



State Records Act 1997

Operational Records Disposal Schedule

**Lessor Corporations (including Generation
Lessor Corporation, Transmission Lessor
Corporation, Distribution Lessor Corporation)**

RDS 2014/26 Version 1

Effective Date: 16 June 2015 to 30 June 2025

Approved Date: 16 June 2015

Approved by SRC



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

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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

Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Approved Date: 16 June 2015

Effective Date: 16 June 2015 to 30 June 2025

Authorisation by State Records

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

State Records' Contact Information

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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 owned by Lessor Corporations, 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 SAFA on behalf of the Lessor Corporations 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’ policy as documented in *Appraisal of Official Records – Policy and Objectives* - 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.

Using the Schedule

The Schedule applies only to the records described within it.



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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 12 point bold Arial upper case at the start of each section. (*e.g.* **COMPLIANCE MONITORING**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Transaction Management**).
- 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 individual lease obligations of the Lessor Corporations**)
 - definitions of activities are located adjacent to the activity title in italics *e.g.* *The process of managing, reviewing, actioning each lease agreement obligation of the Lessor Corporations that have been established in the lease agreements of the State's Privatised electricity companies.*
 - 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 Lessor Corporations. 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.



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Retention periods set down in the Schedule are minimum ones and SAFA on behalf of the Lessor Corporations may extend the retention period of the record if it considers there is an administrative need to do so. Where SAFA on behalf of the Lessor Corporations wishes to retain records for substantially longer periods it should request that the Schedule be amended to reflect this requirement.

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)*. SAFA on behalf of the Lessor Corporations 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. SAFA on behalf of the Lessor Corporations 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.



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Destruction of Records

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

- ***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.

SAFA on behalf of the Lessor Corporations 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.

SAFA on behalf of the Lessor Corporations should keep a 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 systems that control them should also be updated by inputting destruction dates and relevant disposal authorities.

SAFA on behalf of Lessor Corporations should also refer to State Records’ *Destruction of Official Records Guideline*, available via the State Records website (www.archives.sa.gov.au) for further advice.



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Review

State Records' disposal schedules apply for a period of ten years. Either SAFA on behalf of the Lessor Corporations 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.

Approved by SRC



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Context Statement

Context of the Agency Covered by the Schedule

Lessor Corporations' History and Background

Pre-Electricity Trust of South Australia (ETSA)

In 1895 the South Australian Electric Light and Motive Power Company Limited was formed with the object of supplying electricity for public and private purposes¹. In September 1899, the Company was sold to the Brush Electrical Engineering Company Limited², and three months later the assets and franchise to supply electricity were acquired by the Electric Light and Traction Company of Australia Limited, a company registered in London and already operating in Melbourne and Geelong. The Adelaide Electric Supply Company Limited was incorporated in England in April 1905³ and took over the South Australian undertaking and franchise in the same year, continuing to be the main supplier of electricity in South Australia until the formation of the Electricity Trust of South Australia (ETSA) in 1946.

ETSA

In 1943, Cabinet appointed an Electricity Supply Committee to investigate ways to expand electricity supply within the State⁴. The Committee recommended a coordinating authority be created by the Government to coordinate and control electricity supply matters within the State. Thus, the South Australian Electricity Commission was established by the *Electricity Act 1943*.

Following a Royal Commission (15 February 1945) on the supply of electricity by the Adelaide Electric Supply Company, it was recommended that if supplies of electricity were to be extended throughout the State, the Company should be acquired by the Government. It was recommended that a public authority be created to carry on the business of the Company and that this authority be called the South Australian Electricity Trust⁵. The Electricity Trust of South Australia (ETSA) was established under the *Electricity Trust of South Australia Act 1946*⁶. The undertakings of the Adelaide Electric Supply Company was vested in the Trust on 1 September 1946⁷. The Act decreed the South Australian Electricity Commission cease to exist upon the establishment of the Trust.

¹ RESI Corporation, Records Disposal Schedule (RDS) 2012/05 Version 1, page 9

² Ibid, page 10

³ Ibid

⁴ Ibid, page 11

⁵ Ibid, page 12

⁶ Ibid

⁷ Ibid



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ETSA was empowered to do all that was necessary to extend the supply of electricity to suburban and country consumers, construct power stations and facilities, investigate fuel sources and review pricing structures for electricity supply⁸.

ETSA rapidly expanded supply of electricity throughout the State, with ETSA having been vested the mining of coal from Leigh Creek by the *Electricity Trust of South Australia Act Amendment Act 1946*⁹. In July 1967, the *Electricity Trust of South Australia (Torrens Island Power Station) Act 1962*, vested in ETSA a large portion of Torrens Island, on which the new Power Station was opened on 23 February 1968¹⁰.

In 1964, ETSA's organisation was regionalised¹¹ with regional headquarters subsequently established in Port Augusta, Port Lincoln, Mt. Gambier, Clare, Murray Bridge, and Barmera. In 1986, ETSA undertook an organisational restructuring, following recommendations stemming from a review in 1984¹².

ETSA Corporation

ETSA was corporatised on 1 July 1995, under the *Electricity Corporations ACT 1994* to allow the business of ETSA to continue under the *Public Corporation Act 1993*¹³. The Corporation assumed all the functions exercised previously under the authority of ETSA. The full corporatisation of ETSA was completed during 1995-96 and the Corporation's generation, transmission, distribution and retail, and new business subsidiaries commenced full commercial trading from 1 July 1996¹⁴.

On 1 January 1997, the generation subsidiary separated from ETSA Corporation in preparation for the introduction of the National Electricity Market. ETSA Corporation then comprised the following subsidiaries – SA Generation (previously established), ETSA Power, ETSA Transmission, and ETSA Energy¹⁵.

Electricity Disaggregation and Creation of Lessor Corporations¹⁶

In 1996, the Electricity Reform & Sales Unit (ERSU) was established within the Department of Treasury and Finance to review and undertake a restructuring of the Electricity Industry in

⁸ Ibid, page 13

⁹ Ibid

¹⁰ Ibid, page 14

¹¹ Ibid, page 15

¹² Ibid

¹³ Ibid

¹⁴ Ibid

¹⁵ Ibid, page 16

¹⁶ Ibid



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South Australia in light of national competition reforms, and the Government's (at that time) desire to privatise the State's Electricity Assets¹⁷.

To facilitate both the completion of the reform process, and prepare the State's electricity supply industry assets for potential disposal, on 30 June 1998 the Government announced plans for the restructure of the State's electricity supply industry to comply with the requirements of the Australian Consumer and Competition Commission and the National Competition Council. This included the disaggregation of the electricity businesses, including:

- subdivision of the generation function into three competing businesses
- creation of a company to manage the existing gas contracts and to trade in gas
- establishing the transmission function as an autonomous trading entity and
- establishing the distribution and retail functions as separate subsidiary entities.

In June 1999, the *Electricity Corporations (Restructuring and Disposal) Act 1999* was passed by Parliament allowing the long-term lease of the State's distribution, generation, and transmission assets. The Act also made provision for the restructuring of the government-owned electricity assets prior to any disposal process commencing. As a result of this restructuring process, the following government owned entities were established¹⁸:

- **ETSA Utilities Pty Ltd** — whose primary function was to operate and manage the electricity distribution network in South Australia
- **ETSA Power Pty Ltd** — whose primary function was to retail electricity
- **ElectraNet SA** — whose primary function was to operate and manage the electricity transmission network in South Australia and to perform system control functions
- **Flinders Power Pty Ltd** – which operated the brown coal fired power stations at Port Augusta. The company also operated a coal field at Leigh Creek and owned the railway line linking the coal field with the power stations
- **Optima Energy Pty Ltd** – which operated the gas fired power stations at Torrens Island
- **Synergen Pty Ltd** – which operated gas turbine generators at four locations - Dry Creek, Mintaro, Snuggery and Port Lincoln
- **Terra Gas Trader Pty Ltd** – which managed gas contracts.

Lessor Corporations

The following Diagram illustrates the structure of the State's electricity industry businesses following the disaggregation.¹⁹

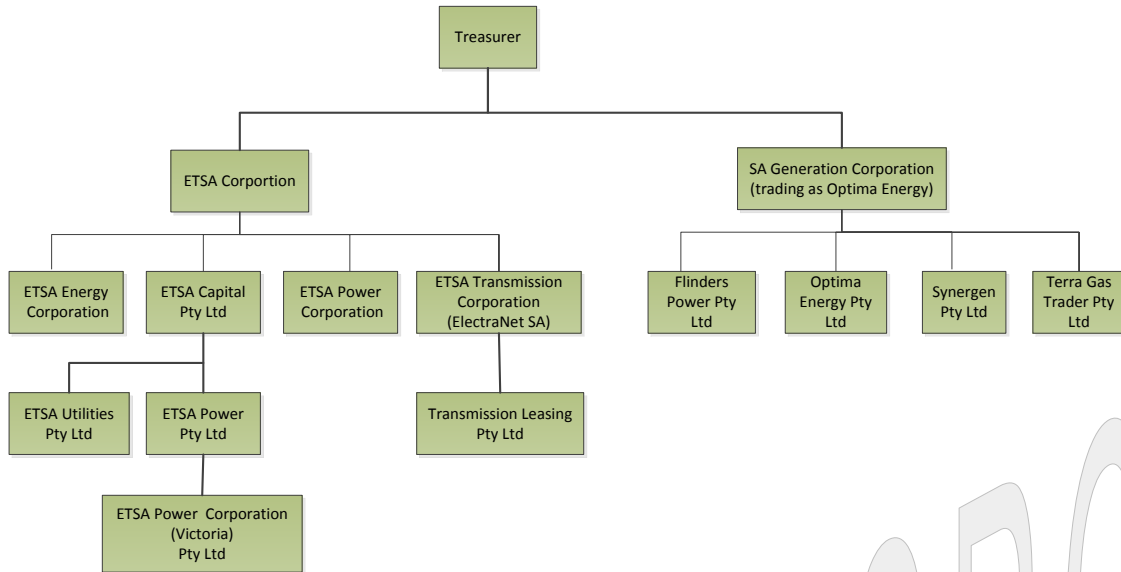
¹⁷ Ibid, page 4

¹⁸ Auditor-General Report, Electricity Businesses Disposal Process in South Australia, 2001, page 13

¹⁹ Report to the Auditor-General for the Year ended 30 June 1999, Audit Review Part A.4 Other Matters Raised Pursuant to Subsections 36(1)(a)(iii) and 36(1)(b) of the Public Finance and Audit Act 1987 and General Index to Part A



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Transmission Lessor Corporation

ETSA Transmission commenced operations on 1 July 1995 and changed its name to Transmission Lessor Corporation on 20 January 2000, which then operated as a transmitter of electricity and system controller. The principal activity of the Corporation from 1 July 1996 to January 2000 was the conduct of an electricity transmission business in accordance with Regulations under the *Public Corporations Act 1993* and in accordance with the National Electricity Code. Prior to the extension of the National Electricity Market to South Australia in December 1998, Transmission Lessor Corporation was the South Australian Trader in the National Electricity Market operations in New South Wales and Victoria.

With effect from 31 October 2000, the majority of the assets and liabilities of the Transmission Lessor Corporation were sold or leased and the Corporation ceased trading as a business.

From 1 November 2000, the principal activity of Transmission Lessor Corporation is as lessor of the electricity transmission network prescribed electricity assets and land.

Distribution and Generation Lessor Corporations

In July 1999, Distribution Lessor Corporation, and Generation Lessor Corporation were established as subsidiaries of the Treasurer to act as lessors under the long-term lease arrangements for the States distribution and generation assets. See Lessor Corporations function and role, in the following section (p.15) for a detailed description.

In December 1999, the process of transferring the prescribed electricity assets of the above listed government owned entities to the newly established lessor corporations commenced, with the subsequent leasing of prescribed assets to private sector entities. The remaining



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business operations of the above government-owned entities were sold off to the external private sector.

The disposal of electricity assets occurred from December 1999 to October 2000 as in the following summary table:

Entity	Lessor Corporation (ie Lessor)	Purchaser of business operations/ lessees from Lessor Corporations	Original trading name of private entity
ETSA Utilities	DLC	Consortium of Hong Kong entities	ETSA Utilities (now SA Power Networks)
Optima Energy	GLC	TXU SA Pty Ltd	TXU Torrens Island Pty Ltd (now AGL)
Synergen	GLC	National Power Synergen Pty Ltd	Australian National Power
Flinders Power	GLC	NRG Holdings BV and Flinders Labuan	NRG Flinders (now Alinta)
ElectraNet SA	TLC	ElectraNet Pty Ltd, ABB Group Holdings, Queensland Electricity Transmission Corp, Macquarie Bank Limited	ElectraNet SA
The following entities were sold outright (ie no lease arrangements applicable)			
ETSA Power	NA	AGL South Australia Pty Ltd	NA
Terra Gas Trader	NA	Tarong Gas Trader Pty Ltd (trading as Terra Gas Trader)	NA

NA not applicable

As of 2015, the names of the various private companies leasing from the lessor corporations are as follows:

- ElectraNet (electricity transmission network)
- SA Power Networks (formerly ETSA Utilities) (electricity distribution network)
- AGL (formerly TXU Torrens Island) (Torrens Island Power Station)
- GDF Suez Australia Pty Ltd (formerly Synergen - parent company International Power) (Generators located at Dry Creek, Mintaro, Snuggery and Port Lincoln)
- Alinta Energy (formerly NRG Flinders) (Northern and Playford Power Stations).

It should be noted that none of the private companies above are considered ‘agencies’ for the purposes of the State Records Act (ie their records are considered private and not official government records).



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RESI Corporation

In February 2000, the name ETSA Corporation was changed to RESI (short for 'residual') Corporation and all references to ETSA in the names of government-owned electricity businesses were changed to RESI. The functions of RESI were to:

- manage and administer any residual assets and liabilities, which do not form part of the State's electricity privatisation process
- implement pass-through agreements as directed by the Treasurer
- as directed, become and remain a party to a number of agreements including:
 - US Cross Border Lease transaction over the electricity transmission assets (this lease was subsequently terminated in April 2009)
 - gas haulage and gas purchase agreements
 - power purchase agreements with Osborne Cogeneration Pty Ltd and
- to act as the parent entity of a number of subsidiary entities until they are wound up, deregistered or dissolved.

RESI was the agency responsible for all ETSA and Adelaide Electric Supply Company records. RESI was dissolved in January 2013²⁰ in accordance with the *Statutes Amendment and Repeal (Budget 2012) Act 2012*, and its assets and liabilities transferred to the South Australian Government Financing Authority (SAFA). Control and ownership of RESI Corporation records now rest with the Department of Treasury and Finance, Financial Services. Access to some RESI Corporation records (those relating to workers compensation and asbestos claims) has also been granted to SAFA, Insurance Division (trading as SAICORP)²¹.

Lessor Corporations' Role and Function

The *Electricity Corporations (Restructuring and Disposal) Act 1999* allowed the South Australian Government to proceed with the privatisation of the State's major electricity assets through the granting of long-term leases²².

As part of the privatisation process:

- Distribution Lessor Corporation was established to act as lessor of the electricity distribution assets
- Generation Lessor Corporation was established to act as lessor of the electricity generation assets

²⁰ RESI Corporation, Records Disposal Schedule (RDS) 2012/05 Version 1, page 19

²¹ Ibid

²² South Australian Government Financing Authority, Risk Assessment, DLC, GLC, TLC, Privatisation arrangements for State's Electricity Assets and Associated Arrangements, Version 3.0, June 2013, page 5



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- ETSA Transmission Corporation (subsidiary of ETSA Corporation) changed its name to Transmission Lessor Corporation (in 2000) to act as lessor of the electricity transmission assets.

On 1 January 2012, ministerial responsibility for the Corporations were transferred from the Treasurer to the Minister for Finance, and the Corporations are subsidiaries of the Minister for Finance.

Transmission Leasing Pty Ltd was also created as a subsidiary of Transmission Lessor Corporation. Its sole purpose is to facilitate the State's involvement in a US Cross Border Lease (USXBL) transaction over the transmission network. The USXBL was terminated on 16 April 2009 with Transmission Leasing Pty Ltd being deregistered in August 2009.

Following the privatisation of the electricity entities, the former Electricity Reform & Sales Unit (ERSU) within the Department of Treasury and Finance disbanded, and the residual tasks were undertaken by SAFA in relation to the Lessor Corporations²³. Under a Service Level Agreement with the Lessor Corporations, SAFA provides services to the Lessor Corporations in regards to:

- corporate governance, reporting, accounting, internal audit and legal services and
- managing the contractual obligations of all parties to the transaction documents arising from the privatisation process.

In administering these functions on behalf of the Lessor Corporations, SAFA utilises other resources including:

- from within SAFA, being legal, insurance, accounting, compliance and systems
- from the Energy Division of Department of State Development (formerly the Department for Manufacturing, Innovation, Trade, Resources and Energy (DMITRE) with regards to the electricity industry and associated policy issues and
- externally, from the Crown Solicitor's Office.

Furthermore, SAFA obtains support for technical issues from the Transport Division of the Department of Planning, Transport and Infrastructure (DPTI) (as regards to the Leigh Creek Railway Line) and the Department of Primary Industries and Regions (PIRSA) (as regards to the Leigh Creek Mine).

SAFA monitors and administers the contractual obligations of the Lessor Corporations and the lessees under the long term lease arrangements. The contractual obligations of lessees under the long term leases, in very general terms, are not those normally associated with a traditional lessor/lessee relationship. The contractual terms reflect the lessee having the rights

²³ South Australian Government Financing Authority, Risk Assessment , DLC, GLC, TLC, Privatisation arrangements for State's Electricity Assets and Associated Arrangements, Version 3.0, June 2013, page 8



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and obligations normally associated with ownership and with the State as against the lessee having limited rights of control over the asset. Furthermore these rights are, in some cases, significantly deferred to the interests of the lessee's financiers²⁴.

For the purposes of the State Records Act, SAFA acts as custodians of the records of the Lessor Corporations, however, ownership of the records remains with the Lessor Corporations themselves.

The Lessor Corporations have no employees and the administration of activities within the Lessor Corporations are undertaken by SAFA.

Lessor Corporations' Structure Description

SAFA is responsible for the management of the electricity Lessor Corporations that own South Australia's generation, transmission and distribution infrastructure.

The Transmission System owned by Transmission Lessor Corporation and the Distribution System owned by Distribution Lessor Corporation are presently the main systems for the supply of electricity throughout the State²⁵. They are in effect a monopoly with the State having an exposure to the one entity for continued availability of the respective systems for the supply of electricity. The generating assets owned by Generation Lessor Corporation are *not* the only source of electricity generation available to the State.

Prior to privatisation, the State was responsible for, and had control over, the maintenance and repairs to the power stations and the transmission and distribution networks. Following privatisation, responsibility for maintenance and repairs was passed to the lessees.

Distribution Lessor Corporation (DLC)²⁶

In January 2000 a consortium of Cheung Kong Infrastructure Holdings and Hong Kong Electric Holdings acquired the State's electricity distribution and retail businesses, and leased from DLC the State's distribution network under a 200 year lease.

It now trades as SA Power Networks (SAPN). SAPN is a partnership comprising the following companies:

- CKI Utilities Development Limited (incorporated in the Bahamas)
- PAI Utilities Development Limited (incorporated in the Bahamas)
- Spark Infrastructure SA (No 1) Pty Ltd
- Spark Infrastructure SA (No 2) Pty Ltd
- Spark Infrastructure SA (No 3) Pty Ltd.

²⁴ Ibid, page 7

²⁵ Ibid, page 8

²⁶ Ibid, page 5



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As lessee of the State's distribution network, SAPN supplies electricity to the populated areas of South Australia. In general terms SAPN is responsible for the electricity "poles and wires" network from 66kV circuit breakers in terminal sub stations to and including the customer meter.

The consortium subsequently sold the electricity retail business to AGL South Australia Pty Ltd.

Generation Lessor Corporation (GLC)²⁷

Optima Energy

In June 2000, TXU Corporation acquired the State's electricity generation business conducted by Optima Energy at Torrens Island, and leased the relevant power station and land under a 100 year lease.

The Torrens Island Power Station is the largest capacity gas-fired electricity generating plant in Australia, which generates 1280 MW (summer capacity) and represents more than 40% of the installed generation capacity in South Australia. It acts in intermediate and at peaking capacity.

There have been a number of operators of the power station since privatisation in 2000. The Power Station is currently operated by AGL Energy Limited.

Synergy Power

In June 2000, National Power Synergen Pty Ltd acquired the State's electricity generation business conducted by Synergen at Dry Creek, Mintaro, Snuggery and Port Lincoln, and leased the relevant generating plant under a 100 year lease. It now trades in South Australia as GDF Suez Australian Energy. Its parent company is GDF Suez S.A. GDF Suez Australian Energy currently operates the nine fast start turbines that meet the very short durations of peak demand.

Flinders Power

In September 2000, NRG Energy Inc acquired the State's electricity generation business conducted by Flinders Power Pty Ltd at Port Augusta and Leigh Creek and leased:

- Northern and Playford Power Stations under 100 year leases and

²⁷ Ibid, page 6



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- Leigh Creek Township, Leigh Creek Railway Line and Leigh Creek Mine under 20 year leases.

The Northern Power Station is the lowest cost local generator in the South Australian electricity market. It operates in a base load capacity. The Playford Power Station previously operated in a peaking role and as back up for the Northern Power Station. It is currently in mothball condition.

The Northern Power Station represents 544 MW, more than 15% of the total generating capacity in the State.

The power stations are fuelled by coal mined at Leigh Creek and delivered by train using the Leigh Creek rail line. The township is operated and maintained for the workers employed at the Leigh Creek Mine.

The power stations at Port Augusta and the operations of the mine, township and railway at Leigh Creek are currently operated by Alinta Energy under the trading name Flinders Power.

Transmission Lessor Corporation (TLC)²⁸

In October 2000, a consortium led by Macquarie Bank acquired the State's electricity transmission business and leased the State's Transmission Network under a 200 year lease. It now trades in South Australia as ElectraNet.

ElectraNet is the principal transmission network service provider and system control centre operator in South Australia. ElectraNet operates and maintains most of South Australia's high voltage transmission.

Gas Trading Business²⁹

In October 2000, Tarong Energy (ultimately owned by the Queensland Government) acquired the State's fuel trading business. It traded in South Australia as Terra Gas Trader Pty Ltd (TGT).

On 12 January 2005, Tarong Energy sold the operations of TGT to AGL.

Other

Whilst the principal activity of the Lessor Corporations is to function as lessor of the prescribed electricity assets, the Corporations are also lessor of other assets that are not prescribed electricity assets which include land at Torrens Island, the Leigh Creek Mine, and the Leigh Creek Township. Also, the Generation Lessor Corporation is the lessee of the

²⁸ Ibid, page 7

²⁹ Ibid



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Leigh Creek Railway and has granted a sub-lease of the Railway to the operator of the Port Augusta Power Stations.

In summary the following table details the lease arrangements (for prescribed electricity assets, infrastructure and other assets) of the Lessor Corporations:

Asset	Lessee	Term years	Lease Expiry
Distribution Lessor Corporation			
Electricity distribution network and land	SA Power Networks (previously ETSA Utilities)	200	28 January 2200
Generation Lessor Corporation			
Leigh Creek Township	Alinta Energy	20	8 September 2020
Leigh Creek Railway	Alinta Energy	20	8 September 2020
Port Augusta Power Station and land	Alinta Energy	100	8 September 2100
Playford Power Station and land	Alinta Energy	100	8 September 2100
Torrens Island Power Station and land	AGL Energy Limited	100	6 June 2100
Generating Unit and land located at Dry Creek	GDF Suez Australia	100	6 June 2100
Generating Unit and land located at Mintaro	GDF Suez Australia	100	6 June 2100
Generating Unit and land located at Snuggery	GDF Suez Australia	100	6 June 2100
Generating Unit and land located at Port Lincoln	GDF Suez Australia	100	6 June 2100
Transmission Lessor Corporation			
Electricity transmission network and land	ElectraNet Pty Ltd	200	31 October 2200

Predecessor Agencies

- South Australian Electric Light and Motive Power Company Limited 1895 – 1905
- GRG 13 Adelaide Electric Supply Company Limited, 1905 – 1946
- GA 218 South Australian Electricity Commission, August 1943 – August 1946
- GRG 13 and GA 185 Electricity Trust of South Australia, 1946 – 1995
- GA 698 ETSA Corporation (later changed to RESI), July 1995 – February 2000
- ETSA Power (subsidiary of ETSA Corporation), 1997 - 1999



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

- ETSA Transmission (subsidiary of ETSA Corporation, later changed to Transmission Lessor Corporation), 1995 - 2000
- ETSA Energy (subsidiary of ETSA Corporation), 1997 - 1999
- SA Generation Corporation (subsidiary of ETSA Corporation), 1996 - 1999
- RESI Corporation (previously ETSA Corporation), 2000 - 2013
- Flinders Power Pty Ltd (subsidiary to SA Generation Corporation), 1999 - 2000
- Optima Energy Pty Ltd (subsidiary to SA Generation Corporation), 1999 - 2000
- Synergen Pty Ltd (subsidiary to SA Generation Corporation), 1999 - 2000
- Terra Gas Trader Pty Ltd, 1999 - 2000
- ElectraNet SA, 1999 – 2000.

For completeness of information, entities *not* considered agencies with official records with regard to the State Records Act, but associated with the Lessor Corporations in a private capacity include:

- ETSA Utilities now (SA Power Networks)
- NRG Flinders (now Alinta Energy)
- AGL Energy Limited
- TXU Torrens Island Pty Ltd (now AGL)
- Synergen (parent company International Pty Ltd) (now GDF Suez Australia Pty Ltd)
- ElectraNet.

Successor Agencies

There are no successor agencies.

Legislation

Legislation administered by SAFA or SAFA on behalf of the Lessor Corporations includes:

- *Electricity Corporations (Restructuring & Disposal) Act 1999*
- *Government Financing Authority Act 1982.*

Legislation or rules not administered by SAFA or SAFA on behalf of the Lessor Corporations but affecting its business includes:

- *Government Business Enterprises (Competition) Act 1996*
- *Public Finance & Audit Act 1987*
- *Public Sector Management Act 1995*
- *Electricity Act 1966*
- *National Electricity (South Australia) Act 1996*



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

- *Electricity Corporations Act 1994*
- *Public Corporations Act 1993*
- National Electricity Rules.

Other regulatory environment in which the Lessor Corporations operate includes:

- Treasurer’s Instructions
- National Competition Policy
- Lessor Corporation Regulations
- Lessor Corporation Charters
- Auditor General
- Goods and Services Tax
- *Competition and Consumer Act 2010.*

Context of the Records Covered by the Schedule

Coverage of RDS 2014/26

The RDS applies to operational records of the Lessor Corporations. This includes closed and ongoing series of operational records. The following series held by State Records are covered by this schedule:

GA909	10278 (partial)	Electricity Entities Board Papers & Corporate Governance Records	1995-2002
GA909	10643	Electricity Entities Board Papers & Minutes	2001-current

As at March 2015, there are no records at State Records assigned to the above ongoing series. This RDS does not provide coverage for records of the former ETSA, ETSA Corporation, RESI Corporation or Electricity Reform and Sales Unit.

Related Series Affected by RDS 2014/26

There are no related series affected by this RDS.

Complementary Schedules to RDS 2014/26

- Department of Treasury and Finance, the former Electricity Reform and Sales Unit RDS 2001/24 Version 1 (approved by the State Records Council on 12 November 2002 and now expired)
- RESI Corporation RDS 2012/05 Version 1 (approved by the State Records Council on 26 February 2013)
- SAFA RDS 2013/01 Version 1 (approved by the State Records Council on 12 November 2013)



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Existing Disposal Schedules Superseded by RDS 2014/26

There are no existing Disposal Schedules superseded by this RDS.

Records Structure within Lessor Corporations

Records structure within SAFA consists of official files managed in file series, with alphanumeric system-generated identifiers used. Corporate files are managed in an Electronic Document and Records Management System (EDRMS) (Recfind from 1993 and Objective from 2005). Board papers are maintained in individual files in chronological order.

In administering the records of the Lessor Corporations, SAFA utilises other business information systems, in particular, Task Manager, Quantum, and Tech 1. Task Manager is used to detail scheduled transactions and events of the Lessor Corporations. Quantum is used to calculate financial transactions in relation to the transactions of the Lessor Corporations. Tech 1 is the accounting database used for Lessor Corporations.

Broad Description and Purpose of the Records

Records included in RDS 2014/26 document the lease arrangements and activity associated with the management of the leases pertaining to the Distribution Lessor Corporation, Generation Lessor Corporation, and Transmission Lessor Corporation (referred collectively as Lessor Corporations).

Functions and Activities Documented by the Records

The function and activities of the Lessor Corporations were arrived at through interviews and consultation with SAFA staff and review of information sources. Consultation was also undertaken with external parties, including DTF staff and a State historian. The functions and activities of the Lessor Corporations include:

- Compliance Monitoring
 - Agreements
 - Database Management
 - Transaction Management
- Governance
 - Board Management
 - Dissolution
 - Establishment
- Operations
 - Addresses
 - Reporting.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Arrangement of the Records

Files are arranged by means of a system-generated alpha-numeric year pattern of:

- **DLCYY/NNN** — e.g. **DLC03/010** — Distribution Lessor Corporation Files
- **GLCYY/NNN** — e.g. **GLC04/015** — Generation Lessor Corporation Files
- **TLCYY/NNN** — e.g. **TLC03/006** — Transmission Lessor Corporation Files
- **SAFY/NNN** — e.g. **SAF10/0121** — Distribution Lessor Corporation Files.

Having moved from the Recfind system to the Objective system, the prefix for the Lessor Corporation files changed from DLC, GLC and TLC to SAF. The Objective system prefixes SAFA files (including Lessor Corporation files) with SAF. The Lessor Corporation files can be identified in Objective by File Type which will be either DLC, GLC or TLC.

Agency Creating the Records

SAFA creates the records on behalf of the Lessor Corporations. Prior to the creation of records by SAFA, ERSU (Electricity Reform & Sales Unit, a former branch within the Department of Treasury and Finance) was responsible for the creation of records related to the Lessor Corporations.

Agency Owning or Controlling the Records

SAFA is responsible for administering all of the Lessor Corporations' records on behalf of the Treasurer of South Australia and the Minister for Finance. The Lessor Corporations (Distribution Lessor Corporation, Generation Lessor Corporation, and Transmission Lessor Corporation) own the records.

Date Range of the Records

Records Date Range: **1 January 2000 to Ongoing**

Volume of the Records

Currently there are 0.5 linear meter in relation to the annual accumulation rate for ongoing records. There are zero records at State Records, 16 linear meters at Recall (DTF/SAFA approved service provider), and approximately 17 linear meters on site at SAFA, Victoria Square.

Special Custody Requirements

There are no special custody requirements.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Special Storage Requirements

There are no special storage requirements.

Issues Not Mentioned Previously

There are no issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records nominated for permanent retention in this schedule document, namely: agreements (1.1.1), board management (2.1.1, 2.1.2), dissolution (2.2.1, 2.2.2), establishment (2.3.1, 2.3.2, 2.3.3), reporting (3.2.1, 3.2.2), and transaction management (1.3.1, 1.3.4, 1.3.5, 1.3.6, 1.3.7).

These records meet the criteria for ongoing value as set out in the State Records' *Appraisal of Official Records: Policy and Objectives* in that they document:

- the formulation and determination of policy
- the management of the State's electricity resources
- agreements between the government and legal entities
- the management of governing bodies
- legal status and fundamental rights of individuals and groups, eg Native Title.

Temporary Records Rationale

Records nominated for temporary retention in this schedule document routine processes and/or transactions that support the activities of the Lessor Corporations. Retention periods have been determined by the legal, administrative, evidential and financial accountability requirements.

These temporary records include: addresses (3.1.1), database management (1.2.1, 1.2.2), establishment (2.3.4), reporting (3.2.3) and transaction management (1.3.2, 1.3.3, 1.3.7, 1.3.8, 1.3.9, 1.3.10, 1.3.11, 1.3.12, 1.3.13).

Other Disposal Considerations

There are no other considerations for or against the retention or destruction of records affected by this RDS.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Disposal Recommendation Effect on Related Records

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

Alternative Record Formats

With the exception of databases (1.2.1, 1.2.2) and reporting (3.5.1) (photos) the majority of the records of the Lessor Corporations are held in paper.

Impact on Native Title Claims

Under the terms of the various sale and leasing agreements, the State retained the right to represent the lessees in any negotiations or proceedings relating to a Native Title Claim, unless the claim relates to compensation for which the lessees are exclusively responsible.

The Lessor Corporations are parties to a number of native title claims.

By directive of the Attorney-General, all native title claims received by State Government departments and agencies, including the Lessor Corporations, are to be referred to the Native Title Unit of the Crown Solicitor's Office for management. The Native Title Unit determines and advises the Lessor Corporations as to:

- responses to the claims
- whether any or all of the claims are within the category of claims for which the State is responsible under the terms of the sale and leasing agreements
- whether the State will be taking a 'whole of government' approach to the resolution of the claims and
- updates on the status of Native Title Claims where the Lessor Corporations are a party.

Lessor Corporations records that are potentially relevant to Native Title Claims include those covered by items 1.3.4. The Native Title Unit, however, is responsible for negotiating claims and conducting proceedings on behalf of the Lessor Corporations.

Indigenous Considerations

The determinations within *RDS 2014/26* 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 2014/26 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.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Scope Note

Records Covered by this Schedule

RDS 2014/26 applies to the records of the Lessor Corporations, being the collective name for Generation Lessor Corporation, Distribution Lessor Corporation and Transmission Lessor Corporation. For further details of coverage, refer to p.23.

How to Apply this Schedule

Use in conjunction with GDS

This Schedule should be used in conjunction with **GDS 15/GDS 30**, as amended, or its successor. Cross-references to the **GDS 15/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 *Legal Proceedings or Ex Gratia Applications Relating to Alleged Abuse of Former Children Whilst in State Care*, please refer to **GDS 27**. Where records sentenced for temporary retention are identified as having potential relevance, they need to be retained until 31 December 2020.

To identify records that may be potentially relevant to the *Royal Commission into Institutional Responses to Child Sexual Abuse*, please refer to **GDS 32**. 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

- Department of Treasury and Finance, the former Electricity Reform and Sales Unit RDS 2001/24 Version 1 (approved by the State Records Council on 12 November 2002 and now expired)
- RESI Corporation RDS 2012/05 Version 1 (approved by the State Records Council on 26 February 2013)
- SAFA RDS 2013/01 Version 1 (approved by the State Records Council on 12 November 2013)

Other RDS superseded by RDS 2014/26

This RDS does not supersede any existing schedules.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

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

In this instance, the re-sentencing of records is not required.

Records excluded from RDS 2014/26

There are no records excluded from cover by this RDS.

Application to records in all formats

RDS 2014/26 applies to records in all formats, including databases and other electronic records. SAFA on behalf of the Lessor Corporations 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 2014/26 are minimum retention periods for which records need to be retained. It is at the discretion of SAFA as to whether records are kept for longer than the minimum period.

Acronyms

- AIG – American International Group
- CD – Compact Disc
- CRISPS – Convertible Rent Instalment Security Payments
- DLC – Distribution Lessor Corporation
- DTF - Department of Treasury and Finance
- EDRMS – Electronic Document and Records Management System
- ERSU – Electricity Reform & Sales Unit
- ETSA – Electricity Trust of South Australia
- GLC – Generation Lessor Corporation
- KAAA – Keyword AAA: Thesaurus of Administrative Terms
- RESI – Residual
- SAFA – South Australian Government Financing Authority
- SAICORP – South Australian Insurance Corporation
- TGT – Terra Gas Trader
- TLC – Transmission Lessor Corporation
- US – United States of America



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Definitions of terms specific to RDS 2014/26

- **Convertible Rent Instalment Security Payments (CRISPs)** - The mechanism for changing the manner in which SA Power Networks is discharged and released from a monthly rent instalment under the distribution leasing documents.
- **Distribution Network** - The low voltage network that supplies electricity to the populated areas of South Australia. In general terms it is the electricity “poles and wires” network from 66kV circuit breakers in terminal substations to and including the customer meter.
- **Geographical Extensions** - A Geographic Extension is any extension beyond the outer extremities of the Distribution Network as at the date of the commencement of the lease, and any replacement, modification, alteration, addition, or renewal of or to that extension. Includes all three phase high voltage extensions to the distribution network and associated assets.
- **Non-transmission Assets** - An improvement to the transmission network made by the lessee that is outside the ordinary course of maintenance, repair, replacement or upgrading of the equipment forming part of the network, will not prevent the return of the Network at the end of the Transmission Network Lease, and is not necessary to enable ElectraNet to comply with its obligations under the Transmission Network Lease.
- **Project Vintage Database** - A program used by the legal consortium assisting the State in the privatisation process containing key documents, information and databases relating to the disaggregation of the electricity industry. Used for the preparation of reports, responding to queries and providing advice.
- **Qualifying Projects** - a replacement, modification, alteration, addition or renewal to the Distribution that is discrete, outside the ordinary course of maintenance, repair, replacement, or upgrading of the equipment forming part of the Distribution Network, and the Regulatory Value of the works at the time it is effected exceeds the Qualifying Threshold. Examples include the construction of a new substation.
- **Qualifying Threshold** – The minimum amount that a capital works project must exceed in order to determine whether it can be classified as a Qualifying Project.
- **Regulatory Value** – The value attributed to a capital works project classified as a Qualifying Project.
- **Transmission Network** – The high voltage transmission lines (275kV and 132kV) and switching stations used for transmitting electricity to the distribution network.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

- **Task Manager** – Task Manager is the database used by SAFA to record all the obligation requirements of parties to the leases. These include financial payments and other obligations.
- **US Cross Border Lease** – In 1997 ETSA Corporation entered into a financing lease agreement with respect to the State’s electricity transmission system with a number of US domiciled parties, notably Edison, Wilmington Trust and AIG. On privatisation this arrangement remained with the Government, ie RESI Corporation and the Transmission Lessor Corporation. The agreement was terminated in 2009.

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 SAFA on behalf of the Lessor Corporations 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 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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Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COMPLIANCE MONITORING			
1	COMPLIANCE MONITORING	The function of managing individual lease obligations of the Lessor Corporations, to ensure all contractual obligations of the lease agreements are adhered to by the Lessees.	
1.1	Agreements (LC)	<i>The processes associated with the maintenance and review of agreements entered into by the Lessor Corporations. The agreements are a copy of the agreements stored in bound volumes by the former ERSU. Does not include agreements in relation to the privatisation of ETSA. See ERSU RDS 2001/14 for the original agreements entered into by the Lessor Corporations and for agreements relating to the privatisation of ETSA.</i>	
1.1.1	Agreements (LC)	Records relating to copies of agreements. Includes sale, purchase and transfer agreements. Does not include development of the agreements. These records are not annotated by SAFA/Lessor Corporations or supplemented by additional information.	TEMPORARY Destroy 7 years after action completed
1.2	Database Management	<i>The activity of maintaining the content of Lessor Corporation specific databases.</i>	
1.2.1	Database Management	Database that include information that is used to ensure Lessor Corporations leases are complying with their contractual obligations under the leasing documents. Includes Task Manager database.	TEMPORARY Destroy 2 years after compliance and quality assurance audit completed.
1.2.2	Database Management	Copy of the inactive Project Vintage Database maintained on CD for reference purposes. See ERSU RDS 2001/24, items 5.1 and 5.2 for original database records that are deemed permanent.	TEMPORARY Destroy 2 years after compliance and quality assurance audit completed.



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COMPLIANCE MONITORING			
1.3	Transaction Management	<i>The processes of managing, reviewing, actioning each lease agreement obligation of the Lessor Corporations that have been established in the lease agreements with the State's privatised electricity companies (Lessees).</i>	
1.3.1	Transaction Management	Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their contractual obligations under the various business sale agreements and leasing documents in relation to the management of property, land and easements . Includes: <ul style="list-style-type: none"> • geographical extensions • qualifying projects • environmental obligations and notices • remediation obligations of the Lessees • non-transmission assets. 	PERMANENT
1.3.2	Transaction Management	Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their other contractual obligations under the various business sale agreements and leasing documents in relation to the management of property, land and easements that involves building maintenance and repairs that are asbestos management-related.	TEMPORARY Destroy 100 years after action completed



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COMPLIANCE MONITORING			
1.3.3	Transaction Management	<p>Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their other contractual obligations under the various business sale agreements and leasing documents in relation to the management of property, land and easements. Includes:</p> <ul style="list-style-type: none"> • asset registers and inspections • maintenance of certificates of titles • payment and recovery of land tax • levies and utilities • building maintenance and repairs (that are NOT asbestos management related) • land valuations • sale of land and granting of easements • consents and approvals • other notices to landholders. <p>For asbestos management-related building maintenance and repairs records see 1.3.2 above.</p>	TEMPORARY Destroy 7 years after action completed
1.3.4	Transaction Management	<p>Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their contractual obligations under the various business sale agreements and leasing documents in relation to Native Title. Includes updates on proceedings and negotiations conducted by the Native Title Unit of the Crown Solicitor’s Office, and correspondence with lessees and Lessor Corporations as to the state of claims.</p>	PERMANENT



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COMPLIANCE MONITORING			
1.3.5	Transaction Management	Master copy of compliance manuals with the Lessees obligations under the various business sale agreements and leasing documents.	PERMANENT
1.3.6	Transaction Management	Records relating to the sale/restructure of Lessees business operations. Includes approvals from the Minister and legal documentation.	PERMANENT
1.3.7	Transaction Management	Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their contractual obligations under the various business sale agreements and leasing documents in relation to the transfer of Government employees to the private sector, and dealings with unions.	PERMANENT
1.3.8	Transaction Management	Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their contractual obligations under the various business sale agreements and leasing documents in relation to insurance obligations . Includes: <ul style="list-style-type: none"> • reviews of insurance arrangements • renewal of insurance policies • certificates of currency • review of terrorism insurance • annual questionnaire from SAICORP clients. 	TEMPORARY Destroy 30 years after action completed



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 COMPLIANCE MONITORING			
1.3.9	Transaction Management	Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their contractual obligations under the various business sale agreements and leasing documents in relation to financial operations . Includes: <ul style="list-style-type: none"> • superannuation obligations • payments to third parties • GST and taxation payments • Cross Border lease obligations • annual appropriations from the State Budget • Convertible Rent Instalment Security Payments (CRISPs). 	TEMPORARY Destroy 7 years after action completed
1.3.10	Transaction Management	Records relating to the monitoring of compliance by the Lessor Corporations and the Lessees as to their contractual obligations under the various business sale agreements and leasing documents in relation to records and documents held by the Lessees .	TEMPORARY Destroy 7 years after action completed
1.3.11	Transaction Management	Records relating to the monitoring and reporting of the Lessees credit ratings .	TEMPORARY Destroy 7 years after last action completed
1.3.12	Transaction Management	Records relating to the establishment and maintenance of authorised officers under the various business sale agreements and leasing documents.	TEMPORARY Destroy 7 years after action completed
1.3.13	Transaction Management	Media articles on the assets being leased to the Lessees.	TEMPORARY Destroy 7 years after action completed



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2	GOVERNANCE	The function of providing services in relation to the governance of the Lessor Corporations. Includes matters relating to the administration of the Boards, Board members, and Board meetings, and any matters in relation to governance regulations.	
2.1	Board Management	<i>The activity of managing the functions of the Lessor Corporations' Boards.</i>	
2.1.1	Board Management	Records relating to the risk management and governance arrangement of the Lessor Corporations. Includes corporate registers, seal registers, Power of Attorney's, Directors' appointments to the Boards and risk management documents. Includes GRS 10278.	PERMANENT
2.1.2	Board Management	Records relating to the meetings of the Lessor Corporations' Boards. Includes agendas, minutes, board papers and reports. Maintained as sets of board papers in chronological order. Includes GRS 10278 and 10643.	PERMANENT
2.2	Dissolution	<i>The activity of de-registering and dissolving of companies and corporations associated with the leasing arrangements of the State's electricity assets.</i>	
2.2.1	Dissolution	Records relating to the de-registration of Transmission Leasing Pty Ltd.	PERMANENT
2.2.2	Dissolution	Records relating to the dissolution of the Lessor Corporations at expiry or termination of the leasing arrangements of the State's electricity assets.	PERMANENT
2.3	Establishment	<i>The activity of creating and establishing the Lessor Corporations' Boards, setting their decision making processes and terms of references, and changes through time.</i>	



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 GOVERNANCE			
2.3.1	Establishment	Records relating to the establishment and terms of reference of the Lessor Corporations' Boards. Includes all changes which illustrate any variation in purpose.	PERMANENT
2.3.2	Establishment	Records relating to the review and making of legislation and regulations governing the Lessor Corporations.	PERMANENT
2.3.3	Establishment	Records relating to the accounting arrangements (which include the preparation of the Lessor Corporation's first set of financial statements) following the establishment of the Lessor Corporations.	PERMANENT
2.3.4	Establishment	Records relating to the establishment of Operations Management Agreements between SAFA and the Lessor Corporations following transfer of responsibility to SAFA (eg Service Level Agreement).	TEMPORARY Destroy 2 years after action completed



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
3 OPERATIONS			
3	OPERATIONS	The function of managing the Lessor Corporations and its routine operational activities non-specific to transaction management activities.	
3.1	Addresses	<i>The activity of giving presentations or briefings.</i>	
3.1.1	Addresses	Records relating to briefings/presentations of Lessor Corporations matters to stakeholders (eg managers, CEOs, Auditor-General).	TEMPORARY Destroy 2 years after action completed
3.2	Reporting	<i>The processes associated with initiating or providing a formal response to an action/request and to provide formal statements or findings of the results of the analysis of the action/request. (KAAA)</i>	
3.2.1	Reporting	Photos of Torrens Island Quarantine Station maintained in an album. Photos are not labelled.	PERMANENT
3.2.2	Reporting	Records relating to the reporting of the privatisation of arrangements to Parliament and the tabling of the leasing documents in the Legislative Council and House of Assembly.	PERMANENT
3.2.3	Reporting	Records relating to the development of other formal reports to internal and external parties (eg Auditor-General's Department, other government agencies, private sector and consultants).	TEMPORARY Destroy 7 years after action completed



Lessor Corporations (including Generation Lessor Corporation, Transmission Lessor Corporation, Distribution Lessor Corporation)

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