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Code of Conduct

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

Committees

The following officers represented the Department on significant committees:

Committee Name	Representation
Lands Audit Committee	Des Mooney, Philip Western, Eduardo Alegado, Members
Lands Executive Team	Warwick Watkins, Chair, Des Mooney, Member, Bob Costello, Member, Graham Harding, Member, Paul Jones, Member, Pedro Harris, Member, Ken Hall, Member, Ed Alegado, Member, Tracey Prescott, Member, Garry Greedy, Member, Julie King, Member, Ron Smith, Member, Mark Matchett, Member, Ian Holt, Member, Neville Hind, Member, George Georgijevic, Member.
Land and Property Information Advisory Group	Warwick Watkins, Chair, Des Mooney, Member
Board of Surveying and Spatial Information	Warwick Watkins, President, Paul Harcombe, Member
Geographical Names Board	Warwick Watkins, Chair, Paul Harcombe, Member
Land Valuation Specialist Advisory Group	Warwick Watkins, Chair, Philip Western, Member, Simon Gilkes, Member
CEO Network Committee	Warwick Watkins, Member
CEOs Natural Resources Cluster	Warwick Watkins, Member
CEOs Counter Terrorism Co-ordinating Group	Warwick Watkins, Member
NSW Game Council	Warwick Watkins, Member
Public Sector Mapping Authority (PSMA)	Des Mooney, Director
State Mapping Advisory Committee	Warrick Beacroft, Chairman
Surveying and Mapping Industry Council of NSW	Paul Harcombe, Colin Mitford, Garry Smith, Members
University of NSW, School of Surveying and Spatial Information Systems Advisory Board	Paul Harcombe, Member
Council for Reciprocating Boards of Australia/New Zealand	Paul Harcombe, Member
Intergovernmental Committee on Surveying And Mapping (ICSM)	Paul Harcombe, Member
Committee for Geographical Names in Australasia (CGNA)	Paul Harcombe, Sponsor
Mapping Science Institute Australia, NSW Division	Colin Mitford, President
Trials in Innovative Government Electronic Regional Services Reference Committee	Ross Cleary, Member
NSW Coastal Comprehensive Assessment Council	Graham Harding, Member
NSW Coastal Council Acquisition Task Force	Graham Harding, Member
Government Property Register Project	Graham Harding, Member
NSW Branch Institute for Information Management	Peter Goddard, President
Standards Australia Information Management Committee	Peter Goddard, Member
Natural Resources & Planning Spatial Data Infrastructure Sub-Group (NRP-SDI)	Warrick Beacroft, Chair
Survey & Mapping Managers Forum (SMMF)	Paul Harcombe, Chair
auDA National Reference Group, Community Use of Geographic Names	Paul Harcombe, Member
University of New South Wales, Dean's Industry Advisory Council (DIAC)	Paul Harcombe, Member

Melbourne University School of Geomatics Advisory Board	Paul Harcombe, Member
Interdepartmental Committee on Burial Space	Pieta Laing, Member
Interdepartmental Committee on Crown Roads	Graham Harding, Chair, Julie King, Member, Vija Graham, Member
Management Review of Rookwood	Graham Harding, Chair, Pieta Laing, Member, Bob Costello, Member

Consultants

Consultants under \$30,000

The Department employed a total of 18 consultants each costing less than \$30,000 during the 2004/05 financial year engaged in the following areas:

Consultant	Number	Cost \$
Finance and accounting	1 consultancies	14,700
Information Technology	4 consultancies	21,274
Legal	0 consultancies	0
Management Services	9 consultancies	79,139
Engineering	3 consultancies	2,722
Organisational Review	4 consultancies	56,410
Total consultancies less than \$30,000		174,245

Consultants over \$30,000

Consultant	Cost \$	Title/Nature
Information Technology		
System Science	152,223	Develop e-Govt Services/Migration from Genamap to ESRI DCDB geodatabase
AEM	63,574	High Resolution Satellite Imagery System
Sub-total	215,797	
Management Services		
Nil		
Organisational Review		
Simply Blue P/L	54,101	Review of Lands Financial Operations (Project Sandstone)
The Market Intelligence Co.	100,450	Market Research Study into Electronic Services Delivery
Sub-total	154,551	
Finance and Accounting		
Nil		
Total consultancies equal to or more than \$30,000	370,348	
Total consultancies	544,593	

Risk management overview

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

The Department of Lands Risk Management Policy and Guidelines established a consistent approach to undertaking risk management with the Department. The policy sets 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 provides a structured basis to identify and analyse potential risks and devise and implement appropriate controls and responses to minimise their impact.

The Department has, as part of the implementation of Risk in the Department, has developed emergency plans,

business continuity plans and disaster recovery plans to address possible future contingencies.

The Department's 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.

Disability Action Plan

The Department is committed to the continued implementation of access facilities for clients and staff with a disability through its Disability Action Plan.

Action has been taken through the year to assist staff with a disability adjust to the workplace. This has been undertaken by the employment of qualified workplace assessors. Also the Department's program for incorporating access facilities to its buildings located across the state has progressed.

Special arrangements have been made through the year to assist staff with mobility and access issues by providing assistance with the purchase of motorised vehicles and special access arrangements to office parking.

The Department supports the Hearing Impaired Network and assistance has been provided with signing for hearing impaired staff to attend training and meetings.

Employee relations

Chief and Senior Executive Officers

Warwick Watkins, Director General, Registrar General, AMP:ISMP (Harv), MNatRes, DipScAgr, HDA (Hons)

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

Ken Hall, Assistant Director, Legal Services, DipLaw

Graham Harding, General Manager Crown Lands Division

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

Bob Costello, Director, Strategy, Policy and Reform 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

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

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

Simon Gilkes, Chief Valuer, Land and Property Information, GDLE AAPI

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

Louise Scambler, Director, Financial Services BA, DipEd, Litt B, MA (Hons), Med Admin (Hons), MBus (Accounting & Finance), AFAHRI, CPA

Pedro Harris
Chief Information Technology Officer

Staff Numbers

		2004/05			2003/04			2002/03		
		Men	Women	Total	Men	Women	Total	Men	Women	Total
Permanent	full-time	849	470	1319	874	399	1273	889	423	1312
	part-time	0	2	2	4	78	82	3	37	40
Temporary	full-time	44	40	84	33	22	55	32	34	66
	part-time	0	5	5	0	4	4	0	3	3
Contract	SES	12	1	13	12	1	13	13	1	14
	non-SES	0	0	0	0	0	0	0	0	0
Training		0	0	0	0	1	1	0	1	1
Casual		2	2	4	9	4	13	16	6	22
Total		907	520	1427	932	509	1441	953	505	1458

Chief and Senior Executive Service Positions

SES Level	2004/05	2003/04	2002/03
Level 7	1	1	1
Level 6	0	0	0
Level 5	2	2	2
Level 4	1	1	2
Level 3	2	1	1
Level 2	6	7	7
Level 1	1	1	1
Total	13	13	14

Female Officers in Senior Executive Service Positions

SES Level Female	2004/05	2003/04	2002/03
Total	1	1	1

Exceptional movements in salaries and wages

The Crown Employees (Public Sector - Salaries 2004) Award Increased salaries for positions previously classified under the Crown Employees (Public Sector - Salaries January, 2000) Award. The 2004 award provided for salaries to increase by 4% from the beginning of the first pay period commencing on or after 1 July 2004, a further 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

Effective workforce development and succession planning are seen as critical to the Department's future performance and its ability to innovate, respond positively to changes in its operating environment and avail itself of future business opportunities.

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 function and structures to develop a workplace environment that

is supportive of employees maximising their contribution to the business of the Department.

There is strong support from senior management for managers and employees working co-operatively together to resolve issues that prevent workforce development and to identify opportunities for continuous improvement in departmental operations.

The creation of a culture which acknowledges the importance and fosters the development of technical, managerial and business skills; together with a progressive outlook is a key aim.

In May 2005 Lands held a long-awaited 40 Year Service Medal presentation at Parliament House in Macquarie Street for 45 current and recently retired staff.

The service medallion, which was presented to each recipient by the Minister for Lands Tony Kelly, acknowledges long and loyal service. These award recipients had worked in a variety of fields and disciplines, each in their own way making a significant contribution to the NSW public service and NSW as a whole.

Learning and Development

The Department of 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 being 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.

- 75 staff took study time leave and 45 staff received fee reimbursement for their tertiary study.
 - 6 of these staff were new trainees
 - 27 of these staff were existing worker trainees

The Department continued to sponsor staff participation in management and executive development programs:

- 4 staff began or completed an Executive Master of Public Administration.
- 3 staff completed the Executive Development Program.
- 5 staff are completing a Graduate Diploma in Public Administration.
- 1 member of staff gained a Graduate Certificate in Public Sector Management through the Public Sector Management Program.

The Department 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 worked with the Crown Lands Division and the VET sector to launch two new qualifications for staff working in Lands Offices:

- Certificate III in Conservation and Land Management; and
- Certificate III in Government (Land Administration). This newly endorsed qualification is part of the Public Sector Training Package and the 21 staff enrolled will be using mainly Recognition of Prior Learning (RPL) to gain this qualification.

Learning and Development Unit staff are assisting LPI technical trainers to develop training and assessment plans for 13 new entry-level recruits who commenced with Titling and Plan Services in February 2005. The recruits are also undertaking Certificate III in Spatial Information Services through TAFE.

The Department continued to fund attendance by staff at numerous external courses, conferences and seminars. (205 staff attended external courses, conferences and seminars; 400 staff attended internal courses).

The Learning and Development Unit worked with the Manager Occupational Health and Safety (OH&S) to organise OH&S Risk Management training for over 200 managers and supervisors across the state.

170 more staff from across the Department and a range of geographical locations commenced (and/or completed) the International Computer Driving Licence. 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 joined the NSW Learning and Development Network coordinated by Premier's Department to gain and share knowledge on Learning and development (L&D) issues sector wide, which can be applied to benefit Department staff.

Industrial relations policies and practices

The People and Performance Development Group (PPDG) worked in partnership with management and associations/unions to achieve an enterprise approach to employment for the Department. The Department has set in place an industrial framework that underpins an organisation focussed on learning and business success.

The former Crown Employees (Department of Information Technology and Management - Conditions of Employment) Award was extended to cover all staff of the Department of Lands. A new Crown Employees (NSW Department of Lands - Conditions of Employment) Award 2005 was made by the Industrial Relations Commission on 22 February 2005.

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 Award rationalises salary scales and classifications to bring the majority of officers from Crown Lands, Soil Services and the Office of Rural Affairs under the one classification and grading process. This award provides for transition of staff to new conditions of employment. These employment changes will assist in developing organisation structures that support business plans and address any equity and parity issues across Lands.

The Joint Consultative Committee comprising management and Association/Union representatives met on four occasions to discuss reforms occurring within the Department and major issues affecting the organisation and staff.

A new Department of Lands Flexible Working Hours Agreement has been developed through consultation between management and association representatives to address the diverse working environments of the Department of Lands and to improve service deliver and support better work/life balance. At the time of reporting the Agreement has been agreed but not signed. The new flexible working arrangements will apply to all 35 hour week staff early in the new financial year.

Organisation Change and Job Evaluation

The PPDG has assisted managers across the Department in reviewing structures to support business objectives and in developing position descriptions to support activities and evaluating these positions using the Mercer, CED System. Position description formats have been revised in accordance with best practice.

Equal Employment Opportunity

Table A. Trends in the Representation of EEO Groups¹

EEO Group	Benchmark or Target	% of Total Staff ²			
		2002	2003	2004	2005
Women	50%	-	34.8	35	36.5
Aboriginal people and Torres Strait Islanders	2%	-	1.6	1.5	1.3
People whose first language was not English	19%	-	15.3	15.7	15.3
People with a disability	12%	-	11.1	10.5	10.2
People with a disability requiring work-related adjustment	7%	-	1.2	4	3.8

Management in Crown Lands NSW, Soil Services and association representatives have been trained in the Mercer CED job analysis and job evaluation methodology. This training will assist the efficiency in applying job evaluation under the Department of Lands Award.

Significant consultation between Human Resource Services and management of both the Department of Lands and Department of Infrastructure and Natural Resources (DIPNR) resulted in a very efficient transfer of payroll administration for Soil Conservation Services staff from DIPNR to Lands.

Research and Development

Intellectual Capital Study

The Department of Lands is a collaborating partner with the Centre for the Management of Knowledge Capital in a study, "NSW Public Sector Reporting of Intellectual Capital: a study of implementation", to create an Intellectual Capital reporting framework.

This is the first research study undertaken in Australia on the intellectual capital reporting activities and processes of a public sector organisation and will create a framework for measuring and reporting on Intellectual Capital within the Department of Lands.

Table B. Trends in the Distribution of EEO Groups¹

EEO Group	Benchmark or Target	Distribution Index ³			
		2002	2003	2004	2005
Women	100				
Aboriginal people and Torres Strait Islanders	100				
People whose first language was not English	100				
People with a disability	100				
People with a disability requiring work-related adjustment	100				

Notes:

1. Staff numbers are as at 30 June.
2. Excludes casual staff.
3. 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 by the software provided by ODEOPE.

Table B cannot be completed, as the transfer of staff data from DIPNR to Lands had not been finalised as at 30 June 2005.

Achievements and strategies

- The Department continued its ongoing support to its very active Aboriginal Support Network. This network is a combination of Lands and DIPNR.
- The Spokeswomen's Program is also actively supported with a number of events held statewide for both female and male employees.
- The Department facilitated the involvement of deaf staff in the statewide Deaf Support Network.
- The equity interests of all staff were reflected in the creation of a new Lands Award.
- The Department continued to use a range of merit recruitment strategies to attract a diverse field of job applicants.
- The number of EEO group members acting in higher duties reflected at least their proportion in the Department.
- The Department continued to offer all employees a wide range of flexible work arrangements.

- EEO and equity issues continued to be integrated into all appropriate training programs.
- The Department has an ongoing commitment to ensure that EEO issues are considered in all restructures.

Spokeswomen's Program

There are currently 8 Spokeswomen in the Department. They are based in Queens Square Sydney, Campbelltown, Albury, Bathurst, Newcastle, Dubbo and Tamworth. The statewide spokeswoman 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 for 2004/2005 include:

- Developing a strategic plan to determine the Spokeswoman's program priorities for the next year.
- Continuing to survey women state wide to determine the priority issues for information sessions and training courses.
- Organising a number of lunchtime seminars in city and regional locations on: work life balance, managing stress, women's health issues, wills and power of attorney and effective financial management.
- Attending training courses on effective public speaking and the springboard program.
- Publishing a quarterly Spokeswomen's Newsletter on the Department's intranet.
- Raising funds for Westmead Children's Hospital and NSW Cancer Council at morning teas organised for Lands staff for 'Bandaged Bear Day' and 'The Biggest Morning Tea'. These events provide a valuable opportunity for Lands staff to network and for spokeswomen to enhance their organisational skills.

Aboriginal Support Network

The Department continues to support the employment of Aboriginal people and encourages Aboriginal staff to participate on the Aboriginal Support Network Program.

The Network incorporates a number of agencies being:

- The Department of Lands,
- Department of Infrastructure, Planning and Natural Resources,
- State Water and
- Catchment Management Authorities

The Network was put in place to provide continuing support and foster personal development of Aboriginal staff.

The Network has actively been involved within training where members have participated in Project Management, a training course tailored for the Network. The Network is looking at other avenues to conduct future training. One avenue the network is looking at is forming a training based partnership with TAFE NSW.

Recruitment and selection

Restructuring, of staff, positions, management of staff and business responsibilities and consolidation of various activities of the former component agencies, has resulted in considerable activity in filling positions in the Department. Due to the restructuring process, all positions up to and including Clerk Grade 9/10 equivalent, with the exception of entry level positions, have been advertised internally in the first instance, since August 2000.

A trend has been noted in previous years that most selection panels comprised two men from the Department and that the female member of the panel was the independent. An obvious reason for this was the low number of female staff in higher grades. The inclusion of females as departmental representatives or convenors has been encouraged where possible.

An EEO strategy to encourage more females as convenors or departmental representatives on selection panels for the Department is continuing to be implemented.

Selection Techniques courses will be run and EEO group members will be encouraged to undertake this training and participate in selection panels where practicable.

Other Activities and Strategies

- all Skillmax information concerning overseas qualifications is circulated to staff and the relevant staff invited to apply for courses
- training opportunities for deaf and hearing-impaired staff conducted by the Deaf Network made known to all staff
- Lands has sponsored a Scholarship Program in conjunction with Charles Sturt University Bathurst for students undertaking a Bachelor of Spatial Information Systems.

Senior executive performance

Warwick Watkins

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

Remuneration package \$332,300

Period in position - whole year

Results

Continued effective management of the Department of Lands with a focus on:

- Whole of Government policy and strategy for lands and property information and land management.
- Directing the consolidation and strategic direction of land and property information services in land titling, land valuation and spatial land data capture, manipulation and dissemination, with particular reference to spatial data infrastructure development and valuation reform.
- Continued the drive for Commonwealth/State policy formulation on online matters with particular reference to regional online service delivery and as chair of ANZLIC furthered the development of key policy and strategic spatial information directions for Australia.
- Embedding the management and organisational structure of the Department of Lands and initiated the development of a departmental based industrial enterprise award to address inequities in employment conditions and rewards across the Department, following the integration of staff and functions upon the formation of the agency.
- Initiated targeted policy and program reviews and analysis on key areas of Crown Land administration, involving substantial legislative reform.

- Undertook analysis of the Soil Conservation Service activities, with a focus upon improving the strength of the earthworks and environmental consultancy services.

Des Mooney

Deputy Director General and General Manager, Land and Property Information Division, level SES 5
Remuneration package \$254,650
Period in position - whole year

Results

- Increased revenue from previous years, providing a before tax profit of \$52 million;
- Negotiated an agreement with Victoria to jointly pursue a move to a National approach to Electronic Conveyancing;
- Negotiated agreement with all jurisdictions on a National Business Model and National Governance Arrangements for Electronic Conveyancing;
- A new delivery and maintenance system for the Digital Cadastral Database finalised;
- A major project to convert all manual titles and old system lands was commenced and is on target for completion in December 2006.

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.

Energy Management Performance

Department of Lands was previously known as the Department of Information, Technology and Management (DITM). Several assets of the Department of Infrastructure, Planning and Natural Resources (DIPNR) have been transferred to the Department of Lands. Direct comparisons with the energy performance of the former DITM cannot be conducted due to the significant change in assets.

Corporate commitment

The Department of Lands is committed to minimise its impact on the environment by:

- Achieving energy savings,
- Incorporating sustainable Energy Management practices where cost effective,
- Using whole of Government energy contracts to achieve cost savings,
- Purchasing Greenpower to reduce greenhouse gas emissions, and
- Undertaking Australian Building Greenhouse Ratings for office buildings by the end of 2004 (completed).

The Department currently has three large sites that purchase electricity on the contestable market. Electricity contracts will be completed for all other sites. These sites will be progressively placed on contracts as existing billing periods are completed. All sites on contract will purchase 6% of their electricity from renewable sources.

Tenancies in six larger Government Office Blocks also consumed 6% green power in 2003/04 as these Government Office Blocks purchase electricity on the contestable market. The purchase of electricity on the contestable market has minimised costs and achieved a reduction of greenhouse gas emissions by purchasing a percentage of green power.

Planning

Accountability and responsibility for energy management has been established by the nomination of an Energy Manager, Manager Administrative Services and Energy Co-ordinator, Manager Asset Strategic Planning & Performance.

An Energy Conservation and Efficiency Plan will be prepared in 2005 to identify cost effective energy efficiency opportunities. Where cost effectively feasible, the Department will endeavour to reduce energy consumption in buildings.

Implementation

The Energy Conservation and Efficiency Plan will establish a plan of implementation to achieve energy savings. The plan will address facilities or technologies with the greatest saving potential. The plan will also identify suitable funding options to enable energy saving recommendations to be implemented.

Performance

The following major energy fuels were purchased by the Department during 2003/04:

Fuel	Total Energy Consumed (GJ)	% of Total Energy	Annual Cost (excluding GST)	Carbon Dioxide (CO ₂) Greenhouse emissions (tonnes)
Electricity (Black Coal)	26,975	39.9%	\$643,826	7,164.6
Electricity (Green Power)	1,469	2.2%	\$44,182	0.0
Natural Gas	7,747	11.4%	\$80,249	398.2
Liquefied Petroleum Gas (L.P.G.)	284	0.4%	\$5,080	16.9
Automotive Diesel	20,035	29.6%	\$423,524	1,396.4
Petrol	8,669	12.8%	\$202,608	572.2
AVGAS	2,483	3.7%	\$80,000	168.8
TOTAL	67,662	100%	\$1,479,469	9,717.1

Comparative energy performance indicators with average energy performance indicators from the Energy Use in Government Operations 2001/02 and the Department of Lands 2003/04 are as follows:

Category	MJ/Area/a		MJ/Occupant/a		MJ/Distance Travelled	
	Average energy performance indicator	2003/04 Dept of Lands	Average energy performance indicator	2003/04 Dept of Lands	Average energy Performance indicator	2003/04 Dept of Lands
Office buildings - tenant services	504	487	10,265	15,185		
Office buildings - combined services	866	1,184	17,830	29,497		
Laboratories and research facilities	540	892	N/A	16,061		
Transport - passenger vehicles					4.18	4.44

Consumption goals for each type of fuel will be included in the Energy Conservation and Efficiency Plan. The above table indicates there is potential for energy savings, especially in owned buildings (Office buildings - combined services).

- o Installation of movement detectors for exhaust fans in toilet areas, that previously ran 24/7.
- o Smart metering of Mechanical Switchboards and Main Switchboards.
- o Installation of Power Factor Unit.

Australian Building Greenhouse Rating (ABGR) Results

- **The Queens Square Office:** has achieved a three star rating this rating represents current market best practice

This result is due to the previous Facilities projects that have provided energy efficient plant and equipment and the controls.

- o Chiller Project,
- o Mechanical Switchboard upgrade,
- o Building Management Control System,
- o Installation of timers on Hot Water and Water Coolers which previously ran 24/7 and

The three star rating for Queens Square can be further improved by carrying out initiatives identified in the Energy Conservation and Efficiency Plan. Identified energy saving opportunities will be included in future Maintenance and Capital Investment Strategic Plans.

Future Direction

The Energy Conservation and Efficiency Plan will include the Department's policy directions, monitoring targeting and reporting mechanisms and energy management strategies.

The Department of Lands

Land and Property Information Division

Financial Statements

LPI Division

Crown Lands Division

Soil Conservation Service

Office of Rural Affairs

The Department of Lands Financial Statements

BOSSI

BOSSI Financial Statements

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Ethnic Affairs Priorities Statement (EAPS)

The Department 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. The Lands EAPS is currently being reviewed, with the new draft circulated for comment.

The EAPS shows how the Department of 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.

Clients and staff from non-English speaking backgrounds were consulted in the review Land Valuation publications, during the 2004/2005 reporting period, to meet client group needs in languages other than English. Community language needs will be further reviewed for the 2005/2006 publication of valuation notices.

Freedom of Information

Statement of affairs

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

One of the primary objectives of the Department 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 Law NSW division of the Department 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, the Department, through the Soil Conservation Service, operates conservation earthmoving and soil consultancy business, specialising in:

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

The Land and Property Information (LPI) division, within the Department, 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 the Department 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, which may be in the possession of Lands should be directed to:

The FOI Coordinator
Office of the Director General
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	
	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05
New (incl transferred in)	36	19	20	36	56	55
Brought forward	0	3	0	2	0	5
Total to be processed	36	22	20	38	56	60
Completed	33	18	18	36	51	54
Transferred out	0		0		0	
Withdrawn	0		0		0	
Total Processed	33	22	18	38	51	60
Unfinished (Carried Forward)	3	4	2	2	5	6

Result of FOI request	Personal		Other	
	2003-04	2004-05	2003-04	2004-05
Granted in full	33	18	17	34
Granted in part	0		1	
Refused	0		0	2
Deferred	0		0	
Completed	33	18	18	36

Number of Requests requiring Formal Consultations	Initial		Total	
	2003-04	2004-05	2003-04	2004-05
	13	13	13	13

Basis of disallowing or restricting access	Personal		Other	
	2003-04	2004-05	2003-04	2004-05
Section 19 (application incomplete, wrongly directed)	0	0	0	
Section 22 (deposit not paid)	0	0	0	
Section 25(1)(a1) (diversion of resources)	0	0	0	
Section 25(1)(a) (Exempt)	0	0	1	1
Section 25(1)(b),(c),(d) (Otherwise available)	0	0	0	1
Section 28(1)(b) (Documents not held)	0	0	0	
Deemed refused - 21 day time limit expired	0	0	0	
Section 31(4) (released to Medical Practitioner)	0	0	0	
Totals	0	0	1	2

All Completed Requests	Incurred Costs		Fees Received (appl+dep-rfnd+rvw)	
	2003-04	2004-05	2003-04	2004-05
	1530.00	1730.00	1530.00	1730.00

Type of discount	Personal		Other	
	2003-04	2004-05	2003-04	2004-05
Public Interest	0	0	0	
Financial Hardship Pensioner	0	2	0	7
Financial Hardship Non Profit	0	0	0	
Under 18 Years	0	0	0	
Totals	0	2	0	7
Significant Correction of Records	0	0	0	0

Elapsed Time (including Withdrawn)	Personal		Other	
	2003-04	2004-05	2003-04	2004-05
0-21 days	33	18	18	23
22 to 35 days (consultation period)				13
Over 35 days (extended consultation)				
Over 21 days (out of time determinations)				
Over 35 days (out of time determinations after consultation)				
Totals	33	18	18	36

Processing hours (including withdrawn)	Personal		Other	
	2003-04	2004-05	2003-04	2004-05
0-10 hrs	32	18	17	35
11-20 hrs	1		1	
21-40 hrs				1
Over 40 hrs				
Totals	33	18	18	36

Reviews/Appeals	2003-04	2004-05
Number of Internal Reviews Finalised	2	2
Number of Ombudsman Reviews Finalised	0	
Number of District Court actions Finalised	0	2

Bases of internal review	Personal				Other			
	Upheld		Varied		Upheld		Varied	
	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05	2003-04	2004-05
Grounds on which requested								
Access Refused	0		0		1	2	1	
Deferred	0		0					
Exempt Matter	0		0					
Unreasonable Charges	0		0					
Charge Unreasonably Incurred	0		0					
Amendment Refused	0		0					
Totals	0		0		1	2	1	

Documents held by the Department

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
 Corporate Plan
 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
- 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 Lodgment 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 Lodgment and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005

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 - under review
- Public Reserve Management Fund (PRMF) Guidelines-under review

The Department of Lands
Land and Property Information Division
LPI Division Financial Statements
Crown Lands Division
Soil Conservation Service
Office of Rural Affairs
The Department of Lands Financial Statements
BOSSI Financial Statements
BOSSI Financial Statements
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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

State Land Assets Program**Public Reserve Management Fund**

Trust Manager	Project	Grant \$	Loan \$	Total \$
Showgrounds Program				
Peak Hill Showground Trust	Replacement of water pipes	4,000		4,000
Ashford Showground Trust	Installation of benches in the kiosk, BBQ area and ride on mower	2,000		2,000
Gulgong Showground Trust	Construction of a pavilion	5,000	5,000	10,000
Bundarra Showground Trust	Construction of a multi-purpose pavilion.	25,000	25,000	50,000
Bathurst Showground Trust	Installation of a new hydrant system	7,500	15,000	22,500
Inverell Showground Trust	Upgrading of the water supply.	4,450	3,500	7,950
Walcha Showground Trust	Upgrading of the electrical supply.	3,000	4,000	7,000
Eurobodalla Shire Council	Preparation of a conservation plan for Moruya Showground.	6,000		6,000
Coonabarabran Shire Council	Purchase of paint in connection with a "Work for the Dole" program at Coonabarabran Showground.	1,000		1,000
Henty Showground Trust	Restoration of the public booth and stables repairs.	4,000	2,000	6,000
Robertson Showground Trust	Upgrading of the power supply and the installation of new floodlights.	20,000		20,000
Liverpool Plains Shire Council	Replacement of grandstand seating at Quirindi Showground.	2,000		2,000
Shoalhaven City Council	Electrical upgrading works at Nowra Showground.	5,000		5,000
Cobargo Showground Trust	Construction of toilet facilities for the disabled.	1,330	4,000	5,330
Peak Hill Showground Trust	White ant eradication works	1,000	2,000	3,000
Gunnedah Shire Council	Electrical upgrading works at Gunnedah Showground.	14,000	14,000	28,000
Grafton Showground and Recreation Reserve Trust	Purchase of a photocopier		3,200	3,200
Tamworth P & A Association	Electrical upgrading works	15,000	15,000	30,000
Nimbin A & I Society	Electrical works	4,000	3,800	7,800
Berrigan Shire Council	Improvements to the Poultry Shed at Berrigan Showground	3,000	3,000	6,000
Shoalhaven City Council	Fencing works at Milton Showground	5,500		5,500
Ashford Showground Trust	Construction of a covered shade area at the cattle yards	2,000		2,000
Eurobodalla Shire Council	Pavilion improvements at Moruya Showground	9,000		9,000
Shoalhaven City Council	Construction of a goat pavilion at Berry Showground	6,000	5,000	11,000

Warialda Showground Trust	Electrical works	4,086	2,000	6,086
Wee Waa Showground Trust	Replacement of concrete floor in main pavilion	3,500	4,000	7,500
Upper Hunter Shire Council	Replacement of a toilet block at Merriwa Showground.	5,253	3,000	8,253

Local Parks and Reserves Program

Tumut Racecourse Trust	Upgrading of toilet facilities	2,000	38,000	40,000	The Department of Lands	
Four Post Youth Camp Trust	Construction of additional accommodation facilities	8,000	80,000	88,000		
Leeton Shire Council	Construction of toilet facility with disabled access at Murrami Public Hall	4,300	6,000	10,300		
Burrandana Recreation Reserve and Public Hall Trust	Restumping works, signage, and replacement of steps	4,000	3,250	7,250	Land and Property Information Division	
Parkes Shire Council	Replacement of walkway Bridges at Apex Park, Peak Hill	3,500		3,500		
Greater Hume Shire Council	Construction of toilets at Carabost Hall.	19,343	5,000	24,343	LPI Division Financial Statements	
Tuncurry Museum Reserve Trust	Building extensions to the museum.	13,000	5,000	18,000		
Killabakh Public Hall Trust	Construction of a toilet facility with a disabled access.	3,120		3,120		
Gulgong Racecourse Reserve Trust	Construction of a toilet facility with a disabled access.	3,000	1,500	4,500	Crown Lands Division	
Leeton Shire Council	Installation of security grills, water tank and pump at the Cudgel Community Centre	2,000	2,000	4,000		
Staggy Creek Recreation Reserve Trust	Upgrading of the tennis courts.	500	500	1,000	Soil Conservation Service	
Tilligerry Habitat Reserve Trust	Extensions to the Activity Centre for a toilet facility	22,000		22,000		
Deepwater Public Hall Trust	Repairs to the foundations of the hall	750	750	1,500	Office of Rural Affairs	
Inverell Shire Council	Construction of additional campsites and roadwork at Pindari Dam Reserve.	12,000		12,000		
Lila Leigo Centre Reserve Trust	Replacement of cooling system, painting, fencing, repairs to foundations, walls and floors and floor coverings.	16,000		16,000		
Bonalbo Reserve Trust	Establishment grant	1,000		1,000	The Department of Lands Financial Statements	
Wiangaree Reserve Trust	Establishment grant	1,000		1,000		
Green Pigeon Community Reserve Trust	Establishment grant	1,000		1,000		
Wadesville Reserve Trust	Establishment grant	1,000		1,000	BOSSI	
Meerscham Vale Public Hall Reserve Trust	Renovations to hall including waterproofing, recladding, painting and fans.	7,400		7,400		
Rileys Hill Dock Reserve Trust	Establishment grant and the improvement of security, rubbish removal and signage.	2,845		2,845	BOSSI Financial Statements	
Tunglebung Public Recreation Reserve Trust	Purchase of four tables	1,144		1,144		
Munns Creek Walking Track Trust	Replacement of creek crossing	3,500		3,500	Appendices	
Clarence Valley Council	Tables and seating, signage and barbecues at Diggers Headland Reserve.	8,642		8,642		
Mallangaree Public Hall Reserve Trust	Replacement of guttering.	4,300		4,300		
Byron Island Quarry Reserve Trust	Roadworks	10,000		10,000		
Dorrroughby Grass Reserve Trust	Establishment grant	1,000		1,000		
Bendick Murrell Reserve Trust	Building repairs	5,600		5,600		
Bribbaree Public Hall Reserve Trust	Repairs to the supper room.	4,000		4,000		
Mechanics Institute of Nelligen Incorporated	Safety rail to external landing and stairs and repairs to stairs.	3,000		3,000		
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Ulladulla Wildlife Reserve Trust	Trail repairs and maintenance.	1,000		1,000
Bectric Recreation Reserve Trust	Construction of toilets.	2,650		2,650
Eurobodalla Shire Council	Removal of two buildings containing asbestos at Riverside Park, Moruya.	30,000		30,000
Gumly Gumly Recreation Reserve Trust	Improvements to water supply	9,000		9,000
Binya Public Hall Trust	Additional building maintenance works	4,000		4,000
Goolgowi Sportsground Trust	Water tank and pressure pump	4,860		4,860
Eurobodalla Shire Council	Upgrading works at Observation Point, Batehaven	10,000		10,000
Wingello Literary Institute	Painting and repairs to the hall	6,500		6,500
Six Foot Track Heritage Trust	On-going maintenance and development works	5,000		5,000
Lynch's Creek Reserve Trust	Establishment grant	1,000		1,000
Fairfield City Council	Construction of a shared cycle/walk path at St Johns Park	25,000		25,000
Abbotsford Park Trust	Upgrading of toilets and ground maintenance works	5,000		5,000
Main Camp Recreation Reserve Trust	Installation of shade sails	1,000		1,000
Patonga Public Hall and Bush Fire Brigade Trust	Construction of covered walkway to amenities block	4,600		4,600
Newcastle Velodrome Trust	Construction of a cycle warm down track	11,520		11,520
Darks Common Reserve Trust	Signage and the construction of new gate posts at entrance and stairs to the Lower Bluff Lookout	5,400		5,400
Silverton Community Reserve Trust	Restoration of the "Surveyors Cottage"	9,000		9,000
Bourke Shire Council	Air-conditioning of Wanaaring Memorial Hall	4,000		4,000
Garule Wali Education Reserve Trust	Construction of a classroom	6,000		6,000
Cumborah Recreation Reserve Trust	Blinds for clubhouse, painting extension and repair tennis court surface	710		710
Lightning Ridge Historical Society Trust	Office equipment and accessories	2,000		2,000
Tent Hill Public Hall Trust	Repairs to roof and the replacement of windows	1,000		1,000
Pine Ridge Public Hall Trust	Replacement of steps and landings	3,000		3,000
Wallangra War Memorial Hall Trust	Installation of ceiling eaves to hall	3,906		3,906
Wattle Flat Heritage Lands Trust	Signage and promotion of reserve	4,800		4,800
Goonoowigall Bushland Reserve Trust	Maintenance of walking track and signage	2,500		2,500
Woolomin War Memorial	Replacement of seating	3,500		3,500
Hall Trust Tibooburra Sports Club Inc.	Replacement of fencing around racetrack	9,000		9,000
Nullamanna Public Hall and Recreation Reserve Trust	Installation of safety rails and lighting	2,000	1,700	3,700
Delungra Yates Park Trust	Construction of an awning at the clubhouse	2,000	2,700	4,700
Boggabri Public Recreation and Showground Trust	Construction of a multi-purpose pavilion	12,000	8,000	20,000
Randwick Literary Institute Reserve Trust	Electrical and painting works and upgrading of children's playground equipment	17,000	50,000	67,000
Richmond Literary Institute	Construction of a walkway/wheelchair access	12,000	3,000	15,000
Fairy Mount Reserve Trust	Establishment grant	1,000		1,000
Wallangra War Memorial Hall Trust	Construction of amenities block	14,000	10,000	24,000

Bourke & District Multi-purpose Childcare Cooperative	Installation of air-conditioning and soft fall area at R230043 at Bourke	12,500		12,500
Sydney Tramway Museum Reserve Trust	Replacement of security boundary fence	7,000	3,000	10,000
Old Bega Hospital Reserve Trust	Operational grant for 2004/2005	3,190		3,190
Old Bega Hospital Reserve Trust	Rehabilitation works	69,454		69,454

Caravan Park Development Works Program

Clarence Valley Council	Purchase and installation of three cabins at Iluka Caravan Park.	150,000		150,000
Great Lakes Council	Installation of cabins at Hawkes Nest Caravan Park.	360,000		360,000
Shoalhaven City Council	Implementation of stage one works program at White Sands and Voyager parks.	300,000		300,000
Morgo Street Reserve Trust	Preparation of a business plan.	20,000		20,000
Scotts Head Reserve Trust	Preparation of a concept plan.	20,000		20,000
Shoalhaven City Council	Preparation of a business plan for Bendalong Point, Burrill Lake, Currarong, Crookhaven Heads, Huskisson White Sands, Kangaroo Valley, Lake Conjola, Lake Tabourie, Shoalhaven Heads and Ulladulla Headland tourist parks.	20,000		20,000
Bellingen Shire Council	Construction of office and kiosk additions at North Beach Caravan Park.	30,000		30,000
Shoalhaven City Council	Foreshore protection and improvement works at Mollymook Beach Reserve.	100,000		100,000
Shoalhaven City Council	Stage 2 of works program -foreshore protection, foreshore promenade, installation of an irrigation system, shade shelter water feature and playground.	250,000		250,000
Shoalhaven City Council	Preparation of a plan of management for the Ulladulla Harbour Reserves	15,000		15,000
Kiama Municipal Council	New infrastructure works of manager's residence, roads, power, water, sewerage and landscaping works at Blowhole Point Holiday Park.	1,600,000		1,600,000
Clarence Valley Council	Purchase and installation of seventeen cabins and laundry equipment and the upgrading of an amenities block at Calypso Holiday Park.	880,000		880,000

Consultancy Program

Griffith Showground Trust	Preparation of a plan of management	16,600		16,600
Mosman Council	Preparation of a plan of management for Mosman Park	10,000		10,000
Lake Macquarie City Council	Preparation of a plan of management for Speers Point Park	15,000		15,000
Dungog Shire Council	Preparation of a plan of management for Pilchers Mountain Reserve	30,000		30,000
Clarence Valley Council	Preparation of a plan of management for the Old Police Residence at Grafton	8,000		8,000
Tuggerah Lake Reserve Trust	Preparation of a plan of management	12,500		12,500
Lismore Showground Trust	Preparation of a business plan	6,000		6,000
Holbrook Racecourse Trust	Feasibility study on the future use and management of the reserve	5,000		5,000

Eurobodalla Shire Council	Flora and fauna study for Greenwell Point Reserve	10,000	10,000
Shoalhaven City Council	Preparation of a plan of management and landscape master plan for Greenwell Point Reserve	15,000	15,000
Richmond Valley Council	Preparation of a plan of management for coastal reserves at Evans Head	14,000	14,000
Hornsby Shire Council	Preparation of a plan of management for Fagan Park at Galston	15,000	15,000

Reserves of High Visitation/Regional Significance Program

Burrendong Arboretum Trust	Operational costs for 2004/2005	90,000	90,000
Wee Jasper Reserves Trust	Operational costs for 2004/2005	65,000	65,000
Goobarragandra Valley Reserves Trust	Operational costs for 2004/2005	12,000	12,000
Penrose Park Reserve Trust	Operational costs for 2004/2005	20,000	20,000
Walka Water Works Trust	Operational costs for 2004/2005	70,000	70,000

Commercial initiatives on Crown land

Copeton Waters State Park Trust	Construction of three cabins	150,000	150,000
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Land and Property Information

Royal Melbourne Institute of Technology	ARC Linkage Project - Industry Partnership Grant - Real-time atmospheric modeling for cm-level positioning level based on continuously operating Global Navigation Satellite System reference station networks.	22,000	22,000
University of Melbourne	ARC Linkage Project - Industry Partnership Grant - A Marine Cadastre for Australia - Addressing Key Scientific and Policy Issues.	16,500	16,500
University of Melbourne	Cooperative Research Centre for Spatial Information (CRC-SI).	250,000	250,000
University of New South Wales	Grant to support two half-scholarship places in the 2004 UNSW Co-op Program - Surveying and Spatial Information Systems.	13,500	13,500
Charles Sturt University	Grant to support two scholarship places at Charles Sturt University - Bachelor of Science (Spatial Science Major)	16,000	16,000

Government Action Plan for Women

The Department has encouraged boards and committees of the Department to reflect the Government's policy to encourage female nominees.

The Department through its review of the Trust Management guidelines has developed protocols for the future recruitment of female members to its reserve trusts, boards and committees and to encourage women's nominations.

The Department has recognised the need for support for senior women of the Department and has supported public sector senior women's network. At the time of reporting the Department is negotiating for a contractor to provide mentoring services to senior women to assist in moving to more senior positions.

Guarantee of Customer Service

- Service delivery standards vary with the nature of the services provided across the various administrative areas of the Department 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 inquiry.
- 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 2004/05.

Legislation and Legal Change

1. Surveying Amendment Act 2005

This Act made a number of amendments to the Surveying Act 2002 including:

- Inserting a definition of "spatial information" in the Surveying Act;
- Allowing a requirement to be made for the correction of an error in a land or mining survey;
- Permitting the appointment of another surveyor to satisfy requisitions on a plan that is lodged with the Registrar General, where the original surveyor cannot complete the task;
- Requiring the earlier payment of a surveyor's annual registration fee;
- Allowing disciplinary action to be taken against surveyor who has removed his or her name from the register of surveyors to avoid investigation;
- Broadening the class of nominations that may be made from the spatial information industry for inclusion on the Board of Surveying and Spatial Information.

2. Civil Procedures Act 2005

The Department assisted in the drafting of this Act, particularly with regard to Writs against land. This Act resulted in cognate amendments to the Real Property Act 1900 and the Conveyancing Act 1919 regarding registration of Writs.

3. Statue Law Revision

The Statue Law (Miscellaneous Provisions) Act (No. 2) 2004 amended the following Acts:

- Real Property Act 1900 and Conveyancing Act 1919 regarding payment and collection of fees;
- Valuation of Land Act 1916, to standardise the form used for objecting to a valuation; and
- Community Land Development Act 1989 to make it easier to terminate a community scheme where all owners consent.

The Statute Law (Miscellaneous Provisions) Act 2005 amended the following Acts:

- Community Land Development Act 1989 to allow creation of positive covenants;
- Strata Schemes (Freehold Development) Act 1973 and the Strata Schemes (Leasehold Development) Act 1986 to correct anomalies regarding, among other things, subdivision of lots or common property, the requirement to lodge a strata development contract and what happens to easements when a scheme is terminated.

4. Wild Dog Destruction Regulation 2004

This Regulation replaced the Wild Dog Destruction Regulation 1999, which was automatically repealed under the Subordinate Legislation Act periodic review. The new Regulation deals primarily with the rates that may be levied on landowners by the Wild Dog Destruction Board to finance measures for protection against wild dogs in the Western Division of NSW, including maintenance of the dingo fence.

Acts administered by the Department

Access to Neighbouring Land Act 2000 No 2
 Bills of Sale Act 1898 No 10
 Botany Cemetery and Crematorium Act 1972 No 6
 Camperdown Cemetery Act 1948 No 14
 Chipping Norton Lake Authority Act 1977 No 38
(section 7 solely administered by the Minister for Lands)
 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)
 Crown Lands (Continued Tenures) Act 1989 No 7
 Crown Lands (Validation of Revocations) Act 1983 No 55
 Encroachment of Buildings Act 1922 No 23
 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
 Necropolis Act 1901 (1902 No 20)
 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
 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, (part)
 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
 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
 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 [sections 4 - 9])
 Wagga Wagga Racecourse Act 1993 No 109, sections 4 and 5
 (remainder, Minister for Gaming and Racing)
 Wild Dogs Destruction Act 1921

List of Major assets

A list of major assets is currently being aggregated following the creation of the Department of Lands from units from the former Department of Land and Water Conservation and the former Department of Information Technology and Management.

Major assets acquired during 2004/05

Department of Lands
Major Additions
Major Building Assets **\$Nil**
Plant And Equipment

Total

Major Retirements
Major Building Assets **\$Nil**
Plant And Equipment

Total

Land and Property Information
Major Additions
Major Building Assets **\$Nil**
Plant And Equipment

Major Retirements
Major Building Assets **\$Nil**
Plant and Equipment

Major works 2004/05

The upgrading of the Domestic and Heating Boiler system, involving the installation of an efficient Boiler and upgrading of associated pumps and heat exchanger. Dilapidated hot water tanks and cold water make up tanks in the domestic boiler system have been replaced with two pressurised stainless steel hot water tanks and a smaller cold water booster tank.

The upgrading of the main mechanical service switchboards, enabling full connection of Heating, Ventilation and Air-conditioning systems (HVAC) to the new Building Management Control System (BMCS). Connection to the BMCS has achieved greater control and scheduling of plant and equipment. A 40 year old Centrifugal Chiller has been replaced with two high efficiency screw type chillers. Part of this work also entailed installation of variable speed drives (VSDs) to Cooling Tower motors, Pumps and Fans. Soft start controls have also been installed on 3 Refrigeration Compressors (DX).

Proposed Works 2005/06

A proposal has been submitted for a master plan to be created that will identify plant/building services upgrades that will deliver a better working environment for staff and clients. This plan will also identify energy and maintenance costs.

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Overseas Travel

Name	Destination	Purpose	Cost
Philip Western	New Zealand	Attend New Zealand/Australia Property Conference 21-25/7/04	\$1,989.17
Mark Deal	New Zealand	Attend ICSM EPlan Working Group 10-13/10/04	\$1,854.46
Greg Windsor	Netherlands	Attend conference on minority/indigenous place names in Frisia 13-18/04/05	\$2,150.00
Graham Harding	New Zealand	Attend conference, Marinas in the Marketplace 14-18/03/05	\$1037.12
Stephen Francis	New Zealand	Attend conference, Marinas in the Marketplace 14-18/03/05	\$902.88
Warwick Watkins	Cairo, Egypt	Attend the International Federation of Surveyors Conference 16-22/04/05	\$6,050.00
Paul Harcombe	Cairo, Egypt	Attend the International Federation of Surveyors Conference 16-22/04/05	\$6,050.00
Christopher White	New Zealand	Attend Training Course ANZOG - Executive Master of Public Administration 23/06-01/07/05	\$980.28
Barry Douse	New Zealand	Attend Training Course ANZOG - Executive Master of Public Administration 26/06-04/07/04	\$1,764.46
Neville Hind	New Zealand	Attend Training Course ANZOG - Executive Master of Public Administration 26/06-04/07/04	\$903.46
Simon Gilkes	New Zealand	Attend Training Course ANZOG - Executive Master of Public Administration 18/06-24/06/05	\$952.88

Occupational Health and Safety (OH&S)

The Department of Lands is committed to meeting the occupational health, safety and welfare needs of its employees. The Department's occupational health and safety focus is on prevention and early intervention.

The Department continues to focus on the removal of hazards within its workplaces to ensure all its workplaces are safe. A 2-day WorkCover accredited OHS Risk Management training course was delivered to over 200 managers and supervisors across the State. This training has raised the profile of OHS and improved the OHS risk management skills of managers and supervisors.

The Department continues to build the infrastructure to fully implement a comprehensive Occupational Health and Safety Management System (OHSMS). During 2004-05, the department has reviewed and developed key OHS policies in consultation with key stakeholders. The Department is also committed to achieving continuous improvement in both occupational health and safety and worker's compensation.

Worker's compensation management also remains a priority issue. The Department uses professional rehabilitation specialists to assist it to achieve early and sustainable return to work. This improves injury management and assists in reducing worker's compensation costs. Comprehensive case management

and ongoing monitoring of worker's compensation claims also improves the quality and timeliness of intervention measures.

The Department employs a claims management system to direct resources to claims with greatest need by giving priority to severe and/or potentially more costly claims. It also incorporates initiatives to provide claimants 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.

Revised management arrangements will introduce improved performance monitoring and reporting arrangements across the Department's divisional structures in the 2005-2006 financial year.

The following figures provide an overview of worker's compensation over 2004/2005.

Office's Workers Compensation Claims and Costs

Year	Total No of Claims	No of Claims settled	Net Incurred Cost
2002/2003	39	12	\$482,000
2003/2004	79	54	\$931,275
2004/2005	61	23	\$446,773

*Adjusted from last years reported figure to take account of the expanded departmental structure.

Payment of Accounts

Schedule of Accounts Payable	Qtr Ending Sept 2004 \$	Qtr Ending Dec 2004 \$	Qtr Ending Mar 2005 \$	Qtr Ending June 2005 \$
Current (i.e. within due date)	132,567	407,240	382,936	1,588,594
Less than 30 Days	623,483	588,302	577,007	1,015,883
Overdue 30-60 days	258,848	222,011	152,108	139,603
Overdue 60-90 Days	11,150	4,043	13,452	37,096
Overdue over 90 Days	7,262	33,219	33,953	479,304
Totals	1,033,310	1,254,815	1,159,456	3,260,479

Schedule of Paid on time	Qtr Ending Sept 2004 \$	Qtr Ending Dec 2004 \$	Qtr Ending Mar 2005 \$	Qtr Ending June 2005 \$
Accounts paid on time	43,260,000	55,625,000	50,877,000	65,291,000
Total accounts paid	47,550,000	60,381,000	55,352,000	69,539,000
% accounts paid on time	91%	92%	92%	94%
Target % paid on time	90%	90%	90%	90%

Comment

The payment performance is based on a percentage of the total value of payments made by Department of Lands.

The Government recognises that electronic personal information, especially when part of Electronic Service Delivery (ESD) requires particular attention because it is possible to easily copy and transmit information in this form.

Privacy Management Plan

The NSW Privacy and Personal Information Protection (PPIP) Act 1998 requires agencies to follow certain principles when managing personal information, this Act is administered by the office of the NSW Privacy Commissioner (Privacy NSW).

For Electronic Service Delivery to achieve its potential, citizens need to be confident that the information they supply to Government is adequately protected.

Agencies have always been expected to put in place appropriate security measures to protect all forms of information including information about their clients. However, breaches of privacy can also occur by staff not being fully aware of their responsibilities under the Privacy and Personal Information Protection Act. Privacy NSW has therefore developed its own education material and programs to raise awareness of these issues at a general level.

The Privacy Management Plan will be reviewed and updated in consultation with management and staff, to ensure that we continue to adequately protect personal information.

During the reporting year briefings and information sessions have been held with staff in key information handling areas.

Publications

Publications during 2004/05

Corporate

Inlands - Quarterly internal staff magazine
 Application guide - How to apply for a job with NSW Government
 Director General's Office - Lands International Japanese Brochures
 The Department of Lands Annual Report 2003/2004
 Department of Lands Women's Spokesperson Calendar
 Field days - Lands advertisements, corporate posters
 Corporate Exhibition Banners
 2003/2004 LANDS Annual Report
www.lands.nsw.gov.au

Board of Surveying and Spatial Information

2003/2004 Annual Report

Geographical Name Board of NSW

2003/2004 Annual Report
 The Recognition of Aboriginal Placenames in NSW
 Geographical Names Board - Preserving the history, culture and identity of New South Wales
 Determining Suburbs and Localities in NSW
 Dual Naming - Supporting cultural recognition
 Road Naming in NSW
 Commemorative Naming
 Glossary of Status Values in the Geographical Names Register
 Guidelines for the Determination of Placenames
 Naming Proposal Package
 Determination of Locality/Suburb Names and Boundaries
 Introduction of New Suburb Names
 Suburb and Locality Boundaries
 Proposed Geographical Name Commemorating a Person
<http://www.gnb.nsw.gov.au>

Land and Property Information

Land and Property Information DL brochure
 Local Government Portal Fact Sheet and Pricing Guide
 Lands International Fact Sheets
 Cadastral Records Viewer User Guide
 Electronic Service Delivery Technical Update
 Titling and Registration Services
 Survey Services
 Mapping and Spatial Information
 Valuation Services
 Property Information

Spatial Datasets Newsletter
 ELARD Public Consultation Report

Soil Conservation Services

Managing Your Soil and Water DL brochure
 Fact Sheets - Project Management, Resource, Planning and Assessment
 Soil and Water Testing
 Erosion Control and Rehabilitation of Degraded Areas
 Water Resource Management
 Rural Property Management
 Education and Training
 Case Earth Awards submission

Crown Lands

State Parks - Best Playground guide
 State Parks - Marketing Kits consisting of park maps, rules and regulations, park stationery and state parks branded folder.
 Crown Land Reserve Board DL brochure
 Dividing Fences Fact Sheet
 Get on Board DL brochure
 Fact Sheets - Perpetual Leases
 Fact Sheets - Crown Land Reforms
 Enclosure Permits
 Burial Space Stakeholder Discussion Paper

Walking Tracks

Brochures for Hume and Hovell, Great North Walk, Six Foot Track.

Office of Rural Affairs

Regional Communities Consultative Council
 Office of Rural Affairs DL brochure (July 2004 and re designed in July 2005)

Valuer General's Office

Valuations Newsletter for Rate Payers (September 2004, June 2005)
 Valuation Notice re design
 Valuation Objection Form

Waste Reduction and Purchasing Policy

The Department has a Waste Reduction and Purchasing Plan in place and is committed to maintaining best practice in conservation and recycling.

The Department's Waste Reduction and Purchasing Plan aims to:

- avoid the generation of waste
- separate wastes generated for re-use or recycling
- encourage the purchase of low waste products with recycled content.

The plan identifies key wastes and opportunities for recycling, and strategies have been developed to ensure maximum recycling takes place.

Land's recycling activities include:

- waste paper
- cardboard
- aluminium
- glass
- silver flakes
- toner cartridges.

Glossary

Aquaculture	The farming of fish, including fin fish, crustacea 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	The Department of Lands
ELARD	A pilot project to test the feasibility of Electronic Lodgment and Automatic Registration of Dealings (ELARD) using two types of dealing, Discharge of Mortgage and Mortgage.	The Department of Lands
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.	The Department of Lands
Electronic Plan Examination	The comparison of new with old survey information utilising specially developed computer and an electronic survey accurate plan database.	The Department of Lands
Electronic Plan Lodgment	Lodgment of plans in electronic form in which they were originally prepared by a surveyor.	Land and Property Information Division
Electronic Service Delivery	A connect.nsw strategy to encourage NSW Government agencies to deliver customer-focussed services to NSW.	Land and Property Information Division
e-RPforms	An Internet facility that provides for the direct lodgment of plan files with LPI from remote locations.	Land and Property Information Division
Gazetteer	A geographical dictionary.	Land and Property Information Division
Geocentric Datum	A datum that has its origin at the Earth's centre of mass.	Land and Property Information Division
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.	LPI Division Financial Statements
Geodetic Survey	A high precision survey that covers a large area and consequently must take into account the effect of the earth's curvature.	LPI Division Financial Statements
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.	Crown Lands Division
GPS	Global Positioning System - a system for determining positions using information derived from tracking satellites.	Crown Lands Division
GPR	Government Property Register database managed by LPI Division	Soil Conservation Service
Information Broker	An agent licensed by LPI to provide remote and value added information services utilising electronic data made available by the Office.	Soil Conservation Service
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.	Office of Rural Affairs
IPW	Integrated Property Warehouse - whole-of-government approach to data sharing.	Office of Rural Affairs
ISO 9002/9001	International Organisation for Standardisation guidelines relating to management systems primarily concerned with quality management.	Office of Rural Affairs
ITS	Integrated Titling System - LPI computerised record for land titles.	The Department of Lands Financial Statements
Landirect	Online system processing Crown land applications.	The Department of Lands Financial Statements
Land Parcel	An area of land with defined boundaries, which forms the fundamental unit of land information, including information about rights and interests.	The Department of Lands Financial Statements
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.	The Department of Lands Financial Statements
Land Title	The evidence of a person's rights to land.	BOSSI
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.	BOSSI
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.	BOSSI Financial Statements
Licensed Conveyancer	A person licensed under the Conveyancers Licensing Act 1995 to carry out work involved in property conveyancing transactions.	BOSSI Financial Statements
LPI	Land and Property Information - a division within the Department of Lands	Appendices
MFP	Moving Forward Program - Project to increase efficiency and accountability in the lodgment and registration process and improve fraud protection.	Appendices
MSIA	Mapping Science Institute Australia	Glossary
Notice of Sale	A form, which must accompany the lodgment of any document, lodged in LPI, which changes the ownership of land.	Glossary
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.	Index

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 title, 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	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 Offices

Department of Lands 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

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 6041 1667
F: 61 2 6041 2028

This office provides valuation information only.

Alstonville

Alstonville Plaza
C/- DIPNR
PO Box 664
Alstonville NSW 2477
T: 61 2 6627 0103
F: 61 2 6628 3769

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 4625 1185
F: 61 2 4626 1089

This office provides valuation information only.

Coffs Harbour

359 Harbour Drive
Coffs Harbour NSW 2450
PO Box 291J
Coffs Harbour NSW 2450

For Survey information.

T: 61 2 6651 2507
F: 61 2 6651 1001

For Valuation information.

T: 61 2 6652 7766
F: 61 2 6651 1001

Dubbo

Government Office Building
37-39 Carrington Avenue
Dubbo NSW 2830
T: 61 2 6881 6014
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 4822 1240
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 6643 1455
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 only.

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 6392 6322
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 4721 2728
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 6581 8638
F: 61 2 6581 8788

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 6766 7333
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
F: 61 2 4350 5324

This office provides survey information only.

The Department of Lands

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Crown Lands Division**Head Office****Newcastle**

Level 4, 437 Hunter Street
Newcastle NSW 2300
PO Box 2185
Dangar NSW 2309
T: 61 2 4960 5000
F: 61 2 4960 5020

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 6200
F: 61 2 6492 3019

Coffs Harbour

36 Marina Drive
PO Box 291J
Coffs Harbour NSW 2450
T: 61 2 6651 9975
F: 61 2 6651 9985

Dubbo

142 Brisbane Street
PO Box 865
Dubbo NSW 2830
T: 61 2 6841 5200
F: 61 2 6841 5230

Goulburn

159 Auburn Street
PO Box 748
Goulburn NSW 2580
T: 61 2 48 28 6725
F: 61 2 48 28 6730

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 6993 1306
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 1
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 4333
F: 61 2 6362 3896

Parramatta

Level 12
 10 Valentine Ave
 PO Box 3935
 Parramatta NSW 2124
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 Business hours may vary in Regional Offices due to fieldwork.

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Land and Property Information Division
LPI Division Financial Statements
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