

APPENDICES

Report on statutory requirements



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ACTS ADMINISTERED BY LANDS

Access to Neighbouring Land Act 2000 No 2

Bills of Sale Act 1898 No 10

Botany Bay National Park (Helicopter Base Relocation) Act 2004 No 27

Botany Cemetery and Crematorium Act 1972 No 6

Camperdown Cemetery Act 1948 No 14

Chipping Norton Lake Authority Act 1977 No 38

Christ Church Cathedral, Newcastle, Cemetery Act 1966 No 20

Commons Management Act 1989 No 13

Community Land Development Act 1989 No 201

Conversion of Cemeteries Act 1974 No 17

Conveyancing Act 1919 No 6

Conveyancing and Law of Property Act 1898 No 17

Crown Lands Act 1989 No 6 (except parts, Minister for the Environment, and Minister for Tourism and Sport and Recreation)

Crown Lands (Continued Tenures) Act 1989 No 7

Crown Lands (Validation of Revocations) Act 1983 No 55

Dividing Fences Act 1991 No 72

Encroachment of Buildings Act 1922 No 23

Forestry (Darling Mills State Forest Revocation) Act 2005 No 2

Geographical Names Act 1966 No 13

Gore Hill Memorial Cemetery Act 1986 No 116

Gosford Cemeteries Act 1970 No 84

Land Agents Act 1927 No 3

Land Sales Act 1964 No 12

Liens on Crops and Wool and Stock Mortgages Act 1898 No 7

Mudgee Cemeteries Act 1963 No 2

Native Title (New South Wales) Act 1994 No 45

Old Balmain (Leichhardt) Cemetery Act 1941 No 12

Old Liverpool Cemetery Act 1970 No 49

Old Roman Catholic Cemetery, Crown Street, Wollongong, Act 1969 No 56

Old Wallsend Cemetery Act 1953 No 5

Parramatta Methodist Cemetery Act 1961 No 44

Perpetuities Act 1984 No 43

Powers of Attorney Act 2003 No 53

Public Reserves Management Fund Act 1987 No 179

Queanbeyan Showground (Variation of Purposes) Act 1995 No 14

Real Property Act 1900 No 25

Real Property (Legal Proceedings) Act 1970 No 92

Registrar-General Act 1973 No 67

Roads Act 1993 No 33, Parts 2, 4 and 12 (section 178 (2) excepted) and section 148; and the remaining provisions of the Act so far as they relate to Crown roads (remainder, Minister for the Environment, Minister for Roads, and Minister for Local Government)

Rookwood Necropolis Act 1901 (1902 No 20)

St. Andrew's Church of England, Mayfield, Cemetery Act 1957 No 39

St. Andrew's Presbyterian Church, Woonona, Cemetery Act 1966 No 6

St. Anne's Church of England, Ryde, Act 1968 No 47

St. George's Church of England, Hurstville, Cemetery Act 1961 No 63

St. Peter's Church of England, Cook's River, Cemetery Act 1968 No 48

St. Thomas' Church of England, North Sydney, Cemetery Act 1967 No 22

Security Interests in Goods Act 2005 No 65

Strata Schemes (Freehold Development) Act 1973 No 68

Strata Schemes (Leasehold Development) Act 1986 No 219

Surveying Act 2002 No 83

Transfer of Records Act 1923 No 14

Trustees of Schools of Arts Enabling Act 1902 No 68

Tweed River Entrance Sand Bypassing Act 1995 No 55

Valuation of Land Act 1916 No 2

Voluntary Workers (Soldiers' Holdings) Act 1917 No 25

Voluntary Workers (Soldiers' Holdings) Amendment Act 1974 No 27 (except parts, Attorney General)

Wagga Wagga Racecourse Act 1993 No 109, sections 4 and 5 (remainder, Minister for Gaming and Racing)

Wild Dog Destruction Act 1921 No 17

CHIEF AND SENIOR EXECUTIVE OFFICERS

Warwick Watkins, Director General, Surveyor General, Registrar General, AMP:ISMP (Harv), MNatRes, DipScAgr, HDA (Hons), FAPI, FISA (NSW), JP

Des Mooney, Deputy Director General, General Manager, Land and Property Information Division, MBA (Syd), BSurv (Hons), MIS Aust, FAICD Dip, FAIM, Registered Surveyor, Registered Valuer

Graham Harding, General Manager Crown Lands Division

Paul Jones, General Manager Soil Conservation Service Division, B Engineering (Civil), Certified Professional Erosion and Sediment Control (CPESC)

Warrick Beacroft, Executive Manager, Information Services, Land and Property Information, Grad Cert Mgt, Cert Cart

Ross Cleary, Executive Manager, Information Management, Land and Property Information, B Applied Science (Computer Science) Hons

Bob Costello, Director, Finance and Corporate Support Dip. Tech. (Com), CPA

Barry Douse, Executive Manager, Production and Business Development, Land and Property Information, BA (Hons), Public Administration, Cert in Quality Management III

Pedro Harris, Chief Information Technology Officer

Peter Houghton, Manager, State Reserves Strategy, Dip. App. Sci (Hons), BA (Land Management), Grad. Cert. Public Service Management, EM Public Administration

Jennifer Jude, Director, Native Title and Aboriginal Land Claims, BA LL.B (Hons), LLM, Grad Dip. Inf/Sci (Lib)

Laurie Ryan, Acting Manager, Legal Services, LL.B

Doug Walsham, Executive Manager, Titling and Registry Services, Land and Property Information

Senior executive performance

Warwick Watkins

Director General, Surveyor General and Registrar General, SES level 7

Remuneration package \$380,200

Period in position - whole year

Results

- Engaged in development and implementation of whole of government strategies and plans, especially as a member of the Environment and Natural Resources CEO Cluster Group
- Continued targeted reviews of legislation, policy and programs relating to Crown land administration and management and the security and integrity of the land and property

information systems held within the department

- Focused upon business development, improvement of delivery mechanisms and access to services including information related services and activities concerning soil and earth works, environmental consultancy and government held property

- Maintained leadership role of the agency in relation to land and spatial information through the provision of accurate and reliable information, supporting and enhancing the sharing of appropriate information between sectors and agency clusters and involvement in peak policy organisations, including as Chair of the Australian and New Zealand Land Information Council and as Deputy Chair of the Spatial Information Cooperative Research Centre

- Implemented balanced reporting mechanisms and undertook research and development of programs and strategies to ensure the corporate sustainability, including further development of the knowledge capability mapping and recording within Lands

- Managed the operations of Lands such that revenue targets for LPI and Crown Lands Divisions were exceeded

- Chaired and actively participated on deliberations of the Geographic Names Board and Board of Surveying and Spatial Information

- Strategic deliberations as a Commissioner of the Electoral Boundaries Commissions, particularly in relation to recent NSW and Federal electoral boundary determinations.

Des Mooney

Deputy Director General of Lands and General Manager, Land and Property Information Division, SES level 5

Remuneration package \$264,800

Period in position - whole year

Results

- Despite a soft property market, provided before tax profit in excess of \$50 million
- Established a National Steering Committee for the development of

a National Electronic Conveyancing System (NECS)

- Established a national office for the development of NECS
- Launched a spatial information exchange to allow web browsing and ordering of satellite imagery and other spatial information
- Established a comprehensive workforce planning initiative (Vision 2013) to address issues around the ageing workforce.

Philip Western

Valuer General

The Valuer General is a statutory appointee with remuneration packaging equivalent to a SES level 5, however is not subject to annual performance appraisal.

CODE OF CONDUCT

All Lands administrative areas and the Board of Surveying and Spatial Information fall under Lands' Code of Conduct. There were no amendments or additions to the Code during the reporting year.

COMMITTEES

Significant Department of Lands committees established and abolished

During the 2005/06 period there were no committees abolished.

The following committees were established:

Committees established	Function of committee
Land and Property Information National Electronic Conveyancing System steering committee	To guide the implementation of a national system for electronic conveyancing in NSW through: <ul style="list-style-type: none"> Making a positive contribution to the national agenda through the NECS National Steering Committee Providing a coordinated approach to NECS preparedness within LPI Supplementing national communication strategies to encourage participation by NSW based stakeholders.
Strategic Asset Management Committee	To manage buildings and accommodation used by multi-divisional staff, and to review accommodation arrangements where Lands has staff operating in multiple sites in close proximity.

Significant Department of Lands committees

The table below lists the significant Lands committees and the internal and external representatives:

Lands Committees	Internal representatives	External representatives
Lands Audit Committee	Des Mooney Philip Western Eduardo Alegado	Joanne Rees (Chair) Ron Cunningham
Lands Executive Team	Warwick Watkins (Chair) Des Mooney Graham Harding Paul Jones Bob Costello Pedro Harris Laurie Ryan (part of year) Eduardo Alegado Tracey Prescott Garry Greedy Julie King Ron Smith Mark Matchett	

CHIEF AND SENIOR EXECUTIVE SERVICE POSITIONS

SES Grade level	2003/04		2004/05		2005/06	
	Male	Female	Male	Female	Male	Female
8						
7	1		1		1	
6						
5	2		2		2	
4	1		1		2	
3	1		2		1	
2	7		6		6	
1		1		1	1	1
Total	12	1	12	1	13	1

Land and Property Information Advisory Group	Warwick Watkins (Chair) Des Mooney	Graeme Couch Olaf (Ollie) Hedberg
Land Valuation Specialist Advisory Group	Warwick Watkins (Chair) Philip Western Simon Gilkes	John Hill Nikki Kempson Phil Lyons Shawn McBride Tim Gavan
Management Review of Rookwood (abolished early 2006)	Graham Harding (Chair) Pieta Laing Bob Costello	Susie Cleary Lachlan McDonald
Crown Lands Board of Management	Graham Harding Bob Costello Stephen Francis Adrian Harte Graeme Ford Craig Barnes Leanne Taylor Andrew McAnespie Robert Towler	Peter Walker
Organisational Capability Improvement Group	Des Mooney Doug Walsham Leanne Taylor Michael Fletcher Tracey Prescott Pedro Harris Bob Costello Garry Greedy Kimberley Taylor (part year) Julie King	John Dumay (observer)
Land and Property Information National Electronic Conveyancing System steering committee	Des Mooney Ross Cleary Laurie Ryan Doug Walsham Christopher White Barry Douse Paul Mitchell	Chris Ailwood
Strategic Asset Management Committee	Bob Costello (Chair) Warrick Beacroft Paul Jones Doug Walsham George Georgijevic Marion Beacroft Peter Farthing Ron Bracher Steve Woodhouse Barry Mason	
Lands Budget Committee	Warwick Watkins (Chair) Des Mooney Bob Costello Graham Harding Paul Jones Neville Hind Ian Holt Kimberley Taylor (part year) George Georgijevic	

Significant statutory body and inter-departmental committees with Lands representatives

The following officers represented Lands on significant statutory body and inter-departmental committees:

Inter-departmental committees	Officer name and title
CEO Network Committee	Warwick Watkins, Director General
CEOs Natural Resources and Environment Cluster Group	Warwick Watkins, Director General
CEOs Counter Terrorism Group	Warwick Watkins, Director General
CEOs Metropolitan Strategy	Warwick Watkins, Director General
Board of Surveying and Spatial Information	Warwick Watkins, Director General (Chair) Paul Harcombe, Chief Surveyor Colin Mitford, Manager Spatial Information Services (MSIA rep – part year only)
Geographical Names Board	Warwick Watkins, Director General (Chair) Paul Harcombe, Chief Surveyor
Public Sector Mapping Authority (PSMA)	Des Mooney, Deputy Director General & General Manager LPI
State Mapping Advisory Committee	Warrick Beacroft, Executive Manager Information Sourcing (Chair)
Surveying and Mapping Industry Council of NSW	Paul Harcombe, Chief Surveyor (Treasurer) Colin Mitford, Manager Spatial Information Services
University of NSW, School of Surveying and Spatial Information Systems Advisory Board	Paul Harcombe, Chief Surveyor
Council for Reciprocating Boards of Australia/New Zealand	Paul Harcombe, Chief Surveyor
Intergovernmental Committee on Surveying and Mapping (ICSM)	Paul Harcombe, Chief Surveyor
Committee for Geographical Names in Australasia (CGNA)	Paul Harcombe, Chief Surveyor
NSW Game Council	Warwick Watkins, Director General
Mapping Science Institute Australia, NSW Division	Colin Mitford, Manager Spatial Information Services (President)
NSW Coastal Council Acquisition Task Force	Graham Harding, GM Crown Lands
Government Property Register Project Services	Doug Walsham, Executive Manager, Titling & Registry Graham Harding, GM Crown Lands
NSW Branch Institute for Information Management	Peter Goddard, Manager Strategic Projects (Vice President)
Standards Australia Information Management Committee	Peter Goddard, Manager Strategic Projects
Natural Resources & Planning Spatial Data Infrastructure Sub-Group (NRP-SDI)	Warrick Beacroft, Executive Manager Information Sourcing (Chair)
Survey & Mapping Managers Forum (SMMF)	Paul Harcombe, Chief Surveyor (Chair) Colin Mitford, Manager Spatial Information Services
AUDA National Reference Group, Community Use of Geographic Names	Paul Harcombe, Chief Surveyor

Inter-departmental committees	Officer name and title
University of NSW, Dean's Industry Advisory Council (DIAC)	Paul Harcombe, Chief Surveyor
Melbourne University School of Geomatics Advisory Board	Paul Harcombe, Chief Surveyor
Inter-department Committee on Burial Space	Pieta Laing, Manager Land Policy (Facilitator)
Inter-departmental Committee on Crown Roads	Graham Harding, GM Crown Lands (Chair) Julie King, Manager Strategic Policy & Reporting
Committee for the Master plan Project for the redevelopment of Coffs Harbour Port	Graham Harding, GM Crown Lands (Joint Project Director with the GM Coffs Harbour Council)
Inter-state Working Party with NSW/Queensland for the Tweed Estuary Sand by Pass	Graham Harding, GM Crown Lands (Chair)
Interdepartmental Dredging Strategy for NSW Committee	Graham Harding, GM Crown Lands
North Coast - Regional Coordination	Craig Barnes, Regional Manager North Coast
Seafood Industry Advisory Council - Pricing & Charging Working Group	Stephen Francis, Director Commercial Development
IPART Review of Rental Arrangements for Crown Land Communication Tower Sites	Stephen Francis, Director Commercial Development
Mobile Carriers Forum (MCF)	Stephen Francis, Director Commercial Development
Commercial Lease Policy Development	Stephen Francis, Director Commercial Development
Coffs Harbour Jetty, Harbour, Village, Marina & Foreshore Strategic Working Group	Stephen Francis, Director Commercial Development
Department of Local Government Internal Audit Committee	Leanne Taylor, Regional Manager South
Illawarra & SE Regional Coordination Management Group	Leanne Taylor, Regional Manager South
Murrumbidgee Region Regional Coordination Management Group	Leanne Taylor, Regional Manager South
Illawarra and SE Region Natural Resources Committee	Leanne Taylor, Regional Manager South
Illawarra & SE Region Economic Development Committee	Leanne Taylor, Regional Manager South
Property Disposal Assessment Panel	Greg Foster, Manager Strategic Development & Marketing
Natural Resources Information Needs Committee	Adrian Harte, Director Land Management
Travelling Stock Route Working Group	Adrian Harte, Director Land Management
Noxious Weed Advisory Committee	Richard Chewings, Manager Landscape Services Centre
Pest Animal Control Council	Jim Thompson, Coordinator Environmental Management
NSW aquaculture Strategy Working Group	Adrian Harte, Director Land Management
Joint Committee Necropolis Trust	Andrew McAnespie, Regional Manager Sydney/Hunter
Joint Committee Necropolis - Finance sub Committee	Andrew McAnespie, Regional Manager Sydney/Hunter
Randwick Literary Institute Reserve Trust (Administrator)	Andrew McAnespie, Regional Manager Sydney/Hunter
National Steering Committee for Electronic Conveyancing	Des Mooney, Deputy Director General & General Manager LPI

Inter-departmental committees	Officer name and title
Australian Registrars Electronic Conveyancing Steering Committee (ARECSC) Technical Reference Group	Ross Cleary, Executive Manager Information Management
Cooperative Research Centre for Spatial Information (CRC-SI)	Warwick Watkins, Director General (Deputy Chair) Des Mooney, Deputy Director General & General Manager LPI (Alternate Director)
Data and Information Management Working Group	Warwick Watkins, Director General (Chair) Warrick Beacroft, Executive Manager Information Sourcing
Organising Committee for the 2010 FIG World Congress	Paul Harcombe, Chief Surveyor (Congress Director)
Intergovernmental Committee on Topographic Information	Ian Paxton, Manager Topographical Data
National Roads Working Group	Ian Paxton, Manager Topographical Data
Counter Terrorism Information Group (Emergency Information Coordination Unit)	Ian Paxton, Manager Topographical Data
Standards Australia Subcommittee IT-027-02 Data Management and Interchange	Doug Kinlyside, Manager Survey Infrastructure & Geodesy
Derelict Mines Steering Committee	Paul Jones, General Manager Soil Conservation Services
Australian Government Consultative Committee on Knowledge Capital	Warwick Watkins, Director General
National Consultative Committee on Security and Risk (NCCSR)	Warwick Watkins, Director General
ARC Research Network for a Secure Australia (RNSA)	Warwick Watkins, Director General
National Spatial Information for National Security Working Group (NSINS)	Warwick Watkins, Director General
Australia and New Zealand Land Information Council (ANZLIC)	Warwick Watkins, Director General (Chair)
API Statutory Valuations Study Group	Simon Gilkes, Chief Valuer (Secretary)
NSW Rating Professionals	Simon Gilkes, Chief Valuer
Program Steering Committee Association	Warwick Watkins, Director General (ex Officio Member)
Public Sector Risk Management Association	Eduardo Alegado, Director Corporate Governance

CONSULTANTS**Consultancies under \$30,000**

Nature of consultancy	Number of consultancies	Cost (GST Incl.)
Finance and accounting/tax		
Information technology	9	\$111,945
Legal		
Management services	4	\$11,537
Environmental	1	\$11,000
Engineering		
Organisational review	2	\$36,341
Training		
Total consultancies under \$30,000	15	\$170,823

Consultancies over \$30,000

Nature of consultancy	Consultant name, title and nature of project	Cost (GST Incl.)
Finance and accounting/tax	Deloitte Touche Tohmatsu – AEIFRS Implementation.	\$62,949
	Pricewaterhouse Coopers –Taxation Consultancy	\$47,438
Information technology	System Science – Develop e-Govt Services / Migration from Genamap to ESRI DCDB geodatabase	\$185,020
	Pyxis Systems - Develop e-Govt Services / Migration from Genamap to ESRI DCDB geodatabase	\$153,578
	Getronics Australia – IP Telephony for WAN	\$35,750
	AEM Group – High Resolution Satellite Imagery System	\$37,661
Legal		
Management services		
Environmental		
Engineering		
Organisational review	Fyusion Asia Pacific P/L – Valuation Services structure review	\$110,151
Training		
Total consultancies equal to or over \$30,000		\$632,545
TOTAL CONSULTANCIES		\$792,368

CONSUMER RESPONSE**Soil Conservation Service**

The SCS quality management system has specific procedures dealing with non-conformance, client complaints, preventive action control and internal quality audits. Corrective action for actual non-conformities in process and services is addressed through an Improvement Request. Any member of staff who receives a complaint, identifies a problem or an opportunity to improve a product or service can prepare a request. Requests are dealt with promptly, reviewed by a management representative and incorporated into an annual management review of the quality system. A register is maintained and during 2005/06 of the 60 improvement requests logged, 7 related to client complaints all in relation to earthmoving issues, representing 1% of the number of client jobs handled in this area of the business.

CORPORATE SERVICES**Communication Solutions Group**

The Communication Solutions Group (CSG) is responsible for internal and external communications for Lands, including corporate communications, departmental announcements, sponsorship management, ministerial information services, issues management and media relations. CSG's role is to enhance awareness of the activities, directions and policies of Lands among staff, other government agencies, business clients, community stakeholders and the general public. This is achieved through corporate communication and marketing strategies, public relations and promotional campaigns, and effective management of our relationship with the media.

Performance highlights for 2005/06

Communication Solutions Group's major achievements during 2005/06 include:

- The redesign of Lands' intranet and internet sites including the migration of information to a new Content

Management System (CMS), and training of 45 staff in the use of the new CMS. The new sites go live in September 2006.

- The design and management of print production (with Graphic Services in Bathurst) of a broad range of communications materials for Lands' business divisions, State Parks, Office of Rural Affairs, Geographical Names Board and Board of Surveying and Spatial Information (see publications list on page 215).
- Management of media enquiries requiring written or verbal responses to issues such as government land sales managed by Lands, land valuations, redevelopment of Crown land, Crown land rental increases, and Geographical Names Board changes.

Finance and Corporate Support Financial Services

The role of Financial Services is to develop and maintain sound financial strategies, policies and procedures for Lands to facilitate effective and efficient management of overall financial and accounting functions and assets of Lands. The Branch provides management support in the area of financial information, and is responsible for monitoring and reporting on the financial performance of Lands and for providing strategic financial management advice to the executive level Budget Committee.

Services

Financial Services provides the following services to Lands and its managers to enhance and support the business operations:

- providing a computerised financial system SAP, which ensures effective and timely information on all financial aspects of Lands' operations
- processing of revenue for Lands through the development and maintenance of a cashiering system that meets the needs of Lands and its clients

• invoicing clients for goods and services provided on credit and providing effective reporting and follow-up action on outstanding debts

• processing of payments to ensure that all amounts owing by Lands are processed within the time reasonably required by creditors (see page 215)

• preparing capital and recurrent budgets detailing resource allocation targets for the financial year

• producing monthly management reports to disclose financial operations of business units in monitoring their budget performance throughout the year

• providing an accurate record of all capital assets of Lands to assist in efficient asset management (see page 211)

• ensuring compliance with statutory accounting and reporting requirements

• financial planning and analysis

• conducting training program on financial issues for departmental employees

• facilitating effective and efficient control over financial and accounting functions of Lands by developing financial policies and procedures for use within all areas

• providing secretariat support to Lands' Budget Committee.

Administrative Services

The role of Administrative Services is to provide support services to facilitate effective and efficient operations. This includes accommodation and fleet management, procurement, and asset management.

Services

Administrative Services provide a comprehensive range of support and advisory services to Lands and its managers to enhance business operations. These include the management of:

- building capital works projects and major recurrent works (see page 212)

- leased office accommodation
- maintenance of facilities in Lands' administered buildings
- buildings services operations and energy management (see page 197)
- security and emergency services
- procurement
- Lands' fleet of vehicles
- customer service.

Strategic Policy and Reporting

Strategic Policy and Reporting (SP&P) provides an overarching role in developing department wide policy and procedures and coordinates the recording and reporting of Lands' activities.

SP&P is also the central point for the coordination of Freedom of Information requests and the associated determination and reporting requirements under the *Freedom of Information Act 1989* and Privacy legislation.

Information Communication and Technology

The role of Information Communication and Technology (ICT) is to supply, service and support the computing or information technology needs of all users in Lands. ICT is also responsible for ensuring that Lands takes full advantage of new information technologies and developments to support its mission and objectives.

Services

In support of these responsibilities, ICT provides an extensive range of services including:

- managing the day-to-day operations of the Lands computing network, associated computing and communications equipment and other devices such as printers, plotters and scanners
- managing systems and database applications holding vast quantities of data developed in the variety of business operations undertaken within Lands

- maintaining the security and integrity of systems and the security and integrity of data used in Lands or its agencies, and establishing procedures to safely manipulate the information from both internal and external sources
- operating a Help Desk service to assist all users in computing related matters
- maintaining awareness of and advising on the acquisition of new information technology systems associated hardware, software, and assisting with design, testing, evaluation, purchase, delivery, installation and ongoing maintenance
- assisting in the preparation and presentation of computer related training courses
- providing specialist consultancy staff in the information technology arena for Lands' local and overseas projects.

Legal Services

Legal Services is responsible for the provision of legal advice to Lands and the Government on a broad range of property law issues as well as supporting the commercial activities of Lands. It ensures the security of title to land through the effective provision of legal services and the administration of the state-guaranteed Torrens Assurance Fund. It is also responsible for the development, introduction, implementation and review of legislative reforms and in particular for maintaining the necessary legislative framework for land titling, conveyancing and property development in NSW.

Services

Apart from expertise in property law, the staff of Legal Services have skills and experience in other areas of the general law including general advising, litigation, commercial law, legal interpretation and drafting, prosecutions, administrative law, town planning, FOI and dispute resolution.

Through Lands, legal officers are also involved in providing consultancy services to international projects. In

recent years staff have undertaken consultancies in Indonesia, Laos, Bangladesh, the Solomon Islands, Sri Lanka, East Timor, Bulgaria and the Kyrgyz Republic. This involves advising the government of the client country in the development and implementation of legislation and legal infrastructure to support efficient land titling systems and the growth of a land economy.

Office of the Director General

The Office of Director General supports the Director General in the day to day and strategic management and operation of Lands, and the Minister in his capacity as Minister for Lands and Minister for Rural Affairs.

Services

The Office of the Director General provides a ministerial liaison role to ensure that the Minister and his staff are provided with timely, accurate and comprehensive advice on departmental matters and responsibilities across the Lands and Rural Affairs portfolios. This can include preparation of contentious issues briefs, Parliamentary Folder Notes (PFNs), responses to representations from other MPs, constituents and the public generally, preparation of Estimates Committee folders, preparation and coordination of speeches, briefing notes, Parliamentary statements and responses to questions from both Houses.

People Performance and Development Group

The role of the People and Performance Development Group (PPDG) is one of developing and aligning, in partnership with the executive and management of Lands, the people strategies and performance development projects with the various business activities.

Services

PPDG works closely with management and staff to:

- administer payroll and leave
- administer the recruitment process, the Employee Services Program and equal employment opportunities (see page 195)

- ensure the health, safety and wellbeing of all staff including managing staff rehabilitation and worker's compensation claims (see page 213)
- develop strategies for Lands to become a learning organisation and to link learning and development to improving performance (see page 194)
- assist in the development of structures and associated position descriptions for jobs and the evaluation of jobs through the application of the Mercer CED Job Evaluation Methodology
- ensure staff establishments across Lands are maintained accurately and up-to-date along with associated employee information in the Human Resource Information System linked to cost centres
- review Award and Agreements under which employees are classified (see page 194)
- administer the Human Resource Information System and service delivery function to provide efficient, effective and secure systems and services
- facilitate union liaison, dispute resolution, enterprise awards/ agreements, policy and strategy

development, organisational development, and service level agreements.

CREDIT CARD CERTIFICATION

It is affirmed that for the 2005/06 financial year credit card use within Lands was in accordance with Treasurer's Directions.

Credit card use

Credit card use within Lands is largely limited to:

- Claimable work related travel expenses (accommodation costs, taxi fares)
 - Purchase of minor work related stores (normally purchased through petty cash).
- Documenting credit card use**
The following measures are used to monitor the use of credit cards within Lands:
- Lands' credit card policy is documented and issued to relevant staff.
 - Officers issued with a credit card receive monthly statements and are required to certify that all charges were incurred for official purposes – acquittals are examined and authorised by supervisors.

- Quarterly reports are issued to the Director General on the appropriateness of credit card usage.
- A report is submitted to Treasury each year certifying that Lands' credit card use is within guidelines.

DISABILITY ACTION PLAN

Lands is committed to the continued implementation of access facilities for clients and staff with a disability through its Disability Action Plan. There is currently a major program underway to increase disabled access to the Queens Square building.

Lands continues to support the public sector Hearing Impaired Network. This network is chaired by a Lands employee. In August 2005 Lands hosted an afternoon seminar organised by the Network.

The seminar was facilitated by Premier's Department and included three sessions presented by communication industry experts. The seminar was well attended and provided an excellent opportunity to learn about the advances in technology related to hearing aid devices.

Lands continues to provide signing for hearing impaired staff to attend training and meetings particularly Spokeswomen events.

EMPLOYEE RELATIONS

Staff numbers

		2003/04			2004/05			2005/06		
		Men	Women	Total	Men	Women	Total	Men	Women	Total
Permanent	Full-time	874	399	1273	849	470	1319	861	467	1328
	Part-time	4	78	82	0	2	2	1	22	23
Temporary	Full-time	33	22	55	44	40	84	44	25	69
	Part-time	0	5	5	0	4	4	3	8	11
Contract	SES	12	1	13	12	1	13	13	1	14
	Non-SES	0	0	0	0	0	0	0	0	0
Training		0	1	1	0	0	0	0	0	0
Casual		9	4	13	2	2	4	6	2	8
TOTAL		932	509	1441	907	520	1427	928	525	1453

Exceptional movements in salaries and wages during 2005/06

The Crown Employees (Public Sector - Salaries 2004) Award provided three salary increases of 4% over the life of the award. This included an increase of 4% from the first full pay period on or after 1 July 2005 and 4% from the first full pay period on or after 1 July 2006.

Personnel policies and practices

The People and Performance Development Group continued to focus on aligning human resource services with strategic business operations and working closely with senior management to review and align functions and structures to develop a workplace environment that is supportive of employees maximising their contribution to the business of Lands. There has been a continuing focus on job evaluation with the restructure of the majority of business units now completed.

The major focus in the reporting period has been to assist Crown Lands implement Lands Award and in the transition to a Program Management model in the regions.

There has also been a close partnership with Land and Property Information management in developing a strategic workforce plan for the next seven years.

Learning and development

Lands is continuing to promote learning as a core philosophy in its pursuit of excellence, recognising that the acquisition of knowledge and skills contributes to continuous improvement in processes, services and management.

Staff are encouraged to accept greater responsibility for their own learning, as can be seen in the increase in the number of staff who commenced or completed tertiary study.

Lands continued to support university students in the schools of Bachelor of Science (Spatial Science) and Surveying through funding of scholarships at Charles Sturt University and the University of New South Wales, and through its short term placement of students.

The Learning and Development Unit continued to work with the Crown Lands Division and the VET sector to put 19 Crown Lands staff through the pilot Certificate III in Government (Land Administration), which is the

new qualification for staff working in Lands Offices. All participants have successfully completed this course, via the Recognition of Prior Learning (RPL) pathway.

30 staff from the four regions covered by Crown Lands Division completed four modules from the Diploma in Business Management over three days at Goulburn TAFE.

Learning and Development Unit staff continued to work with LPI technical trainers to induct 14 additional new entry level recruits who commenced with Titling and Plan Services in February 2006. These recruits are also undertaking Certificate III in Spatial Information Services through TAFE and will also be encouraged to attain the International Computer Driving Licence (ICDL).

Lands continued to fund attendance by staff at numerous external courses, conferences and seminars (562 staff attended external courses, conferences and seminars; 643 staff attended internal courses).

22 more staff from across Lands and a range of geographical locations completed the International Computer Driving Licence, and 84 staff commenced the ICDL. This program takes a blended learning approach, with participants using a combination of on-line learning, private study and/or face-to-face instruction, depending on individual need and learning style preference.

The Learning and Development Unit continued to provide individual support to staff in writing job applications and practicing for interviews.

Learning and Development Unit staff continue to participate in the NSW Learning and Development Network coordinated by Premier's Department to gain and share knowledge on L&D issues sector wide, which can be applied to benefit Lands.

Industrial relations policies and practices

People and Performance Development Group (PPDG) works in partnership with management and associations/unions to achieve an enterprise approach to employment for Lands. Lands has set in place an industrial framework that underpins an organisation focussed on learning and business success and assists in developing organisation structures that support business plans and address any equity and parity issues across Lands.

The majority of Lands employees are covered by the Crown Employees (NSW Department of Lands - Conditions of Employment) Award 2005. This award rationalised salary scales and classifications to bring the majority of officers from Crown Lands, Soil Conservation Service and the Office of Rural Affairs under the one classification and grading process.

The Framework conditions in the Award include:

- Staff taking responsibility for their career with Department financial support - private study
- Managers reorganising/restructuring for business success underpinned

by collaborative arrangements that ensure staff with the appropriate skills are considered for positions

- An equitable system for evaluation, grading and remuneration - pay bandwidths for Lands jobs
- Individual Development and Feedback System - with Learning and Development outcomes related to job.

The Joint Consultative Committee comprising management and Association/Union representatives meets quarterly to discuss reforms occurring within Lands and major issues affecting the organisation and staff. Meetings are held in either Queens Square Sydney or Bathurst. There continues to be harmonious working relationships between management and association and union representatives.

A new Lands Flexible Working Hours Agreement was developed through consultation between management and association representatives to address the diverse working environments of Lands and to improve service delivery and support better work/life balance. This agreement was implemented in September 2005 and applies to all 35 hour per week staff.

Organisation change and job evaluation

PPDG has assisted managers across Lands in reviewing structures to support business objectives and in developing position descriptions to support activities and evaluating these positions using the agreed Mercer, Cull Egan and Dell System. All business divisions have continued to realign structures to meet changing business needs.

Crown Lands Division has recently implemented a Program Management model of regional organisation designed to more effectively meet business outcomes. This model was implemented in June 2006 and has required an extensive process of consultation with both employees and association representatives. New position descriptions have been developed for the majority of regional positions and evaluated using the Mercer CED job

analysis and job evaluation methodology. Positions were filled according to the conditions specified in the Crown Employees (NSW Department of Lands - Conditions of Employment) Award 2005.

EQUAL EMPLOYMENT OPPORTUNITY

Major EEO outcomes for 2005/06

- Lands has implemented a pilot mentoring program for senior women. While this has not been formally evaluated participants have been very positive about their participation.
- The Spokeswomen's Program is also actively supported with a number of events held state-wide for both female and male employees.
- A number of women have attended Woman in Leadership forums.
- Lands facilitated the involvement of deaf staff in the state-wide Deaf Support Network. The Department sponsored a very successful technology seminar.
- Lands continued its ongoing support to its very active Aboriginal Support Network. This network is a combination of Lands and Department of Natural Resources employees. A number of meetings have been held in state-wide locations.
- Lands continued to use a range of merit recruitment strategies to attract a diverse field of job applicants.
- Lands continued to offer all employees a full range of flexible work arrangements.
- EEO and equity issues continued to be integrated into all appropriate training programs.
- Lands ensures that EEO issues are considered in all restructures.

Learning and development

	2003/04	2004/05	2005/06
No. staff who received study time leave	18	75	92 ¹
No. staff who received fee reimbursement for tertiary study	18	45	72
No. staff who began and/or are working towards completion of an Executive Master of Public Administration	4	4	4
No. staff who completed the Executive Development Program	2	3	3
No. staff completing a Graduation Diploma in Public Administration	1	5	4
No. staff completing a Masters in Public Administration			2
No. staff who completed or are working towards completing a Graduate Certificate in Public Section Management through the Public Sector Management Program		1	8

¹. 15 of these staff were existing worker trainees

Table A – trends in the representation of EEO Groups¹

EEO Group	Benchmark or target %	% of total staff ²			
		2003	2004	2005	2006
Women	50	34.8	35	36.5	36
Aboriginal people and Torres Strait Islanders	2	1.6	1.5	1.3	1.3
People whose first language was not English	20	15.3	15.7	15.3	16
People with a disability	12	11.1	10.5	10.2	7
People with a disability requiring work-related adjustment	7	1.2	4	3.8	1.3

Table B – trends in the distribution of EEO Groups¹

EEO Group	Benchmark or target %	Distribution index ³			
		2003	2004	2005	2006 ⁴
Women	100		84	89	89
Aboriginal people and Torres Strait Islanders	100			76	n/a
People whose first language was not English	100		81	89	92
People with a disability	100		91	98	102
People with a disability requiring work-related adjustment	100		84	92	n/a

Notes:

- Staff numbers are as at 30 June 2006.
- Excludes casual staff.
- A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated as part of the Workforce profile return sent to Premiers Department annually.

Spokeswomen's program

Spokeswomen have been appointed across Lands on a location basis to assist in developing women within the organisation.

Spokeswomen are based at Queens Square Sydney, Campbelltown, Albury, Bathurst, Newcastle, Dubbo and Tamworth. The Spokeswomen's network is supported by a Woman's Liaison Officer based in Queens Square.

The Lands Spokeswomen develop initiatives that will assist women to:

- enhance their skills and develop their knowledge to the benefit of the Department and themselves
- develop to their full potential.

Key achievements of the Spokeswomen for 2005/06 include:

- undertaking a strategic planning forum to determine the Spokeswomen's program priorities for the next year
- publishing a regular newsletter

- arranging seminars of relevance to employees such as estate planning including wills and powers of attorney, stress management and health advice
- sponsoring women in Lands to attend the Spokeswomen's Program Annual Conference and International Women's Day breakfast held at Star City.

The Director General met with current and former Spokeswomen in Queens Square. This provided an opportunity to discuss and celebrate current and past achievements of women who had participated in the program since its inception many years ago.

ENERGY MANAGEMENT PERFORMANCE

During the 2005/06 reporting period Lands joined the Demand Management and Planning Project (DMPP). The DMPP is a partnership with the Department of Planning, Energy Australia and TransGrid. DMPP is considered vital to reduce the scope of electricity augmentation in the existing Sydney Central Business District (CBD) and inner suburbs area.

Background

DMPP's objectives are to identify areas of opportunity in relation to electrical energy efficiency, power factor correction, any cogeneration possibilities (e.g. solar, gas-fired generators), the possibility to generate standby power to feed into the grid, interruptible loads and distributed generation with a view to defer or replace the need for further augmentation and expansion of the electricity supply infrastructure.

Methodology

An audit of the electrical consumption demands for Lands' building at 1 Prince Albert Road, Queens Square, Sydney, was undertaken in October 2005. The initial investigation comprised an assessment of the Energy Australia load profile data to establish a site benchmark consumption pattern. Interviews with key staff and a Level 1 site audit were also undertaken. The report covered all major aspects of the onsite electrical load. The site investigation includes an assessment of the lighting systems, the building monitoring and control system (BMCS), heating ventilation and air conditioning (HVAC), lifts, and diesel generation capacity.

Implementation

Implementation of the identified energy efficiency and demand reduction opportunities at the Queens Square building must be cognisant of:

- Compliance with the Heritage Council of New South Wales provision for heritage-listed buildings
- Available funding for additional capital works within the annual maintenance program.

Upgrade of the Building Management Control System at Queens Square will commence during 2006/07 and is planned to be finished in 2007/08. This will enable further energy efficiency savings via better control and programming of Mechanical Services and will allow for future expansion to other services such as lighting control. It is also planned to update the BMCS for Lands' site at Panorama Bathurst.

Projects identified by DMPP	Category	Cost Savings	Payback Period (years)	Energy Savings (kWh)	Demand Savings (kVA)	Financial Incentive (\$/kVA)	Status
Replace computer CRT screens with LCD screens	Office Equipment	\$11,342	3	105,300	28	\$311	commenced 2005/06
Install VSD drives on chilled water pumps	HVAC	\$4,442	3	41,243	11	\$588	commenced 2005/06
Power factor correction upgrade	Power Factor Correction Equipment	\$13,383	4		84	\$78	planned for 2007/08
Install VSD drives on chiller condenser water pumps	HVAC	\$1,733	6	16,088	4	\$1,598	planned for 2006/07
Replace office T8 Troffer lights with T5 Troffer lights	Lighting	\$11,089	17	98,989	28	\$6,033	commenced 2005/06
Install occupancy sensors in bathrooms	Lighting	\$1,255	29	12,730	2.1	\$15,948	commenced 2005/06
Install solar photovoltaic panels	Distributed Generation	\$9,810	61	98,550	47	\$12,349	further investigation

Note: The majority of the projects identified by the DMPP inspection have been implemented or are addressed in the Capital Investment Strategic Plan.

Australian Building Greenhouse Rating (ABGR)

Lands is currently undertaking an ABGR review of its buildings with the intention of achieving the minimum ratings specified in the NSW Premier's memorandum.

Energy contracts

Retail Electricity Supply Agreements (RESA) were initiated in May 2006 for the following:

- Large Site Contract 777 (for sites consuming more than 160,000kWh per annum)

Contractor: Energy Australia.

Lands Sites: Bathurst, Panorama Avenue; Maitland Lands Office, East Maitland; Sydney, 1 Prince Albert Road, Queens Square.

- Small Site Contract 776 (for sites consuming less than 160,000 kWh per annum)

Contractor: AGL

Lands Sites: Regional Lands Sites.

Both Contracts purchase 6% Green Power as per the Government Energy Management Policy (GEMP).

The small sites contract 776 is a relatively new contract. With the change over of sites to this contract in May 2006, energy data for 2005/06 is not readily available. As such the Energy Report will be finalised at the end of October 2006. The 2005/06 data will be included in next years Annual Report.

ETHNIC AFFAIRS PRIORITIES STATEMENT (EAPS)

Lands is committed to the principles of multiculturalism as outlined in the *Community Relations Commission and Principles of Multiculturalism Act 2000*. The Ethnic Affairs Priorities Statement (EAPS) is our commitment to improving access to our services to culturally and linguistically diverse communities throughout New South Wales.

Lands' EAPS was finalised during the reporting year and shows how Lands will:

- deliver services, which are appropriate to a culturally diverse client group, as part of the core business
- put in place flexible and inclusive consultation processes that are integrated into agency planning
- provide training for staff on cultural diversity issues
- provide language services and information in ways that will reach all clients.

Currently these principles are implemented through merit based recruitment practices, training staff to understand the need for non-discriminatory relationships with clients and other staff members and having flexible work practices that accommodate cultural and religious differences whenever practical.

It is anticipated that more detailed reporting will be provided in the 2006/07 Annual Report following one full year of implementation.

FREEDOM OF INFORMATION

Statement of affairs

Lands was created on the 2 April 2003 and delivers strategies, policies and projects for Crown Lands administration and management, Native Title, Aboriginal Lands Claims, Soil Conservation Service, Minor Ports and Land and Property Information in New South Wales.

One of the primary objectives of Lands is the sustainable and commercial management of state owned lands for the benefit of the people of New South Wales.

Over 30,000 parcels of land are currently reserved under the *Crown Lands Act 1989*, which is administered by the Crown Lands NSW division of Lands. Maintenance of the Public Reserves system by the department is essential for the preservation of biodiversity in the environment of New South Wales.

Further, Lands, through Soil Conservation Service, operates a specialist conservation earthmoving and soil consultancy business, specialising in:

- The planning, design and construction of soil and water conservation earthworks
- The planning and implementing of practical and realistic solutions to common land degradation problems.

Land and Property Information (LPI) division, within Lands, is the key provider of land and property information for NSW. LPI provides mapping, titling, valuation, survey and related land and spatial information services to individuals, businesses, government agencies and non profit organisations throughout NSW, Australia and internationally.

The Minor Ports Program of Lands provides and maintains port infrastructure facilities as well as safe, secure port access.

Freedom of information procedures

Requests for documents under the Freedom of Information (FOI) or Privacy and Personal Information Protection Act in the possession of the Department of Lands should be directed to:

The FOI Coordinator
Office of the Director General
Department of Lands
1 Prince Albert Road
Queens Square
SYDNEY NSW 2000

T: 61 2 9236 7773

F: 61 2 9236 7632

Office Hours Monday – Friday
8.30 a.m. – 4.30 p.m.

Charges for FOI applications

Nature of application	Application fee	Processing charge
Access to personal records	\$30.00	\$30.00 per hour (up to 20 hours of free processing time for information about your personal affairs is allowed)
All other requests	\$30.00	\$30.00 per hour
Amendment of records	\$30.00	\$30.00 per matters not on public record

Freedom of information statistics

FOI requests	Personal		Other		Total	
	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06
New (incl transferred in)	19	29	36	49	55	78
Brought forward	3	3	2	3	5	6
Total to be processed	22	32	38	52	60	84
Completed	18	32	36	52	54	84
Transferred out	0	0	0	0	0	0
Withdrawn	0	0	0	0	0	0
Total processed	22	32	38	52	60	84
Unfinished (carried forward)	4	1	2	1	6	2

Results of FOI request	Personal		Other	
	2004/05	2005/06	2004/05	2005/06
Granted in full	18	31	34	37
Granted in part	0	1	0	4
Refused	0	0	2	11
Deferred	0	0	0	0
Completed	18	32	36	52

	Initial		Total	
	2004/05	2005/06	2004/05	2005/06
Number of requests requiring formal consultation	13	30	13	30

Basis of disallowing or restricting access	Personal		Other	
	2004/05	2005/06	2004/05	2005/06
Section 19 (application incomplete, wrongly directed)	0	0	0	0
Section 22 (deposit not paid)	0	0	0	0
Section 25(1)(a1) (division of resources)	0	0	0	0
Section 25(1)(a) (exempt)	0	0	1	5
Section 25(1)(b),(c),(d) (otherwise available)	0	0	1	0
Section 28(1)(b) (documents not held)	0	0	0	4
Deemed refused – 21 day time limit expired	0	0	0	0
Section 31(4) (released to Medical Practitioner)	0	0	0	0
Total	0	0	2	9

	Incurred Costs \$		Fees received \$ (appl+dep-frnd+rvw)	
	2004/05	2005/06	2004/05	2005/06
All completed requests	1730.00	3380.00	1730.00	3380.00

Type of discount	Personal		Other	
	2004/05	2005/06	2004/05	2005/06
Public interest	0	0	0	0
Financial hardship pensioner	2	2	7	5
Financial hardship non-profit	0	0	0	1
Under 18 years	0	0	0	0
Totals	2	2	7	6
Significant correction of records	0	0	0	0

Elapsed time (including withdrawn)	Personal		Other	
	2004/05	2005/06	2004/05	2005/06
0-21 days	18	22	23	30
22 to 35 days (consultation period)	0	10	13	20
Over 35 days (extended consultation)	0	0	0	0
Over 21 days (out of time determinations)	0	0	0	0
Over 35 days (out of time determinations after consultation)	0	0	0	0
Totals	18	32	36	50

Processing hours (including withdrawn)	Personal		Other	
	2004/05	2005/06	2004/05	2005/06
0-10 hours	18	32	35	48
11-20 hours	0	0	0	0
21-40 hours	0	0	1	1
Over 40 hours	0	0	0	1
Totals	18	32	36	50

Reviews/appeals	2004/05	2005/06
Number of internal reviews finalised	2	4
Number of Ombudsman reviews finalised	0	1
Number of District Court actions finalised	2	0

Bases of internal review Grounds on which requested	Personal				Other			
	Upheld		Varied		Upheld		Varied	
	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06	2004/05	2005/06
Access refused	0	0	0	1	2	0	0	0
Deferred	0	0	0	0	0	0	0	0
Exempt matter	0	0	0	0	0	3	0	0
Unreasonable charges	0	0	0	0	0	0	0	0
Charge unreasonably incurred	0	0	0	0	0	0	0	0
Amendment refused	0	0	0	0	0	0	0	0
Totals	0	0	0	1	2	3	0	0

Documents held by Lands: Corporate

Acceptable Use of Information Technology and Telecommunications Policy

Access Control Policy

Accounting Manual

Anti Virus Policy

Code of Conduct

Complete Guide to Staff (Induction Manual)

Conflict of Interest Policy

Corporate Clothing Policy

Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy

Equal Employment Opportunity Policy

Filling of Short Term Vacancies Policy

Internal Reporting (Protected Disclosures) Policy

Information Security Policy

Gifts and Benefits Policy

Grievance Resolution

Harassment Free Workplace Policy

Information Security Policy

Interim Privacy Management Plan

Job Evaluation Policy

Learning and Development Policy

Management of Consultants and Contractors Policy

Managing E-Mail Resources Policy

Mail Server Policy

Media Policy

Occupational Health and Safety Policy

Outside Employment Policy

Policy for Protection against Malicious Software

Policy and Guidelines for the use of Departmental mobile telephones

Queens Square Security Policy

Records Management Policy

Travel Policy

Workforce Management Plan

Working From Home Policy

Land and Property Information

LPI Privacy Statement

Suppression of Personal Information in LPI Public registers

WebGov Policy

Land Valuation

Rating and Taxing Valuations Procedures Manual

Valuation Contract Management Procedures Manual

Objection and Reascertainment Procedures Manual

Valuer General's Instructions

Chief Valuer's Instructions

Technical Instructions

Surveying

Surveyor General's Directions for Survey Practice

Redefining the Queensland-New South Wales Border: Guidelines for Surveyors

Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River

Intellectual Property - Copyright and Licensing

Technical Specifications and Standards for the Digitisation of the Cadastre

Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

Land Titling

Registrar General's Directions

Electronic Settlement, Electronic Lodgement and Automatic Registration of Real Property Dealings in NSW – Public Consultation Document, May 2004

Agreement on principles for the development of a roadmap to a national electronic conveyancing system

National business model for the implementation of a national electronic conveyancing system (Draft)

National governance arrangements for the establishment of a national electronic conveyancing system (Draft)

Electronic Settlement, Electronic Lodgement and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005

Manual owner inquiry search requests – policy and procedures

Board of Surveying and Spatial Information

Consideration of Complaints Against Surveyors Policy

Determination for Continuing Professional Development

Rules for the Conduct of Examinations for Certificate of Competency as Mine Surveyor

Geographical Names Board of NSW

Dual Naming Policy

Road Naming in NSW Policy

Guidelines for the Naming of Roads

Guidelines for Determining Suburbs and Localities in NSW

Area Inclusion in Description Policy

Board Issuing Concurrence to Government Departments for Names Assigned under Other Acts Policy

Cultural Designation Guidelines for the Reintroduction of Cities, Towns and Villages

Generic Reserve Naming Policy

Guidelines for the Determination of Place Names

Primary Source Policy

Crown Lands

Caravan Park Levy Committee Guidelines for the Administration of Applications for Financial Assistance

Coastal Crown Lands Policy 1991 – under review

Crown Lands Caravan Park Policy 1990 – under review

Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review

Crown Lands NSW Business Directive 2004 for Commercial Leasing and Licensing of Crown Land

Bush Rock Policy

Natural Disaster Relief Scheme Guidelines

Tourist Facilities and Services on Crown Reserves 1997

Food and Beverage Outlets on Crown Reserves 1997

Registered and Licensed Surf Clubs on Crown Land 2002

A Handbook for Trust Management of Reserved and Dedicated Crown Land

Public Reserve Management Fund (PRMF) Guidelines– under review

Soil Conservation Service

Staff Borrowing of Equipment Policy

Non-smoking in the Workplace

Some policy documents are available, free of charge, from the Department of Lands website www.lands.nsw.gov.au which has links to our administrative units. Geographical Names Board policies and guidelines may be accessed at their website www.gnb.nsw.gov.au.

FUNDS GRANTED TO NON-GOVERNMENT COMMUNITY ORGANISATIONS**Public Reserve Management Fund**

Trust Manager	Project	Grant \$	Loan \$	Total \$
Showgrounds program				
Bombala Council	Renovations to the kiosk at Bombala Showground	8,000		8,000
Inverell Showground Trust	Repairs to the public address system and ring lights	3,952		3,952
Ashford Showground Trust	Construction of a toilet and shower amenity and electrical works	1,657		1,657
Dorrigo Showground Trust	Tractor	6,000	4,000	10,000
Murwillumbah Showground Trust	Re-roofing of the sheep pavilion and replacement of main pavilion guttering	9,000	8,000	17,000
Kyogle Showground Trust	Construction of new yards	5,000	5,000	10,000
Bundarra Showground Trust	Lopping and removal of dangerous trees	3,000		3,000
Shoalhaven City Council	Preparation of a plan of management for Nowra Showground	15,000		15,000
Shoalhaven City Council	Replacement of power outlets with safety switches at Milton Showground	3,500		3,500
Ashford Showground Trust	Upgrade of power supply and installation of gas hot water system	4,200		4,200
Bemboka Showground Trust	Pavilion improvements	3,000		3,000
Cobargo Showground Trust	Removal of dangerous trees and repairs to seating	2,340		2,340
Ganmain Showground Trust	Removal of storm damaged trees	720		720
June Showground Trust	Resurfacing of roads	12,000	6,100	18,100
Woodenbong Reserve Trust	Purchase and the installation of a multi-purpose building	10,000	5,660	15,660
Bribbaree Showground Trust	Clean up works and fencing repairs	4,500		4,500
Tenterfield Showground Trust	White ant eradication works	3,000		3,000
Ariah Park Showground Trust	Electrical works	9,000		9,000
Robertson Showground Trust	Purchase and installation of flood lights	6,000	6,000	12,000
Cootamundra Shire Council	Construction of a storage shed and upgrading of the public address system at Cootamundra Showground	9,000	9,000	18,000
Tamworth Regional Council	Upgrading of sheep pavilion at Manilla Showground	4,767	4,000	8,767
June Showground Trust	Installation of a new public address system	3,500		3,500
Woodenbong Reserve Trust	Re-roofing of pavilion	1,765		1,765
Shoalhaven City Council	Fencing works at Kangaroo Valley Showground	4,000		4,000
Warialda Showground Trust	Fencing works	3,700	3,000	6,700

Trust Manager	Project	Grant \$	Loan \$	Total \$
Bellingen Showground Trust	Electrical works	2,720	3,000	5,720
Kyogle Showground Trust	Replacement of guttering, downpipes on grandstand and pavilions	1,700	3,000	4,700
Hay Shire Council	Construction of multi-purpose pavilion, stables and day yards at Hay Showground	17,000	26,000	43,000
Gresford Park Trust	Installation of arena lighting	15,000	10,000	25,000
Ashford Showground Trust	Improvements to toilets	1,710	1,700	3,410
Coonabarabran Showground Trust	Electrical works	5,000		5,000
Palerang Council	Water supply and construction of an amenities block at Braidwood Showground	25,000	35,000	60,000
Moree Plains Shire Council	Transportable womens ablutions block and restoration of existing toilets	20,000	18,000	38,000
Narrabri Showground Trust	Upgrading of sand arena complex - stage 3 fencing and gates	4,700	6,000	10,700
Shoalhaven City Council	Replace power outlets with safety switches at Berry Showground	5,000	4,000	9,000
Inverell Showground Trust	Construction of storage/utility shed	1,500	3,000	4,500
Local Parks and Reserves Program				
Four Post Youth Camp Trust	Completion of accommodation facilities	7,000	8,900	15,900
Borah Creek Public Hall Trust	Installation of new windows and doors	2,636		2,636
Geurie Racecourse & Recreation Reserve Trust	Construction of an amenities block	6,000	7,500	13,500
Johns River Public Hall & Recreation Reserve Trust	Construction of a new toilet block and renovation of the kitchen	20,000	12,000	32,000
Wolumla Park Trust	Concreting works and tiling of the amenities block	2,202	5,000	7,202
Yallambee Homes For The Aged Trust	Exterior painting works	10,000	23,000	33,000
Four Post Youth Camp Trust	Removal of storm damaged trees and debris	7,000		7,000
Gwydir Council	Upgrading of playground equipment at Gwydir Oval at Bingara	6,000	4,000	10,000
Rob Roy Recreation Reserve Trust	Boundary fencing	2,080	2,000	4,080
Norah Head Lighthouse Reserve Trust	Construction of pathway	4,000		4,000
Cessnock District & Family History Society Inc.	Retaining wall and drainage works at Wollombi Museum	3,970		3,970
Gore Hill Memorial Cemetery Trust	On-going maintenance and risk management works	11,000		11,000

Trust Manager	Project	Grant \$	Loan \$	Total \$
Broke Public Hall Trust	Replacement of guttering, doors and eaves and exterior painting	6,674		6,674
Newcastle Velodrome Trust	Remove and replace lighting poles	14,000		14,000
Broken Hill Racecourse Board of Trustees	Replacement of timber flooring on steps and landing of members grandstand and roofing on stables	4,276		4,276
Cobar Shire Council	Fencing works at the Cobar Wrightville Common	5,939		5,939
Walgett Shire Council	Installation of stables and seating and construction of new barbecue area at Lightning Ridge Lions Park Reserve	13,222		13,222
Cumborah Recreation Reserve Trust	Construction of toilet facilities	20,000		20,000
Moulamein Swimming Pool Trust	Repairs to fencing, roofing, equipment shed and shade shelter	13,700		13,700
Cooma Monaro Shire Council	Maintenance works on the Lambie Walking Track	3,000		3,000
Berrima Courthouse Trust	Upgrade of pathway	3,500		3,500
Rye Park Showground Trust	Upgrade of toilets and water supply	3,000		3,000
Towrang Stockade Trust	Handrail, fencing and safety signs	3,900		3,900
Ulladulla Wildlife Reserve Trust	Operational grant for 2005/06	2,000		2,000
Pambula Wetlands & Heritage Reserve Trust	Maintenance and concreting works	2,200		2,200
Weethalle Memorial Hall Trust	Repairs to roof, exit doors and interior ceiling	7,642		7,642
Yarrhapinni Wetlands Reserve Trust	Data logger for the monitoring of water quality	5,880		5,880
Wadesville Reserve Trust	Replacement of guttering and header tank	4,250		4,250
Broadwater Koala Reserve Trust	Lawnmower and signage	3,307		3,307
Urbenville Showground Reserve Trust	Electrical works	10,000		10,000
Munns Creek Walking Track Trust	Fencing repairs	2,000		2,000
Pretty Gully Native Flora Reserve Trust	Survey	3,300		3,300
Dirawong Reserve Trust	Maintenance of tracks, boardwalks and the installation of picnic tables	4,000		4,000
Riley's Hill Dry Dock Heritage Reserve Trust	Site security, toilet, restoration of pump house, weeds removal, compilation of historical data and feasibility study	6,120		6,120
Euchareena Public Hall Trust	Electrical signs, exit signs, guttering and replacement of fascia	4,607		4,607

Trust Manager	Project	Grant \$	Loan \$	Total \$
Eumungerie Recreation Reserve Trust	Replacement of pump	1,495		1,495
Hawkesbury City Council	Construction of a car park and access road at Yarramundi Reserve	20,000	5,000	25,000
Inverell Shire Council	Construction of shelter sheds at Pindari Dam Reserve	10,000	7,000	17,000
Great Lakes Historical Co-operative Society Ltd	Completions of extensions to Tuncurry Museum building	15,000	10,000	25,000
Elsmore Soldiers Memorial Hall Trust	Exterior painting and rewiring of hall	1,500	1,500	3,000
Liverpool Plains Shire Council	Construction of an amenities block at Warrah Creek Public Hall	4,000	3,000	7,000
Yamba Pilot Station Reserve Trust	Refurbishment of cottages including interior painting, bathroom fit out and furniture and fittings		22,000	22,000
Grassy Head Nursery Reserve Trust	Repairs to pump and irrigation equipment and administration costs	3,000		3,000
Glenreagh Public Recreation Reserve Trust	Survey of the reserve and structures	1,300	2,000	3,300
Deepwater Public Hall Trust	Replacement of stage curtain and kitchen sink top	1,300	1,500	2,800
Norah Head Lighthouse Reserve Trust	Safety and regulatory signage	3,000		3,000
Running Stream Recreation Reserve Trust	Fencing of road boundaries	5,500		5,500
Upper Horton Sports Ground Trust	Upgrading of yards	4,745	4,000	8,745
Rollands Plains Reserve Trust	Amenities block	5,000	5,000	10,000
Spring Plains Public Hall Trust	Toilets	3,300		3,300
Wallangra War Memorial Hall Trust	Lining of supper room and improvements and sanding and oiling of hall floor	3,853		3,853
Hartley Vale Mt Blaxland Reserve Trust	Stabilisation of graves works and fencing	4,383		4,383
Tent Hill Public Hall Trust	Repairs to hall	1,060		1,060
Nullamanna Public Hall and Recreation Reserve Trust	Kitchen improvements	3,000		3,000
Mummulgum Public Hall Trust	Toilets for the disabled	4,000	3,000	7,000
Caravan Park Development Works Program				
Red Rock Recreation Reserve Trust	Preparation of a plan of management and business plan	14,000		14,000
Boambee Creek Park Reserve Trust	Preparation of a plan of management and business plan	14,000		14,000

Trust Manager	Project	Grant \$	Loan \$	Total \$
Moonee Beach Reserve Trust	Preparation of a plan of management and business plan	14,000		14,000
Richmond Valley Council	Preparation of a new plan of management and business plan	20,000		20,000
Tweed Shire Council	Installation of a new barbecue area, ensuite units and seating at Fingal Holiday Park		90,000	90,000
Tweed Shire Council	Installation of ensuite units, cabins, barbecue facility, games room, children's playground, pay television and a retaining wall at Boyds Bay Holiday Park		540,000	540,000
Tweed Shire Council	Installation of a new amenities block, barbecue facility and children's playground, ensuites, cabins and pay television at Pottsville North Holiday Park		620,000	620,000
Tweed Shire Council	Installation of pay television and internet connection at Pottsville South Holiday Park		35,000	35,000
Coffs Harbour City Council	Refurbishment of two amenities blocks, fencing, cabins and ensuite units at Park Beach Caravan Park		464,700	464,700
Coffs Harbour City Council	Refurbishment of reception building, upgrading of children's playground, barbecues cabins and improvements to roads and electricity at Sawtell Caravan Park		413,300	413,300
Port Stephens Council	Preparation of a plan of management for Shoal Bay, Halifax Park and Fingal Bay Holiday Parks	60,000		60,000
Bellingen Shire Council	Installation of three cabins at the North Beach Caravan Park		140,000	140,000
Red Rock Recreation Reserve Trust	Replacement of the storage shed and the installation of underground power lines		115,000	115,000
Kempsey Shire Council	Installation of two cabins at Hat Head Caravan Park		150,000	150,000
Shoalhaven City Council	Huskisson Foreshore Shared bike path		20,000	20,000
Consultancy Program				
Greater Hume Shire Council	Preparation of a plan of management for Crown reserve R12562 at Walbundrie	2,000		2,000
Blue Mountains City Council	Preparation of a plan of management for Tunnel Gully	20,000		20,000
Greater Taree City Council	Preparation of a plan of management for Wingham Riverbank Reserve	6,000		6,000
Lake Macquarie City Council	Finalisation of Speers Point Plan of Management	6,000		6,000
Camden Haven Adult & Community Education	Preparation of business and marketing plan for Camden Haven Pilot Station Reserve	12,000		12,000

Trust Manager	Project	Grant	Loan	Total
		\$	\$	\$
Hawkesbury City Council	Finalisation of plan of management for Yarramundri Reserve	1,415		1,415
Glenreagh Public Recreation Reserve Trust	Preparation of a business management plan	7,600		7,600
Mullumbimby Showground Trust	Preparation of a plan of management	6,550		6,550
Shoalhaven City Council	Preparation of a plan of management for the Farnham Reserve at Sussex Inlet	15,000		15,000
Eurobodalla Shire Council	Preparation of a landscape plan at R87860 at Broulee	20,000		20,000
Wentworth Park Sporting Complex Trust	Preparation of a plan of management	17,500		17,500
Wagga Wagga City Council	Preparation of a plan of management for Lake Albert	20,000		20,000
Kempsey Shire Council	Plan of management for Goolawah Reserve	15,000		15,000
Reserves of High Visitation/Regional Significance Program				
Burrendong Arboretum Trust	Operational grant for 2005/06 and water supply	90,000		90,000
Goobarragandra Valley Reserves Trust	Operational grant for 2005/06	11,000		11,000
Penrose Park Reserve Trust	Operational grant for 2005/06 and repairs of the tennis courts	24,500		24,500
Lake Burrendong State Park Trust	Bush fire mitigation project at Mookerawa Waters Park	123,502		123,502
Walka Water Works Trust	Operational grant for 2005/06, electrical upgrading works and the installation of concrete pads for caravans	78,000		78,000
Wee Jasper Reserves Trust	Operational grant for 2005/06	70,000		70,000
Burrendong Arboretum Trust	Completion of water supply project, repairs to caretaker's cottage and employment of a person to update scientific records	9,000		9,000
Mount Arthur Reserve Trust	Operational grant for 2005/06	9,000		9,000
Walka Water Works Trust	Restoration of boiler room and western annexe building	50,000		50,000

Land and Property Information

Organisation	Project	Grant \$	Loan \$	Total \$
University of Melbourne	ARC Linkage Project – Industry Partnership Grant – ‘A Marine Cadastre for Australia’	16,500		16,500
University of Melbourne	ARC Linkage Project – Industry Partnership Grant – ‘The integration of built and natural environmental data sets in national spatial data infrastructure initiatives’	16,500		16,500
Royal Melbourne Institute of Technology	ARC Linkage Project – Industry Partnership Grant – ‘Real time atmospheric modelling for cm-level positioning level based on continuously operating Global Navigation Satellite System reference station networks’	22,000		22,000
University of New South Wales	Grant to support two half-scholarship places in the 2005 UNSW Co-op Program – Surveying and Spatial Information Systems	14,000		14,000
University of Melbourne	Cooperative Research Centre for Spatial Information (CRC-SI)	250,000		250,000

GOVERNMENT ACTION PLAN FOR WOMEN

Lands has recognised the need for support for senior women of Lands and as well as supporting the public sector senior women's network has instigated a pilot mentoring program for senior women. This program is aimed at assisting in individual career development including moving to more senior positions. Mentors have come from a range of outside employers. While no formal evaluation has occurred, participants have indicated informally that they find the program extremely beneficial.

A number of women have attended Women and Leadership Forums both in city and country locations. The Australian Women and Leadership Forum is a national initiative designed to assist organisations in their efforts to support the interests of their female talent base.

Lands has continued to encourage boards and committees of Lands to reflect the government's policy and put forward female nominees.

GUARANTEE OF CUSTOMER SERVICE

Service delivery standards vary with the nature of the services provided across the various administrative areas of Lands however all requests for information or services are responded to promptly and efficiently as appropriate to customer requests.

Our customers can expect us to prevent unauthorised access to and use of official information and maintain the privacy and confidentiality of information, which is not on the public register.

We consult with clients and stakeholders when planning and delivering products and services and staff and unions when considering changes in work practices.

All public contact staff are trained to provide timely, accurate and balanced advice in a courteous manner. They all have expertise within their fields of enquiry.

All staff adhere to the principles of Equal Employment Opportunity and our Code of Conduct.

Consumer complaint and comment

We aim to respond to correspondence within 14 days and advise clients about the outcome of a complaint and the action being taken within 14 days.

Feedback, compliments and complaints regarding our services are welcome and should be addressed in writing to:

Department of Lands
Level 3
1 Prince Albert Road
Queen's Square
Sydney NSW 2000
GPO Box 15, Sydney NSW 2001
feedback@lands.nsw.gov.au

LAND DISPOSAL

There were no land disposal transactions during 2005/06. Note: disposal of NSW Crown land as an administered activity does not represent the disposal of Lands' assets.

LEGISLATION AND LEGAL CHANGE

2005/06 saw significant activity in the development of legislation with the introduction of new Acts and amending legislation affecting a variety of Lands' areas of responsibility. During the year, the following legislation was enacted:

1. Property Legislation Amendment Act 2005

This Act introduced a number of practical and important reforms to various property related Acts, including the *Real Property Act 1900*, the *Conveyancing Act 1919* and the *Local Government Act 1993*. Some of the amendments introduced include:

- A requirement that an identification survey report accompany any application made to cancel a caution from a qualified folio on the basis of an official search. The survey will disclose whether there are any encroachments by or on the property that need to be addressed before the caution is removed.
- Authorisation for the Registrar-General to record a note on a folio of the Register indicating that the land has the benefit of a licence or permit to use or occupy adjoining Crown land.
- Enabling the creation of easements, profits à prendre and restrictions where the same person is the owner of the parcels to be burdened and benefited by them by a dealing rather than only by registration of a plan.
- Where an old system lease is recorded on a Torrens Folio, further dealings with the lease may be effected by way of Torrens dealing rather than by deed lodged in the old system register.
- Enabling land to be vested in a local council as public reserve or drainage reserve by registration of a transfer rather than only by registration of a plan.

2. Security Interests in Goods Act 2005

This Act repealed the *Bills of Sale Act 1898* and the *Liens on Crops and Wool and Stock Mortgages Act 1898* and replaced them with modernised, simplified legislation which:

- removed the distinction between trader's bills and ordinary bills of sale and introduced the concept of a 'security interest in goods'
- made registration of security interests in non-agricultural goods optional rather than mandatory
- removed the limit on registration so that registration of a security interest need not be renewed after five years
- introduced a priority regime that generally confers priority on registered security interests over unregistered interests
- allows for the creation of mortgages over existing and future crops and wool
- widened the definition of 'stock' to permit a stock mortgage to be granted not only over sheep, cattle and horses but also goats, poultry, or other animals
- enables a person to grant an aquaculture fish mortgage over farmed fish.

3. Valuation of Land Amendment Act 2006

During the year amendments were made to the *Valuation of Land Act 1916* to complement administrative changes made by the Valuer General aimed at improving the accuracy and timeliness of land valuations. The amendments:

- allow a person to object to a valuation after receiving an assessment for Land Tax
- give the Valuer General discretion to make a new valuation of land if there is a change in the circumstances affecting a property

- clarify that property owned by two or more people will qualify for a subdivision allowance
- allow land that is situated in two or more districts to be valued in a single valuation.

4. Crown Lands Legislation Amendment Act 2006

The amendments were aimed at providing greater flexibility and accountability in relation to the management of Crown reserves under the *Crown Lands Act 1989* as well as:

- extending the Minister's powers to impose covenants, in connection with the sale of Crown land, preventing subdivision or for the protection of the environment
- providing for the redetermination and adjustment of rents for licences and enclosure permits under the *Crown Lands Act 1989*.

5. Review of the NSW Access to Neighbouring Land Act 2000

Lands undertook a review of the Act to determine whether its terms and objectives remain relevant and appropriate. A discussion paper was circulated for public comment and after reviewing the submissions received it was recommended that no changes were needed to the objectives of the Act. A Report was tabled in Parliament to this effect and it was recommended that further consideration be given to a number of minor amendments to improve the Act's operation.

6. Statute Law Revision

The Statute Law (Miscellaneous Provisions) Act (No.2) 2005 amended the following Acts:

- *Crown Lands Act 1989* to allow the Minister to manage the affairs of a reserve trust in conjunction with another trust manager
- *Commons Management Act 1989* establishing a procedure for the creation and setting aside of a common.

The Statute Law (Miscellaneous Provisions) Act 2006 amended the following Acts:

- *Conveyancing Act 1919* regarding the waiver or refund of fees
- *Crown Lands Act 1989* concerning the issue of penalty notices, payments by way of instalment and the ability for the Minister to reacquire land where the registered proprietor is not maintaining land in accordance with conditions imposed
- *Real Property Act 1900* to clarify powers of delegation and options available to the Supreme Court in directing and cancelling computer folios of the Register, and registration requirements for dealings pursuant to or affected by a writ
- *Surveying Act 2002* resolving uncertainties in the removal of surveyor's name from the register of surveyors and re-registration where a surveyor fails to pay the registration administration fee.

7. Conveyancing (Sale of Land) Regulation 2005

The Conveyancing (Sale of Land) Regulation 2005 commenced on 1 September 2005. It replaced the Conveyancing (Sale of Land) Regulation 2000 which was automatically repealed under the *Subordinate Legislation Act 1989*.

The Regulation sets out the prescribed documents that a vendor must attach to a contract for the sale of land; the warranties deemed to be included in such a contract and in an option to purchase; purchasers' remedies for breaches; and exemptions.

MAJOR ASSETS (OTHER THAN LAND HOLDINGS)

Lands' property, plant and equipment (PPE) assets totalled \$114 million as at 30 June 2006. There were no major acquisitions or retirements of PPE assets during the year. Revaluations of land, buildings and major equipment were conducted to determine current values.

Work was performed on a number of information technology capital projects during 2005/06, which were classified under the intangible asset category. Outlays on major projects included:

- Single Land Cadastre - \$1.6m
- E-Government Services - \$1.3m
- Government Property Register redevelopment project - \$1.6m
- Conversion Project - \$3.0m

Further details on these projects can be found in the report of the Land and Property Information Division.

MAJOR WORKS 2005/06

Capital Works in Progress	Cost to date \$	Cost overrun \$	Est. date of completion
Land and Property Information Buildings			
Queen Square Building, 1 Prince Albert Road Sydney			
Loading Dock Redevelopment	\$152,000		March 2007
South Balcony Concrete Cancer	\$32,000		August 2006
Disabled Access	\$250,000		July 2006
B1 West Upgrade	\$120,000	Nil	Completed
Replacement of Air Handler No.2	\$75,000	Nil	Completed
Replacement of Air Handler No.3	\$74,000	Nil	Completed
Building Management Controls Upgrade – Induction Units	\$4,450	Nil	Completed
South Electrical Riser Upgrade	\$94,000	Nil	Completed
Fire Compartmentation	\$460,000	Nil	Completed
Panorama Avenue, Bathurst			
Chiller Upgrades (Bathurst)	\$275,000		2006/07
Mechanical Switchboard Replacement (Bathurst)	\$31,500		2006/07
Crown Lands Buildings			
Tamworth Lands Building			
• Courtyard Paving	\$11,460	\$12,098	Completed
• Tree removal	\$2,200	Nil	Completed
• Structural Report Tree	\$220	Nil	Completed
Hay Lands Building – Roof Insulation	\$20,000	Nil	Completed
Hay Lands Building – Carpet	\$17,000	Nil	Completed
Hay Lands Building – Fencing	\$3,000	Nil	Completed
Maitland Lands Building – External Painting	\$46,393	Nil	Completed
Maitland Lands Building – Carpet	\$29,541	Nil	Completed
Maitland Lands Building – Electricals	\$1,980	Nil	Completed
Maitland Lands Building – Furniture removal	\$6,290	Nil	Completed
Maitland Lands Building – Structural Engineers Report	\$4,400	Nil	Completed
Dubbo Lands Building – Bird Control Netting	\$2,530	Nil	Completed
Armidale, Moree and Tamworth – Structural Engineers Reports	\$6,900	Nil	Completed
Goulburn Storage and Office Fitout	\$10,000	Nil	Completed

OCCUPATIONAL HEALTH AND SAFETY

Lands is committed to meeting the occupational health, safety and welfare needs of its employees. Lands' occupational health and safety focus is on injury prevention and early intervention when injury does occur.

Consistent with the commitment to reducing the potential for injury, Lands has developed new strategies and training approaches during the 2005/06 year to be implemented in 2006/07. These initiatives are a response to identified risks and include E-Learning packages and a new face to face manual handling training package.

Lands will also implement a customised version of Take 5, a safety observation and job safety analysis model, to encourage staff to comprehend occupational risks and plan to undertake work safely. The Take 5 model is one increasingly adopted by both the private and public sectors. This model

has great applicability in uncontrolled environments, field situations and complements sound approaches to manual handling.

Worker's compensation and injury management also remains a priority issue. Lands seeks to develop a sound working partnership with rehabilitation providers to assist the achievement of early and sustainable return to work outcomes for its injured employees. This improves injury outcomes for employees and assists in reducing associated worker's compensation costs. Comprehensive case management and consistent monitoring of worker's compensation claims facilitates quality and timely intervention measures.

Lands' claims management system directs resources to claims with greatest need by giving priority to severe and/or potentially more costly claims. The system incorporates initiatives to provide injured employees with a better understanding of rights and responsibilities as well as promoting

greater involvement of managers and supervisors in the day to day management of employee rehabilitation.

Allianz Australia, as one of the Treasury Managed Fund's successful worker's compensation tenderers, commenced as Lands' worker's compensation insurer in 2005/06. Lands and Allianz Australia are committed to providing high quality support to injured employees and to the development of a partnership which improves management of risk across Lands.

A focus this year has been preparing for implementation of the NSW Government's 'Working Together' strategy in 2006/07 when Lands will report against a range of key action areas and the achievement of public sector improvement targets.

The following figures provide an overview of worker's compensation claims over 2005/06.

Workers compensation claims and costs*

	2003/04	2004/05	2005/06
Total no. of claims	79	61	55
No. of claims settled	54	23	78
Net incurred cost	\$931,275	\$446,773	\$420,369

* Data source: Allianz Australia

OVERSEAS TRAVEL

Travel undertaken at cost to Lands:

Officer and position	Destination	Purpose	Dates	Cost
Paul Harcombe, Chief Surveyor	Brunei Darussalam	Biennial meeting of the United Nations Group of Experts on Geographical Names (SE Asian/South West Pacific Division and the South East Asia Survey Congress)	21-25 November 2005	\$4,779 (Accommodation and Air Travel funded by ICSM)
Pedro Harris, Chief IT Officer John Murphy, Manager Server Technologies	USA	ESRI Technology Conference	23 July – 7 August 2005	\$20,793 (combined)
Warwick Watkins, Director General Doug Walsham, Executive Manager Titling and Registry Services, LPI Barry Douse, Executive Manager Business Production and Development, LPI	Wellington New Zealand	Attend 33rd Conference of Australasian Registrars of Title	26-28 October 2005	\$7,767 (combined)
Warwick Watkins Director General	New Zealand	ANZLIC meeting	7-11 March 2006	\$1,983
Warwick Watkins Director General	Various European destinations	European Ministerial Study Tour	1-13 July 2005	\$21,836
Philip Western	New Zealand	Valuation system study tour	9-16 November 2005	\$3,727
Outstanding expenses were claimed during the 2005/06 reporting year for overseas travel that was undertaken and reported in the 2004/05 Annual Report.				\$3,345

PAYMENT OF ACCOUNTS

There has been a small improvement in accounts payable performance from the previous year. Reporting has been expanded to include measurement of the number of payments made on time, as well as the value, to focus on increasing the overall performance.

Strategies to improve the overall performance in this area include:

- A greater emphasis on the use of purchase orders, to streamline payment processing
- Improving internal processes,

communication and training, to reduce the amount of time between receipt of invoices into Lands and transmission to accounts processing

- Review and consolidation of separate accounts and payments to suppliers

In 2005/06, there were no instances where interest was paid in accordance with section 15 of the Public Finance and Audit Regulation 2005.

PRIVACY MANAGEMENT PLAN

In accordance with the requirements of the *Privacy and Personal Information Protection Act 1989* (the Act), Lands is

required to report on privacy compliance issues relevant to the department and to provide statistical information in relation to any internal reviews undertaken under Part 53 of the Act.

In complying with the Act, Lands continues to consider the application of the Act to its operations, ensuring that appropriate levels of protection are put in place to protect personal information and privacy, monitoring emerging issues in privacy and personal information management, and establishing mechanisms to ensure that staff are aware of their obligations under the legislation.

Value of outstanding invoices by age at the end of each quarter

Quarter	Current (within due date) \$	Overdue less than 30 days \$	Overdue 30- 60 days \$	Overdue 60- 90 days \$	Overdue more than 90 days \$
September 2005	321,752	1,291,591	472,141	34,458	13,087
December 2005	529,651	599,733	372,602	135,065	13,000
March 2006	6,311,991	593,319	8,341	54,311	1,438
June 2006	1,820,394	1,171,404	35,986	61,306	125,052

Accounts paid on time during each quarter

Quarter	Total Accounts Paid on Time				\$	Total Amount Paid \$
	Number		Value			
	Target %	Actual %	Target %	Actual %		
September 2005	85%	83%	90%	93%	58,558,943	62,836,321
December 2005	85%	84%	90%	94%	57,669,857	61,220,104
March 2006	85%	85%	90%	92%	42,308,831	46,052,501
June 2006	85%	84%	90%	91%	49,252,019	53,868,569

During the 2005/06 reporting year, Lands intended to review its Privacy Management Plan; however this has been deferred, due to a number of competing policy priorities. It is intended that a review of the Privacy Management Plan will be commenced in the 2006/07 reporting period.

Lands' Privacy Statement is available on the website www.lands.nsw.gov.au. Privacy enquiries may be referred to:

Manager, Strategic Policy and Reporting
NSW Department of Lands
GPO Box 15
SYDNEY NSW 2000
Telephone: 9236 7603

Internal reviews

During the reporting period, there were no internal reviews conducted in accordance with Part 53 of the Act, by or on behalf of Lands.

PUBLICATIONS

Corporate

Inlands – Quarterly staff magazine

2004/05 Department of Lands annual report

Field days – Lands advertisements, brochures and posters

2006 spokeswomen's calendar

Fact sheets – Content Management System training

DL flyer - Selling and buying a home.

2004 – 07 corporate plan

Lands corporate brochure

EAPS brochure

Review of Community Schemes Legislation Discussion Paper

DL flyer – Department of Lands

Internal style guide

Landirect Online Launch brochure

Valuer General's Office

Notice of valuation form

DL flyer - Your land value

Land value objection kit

Valuer General newsletter – July 2005, August 2005, February 2006

Fact sheet - Land values for irrigation properties

LPI

Topographical map catalogue

Brochure - LPI aerial photography

Fact sheet - Services to local government

Fact sheet - LGMA conference material including exchange of address data

Fact sheet - Local government portal and pricing schedule

Fact sheet - Application for a new certificate of title

Fact sheet - Stamping and marking documents affecting land

Fact sheet - Power of attorney

Fact sheet - Terms and conditions for lodgement services

Fact sheet - Terms and conditions for lodgement services explained

Fact sheet - Financial correspondence for lodgement customers

Fact sheet - Strata plans fast facts

Crown Lands

Lot 490 Expression of Interest

Lot 490 Plan of Management

Fact sheet - Crown Lands Legislation Amendment Act 2005 for local government

Karuah boat shed tender

Crown Lands Commercial Division posters and A3 flyers

Fact sheet - Rebates for Crown land licences, leases and occupancies

Fact sheet - Crown land management opportunities

Fact sheet - Enclosure permits

Fact sheet - Membership for application of Crown Lands Trust Board

Fact sheet - 2 x Barigan multipurpose reserve

Draft Pied Oystercatcher strategic management plan

DL flyer – Commercial leasing of Crown land

Fact sheet - Managing Crown Land

Fact sheet - Converting perpetual leases

Fact sheet - Local lands boards

Fact sheet - Closing Crown roads

Fact sheet - Dividing fences

Fact sheet - School of Arts

Lake Keepit State Park flyer

Batemans Bay EOI

SCS

SCS Tingha Sewerage Scheme Award submission for the 2005 Case Earth Awards

Great North Walk brochure kit

Ministry of Defence EOI tender

Taree and Wingham Effluent Management Schemes EOI tender

Fact sheet - Specialists in natural resource management

Milton Ulladulla Sewerage Treatment Works EOI tender

Mosman Bay Creek EOI tender

Burrendong foreshores report

Derelict Mines EOI tender

2 x Devils Elbow case studies

Parramatta City Council EOI tender

DL flyer - SCS: Managing soil and water resources

Fact sheet - SCS business division

RESEARCH AND DEVELOPMENT

Lands – Intellectual Capital

In the 2004/05 reporting period Lands initiated research with the Macquarie Graduate School of Management in relation to the management, measurement and reporting of intellectual capital. The results of the research were published in the Journal of Intellectual Capital and received the Emerald Literati Network Awards for Excellence in 2006.

Lands supported a joint bid with the University of Sydney, Macquarie University and Intellectual Capital Services Ltd. seeking Australian Research Council (ARC) funding to continue research on intellectual capital management, measurement and reporting in the public and third sectors. Unfortunately the ARC funding request was unsuccessful.

A decision was then made to pursue the research within Lands with a cash contribution of \$8,500 and an in kind contribution of \$25,000 from our agency.

The research undertaken involved a series of interviews and workshops with management and key staff leveraging off the earlier research

undertaken with Macquarie Graduate School of Management. The research paper relating to this work is currently being finalised, however the work of the research staff greatly assisted management and staff in developing the concept of intellectual capital and in implementation of related pilot projects within the organisation.

Supervised by Professor James Guthrie of Sydney University the research involved students from Macquarie Graduate School of Management and the University of Bocconi, Milan, Italy.

Lands has supported a further joint bid for ARC funding to continue research on intellectual capital reporting in the public and third sectors. The outcome of this most recent bid will not be confirmed until October/November 2006.

Land and Property Information

During 2005/06 research was commissioned to better understand the trend of increasing title search volumes. The aims of the project were:

- To identify all existing and emerging customer groups
- Understand the context and drivers for their usage of LPI's title searches
- Pinpoint the market dynamics and processes underlying LPI's changing business statistics
- Identify trends that are likely to be significant to search and copy services over the medium term
- Identify current and future gaps and/or opportunities to better fulfil market needs
- Identify any significant pricing concerns or issues.

A key focus of this study was to identify underlying reasons for the increase in the ratio of copies ordered to dealings registered which has been particularly marked since 1999. Virtually all recent increases relate to title searches.

Soil Conservation Service

SCS developed an industry training package in Erosion and Sediment Control during the year for clients generating \$80,000 in sales. Developed to address a consultancy project the package was expanded to address industry issues, particularly utility service corridor problems, and was presented to both field and management staff.

RISK MANAGEMENT AND INSURANCE

Lands is committed to the implementation and management of an integrated Risk Management program as an integral part of its activities.

Lands' Risk Management Policy and Guidelines set the requirements and responsibilities for all staff to systematically manage risk consistent with the Australian Standard on Risk Management (AS/NZS 4360:2004).

The Policy and guidelines provide a structured basis to identify and analyse potential risks and devise and implement appropriate controls and responses to minimise their impact.

Lands has, as part of the implementation of risk in Lands, developed emergency plans, business continuity plans and disaster recovery plans to address possible future contingencies.

Lands' insurer is New South Wales Treasury Managed Fund (TMF), which provides a cover against risks such as public liability, workers compensation, motor vehicle accident, property and professional indemnity claims.

Land and Property Information

LPI has developed two risk registers. The first, the Strategic Risk Register, lists LPI's strategic risks which are required to be disclosed annually in our Statement of Business Intent. These strategic risks are to be reviewed, at least, biannually and reported and completed every April (in line with preparation of the Statement of Business Intent); and October.

The second risk register for our Business Risks will be reviewed, at least annually, with reviews reported and completed every May. There may be risks in this category which will require more frequent review and reporting and this should occur quarterly or biannually.

Executive Managers, cost-centre managers, and project managers are required to regularly review and if necessary, where improved controls are developed or proposed, update LPI's Risk Registers accordingly.

As part of the process for sign-off of the annual Statement of Responsibility, Executive Managers, cost-centre managers, and project managers are required to report in writing to the General Manager, each May, that all controls are working effectively and efficiently.

Soil Conservation Service

The SCS Business Plan 2005/08 provides a risk analysis of the divisions major business risks including, indicator, consequence and management actions, as well as a likelihood and impact assessment. Areas of greatest risk include knowledge loss through an ageing workforce, operating obsolete equipment, ongoing business viability and OH&S given the nature of operations. A range of management actions have been put in place during the year to mitigate these issues and are addressed in the division's business plan review for the new year.

The division's General Manager is responsible to the Director General on the day to day operations and achievement of strategic directions for the SCS. OH&S has a high profile in the division, through the physical nature of operations, and all staff are held accountable for the provision of a safe and healthy workplace. Active OH&S committees are maintained and risk assessments covering the full range of standard activities kept current.

WASTE REDUCTION AND PURCHASING POLICY

Lands has a Waste Reduction and Purchasing Policy (WRAPP) in place and is committed to maintaining best practice in conservation and recycling.

During 2005/06 WRAPP initiatives included:

- reducing the generation of waste (waste avoidance and minimisation) by:
 - encouraging the use of emails to replace printed material
 - promoting the use of Lands' intranet
 - posting electronic versions of publications on Lands' website
 - using TRIM records management system to electronically attach emails and other documents to files rather than printing and filing
- extending office refurbishment cycles
- resource recovery (waste use and recycling) by:
 - recycling waste paper, cardboard and toner cartridges wherever practical
 - recycling vegetation waste
 - recycling waste oil from earth moving machinery
 - recycling steel and concrete from construction projects
- use of recycled material (purchase of recycled content materials):
 - a new contract for the on-line purchase of remanufactured toner cartridges was investigated and will be introduced during 2006/07
 - wherever practical paper with recycled content is being used
 - recycled soil mix, mulch and erosion control products.

GLOSSARY

Aquaculture	The farming of fish, including finfish, crustaceans and molluscs outside their natural range or habitat.
ANPS	Australian National Placename Survey
ANZLIC	Australian New Zealand Land Information Council.
Attribute	Descriptive information about features or elements of a database.
Cadastral	Pertaining to the records of a cadastre, concerned with keeping a cadastre, an official register of property, with details such as boundaries and ownership.
Cadastral Map	A map showing legal survey boundaries, portion and plan numbers, parish and county names and boundaries.
Cadastre	Boundaries, roads, waterways, parcel identifiers, names, etc. which define the subdivision pattern of a locality on the ground.
Central Register of Restrictions	A centralised database containing information on government authorities' proposed interest in parcels of land throughout NSW.
Certificate of Title	The registered proprietor's copy of a folio of the Register, being a State Government guaranteed Torrens title to land.
CGNA	Committee for Geographical Names in Australia
Charting Map	Reference maps on which changes affecting land parcels, such as subdivision or easements, are charted by hand. The maps are used by staff and customers to determine current status of land parcels.
Client/Server	A computer system architecture under which the processing is undertaken partly on a central server computer and partly on intermediate servers and end-user client devices. There are various implementation models of this technique, such as two-tier architectures.
CMA	Catchment Management Authority
Community Title	Community title legislation enables shared property (association property) to be created within conventional subdivisions.
Computerised Cadastral	Land and Property Information's computerised reference map, providing an Index interface to Integrated Title System (ITS) and the Plan Imaging System, and containing the Digital Cadastral Database (DCDB) and a notations layer of data as the core data sets.
Contour	An imaginary line connecting points of equal elevation.
Control Marks/Points	A system of survey measured points marked on the ground, which are used as fixed references for positioning other surveyed features.
Conveyancing	The branch of legal practice concerned with the transfer of property rights particularly rights in real property.
Crown Land	Any land which has not been alienated by the Crown, including Crown tenures (and leased from the Crown).
Crown Land Information Database	A database containing graphic and textual information, including land accounts data, relating to leaseholds of Crown land.
Data Set	A group of related data elements.
Database	A large volume of information stored in a computer and organised in categories to facilitate retrieval.
Dealing	A document other than a caveat, which is designed to secure recording in the Register of some disposition or event, such as a transfer of ownership.

Dealing Imaging System	System of storing and retrieving electronic images of dealings utilising optical disk technology.
DEC	Department of Environment and Conservation
Deed	A contract in writing which binds a person, or which transfers an interest, right or property.
Deposited Plan	A plan lodged in LPI depicting subdivision of land.
Digital Cadastral	The legal parcel fabric (current subdivisional pattern) of the State supplied and validated by LPI.
DIPNR	Department of Infrastructure, Planning and Natural resources. As of 26 August 2005 Department of Natural Resources and Department of Planning.
Database	A large volume of information stored in a computer and organized in categories to facilitate retrieval.
Differential Global	Two GPS satellite receivers, one at a known position providing positional data to a roving Positioning System receiver. Applying corrections derived from the fixed receiver increases the accuracy of positional information of the roving receiver.
Digital Terrain Model	A method of transforming elevation data into a contoured surface or a three dimensional display.
Digital Topographic	The elevation, drainage, transport and cultural components of spatial data held in the NSW.
EDM	Electronic Distance Measuring
EICU	Emergency Information Coordination Unit.
ELARD	A pilot project to test the feasibility of Electronic Lodgement and Automatic Registration of Dealings (ELARD) using two types of dealing, Discharge of Mortgage and Mortgage.
Electronic Commerce	A set of technologies such as electronic service delivery (ESD), electronic document/data interchange (EDI), electronic mail (email), electronic funds transfer (EFT), and workflow combined with business processes to enable users to conduct business electronically.
Electronic Plan Examination	The comparison of new with old survey information utilising specially developed computer and an electronic survey accurate plan database.
Electronic Plan Lodgement	Lodgement of plans in electronic form in which they were originally prepared by a surveyor.
Electronic Service Delivery	A connect.nsw strategy to encourage NSW Government agencies to deliver customer-focussed services to NSW.
e-RPforms	An Internet facility that provides for the direct lodgement of plan files with LPI from remote locations.
Gazetteer	A geographical dictionary.
Geocentric Datum	A datum that has its origin at the Earth's centre of mass.
GDA	Geocentric Datum of Australia - a new coordinate framework for Australia, which is compatible with the Global Positioning System (GPS). The GDA was adopted in 1994 and will be implemented by the year 2000.
Geodetic Survey	A high precision survey that covers a large area and consequently must take into account the effect of the earth's curvature.
GIS	Geographic Information System - for capturing, storing, checking, integrating, analysing and displaying data that is spatially referenced to the Earth. This is normally considered to involve a spatially referenced computer database and appropriate applications software.
GPS	Global Positioning System - a system for determining positions using information derived from tracking satellites.
GPR	Government Property Register database managed by LPI Division
Information Broker	An agent licensed by LPI to provide remote and value added information services utilising electronic data made available by the Office.

ICSM	Inter-Government Committee on Survey and Mapping - coordinates and promotes the development and maintenance of key national spatial data, including geodetic, topographic, cadastral and geographical names on a national basis.
IPW	Integrated Property Warehouse - whole-of-government approach to data sharing.
ISO 9002/9001	International Organisation for Standardisation guidelines relating to management systems primarily concerned with quality management.
ITS	Integrated Titling System - LPI computerised record for land titles.
Landirect	Online system processing Crown land applications.
Land Parcel	An area of land with defined boundaries, which forms the fundamental unit of land information, including information about rights and interests.
Landsat	American Earth resources satellites that scan the Earth at a variety of wavelengths. The satellites return information that can be used to inventory and analyse a variety of natural and human resources.
Land Title	The evidence of a person's rights to land.
Law Stationer	An individual or corporation whose business is to conduct searches of records held by LPI and other registries and to lodge documents in those registries as the agent of legal practitioners.
Legal Parcel	The smallest parcel of land capable of sale without further confirmation of subdivision. The physical extent of most legal parcels is defined by plans or metes and bounds descriptions held by LPI or the Crown Lands Office.
Licensed Conveyancer	A person licensed under the Conveyancers Licensing Act 1995 to carry out work involved in property conveyancing transactions.
LPI	Land and Property Information - a division within the Department of Lands
MFP	Moving Forward Program - Project to increase efficiency and accountability in the lodgement and registration process and improve fraud protection.
MSIA	Mapping Science Institute Australia
Notice of Sale	A form, which must accompany the lodgement of any document, lodged in LPI, which changes the ownership of land.
Old System land	Land alienated from the Crown under the English Common Law title system in operation in NSW before 1863, and not yet brought under the provisions of the Real Property Act 1900.
Orthophotograph	An aerial photograph that has the distortion due to tilt, curvature and ground relief corrected.
Ortho-refined	Correction of distortion in aerial photographs due to tilt, curvature and ground relief.
Photogrammetry	The science of the art of obtaining measurements from photographs to produce planimetric and topographic maps of the Earth's surface and of features of the built environment.
Photomosaic	An assembly of aerial photographs or other images whose edges are cut and matches to form a continuous photographic representation of a portion of the Earth's surface.
Plan Imaging System	System of storing and retrieving electronic images of the Office plan file utilising optical disk technology.
PRMF	Public Reserve Management Fund
Proclaimed Survey Areas	A proclaimed area in which surveyors carrying out real property surveys are required, under the Survey Coordination Act 1949, to connect to the existing State developed control and place additional marks where appropriate, providing for a more accurate and densely controlled survey network.
Property HUB	Repository for land information data.

PSMA	Public Sector Mapping Agencies, public agencies responsible for land information in all jurisdictions.
PUN	Place Unique Number - a unique number allocated to a place name record in the Geographical Names Register.
Raster Data	A picture or image composed of rows and columns of data cells (pixels).
Remote Sensing	The acquisition of information about the Earth's surface by electronic and/or optical instruments from satellites, airborne platforms or ground observation.
Rural Road Addressing	The application of an address to properties in rural and remote areas based on distance and from an easily recognised datum.
Satellite Imagery	A picture of the Earth taken from an Earth-orbital satellite. Images may be produced photographically or by onboard scanners.
SCIMS	Survey Control Information Management System - survey inquiry and distribution system.
SCIPS	Survey Control Image Processing System - digital/scanned images of survey mark sketch plans are held in this database. Image data can be accessed through the Survey Services Branch in Sydney.
SMIC	Survey and Mapping Industry Council
SMMF	Survey and Mapping Managers Forum
Spatial Data	Data pertaining to the location, shape and relationships among geographical features. These can be classified and stored as point, line, polygon, grid cell or object.
Strata Plan	A plan lodged for registration in LPI depicting vertical subdivision of land by buildings such as home units.
The Register	This is the record kept by the Registrar General of Grants, Folios, and dealings that have been registered pursuant to Section 32 of the Real Property Act 1990.
Topographical Data	Data pertaining to representation of physical and cultural surface features.
Torrens System	A system employed in all Australian jurisdictions under which title to land is conferred by the official registration of a dealing in that land. Named after its creator, Robert Torrens, who introduced it in South Australia in 1858.
Valnet	Valuer General's automated land valuation network.
Vector Data	Spatial data in which the location of features is defined by points and straight lines (vectors). A road centre-line network would be described by vector data.
VSC	Valuation Service Contractor
WAL	Water Access Licence

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DEPARTMENT OF LANDS

1 Prince Albert Road
Queens Square
Sydney NSW 2000
PO Box 15
Sydney NSW 2001
T: 61 2 9228 6666
F: 61 2 9233 4357

**Toll-free number: 13000 LANDS
(1300 052 637)**

lands@lands.nsw.gov.au
www.lands.nsw.gov.au

Business hours:
8.30am-4.30pm Monday to Friday

Business hours may vary in Regional
Offices due to fieldwork.

**LAND AND PROPERTY
INFORMATION DIVISION****Head Office**

1 Prince Albert Road
Queens Square
Sydney NSW 2000
PO Box 15
Sydney NSW 2001
T: 61 2 9228 6666
F: 61 2 9233 4357

Bathurst

346 Panorama Avenue
Bathurst NSW 2795
T: 61 2 6332 8200
F: 61 2 6331 8095

Sydney Map Shop and Air Photo Sales

Ground Floor
1 Prince Albert Road
Queens Square
Sydney NSW 2000
T: 61 2 9236 7720

F: 61 2 9221 5980

Albury

520 Swift Street
Albury NSW 2640
T: 61 2 6042 4700
F: 61 2 6041 2028

*This office provides valuation information
only.*

Ballina

5 Regatta Avenue
PO Box 624
Ballina NSW 2478
T: 61 2 6620 5503
F: 61 2 6681 6944
*This office provides survey information
only.*

Campbelltown

Level 1
Macarthur Place
1 Bolger Street
Campbelltown NSW 2560
PO Box 22
Macarthur Square NSW 2560
T: 61 2 4640 4200
F: 61 2 4626 1089

*This office provides valuation information
only.*

Coffs Harbour

36 Marina Drive
Coffs Harbour NSW 2450
PO Box 291J
Coffs Harbour NSW 2450

For Survey information.
T: 61 2 6691 9620
F: 61 2 6651 1001

For Valuation information.

T: 61 2 6691 9600
F: 61 2 6651 1001

Dubbo

Government Office Building
37-39 Carrington Avenue
Dubbo NSW 2830
T: 61 2 6884 4003
F: 61 2 6884 1463

*This office provides valuation information
only.*

Gosford

Floor 1, Suite 106
40 Mann Street
Gosford NSW 2250
T: 61 2 4325 0371
F: 61 2 4323 4651

This office provides valuation information
only.

Goulburn

167-173 Auburn Street
Goulburn NSW 2580
T: 61 2 4824 3737
F: 61 2 4821 6024
*This office provides valuation information
only.*

Grafton

Government Office Building
49-51 Victoria Street
Grafton NSW 2460
PO Box 272
Grafton NSW 2460
T: 61 2 6604 9500
F: 61 2 6643 1425
*This office provides valuation information
only.*

Murwillumbah

Government Office Building
135 Main Street
Murwillumbah NSW 2484
PO Box 834
Murwillumbah NSW 2484
T: 61 2 6672 5596
F: 61 2 6672 5596
*This office provides valuation information
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Newcastle

Government Office Building
117 Bull Street
Newcastle West NSW 2302
PO Box 488G
Newcastle NSW 2300

For survey information:
T: 61 2 4925 9984
F: 61 2 4929 2969

For valuation information:
T: 61 2 4925 9999
F: 61 2 4929 2969

Nowra

C/- Shoalhaven City Council
Bridge Road
Nowra NSW 2541
PO Box 42
Nowra NSW 2541
T: 61 2 4429 3279
F: 61 2 4422 1816

*This office provides survey information
only.*

Orange

Level 1
Government Office Building
Cnr Kite and Anson Streets
Orange NSW 2800
T: 61 2 6361 5600
F: 61 2 6392 6313
*This office provides valuation information
only.*

Parramatta

Level 10
Signature Tower
2-10 Wentworth Street
Parramatta NSW 2124
T: 61 2 9860 5200
F: 61 2 9891 6653
*This office provides valuation information
only.*

Penrith

Suite 2, Level 3
Danallam House
311 High Street
Penrith NSW 2750
T: 61 2 4720 3900
F: 61 2 4731 6036
*This office provides valuation information
only.*

Port Macquarie

C/- Hastings Council
Cnr Lord and Burrawan Streets
Port Macquarie NSW 2444
T: 61 2 6584 9942
F: 61 2 6581 8620
*This office provides survey information
only.*

Queanbeyan

Suite U101
Corporate Centre
131-139 Monaro Street
Queanbeyan NSW 2620
PO Box 673 Queanbeyan 2620
T: 61 2 6297 7333
F: 61 2 6297 2280
*This office provides valuation information
only.*

Tamworth

Suite 1
468-472 Peel Street
Tamworth NSW 2340
T: 61 2 6763 5800
F: 61 2 6766 3045
*This office provides valuation information
only.*

Wagga Wagga

Level 2
Government Office Building
43-45 Johnston Street
Wagga Wagga NSW 2650
T: 61 2 6931 8227
F: 61 2 6931 8230
*This office provides valuation information
only.*

Wollongong

State Government Office Block
Block J
84 Crown Street
Wollongong NSW 2500
T: 61 2 4275 9400
F: 61 2 4228 1541
*This office provides valuation information
only.*

Wyong

C/- Wyong Council
Hely Street
Wyong NSW 2259
(PO Box 20, Wyong 2259)
T: 61 2 4350 5324
*This office provides survey information
only.*

CROWN LANDS DIVISION**Head Office**

Newcastle
Level 4, 437 Hunter Street
Newcastle NSW 2300
PO Box 2185
Dangar NSW 2309
T: 61 2 4950 5000
F: 61 2 4925 3489

Armidale

108 Faulkner Street
PO Box 199A
Armidale NSW 2350
T: 61 2 6772 2308
F: 61 2 6772 8782

Bega

Suite 2, Bega Centre
106 Auckland Street
PO Box 118
Bega NSW 2250
T: 61 2 6491 8200
F: 61 2 6492 3019

Coffs Harbour

36 Marina Drive
PO Box 291J
Coffs Harbour NSW 2450
T: 61 2 6691 9610
F: 61 2 6651 9975

Dubbo

142 Brisbane Street
PO Box 865
Dubbo NSW 2830
T: 61 2 6883 3300
F: 61 2 6826 920

Goulburn

159 Auburn Street
PO Box 748
Goulburn NSW 2580
T: 61 2 4824 3700
F: 61 2 4822 4287

Grafton

76 Victoria Street
Locked Bag 10
Grafton NSW 2460
T: 61 2 6640 2020
F: 61 2 6640 2036

Griffith

Level 2 Griffith City Plaza
120-130 Banna Ave
PO Box 1030
Griffith NSW 2680
T: 61 2 6962 7522
F: 61 2 6962 5670

Hay

126 Lachlan Street
PO Box 182
Hay NSW 2711
T: 61 2 6990 1800
F: 61 2 6993 1135

Leeton

Chelmsford Place
PO Box 835
Leeton NSW 2705
T: 61 2 6953 4844
F: 61 2 6953 4324

Maitland

Cnr Newcastle & Banks Street
PO Box 6
East Maitland NSW 2323
T: 61 2 4937 9300
F: 61 2 4934 2252

Moree

Cnr Frome & Heber Streets
PO Box 288
Moree NSW 2400
T: 61 2 6752 5055
F: 61 2 6752 1707

Nowra

Level I
5 O'Keefe Street
PO Box 309
Nowra NSW 2541
T: 61 2 4428 6900
F: 61 2 4428 6988

Orange

92 Kite Street
PO Bo 2146
Orange NSW 2800
T: 61 2 6393 4300
F: 61 2 6362 3896

Parramatta

Level 12
10 Valentine Ave
PO Box 3935
Parramatta NSW 2124
T: 61 2 8836 5300
F: 61 2 8836 5365

Tamworth

25-27 Fitzroy Street
PO Box 535
Tamworth NSW 2340
T: 61 2 6764 5100

F: 61 2 6766 3805

Taree

98 Victoria Street
PO Box 440
Taree NSW 2430
T: 61 2 6591 3500
F: 61 2 6552 2816

Wagga Wagga

Cnr Johnston & Tarcutta Streets
PO Box 60
Wagga Wagga NSW 2650
T: 61 2 6937 2700
F: 61 2 6921 1851

Wollongong

Level 1 Block H
State Government Block
Crown Street
Wollongong NSW 2500
T: 61 2 4275 9427
F: 61 2 4225 7390

SOIL CONSERVATION SERVICE DIVISION**Head Office**

Level 12
Macquarie Tower
10 Valentine Avenue
PO Box 3720
Parramatta NSW 2124
T: 61 2 8836 5316
F: 61 2 8836 5363

Further local office contact details are available at www.lands.nsw.gov.au

OFFICE OF RURAL AFFAIRS**Head Office**

Corner of Lords Place and Kite Street
PO Box 1314
Orange NSW 2800
T: 61 2 6393 0000
F: 61 2 6393 0987

BOARD OF SURVEYING AND SPATIAL INFORMATION**Head Office**

346 Panorama Avenue
Bathurst NSW 2795
T: 61 2 6332 8238
F: 61 2 6332 8240

GEOGRAPHICAL NAMES BOARD**Head Office**

Panorama Avenue
PO Box 143
Bathurst NSW 2795
T: 61 2 6332 8214
F: 61 2 6332 8217
email: gnb@lands.nsw.gov.au
www.gnb.nsw.gov.au

SURVEY SERVICES

Level 2, 1 Prince Albert Road
Queens Square
Sydney NSW 2000
GPO Box 15
Sydney NSW 2001
T: 61 2 8258 7500
F: 61 2 8258 7555

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All images by Paul Blackmore unless otherwise stated.

ISSN: 1443-2234 (print)

ISSN: 1833-8801 (online)

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Cost of production \$7,508

Limited numbers of printed copies may be obtained from:

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Copies of the Annual Report 2005/2006 are available online from:

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