister for Recreation, Sport and Racing properties. Includes master copies of agreements which stipulate criteria, scope, conditions and contractual obligations of all parties involved.	TEMPORARY Retain a minimum of 10 years after agreement expiry, then destroy.
9.1.2	Agreements	Supplementary records relating to the development, maintenance and review of agreements.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.
9.2	Greenways Management	<i>The activities involved in the establishment, maintenance and monitoring of greenways and administering of the Recreational Greenways Act 2000 (under the portfolio of the Minister for Recreation, Sport and Racing). Includes regulating activities such as issuing of permits and expiations in relation to the use of recreational greenways.</i>	
9.2.1	Greenways Management	Records relating to the establishment of recreational greenways including identification of the greenway, purpose of the greenway, community consultation, agreements made in perpetuity, transfer of ownership, Cabinet Submissions and gazetted notices by the Minister. For example, the Mawson Trail. Can include documentation of native title issues/considerations.	PERMANENT Retain as State archives
9.2.2	Greenways Management	Records relating to donations and bequests of property for the purpose of recreational greenways.	PERMANENT Retain as State archives

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9.2.3	Greenways Management	Records relating to the maintenance of recreational greenways. For example, by the landowner, by ORSR or by user groups (volunteers). Can include notices of closures to greenways for maintenance, owner access or public safety.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
9.2.4	Greenways Management	Records relating to permits and expiation in relation to the use of recreational greenways. For example, camping permits, expiation for trespassing on private land from a greenway etc.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
9.3	Leasing and Licensing	<i>The activities involved in leasing and licensing of sporting facilities managed by ORSR to external persons or organisations for a defined purpose. For example, the leasing of office space to Little Athletics SA at the SA Sports Stadium.</i>	
9.3.1	Leasing and Licensing	Records relating to leasing including special leases, sub-leases, licences and other registered tenure related documentation.	TEMPORARY Retain a minimum of 10 years after expiry, then destroy.
9.4	Maintenance (Specialist Facilities)	<i>The activities associated with the maintenance of specialist sport and recreation facilities. Includes the processes of maintaining and monitoring facilities and venues.</i>	
9.4.1	Maintenance (Specialist Facilities)	Records documenting the maintenance of specialist sports and recreation facilities. Includes cycle, horse riding and walking paths or trails and associated infrastructure. For example, huts and bridges. Includes repairs and renovations.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
9.4.2	Maintenance (Specialist Facilities)	Records relating to routine/day-to-day cleaning and waste management services related to sporting facilities and venues.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.
9.5	Program Management	<i>The activities associated with the coordination and management of an ongoing series of actions to respond to a need or achieve common goals or objectives. Includes planning, implementing, monitoring and assessing programs.</i>	

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9.5.1	Program Management	Records relating to the development, implementation and review of major programs in sporting facilities. For example, the Annual Preventive Maintenance and Property Services Program.	TEMPORARY Retain a minimum of 50 years after action completed, then destroy.
9.5.2	Program Management	Records relating to the development, implementation and review of other sporting facilities programs.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.
9.5.3	Program Management	Supplementary records relating to the development, implementation and review of sporting facilities programs.	TEMPORARY Retain a minimum of 5 years after action completed, then destroy.
9.6	Project Management	<p><i>The activities associated with managing a set of approved activities, which are carried out according to a plan to achieve a definite outcome within a given time. Includes cost and quality parameters, with specific and temporarily allocated resources. (KAAA)</i></p> <p>See 4.8 HIGH PERFORMANCE SPORT MANAGEMENT – SASI Project Management for records relating to the management of high performance athlete and coaches programs.</p> <p>See 5.2 INDUSTRY INSIGHTS - Project Management for records relating to the management of Industry Insight projects.</p> <p>See 6.2 INDUSTRY SUPPORT AND COMMUNITY PARTICIPATION – Project Management for records relating to Industry Support and Community Participation projects.</p> <p>See 7.1 PLANNING AND PROJECT DELIVERY – Project Management for records relating to new and/or upgraded recreation, racing and sports infrastructure projects.</p>	

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9.6.1	Project Management	Records relating to the development, implementation, review and closure of major projects. i.e. Public Works Committee projects and significant asset or infrastructure projects. For example, the Super-Drome heating and lighting project, being the first of its kind in Australia to provide an ambient temperature for high performance cyclists. Includes records of the Project Governance Committee (agenda, minutes reports and action and decision registers).	PERMANENT Retain as State archives
9.6.2	Project Management	Records relating to the development, implementation, review and closure of other projects. Includes the establishment of project governance frameworks, methodologies and processes.	TEMPORARY Retain a minimum of 25 years after action completed, then destroy.
9.7	Regulating	<i>The processes associated with the enforcement of regulatory responsibilities and requirements under legislation.</i>	
9.7.1	Regulating	Records relating to the issuing of exemptions in accordance with the <i>Recreation Grounds (Regulations) Act 1931</i> . For example fines issued for unacceptable behaviours of persons at named grounds.	TEMPORARY Retain a minimum of 10 years after action completed, then destroy.

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Appendix A – ORSR Databases

Name of database	What data is captured	How its managed	System of Arrangement	Date Range
AMS	Personal information and performance data including medical information of individual athletes to support education and decision making with the aim of improving athlete health and performance outcomes nationally.	Fusion Sports – web based platform by Sport Australia (SA) with SASI in a contract with SA.	Single Number	2009 – current
Training Peaks	Online training diary for storage of training session data and wellness metrics, and basic training load monitoring.	Training Peaks LLC – web based platform	Single Number	2013 – current
Bizdata Body Comp	Body Comp SASI BC2000 is a simple Access database which has the details of body composition data of athletes for the period between the late 1980s and about 2014/2015 when everything was transitioned to the AMS.	SASI/ORSR Data is stored in Q drive	Single Number	1980 – 2014
Team Builder	Gym training specific program builder and basic load monitoring (sets, reps, tonnage).	Team Builder, LLC – web based platform	Single Number	2019 – current
Commit (Swimming)	Training session builder, database and basic training session metrics.	Commit – web based platform	Single Number	2015 – current
Tritonwear (Swimming)	Training session analysis platform from data collected from accelerometer wearables.	By Tritonwear – web based platform	Single Number	2014 – current
Eindhoven Swim Skill Analysis System	Athlete video performance analysis data.	Perana Sports – web based platform	Single Number	2015 – current
Lumin AWS database (Amazon Warehouse)	Houses multiple third party software data pulled using Application Programming Interfaces and custom uploaders, allowing for one set of data to be accessed and interpreted by different types of applications.	Amazon – web based platform	Single Number	2020 – current
Strava	Online training analysis platform using uploaded performance data from third party software.	Strava – web based platform	Single Number	2010 – current

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WHOOP	Physiological and activity data collected from wrist worn wearables stored on WHOOP servers.	WHOOP – web based platform	Single Number	2015 – current
Zwift	Online virtual cycling & running software that records and stores personal and performance data.	Zwift – web based platform	Single Number	2014 – current
Hudl	Online video analysis and communication platform.	Hudl – web based platform	Single Number	2014 – current
Peach	Peach Powerline is a rowing biomechanics package which comprises force and angle sensors and the software to download and store the results and generate athlete reports.	Peach Innovations – Licenced software stored locally on ORSR computer.	Single Number	2010 – current
Float	Individual training session data of rowing used to monitor an athletes performance on the ergo machine.	Float – Smart Phone application that connects to Concept2 ergo. Can then be exported as CSV, or uploaded to third party website e.g. Ludum	Single Number	2017 – current
Parvo	Individual training session data which measures the gas that is being inhaled/exhaled by athletes.	SASI / ORSR – licensed software stored locally on a computer in the Sports Science Lab.	Single Number	2012 – current
Polar	Individual training session data including heart rate data.	Polar – application stores the data.	Single Number	1990 – current
Gym Aware	Individual training session data which measures the speed of the bar when lifting weights.	Kinetic Performance Technology – Web based platform	Single Number	2002 – current
Force Decks	Captures force data from force plates.	SASI/ORSR – licenced software stored locally on a computer in the gym.	Single Number	2002 - current
MyRecSport	The database is used by ORSR staff as a single point of truth when looking up contact details or accessing other information that may be required about peak State Sporting Organisations .	MyRecSport – online portal for State Sporting Organisations (e.g. SANFL, Netball SA, Hockey SA, etc) to maintain contact information and save financial information, strategic plans and other reports.	Single Number	2012 - current
STARCLUB	State Sport and Recreation Infrastructure Plan data - proposed sport and recreation infrastructure projects.	ORSR – online portal	Single Number	2012 – current

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VSTAR	<p>V-Star is a secure online portal which allows sport and recreation organisations to log in and access resources designed to help them support their volunteers. It also allows sport and recreation organisations to create an Action Plan which remains saved within the V-Star database.</p> <p>The typical information collected on here includes people's personal emails and contact details or club details, and the status of their progression through the 25 steps.</p>	ORSR – online portal	Single Number	2012 - current
GMS	Old access database, internally developed for the management of grants.	ORSR – limited active files	Annual single number with prefix	1996 – current
Smarty Grants	Grants Management System for the administration of grants for sporting programs from the application process through to the acquittal process.	Our Community – online portal	Annual single number with prefix. E.g. IP0003 relates to a grant application that was lodged for the Infrastructure Program	2018 – current
Sports Vouchers (CRM)	Captures the application and distribution process for subsidies to school aged children.	Designed specifically for ORSR with a service level agreement with DPC to provide ICT support across agency and includes assistance with the management of the Sports Vouchers platform as required.	Annual single number with prefix for each claim that is lodged. E.g. SV30605 relates to a Sports Vouchers claim.	2014 - current

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Appendix B – ORSR Organisation Chart February 2022

