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State Records
of South Australia

State Records Act 1997

Operational Records Disposal Schedule

**The Urban Renewal Authority trading as
Renewal SA ('Renewal SA')**

RDS 2019/02 Version 1

Effective Date: 16 April 2019 to 30 April 2029

Approved Date: 16 April 2019



The Urban Renewal Authority (URA) trading as Renewal SA ('Renewal SA')

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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

The Urban Renewal Authority trading as Renewal SA ('Renewal SA')

Approved Date: 16 April 2019

Effective Date: 16 April 2019 to 30 April 2029

Authorisation by State Records

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

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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 a Records Disposal Schedule (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 Renewal SA, 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 Renewal SA 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.* **LAND AND ASSET MANAGEMENT**)
- Activity/Process:** The activities and processes relating to each function are shown in 12 point bold Arial sentence case (*e.g.* **Land Development**).
- 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, planning and developing land and investment assets including surplus government land to meet the economic development objectives of government and for urban renewal purposes. Includes managing the contractual, environmental and financial aspects associated with land and property management, leasing, permits, licences, acquisition and disposal of land owned or managed by Renewal SA and predecessor/s. Also includes feasibility studies, infrastructure plans and the release of land for future development..**
 - definitions of activities are located adjacent to the activity title in italics (*e.g.* *The activities associated with providing strategic property advice, environmental services, property management services and consulting services to client agencies in relation to the acquisition, disposal or commercial exploration of Crown land assets*).
 - descriptions of each disposal class are arranged in sequence under the activity definitions.



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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 Renewal SA. 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 minimum ones and Renewal SA may extend the retention period of the record if it considers there is an administrative need to do so. Where Renewal SA 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)*.



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Renewal SA 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. Renewal SA 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 and may be considered by ICAC as misconduct or maladministration.

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.
- ***GDS36 for Records of Relevance in relation to Child Abuse or Alleged Child Abuse*** to ensure that records relating to child sexual abuse that has occurred or is alleged to have occurred are protected and available.

Renewal SA 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.

Renewal SA 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



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freedom of information applications. When records are destroyed 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 10 years. Either Renewal SA 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.



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Context Statement

Context of the Agency Covered by the Schedule

Renewal SA History and Background¹

The Urban Renewal Authority, trading as Renewal SA ('Renewal SA') was created as a statutory corporation on 1 March 2012 by regulations under the *Housing and Urban Development (Administrative Arrangements) (Urban Renewal Authority) Regulations 2012*, which were made under the *Housing and Urban Development (Administrative Arrangements) Act 1995*.²

Renewal SA is managed by a Board of Management under the direction of the Minister for Transport, Infrastructure and Local Government. It incorporates the residential and industrial landholdings of the former Land Management Corporation (LMC)³, along with key industrial landholdings from Defence SA.⁴

Renewal SA provides an integrated approach to urban development on behalf of the Government of South Australia to encourage more people to live, work, enjoy and invest in our State.

To achieve this, Renewal SA partners with the development industry and other organisations (including not for profit) to unlock the potential of existing urban areas. Through the planning and development process Renewal SA engages widely, including the general community.

The agency's urban revitalisation activities create employment and investment for the benefit of South Australia. As a key economic agency for the State, Renewal SA operates within a

¹ Renewal SA history and background has been compiled over time using the following sources: Administrative histories of various agencies registered as Government Agencies (GA) by State Records www.archives.sa.gov.au; Renewal SA Annual Reports; Renewal SA Charter, Parliament of South Australia, House of Assembly 20.9.16; SAHT Annual Report 2014-2015 pp4,6,7 and 9; SAHT Annual Reports and website, Defence SA Annual Report 2011-2012 and internal compliance and governance business unit.

² On 18 September 2014, the *Urban Renewal Act 1995* (URA Act) came into operation by proclamation in the *South Australian Government Gazette*.

³ The *Administrative Arrangements (Transfer of Land to Urban Renewal Authority) Proclamation 2012* was published in the SA Government Gazette on 1 March 2012 pursuant to section 7 of the *Administrative Arrangements Act 1994*. On 16 August 2012 a second transfer of asset was published in the SA Government

⁴ Gazette under the *Administrative Arrangements (Transfer of Assets, Rights and Liabilities to Urban Renewal Authority) Proclamation 2012*. These proclamations transferred assets from Defence SA to the new Urban Renewal Authority.



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commercial framework and encourages private sector investment through access to government landholdings.

These approaches are consistent with the objectives of the 30-Year Plan for South Australia and the State Government's Integrated Transport and Land Use Plan.

Renewal SA Role and Function

Renewal SA manages a portfolio of residential and industrial landholdings and buildings on behalf of the Government of South Australia.

Key projects and initiatives undertaken by Renewal SA include:

- Continued development of flagship urban development and strategic projects at Bowden, Lightview, Playford, Port Adelaide, Tonsley, Woodville West and Lot Fourteen the former Royal Adelaide Hospital site.
- City projects including the redevelopment of the Festival Plaza and the revitalisation of the Adelaide Railway Station.
- Lot Fourteen, the Tonsley Innovation District and Technology Park all offer opportunities for innovative and entrepreneurial businesses in future industries to collaborate and thrive.
- Facilitating the supply of strategically located commercial and industrial land to support South Australia's economic and employment growth, including the Northern Adelaide Food Park.
- Placemaking and activation associated with Renewal SA's project delivery including Blue Hive, Riverbank, Winterfest and Laneway festivals at Port Adelaide, the annual Playford Alive Fun Day, Tonsley Open Day and other demonstration projects and programmed activities at Bowden and Lot Fourteen.
- Works Program which extends the benefits of Renewal SA's urban renewal activities by creating employment, work experience and training placements in partnership with industry and through Renewal SA managed contracts.

As a major landholder on behalf of the South Australian Government, Renewal SA has been able to assist industrial and commercial activity within the State in a number of unique ways to assist employment generation and economic growth. For example, on 19 October 2015 Renewal SA established a trial soil bank on Grand Trunkway at Port Adelaide which was subsequently licenced by the Environment Protection Authority (EPA). The purpose of the Soil Bank is to provide a destination for contaminated waste soil from government construction projects, where the waste soil will be re-used rather than disposed of as landfill. State Government projects are not required to dispose of soil at the Soil Bank and may dispose at a private landfill if it is more cost effective. The Soil Bank is not intended to be a competitive commercial operation and it is limited to accepting soil from State Government



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owned land and projects. The Soil Bank provides a source of soil that can be used as fill on suitable developments around South Australia, providing it meets the EPA approved criteria.

Renewal SA's Structure Description

Renewal SA's key functions sit under three strategic divisions comprising:

- Corporate Services - supports our organisation with the functions of finance, records management, information technology, corporate governance and procurement.
- Property - delivers residential, industrial, commercial and urban renewal projects such as Bowden, Our Port, Playford Alive, Tonsley Innovation District and Woodville West.
- People and Place Management - responsible for the functions of people and culture, place, communications and engagement, residential and sales marketing and delivery of city projects and initiatives such as Lot Fourteen and Adelaide Riverbank.

Renewal SA delivers its customer and corporate services primarily through its Adelaide office at Riverside Centre, supported by five satellite offices at Bowden, Lot Fourteen, Playford Alive, Technology Park and Tonsley.

Refer to Appendix A – High Level Organisational Structure



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Predecessor Agencies

Since the creation of the first land-based development agency in South Australia in 1973 (the Land Commission), the State Government has created and dissolved a number of urban development agencies, culminating in the creation of Renewal SA in 2012. The following summary provides an overview of the various entities that reflect the evolving State Government focus on this important sector that delivers both jobs and investment for South Australia. Throughout, the overarching principle of each entity has been to maximise the return on government landholdings, typically in partnership with the private sector.

Refer to Appendix B – Organisational timeline

Former Land Management Corporation 1997 - 2012

The Land Management Corporation (LMC) was established on 24 December 1997 under the *Public Corporations Act 1993* as a subsidiary of the Minister for Government Enterprises. It had a Board of Directors and was subject to the control and direction of the Minister. The activities undertaken by LMC included those previously carried out by the former South Australian Urban Land Trust (SAULT) and the former Multi-Function Polis Development Corporation (MFPDC) which were merged in December 1996.⁵

LMC's functions included:

- the acquisition, management and disposal of land and other property previously held by the Multi-Function Polis;
- the acquisition, management and disposal of land and other property with a view to managing the release of large areas of undeveloped land;
- to make land and other property available for commercial, residential or other purposes;
- to ensure the orderly development of areas;
- to manage the Crown's interest in various joint ventures;
- to manage and develop Technology Park and Science Park.

It operated under a charter broadly described in the functions listed above and was prepared by the Minister and the Treasurer in consultation with the Corporation. On 1 March 2012 the LMC ceased to operate and was succeeded by the Urban Renewal Authority (trading as Renewal SA). All employees transferred to Renewal SA.

During the history of land-based and urban development agencies in South Australia, the State Government created then dissolved a number of single-purpose entities such as:

⁵ Land Management Corporation Annual Report 1999, p4



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- Multi-Function-Polis Development Corporation
- Technology Development Corporation
- Technology Park Adelaide
- Industrial & Commercial Premises Corporation (which operated the Industrial & Commercial Premises Scheme).

The functions and responsibilities of these single-purpose entities (outlined below) were ultimately subsumed by the successor organisations South Australian Urban Projects Authority, South Australian Urban Land Trust, Land Management Corporation and Renewal SA.⁶

The Multi-Function Polis Development Corporation 1992 - 1998

The MFPDC was established under the *MFP Development Act 1992*, and incorporated Technology Park Adelaide. The Act also repealed the *Technology Development Corporation Act 1982*, and the real and personal property, rights and liabilities and, employees of the former Technology Development Corporation (TDC) were transferred to the MFPDC.⁷

The primary role of the MFPDC was the formulation of new approaches to urban planning, the provision of services and physical infrastructure, the conservation of resources and environmentally responsible urban development with the focus being Gillman, Wingfield, and LeFevre Peninsula. The MFPDC was managed by a Board appointed by the Governor and under the direction of the Minister.⁸

During 1994 the South Australian and Commonwealth governments made a decision to refocus the MFP urban development, which was initially earmarked for the Gillman site in Adelaide's west, to another site in Adelaide's north, known as the "Greater Levels" and eventually "The Levels". To facilitate development of the multi-function polis concept, the title of the land was transferred to the MFPDC in 1995. After the plans for the MFP fell out of favour in the mid-1990s, the site at The Levels was taken on by private property developer Delfin.

In 1997, a joint venture between the South Australian Government and Delfin Property Group (and its associated entities) was created to develop the Mawson Lakes Economic

⁶ Details of the history of SAHT can be obtained from *Business Charity and Sentiment: the South Australian Housing Trust, 1936 – 1986* and *Business Charity and Sentiment Part Two: The South Australian Housing Trust 1987 – 2011* both by Susan Marsden.

⁷ MFP Development Act 1992, s4 (1).

⁸ In 1998 the MFPDC was dissolved and its assets and liabilities were transferred to the LMC, which had been established as a subsidiary of the Minister by the *Public Corporations (Land Management Corporation) Regulations 1997*.



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Development Project at The Levels. The project comprised residential, retail and industrial accommodation. Other parties with commitments to the joint venture included the City of Salisbury and the University of South Australia. The first land was released in 1998 and, today, Mawson Lakes is a thriving residential area with a population of more than 10,000 people.

Technology Development Corporation 1982 - 1993

In 1978 the former Department of Economic Development investigated alternative uses for the old Nylax factory located at Salisbury. These investigations eventually led to the establishment of a "technology development estate" as it was then named. After four years of negotiations with City of Salisbury and Elders, (the former land owners), the project was approved by the State Government in 1982. Technology Development Corporation was established by an Act of Parliament in 1982 to manage and promote research and design and high tech industries.

In 1988 Cabinet authorised TDC to development and manage a science park on the land bounded by South Road, Sturt Road and Marion Road (the Sturt Triangle) in conjunction with Flinders University. While Technology Park had a research and development focus, Science Park was to concentrate on medical technologies and the development of biological sciences. Government involvement in the site ceased in 2001 with the withdrawal of the State Government's key property agency, the LMC. The agreement between LMC and Flinders University was terminated and Flinders University took control of the Sir Mark Oliphant Building.

In July 1993, Technology Park which remained under government management, merged with the former MFPDC, where the development was focused more on a business park model, with a focus on commercial property returns.

The LMC took responsibility for Technology Park in 1997. LMC's charter was commercially driven with the emphasis on economic development and job creation. Specifically, LMC was appointed to manage, develop, lease and, where appropriate, dispose of land and improvements with specific emphasis on using the assets to facilitate economic growth.

Industrial and Commercial Premises Corporation 1997 - 2003

The Industrial and Commercial Premises Scheme (ICPS) has operated in SA since the late 1950s. It was at that time administered by the South Australia Housing Trust. The objective of the ICPS was to provide jobs and services to the wave of migrants flocking to SA following World War II. The ICPS operated unfettered for almost four decades in conjunction with the then Department of Industry and Trade (DIT) to provide a means to Government to attract and develop industries in South Australia by providing suitable



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assistance through applications to the Scheme and influence investment location decisions in favour of SA's economy.⁹

Following the *Housing and Urban Development Act 1995* that empowered the South Australian Urban Projects Authority (SAUPA) to build and purchase industrial property for eligible industry, the ICPS was transferred to SAUPA in 1996. It was subsequently transferred to the MFP and shortly thereafter in December 1997, following regulations under the *Public Corporations Act*, the Industrial and Commercial Premises Development Corporation (ICPC) was created.¹⁰ Effectively, these regulations changed the name of the ICPS and transferred its administration to the then Department of Administrative and Information Services (DAIS).

While an independent corporation ICPC operated under a similar charter to the LMC to facilitate and contribute to industrial development within South Australia in accordance with regulations, Government policy and in line with established criteria.

In October 2003, Cabinet approved regulations to wind up the ICPC and to enable LMC to undertake the functions. The majority of ICPC staff were transferred to LMC as part of the process. The ICPS was fully integrated into LMC and was marketed as Premises SA.¹¹ It was then that the ICPS was renamed the Industrial and Commercial Premises Corporation (ICPC).

The South Australian Urban Projects Authority 1995 - 1997

As an agency with broad urban development responsibilities, the South Australian Urban Projects Authority (SAUPA) is the true predecessor to the Land Management Corporation.

SAUPA succeeded the South Australian Urban Land Trust and continued to perform a similar range of functions.¹² Unlike the SALC, the SAUPA concentrated its land brokerage and banking activities in the major commercial sector rather than the private market. The

⁹ Extract from the "*Review of Industrial & Commercial Premises Scheme*" by SGS Economics & Planning to the Land Management Corporation, November 2011, p.7.

¹⁰ Under *Regulation No. 258 of 1997 of the 'Public Corporations Act 1993'*, the *MFP Industrial Premises Corporation* became the *Industrial and Commercial Premises Corporation (ICPC)* with the Board reporting directly to the Minister until 20 October 2003, when Cabinet approved regulations to wind up the ICPC under the '*Public Corporations (Industrial and Commercial Premises Corporation Dissolution and Revocation) Regulations 2003*'. On dissolution of the ICPC, its assets and liabilities were transferred to the Land Management Corporation (LMC) on 1 December 2003.

¹¹ The regulations are cited as the *Public Corporations (Industrial and Commercial Premises Corporation) (Dissolution and Revocation) Regulations 2003*.

¹² The *Urban Land Trust Act 1981* was repealed by the *Housing and Urban Development (Administrative Arrangements) Act 1995* which established the South Australian Urban Projects Authority (SAUPA) as a statutory corporation under Regulations (No. 121 of 1995) of the Act. This Act also dissolved the SAULT.



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functions of SAUPA were to achieve the timely and appropriate development of land within the State for residential, industrial, commercial or community purposes.

In December 1996 the Premier announced that dissolution of the SAUPA was to take place and the SAUPA would come under the auspices of the MFPDC. The land assets held by SAUPA at the time of dissolution were also transferred to the MFPDC.

The South Australian Urban Land Trust 1982 - 1995

SAULT was created under the *Urban Land Trust Act 1981* with the function of acting as a banker for the sale of vacant Crown Land on behalf of Government.

The functions included holding land until required, making land available and assisting in, the orderly establishment and development of new urban areas.

A significant investment occurred in 1988 when the Dean Rifle Range was jointly purchased by the State Government and the City of Adelaide. On 18 September 1992 Cabinet approved the then Minister of Lands compulsorily acquiring the Corporation of the City of Adelaide's equitable interest in the Dean Rifle Range, together with the Councils freehold interest in the Wingfield Tip, to facilitate the then-proposed Multi-function Polis (MFP) development. Neither the approved acquisition nor the MFP development proceeded.

During the operation of a successor organisation, the LMC, the State Government on 14 December 2009 re-approved compulsory acquisition of the Corporation of the City of Adelaide's equitable interest in the Dean Rifle Range to facilitate development of the land for employment-related uses. The acquisition took place on 10 February 2010. Following acquisition, the land was the subject of the Lipson Industrial Estate proposal in 2013 which did not proceed.

The South Australian Land Commission 1973 - 1981

Established as a statutory authority under the *Land Commission Act 1973*,¹³ SALC represented a new model of public sector intervention into the State's land and housing market. It resulted from the Labor Government's allocation of federal funds to the states to assist development of urban areas, encourage decentralisation and ensure that rising land values benefited the community rather than individuals. In South Australia, the Land Commission Bill was steered through parliament by Chief Secretary and the Minister of Lands.

The SALC was empowered to acquire land for urban expansion and development, providing services and amenities for the resultant new suburbs. Its chairman and two members were empowered to acquire unoccupied land, if necessary by compulsory purchase, largely using federal funds. By 1979 the SALC had purchased 35 per cent of land on the metropolitan periphery zoned for present residential development, 37 per cent of land zones for future development and 25 per cent of blocks actually on the market. As its property sales could be

¹³ Land Commission Act, 1973. Part II, Division II, Section 12.



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coordinated with the public provision of services, the SALC was able to undercut private developers and by the mid 1970s the rate of increase in property prices had slowed markedly.

By the late 1970s, however, it became apparent that earlier predictions about housing demand had been too optimistic. Moreover, growing criticism of the commission's activities, particularly by private developers, saw a review of government involvement in land sales. In 1981 the Liberal Government replaced the SALC with the South Australian Urban Lands Trust, a body resembling a 'land bank' rather than a developer.¹⁴ SAULT continued the work of the former SALC.¹⁵

During the early operations of the SALC, the North Haven Trust (NHT) was established on 28 May 1979 under the *North Haven Trust Act 1979*. Its role was to promote and undertake development on and around the North Haven harbor, which was to be opened on 16 November 1979. The Act was repealed on 9 December 1993 with all property, rights, liabilities and objections of the NHT transferred to the former Minister of Housing and Urban Development and Local Government Relations.

Upon the dissolution of the NHT, active files were transferred into the custody of the SAUPA and its successors. The land was vested with other government authorities when the NHT was wound up, and ultimately was vested with LMC in 1998.

In April 1980 following a review by a Committee established by the Government the SALC was restricted to the principal role of providing an urban land bank of broad acres. These changes were then incorporated into the new *Urban Land Trust Act 1981* which established the SAULT, and dissolved the SALC.

Activities conducted by Renewal SA under Service Level Agreements prior to March 2018

Since the establishment of Renewal SA in 2012, the agency was tasked by the State Government to provide operational support via service level administrative agreements (SLAAs) for a period of time for two other separate entities, the Riverbank Authority and Housing SA (the agency providing operational support in regard to social housing to the South Australian Housing Trust, which is a Government Board).

The Riverbank Authority was dissolved in July 2018 while Housing SA's functions and responsibilities were transferred to the new South Australian Housing Authority following the March 2018 State election.

Information on the two SLAAs) is provided below.

Operational support provided to Riverbank Authority 2014 – 2018

¹⁴ Extract from *The Wakefield Companion to South Australian History* by Judith Jeffery, p.303.

¹⁵ South Australian Urban Land Trust Annual Report, 1982-1983, p.3.



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The Riverbank Authority was established by the State Government in September 2014. It was a statutory body tasked with advising government on infrastructure priorities, delivering implementation plans, and marketing, promotion and activation for the Riverbank Precinct.¹⁶ The Riverbank Authority was established under the *Housing and Urban Development (Administrative Arrangements) (Riverbank Authority) Regulations 2014*.

The Riverbank Precinct covers approximately 380 hectares of land stretching from Bowden in the west to Hackney in the east. Across this expanse are some of the State's most important civic cultural institutions, destinations and community facilities.

Prior to being dissolved on 1 July 2018, the Riverbank Authority Board of Management oversaw the coordination of events, development and the promotion of the Adelaide Riverbank precinct. Renewal SA provided operational and administrative services to the Riverbank Authority through a service level administrative arrangement with work across four key areas:

- Connections linking visitors, pedestrians and cyclists to and through the precinct, by improving accessibility and movability for all.
- A high standard of public realm throughout the precinct to ensure visitors' experience of the area is optimised and that the significant investment in the space is enhanced. This included the Festival Plaza Redevelopment.
- To make a feature of the key destinations, including new major projects and existing buildings, to drive economic growth and positively transform the way the Adelaide Riverbank is used and perceived.
- For the Adelaide Riverbank to become the 'go to' destination in central Adelaide, a funded and coordinated program of activation and placemaking is an early priority.

The functions of the Riverbank Authority immediate on its dissolution in July 2018 were transferred to Renewal SA.

Operational support provided to Housing SA & South Australian Housing Trust 2012-2018

In March 2012 the Affordable Homes Program, was transferred from Housing SA to Renewal SA as part of Machinery of Government changes arising from the March 2018 State election. The Affordable Housing Program manages the State Government's 15 percent Affordable Housing Policy and the sale of surplus South Australian Housing Trust (SAHT) homes to eligible buyers.

¹⁶ In accordance with the functions outlined in the *Housing and Urban Development (Administrative Arrangements) (Riverbank Authority) Regulations 2014*, and the strategic objectives, priorities and requirements outlined in the Riverbank Authority Board of Management Charter, approved by the Minister for Housing and Urban Development and the Treasurer in April 2015.



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On 11 December 2014, the SAHT came under the direction of the Minister for Housing and Urban Development.¹⁷

A SLAA between the SAHT and Renewal SA was developed to manage SAHT's assets and finances and approved in December 2014.¹⁸

Under the SLAA, Renewal SA was responsible for the provision of services in respect of all aspects of SAHT's financial strategy and financial reporting. Other responsibilities include services for asset and maintenance strategy, the development and delivery of projects to renew SAHT'S housing stock, management of not-for-profit community housing growth strategies and transfers, including relevant financial management.¹⁹

Key projects and initiatives undertaken by Renewal SA on behalf of the SAHT Board included:

- Renewal of 4500 pre-1968 SAHT homes located within 10km of the CBD, which is due for completion in 2020 as part of a wider program to foster urban regeneration by supporting medium to high infill development in suburbs with significant concentrations of aged public housing stock.
- Construction of 1000 new homes for Housing SA tenants under the "1000 Homes in 1000 Days" program.
- The delivery of affordable housing through policies and initiatives described under the *South Australian Housing Trust Regulations 2010*.
- The delivery of tenant transition services for the relocation of SAHT tenants allowing for the creation of better quality social housing and the regeneration of sites to occur within the Renewing Our Streets and Suburbs (ROSAS) initiative. Renewing aged SAHT dwellings through a program of redevelopment and refurbishment in partnership with Non-Government Organisations (NGO's).

¹⁷ On 11 December 2014, the *Administrative Arrangements (Committal of Acts – Minister for Housing and Urban Development) Proclamation 2014* was published in the SA Government Gazette pursuant to section 5 of the *Administrative Arrangements Act 1994*. This Proclamation committed the *South Australian Housing Trust Act 1995* to the Minister for Housing and Urban Development.

¹⁸ On 7 February 2013 a transfer of assets from Renewal SA to the SAHT was published in the SA Government Gazette pursuant to section 23(1)(b)(iii) of the *Housing and Urban Development (Administrative Arrangements) Act 1995*.

¹⁹ On the 28 June 2018, the Public Sector (Reorganisation of Public Sector Operations – South Australian Housing Trust) Notice 2018 was published in the South Australian Government Gazette and commenced operation on 1 July 2018. This notice transferred Housing Trust staff back to SAHT



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- Providing strategic advice to the SAHT Board on affordable and social housing directions, including national and state housing and policy initiatives.
- Managing other activities including strategic management planning, capital investment forecasting, vacant property maintenance, strata property administration, demolitions, database administration, reporting and analysis.
- Providing a broad range of development management services on SAHT land including land division, urban planning, infrastructure negotiation and delivery, sales and project marketing coordination.

Other responsibilities transferred to Renewal SA

The following text outlines other State Government functions that were transferred to Renewal SA for a period of time during the period 2012-2018.

Capital City Committee Function from Department of the Premier and Cabinet 2015 – 2018

The Capital City Committee is a partnership of the Government of South Australia and the City of Adelaide at the highest political level. It exists to promote the strategic development of Adelaide as the capital of South Australia and one of the world's great small cities.

Established and governed by the *City of Adelaide Act 1998* the Committee is recognition of the special role played by the City of Adelaide (the local government area of City of Adelaide, taking in the Adelaide Central Business District and North Adelaide) in South Australia's social, commercial, cultural and civic life. The committee is required to meet four times each year. It must also produce a development program each year which identifies priorities and programs for the City of Adelaide and an annual report.

Part of the role of the Committee is to work collaboratively with other agencies and stakeholders for the strategic development of the City of Adelaide. Under the Act, the Committee must convene Capital City Committee forums involving members of the City of Adelaide community to seek advice and share information.

Specific high level objectives of the Committee under the Act are as follows:

- Identify and promote key strategic requirements for the economic, social, physical and environmental development and growth of the City of Adelaide.
- Promote and assist in the maximisation of opportunities for the effective coordination of public and private resources to meet the key strategic requirements identified by the Committee, and recommend priorities for joint action by the State Government and City of Adelaide.
- Monitor the implementation of programs designed to promote the development of the City of Adelaide.



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- Make provision for the publication of key strategies, goals and commitments relevant to the development and growth of the City of Adelaide.
- Collect, analyse and disseminate information about the economic, social, physical and environmental development of the City of Adelaide.

Priorities identified in the Committee's Development Program for 2017-18 included (but were not confined to) the following:

- Laneways revitalisation;
- City population growth;
- Vacant and under-utilised buildings;
- Smart city; and
- City homelessness.

Under the *City of Adelaide Act 1998*, the Premier chairs the Committee but can delegate that responsibility to a Minister. The Act also requires that the Lord Mayor be represented on the Committee, together with two other Ministers of Parliament and two other Council elected members.

The Capital City Committee function was transferred to the Urban Renewal Authority (trading as Renewal SA) on 1 July 2015. Prior to Machinery of Government changes arising from the March 2018 State election, the Committee's secretariat services were provided by Renewal SA. The secretariat acts as the executive for the Committee and manages Committee projects. The Committee secretariat and projects are jointly and equally funded by the Government and Adelaide City, as required under the Act.

Responsibility for the Committee was transferred to Department of the Premier and Cabinet on 1 July 2018.

Vibrant City Program from Department of Planning, Transport and Infrastructure (DPTI) 2012 – 2018.²⁰

The Department of Planning, Transport and Infrastructure (DPTI) had responsibility for the Vibrant City Program until it was transferred to Renewal SA on 23 March 2015.

The Vibrant City program brought together a range of activities that as a whole helped to energise and bring new life to Adelaide's CBD.

²⁰ On 1 January 2015, the *Public Sector (Reorganisation of Public Sector Operations) Notice 2015* was published in the SA Government Gazette pursuant to section 9(1) of the *Public Sector Act 2009*. This Notice transferred 8 employees from DPTI to Renewal SA.



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The program was recognition of the key role capital cities play as gateways to and brand ambassadors for, the rest of the city and state. The initiative was aimed at making the city more liveable and enjoyable to spend time in; reduce red tape and streamline processes for those establishing new enterprises in the city support new city start-ups to establish, grow and succeed; support creative industries in the city to grow; support development of entrepreneurial infrastructure; fill the city's streets laneways and open spaces.

The Vibrant City Program included the small venue licence case management service, City Makers Grant and entrepreneur support programs, and the Market to Riverbank link project.

Asset Management from Defence SA – ongoing from 2012

Defence SA is South Australia's lead government agency for all defence matters and the nation's only stand-alone state defence organisation.

On 1 March 2012, Defence SA property and asset management and program delivery functions transferred to the newly established Renewal SA. Defence SA established a service level agreement with the new authority to access key property development and project delivery expertise as required.

The land transferred is described as land being held by the Minister for State Development for the functions and activities of Defence SA which included land holdings at Technology Park Adelaide, including Innovation House, Endeavour House and the undeveloped land, the Techport Australia Supplier Precinct, future commercial precinct land at Osborne and landholdings on the northern Lefevre Peninsula.

Predecessor Agencies

- GA 714 South Australian Land Commission, 1973 - 1981
- GA 713 South Australian Urban Land Trust, 1982 - 1995
- GA 715 South Australian Urban Projects Authority, 1995 - 1997
- GA 788 Multi-Function Polis Development Corporation, 1992 - 1998
- GA 1081 Industrial and Commercial Premises Corporation, 1997 - 2003
- GA 789 Land Management Corporation, 1997 - 2012

Successor Agencies

There are no successor agencies.

Legislation

Relevant legislation administered by Renewal SA:

- *Urban Renewal Act 1995*
- *Urban Renewal Regulations 2014*



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Regulations

Relevant legislation not administered by Renewal SA:

- *Electronic Communications Act 2000*
- *Freedom of Information Act 1991*
- *Land and Business (Sale and Conveyancing) Act 1994*
- *Planning, Development and Infrastructure Act 2016*
- *Public Audit and Finance Act 1987*
- *Public Corporations Act 1993*
- *Public Sector Act 2009*
- *Public Sector (Honesty and Accountability) Act 1995*
- *Real Property Act 1886*
- *State Records Act 1997*

Context of the Records Covered by the Schedule

Coverage of RDS 2019/02

RDS 2019/02 Version 1 applies to ongoing operational records of Renewal SA (and its predecessors). It is intended to be a comprehensive guide incorporating all operational records of Renewal SA and its predecessors dating from 1973 to current.

These records include the following Government Records Series:

GRS	GA	Series Description
1340	788 Multi-Function Polis, 1992 - 1998	Factory construction programme files – South Australian Housing Trust, later Multi-Function Polis.
4699	713 South Australian Urban Land Trust, 1982 -1995	Corporate files, annual single number series – South Australian Land Commission and successors.
4787	713 South Australian Urban Land Trust, 1982 - 1995	Allotment Dockets, three-tiered numeric series – South Australian Land Commission and successors.
5050	713 South Australian Urban Land Trust, 1982 - 1995	Board agenda and papers – South Australian Land Commission and successors.
5449	789 – Land Management Corporation, 2003 – 2012	Urban Projects site files, single number with 'UPS' prefix.
5592	713 South Australian Urban Land Trust, 1982 - 1995	Position files.



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7327	788 Multi-Function Polis, 1992 - 1998	Industrial and Commercial Premises Projects.
10718	788 Multi-Function Polis, 1992 - 1998	Infrastructure Development Projects – records relating to litigation, no system of arrangement.
10719	788 Multi-Function Polis, 1992 - 1998	Records relating to Infrastructure Development Projects
10721	788 Multi-Function Polis, 1992 - 1998	Project files, alpha numeric series – Multi-Function Polis.
10747	788 Multi-Function Polis, 1992 - 1998	Videocassettes (office copy) relating to Infrastructure Development Projects.
10748	788 Multi-Function Polis, 1992 - 1998	Project files, single number series with 'EXP' prefix – Multi-Function Polis.
11515	2390 Renewal SA, 2012 - ongoing	Corporate files, annual single number series – Technology Park Adelaide, later Technology Development Corporation.
12766	713 South Australian Urban Land Trust, 1982 - 1995	Land Acquisition Dockets (green) two-tiered numeric series – South Australian Land Commission and successors.
12767	713 South Australian Urban Land Trust, 1982 - 1995	Land Management Dockets (yellow), two-tiered numeric series - South Australian Land Commission and successors.
12768	713 South Australian Urban Land Trust, 1982 - 1995	Land Development files (orange), two-tiered numeric series – South Australian Land Commission and successor.
12769	789 – Land Management Corporation, 2003 – 2012	Land Disposal files (red), two-tiered numeric series – Land Management Corporation and successors.
12785	713 South Australian Urban Land Trust, 1982 - 1995	Land Development Dockets (orange), three-tiered numeric series.
12786	713 South Australian Urban Land Trust, 1982 - 1995	Land Development Dockets (orange), three-tiered numeric series with 'D' infix.
12787	714 South Australian Land Commission, 1973 - 1981	Land Development Dockets (orange), alpha-numeric series with 'AHC' infix.

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12788	789 – Land Management Corporation, 2003 – 2012	Land Disposal Dockets (red), numerical series with 'R' prefix – South Australian Urban Land Trust and successors.
12789	789 – Land Management Corporation, 2003 – 2012	Land Disposal Dockets, numerical series with 'C' prefix – South Australian Land Commission and successors.
12790	713 South Australian Urban Land Trust, 1982 - 1995	Land Acquisition dockets (green), two-tiered numeric series with 'R' prefix.
12791	789 – Land Management Corporation, 2003 – 2012	Land Acquisition Dockets (green), two-tiered numeric series with 'C' prefix – South Australian Land Commission and successors.
12995	788 Multi-Function Polis, 1992 - 1998	Corporate files, numerical series – North Haven Trust.
14327	789 – Land Management Corporation, 2003 – 2012	Corporate files, alpha-numeric series – Multi-Function Polis Development Corporation.
14344	713 South Australian Urban Land Trust, 1982 - 1995	Annual Reports – South Australian Land Commission (SALC) and successors.
14378	788 Multi-Function Polis, 1992 - 1998	Corporate files, annual single number series – Multi-Function Polis Development Corporation.
14379	788 Multi-Function Polis, 1992 - 1998	Corporate files, multi-tiered numeric series – Multi-Function Polis Development Corporation.
14398	713 South Australian Urban Land Trust, 1982 - 1995	Registers of Land Management Dockets (yellow) – South Australian Land Commission.
14399	713 South Australian Urban Land Trust, 1982 - 1995	File register – South Australian Land Commission.
14400	714 South Australian Land Commission, 1973 - 1981	Register of Land Development files – South Australian Land Commission.
14401	713 South Australian Urban Land Trust, 1982 - 1995	Registers of Land Disposal files – South Australian Land Commission.
14402	788 Multi-Function Polis, 1992 - 1998	Register of Certificates of Title – South Australian Land Commission.
14410	714 South Australian Land	Minutes – South Australian Land Commission.



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	Commission, 1973 - 1981	
14411	713 South Australian Urban Land Trust, 1982 - 1995	Minutes – South Australian Urban Land Trust.
14412	715 South Australian Urban Projects Authority, 1995 - 1997	Minutes – South Australian Urban Projects Authority.
14413	2390 Urban Renewal Authority (Renewal SA), 2012 - ongoing	Minutes – Technology Park Adelaide, later Technology Development Corporation.
14420	789 – Land Management Corporation, 2003 – 2012	Agenda Papers and copies of Previous Minutes – Northfield Precinct One Joint Venture Committee.
14421	713 South Australian Urban Land Trust, 1982 - 1995	Legal Documents – North Haven Trust.
14422	788 Multi-Function Polis, 1992 - 1998	Annual Reports – Multi-Function Polis, later Multi-Function Polis Development Corporation.
14423	788 Multi-Function Polis, 1992 - 1998	Register of Sealed Documents – Multi-Function Polis Development Corporation.
14424	2390 Renewal SA, 2012 - ongoing	Annual Reports – Technology Park Adelaide, later Technology Development Corporation.
14425	2390 Renewal SA, 2012 - ongoing	Annual Reports – North Haven Trust
14517	713 South Australian Urban Land Trust, 1982 - 1995	Agenda and Minutes – Golden Grove Tea Tree Gully Joint Venture.
14554	713 South Australian Urban Land Trust, 1982 - 1995	Register of Sealed Contracts – Golden Grove Joint Venture.
14555	789 – Land Management Corporation, 2003 – 2012	Golden Grove Agreements – South Australian Urban Land Trust
14558	788 Multi-Function Polis, 1992 - 1998	Project files, alpha-numeric series – Multi-Function Polis.
14666	714 South Australian Land Commission, 1973 - 1981	Reports on Major Agency Projects – South Australian Land Commission and Successors.
14658	2390 Renewal SA, 2012 - ongoing	Agenda, Papers and Minutes – Board of the Industrial and Commercial Premises Corporation.



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15426	789 – Land Management Corporation, 2003 – 2012	Agenda and Papers – Golden Grove Joint Venture Committee.
15427	713 South Australian Urban Land Trust, 1982 - 1995	Agenda and Minutes – Seaford Joint Venture Committee.
15428	713 South Australian Urban Land Trust, 1982 - 1995	Meeting Papers – Seaford Joint Venture Negotiating Committee.
15429	789 – Land Management Corporation, 2003 – 2012	Seaford Agreements – South Australian Urban Land Trust.
16065	788 Multi-Function Polis, 1992 - 1998	Annual Reports – Industrial and Commercial Property Division, SA Housing Trust, and successor agencies.

Related Series Affected by RDS 2019/02

GRS 1339, GA127 Department for Communities and Social Inclusion – Housing SA (and predecessor agencies) - Major Completed Projects.

Complementary Schedules to RDS 2019/02

There are no complimentary Disposal Schedules to use with this RDS.

Existing Disposal Schedules Superseded by RDS 2019/02

This RDS supersedes RDS 2001/43 Version 2 relating to closed operational records of the former Land Management Corporation and the former Industrial and Commercial Premises Corporation from c1997 to 2012.

Records Structure within Renewal SA

Renewal SA’s records are currently captured within the Objective Enterprise Content Management (ECM) system via an annual single numbered system of control. The previous electronic document and records management system known as FileCM was used to capture both electronic records and the metadata relating to hard copy files of LMC, The ICPC and Renewal SA. Renewal SA implemented the Objective ECM system to replace FileCM in July 2014. The electronic records and the metadata from FileCM have been migrated into the Objective ECM system prior to being decommissioned.

Broad Description and Purpose of the Records

The operational records covered by this Schedule document the core operational functions of Renewal SA. It also covers the closed operational records of the LMC (its predecessor agencies), the ICPC, Defence SA from approximately 1973 to current.



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Renewal SA provides the following business functions:

- Corporate Services which deals with the functions of Financial Management, Procurement, Risk and Compliance, ICT Management, Records Management, Systems Administration, Office of the Chief Executive, Board Secretariat, Ministerial and FOI Coordination and Legal. The records include operational policies, procedures and procurement services.
- Property supports the economic, social and environmental development of the State by facilitating the timely delivery of key projects, e.g. Bowden, Port Adelaide, Tonsley, Playford Alive and Woodville West together with Environmental and Industrial, Planning and Design and Commercial and Industrial Assets. The records include project files documenting urban planning and design, construction, contract management, plans, program files, land development, land division, site works, environmental management plans, remediation, investigations, soil reports and feasibility records.
- People and Place Management includes Place Activation, Marketing, Lot Fourteen, Strategic Projects, People and Culture (Human Resources) and Communications and Engagement. The records include project files, administration files, place and activation and stakeholder engagement records.

Functions and Activities Documented by the Records

Renewal SA's main functions are guided by The 30-Year Plan for Greater Adelaide. Renewal SA facilitates unique development opportunities for the private sector through access to government land holdings.

Renewal SA is creating jobs and opportunities for people to live within 10 kilometres of the city with the aim of having more people living, working, visiting and investing in South Australia.

Accelerated urban renewal is achieved through ongoing partnerships with the private sector and not-for-profit housing sector, and an unwavering commitment to conversations and engagement with federal and state agencies, local communities, councils and, most importantly, individuals.

The functions are achieved through:

- Focusing on marquee sites and creating premium places and iconic destinations.
- Generating opportunities for non-government partners.
- Facilitating the supply of strategically located commercial and industrial land to support South Australia's economic and employment growth.
- Fostering urban regeneration.



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The functions were determined by research and appraisal of organisational resources, publications, annual reports and existing and superseded disposal schedules. The functions of the:

- South Australian Land Commission (SALC), 1973 - 1981
- The South Australian Urban Land Trust (SAULT), 1982 – 1995
- Technology Park Adelaide (TPA), 1982 - 1986
- Technology Development Corporation (TDC), 1986 - 1992
- The Multi-Function Polis Development Corporation (MFPDC), 1992 - 1998
- The South Australian Urban Projects Authority (SAUPA), 1995 - 1997
- Land Management Corporation (LMC), 2003 - 2012
- The Industrial and Commercial Premises Corporation (ICPC), 1997 - 2003

are now 'defunct' but have coverage in this RDS.

The functions as detailed above are supported by the following activities:

- Acquisition
- Activation Programs
- Advice
- Agreements
- Asset Services
- Authorisation
- Business Marketing
- Business Networking
- Business Opportunities
- City Growth Management
- Committees (Administrative)
- Consolidation
- Construction
- Consultation
- Consulting Services
- Contracting-Out



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- Development and Planning Services
- Disposal
- Enquiries
- Environmental Protection
- Grant Disbursement
- Infrastructure Negotiations
- Industrial Premises Development
- Land Development
- Land Planning
- Leasing
- Maintenance
- Marketing
- Meetings
- Place Management
- Planning
- Planning and Design
- Policy
- Procedures
- Procurement
- Project Delivery
- Project Management
- Property Management and Leasing Services
- Redevelopment Project Management
- Reporting
- Soil Bank Management
- Stakeholder Engagement
- Training and Employment
- Urban Renewal Planning and Development
- Valuations.



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Arrangement of the Records

Physical and electronic files across all divisions of Renewal SA are arranged in a myriad of formats prior to and following the implementation of the Objective ECM system including:

- Annual single number system of control using the Objective ECM system, ie year followed by a sequential file number (2019/00001)
- The former LMC records are arranged in a numeric system of control within FileCM which was based on the function being the first two digits, the activity, topic and finally file number. The physical files contained colour-coded tabs representing each function. Some functional units contained only six numeric numbers which represented the function, activity and file number ie 02-14-01.
- The former ICPC records are arranged alphabetically and chronologically by client agency ie BALFOUR representing Balfours Pty Ltd Client correspondence and ANNREP representing the annual reports. Projects that were current at the time of transfer to the LMC were incorporated into the FileCM system. The drawings and plans associated with approved projects have been filed in hard copy in a similar arrangement.
- The MFPDC records are arranged in an ad hoc alpha numerical system with project identifiable prefixes, ie EPX prefix represented environmental/remediation subject files and CNO prefix represented Commercial land files followed by a sequential three digit file number The Environmental Division files have their own unique system of arrangement that related to the Environmental Technology Division Project Number Register. They are identified as the VO series ie V001 94-C1.
- The SALC and successors (SAULT and SAUPA) series contain a single-tiered numeric arrangement system with a 'C' prefix, indicating that the docket relate to commercial properties followed by the type of activity / project number ie C2-0002. Land acquisition dockets were coloured green, land management dockets yellow, land development dockets orange and land disposal red

Agency Creating the Records

Renewal SA administers the records covered by this RDS. They have been created by both Renewal SA and predecessor agencies.

Agency Owning or Controlling the Records

Renewal SA that administers the records covered by this RDS also controls or owns them.

Date Range of the Records

Records Date Range: circa 1973 to Ongoing



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Although the former LMC and ICPC were established in 1997, files of the former SAUPA that related to projects that were ongoing post its dissolution continued to be used and added to by the ICPC. It is for this reason that the date range of some of the records covered by this schedule dates back to circa 1973.

Volume of the Records

Renewal SA holds approximately 660 linear metres of administrative and operational records relating to Renewal SA and its predecessor agencies, stored at its off-site storage provider. Renewal SA's accumulation rate for hard copy files is approximately 30 linear metres per annum and approximately 3500 electronic files per annum.

Renewal SA also holds approximately 1,112,926 digital records stored both in the Objective ECM system and FileCM. This figure includes migrated records of Defence SA.

259.0 linear metres of Renewal SA and predecessor/s records have been transferred to the custody of State Records of South Australia.

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 issues that have not already been mentioned.

Comments Regarding Disposal Recommendations

Permanent Records Rationale

Records deemed to be permanent retention are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia for identifying records of permanent value relevant to the records covered by this Schedule provide:

- insight and detail in relation to important regional and local issues in relation to infrastructure within South Australia
- the workings of Machinery of Government
- industry-based research of long-term interest to the community
- details of investigations undertaken into contamination and environmental matters and the provision of environmentally sustainable development



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- cultural and historical resources, as land management and utilisation form the basis of much local and family history research
- documentation detailing the acquisition, management and disposal of land and this forms an important resource for the protection of the interests of the government, the community and its citizens (individually and collectively).

Records deemed to be permanent are those which have a continuing value to the State or are of national significance. The appraisal objectives adopted by State Records of South Australia²¹ for identifying records of permanent value relevant to the records covered by this schedule are:

***Objective 2:** To identify and preserve official records providing evidence of the deliberations, decisions and actions of the SA Government and public sector bodies relating to key functions and programs and significant issues faced in government the state of SA.*

Examples of records of Renewal SA records which meet this objective include:

- records that provide evidence of deliberations and decisions including those in relating to substantive or precedent setting tasks (1.6.1, 3.2.1, 3.14.1, 3.15.1).
- records that provide evidence of formulation of agency policy (3.16.1; 3.17.1).

***Objective 4:** To identify and preserve official records substantially contributing to the knowledge and understanding of the society and communities of South Australia.*

Examples of records of Renewal SA which meet this objective include:

- records that contribute to the knowledge or understanding of sites of heritage and cultural significance including preservation and conservation (3.4.1, 1.8.1, 3.5.1, 3.17.2, 2.1.3, 4.12.2, 4.18.2).
- records that provide evidence of the management of the State's economic resources including land divisions, land development, industrial and commercial premises development and disposal (1.2.1, 1.5.1, 1.5.2, 2.1.1, 2.1.4, 2.1.5, 2.1.6, 2.1.7, 2.1.8, 2.2.1, 2.2.2, 2.2.3, 3.7.1, 3.7.2, 3.7.3, 3.10.1, 3.10.3, 3.18.1, 3.18.3, 3.18.4, 3.18.5, 3.18.6, 3.18.7, 4.6.1, 4.8.1, 4.10.1, 4.11.1, 4.12.1, 4.13.1, 4.14.1, 4.15.1, 4.16.1, 4.17.1, 4.18.1, 4.18.4, 4.18.6).

***Objective 5:** To identify and preserve official records that contribute to the protection and well being of the community or provide substantial evidence of the condition of the State, its people and the environment, and the impact of govt. activities on them.*

Examples of records of Renewal SA which meet this objective include:

²¹ SRSA: Appraisal of Official Records – Policy and Objectives Guideline February 2003 Version 1.8



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- market research surveys to assist effective planning and decision making in relation to major projects (1.3.1, 4.12.1, 4.18.4).

Temporary Records Rationale

Records relating to routine transactions and/or processes of Renewal SA activities have been assigned temporary retention periods in accordance with business, financial, legislative and administrative requirements. These records are determined to have no ongoing value to Renewal SA or the State of South Australia beyond the minimum recommended retention periods in this disposal schedule.

Renewal SA have also considered the administrative overhead in applying multiple temporary retention periods to records when conducting disposal activities. With a view to streamlining this process where possible and minimising administrative overhead, an approach has been taken whereby there are seven retention periods assigned to temporary records within this schedule. For example, previously where records may have had a retention period of seven years, this has been rounded up to 10 years. Examples include:

- 50 year retention relating to Stakeholder Engagement (4.16.2) and Urban Renewal Planning and Development (4.18.7)
- 40 year retention relating to Consolidation (1.7.1) and Soil Bank Management (3.19.2)
- 25 year retention relating to Land Planning (3.10.4)
- 20 year relating to Disposal (3.7.4), Land Planning (3.10.5), Meetings (3.14.2), Leasing (1.10.1) and Soil Bank Management (3.19.3)
- 10 year retention relating to Advice (3.2.2), Agreements (3.3.2), Business Opportunities (1.5.3), Construction (3.4.3), City Growth Management (4.3.2) and Soil Management (3.19.4)
- 5 year retention relating to Property Management and Leasing (4.14.2), Grant Disbursement (4.7.2) and City Growth Management (4.3.3)
- 2 year retention relating to Valuations (3.20.3)

Other Disposal Considerations

1. LMC records relating to Joint Ventures are covered by the *State Records Act 1997*. They deal with the lead up to Joint Ventures, the legal and political advice during contractual negotiations, the LMC aspects of operations and associated decision making and reporting and finally legal and political advice during wind up negotiations (CSO 14496 of 13/3/2001).
2. Venture partner records are records of the commercial partner (CSO 14496 of 13/3/2001).



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3. Joint Venture business records (as maintained by the Joint Venture's project manager) are commercial records of the joint venture and not covered by the State Records Act (CSO 14496 of 13/3/2001).

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 record formats.

Impact on Native Title Claims

All documentation of proposed land development options for land bank holdings and the strategic advice provided to client agencies incorporate consideration of Aboriginal heritage matters. The management of remediation on Renewal SA projects incorporates investigation/reporting on suspected heritage sites which may have potential value for evidence in Native Title cases.

Indigenous Considerations

The determinations within *RDS 2019/02* 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 2019/02 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.



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Scope Note

Records Covered by this Schedule

This RDS 2019/02 applies to operational records of Renewal SA and its predecessors. For further details refer to the Coverage section, pages 25 to 29.

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*. 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 RDS does not complement any existing schedules.

Other RDS superseded by RDS 2019/02

RDS 2001/43 Version 2

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

Renewal SA will review and re-sentence the records where retention periods have altered.

Records excluded from RDS 2019/02

The Department of Human Services (DHS) formally the Department of Communities and Social Inclusion (DCSI) recordkeeping system Objective, manages the records of the functions that transferred from Housing SA at the time of Machinery of Government changes. Records from pre-Machinery of Government relating to Asset Management, Community Housing and Technical Services functions remain in the custody and control of DHS and have disposal coverage under the Department for Communities and Social Inclusion – Housing SA (and predecessor agencies) RDS 2011/24 Version 1, effective date 19 June 2012 to 30 June 2022.



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Application to records in all formats

RDS 2019/02 applies to records in all formats, including databases and other electronic records. Renewal SA 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 2019/02* are minimum retention periods for which records need to be retained. It is at the discretion of Renewal SA as to whether records are kept for longer than the minimum period.

Acronyms

- CE Chief Executive
- DCSI Department for Communities and Social Inclusion
- DHS Department of Human Services
- DPA Development Plan Amendment (formerly PAR – Plan Amendment Report)
- EPA Environment Protection Authority, South Australia
- ICPC Industrial and Commercial Premises Corporation
- KAAA Keyword AAA
- LMC Land Management Corporation
- MFP Multi-Function Polis
- MFPDC Multi-Function Polis Development Corporation
- SAHT South Australian Housing Trust
- SAULT South Australian Urban Land Trust
- SAUPA South Australian Urban Projects Authority
- TDC Technology Development Corporation
- TPA Technology Park Adelaide

Definitions of terms specific to RDS 2019/02

- Activation Programs – a place-led approach to the creation of vibrant places within Renewal SA projects.
- Broad Hectare Land – residentially zoned land (including mixed use zones) greater than 4,000sqm that satisfies certain land use and ownership criteria, e.g. reasonable long-term probability of being available for urban development and can be divided into residential broad hectare and State Government land for release, e.g. Aldinga land bank in the south and Blakeview in the north.
- Buffer Zone – refers to anything that is used to lessen the impact of something, e.g. Technology Park areas zoned landscape buffers.



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- Client Agency - refers to government agencies who engage Renewal SA as their sales agent or property advisory agent in accordance with DPC Circular 114.²²
- Deed - refers to a legal agreement between two parties for the development of Renewal SA land, e.g. Seaford Heights Land Release Development Deed and Mawson Lakes Project Commitment Deed.
- Encumbrance Management - refers to the management of covenants as set out in encumbrances registered on the land titles for properties within Renewal SA projects. It also refers to ongoing encumbrances which remain registered on the land titles for properties within completed development projects.
- Hoarding - also known as construction hoarding, is a form of fencing that is used to restrict public access onto construction sites and to divide venues at large events. Hoarding panels usually have visual messaging in regard to the project and/or event and can be for temporary or long term use.
- Land Bank – generally referred to larger parcels of land held for future urban or affiliated development, e.g. Renewal SA currently holds approximately 275 hectares of land at Blakeview. This land is zoned for residential development and is planned to be offered for sale for that purpose when supply and demand factors indicate a market for a developer to develop the land and provide a supply of allotments.
- Land Swaps – are transactions of land between Renewal SA and another party, usually another government entity, which may or may not involve a financial component.
- Major - refers to transactions which are greater in importance, impact, or significance to the activity being documented and involve capital projects, e.g. Port Waterfront Redevelopment.
- Major Projects - projects to a value in excess of \$10,000,000 and/or projects capable of potentially generating significant public interest or media scrutiny or are unique and set a precedent, e.g. Bowden, Lochiel Park, Tonsley, Port Adelaide, etc.
- Minor – transactions which are lesser in importance or significance and/or are of a routine nature. Includes short term applications or agreements for work of low risk and low value (less than \$200,000), e.g. a mooring permit to berth a vessel for a few days.
- Place Management - transforming public and non-public spaces into places through the process of building authentic, places that are valued by the community and admired by visitors.
- Public Art - is regarded as the artistic expression of a contemporary art practitioner presented within the public realm, outside the traditional gallery system, where it is accessible to a broad audience and can include sculptures, environmental art and temporary art such as installations, lighting works, new media and outdoor performances, e.g. Cirkidz fence art design at Bowden.
- Public Realm - refers to both indoor and outdoor spaces that are accessible to a wide public and includes parks, open plazas, road reserves etc. Works of art in the public

²² Department of Premier and Cabinet Circular PC114.

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realm may take on many forms; including paintings, prints, murals, photography, sculpture, earthworks, details in streetscapes, performance, installation, sound works, text, audio or multimedia. They may be permanent, temporary or ephemeral, e.g. Erect Tree Pavilion Construction Public Realm Old Royal Adelaide Hospital.

- Routine - refers to sequences of actions that are regularly undertaken as a normal part of business.
- Significant/substantial - are transactions that are capable of generating substantial public interest, controversy or set a precedent. This may include cases where there was a parliamentary debate and/or coverage in the media such as the termination of the Multi-Function Polis (MFP), cancellation of the Newport Quays contract for the redevelopment of Port Adelaide or the sale of the state owned land at Gillman.
- Soil Bank Management - the administration and management of Renewal SA's Soil recycling facility. This includes the site office, weighbridge, gate and signage in accordance with the maintenance plan.
- Urban Renewal - refers to the redevelopment of existing urban areas for the purpose of making better use of existing infrastructure and services, e.g. the former Mitsubishi site at Tonsley or the Caroma factory at Norwood being renewed from industrial uses to residential/mixed use.

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 Renewal SA 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.



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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 BUSINESS DEVELOPMENT			
1	BUSINESS DEVELOPMENT	The function of acquiring, managing and developing property holdings for business development purposes and to attract and grow business in South Australia.	
		Note: This function is no longer carried out by Renewal SA and therefore all records falling within the activities are to be considered legacy records dating from 1992 – 2012.	
1.1	Asset Services	<i>The activities of managing asset services for business and technology commercialisation initiatives on behalf of the government. Includes Science Park, Technology Park, Edinburgh Park, Berri, Port Bonython Fuels and Noarlunga.</i>	
1.1.1	Asset Services	Records relating to the provision of corporate services, e.g. business support, asset management, commercial property advice, for tenants of managed assets. Includes cleaning, gardening/landscaping, planned maintenance, security services and signage.	TEMPORARY Destroy 5 years after action completed.
1.2	Authorisation	<i>The process of seeking and granting permission to undertake a requested action.</i>	
1.2.1	Authorisation	Records relating to seeking and obtaining planning authority approval for a proposed land use.	PERMANENT
1.3	Business Marketing	<i>The activities of analysing, creating and selling products and services. Includes market research, sales forecasting, advertising, media releases, promotion, pricing and project evaluation.</i>	
1.3.1	Business Marketing	Records relating to market research of significant major projects initiated by Renewal SA and/or predecessor/s, e.g. marketing research for the former Caroma site at Norwood.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 BUSINESS DEVELOPMENT			
1.3.2	Business Marketing	Records relating to the development of minor marketing programs including supplementary records relating to the development of market research material, signage, hoarding panels, e.g. community fun days, local competitions, busker's licences and permits.	TEMPORARY Destroy 10 years after action completed.
1.4	Business Networking	<i>The activity of developing and monitoring opportunities for Renewal SA to network with appropriate professional associations.</i> See/see also GDS30 (as amended): 3.7 COMMUNITY RELATIONS - Liaison.	
1.4.1	Business Networking	Records relating to the interaction between Renewal SA and its professional affiliates. Includes membership of Technology Park and Incubators Australia and International Association of Science Parks.	TEMPORARY Destroy 10 years after action completed.
1.5	Business Opportunities	<i>The activity of exploring and developing opportunities for Renewal SA and predecessor/s to exploit to meet the government's economic priorities and development goals.</i>	
1.5.1	Business Opportunities	Records relating to the exploration and investigations into ecologically sustainable development concepts. Includes where the agency proposal was accepted.	PERMANENT
1.5.2	Business Opportunities	Records relating to the proposed review of past land uses suspected of environmental contamination.	PERMANENT
1.5.3	Business Opportunities	Supplementary records and working papers relating to development opportunities.	TEMPORARY Destroy 10 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 BUSINESS DEVELOPMENT			
1.6	Committees (Administrative)	<i>The activities associated with the management of internal, departmental, inter-agency, inter-governmental and external committees Includes establishment, appointment of members, terms of reference, proceedings, minutes, reports, agendas, etc.</i>	
1.6.1	Committees (Administrative)	Records relating to significant agency and inter-agency committees. Includes agenda, minutes and proceedings of deliberations, e.g. Project Control Group meetings.	PERMANENT
1.6.2	Committees (Administrative)	Records relating to non-significant agency and inter-agency committees. Includes agenda, minutes and proceedings of deliberations, e.g. working group meetings	TEMPORARY Destroy 10 years after action completed.
1.7	Consolidation	<i>The activities associated with consolidation of land and/or property for common use purposes.</i>	
1.7.1	Consolidation	Records relating to land consolidation for common use purposes. Includes Technology Park zoned areas, e.g. reduction in the Main North Road landscape buffer zone.	TEMPORARY Destroy 40 years after action completed.
1.8	Consultation	<i>The process of consulting with others, seeking comment/feedback on a range of services and issues. Includes requests for consultation from organisations and individuals.</i>	
1.8.1	Consultation	Records relating to research and consultative processes for all aspects of documenting a suspected or confirmed heritage site.	PERMANENT
1.8.2	Consultation	Records relating to community consultation undertakings in respect of remediation or redevelopment proposals or projects, e.g. Berri Riverbank redevelopment proposal and demolition and remediation program Port Stanvac.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 BUSINESS DEVELOPMENT			
1.9	Industrial Premises Development	<i>The activities associated with managing the implementation of the legacy Industrial Premises Development Scheme.</i>	
1.9.1	Industrial Premises Development	Records relating to all aspects of the implementation of the Industrial Premises Development and Industrial and Commercial Premises Schemes for approved projects. Includes sale, deferred purchase agreement cases, option to purchase property and drawings and plans.	PERMANENT
1.9.2	Industrial Premises Development	Records relating to project feasibility studies for Industrial Premises Development and Industrial and Commercial Premises Scheme projects not proceeded with.	TEMPORARY Destroy 20 years after action completed.
1.9.3	Industrial Premises Development	Supplementary/supporting records relating to the general administration of contractors, trade packages, variations and progress claims, including draft versions, reference material and financial papers.	TEMPORARY Destroy 10 years after action completed.
1.10	Leasing	<i>The activities involved in leasing to or from another person, external agency or organisation.</i>	
1.10.1	Leasing	Records relating to leasing of vacant land and/property to third parties, e.g. copies of leases, liaison with property managers and agents, reports and correspondence relating to leasing activities.	TEMPORARY Destroy 20 years after lease expiry.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
1 BUSINESS DEVELOPMENT			
1.11	Procurement	<i>The activities involved in arranging, assessing, procuring and managing the performance of work or the provision of goods or services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. Also includes the process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions.</i>	
1.11.1	Procurement	Records relating to contractual arrangements for the development and management of managed assets and end of project documentation.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CORPORATION JOINT VENTURES			
2	CORPORATION JOINT VENTURES	<p>The function of planning, managing and undertaking joint ventures with the private sector, government agencies and the community so as to manage the government’s interest in land development.</p> <p>See/see also: Item: 3.6 LAND AND ASSET MANAGEMENT - Redevelopment Project Management within this RDS, GDS30 (as amended) 2 BOARD AND COMMITTEE MANAGEMENT for records relating to the operation of boards and committees generally, 13.2 STRATEGIC MANAGEMENT - Joint Ventures</p> <p>Note: This function is no longer carried out by Renewal SA and therefore all records falling within the activities are to be considered legacy records dating from 1985 to 2003.</p>	
2.1	Development and Planning Services	<i>The activities associated with gaining development approvals and the provision of infrastructure for the joint venture.</i>	
2.1.1	Development and Planning Services	Records relating to business and corporate plans developed and implemented by the joint venture partners in relation to a joint venture. Includes joint venture annual business plans.	PERMANENT
2.1.2	Development and Planning Services	Records relating to contractual arrangements between the joint venture partners. Including legal advice, subsequent agreements to vary the original contracts and project end or wind-up documentation.	PERMANENT
2.1.3	Development and Planning Services	Records relating to the consultative process for all aspects of documenting a heritage site, e.g. mound sites and burial grounds Mawson Lakes Joint Venture.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CORPORATION JOINT VENTURES			
2.1.4	Development and Planning Services	Records relating to reviewing and obtaining planning authority approval for a proposed land use, e.g. Technology Park Corporate Quarter.	PERMANENT
2.1.5	Development and Planning Services	Records relating to encumbrances, land transfers, land swaps or land vesting arrangements. Includes encumbrance management, discharge, lifting or replacing encumbrances.	PERMANENT
2.1.6	Development and Planning Services	Records relating to contractual arrangements for joint venture construction and works undertakings.	PERMANENT
2.1.7	Development and Planning Services	Records relating to investigations, remediation, planning, protection of the environment and ecosystem relating to the proposed land development.	PERMANENT
2.1.8	Development and Planning Services	Records relating to business and corporate plans provided to Renewal SA and predecessor/s by a joint venture partner or prospective partner.	TEMPORARY Destroy 10 years after action completed.
2.1.9	Development and Planning Services	Records relating to the management of community funds established for a variety of purposes associated with a joint venture.	TEMPORARY Destroy 10 years after action completed.
2.1.10	Development and Planning Services	Supplementary/supporting records relating to development and planning including liaison with local councils and other authorities. Includes draft versions, reference material and working papers.	TEMPORARY Destroy 5 years after action completed.
2.2	Property Management and Leasing Services	<i>The activity of managing the contractual and financial aspects of property acquisition, disposal management and leasing for joint ventures.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
2 CORPORATION JOINT VENTURES			
2.2.1	Property Management and Leasing Services	Records relating to the provision of strategic reviews for the joint venture. Includes advice on boundaries and surveys and the provision of easements.	PERMANENT
2.2.2	Property Management and Leasing Services	Records relating to the management of the acquisition of land and property on behalf of the venture partners.	PERMANENT
2.2.3	Property Management and Leasing Services	Records relating to the strategic assessment of land holdings and managing the disposal of land and property in conjunction with venture partners.	PERMANENT
2.2.4	Property Management and Leasing Services	Records relating to leasing of vacant land and/or property to third parties, e.g. copies of lease, liaison with property managers and agents, reports and correspondence relating to leasing activities.	TEMPORARY Destroy 20 years after lease expiry.
2.2.5	Property Management and Leasing Services	Records relating to the simple leasing of vacant land and/or property to third parties, e.g. copies of lease, licence or permits, liaison with property managers and agents and routine correspondence and reports relating to leasing activities.	TEMPORARY Destroy 10 years after lease expiry.
2.2.6	Property Management and Leasing Services	Records relating to the management of property services. Includes waste management, illegal dumping, gardening/landscaping, planned maintenance, security services and signage.	TEMPORARY Destroy 5 years after action completed.



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3 LAND AND ASSET MANAGEMENT

<p>3</p>	<p>LAND AND ASSET MANAGEMENT</p>	<p>The function of managing, planning and developing land and investment assets including surplus government land to meet the economic development objectives of government and for urban renewal purposes. Includes managing the contractual, environmental and financial aspects associated with land and property management, leasing, permits, licences, acquisition and disposal of land owned or managed by Renewal SA and predecessor/s. Also includes feasibility studies, infrastructure plans and the release of land for future development.</p> <p>See/See also: Item: 1 BUSINESS DEVELOPMENT for deferred purchase agreements, lease/option to purchase property cases of the former Industrial and Commercial Premises Scheme.</p> <p>See/see also: Item: 5 PLANNING AND PROJECT DELIVERY for specific project sites.</p>	
<p>3.1</p>	<p>Acquisition</p>	<p><i>The process of gaining ownership or use of property and other items required in the conduct of business through purchase or requisitions. (KAAA)</i></p>	
<p>3.1.1</p>	<p>Acquisition</p>	<p>Records relating to land and property acquisition. Includes compulsory acquisition, valuations, reports and audits, e.g. Dean Rifle Range.</p>	<p>PERMANENT</p>
<p>3.1.2</p>	<p>Acquisition</p>	<p>Supplementary/supporting records relating to land and property acquisition.</p>	<p>TEMPORARY Destroy 5 years after action completed.</p>
<p>3.2</p>	<p>Advice</p>	<p><i>The activities associated with offering opinions by or to Renewal SA as to an action or judgement. Includes the process of advising. (KAAA)</i></p>	



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3.2.1	Advice	Records relating to the provision of high level advice, e.g. to the Minister, CE or Executive, relating to substantive aspects of the Renewal SA’s functions, policies, obligations, liabilities and procedures. Includes Parliamentary, Cabinet and Ministerial submissions initiated by the agency. Also includes submissions to other government agencies, non-government organisations and across government initiatives.	PERMANENT
3.2.2	Advice	Records relating to internal briefings or advice concerning routine operational matters. Includes business planning and service delivery advice relating to land and asset management.	TEMPORARY Destroy 10 years after action completed.
3.3	Agreements	<i>The processes associated with the establishment, maintenance, review and negotiation of Renewal SA agreements/contracts and deeds.</i>	
3.3.1	Agreements	Records relating to major agreements/contracts and deeds with non-government organisations, external government agencies or private entities concerning land and asset management obligations and liabilities. Includes master copies of agreements and annual progress reports received from third parties in accordance with agreement obligations.	PERMANENT
3.3.2	Agreements	Records relating to minor agreements /contracts (value less than \$500,000) concerning the management of land and assets, e.g. Tonsley and Port Adelaide car parking, permit to undertake Topographic Survey, Moorhouse Road, Port Adelaide, etc.	TEMPORARY Destroy 10 years after action completed.
3.4	Construction	<i>The process of making, assembling or building something. (KAAA)</i>	



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3 LAND AND ASSET MANAGEMENT

3.4.1	Construction	Records relating to upgrading heritage listed or significant buildings including fit-outs, refurbishment and renovations, e.g. Allied Health Building, Women’s Health Centre (former Royal Adelaide Hospital Site), Harts Mill, Port Adelaide.	PERMANENT
3.4.2	Construction	Records relating to fit-outs, refurbishments and renovations to Renewal SA owned or leased properties. Includes project advice and architectural services, e.g. fit-out of modules at Endeavour House, Mawson Lakes, and Codan Tenancy. Second Avenue, Technology Park.	TEMPORARY Destroy 20 years after action completed.
3.4.3	Construction	Records relating to the design and construction of minor infrastructure such as upgrades to improve the pedestrian and visitor experience along pathways, e.g. River Torrens, paving, fencing, seating, plants and community facilities.	TEMPORARY Destroy 10 years after action completed.
3.5	Consulting Services	<i>The activities associated with providing strategic property advice, environmental services, property management services and consulting services to client agencies in relation to the acquisition, disposal or commercial exploration of Crown land assets.</i> See/see also: GDS30 (as amended) 13.5 STRATEGIC MANAGEMENT - Committees (Administrative) and 2 BOARD AND COMMITTEE MANAGEMENT for records relating to the operation of boards and committees generally.	
3.5.1	Consulting Services	Records relating to the research and consultative processes for all aspects of documenting a suspected or confirmed heritage site on behalf of client agency, e.g. Fort Largs Police Academy on behalf of SA Police.	PERMANENT
3.5.2	Consulting Services	Records relating to community consultation undertakings in respect of remediation and environmental or strategic advice conducted on behalf of client agency.	PERMANENT



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3.5.3	Consulting Services	Records relating to the provision of strategic site reviews, assessment of land holdings and managing the disposal and/or acquisition of land and property on behalf of client agency. Includes property valuations and instructions to purchase sites.	PERMANENT
3.5.4	Consulting Services	Records relating to seeking and obtaining planning authority approval for a proposed land use on behalf of client agency.	PERMANENT
3.5.5	Consulting Services	Records relating to the management of property services for a client agency, e.g. cleaning, gardening, landscaping, planned maintenance, security services and signage.	TEMPORARY Destroy 10 years after action completed.
3.5.6	Consulting Services	Records relating to enquiries from client agencies and/or private individuals that did not proceed.	TEMPORARY Destroy 5 years after action completed.
3.6	Contracting-Out	<i>The activities involved in arranging, procuring and managing the performance of work or the provision of services by an external contractor or consultant, or by using external bureau services. Sometimes referred to as outsourcing. (KAAA)</i>	
3.6.1	Contracting-Out	Records relating to the hiring and use of consultants, non-government organisations, contractors and suppliers for substantive or precedent setting tasks.	PERMANENT
3.6.2	Contracting-Out	Records relating to enquiries from, and correspondence with, organisations and groups relating to the allocation of funding, including expressions of interest and unsuccessful or withdrawn applications.	TEMPORARY Destroy 20 years after action completed.
3.6.3	Contracting-Out	Records relating to the provision of property related services to Renewal SA's portfolio of properties. Includes administration of property matters, renewal of leases, rent payments, arrears, reviews and maintenance on behalf of Renewal SA.	TEMPORARY Destroy 10 years after action completed.



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3 LAND AND ASSET MANAGEMENT

3.6.4	Contracting-Out	Records relating to hiring of consultants, contractors and suppliers for minor and routine operational tasks.	TEMPORARY Destroy 5 years after action completed.
3.7	Disposal	<i>The process of disposing of land and property related assets by sale, exchange, transfer, salvage, auction, donation, demolition or destruction. Includes associated activities such as the appointment of sales agents, valuers or project managers and the reports and documentation prepared during this process.</i> See/see also: GDS30 as amended: 13.5 STRATEGIC MANAGEMENT - Committees (Administrative) and 6.10 FINANCIAL MANAGEMENT - Procurement (Goods and Services)	
3.7.1	Disposal	Records relating to the release of broad hectare or land bank land in a manner conducive to promoting economic development. Includes released land incorporating development sites or in-situ infrastructure such as that provided for Aldinga, Dry Creek, Elizabeth, Evanston Gardens, Penfield and Seaford.	PERMANENT
3.7.2	Disposal	Records relating to the disposal of land and property and associated supporting documentation.	PERMANENT
3.7.3	Disposal	Records relating to contractual arrangements with developers in relation to pre-approved planning arrangements. Includes pre-settlement where a purchaser requires access to or use of the land prior to settlement.	PERMANENT
3.7.4	Disposal	Records relating to the donation of land for charitable purposes, e.g. Telethon Home and Land Lottery. Includes agreements, deeds and facilitative records.	TEMPORARY Destroy 20 years after action completed.



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3.7.5	Disposal	Supplementary records relating to the disposal of vacant land. May include monitoring activities and general correspondence with sales agents or the general public.	TEMPORARY Destroy 10 years after action completed.
3.8	Enquiries	<i>The activities associated with the handling of requests for information about the organisation and its services by the general public or another organisation. (KAAA)</i> See/see also: Item: 4.11.4 PLANNING AND PROJECT DELIVERY – Planning and Design for unsolicited proposals.	
3.8.1	Enquiries	Records relating to enquiries from developers, the general public or other government agencies relating to Renewal SA's services. Includes vacant land for potential use, acquisition, disposals, or development opportunities where the enquiry matter is not proceeded with.	TEMPORARY Destroy 10 years after action completed.
3.9	Land Development	<i>The activities associated with the development of areas through the management and release of land, including areas of undeveloped or under developed land for urban renewal purposes (on its own behalf or on behalf of other agencies or instrumentalities of the Crown). Includes maintenance and holding land and other property for commercial, industrial, residential or other purposes, pre-release planning, master planning, design and construction.</i>	
3.9.1	Land Development	Records relating to the master planning, design and construction, development, planning and release of land holdings zoned as commercial and industrial, metropolitan development sites, metropolitan land banks and residential land. Includes associated development of release plans.	PERMANENT



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3.9.2	Land Development	Records relating to development plan amendments where the agency provides comment and has significant involvement, e.g. comments on the Evanston South Development Plan Amendment and Infrastructure Provision, Gawler South.	PERMANENT
3.9.3	Land Development	Land asset register including land division registers and associated reconciliation files including land bank usage reports.	PERMANENT
3.9.4	Land Development	Records relating to the management and maintenance of the government's stock of vacant land holdings and broad hectare land resources. Includes slashing, maintenance, security, pest control, landscaping and signage.	TEMPORARY Destroy 20 years after action completed.
3.9.5	Land Development	Records relating to development plan amendments where the agency provides comment but does not have significant involvement, e.g. comments on rezoning land at Huntfield Heights and Noarlunga Downs with the City of Onkaparinga.	TEMPORARY Destroy 10 years after action completed.
3.9.6	Land Development	Records relating to the management of community funds established as part of a land release arrangement, e.g. Playford Alive Community Fund.	TEMPORARY Destroy 10 years after action completed.
3.9.7	Land Development	Agency representatives copy of agenda, minutes and proceedings of community fund management committee meetings.	TEMPORARY Destroy 5 years after action completed.
3.10	Land Planning	<i>The activities involved in planning for a development. Includes subdivisions, developing, redeveloping, valuations and/or preparing land for projects.</i>	



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3.10.1	Land Planning	Records relating to land development, planning and redeveloping for major projects. Includes land division applications, subdivision of land parcels to developers and/or the general public and development deeds, e.g. Bowden Development Deed and Hanson Road North Extension, Gillman.	PERMANENT
3.10.2	Land Planning	Records relating to factory construction, industrial projects, program files and associated plans. Includes factory unit civil works, practical completion, structural correspondence, contract administration, site history and encumbrances, e.g. Southern Food Group, Hewittson Road, Nylex Avenue and Hogarth Road factory units.	PERMANENT
3.10.3	Land Planning	Records relating to internal/external transfer of vesting arrangements. Includes encumbrance management and discharge of encumbrances.	PERMANENT
3.10.4	Land Planning	Records relating to land development planning for minor projects. Includes development applications not approved or withdrawn, draft proposals, concept plans, diagrams and cost estimates.	TEMPORARY Destroy 25 years after action completed.
3.10.5	Land Planning	Records relating to infrastructure services, e.g. roads, footpaths, easements, etc. Includes records of cooperative arrangements made with Local Government as well as external service providers for the provision of infrastructure, road openings, closures, renaming and street numbering.	TEMPORARY Destroy 20 years after action completed
3.10.6	Land Planning	Records relating to market valuations of land, property and premises, e.g. market valuations for rental purposes.	TEMPORARY Destroy 10 years after action completed.



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3.10.7	Land Planning	Records relating to the planning and development of minor development applications, e.g. Playford Alive signage.	TEMPORARY Destroy 10 years after action completed.
3.11	Leasing	<i>The activities involved in the management and administration of leasing premises and properties owned and managed by Renewal SA to other government agencies, non-government organisations and private entities. Includes lease agreements, lease terminations, lease negotiations, licenses, permits and rental arrears for the private use of or access to land owned or managed by Renewal SA.</i>	
3.11.1	Leasing	Records relating to the management of leasing arrangements of Renewal SA properties to non-government organisations, external government agencies or private entities, e.g. lease for temporary use of land for agricultural purposes, or a short term permit to access a roadway. Includes factory unit leasing, built or managed for commercial purposes. Also includes documentation relating to lease arrangements, permits, licences, terminations, lease agreements and other general correspondence. See/see also: Item: 3.17.9 REDEVELOPMENT PROJECT MANAGEMENT - for leasing of vacant land to third parties.	TEMPORARY Destroy 30 years after lease expiry.
3.12	Maintenance	<i>The activities associated with the upkeep, repair, servicing and preservation of internal/external conditions of premises, vacant properties, equipment, etc.</i>	



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3.12.1	Maintenance	Records relating to the establishment of asbestos registers and asbestos management plans for buildings owned by Renewal SA. Includes the management and removal of asbestos in accordance with project requirements, repairs, renovations and maintenance of buildings and properties included on the registers, e.g. Asbestos Management Plan Old Mill Port Adelaide.	PERMANENT
3.12.2	Maintenance	Records relating to minor repairs, renovations and maintenance of buildings and properties not included on an asbestos register, e.g. Garden Island Boardwalk.	TEMPORARY Destroy 10 years after action completed
3.13	Meetings	<i>The activities associated with gatherings held to formulate, discuss, update, or resolve issues and matters pertaining to the management of the unit, division or Renewal SA as a whole. Includes arrangements, agenda, taking of minutes, etc. (KAAA)</i>	
3.13.1	Meetings	Records of non-committee based strategic meetings which focus on the core functions of Renewal SA and highlight changes to structure, operations or procedure.	PERMANENT
3.13.2	Meetings	Records of non-committee based meetings, working parties, reference and advisory groups that focus on Renewal SA operational issues.	TEMPORARY Destroy 20 years after action completed
3.14	Planning	<i>The process of formulating ways in which objectives can be achieved. Includes determination of services, needs and solutions to those needs. (KAAA)</i> See/see also GDS30 (as amended): 13.16 STRATEGIC MANAGEMENT - Planning.	
3.14.1	Planning	Master copies of approved Renewal SA or across government operational strategic plans and related documents where Includes revised plans and future direction papers.	PERMANENT



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3.14.2	Planning	Records relating to the input into Renewal SA operational strategic, business or divisional plans. Includes draft comments, discussion papers, strategic direction, reports and working papers.	TEMPORARY Destroy 10 years after action completed.
3.15	Policy	<i>The activities associated with developing and establishing decisions, directions and precedents that act as a reference for future decision making, as the basis from which Renewal SA operating procedures are determined.</i> See/see also GDS30 (as amended): 13.17 STRATEGIC MANAGEMENT - Policy.	
3.15.1	Policy	Master Copies of Renewal SA policies.	PERMANENT
3.15.2	Policy	Supplementary/supporting records relating to the formulation of Renewal SA policies. Includes draft versions, reference material and working papers.	TEMPORARY Destroy 2 years after action completed.
3.16	Procedures	<i>Standard methods of operating laid down by Renewal SA according to formulated policy.</i> See/see also GDS30 (as amended): 13.18 STRATEGIC MANAGEMENT - Procedures.	
3.16.1	Procedures	Master copies of Renewal SA Procedures.	PERMANENT
3.16.2	Procedures	Supplementary/supporting records relating to the formulation of Renewal SA procedures and guidelines. Includes draft versions, reference material and working papers.	TEMPORARY Destroy 2 years after action completed.



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3.17	Redevelopment Project Management	<p><i>The activity of managing major redevelopment projects to implement commercial, environmental, social and economic development objectives on behalf of the government. Includes Port Adelaide Waterfront, Bowden, Tonsley Park redevelopment, Islington Railyard, Lochiel Park and Mile End remediation.</i></p> <p>See/see also: Item: 4 CORPORATION JOINT VENTURES within this RDS, GDS30 (as amended): 13.5 STRATEGIC MANAGEMENT - Committees (Administrative) and 2 BOARD AND COMMITTEE MANAGEMENT for records relating to the operation of boards and committees generally.</p>	
3.17.1	Redevelopment Project Management	Records relating to contractual arrangements with redevelopment partners including rehabilitation, environmental assessment and remediation. Also includes project end documentation.	PERMANENT
3.17.2	Redevelopment Project Management	Records relating to research and community consultation in respect of documenting a suspected or confirmed heritage site such as consultation activities relating to Aboriginal heritage and research, e.g. the cultural mapping process at Port Adelaide.	PERMANENT
3.17.3	Redevelopment Project Management	Records relating to the demolition of buildings containing asbestos, e.g. Tonsley Western Building Demolition.	PERMANENT
3.17.4	Redevelopment Project Management	Records relating to seeking and obtaining planning authority approval for a proposed land use.	PERMANENT
3.17.5	Redevelopment Project Management	Records relating to the provision of environmentally friendly facilities such as energy efficient building design, waste management systems and water cycle management, e.g. Lochiel Park Green Village.	PERMANENT



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3.17.6	Redevelopment Project Management	Records relating to the provision of strategic site reviews for redevelopment projects. Includes advice on boundaries and surveys and the provision of easements.	PERMANENT
3.17.7	Redevelopment Project Management	Records relating to the strategic assessment of land holdings and managing the acquisition and disposal of land and property to facilitate the redevelopment.	PERMANENT
3.17.8	Redevelopment Project Management	Records relating to development plan amendments where Renewal SA has significant involvement, e.g. Port Waterfront Redevelopment Plan Amendment Report (PAR), Port Centre PAR and Newport Quays Consortium Dock 1.	PERMANENT
3.17.9	Redevelopment Project Management	Records relating to leasing of vacant land and/or property to third parties, e.g. copies of lease, liaison with property managers and agents, and routine correspondence and reports relating to leasing activities. See/see also: Item: 3.11.1 LAND AND ASSET MANAGEMENT - Leasing for the management of leasing arrangements.	TEMPORARY Destroy 20 years after lease expiry.
3.17.10	Redevelopment Project Management	Records relating to development plans amendments where Renewal SA and predecessor/s provides comment but does not have significant involvement, e.g. Project Commitment comments to Port Adelaide Enfield Council.	TEMPORARY Destroy 10 years after action completed.
3.17.11	Redevelopment Project Management	Records relating to inter-agency project team committee operations. Includes agenda, minutes and proceedings of deliberations.	TEMPORARY Destroy 10 years after action completed.



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3.17.12	Redevelopment Project Management	Records relating to the management of property services. Includes cleaning, gardening/landscaping, planned maintenance, security services and signage.	TEMPORARY Destroy 5 years after action completed.
3.18	Soil Bank Management	<i>The activities involved in the administration and management of Renewal SA's soil recycling facility. Includes the acquisition, disposal and remediation of soil received and sold to government agencies and/or private companies. Note: the soil bank operates under an EPA licence.</i>	
3.18.1	Soil Bank Management	Records relating to statutory approvals, agreements and permits to access the soil banking site to dispose of approved soil. Includes compliance in accordance with Renewal SA's EPA licence and Waste Soil Management Plan. Also includes soil classification and remediation reports, i.e. contaminated soil that is acquired or received from soil donors, accepted and remediated prior to use.	PERMANENT
3.18.2	Soil Bank Management	Records relating to procurement of works for the site and the management and movement of stockpiles on site.	TEMPORARY Destroy 40 years after action completed.
3.18.3	Soil Bank Management	Supplementary records relating to the development, maintenance and review of Soil Bank Agreements.	TEMPORARY Destroy 20 years after action completed.
3.18.4	Soil Bank Management	Records relating to day-to-day routine operational matters, e.g. site management, liaison and coordination of deliveries with soil donors and site managers.	TEMPORARY Destroy 10 years after action completed.
3.19	Valuations	<i>The activities associated with appraising and valuing land, including the determination of rates of land.</i>	



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3.19.1	Valuations	Records relating to portfolio valuations. Includes the agencies land book valuations for Investment Properties, Portfolio Properties and cash flow valuation reports. See/see also: Item: 3.8.3 LAND AND ASSET MANAGEMENT - Land Development for Land asset registers.	PERMANENT
3.19.2	Valuations	Records of other valuations / revaluations and depreciation schedules and reports relating to Renewal SA and predecessor owned land. Includes valuations / revaluations organised privately by the agency.	TEMPORARY Destroy 10 years after action completed.
3.19.3	Valuations	Supplementary records and working papers relating to seeking quotations for the development of valuations.	TEMPORARY Destroy 2 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4	PLANNING AND PROJECT DELIVERY	The function of planning and delivering key economic development and employment projects to support South Australia's economic priorities on behalf of the government. Includes delivery of major redevelopment projects, residential and mixed-use projects utilising a range of models from master developers, to joint ventures, direct delivery, and key public realm project planning and delivery co-ordination.	
4.1	Activation Programs	<i>The activities involved with generating a place-led approach aimed at making the city of Adelaide more liveable and enjoyable and to streamline processes for the establishment of new enterprises within the city and to create vibrant places within Renewal SA projects. Includes developing improvements to community connections, making places publicly-accessible, generating economic prospects, public spaces and stimulating innovation to a specific project, e.g. Winterfest Port Adelaide and the Bank Street, Blue Hive, Leigh and Peel Street Demonstration Programs.</i>	
4.1.1	Activation Programs	Records relating to the design, management and marketing of activation programs in consultation with local businesses, councils, communities and stakeholders such as Port Adelaide Renewal Project, Market to Riverbank and Adelaide Riverbank activation programs. Includes sponsorship, permits, insurance, risk management evaluation and reporting.	TEMPORARY Destroy 20 years after action completed.
4.1.2	Activation Programs	Records relating to activations not proceeded with. Includes engagement and consultation with local businesses, councils, local communities and stakeholders such as the Bowden underpass art project.	TEMPORARY Destroy 10 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.2	Business Opportunities	<i>The activity of identifying and developing business opportunities through acquisition, engagement, research, planning and/or expansion. Includes land and assets either owned by Renewal SA and predecessor/s or not, e.g. Edinburgh Parks, Oakden, Glenside, etc.</i>	
4.2.1	Business Opportunities	Records relating to site investigations and evaluation of economic and/or ecologically sustainable development and/or principles, e.g. Bowden Plant 4 project, Lochiel Park and Glenside Campus Redevelopment.	PERMANENT
4.2.2	Business Opportunities	Records relating to the exploration of opportunities where a proposal was accepted, e.g. Oakden and Gilles Plains.	PERMANENT
4.2.3	Business Opportunities	Records relating to the exploration of proposals not taken up, e.g. establishment of the Greater Edinburgh Parks Precinct.	TEMPORARY Destroy 10 years after action completed.
4.3	City Growth Management	<i>The activities involved in the management of a defined series of actions including planning, implementing, managing, monitoring, reporting and assessing city programs. Includes supporting the infrastructure to assist programs to succeed in economic investment, streamlining processes, reducing risks for developers and strengthening the diversity of the of the arts industry and public realm, e.g. the Vibrant City Program.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.3.1	City Growth Management	Records relating to the assessment and selection of applications from the community to fund small programs that contribute to the cost of new ventures, place making and street activation. Includes key documents, final agreements in relation to design and final reports of the program.	TEMPORARY Destroy 20 years after action completed.
4.3.2	City Growth Management	Records relating to pre-lodgement, assessment and selection services for applications from individuals, businesses and the community seeking funding for minor programs and street activations. Includes applications from small venues proposing operation under a Small Venue Licence within the Adelaide central business district, e.g. pop-up bars, coffee vans, Blue Hive and Winterfest.	TEMPORARY Destroy 10 years after action completed.
4.3.3	City Growth Management	Supplementary/supporting records relating to the assessment of unsuccessful program funding applications.	TEMPORARY Destroy 5 years after action completed.
4.4	Development and Planning Services	<i>The activities associated with gaining development approvals and the provision of infrastructure for a joint venture.</i>	
4.4.1	Development and Planning Services	Records relating to business and corporate plans developed and implemented by the joint venture partners in relation to a joint venture. Includes joint venture annual business plans.	PERMANENT
4.4.2	Development and Planning Services	Records relating to contractual arrangements between the joint venture partners. Includes legal advice, subsequent agreements to vary the original contracts and project end or wind-up documentation.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.4.3	Development and Planning Services	Records relating to encumbrances including transfer or vesting arrangements. Also includes encumbrance management, discharge, lifting or replacing encumbrances.	PERMANENT
4.5	Enquiries	<i>The activities associated with the request for or giving of, advice or opinion from the general public, other organisations or government agencies that are of a routine nature and does not impact on the operations of Renewal SA.</i>	
4.5.1	Enquiries	Records relating to enquiries from the public, developers or other government agencies regarding requests for information in relation to vacant land, development opportunities or other project matters.	TEMPORARY Destroy 10 years after action completed.
4.6	Environmental Protection	<i>The activities involved in the investigation, management, control and/or protection of the environment and ecosystems as they relate to a project site.</i>	
4.6.1	Environmental Protection	Records relating to environmental protection at a project site. This includes environmental and site history reports and investigations, significant tree removal and/or assessment and associated reports for land leased or owned by Renewal SA and predecessor/s.	PERMANENT
4.6.2	Environmental Protection	Records relating to routine correspondence relating to environmental protection with external agencies, local and interstate councils and other stakeholders, e.g. environmental licences on land owned by Renewal SA and predecessor/s.	TEMPORARY Destroy 20 years after action completed.
4.7	Grant Disbursement	<i>The activities associated with the disbursement of grants for the purposes of Renewal SA initiatives.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.7.1	Grant Disbursement	Records relating to successful grant applications received by Renewal SA, e.g. Whale and Dolphin Conservation Interpretive Centre Business Plan grant.	TEMPORARY Destroy 10 years after action completed.
4.7.2	Grant Disbursement	Records relating to unsuccessful applications received by Renewal SA for grants.	TEMPORARY Destroy 5 years after action completed.
4.8	Infrastructure Negotiations	<i>The activities involving developing Infrastructure and/or Structure Plans and negotiating Infrastructure Deeds to support development activity in growth areas.</i>	
4.8.1	Infrastructure Negotiations	Records relating to infrastructure plans, development deeds and cost benefit analysis, e.g. Northern Adelaide Recycled Water and Playford Growth Area.	PERMANENT
4.8.2	Infrastructure Negotiations	Records relating to the development of Infrastructure plans that did not proceed. Includes feasibility studies, cost/benefit analyses, stakeholder engagement and interactions with State agencies and/or local government, draft plans, reports, etc.	TEMPORARY Destroy 20 years after action completed.
4.9	Marketing	<i>The process of analysing, creating and selling products and services. Includes market research, sale forecasting, advertising, media releases, promotion, pricing and product evaluation. (KAAA)</i> See/see also: GDS30 (as amended): 3.8 COMMUNITY RELATIONS - Marketing.	
4.9.1	Marketing	Records relating to routine marketing for projects. Includes allotment marketing and research surveys initiated by Renewal SA.	TEMPORARY Destroy 10 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.10	Place Management	<i>The activities associated with transforming or creating public and/or non-public spaces into places throughout the construction or redevelopment of Renewal SA projects by the process of building authentic, vibrant and resilient places that are valued by the community and admired by visitors. Includes the activation of community life promoting places that are economically, socially and environmentally sustainable undertaken in partnership with key stakeholders including local and state governments.</i>	
4.10.1	Place Management	Records relating to approved plans, design and construction of public places such as significant public art and infrastructure unique to a place, e.g. Orleana Waters dragon fly sculpture, Bowden Park steel sculptures.	PERMANENT
4.10.2	Place Management	Records relating to public art programs, placemaking strategies and activation plans including consultation and engagement with key stakeholders. Also includes planning, approvals, evaluations, sponsorships and permits, e.g. Harts Mill Port Adelaide public art commission.	TEMPORARY Destroy 20 years after action completed.
4.11	Planning and Design	<i>The activities associated with planning for projects/programs and initiatives to be taken up by Renewal SA and predecessor/s. Includes community planning and engagement activities. Also includes structure planning, feasibility studies, economic impact analysis, research and investigation into the viability (or otherwise) of the proposed project.</i>	
4.11.1	Planning and Design	Records relating to project initiation, structure planning, final business case and approvals, environmental assessments, acquisitions, land tenure, feasibility, and sustainability.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.11.2	Planning and Design	Records relating to development plan amendments where Renewal SA and predecessor/s have a lead role, e.g. the former Royal Adelaide Hospital site, Glenside Hospital site and the Ministerial DPA to rezone land owned by Renewal SA at Oakden, Gilles Plains and Aldinga.	PERMANENT
4.11.3	Planning and Design	Records relating to development plan amendments where Renewal SA and predecessor/s do not have a lead role or provides limited input, e.g. Burnside Residential Growth Plan and Torrens Road Catchment Stormwater Management Plan where Renewal SA has provided comment to the relevant Council.	TEMPORARY Destroy 20 years after action completed.
4.11.4	Planning and Design	Records relating to unsolicited proposals received by Renewal SA, for example where Renewal SA receives an unsolicited approach from land owners to acquire land which is owned by the South Australian Government, e.g. responses from Renewal SA to unsolicited proposals in accordance with Renewal SA's Real Property (Off-Market) Sales Policy. See/see also: Item: 1.7 LAND AND ASSET MANAGEMENT – Enquiries for requests for information.	TEMPORARY Destroy 10 years after action completed.
4.12	Project Delivery	<i>The processes associated with undertaking, supporting, consolidating and promoting the development of sites for urban renewal activities. Includes acquisition, land use, planning, development and construction of other assets in strategic locations.</i>	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.12.1	Project Delivery	Project delivery records relating to community and economic development such as the Port Adelaide Renewal Project.	PERMANENT
4.12.2	Project Delivery	Project delivery records relating to significant refurbishment and demolition projects including heritage listed sites, e.g. Brompton Gas Works site.	PERMANENT
4.12.3	Project Delivery	Supplementary records relating to the disposal of allocated land parcels by third parties on behalf of Renewal SA and predecessor/s, e.g. Century 21 for Playford, Bowden, etc. Includes expressions of interest not taken up. See/see also: Item: 1.6 LAND AND ASSET MANAGEMENT – Disposal for disposal of other property assets.	TEMPORARY Destroy 20 years after the development has completed.
4.12.4	Project Delivery	Records relating to incentives to purchase land and live in specific project areas such as Playford Alive Bonus Packs.	TEMPORARY Destroy 10 years after development completed.
4.13	Project Management	<i>The activities associated with the management of projects. Includes project implementation strategies, project management framework arrangements, project schedules, project resources, risks and issues registers, project end documentation, and project status and reporting.</i>	
4.13.1	Project Management	Records relating to the administration of projects including project initiation documents, business plans, project registers and project end or wind-up documentation.	PERMANENT
4.13.2	Project Management	Supplementary records relating to the management of project matters. Includes draft project programs, business plans and working papers.	TEMPORARY Destroy 10 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.14	Property Management and Leasing Services	<i>The activity of managing the contractual and financial aspects of property acquisition, disposal management and leasing for joint ventures.</i>	
4.14.1	Property Management and Leasing Services	Records relating to the management of acquisition and disposal of land and property on behalf of the venture partners.	PERMANENT
4.14.2	Property Management and Leasing Services	Records relating to the management of property services. Includes waste management, illegal dumping, gardening/landscaping, planned maintenance, security services and signage.	TEMPORARY Destroy 5 years after action completed.
4.15	Reporting	<i>The processes associated with initiating or providing a formal response to a situation or request (either internal, external or as a requirement of corporate policies), and to provide formal statements or findings of the results of their examination or investigation. Includes agenda, briefing, business, discussion papers, proposals, reports, reviews and returns. (KAAA)</i>	
4.15.1	Reporting	Records relating to the reporting of significant development and renewal programs and projects. Includes final versions of formal reports, e.g. Port Adelaide Renewal Project Incitec Pivot relocation.	PERMANENT
4.15.2	Reporting	Supplementary/supporting records relating to the development of formal reports.	TEMPORARY Destroy 10 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.16	Stakeholder Engagement	<i>Activities associated with engaging and building partnerships with key stakeholders and the broader community to make informed decisions about project planning, development and implementation. Includes planning, engagement and interactions with State, Federal and Local Government, industry bodies, service providers, non-government organisations, media, local communities and the broader public that may be affected by or interested in Renewal SA projects.</i>	
4.16.1	Stakeholder Engagement	Records relating to planning, implementing, consulting, evaluation and delivering stakeholder and engagement plans. Includes Heritage sites.	PERMANENT
4.16.2	Stakeholder Engagement	Records relating to community reference groups. Includes agendas, minutes of meetings and terms of reference, e.g. Bowden Reference Group.	TEMPORARY Destroy 50 years after action completed.
4.16.3	Stakeholder Engagement	Records relating to the provision of advice and feedback to and from stakeholders affected by a Renewal SA project, e.g. Main Assembly Building Circuit Traffic Management Plan, Tonsley.	TEMPORARY Destroy 20 years after action completed.
4.17	Training and Employment	<i>Activities associated with design, development, delivery and evaluation of policy and programs for the engagement, training and employment of jobseekers in and around local communities of Renewal SA's major projects and industrial developments. Includes employment initiatives, growing the capacity of project partners and stakeholders through the implementation of the Works Programs.</i> Note: The Works Programs is Renewal SA's community training and employment model established to maximise community and social inclusion benefits from the organisation's urban renewal activities. This is achieved through engagement, training, work experience and employment focused initiatives to improve life skills in the community.	



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.17.1	Training and Employment	Master copies of Training and Employment programs. Includes revised plans and annual statistical compilations of the Works Program.	PERMANENT
4.17.2	Training and Employment	Records relating to the development and project management of Works Programs. Includes advice and instruction to stakeholders and supporting applications for funding with non-government organisations, external government agencies or private entities.	TEMPORARY Destroy 100 years after action completed.
4.17.3	Training and Employment	Records relating to the management of work experience placements. Includes contract recruitment, Works Program registration forms and coordination of the Works Program insurance through the referring agency and host employer.	TEMPORARY Destroy 30 years after action completed.
4.18	Urban Renewal Planning and Development	<i>The activities associated with identifying, undertaking, supporting, consolidating and promoting the development of sites for urban renewal activities in partnership with other State agencies and/or local government, as well as the local community. This includes acquiring, assembling and using land and other assets in strategic locations, promoting public support for urban renewal and undertaking precinct planning. Also includes the planning, management and delivery of Affordable Housing to support South Australia's economic priorities in relation to the sale of government land and Renewal SA projects.</i>	
4.18.1	Urban Renewal Planning and Development	Records relating to contractual arrangements between renewal partners. Includes project end documentation.	PERMANENT



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.18.2	Urban Renewal Planning and Development	Records relating to consultative processes for all aspects of documenting heritage listed buildings and/or sites. Includes registers of aboriginal sites and objects, e.g. Aboriginal heritage site former farmhouse, Hackham, Z Ward, Glenside and Women’s Health Centre and Sheridan building Lot Fourteen.	PERMANENT
4.18.3	Urban Renewal Planning and Development	Records relating to community consultation undertakings in respect of renewal or redevelopment proposals.	PERMANENT
4.18.4	Urban Renewal Planning and Development	Records relating to seeking and obtaining planning authority approval for a proposed land use. Includes demolition and site clearance works.	PERMANENT
4.18.5	Urban Renewal Planning and Development	Records relating to the provision of environmentally friendly facilities such as energy efficient building design, waste management systems and water cycle management, e.g. Mawson Lakes Reclaimed Water Scheme.	PERMANENT
4.18.6	Urban Renewal Planning and Development	Records relating to development plan amendments where the agency provides comment and has significant involvement, e.g. initiation of a Ministerial Plan Amendment for Oakden and Gilles Plains rezoning.	PERMANENT
4.18.7	Urban Renewal Planning and Development	Records relating to the planning, management and delivery of affordable housing requirements across Renewal SA projects. Includes ongoing monitoring and assessment of the agency’s plans and strategies in accordance with State circulars.	TEMPORARY Destroy 50 years after action completed.



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Item No.	FUNCTION Activity / Process	Description / Disposal Class	Disposal Action
4 PLANNING AND PROJECT DELIVERY			
4.18.8	Urban Renewal Planning and Development	Records relating to proposals for community engagement within the renewal project, i.e. requests for proposals. Includes registrations of interest and unsuccessful submissions.	TEMPORARY Destroy 10 years after action completed.
4.18.9	Urban Renewal Planning and Development	Records relating to development plan amendments where Renewal SA and predecessor/s provide comment but does not have significant involvement, e.g. Adelaide Airport Masterplan comments.	TEMPORARY Destroy 10 years after action completed.
4.18.10	Urban Renewal Planning and Development	Records documenting compaction of land, e.g. Compaction Certificates.	TEMPORARY Destroy after disposal of land parcel.



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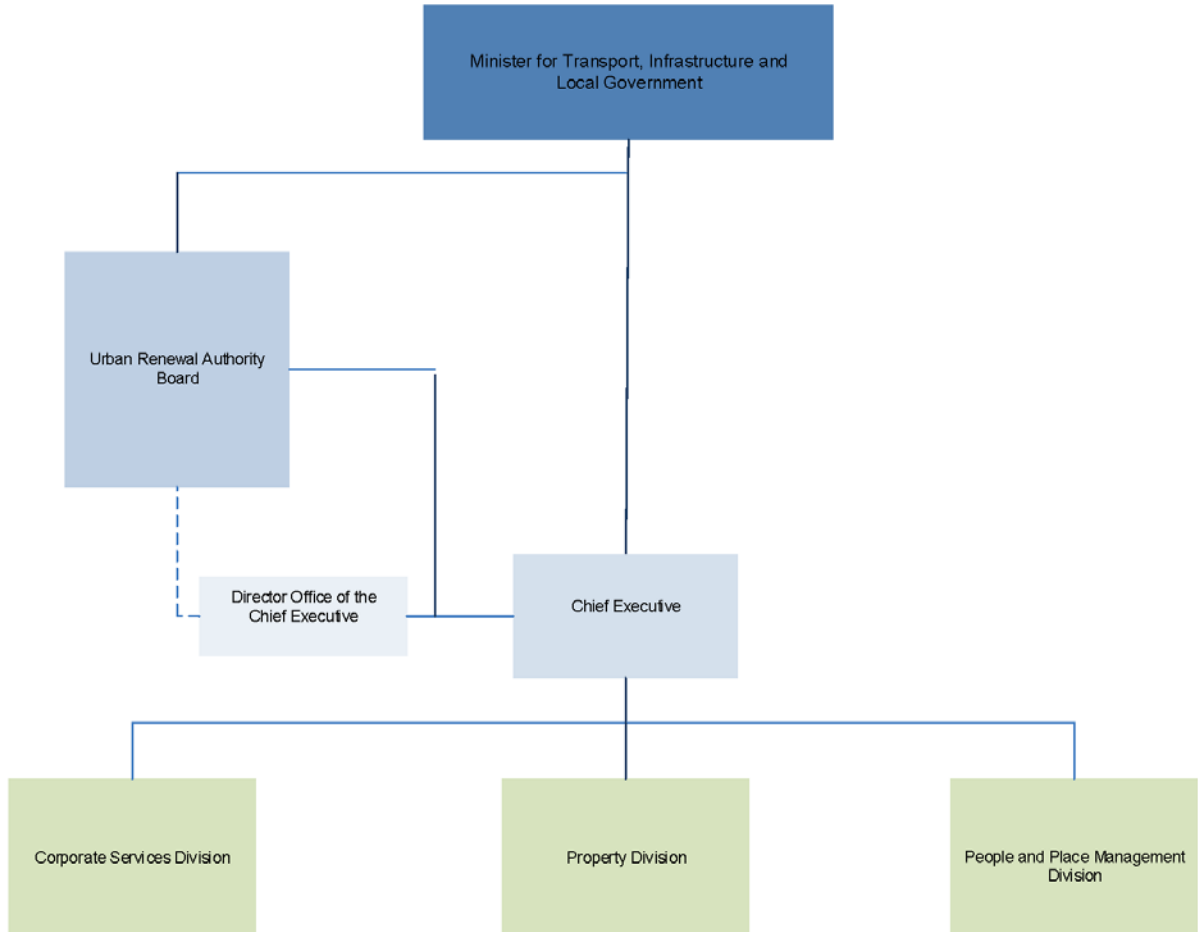
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Appendix A – High Level Organisation Chart as of November 2018





Urban Renewal Authority (URA) trading as Renewal SA

OPERATIONAL HISTORY OF RENEWAL SA

Appendix B - Organisational timeline

RENEWAL SA 2012 – CURRENT

Functions and programs transferred into Renewal SA:

- Capital City Committee (CCC) from DPC 2015–2018
- Vibrant City Program from DPTI 2015–2018
- Asset Management and Affordable Housing Program from Housing SA 2012–2018
- Tenant Relocations and Community Housing Program from Housing SA 2014–2018
- Asset Management from Defence SA 2012–Current

Service level agreements with other entities for operational support:

- Riverbank Authority Board 2014–2018
- South Australian Housing Trust (SAHT) 2012–2018

PREDECESSOR ORGANISATIONS

- 1998–2012 Land Management Corporation (LMC)
- 1995–1997 South Australian Urban Projects Authority (SAUPA)
- 1995–1997 Industrial and Commercial Premises Corporation (ICPC) then from 2003
- 1982–1995 South Australian Urban Land Trust (SAULT)
- Since 1992 Multi-Function Polis Development Corporation (MFPDC)
- Since 1983 Technology Development Corporation (TDC)
- Since 1982 Technology Park Adelaide (TPA)
- 1973–1981 South Australian Land Commission (SALC)

