

Appendixes

The information in these appendixes relates solely to the Land and Property Management Authority and its divisions. Any information regarding the Geographical Names Board and the Office of Biofuels can be found within their own reports.

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1. Acts Administered by LPMA

The below links are all accessible from www.austlii.edu.au.

Access to Neighbouring Land Act 2000 No 2

Australian Lubricating Oil Refinery Limited Agreement Ratification Act 1962 No 16

Australian Oil Refining Limited Agreement Ratification Act 1954 No 34

Biofuels Act 2007 No. 23

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

Botany Cemetery and Crematorium Act 1972 No 6

Camperdown Cemetery Act 1948 No 14

Chipping Norton Lake Authority Act 1977 No 38

Christ Church Cathedral, Newcastle, Cemetery Act 1966 No 20

Commons Management Act 1989 No 13

Community Land Development Act 1989 No 201

Conversion of Cemeteries Act 1974 No 17

Conveyancing Act 1919 No 6

Conveyancing and Law of Property Act 1898 No 17

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

Crown Lands (Continued Tenures) Act 1989 No 7

Dividing Fences Act 1991 No 72

Encroachment of Buildings Act 1922 No 23

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

Geographical Names Act 1966 No 13

Gore Hill Memorial Cemetery Act 1986 No 116

Gosford Cemeteries Act 1970 No 84

Growth Centres (Development Corporations) Act 1974 No. 49 (other than section 5 and Part 3A, Division 3)

Hay Irrigation Act 1902 No 57

Irrigation Areas (Reduction of Rents) Act 1974 No 83

Lake Illawarra Authority Act 1987 No 285

Land Sales Act 1964 No 12

Mudgee Cemeteries Act 1963 No 2

Murrumbidgee Irrigation Areas Occupiers Relief Act 1934 No 52

Native Title (New South Wales) Act 1994 No 45

Old Balmain (Leichhardt) Cemetery Act 1941 No 12

Old Liverpool Cemetery Act 1970 No 49

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

Old Wallsend Cemetery Act 1953 No 5
Parramatta Methodist Cemetery Act 1961 No 44
Perpetuities Act 1984 No 43
Powers of Attorney Act 2003 No 53
Public Reserves Management Fund Act 1987 No 179
Queanbeyan Showground (Variation of Purposes) Act 1995 No 14
Real Property Act 1900 No 25
Real Property (Legal Proceedings) Act 1970 No 92
Registrar-General Act 1973 No 67
Roads Act 1993 No 33, parts 2, 4 and 12 (section 178 (2) excepted) and section 148; and the remaining provisions of the Act so far as they relate to Crown roads (remainder, jointly the Minister for Climate Change and the Environment, the Minister for Roads, and the Minister for Local Government)
St. Andrew's Church of England, Mayfield, Cemetery Act 1957 No 39
St. Andrew's Presbyterian Church, Woonona, Cemetery Act 1966 No 6
St. Anne's Church of England, Ryde, Act 1968 No 47
St. George's Church of England, Hurstville, Cemetery Act 1961 No 63
St. Peter's Church of England, Cook's River, Cemetery Act 1968 No 48
St. Thomas' Church of England, North Sydney, Cemetery Act 1967 No 22
Security Interests in Goods Act 2005 No 69
Soil Conservation Act 1938 No 10 (except Parts 2A, 3 and 4, and sections 15 and 30A in so far as they relate to Parts 2A, 3 or 4, jointly with the Minister for Climate Change and the Environment)
State Property Authority Act 2006 No 40
Strata Schemes (Freehold Development) Act 1973 No 68
Strata Schemes (Leasehold Development) Act 1986 No 219
Surveying and Spatial Information Act 2002 No 83
Transfer of Records Act 1923 No 14
Trustees of Schools of Arts Enabling Act 1902 No 68
Tweed River Entrance Sand Bypassing Act 1995 No 55
Valuation of Land Act 1916 No 2
Voluntary Workers (Soldiers' Holdings) Act 1917 No 25
Wagga Wagga Racecourse Act 1993 No 109, sections 4 and 5 (remainder, the Minister for Gaming and Racing)
Wentworth Irrigation Act 1890 54 Vic No 7
Western Lands Act 1901 No 70
Wild Dog Destruction Act 1921 No 17

2. Chief and Senior Executive Staff

Warwick Watkins AM

Chief Executive, Surveyor General and Registrar General, SES level 7

Total remuneration package: \$430,450

Period in position: Whole year

Performance review by Minister for Lands

Performance highlights

- Actively collaborated with other chief executives on key State Plan and other related targets and integrated whole of government programs and projects.
- Directed and coordinated the targeted development of the Land and Property Management Authority's strategies to align with the State Plan.
- Actively led the transition of a number of government entities to form the Land and Property Management Authority which was established in July 2009 through an Administrative Order of Government.
- Continued targeted reviews of legislation and implemented policy and program changes in statutory areas, including significant legislative change to the *Real Property Act 1900* and the *Valuation of Land Act 1916*. Important legislative changes during the year also included amendments to the *Crown Lands Act 1989* and the remaking of the *Wild Dog Destruction Regulation 2009*.
- Focused upon further business development, improvement of delivery mechanisms and access to services.
- Initiated strategies with the Land and Property Management Authority's executive to address emerging workforce issues associated with the creation of the authority.
- Maintained leadership role of the agency in relation to land and spatial information through the provision of quality information and supporting and enhancing appropriate information sharing between sectors and agency clusters.
- Developed and implemented strategies designed to improve OHS performance.
- Managed the operations of the Land and Property Management Authority such that revenue targets for LPI, Crown Lands and Soil Conservation Service divisions were achieved.
- Chaired and actively participated on deliberations of the Geographic Names Board and Board of Surveying and Spatial Information.
- Directed the enhancement of the Spatial Information eXchange (SIX) as the spatial platform for NSW and led the collaborative effort across the public sector.
- Led and directed intra-organisational coordination and collaboration in land and property management and development across the State Property Authority, the Hunter Development Corporation, the Festival Development Corporation, the Lake Illawarra Authority, the Chipping Norton Lakes Authority, and the Sydney Harbour Foreshore Authority (from 2 June 2010).
- Facilitated strong inter-organisational engagement in education, research and cross jurisdictional activities through the following positions: Deputy Chancellor University of Technology Sydney, Chair ANZLIC, Deputy Chair CRC Spatial Information, Member of the Australian Water Information Council and Deputy Chair Water for a Healthy Country CSIRO Flagship and Chair of the Australian Spatial Consortium.
- Continued to foster research partnerships relating to issues confronting the agency including intellectual capital reporting, spatial information management and fostered strong ties with tertiary and other academic institutions.

Des Mooney

General Manager, Land and Property Information Division, SES level 5

Remuneration package: \$294,650

Period in position: Whole year

Performance review by: Chief Executive Officer, LPMA

Performance highlights

Maintained profitability of LPI against a backdrop of a recovering property market in NSW following the world economic downturn by:

- continuing to contain costs and improve productivity
- ensuring our pricing of products and services truly reflects the efficient costs of doing business
- improving access to our products and services
- driving micro-economic reforms across LPI.

Pursued initiatives at a national level through:

- the establishment of NECDL Pty Ltd as a tri-state company (NSW, VIC and QLD) limited by guarantee to develop NECS
- collaborating with PSMA Ltd with particular emphasis on LYNX-2 to ensure easier access and distribution of state and national data sets
- supporting research and development through support of our Co-operation Research Centre for Spatial Information (CRC-SI) and providing oversight of the work program of the LPI/UNSW/ CRC-SI Associate Professor in Spatial Information initiative.

Implemented the Lands Spatial Data Infrastructure (L-SDI) through:

- review and implementation of new direction for spatial services within LPI
- implementation of LiDAR technology and program into NSW
- completion of the Geocoded Urban and Rural Addressing Service into LPI
- supporting the spatial council and CS2i initiatives.

Developed new and improved products and services by:

- expanding the customised channels on the Spatial Information eXchange (SIX)
- implementing stage 1 of the Continuing Operating Reference Stations (CORS) positioning technology's expansion
- expanding the asset valuation business across NSW.

Ensured continuing business sustainability through:

- development of a revised strategic plan (CCIDM)
- continuation of Vision 2013
- commencing the development of a Vision 2020 for workforce planning.

Chief and senior executive service numbers – as at 30 June 2010*

2009/10		
SES level	Male	Female
8	–	–
7	1	–
6	–	–
5	1	–
4	3	–
3	2	–
2	5	1
1	1	–
Total	13	1

* Table does not include SHFA, SPA or HDC SES numbers.

3. Consultants

Consultancies under \$50,000

Nature of consultancy	Number of consultancies	Cost (GST incl.)
Finance and accounting/tax	1	\$2,024
Information technology	–	–
Legal	2	\$25,905
Management services	13	\$197,946
Environmental	11	\$294,156
Engineering	–	–
Organisational review	–	–
Training	–	–
Total consultancies under \$50,000	27	\$520,031

Consultancies over \$50,000

Nature of consultancy	Title and nature of project	Cost (GST incl.)
Finance and accounting/tax	KPMG – NECS Implementation Support Program	\$64,829
Information technology	Ajilon – NECS Requirements	\$323,574
	Optimal Experience Pty Ltd – LPI Online Business Requirements	\$58,520
Legal	Clayton Utz – Legal Framework Report	\$149,843
Management services	Brideisle Business Solutions – Strategic advice on NECS	\$357,212
	Doll Martin & Associates – Review of Customer Feedback Mechanism	\$64,200
	KPMG – Program Effectiveness Review	\$56,255
Environmental	Planning for People Chipping Norton Lakes State Plan of Management	\$100,000
	Clouston Associates Cook Park Plan of Management	\$75,000
	Sutherland Shire Council Kurrunulla State Park Plan of Management	\$100,000
	Albury Plan of Management – GHD	\$75,500
	Riverside Wagga Wagga Strategic Master plan (Kiah Intranet)	\$88,000
	Newcastle Coastline revitalisation strategy	\$71,500
Engineering	GHD – Study Tweed River Sand Bypassing Project – Feasibility Study of Sand Placement Options for System Augmentation	\$330,000
Organisational review	–	–
Training	–	–
Total consultancies over \$50,000	14	\$1,914,433
Total consultancies	41	\$2,434,464

4. Consumer Response

Land and Property Information Division (LPI)

LPI received feedback from 3,508 customers in 2009/10. This represents a 28% increase on 2008/09 results, due to active promotion and resourcing of the 'Customer is our focus' program which accounted for 3,455 customer responses. 333 responses or 9% contained some level of complaint. Compliments related mainly to the provision of services and information, efficiency and helpfulness of staff and the implementation of new services. Complaints and concerns related issues such as the website, air temperature, confusion between OSR and LPMA service. Private customers provided the bulk of feedback.

Following a customer satisfaction survey conducted with LPI's Information Broker network it was found that the Data Conversion and Cleansing Program (DCCP) has helped improve this key stakeholder's group work process. Improvements include:

- the brokers clients can now do more work online
- search turnaround times have been reduced
- productivity has increased by reducing face-to-face manual procedures
- brokers can deliver better value to clients as they avoid higher over-the-counter fees for those searches.

Valuations and Titling and Registry Service call centres developed a referral practice to ensure customers received a complete answer to their enquiry regardless of which call centre they contacted. Valuation call centre enquiries increased by 20% from 2008/09, with 87% resolved at first contact. A survey of customers who called the Valuation Services call centre during the peak time of January to March 2010 showed an overall satisfaction level of 8.2 out of 10 for customers whose call was answered on the initial call. This is an increase on the previous level of 7.8 from the previous survey in 2008. The satisfaction level of those customers who required a call back to complete their enquiry remained steady at 8 out of 10.

In response to customer feedback changes were made to signage and directions, new information brochures and fact sheets were created, the Registrar General's Directions website was improved to include more informative material and the online shop was made more identifiable.

Crown Lands Division

Crown Lands Division received 103 complaints in 2009/10; this was an increase of 27 or 37% on 2008/09. Of the 103 complaints received 93 or 90% related to the determination of rents for domestic waterfront occupations based on the IPART formula. Further analysis identified that these complaints were part of a campaign to lobby for a change in how rents are determined. Crown Lands Division has taken action to have the IPART formula reviewed.

All complaints have been resolved within the target timeframes of 21 days.

Soil Conservation Service Division

The SCS Integrated Management System has specific procedures dealing with non-conformance, client complaints, preventive action control and internal quality audits.

Non-conformance in process and services are addressed through an improvement request.

Any complaints received or improvement opportunities are recorded. Requests are dealt with promptly, reviewed by a management representative and incorporated into an annual management review of the quality system. A register is maintained and during 2009/10 of the 32 requests logged, six related to client complaints in relation to earthworks, nine related to procedure improvements, five related to OHS/environment/incident issues, three non-conformance in process matters, two related to audit findings and four other minor issues.

Three matters remained open at year's end of which four client complaints are still in negotiation. The second year of the operation of the full Integrated Management System showed a marked reduction in the number of requests logged as the system bedded down, as would be expected.

An addition this year included the registration of formal compliments received from clients, three received.

5. Credit Card Certification

During the 2009/10 financial year, credit card use within LPMA was in accordance with Premier's Memoranda, Treasurer's Directions and award conditions for travel related expenses.

Credit card use

Credit card use within LPMA is largely limited to:

- claimable work related travel expenses
- expenditure for minor purchases, where the use of credit cards is a more efficient means of payment.

Monitoring credit card use

The following measures and practices are used for providing guidelines and monitoring the efficient use of credit cards within LPMA.

LPMA currently follows better practice guidelines issued by NSW Treasury to provide all staff with a clear understanding of their obligations and duties in the use of corporate credit cards.

Officers are issued with a credit card monthly statement to verify and certify that all expenses were incurred for official purposes. Acquittals are examined and authorised by officers with appropriate financial delegation.

A review of usage levels and appropriateness of credit card limits is conducted at least annually.

A half-yearly report is submitted to Treasury certifying that credit card use in LPMA is within guidelines.

6. Disability Action Plan

A draft LPMA Disability Action Plan 2009–2012 was completed in December 2009. Finalisation of the plan was deferred until the broader planning cluster agency arrangements are confirmed in 2010. A priority for 2010/11 is to review the current draft and finalise in consultation with the agencies now comprising the authority.

In line with the public sector disability action plan guidelines, strategies relating to LPMA staff and employment are reported upon under the EEO Management Plan section.

LPMA's draft Disability Action Plan focuses on services, products and facilities managed or influenced by LPMA that enhance participation and quality of life for people with a disability. Significant strategies in place and achievements over 2009/10 relating to this objective include:

- LPMA sponsorship for the NSW Government 'Don't DIS my ABILITY' Program
- hosting a guest speaker event featuring Tony Purkiss, Ambassador for the Don't DIS my ABILITY campaign at Queens Square attended by 71 staff on 9 December 2009
- the Crown Reserve Trust Handbook for management of reserve trusts includes guidance on access for people with a disability and regulatory requirements on anti-discrimination including on the basis of disability
- Building Code of Australia (BCA) inspections conducted at various LPMA sites include assessment of meeting disability access requirements. Works have been identified and planned in forward capital works plans
- over the last two years, a program to upgrade lifts has been conducted with the result of the Queens Square building north and south lifts being upgraded. It is planned to continue this upgrade over the next three years which involves the remaining three lifts in the Records wing, starting in the 2010/11 financial year. This refurbishment will include compliance with the *Disability Discrimination Act 1992*

- the Bathurst LPMA office has installed an Emergency Evacuation System in 2009/10. This includes strobe lights and alert tones for Emergency Alert and Evacuation, primarily to alert persons with hearing and vision impairment. A similar system already exists at Queens Square
- regional sites such as Tamworth and Hay LPMA offices have had works to improve ramps and handrails
- disability access is investigated with any new development applications for new facilities or the refurbishment of existing facilities on Crown reserves
- LPI continuing to implement programs for converting land and property records and data to digital records. Outcomes will include improved efficient customer service delivery and broader access options for people with a disability. This continuing expansion of digitised records supports LPI's Electronic Service Delivery Program to enhance systems which allow customers to access data and products and pay online either through LPI's Information Broker network, or via SIX and LPI online.

7. Employee Relations

Exceptional movements in salaries and wages during 2009/10

The *Crown Employees (Public Sector – Salaries 2008) Award* provided a salary increase of 4% effective from the first full pay period on or after 1 July 2009.

Similarly the *Crown Employees Wages Staff (Rates of Pay) Award* also provided for a 4% wage rate increase effective from the first full pay period on or after 1 July 2009.

A determination by the Statutory and Other Offices Remuneration Tribunal on 2 November 2009 awarded a 3% increase to officers of the senior executive service and statutory office position holders effective from 1 October 2009.

Personnel policies and practices

Arising from a variation to the *Crown Employees (Public Service Conditions of Employment) Award*, the new flexible work practice of purchased leave was introduced within LPMA. The scheme provides staff with the option to take a reduction in salary over a 12 month period which permits them to 'purchase' additional paid leave above their normal annual leave entitlements. Purchased leave allows staff greater opportunity to achieve a better balance of work and personal responsibilities.

The introduction of the new scheme was promoted throughout LPMA and to date six employees have taken advantage of the purchased leave scheme.

The strong partnership between LPI and CPPG continues. The Vision 2013 workforce planning project has focused on attraction and retention strategies and the identification of the new knowledge and skills required ensuring the business grows and develops. During the current year the focus has moved to developing staff in line with future business strategies and plans. A training needs analysis was undertaken and outcomes implemented for LPI during 2009/10.

For the fourth year, LPMA participated at the National Careers Expo in Sydney highlighting the Careers that Count initiative aimed at promoting working in the NSW public sector.

LPMA has completed the migration from the Computerised Human Resources Information System (CHRIS) to the SAP HR system. The move to SAP HR and integration with the existing SAP Finance system has provided opportunities to streamline processes and automate transactions currently carried out on a manual basis across LPMA businesses.

Industrial relations

The majority of LPMA employees (96%) are covered by three major awards the *Crown Employees (NSW Department of Lands – Departmental Officers) Award*, the *Crown Employees (Department of Lands – Graphic Service Operators) Award* and the *Conservation Field Officers Award*. The number of employees covered by the three main awards should continue to increase as positions are created or evaluated according to the three main awards.

LPMA continues to maintain a harmonious and consultative working relationship with association and union representatives. The joint consultative committee comprising management and industrial association/union representatives meets regularly to discuss reforms occurring within LPMA and major issues affecting the organisation and staff.

Staff numbers*

		2009/10		
		Men	Women	Total
Permanent	Full-time	879	476	1,355
	Part-time ¹	7	86	93
Temporary	Full-time	64	58	122
	Part-time	10	9	19
Contract	SES	13	1	14
	Non-SES	2	–	2
Training		2	1	3
Casual		16	4	20
TOTAL		993	635	1,628

1. Permanent part-time staff include permanent full-time staff who have elected to work part-time for an agreed period.

* Table does not include SHFA, SPA or HDC SES numbers.

8. Equal Employment Opportunities

EEO initiatives for the 2009/10 reporting year have focused on development and support for women, Aboriginal staff, staff with a disability and young people entering the workforce.

Strategies to support female staff members

The LPMA Spokeswomen's Program continued to operate until December 2009, providing development opportunities for the participating spokeswomen and sponsorship for other female staff members to participate in relevant events including:

- the Spokeswomen sponsored two female staff (one from metro/one from regional NSW) to undertake the Springboard Program, a career development program for women
- all Spokeswomen received training in selection techniques to increase the pool of women, particularly in regional offices, who are trained to participate in selection committees for recruitment
- a presentation to senior managers by the ten LPMA Spokeswomen completing their three-year terms in December 2009 on projects undertaken throughout their terms and the outcomes achieved for the authority.

An evaluation of the Spokeswomen's Program indicated the program was successful in developing participants and motivating them to pursue career goals. A number of participating staff gained promotions and/or places on training and development programs such as the eMentoring Pilot and the Public Sector Management Program, commenced tertiary study and/or initiated a career path change.

Over the next financial year, LPMA will review its approach to supporting the employment and career development of women to ensure strategies remain contemporary and the most beneficial to achieving outcomes.

Additional activities targeted to female staff development included:

- LPMA participation in the DPC sponsored eMentoring Pilot finishing at the end of July 2009. LPMA participated in the pilot through provision of mentors and had two women from regional offices selected as mentees
- LPMA corporate sponsorship for ten women to attend the UNIFEM Breakfast for International Women's Day at Darling Harbour on 5 March 2010
- LPMA sponsorship of women at Orange and Moree to attend International Women's Day events.

Staff with a disability

The authority continues to improve its systems for providing workplace adjustment where feasible for staff with work related injuries, health issues or disability. The Workforce Health and Safety Unit provides a source of expertise and advice for managers and staff requiring workplace adjustment including the running of briefings for managers and supervisors throughout the state where required.

The authority employs a number of staff with a hearing impairment and supports these staff with the provision of Auslan interpreters and other technology such as hearing loops in meeting rooms to assist with communication.

Over the reporting year, the Land and Property Information Division provided training in deaf awareness and use of sign language to staff who may need to communicate with a deaf co-worker.

Young people entering the workforce

LPMA supported the NSW Government JumpSTART Cadetship Program designed to help young people under the age of 25 years enter the workforce and take up careers in the NSW public sector resulting in the following outcomes.

- Six trainee spatial information officers employed on a two-year program by the Land and Property Information Division.
- One Aboriginal trainee administration officer employed on a one-year program by the Crown Lands Division.

LPI continue to provide significant support to young people entering the workforce for the first time or developing their careers through their Vision 2013 Graduate and Trainee program aligned to workforce planning objectives.

Aboriginal Support Network

The Aboriginal Support Network (ASN) comprises of Aboriginal staff who wish to participate in the running of the network from the following government agencies.

- Land and Property Management Authority.
- NSW Office of Water.
- Department of Planning.
- State Water Corporation.
- Catchment Management Authorities.

LPMA is currently the hosting agency for the ASN.

The ASN met every quarter at various locations around the state during the financial year of 2009/10. A key event during this financial year was the ASN 20 Year Reunion Dinner held at Nowra.

The first gathering was held at the beginning of September 2009 at Orange. The ASN left Orange with local elder James Williams to visit a local Aboriginal community project 'Shadforth' which was nominated for the NSW Landcare Awards. Other sites visited were Federal Falls, sites at Mt Canobolas, Borenore Caves 'women's sites', Yurinighs Grave and The Springs. James provided a local history of these known Aboriginal sites together with their management concerns.

The second gathering was the ASN Annual General Meeting held towards the end of November 2009 on the south coast at Nowra. This was a significant meeting for the ASN members commencing with the ASN visit to the local Aboriginal community of Wreck Bay. The local elder and Aboriginal Sites Officer James McKenzie provided the ASN with the local history of the community and what the local community is working for in the future in relation to management of Booderee National Park.

The ASN also participated in a guided tour around the local community lands which included shell midden sites protection and burials sites. The ASN members presented the local community preschool, Gudjahgahmiamia Daycare with Christmas gifts for the children and a donation towards much needed books. The afternoon was spent with the crew from Booderee Botanical Gardens which gave members a briefing on what they do in relation to native plants, bush tucker plants, running the national park/gardens and the involvement of the local Wreck Bay Aboriginal community with the running of Booderee National Park. The staff also gave members a rundown of the recent many tourism awards won by the park.

The ASN held its 20-Year Reunion Dinner at the Nowra Golf Club with many current and former members making the trip to Nowra to celebrate this milestone. In attendance also was Mr Graham Harding, General Manager Crown Lands. The highlight of the night was the slide show presentation of 20 years of ASN meetings put together by former member Cliff Daylight. The night was considered a great success by all participants.

The third gathering was held at the beginning of March 2009 at Tamworth. This meeting had a significant cultural focus. Members viewed a local project between TAFE and Namoi CMA in the vicinity of the Tamworth Regional Botanical Gardens. The ASN participated in a guided tour of the site including the viewing of many Aboriginal artefacts. The visit enabled the ASN members to hear first hand from the community about management concerns and goals the local community want to see from the project.

In addition, ASN members were given the opportunity to learn about the local Aboriginal Education Package taught to local school children in Kamilaroi/Gamilaraay language 'ngamilimali ngiyangu gaayindjuulgu giirr' which means 'Teach Our Children Well'. Members participated in classes of language, dance and storytelling and were given the chance to speak to the young men and women who have participated in this program over the years to hear what they have learnt and gained from their experience about learning their own language and culture. Members were very keen to see if this program could be adopted into their local communities and language. The ASN members acknowledged the success the local community was achieving in teaching their culture to the younger generation.

The fourth gathering held at the start of June 2009 at Kempsey focused on training for members. The training was held at the local Aboriginal Booroongen Djugun College and covered Microsoft PowerPoint presentation skills, Copyright and Intellectual Property Rights. Members attending were awarded accredited Statement of Attainments.

ASN members also visited local Aboriginal sites including the Kinchela Boys Home which housed Aboriginal boys of the Stolen Generation and now operates as Bennelong Haven, a drug and alcohol rehabilitation centre.

The ASN acknowledges the hard work and efforts of all members who organise these meetings for the year and showcase their local areas.

TABLE A – 2009/10 trends in the representation of EEO groups ¹		
EEO group	Benchmark or target %	% of total staff ²
Women	50	39.20%
Aboriginal people and Torres Strait Islanders	2	1.50%
People whose first language was not English	20	13.40%
People with a disability	12	5.30%
People with a disability requiring work-related adjustment	7	1.20%

TABLE B – 2009/10 trends in the distribution of EEO groups		
EEO group	Benchmark or target %	Distribution index ³
Women	100	85
Aboriginal people and Torres Strait Islanders	100	82
People whose first language was not English	100	90
People with a disability	100	93
People with a disability requiring work-related adjustment	100	n/a

1. Staff numbers are as at 30 June 2010.
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 as part of the workforce profile return sent to Premiers Department annually.

9. Freedom of Information (FOI)

Advice on accessing information is available online or by contacting LPMA.

Section A – New FOI applications	Number of applications		
How many FOI applications were received, discontinued or completed?	Personal	Other	Total
A1 New	10	96	106
A2 Brought forward	0	5	5
A3 Total to be processed	10	101	111
A4 Completed	9	95	104
A5 Discontinued	0	0	0
A6 Total processed	9	95	104
A7 Unfinished (carried forward)	1	6	7

Section B – Discounted FOI applications	Number of discounted EOI applications		
Why were FOI applications discontinued?	Personal	Other	Total
B1 Request transferred out to another agency (s.20)	0	0	0
B2 Applicant withdrew request	0	0	0
B3 Applicant failed to pay advance deposit (s.22)	0	0	0
B4 Applicant failed to amend a request that would have been an unreasonable diversion of resources to complete (s.25(1)(a1))	0	0	0
B5 Total discontinued	0	0	0

Section C – Completed FOI applications	Number of completed EOI applications		
What happened to completed FOI applications?	Personal	Other	Total
C1 Granted or otherwise available in full	8	86	94
C2 Granted or otherwise available in part	1	7	8
C3 Refused	0	2	2
C4 No documents held	0	0	0
C5 Total completed	9	95	104

Section D – Applications granted or otherwise available in full	Number of FOI applications (Granted or otherwise available in full)		
	Personal	Other	Total
How were the documents made available to the applicant?			
All documents requested were:			
D1 Provided to the applicant	8	86	94
D2 Provided to the applicant's medical practitioner	0	0	0
D3 Available for inspection	0	0	0
D4 Available for purchase	0	0	0
D5 Library material	0	0	0
D6 Subject to deferred access	0	0	0
D7 Available by a combination of any of the reasons listed in D1 – D6 above	0	0	0
D8 Total granted or otherwise available in full	8	86	94

Section E – Applications granted or otherwise available in part	Number of FOI applications (Granted or otherwise available in part)		
	Personal	Other	Total
How were the documents made available to the applicant?			
All documents requested were:			
E1 Provided to the applicant	1	7	8
E2 Provided to the applicant's medical practitioner	0	0	0
E3 Available for inspection	0	0	0
E4 Available for purchase	0	0	0
E5 Library material	0	0	0
E6 Subject to deferred access	0	0	0
E7 Available by a combination of any of the reasons listed in D1 – D6 above	0	0	0
E8 Total granted or otherwise available in part	1	7	8

Section F – Refused FOI applications	Number of refused FOI applications		
	Personal	Other	Total
Why was access to the documents refused?			
F1 Exempt	0	2	2
F2 Deemed refused	0	0	0
F3 Total refused	0	2	2

Section G – Exempt documents	Number of FOI applications (refused or access granted or otherwise available in part only)		
	Personal	Other	Total
Why were the documents classified as exempt?			
Restricted documents			
G1 Cabinet documents (Clause 1)	0	0	0
G2 Executive Council documents (Clause 2)	0	0	0
G3 Documents affecting laws enforcement and public safety (Clause 4)	0	0	0
G4 Documents affecting counter terrorism measures (Clause 4A)	0	0	0
Documents requiring consultation			
G5 Documents affecting intergovernmental relations (Clause 5)	0	0	0
G6 Documents affecting personal affairs (Clause 6)	0	0	0
G7 Documents affecting business affairs (Clause 7)	1	9	10
G8 Documents affecting the conduct of research (Clause 8)	0	0	0
Documents otherwise exempt			
G9 Schedule 2 exempt agency	0	0	0
G10 Documents containing information confidential Olympic committees (Clause 22)	0	0	0
G11 Documents relating to threatened species, Aboriginal objects or Aboriginal places (Clause 23)	0	0	0
G12 Documents relating to threatened species conservation (Clause 24)	0	0	0
G13 Plans of management containing information of Aboriginal significance (Clause 25)	0	0	0
G14 Private documents in public library collections (Clause 19)	0	0	0
G15 Documents relating to judicial functions (Clause 11)	0	0	0
G16 Documents subject to contempt (Clause 17)	0	0	0
G17 Documents arising out of companies and securities legislation (Clause 18)	0	0	0
G18 Exempt documents under interstate FOI legislation (Clause 21)	0	0	0
G19 Documents subject to legal professional privilege (Clause 10)	0	0	0
G20 Documents containing confidential material (Clause 3)	0	0	0
G21 Documents subject to secrecy provisions (Clause 12)	0	0	0
G22 Documents affecting the state's economy (Clause 14)	0	0	0
G23 Documents affecting financial or property interests of the state or an agency (Clause 15)	0	0	0
G24 Documents concerning operations of agencies (Clause 16)	0	0	0
G25 Internal working documents (Clause 9)	0	0	0
G26 Other exemptions (e.g.: Clauses 20, 22A and 26)	0	0	0
G27 Total applications including exempt documents	1	9	10

Section H – Ministerial certificates (s.59)	Number of Ministerial certificates
How many Ministerial certificates were issued?	
H1 Ministerial certificates issued	0

Section I – Formal consultations	Number
How many formal consultations were conducted?	
I1 Number of applications requiring formal consultation	53
I2 Number of persons formally consulted	99

Section J – Amendment of personal records	Number of applications for amendment of personal records
How many applications for amendment of personal records were agreed or refused?	
J1 Agreed in full	0
J2 Agreed in part	0
J3 Refused	0
J4 Total	0

Section K – Notation of personal records	Number of applications for notation
How many applications for notation of personal records were made (s.46)?	
K1 Applications for notation	0

Section L – Fees and costs	Assessed costs	Fees received \$
	\$	
What fees were assessed and received for FOI applications processed (excluding applications transferred out)?		
L1 All completed requests	3,420	3,420

Section M – Fee discounts	Number of FOI applications (where fees were waived or discounted)		
	Personal	Other	Total
How many fee waivers or discounts were allowed and why?			
M1 Processing fees waived in full	0	0	0
M2 Public interest discounts	0	0	0
M3 Financial hardship discounts – pensioner or child	0	2	2
M4 Financial hardship discounts – non-profit organisation	0	1	1
M5 Total	0	3	3

Section N – Fee refunds	Number of refunds
How many fee refunds were granted as a result of significant correction of personal records?	
N1 Number of fee refunds granted as a result of significant correction of personal records	0

Section O – Days taken to complete request	Number of completed FOI applications		
How long did it take to process completed applications?	Personal	Other	Total
O1 0–21 days – statutory determination period	9	42	51
O2 22 to 35 days – extended statutory determination period for consultation or retrieval of archived records	0	53	53
O3 Over 21 days – deemed refusal where no extended determination period applies	0	0	0
O4 Over 35 days – deemed refusal where extended determination period applies	0	0	0
O5 Total	9	95	104

Section P – Processing time: hours	Number of completed FOI applications		
How long did it take to process completed applications?	Personal	Other	Total
P1 0 – 10 hours	9	95	104
P2 11– 20 hours	0	0	0
P3 21 – 40 hours	0	0	0
P4 Over 40 hours	0	0	0
P5 Total	9	95	104

Section Q – Number of reviews	Number of completed reviews
How many reviews were finalised?	
Q1 Internal reviews	2
Q2 Ombudsman reviews	0
Q3 ADT reviews	0

Section R – Results of internal reviews	Number of internal reviews		
Grounds on which the internal review was requested	Personal	Other	Total
R1 Access refused	0	0	0
R2 Deferred	0	0	0
R3 Exempt matter deleted from documents	2	0	2
R4 Unreasonable charges	0	0	0
R5 Failure to consult with third parties	0	0	0
R6 Third parties views disregarded	0	0	0
R7 Amendment of personal records refused	0	0	0
R8 Total	2	0	2

10. Funds Granted to Non-Government Community Organisations

Local parks and reserves program

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Wagga Wagga City Council	Improvements to Pomingalarna Park	5,000	–	5,000
Wellington City Council	Playground equipment at Tom Culkin Oval	10,000	–	10,000
Eurimbla Public Hall Trust	Kitchen upgrade	5,000	5,000	10,000
Bilbul Common Reserve Trust	Demolish hall building	1,440	–	1,440
Port Stephens Council	Improvements to Birubi Headland	100,000	–	100,000
Ballina Council	Upgrade to Lennox Surfing Reserve walking track; shower, seating and car park	60,000	–	60,000
Kangaroo Valley Pioneer Settlement Reserve Trust	Building repairs	1,500	–	1,500
Riley's Hill Dry Dock Reserve Trust	Composting toilet	2,665	–	2,665
North Codrington Flood Refuge Reserve Trust	Fencing works	2,350	–	2,350
Girl Guides NSW Reserve Trust	Repairs to hall	2,500	–	2,500
Coffs Harbour Preservation of Native Flora Reserve Trust	Bush regeneration	500	–	500
Keerong Public Hall Reserve Trust	Repair sewer, guttering and downpipes	3,047	–	3,047
Ruthven Recreation and Preservation of Native Flora Reserve Trust	Upgrade all weather access road	1,800	–	1,800
Upper Orara Recreation Reserve Trust	Plumbing repairs	1,600	–	1,600
Copmanhurst War Memorial Reserve Trust	Exterior painting of hall	2,500	–	2,500
Paterson Street Hilltop Reserve Trust	Erosion control works	2,500	–	2,500
Rosebank Recreation Reserve Trust	Install composting toilet	6,000	–	6,000
Tyndale Flood Refuge Reserve Trust	Construct holding paddock	2,640	–	2,640
Upper Manilla Public Recreation And Public Hall Reserve Trust	Upgrade amenities block and covered walkway	4,000	–	4,000
Waratah Community Reserve Trust c/- Ethnic Communities Council	Remove asbestos and replace ceiling and fittings	16,000	–	16,000
Binya Public Hall Trust	Upgrade electricals, septic system and air conditioning	10,000	–	10,000

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Majors Creek Recreation Reserve Trust	Upgrade windows, screen doors and flooring and provide wheelchair access	4,950	–	4,950
Araluen Recreation Reserve Trust	Replace part of boundary fence	3,025	–	3,025
Moulamein Swimming Pool Trust	Replace swimming pool pumps	5,000	–	5,000
Griffith Band Trust	Fencing and installation of air conditioner	2,500	–	2,500
Old Bega Hospital Reserve Trust	Operational grant	2,970	–	2,970
Bermagui Flora and Fauna Reserve Trust	Operational grant	690	–	690
Pambula Wetlands and Heritage Reserve Trust	Operational grant	2,210	–	2,210
Wolumla Park Reserve Trust	Demolish shed and level site	3,075	–	3,075
Ulladulla Native Flora and Fauna Reserve Trust KA South Pacific Headland RT	Interpretive signage	3,000	–	3,000
Tantawanglo Recreation Reserve Trust	Cattle troughs and other repairs	1,311	–	1,311
Lightning Ridge Historical Society Reserve Trust	Fire extinguishers	566	–	566
Tilpa Community Hall Reserve Trust	Purchase & install new gas stove	3,298	–	3,298
Gooloogong Memorial Hall Trust	Improvements to hall	7,600	–	7,600
Cumborah Recreation Reserve Trust	Purchase and install water tanks	6,510	–	6,510
Clare Balranald Recreation Reserve Trust	Restore roof & fascia guttering	7,416	–	7,416
Buronga Caravan Park Reserve Trust	Improvements to camp kitchen & ablution block	10,000	–	10,000
Broken Hill Regional Event Centre Reserve Trust	Upgrade fire hydrants	8,166	–	8,166
Lightning Ridge Kindergarten Reserve Trust	Resurfacing of veranda	1,400	–	1,400
Mullion Creek Public Hall & Recreation Reserve Trust	Replace kitchen	1,000	–	1,000
Hillston Common Trust	Supply bore water	7,000	–	7,000
Gore Hill Memorial Cemetery Trust	Ongoing maintenance and replace shed	48,000	–	48,000
St Albans Common Trust	Plumbing, veranda and woodwork repairs	2,164	–	2,164

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Moonan Flat Recreation Reserve Trust	Fencing arena area around the ground	15,000	–	15,000
Burringbah Public Recreation Reserve Trust	Playground equipment	5,000	7,000	12,000
Glenreagh Public Recreation Reserve Trust	Water reticulation and canteen improvements	700	5,300	6,000
Ellangowan Public Hall Reserve Trust	Level out hall floor	3,050	3,000	6,050
Ebor Conservation and Recreation Reserve Trust	Operational grant	3,000	–	3,000
Crown Reserve 82377 at Moruya	Building demolition	33,807	–	33,807
Essys Crossing Public Recreation Reserve Trust	All weather shed	5,000	–	5,000
Berrima Court House Trust	Building maintenance	149,500	8,500	158,000
Nangus Recreation Trust	Roofing works	6,500	–	6,500
Maitland City Council	Maintenance of Les Darcy Gravesite	10,000	–	10,000
Woolbrook Reserve Trust	Upgrade amenities block	30,000	10,000	40,000
Total		634,450	38,800	673,250

Showgrounds program

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Dorrigo Showground Trust	Tree removal	25,000	15,000	40,000
Murwillumbah Showground Trust	Upgrade amenities	15,000	25,000	40,000
Bungendore Showground Trust	Power upgrade	16,000	16,000	32,000
Walgett Shire Council	Power upgrade at showground	6,000	14,000	20,000
Tullamore PA&H Assoc	Replacement sheep/cattle yards and horse jumps at showground	6,350	4,000	10,350
Leeton Showground Trust	Construct transportable amenities	16,000	10,000	26,000
Gulgong Showground Trust	Roadworks at entrance gates	5,000	5,000	10,000
Bonalbo Showground Trust	Replace guttering	6,500	6,500	13,000
June Showground Trust	Construct disabled amenities	6,000	4,000	10,000
Mullumbimby Showground Trust	Replace water pipes	7,000	7,000	14,000
Parkes Showground Trust	Build steel men's shed	7,500	–	7,500
Camden Haven PA&H	Construct men's shed, replace water pipes and water tanks at Kendall Showground	14,577	12,000	26,577
Cabonne Council	Construct animal nursery at Molong Showground	4,000	2,000	6,000
Crookwell A P & H Society Inc	Construct additional yards at Crookwell Showground	9,500	9,500	19,000

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Dungog Shire Council	Structural improvements to pavilion at Dungog Showground	8,363	8,000	16,363
Dorrigo Showground Trust	Construct all weather access road	3,850	–	3,850
Candelo Showground Trust	Replace water pipes	2,000	1,000	3,000
Tenterfield Showground Trust	Upgrade amenities	18,416	18,400	36,816
Walcha Showground Trust	Replace water pipes, upgrade PA and provide additional lighting	4,000	6,000	10,000
Ashford Showground Trust	Upgrade power system	10,000	10,000	20,000
Shoalhaven City Council	Upgrade spectator facilities at Nowra Showground	6,500	6,500	13,000
Bellingen Showground Trust	Upgrade pavilion	8,750	16,000	24,750
Gresford Park Showground Trust	Upgrade power system	8,088	10,000	18,088
Inverell Showground Trust	Upgrade amenities	10,000	15,000	25,000
Wagga Wagga Show Society	Upgrade amenities at Wagga Wagga Showground	10,000	20,000	30,000
Gunnedah Showground Trust	Upgrade amenities	20,000	30,000	50,000
Deniliquin Council	Upgrade power system at Memorial Park Showground	10,000	15,000	25,000
Murwillumbah Showground Trust	Upgrade power system	5,000	10,000	15,000
Bathurst Showground Trust	Upgrade amenities	10,000	15,000	25,000
Cessnock and District Agricultural Assoc	Upgrade amenities at Cessnock Showground	5,000	5,000	10,000
Total		284,394	315,900	600,294

Caravan parks development works program

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Kempsey Shire Council	Upgrade access to Mattys Reserve			
		–	255,000	255,000
Kempsey Shire Council	Horseshoe Bay–business and management plan, modify amenities blocks, pathways, landscaping, cabins and cabin improvements, electrical works, upgrade sullage and water, fencing, dryers and computers	15,000	1,158,500	1,173,500
Great Lakes Council	Jimmys Beach–plan of management	20,000	10,000	30,000
North Coast Accommodation Trust	Clarks Beach–reception area, refurbishment of the laundry and amenities block, replacement of a second amenities block and the installation of two barbecues		465,000	465,000
Bellinger Heads Holiday Parks Trust	North Beach Holiday Park–plan of management	19,000	–	19,000
Bellinger Heads Holiday Parks Trust	Urunga Heads Holiday Park–upgrade car parks, install infrastructure for entry and establish cycle way and footpath	–	425,000	425,000
Scotts Head Reserve Trust	Scotts Head Holiday Park–upgrade amenities block	–	300,000	300,000
Kempsey Shire Council	Stuarts Point–plan of management, erection of amenities blocks for day users and caravan park patrons	5,000	380,000	385,000
Kempsey Shire Council	Hat Head–plan of management, upgrade playground including erection of shade cloth, installation of swings and soft fall area	5,000	70,000	75,000
Kempsey Shire Council	Grassy Head–plan of management	5,000	–	5,000
Kempsey Shire Council	Crescent Head–plan of management	5,000	–	5,000
Port Stephens Council	Fingal Bay–replace cabins and upgrade recreation room	–	1,300,000	1,300,000
Port Stephens Council	Halifax–new cabins	–	600,000	600,000
Pittwater Council	Lakeside–plan of management	10,000		10,000
Wyong Council	Toowoon Bay–landscaping, BBQ shelter and recreation facility	–	124,400	124,400
Wyong Council	Norah Head–landscaping, BBQ shelter and recreation facility	–	72,050	72,050
Wyong Council	Canton Beach–landscaping, BBQ shelter and recreation facility	–	96,250	96,250

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Wyong Council	Budgewoi–recreation facility	–	46,750	46,750
Shoalhaven Council	Crookhaven Heads Caravan Park– upgrade electricity, provision of shade sails, upgrading wireless and security infrastructure and playground	–	173,250	173,250
Shoalhaven Council	Bendalong Point Caravan Park– amenities block, provision of shade sails, upgrading wireless and security infrastructure and playground	–	323,250	323,250
Shoalhaven Council	Shoalhaven Heads Caravan Park– recreational jumping pillow, upgrading wireless and security infrastructure and playground	–	68,250	68,250
Shoalhaven Council	Currarong–recreational jumping pillow, upgrading wireless and security infrastructure, playground and sewer system	–	368,250	368,250
Shoalhaven Council	Lake Conjola Caravan Park– recreational jumping pillow, upgrade sewerage, upgrade wireless and security infrastructure, new cabins, ensuite units, playground and amenities block	–	791,250	791,250
Shoalhaven Council	Ulladulla Caravan Park–upgrading wireless and security infrastructure, playground and access stairs to Lobster Beach	–	143,250	143,250
Shoalhaven Council	Burrill Lake Caravan Park–upgrading wireless and security infrastructure and playground	–	43,250	43,250
Shoalhaven Council	Lake Tabourie Caravan Park–sewer works, jumping pillow, upgrading electricity, upgrading wireless and security infrastructure, playground and ensuite units	–	341,250	341,250
Shoalhaven Council	White Sands Caravan Park–camp kitchen and family cabins	–	560,000	560,000
Total		84,000	8,114,950	8,198,950

Consultancy program

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Ryde City Council	POM for Ryde Riverside Park	12,500	–	12,500
WetlandCareAustralia	POM for Redrock Reserve	7,000	–	7,000
Griffith Showground Trust	POM for Griffith Showground	16,800	–	16,800
Tumut Shire Council	POM Adelong Falls	20,000	20,000	40,000
Dargan Creek Trust	POM for Dargan Creek	30,000	–	30,000
Tyalgum Recreation Reserve Trust	POM for Tyalgum Recreation Reserve	10,000	–	10,000
Bidjigal Reserve Trust	POM for Bidjigal Reserve	30,000	–	30,000
Mosman City Council	POM for Chinaman's Beach Reserve	15,000	–	15,000
Mosman City Council	POM for Pariwi Park Reserve	7,500	–	7,500
Ferntree Gully Reserve Trust	Fire management plan	2,000	–	2,000
Total		150,800	20,000	170,800

Reserves of high visitation/regional significance

Reserve/Trust manager	Project	Grant \$	Loan \$	Total \$
Burrendong Arboretum Trust	Flooring for caretaker's cottage	7,500	–	7,500
Wollongong City Council	Bulli Tops Water Filtration system	100,000	–	100,000
Burrendong Arboretum Trust	Operational grant for 2009/10	90,000	–	90,000
Mount Arthur Reserve Trust	Operational grant for 2009/10	5,000	–	5,000
Goobarragandra Valley Reserves Trust	Operational grant for 2009/10	11,500	–	11,500
Penrose Park Recreation Reserve Trust	Operational grant for 2009/10	20,000	–	20,000
Burrendong State Park Trust	Administrator and operational funds	299,200	–	299,200
Wee Jasper Reserves Trust	Operational grant for 2009/10 and upgrading of rubbish compound	85,000	–	85,000
Total		618,200	–	618,200

Crown reserve projects

Reserve	\$
Snug Cove and Environs Master Plan	82,268
Chipping Norton Plan of Management	22,351
Ballina Boat Harbour	27,270
Cabarita Holiday Park	19,811
Jack Evans Boat Harbour Reserve	66,329
Waterways Program	137,323
Goolawah Regional Reserve	5,023
Yasmar Reserve	15,755
Port Macquarie CBD Crown Foreshores	41,737
Lot 490 Ecotourism Development	11,871
Angourie Surfing Reserve	2,869
Wollongong Harbour Development	26,300
Foster Tuncurry Development	99,247
Tweed Commercial Marina	55,349
Tweed Coast Regional Crown Reserve	3,248
Nelson Bay Foreshore	5,672
Mereweather Beach POM	23,565
King Edward Headland Restoration	21,731
Newcastle Beaches Coastal Reserves	65,000
Port Stephens Regional Crown Reserve Project	20,028
Coffs Harbour Foreshores	17,053
Cook Park Plan of Management	15,806
Restoration Works on Southern Rivers	20,000
Total	805,606

In addition, the PRMF provides funds for the ongoing maintenance of walking tracks, waterside reserves, campsites and major recreational projects administered by LPMA. During 2009/10 funds spent are as follows.

PRMF funding for major recreational projects	\$
South Region Walking Tracks and Waterside Reserves	17,882
Hume and Hovell Walking Track	20,677
Great North Walk	93,369
Wiradjuri Walking Track	5,835
Total	137,763

Land and Property Information Division

Organisation	Project	Grant \$
Australian Computer Society	Grant to support one scholarship place at Charles Sturt University – 1st yr student	2,700
Australian Computer Society	Grant to support one scholarship place at Charles Sturt University – 2nd yr student (Lachlan Webb)	7,000
Spatial Information Systems Research	Contribution to CRC for Spatial Information	250,000
Cooperative Research Centre for Spatial Information	Contribution for Spatial Infrastructure Australia proposal	12,500
Cooperative Research Centre for Spatial Information	Contribution for Spatial Information at UNSW	100,000
Cooperative Research Centre for Spatial Information	National Disaster Mitigation Programme	60,000
National E-Conveyance Development	Contribution to the development of a National Electronic Conveyancing System	1,666,666.66
Surveying and Spatial Sciences Institute	Regional Gold partnership	4,545.45
Dept of Environment, Climate Change & Water	Contribution to the Natural Resources and Environment CEO Cluster Group	7,786
University of Melbourne	ARC Linkage Project – A National Infrastructure to Manage Land Information	30,000
University of Melbourne	ARC Linkage Project – Automating and Integrating Spatial Data & Metadata Processes	20,000
Landgate	Contribution to ANZLIC Economic Study on Spatial Data Access & Pricing	\$27,272.73
Total		\$2,188,470.84

11. Land Disposal

There were four lands with a value greater than \$5.0 million disposed for no or nil consideration. That is, they were either acquired by NSW Government Entity or transferred to create reserve. They are:

Location	Carrying value	Reason for disposal	Gazette details
Long Bay at Local Government Area of Randwick	\$5.6 million	Acquired to create Health Administration Corporation through <i>Land Acquisition Act 1991</i> and <i>Health Administration Act 1982</i>	Gazette No.: 56 (1974), 23 Apr 2010
Local Government Area of Warringah	\$13.8 million	Acquired to create Sporting Venue through <i>Land Acquisition Act 1991</i> & <i>Sporting Venues Authorities Act 2008</i>	Gazette No.: 131(5175), 18 Sep 2009
Blue Mountains at Local Government Area of Penrith	\$13.3 million	Transferred to create reserve through <i>Crown Lands Act 1989</i>	Gazette No.: 117(4891), 28 Aug 2009
Singleton at the Local Government Area of Singleton	\$39.9 million	Transferred to create reserve through <i>Crown Lands Act 1989</i>	Gazette No.: 156(5527), 30 Oct 2009

Documents supporting the transactions are held with LPMA and may be sought under *FOI Act 1989*.

12. Legislation and Legal Change

During the year a number of reviews were completed, and amendments made, to the legislation and regulations administered by LPMA, as set out below.

Reviews

Review of the Powers of Attorney Act 2003

LPMA conducted an extensive review into the *Powers of Attorney Act 2003* (the Act). The review process involved producing an issues paper, which was circulated state wide, and sought comments and submissions from relevant stakeholders and the public. The resulting comments and submissions were then used to prepare a report, which listed recommendations to help improve the objectives and operation of the Act. The report was tabled in Parliament in December 2009.

The process of implementing the recommendations in the report is continuing and the LPMA is working closely with stakeholders to assist in this regard.

Amended legislation

Real Property (Land Transactions) Act 2009

The *Real Property (Land Transactions) Act 2009* (the Act) amended the *Real Property Act 1900* to enable introduction of an electronic system for lodgment of a Notice of Sale (known as eNOS). The amendments enable a Notice of Sale to be lodged either manually with a dealing or electronically before the dealing is lodged for registration. The Act also requires that the information contained in the Notice of Sale be certified as correct and clarifies the circumstances where a claim will be made from the Torrens Assurance Fund where a loss arises as a result of an error with a notice of sale.

Valuation of Land Amendment Act 2009

The *Valuation of Land Amendment Act 2009* (the Act) amended the *Valuation of Land Act 1916* and the *Heritage Act 1977* with regard to the valuation of heritage restricted land. Land value is ordinarily determined on the general assumption that there are no improvements on the land and that the land can be used for any purpose for which it is being used or could legally be used. This is not the case for heritage restricted land, where the use of the land is restricted by the nature of the buildings erected on it. The Act clarified the assumptions that the Valuer General is to make when assessing the value of heritage land for rating or taxing purposes.

Registrar-General Legislation (Amendment and Repeal) Act 2010

The *Registrar-General Legislation (Amendment and Repeal) Act 2010* (the Act) made a number of reforms to the office of the Registrar General.

The Act enabled the Registrar General to delegate his powers and functions to another person. This allows the Registrar General to better co-ordinate his functions and ensure that someone is always available to undertake his role during periods of absence.

As part of the reform, the *Registrar-General Act 1973* was repealed and the delegation provisions were inserted into the *Real Property Act 1900*, thus consolidating many of the Registrar General's functions into the one piece of legislation. The Act also did away with the executive appointment of the Deputy Registrar General, and made other consequential amendments to the *Oaths Act 1900* and the *Interpretation Act 1967*.

Crown Lands Amendment (Special Purpose Leases) Act 2010 No 10

This amendment to the *Crown Lands Act 1989* extends the provisions with respect to Special Purpose Leases in the Western Division of the state to the Central and Eastern Division of the state. This amendment commenced on 28 April 2010.

Statute law revision

Section 32 of the *Real Property Act 1900* was amended by the *Statute Law (Miscellaneous Provisions) Act (No 2) 2010*. The purpose of the amendment was to reduce the amount of private information on the Torrens Register by enabling the Registrar General to note the fact that a proprietor is a minor without having to record the particulars of the minor's date of birth.

Regulations

During the year the *Wild Dog Destruction Regulation 2004* was reviewed and remade as part of the ongoing process of regulatory reform required by the *Subordinate Legislation Act 1989*. In consultation with the Wild Dog Destruction Board the review considered the level of rates to be charged to land owners in the Western Division for maintenance of the dingo control fence.

Significant judicial decisions affecting LPMA or users of its services

Elfar v Registrar General [2010] NSWSC 539 (Decision of Ward J. 4 June 2010)

Mr. Elfar brought proceedings for compensation from the Torrens Assurance Fund for loss or damage suffered by reason of an alleged fraudulent discharge of a 2nd mortgage securing funds advanced by him. The Registrar General considered that not only had Elfar failed to establish his allegation of forgery, but also, little or no loss would have been suffered by him in any event had a transfer under power of sale been lodged, as the proceeds of sale would have been used to pay out the first mortgage. Little if any surplus would have been available to pay out Elfar's second mortgage.

Ultimately, Elfar failed to make out that the discharge of mortgage was registered as a consequence of fraud. The Registrar General's defence was not only based on the above premise, but also on the provisions of Section 129 (2) (a) and (c) of the *Real Property Act 1900*. These subsections broadly state that compensation is not payable to the extent to which the loss or damage is a consequence of any act or omission by a person, or to the extent to which a person has failed to mitigate the loss or damage.

Justice Ward found for the Registrar General, dismissing the claim with costs.

The case illustrates the importance of strategically drafting defences, and the value of issuing subpoenas. It was through the diligence of the Registrar General, in reviewing copious subpoenaed documents and selecting credible lay and forensic experts, that a strong defence could be prepared and a favourable decision obtained.

Sinclair v Registrar General [2010] NSWSC 173 (Decision of Rein J. 5 March 2010)

Sinclair brought a claim for compensation under Section 129 (1) of the *Real Property Act 1900* for damages allegedly resulting from the removal of a caveat, which was claimed to have been removed in error by the Registrar General. The caveat was designed to protect certain contractual interests embodied in a deed, including an alleged obligation to create an easement over certain land and to transfer the fee simple in the easement land if certain conditions were met. The land had been subsequently transferred twice since the plaintiff had entered into the deed with a former owner. The Registrar General's involvement arose because the caveat was removed from the subject title when the easement was created. The plaintiff's case also involved issues relating to contract law and the *Limitation Act 1969*.

The argument against the Registrar General was essentially twofold: (i) the interest claimed in the caveat was not one capable of removal under the former equivalent provisions of Section 74H (6) and (7) of the Act, being the section which the Registrar General relied upon to remove the caveat, (ii) had the caveat not been removed, the plaintiff would have received adequate notice of the various transfers which in turn, would have led him to protect the precise interest claimed in the caveat.

Authorities from the United Kingdom, New Zealand and Australia were considered, with judgment and costs being given in favour of the Registrar General.

Justice Rein based his decision on the fact that even if the caveat had not been removed, problems associated with privity of contract and the absence of unconscionable conduct on the part of the defendants, would have made it extremely difficult for the plaintiff to assert the right claimed in any event. In addition, even if loss had occurred it would have occurred beyond the limitation period.

Kevin St Alder & Ors v Waverley Council and the State of New South Wales

This was an action brought by several homeless men who asserted that they had an implied licence to occupy part of Bondi Pavilion, which is dedicated land under the management of Waverley Council.

The matter, in which leave was unsuccessfully sought by the homeless men to appeal to the High Court from a decision of the Court of Appeal, affirmed that dedicated land subject to Part 5 of the *Crown Lands Act 1989* and Crown land that is reserved for public purposes may only be used in accordance with the *Crown Lands Act 1989*. Accordingly, it is not possible for users of such land to assert that common law rights have accrued to them due to use of land subject to the provisions of the *Crown Lands Act 1989*.

State of NSW v Maas Pty Ltd & Robert Hudson

Maas Pty Ltd, an earthworks and development company, and a landowner, Robert Hudson, were accused of clearing public land without lawful authority under S 155 (1)(e) of the *Crown Lands Act 1989*. The offence occurred on a Crown public road some 30 km south of Dubbo in a district known as Terrabella and close to Toongi. The offence was risk assessed as causing a high degree of environmental harm, a finding supported by an independent ecological assessment. Allegations were put to Maas and Mr Hudson by an LPMA officer at formal interviews as part of an investigation, and proceedings were then initiated at Dubbo Local Court. Maas and Hudson entered guilty pleas in the proceedings and LPMA officers are now pursuing compensation from Maas Pty Ltd and Mr. Hudson for remediation and ongoing administration and monitoring costs. Both defendants have been ordered to re-appear at Dubbo Local Court for sentencing on 11 August 2010.

Minister administering the Crown Lands Act 1989 v NSW Aboriginal Land Council and metropolitan Local Aboriginal Land Council [2009] NSWCA 352 (Berowra Appeal)

The Minister appealed against the Land and Environment Court decision to grant four Aboriginal land claims at Berowra. The land claims had been refused on the grounds of need or likely need for residential land or the essential public purpose of nature conservation, and lawful use or occupation in respect of part of the land.

The Land and Environment Court excluded the Minister's certificates under s36(8) of the *Aboriginal Land Rights Act 1983*, holding they were void for jurisdictional error. These certificates were issued stating that the land was needed for residential land and the essential public purpose of nature conservation and are conclusive certificates which, if valid, will bar the examination of evidence in an appeal. Land councils have the right to challenge the validity of the certificates and did so in the Court of Appeal submitting that the Minister failed to consider relevant questions and that the certificates were void for jurisdictional error.

A majority of the Court of Appeal allowed the Minister's appeal in respect of need or likely need of part of the claimed land for the essential public purpose of nature conservation. It held that the Minister's certificates issued for this purpose were valid. It did not allow the appeal in respect of the land initially refused for residential land and lawful use or occupation.

An application by the land councils for leave to appeal to the High Court against the decision of the Court of Appeal was refused in May 2010.

Native Title Agreements

The outstanding issues arising under the Native Title Agreement made on 9 October 1996 between the state and the Dughutti People at Crescent Head were finalised in 2009 with the payment of compensation to the body corporate for the extinguishment of native title in the unsurveyed Crown land, commonly known as Block B. Compensation was paid in 1996 for the land commonly known as Block A containing 55 residential lots, plus roads and services developed pursuant to a government subdivision. Some of the residential lots in Block A had been sold before the Commonwealth enacted the *Native Title Act 1993*. Block B had not been developed in 1996 nor at the tenth anniversary of the Native Title Agreement, when the compensation for Block B became payable.

Torrens Assurance Fund

During the 2009/10 financial year, the Registrar General made several payments in response to claims against the Torrens Assurance Fund totalling \$3.52 m. This sum includes compensation payments and legal fees of claimant parties.

13. Major Works

Capital works completed or in progress as at 30 June 2010	Cost to date \$	Cost overrun \$	Est. date of completion
Fire mains upgrade – Queens Square, Sydney	\$171,000	Nil	Completed
Security camera upgrade – Queens Square, Sydney	\$25,000	\$3,363	Completed
Level 5 East/Basement 1 upgrade – Queens Square, Sydney	\$1,474,027	Nil	Completed
Fire wiring upgrade – Queens Square, Sydney	\$63,440	Nil	Completed
Basement 1 West Records preservation – Queens Square, Sydney	\$17,000	Nil	Completed
Boiler and pump replacement – Bathurst	\$79,101	Nil	Completed
Emergency warning system	\$51,315	\$1,315	Completed
Essential services switchboard replacement	\$21,216	\$1,216	Completed
DVR (security) replacement – Bathurst	\$15,450	\$15,450	Completed
Termite and structural remediation works – Moree	\$128,000	Nil	2010/11
Roof repairs – Tamworth	\$20,000	Nil	Completed

14. Multicultural Policies and Services Plan

The LPMA Ethnic Affairs Priorities Statement (EAPS) confirms the authority's commitment to improving access to its services for culturally and linguistically diverse communities throughout New South Wales. No changes have been made to the current statement this financial year.

The EAPS outlines how the authority will:

- deliver services, which are appropriate to a culturally diverse client group, as part of the core business
- put in place flexible, 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.

Significant strategies in place or achieved over the 2009/10 financial year are:

- customer service training delivered for managers and frontline staff incorporating strategies for communications with community members from diverse language and cultural backgrounds, including use of translator services
- a list of LPMA employees with language skills available to assist in communication with clients and stakeholders
- contribution to broader strategic government policy on issues impacting on diverse communities including advice concerning recognition of educational qualifications and factors impacting state migration.

15. Occupational Health and Safety (OHS)

Safe, healthy and productive environment

The health, safety and welfare of LPMA staff is a key priority for all of the authority's businesses and safety performance continued to improve during 2009/10.

The focus for 2009/10 has been on improving safety systems with the increased hazard identification and organisational wide risk assessments being conducted.

The authority completed the five targets from the NSW Government Working Together Public Sector OHS and Injury Management Strategy 2005–2008, which include:

- injury prevention
- reduction in the cost and duration of injuries
- injury management for suitable duties
- provision of OHS risk management training to improve agency knowledge and capability with respect to risk management and processes
- managers and supervisors to be trained in their roles for LPMA OHS and Injury Management System.

LPMA achievements against the NSW Government Working Together Targets

No	Working Together Target	Target for 30 June 2008*	Achieved 30 June 2008*
1	20% reduction of lost-time injuries	4.20%	4.80%
2	20% reduction in employees off work at 8, 12, 26 weeks after injury	5.60%	6.40%
3	15% reduction in average cost of claims	\$34,929	\$20,977
4	10% improvement in employees participating in suitable duties when prescribed by nominated treating doctor	10%	54%
5	90% of managers trained in risk and injury management	90%	91.50%

* In March 2010 NSW Cabinet approved for publication the final report of the Working Together Public Sector OHS and Injury Management Strategy 2005–2008, and noted and endorsed the launch of the Working Together Workplace Health and Safety Injury Management Strategy 2010–2012.

Injury management program

A new Injury Management Notification System was developed and implemented in 2009, which resulted in more timely and efficient notification of incidents.

- 134 incidents were received via the Injury Management Notification System and of these 58 resulted in claims to TMF insurer, Allianz.
- 58% of new claims were finalised within the financial year.
- Total days lost were 1,076.
- Claims costs paid to date for 2009/10 was \$422,000.

There were 25 lost time injuries for 2009/10 compared to 34 for 2008/09 resulting in a significant reduction of 25%.

A review of workers compensation claims indicated that there was a need for state park trusts to comply with the workers compensation legislation and management system requirements and a significant project was developed and implemented for state parks trusts to obtain separate workers compensation insurance from 1 July 2010.

The OHS focus for 2009/10

- Improved health and safety procedures in conjunction with the development and provision of relevant safety training including newly developed elearning, manual handling and OHS Induction.
- Safety committee consultation.
- Hazard management and risk assessment processes.
- Further developing and review of OHS policies and procedures.
- Development of health and safety positive performance indicators and improved safety and risk management systems.
- Completion of the internal OHS compliance audit to provide lead indicators on the LPMA OHS Management Systems performance.
- Restructure of the OHS Safety Committees in-line with the overall restructure of the authority.
- Promotion of health and safety through the provision of OHS articles for the staff magazine, LPMAgazine.

Healthy workforce programs

LPMA promoted the yearly vaccination program for influenza, which included the H1 N1 (swine flu) with expanded onsite availability this year including Parramatta to the existing central Sydney, Bathurst and Newcastle sites. This enabled additional opportunity for staff from a newly included business division to access this program.

There was a successful outcome with 40% of all staff participating in the influenza vaccination program.

16. Overseas Travel

Officer and position	Purpose of travel	Destination	Dates	Costs
Brian Hope, A/Manager Integrated Spatial Services Unit	Presenting at the 6th International Symposium on Digital Earth	China	8–17 Sept 2009	\$3,600
Warwick Watkins AM, CE	Undertake negotiation of CAUCUS, China-Australia Centre for the Optimal Use of Satellites	China	10–14 Sept 2009	\$8,265
Paul Harcombe, Chief Surveyor	Attend the International Federation of Surveyors (FIG) Convention	Germany	21–24 Sept 2009	\$4,376
Barry Douse, Deputy GM LPI	Receive 2009 Asia Most Admired Enterprise Award for LPMA	Korea	12–16 Oct 2009	\$7,639
Paul Harcombe, Chief Surveyor	Attend New Zealand Institute of Surveyors (NZIS) 2009 Conference	New Zealand	14–17 Oct 2009	\$3,332
Warwick Watkins AM, CE	Chair Australian New Zealand Land Information Council (ANZLIC)	New Zealand	4–5 Nov 2009	\$3,036
Eric Sharpham, Senior Project Manager	Attend ANZSOG Project	New Zealand	1–4 Dec 2009	\$1,628
Paul Robinson, Director Strategic Policy & Projects	Present a paper on the Silverton Wind Farm at the Fourth Annual International Academic Association of Planning, Law and Property Rights Conference	Germany	7–19 Feb 2010	\$12,480
Paul Jones, GM SCS	Participate in an organized technical tour of the US Caterpillar plant facilities	USA	10–20 June 2010	\$4,682
Philip Western, Valuer General	Attend the International Property Taxation Institute (IPTI) Symposium	Hong Kong and England	17–18 June 2010	\$8,303
Tony Sleigh, Director EICU	Attend 3rd International Conference on Cartography and GIS in conjunction with the Seminar on Early Warning and Disaster Crisis Management	Bulgaria (Airfare is not included)	15–20 June 2010	\$527

17. Payment of Accounts

LPMA's payment performance in 2009/10 was above target in all quarters except the March quarter. During the March quarter resource constraints delayed the processing and therefore the payment of invoices.

The value of overdue invoices was approximately 6% of the total outstanding in all quarters except in the December quarter when it was 11%.

Corporate Finance has trained 288 officers and managers on SAP and on the fundamentals of finance including the approving and certifying of invoices with a view to improve payment performance. Corporate Finance is also producing cost centre level statistics to target and communicate with the underachieving areas to improve the payment process.

In 2009/10, there were no instances where interest was paid in accordance with section 15 of the *Public Finance and Audit Regulation 2005*.

Value of outstanding invoices by age at the end of each quarter					
Quarter	Current (within due date)	Overdue less than 30 days	Overdue 30 – 60 days	Overdue 60 – 90 days	Overdue more than 90 days
Sep–09	\$2,016,161	\$123,491	\$11,045	\$0	\$0
Dec–09	\$1,923,228	\$221,014	\$12,615	\$72	\$11,124
Mar–10	\$2,979,457	\$137,802	\$27,631	\$14,394	\$6,387
Jun–10	\$10,907,914	\$471,782	\$84,728	\$39,913	\$70,492

Accounts paid on time during each quarter				
Quarter	Total accounts paid on time			Total paid (\$)
	Target	Actual	\$	
Sep–09	85%	91%	\$59,327,590	\$63,420,369
Dec–09	85%	89%	\$65,257,950	\$69,268,703
Mar–10	85%	75%	\$64,232,091	\$71,519,839
Jun–10	85%	87%	\$99,758,278	\$105,793,573

18. Price Determination

Soil Conservation Service Division

SCS reviews all prices annually and recommends revised rates for authority and Ministerial approval with an implementation date of 1 January. Fuel is charged as a separate item based on machine size (fuel consumption). Fuel prices are reviewed monthly and a revised calculation form issued to staff. Separating fuel cost gives SCS the capacity to increase prices on an item beyond its management control at short notice. All rates were increased on 1 January 2010; Consult rose between 1.6% and 5.3% and Works rose between 1% to 2.9% (excluding fuel). Prices charged to government clients within the Operations area are based on actual costs, overheads plus administration.

19. Privacy Management Plan

Statement of action taken

In accordance with Section 33(3) of the *Privacy and Personal Information Protection Act 1998*, NSW Government agencies are required to prepare and implement a Privacy Management Plan. During the last reporting period LPMA had undertaken and completed a review of the Privacy Management Plan.

The plan is now subject to a further review as a result of administrative changes which occurred during the reporting year to ensure that the document reflects these changes.

LPMA's online privacy statement and information is available at www.lpma.nsw.gov.au. This information is also being reviewed during the current reporting period and will continue to be updated from time-to-time to reflect administrative or legislative changes.

Throughout the year advice has been sought and provided to staff as internal business processes and systems are reviewed.

Members of the public and staff may refer enquiries regarding personal information matters to:

Manager, Strategic Policy and Reporting
Land and Property Management Authority
GPO Box 15
SYDNEY NSW 2000
T: 9236 7603

Statistical details

During the reporting period one application for an internal review was received by LPMA.

The principal issue raised by the applicant related to an alleged breach of the *Privacy and Personal Information Protection Act 1998*, through the disclosure of personal information relating to a deposited plan. Following an investigation of the circumstances no evidence of a breach of the information protection principles or misconduct of the agency was established. The internal review was not appealed by the applicant.

In 2008/09 LPMA received one request for an internal review. There has been no comparative increase in internal reviews.

20. Research and Development

Aid in Emergencies by Remote Observation (AERO)

Imagery taken from satellite, aircraft and ground-based systems has been playing a more and more important role in emergency responses to disasters such as bushfires, floods and earthquakes. During 2009/10 extensive research was carried out to better understand how satellite remote sensing technology can be used for disaster mitigation in near real-time, that is, within a few hours of image capture. The study was carried out in partnership with the RFS, CRC for Spatial Information and the University of New South Wales. A satellite capture program was run throughout the 2009/10 bushfire session. The results raise the importance of a local base station for collecting and satellite information for NSW emergency events. The heavy floods in 2009/10 indicated the need for a similar program for flood monitoring.

Analysis of porosity in Sydney CBD

A research program by University of NSW on the freedom of movement, crowds and crowd modelling, in conjunction with LPMA, using spatial data sourced by LPI. This project is providing information which has a complementary value to the 3-D CBD models being developed in the EICU. The focus in 2009/10 has been on the large transport interchanges, and has been carried out by the Emergency Information Coordination Unit in conjunction with the Ministry for Transport.

21. Risk Management and Insurance

Risk management

During 2009/10, LPMA has continued its commitment to the implementation and maintenance of a risk management framework across its divisions and corporate groups, to manage the positive or negative effects of risks and enhance LPMA's potential to achieve its vision, objectives and goals. Considerable progress has been made to integrate the existing risk management programs of the new agencies to LPMA and to ensure that they operate in line with LPMA's risk management policy and guidelines.

LPMA's risk management policy and guidelines provide the framework, guidance and tools and set the requirements and responsibilities for all staff to systematically manage risk consistent with the processes contained in the Australian Standard on Risk Management (AS/NZS IOS 31000:2009). The policy and guidelines provide a structured roadmap to support implementation of a risk management culture throughout LPMA.

The Chief Corporate Governance Officer is responsible for facilitating risk management within LPMA and monitoring and reporting in its progress to the LPMA Audit and Risk Committee and Executive team.

During 2009/10, the Corporate Governance Unit (CGU) has continued to provide risk management awareness training through workshops and an online course that enables staff anywhere in the state to complete the course in their office at a time suitable to themselves. CGU continues to support the implementation of a risk management framework by facilitating a program of risk assessment and risk management planning workshops across LPMA's divisions, business groups and specific project management teams.

CGU has conducted numerous onsite risk assessments with regional staff to assist various areas of LPMA to address risks that have been resulting in claims or have a high potential to do so. The assessments have resulted in implementation of improved controls that have reduced the likelihood of incidents occurring and subsequent possible claims.

Insurance management outcomes

LPMA's insurance coverage is provided through the NSW Treasury Managed Fund (TMF), including workers' compensation, general liability, motor vehicle, property and miscellaneous covers. LPMA through its good risk management practices continues to enjoy a relatively good claims experience and TMF premiums have been fairly static in renewal cost over recent years.

During 2009/10, LPMA implemented a project to include all reserve trusts' properties or buildings assets in the property insurance cover provided by TMF. Previously, these trusts had to obtain and pay for their own property insurance. This inclusion provided trusts with a substantial financial cost savings and dispensed with the administrative burden of sourcing insurers willing to underwrite such risks.

Internal Audit and Risk Management Statement

I, Warwick Watkins, am of the opinion that the Land and Property Management Authority (the authority) has an internal audit and risk management processes in place that are, in all material respects, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 Internal Audit and Risk Management Policy.

I, Warwick Watkins, am of the opinion that the Audit and Risk Committee for the authority is constituted and operates in accordance with the independence and governance requirements of Treasury Circular NSW TC 09/08. The chair and members of the Audit and Risk Committee are:

- Mr Jim Mitchell: Independent chair (term of appointment is 4 years)
- Mr Bruce Clarke: Independent member 1 (term of appointment is 4 years)
- Mr Ron Cunningham: Independent member 2 (term of appointment is 4 years)
- Mr Des Mooney: Non-independent member 1 (term of appointment is 4 years)
- Mr Philip Western: Non-independent member 2 (term of appointment is 4 years).

These processes provide a level of assurance that enables the senior management of the authority to understand, manage and satisfactorily control risk exposures.



Warwick Watkins AM
Chief Executive Officer
Date 29 October 2010

22. Sustainability Policy for NSW Government

LPMA remains committed to complying with the Sustainability Policy for NSW Government and to maintaining best practice in sustainable procurement and in recycling.

During 2009/10 LPMA continued to avoid and minimise waste by:

- maintaining recycling programs to collect and recycle paper and co-mingled wastes
- sourcing 6% of its electricity supply as green power
- promoting the use of recycled content paper
- communicating and promoting green issues
- LPMA's Graphic Services branch:
 - now recycles all by-products of their printing operations
 - has obtained accreditation to ISO standard 14001 for environmental management systems for their printing activities
 - has begun collecting data on the carbon footprint of printing jobs to pass on to clients so they are able to make a impact balancing contribution to a green council.

23. Other Information

LPMA's main annual report is the online version available at www.lpma.nsw.gov.au. This is the print version of the online report. Cost of production: \$30,000. ISSN 1838-5528 (print). © 2010 NSW Government.