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1. Acts administered by Lands

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

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

Hay Irrigation Act 1902 No 57

Irrigation Areas (Reduction of Rents) Act 1974 No 83

Land Agents Act 1927 No 3

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, the Minister for Climate Change and the Environment, the Minister for Roads, and the Minister for Local Government)

Rookwood Necropolis Act 1901 (1902 No 20)

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

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

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

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

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

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

Security Interests in Goods Act 2005 No 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)

Strata Schemes (Freehold Development) Act 1973 No 68

Strata Schemes (Leasehold Development) Act 1986 No 219

Surveying Act 2002 No 83

Transfer of Records Act 1923 No 14

Trustees of Schools of Arts Enabling Act 1902 No 68

Tweed River Entrance Sand Bypassing Act 1995 No 55

Valuation of Land Act 1916 No 2

Voluntary Workers (Soldiers' Holdings) Act 1917 No 25

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

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2. Chief and senior executive staff

Chief and senior executive service numbers – as at 30 June 2008						
SES level	2005/06		2006/07		2007/08	
	Male	Female	Male	Female	Male	Female
8	-	-	-	-	-	-
7	1	-	1	-	1	-
6	-	-	-	-	-	-
5	2	-	1	-	1	-
4	2	-	2	-	3	-
3	1	-	1	-	2	-
2	6	-	7	-	7	-
1	1	1	1	-	1	-
Total	13	1	13	0	15	0

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

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

Graham Harding, General Manager Crown Lands Division

Paul Jones, General Manager Soil Conservation Service Division, BEng (Civil), CPESC

Barry Douse, Deputy General Manager and Executive Manager, Production and Business Development, Land and Property Information Division, BA (Hons), AQCI, EMPA, GAICD, JP

Warrick Beacroft, Executive Manager, Information Services, Land and Property Information Division, GradCertMgt, CertCart

Ross Cleary, Executive Manager, Information Management, Land and Property Information Division, BAppSc (Computer Science) (Hons)

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

Craig Abbs, Director Coastal and Estuary Infrastructure, Crown Lands Division, BEng (Civil) (Hons)

Peter Houghton, Manager, State Reserves Strategy, Crown Lands Division, DipAppSc (Hons), BA (Land Mgmt), GradCertPubServMgmt, EMPA

Paul Robinson, Director, Major Projects, BSurv (Hons), B Bus

Jan Van Der Walt, General Manager, Festival Development Corporation

Bob Costello, Director, Finance and Corporate Support, DipTech (Com), CPA

Pedro Harris, Chief Information Technology Officer, MPA (Monash)

Kel O'Keefe, General Counsel Legal Services, MA, LL.M, Dip Law (SAB)

Chief and senior executive performance

Warwick Watkins

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

Total remuneration package \$367,300

Period in position — whole year

Performance review by Minister for Lands

Performance highlights

- Actively participated in whole of government initiatives in collaboration with other chief executives, including public consultation on the NSW State Plan.
- Directed and coordinated the targeted development of Lands strategies to align with the State Plan.

- Continued targeted reviews of legislation and implemented policy and program changes in the statutory areas of the Registrar General and Surveyor General and initiated program realignment across the three divisions of Lands.
- Focused upon business development, improvement of delivery mechanisms and access to services including information related services and activities concerning soil and earth works, environmental consultancy and government held property, with special attention to electronic service delivery within LPI.
- Initiated strategies with the Lands executive to address emerging workforce issues including training and development and workforce planning, achieved a 3.7% increased aboriginal participation in reserve trust appointments, achieved five Indigenous Land Use Agreements, completed a targeted workforce strategy for LPI, recruited 30 school leavers and graduates, sponsored five executives into professional development programs and completed a senior women's external mentoring program.
- 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 and finalised the whole of government CS2I spatial initiative, including stakeholder consultation.
- Developed and implemented strategies designed to improve OHS performance.
- Implemented balanced reporting mechanisms and undertook research and development of programs and strategies to ensure the corporate sustainability, including further development of the knowledge capability mapping and recording

within Lands and external engagement through the society of Knowledge Economics.

- Managed the operations of Lands 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, including the scoping of the review of the Surveying Act.
- Coordinated the national initiatives in the Education and Awareness of Spatial Information for Counter Terrorism and Emergency Management under NSIMS.
- Directed the enhancement of the Spatial Information eXchange (SIX) as the spatial platform for NSW and lead the collaborative effort across the public sector.
- 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.
- Fostered research partnerships relating to issues confronting the agency including intellectual capital reporting and spatial information.

Des Mooney

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

Remuneration package \$280,500

Period in position – whole year

Performance review by Director General

Performance highlights

Continued to drive micro-economic reform across LPI by:

- further refining access and pricing mechanisms to encourage use of cost effective service delivery channels
- encouraging expanded and more innovative use of value added resellers for delivery of LPI datasets
- establishing a program development structure with associated governance and program support to progress key projects and ensure greater investment rigour.

Maintained profitability of LPI to again exceed before tax profit, excluding a one off abnormal superannuation expense, by:

- continuing cost containment strategies and improving productivity
- revising pricing of products and services to more closely reflect cost of services.

Pursued initiatives at a national level where appropriate through:

- membership of the national steering committee for National Electronic Conveyancing and maintenance of the parallel NSW NECS Readiness program
- obtaining support and agreement from the Council of Australian Governments (COAG) for the implementation of the National Electronic Conveyancing System
- stronger collaboration with PSMA Ltd in data supply
- supporting research and demonstration projects established as part of the Cooperative Research Centre for Spatial Information (CRC-SI)
- contributing to ANZLIC/NSIMS and other national bodies.

Continued to implement the Lands Spatial Data Infrastructure (L-SDI) by:

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- driving SDI development through the SDI Program Structure
- aligning the cadastres of LPI and Sydney Water and pursuing opportunities with other agencies to progressively extend the realisation of a single common cadastre across all levels of government
- purchasing and deploying a digital aerial camera to provide imagery for emergency response and natural resources monitoring
- initiating the purchase of LiDAR technology to further enhance LPI imaging capabilities

Developed new and improved products and services by:

- expanding the range of spatial information available via the Spatial Information eXchange (SIX) to include data not only from Lands but from other agencies, leading to the designation of Lands as the NSW Government Spatial Centre of Excellence
- extending the range of products and services available through authorised information brokers
- developing a state wide plan for Continuously Operating Reference Stations
- digitising historic records
- commencing a Crown land conversion project
- establishing an asset valuation business.

Ensured continuing business sustainability and compliance through:

- implementation of workforce planning initiatives under the Vision 2013 program
- rigorous financial, risk management and administrative monitoring and reporting systems.

Philip Western Valuer General

The Valuer General is a statutory appointee with remuneration packaging equivalent to a SES level 4; however, is not subject to annual SES performance appraisal.

3. Code of Conduct

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

A copy of the Lands' Code of Conduct is available on request:
lands@lands.nsw.gov.au.

4. Privacy management plan

As a NSW Government agency, Lands is subject to the provisions of the *NSW Privacy and Personal Information Protection Act 1989* (PIIP Act) and the *Health Records and Information Privacy Act 2002* (HRIP Act) and related regulations.

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

The Department's Privacy Management Plan is currently being updated. The review has been deferred due to other commitments of the Strategic Policy and

Reporting Unit, but will be completed in the 2008/09 reporting period.

Lands' privacy statement is available on the website www.lands.nsw.gov.au and has been reviewed during the current reporting period.

General privacy enquiries may be referred to:

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

Internal reviews

During the reporting period one application for an internal review has been received by the department, in accordance with Part 53 of the *Privacy and Personal Information Protection Act 1989*.

The applicant alleged a breach of the *Privacy and Personal Information Protection Act 1998*, in relation to information obtained from the public register. The circumstances surrounding the applicant's complaint were investigated and it was found that there had been no contravention of the terms of the Act. The applicant did not seek to appeal these findings.

5. Committees

No significant Lands committees were abolished during 2007/08.

No significant Lands committees were established during 2007/08.

Significant Lands committees and the internal and external representatives		
Committee	Internal representatives	External representatives
Crown Lands Board of Management	Graham Harding Bob Costello Stephen Francis Adrian Harte Graeme Ford Craig Barnes Craig Abbs Ken Sullivan Andrew McAnespie Peter Walker Geoffrey Woods Brett Phillips Paul Robinson Jan Van Der Walt Vickie Chatfield (WOTS representative)	
Joint Consultative Committee	Garry Greedy (Chair) Warwick Watkins Des Mooney Graham Harding Paul Jones Mark Matchett Karen Dent (part year) Lesley Hume (part year) Ray Dowcra (Chair Lands DC) Anthony Craig (Queens Square workplace) George Baitch (Bathurst workplace) Bruce Waddington (Crown Lands) Lands PSA delegates	Stephen Spencer (PSA Industrial Officer) Nick Player (PSA Industrial Officer) Michael Sinclair (PSA Organiser – part year)
Land Valuation Specialist Advisory Group	Warwick Watkins (Chair) Philip Western Simon Gilkes	John Hill Nikki Kempson Phil Lyons Shaun McBride Robert Farrell
Lands Audit and Risk Committee	Des Mooney Philip Western Eduardo Alegado	Jim Mitchell (Chair) Ron Cunningham

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Significant Lands committees and the internal and external representatives		
Committee	Internal representatives	External representatives
Lands Budget Committee	Warwick Watkins (Chair) Des Mooney Graham Harding Paul Jones Bob Costello Kimberley Taylor Neville Hind Ian Holt Bruce Herd (part year) George Georgijevic	
Lands Executive Team	Warwick Watkins (Chair) Des Mooney Graham Harding Paul Jones Pedro Harris Bob Costello Kel O'Keefe Eduardo Alegado Tracey Prescott Garry Greedy Mark Matchett Julie King Ron Smith	
LPI Advisory Group	Warwick Watkins (Chair) Des Mooney	Graeme Couch Olaf (Ollie) Hedberg
LPI National Electronic Conveyancing System Steering Committee	Des Mooney (Chair) Ross Cleary Laurie Ryan (part year) Philip Boyce (part year) Doug Walsham Christopher White Barry Douse Paul Mitchell Eamon Mooney	Chris Ailwood
Organisational Capability Improvement Group	Des Mooney (Chair) Doug Walsham (part year) Paul Mitchell (part year) Donal O'Shea (part year) Michael Fletcher Pedro Harris (part year) Nicola Forbes (part year) Bob Costello Garry Greedy Kimberley Taylor Julie King	John Dumay (observer)

Significant statutory body and inter-departmental committees with Lands representatives	
Committee	Lands representatives
Aboriginal Heritage Mapping and Assessment Program (AHMAP) Working Group	Warrick Beacroft, Executive Manager Information Sourcing
ANZLIC - The Spatial Council	Warwick Watkins, Director General (Chair)
API NSW Board	Philip Western, Valuer General
API Statutory Valuations Study Group	Simon Gilkes, Chief Valuer (Secretary)
Aquaculture Industry Steering Committee	Adrian Harte, Director Land Management
AuScope GNSS Committee	Doug Kinlyside, Manager Survey Infrastructure & Geodesy
Board of Surveying and Spatial Information (BOSSI)	Warwick Watkins, Director General (President) Paul Harcombe, Chief Surveyor
Broken Hill Defeating the Weeds Menace Project Group	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
CEOs Counter Terrorism Coordinating Group	Warwick Watkins, Director General
CEOs Economic & Business Cluster	Warwick Watkins, Director General
CEOs Metro Group	Warwick Watkins, Director General
CEOs Natural Resources & Environment Cluster	Warwick Watkins, Director General
CEOs Network Committee	Warwick Watkins, Director General
Climate Change Adaptation Senior Officers Working Group	Paul Harcombe, Chief Surveyor
Commercial Lease Directives and Policy Development	Stephen Francis, Director Commercial Development
Committee for the Master Plan Project for the redevelopment of Coffs Harbour Port	Graham Harding, General Manager Crown Lands (Joint Project Director with the GM Coffs Harbour Council)
Committee for the Master Plan Project for the redevelopment of Foster/Tuncurry Harbour	Craig Barnes, Regional Manager North Coast (Joint Project Director with the General Manager Coffs Harbour Council)
Cooperative Research Centre for Spatial Information (CRC-SI)	Warwick Watkins, Director General (Deputy Chair) Des Mooney, Deputy Director General & General Manager LPI (Alternate Director)
Crown Land Biodiversity Banking Project Control Group Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ)	Stephen Francis, Director Commercial Development Brett Phillips, Regional Manager Central Coast/Hunter Paul Harcombe, Chief Surveyor

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Significant statutory body and inter-departmental committees with Lands representatives	
Committee	Lands representatives
Darling River Floodplain Management Committee	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Data and Information Management Working Group	Warwick Watkins, Director General (Chair) Warrick Beacroft, Executive Manager Information Sourcing
Derelict Mines Steering Committee	Paul Jones, General Manager Soil Conservation Service
Elevation Special Interest Group (ICSM Subcommittee)	Greg Burgess, Team Leader, Regional DT
Far West District Emergency Management Committee	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Game Council	Warwick Watkins, Director General
Geographical Names Board	Warwick Watkins, Director General (Chair) Paul Harcombe, Chief Surveyor
Geospatial Technical Working Group (APEC07)	Rob Colless, Deputy Director, Emergency Information Coordination Unit (Chair)
Government Property Register Project	Doug Walsham, Executive Manager, Titling & Registry Services Graham Harding, General Manager Crown Lands
ICSM Committee 'Permanent Committee on Topographic Information Imagery Special Interest Group'	David Abernethy, Team Leader Products & Imagery Services
ICSM – Geodetic Technical Subcommittee	Doug Kinlyside, Manager, Survey Infrastructure & Geodesy
ICSM Special Committee, Roads Working Group	Ian Paxton, Manager Regional
Illawarra and SE Region Natural Resources Committee	Ken Sullivan, Regional Manager South
Illawarra and SE Regional Development and Natural Resource Managers Group	Ken Sullivan, Regional Manager South
Inter-agency Riparian Boundaries Working Group (IRBWG)	Paul Harcombe, Chief Surveyor (Chair) Gavin Bartier, Senior Legal Officer Ken Green, Surveys MHWB Definitions Leanne Hughes, Principal Lawyer Julie King, Manager, Strategic Policy & Reporting David Norris, Manager, Policy & Practice Des Normoyle, Plan & Title Advisor Peter Ragen, Surveyor Geoff Songberg, Surveyor Gail Swan, Program Development Manager - ePlan Kevin Thompson, Registered Surveyor

Significant statutory body and inter-departmental committees with Lands representatives	
Committee	Lands representatives
Inter-agency Riparian Boundaries Working Group (IRBWG) (cont.)	Grahame Wallis, Manager, Cadastral Integrity Anthony Walsh, Manager Titling & Plan Services
Interdepartmental Camps on Claims Working Group	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Interdepartmental Committee on Burial Space	Pieta Laing, Manager Land Policy (Facilitator)
Interdepartmental Dredging Strategy for NSW Committee	Graham Harding, General Manager Crown Lands
Intergovernmental Committee on Topographic Information	Ian Paxton, Manager Regional
Intergovernmental Committee for Surveying and Mapping (ICSM)	Paul Harcombe, Chief Surveyor
Interstate Working Party with NSW /Queensland for the Tweed Estuary Sand Bypass	Graham Harding, General Manager Crown Lands (Chair)
Joint Committee Necropolis Trust	Andrew McAnespie, Regional Manager Sydney/Hunter
Lightning Ridge Mining Board	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Mapping Science Institute Australia, NSW Division	Colin Mitford, Manager Spatial Information Services (President)
Murrumbidgee Region Regional Coordination Management Group	Ken Sullivan, Regional Manager South
Murrumbidgee Regional Development and Natural Resource Management Group	Ken Sullivan, Regional Manager South
National Board of the Institute for Information Management	Peter Goddard, Manager Strategic Projects
National Electronic Conveyancing System State Project Team	Greg Channell, Manager Legislation, NECS Readiness Program Paul Mitchell, Manager Titling and Registry Services Christopher White, Program Development Manager, NECS Readiness
National Roads Working Group	Ian Paxton, Manager Regional
National Spatial Information Working Group	Warwick Watkins, Director General
National Steering Committee for Electronic Conveyancing	Des Mooney, Deputy Director General & General Manager LPI
Natural Resources and Information Needs Committee	Adrian Harte, Director Land Management
Natural Resources and Planning Spatial Data Infrastructure Sub-Group (NRP-SDI)	Warrick Beacroft, Executive Manager Information Sourcing (Chair)
North Coast Regional Coordination Management Group	Craig Barnes, Regional Manager North Coast

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Significant statutory body and inter-departmental committees with Lands representatives	
Committee	Lands representatives
North Tuncurry Project Control Group	Stephen Francis, Director Commercial Development Craig Barnes, Regional Manager North Coast
Noxious Weed Advisory Committee	Richard Chewings, Manager Landscape Services Centre
NSW Aquaculture Strategy Working Group	Adrian Harte, Director Land Management
NSW Branch Institute for Information Management	Peter Goddard, Manager Strategic Projects (President)
NSW Coastal Council Acquisition Task Force	Graham Harding, General Manager Crown Lands
NSW Maritime Access and Infrastructure Council	Craig Abbs, Director Coastal Estuary Infrastructure (NSW Project Director)
NSW Public Sector Community of Finance Professionals	Kimberley Taylor, Financial Controller
NSW Rating Professionals	Grieg Nott, Program Manager, Land Data Management
NSW Spatial Advisory Group for Counter Terrorism/Emergency Management/Critical Infrastructure Protection	Warwick Watkins, Director General Tony Sleigh, Director Emergency Information Coordination Unit
NSW State Soils Policy Working Group	Adrian Harte, Director Land Management CL Paul Jones, General Manager SCS Richard Chewings, A/Manager Land Management CL Richard Denham, Manager Land Estate Policy CL Michelle Forwood, Senior Policy Officer Planning CL
Pest Animal Control Council	Jim Thompson, Coordinator Environmental Management
Property Disposal Assessment Panel	Greg Foster, Manager Strategic Development & Marketing
Public Sector Mapping Authority (PSMA)	Des Mooney, Deputy Director General & General Manager LPI
Public Sector Risk Management Association	Eduardo Alegado, Director Corporate Governance
Randwick Literary Institute Reserve Trust	Andrew McAnespie, Regional Manager Sydney/Hunter (Administrator)
Remote Sensing Steering Committee	Peter Clydesdale, Senior Program Development Manager Paul Field, Manager Sales and Customer Service Rob Colless, Manager GIS and Operations
Seafood Industry Advisory Council – Pricing and Charging Working Group	Stephen Francis, Director Commercial Development
Silverton Village Committee	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Standards Australia Image Management Committee	Peter Goddard, Manager Strategic Projects
Standards Australia Subcommittee IT - 027-02 Data Management and Interchange	Doug Kinlyside, Manager Survey Infrastructure & Geodesy

Significant statutory body and inter-departmental committees with Lands representatives	
Committee	Lands representatives
Standards Australia - TC211 Geographic Information Systems Committee	Greg Burgess, Team Leader, Regional DTDB
State Mapping Advisory Committee	Warrick Beacroft, Executive Manager Information Sourcing (Chair)
Survey and Mapping Managers Forum (SMMF)	Paul Harcombe, Chief Surveyor (Chair) Bill Miller, Manager Spatial Information Services
Surveying and Mapping Industry Council of NSW	Paul Harcombe, Chief Surveyor (Treasurer) Bill Miller, Manager Spatial Information Services
Tibooburra Village Committee	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Travelling Stock Route Working Group	Adrian Harte, Director Land Management
Unincorporated Area Road Network Reference Group	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
UNSW School of Surveying and Spatial Information Advisory Board	Paul Harcombe, Chief Surveyor
Western Regional coordination Management Group	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner
Willandra Lakes World Heritage Area Technical Scientific Advisory Committee/Community Management Council	Geoffrey Woods, Regional Manager Western Division, Western Lands Commissioner

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6. Consumer response

Land and Property Information (LPI)

Several campaigns were mounted by LPI to encourage customer feedback during the year. Formal feedback was received from 56 customers, comprising 18 compliments and 38 complaints. The compliments were generally in regard to helpfulness of staff. Complaints focused mainly on service waiting times and complex statutory processes.

Formal feedback is centrally recorded and tracked, with LPI response to complaints to be completed within ten working days.

Responses are made by telephone or in writing by a senior officer, which in most cases results in the matter being resolved.

Crown Lands

Crown Lands Division has a complaints handling system to improve:

- client satisfaction
- the reputation of Crown Lands Division
- systems and processes to reduce the incidence of complaints
- organisational knowledge and performance through analysis of complaints information.

One hundred (100) complaints were registered last year and ninety-eight (98) have been resolved. The majority of complaints were responded to within 22 days.

Soil Conservation Service (SCS)

The SCS quality 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 2007/08 of the 31 requests logged, nine related to client complaints in relation to earthworks, 19 related to procedure improvements and two other issues.

A further requirement to the above is an assessment of customer satisfaction. A customer survey was not undertaken during the year. Results from the 2006/07 survey were reviewed by a marketing contractor and a report provided back to management summarising findings and recommending questionnaire content changes for future surveys. Overall survey results found that SCS has an outstanding reputation with its customers in the government and landholder sectors, but a greater awareness is required in the corporate sector. The results clearly demonstrated SCS is meeting the needs and expectations of customers supporting the new positioning of SCS as 'Experienced people protecting your resources'.

7. Credit card certification

During the 2007/08 financial year, credit card use within Lands was in accordance with Premier's Memoranda and Treasurer's Directions.

Credit card use

Credit card use within Lands 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 are used to monitor the use of credit cards within Lands.

- Lands' credit card policy is documented and issued to relevant staff.
- Officers issued with a credit card receive monthly statements when purchases have been made. They are required to certify that all charges were incurred for official purposes and acquittals are examined and authorised by supervisors or other officers with appropriate financial delegation.
- A review of usage levels and appropriateness of credit card limits is conducted at least annually.
- A report is submitted to Treasury each year certifying that Lands' credit card use is within guidelines.

8. Consultants

Consultancies under \$30,000

Nature of consultancy	Number of consultancies	Cost (GST incl.)
Finance and accounting/tax	-	-
Information technology	-	-
Legal	10	\$141,566
Management services	18	\$137,258
Environmental	21	\$262,507
Engineering	1	\$1,350
Organisational review	1	\$29,700
Training	1	\$1,162
Total consultancies under \$30,000	52	\$573,543

Consultancies over \$30,000

Nature of consultancy	Consultant name, title and nature of project	Cost (GST incl.)
Finance and accounting/tax	-	-
Information technology	Seconis – Cadastral Strategic Review	\$76,550
	System Science – Develop e-Govt Services/Migration from Genamap to ESRI DCDB	\$89,860
Legal	Clayton Utz – NECS Consistent Business Practices	\$43,450
Management services	Mike Bailey Enterprises Pty Ltd – Ministerial Liaison between Dept of Lands and Ministers Office and strategic advice and policy expertise	\$55,000
	Simply Blue – Review of financial and general administration	\$77,553
	Fyusion Asia Pacific Pty Limited – Lands Department Mapping Review	\$79,732
	Bridgeisle Business Solutions – Strategic advice on National Electronic Conveyancing System	\$458,261
	KPMG – Pricing Review	\$100,380
	Clayton Utz - NECS Liability for Electronic Lodgment Network	\$42,900
Environmental	Parsons Brinckerhoff Australia Pty – Lake Road Tuggerah Strategic Development Report	\$41,921
	EDAW (Aust) Pty Limited - Coffs Jetty Foreshore PoM	\$45,100
Engineering	-	-
Organisational review	-	-
Training	-	-
Total consultancies over \$30,000	11	\$1,110,707
Total consultancies	63	\$1,684,250

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9. Disability action plan

Lands is committed to the continued implementation of access facilities for clients and staff with a disability and supports the NSW Government work underway to develop new Guidelines for Disability Action Planning by NSW Government Agencies.

There has been a major program to increase disabled access to the Queens Square building. A wheelchair lift has been installed to allow access between the old three storey and new five storey parts of the building and the rear loading dock has been completely remodelled to allow disabled access to the rear of the heritage building.

The north wing lift is currently being upgraded at Queens Square. The works include compliance to AS1735 'Facilities for persons with disabilities' part 12. The north wing lift will be completed at the end of July 2008. Upgrade of the southern lift at Queens Square is planned for the 2008/09 financial year this work will also include compliance to AS1735.

Lands continues to support the public sector Hearing Impaired Network. This network is chaired by a Lands employee.

Signing assistance is provided for hearing impaired staff to attend training and meetings.

Lands also provided \$5,000 sponsorship for the Don't DIS My Ability program, an event to celebrate the International Day of People with a Disability.

Lands has representation on the Disability Reference Group facilitated

by the Department of Premier and Cabinet. This focus group is developing strategy aligned to State Plan Priority F2: Increased employment and community participation for people with disabilities.

10. Employee relations

Strategic directions

The Corporate People and Performance Group (CPPG), formerly known as the People and Performance Development Group has commenced a restructure of the group aimed at providing a more strategic approach to human resources services and to improve partnerships and support across the department.

Key challenges for the future continue to be workforce supply arising from an ageing workforce and shrinking labour pool of potential recruits.

To address these challenges, key priorities for this financial year and the future include:

- workforce planning
- management and leadership development
- promoting a healthy workforce
- implementing learning strategies to develop organisational performance
- enhancement of computer systems for more efficient human resources transactions and reporting.

A draft HR Strategic Plan 2008-2010 reflecting the above priorities has been developed in consultation with businesses and will be published across Lands once finalised and endorsed.

Exceptional movements in salaries and wages during 2007/08

The Crown Employees (Public Sector - Salaries 2007) Award provided a salary increase of 4% effective from the first full pay period on or after 1 July 2007. 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 2007.

Personnel policies and practices

Lands honoured its employees who had served more than 40 years in the NSW public sector at a NSW 40 Year Service Medallion Presentation held in November 2007. An astounding 62 current and former employees of the department were eligible for this award collectively representing around 2,500 years of dedicated service to NSW. The Director General, Warwick Watkins, hosted this very successful event at Parliament House and paid tribute to the recipients for both their excellent service over many years and their ability to adapt to the changes that have occurred during their working life within the public sector. Recipients and their partners enjoyed the opportunity to share many stories over a light luncheon and were presented with a memento of this very special event via a full photographic record on CD.

The strong partnership between Land and Property Information and Corporate People and Performance Group continues. The Vision 2013 workforce planning project has focused on attraction and retention strategies and the identification of the new knowledge and skills required to ensure the business grows and develops.

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

In keeping with the increasing use of technology and following on from the introduction of electronic distribution of payslips by email last year, the 2007/08 payment summaries were distributed by email resulting in better customer service and significant time and resource savings.

Learning and development

Lands recognises that only by supporting and developing our people will we be able to support and develop our businesses into the future. Learning continues to be promoted as a core philosophy which contributes to continuous improvement in processes, services and management.

The Learning and Development Unit (LDU) has continued to work with the Crown Lands Division and Illawarra Institute of TAFE to develop competency units for e-learning. Nineteen staff in 13 different locations across the state

are enrolled in the pilot and currently working through the units to gain their Certificate III in Government (Land Administration). LDU staff were invited to the Learnscope Event at the University of NSW in November 2007 to present Lands e-Learning Project and also made a presentation of the project to industry at the Australian Flexible Learning Framework Showcase in Melbourne in November 2007. Full details of the approach and a sample of the e-Learning Project have now been posted on the Australian Flexible Learning Framework's website for the information of other organisations nationally.

As part of its Vision 2013, Land and Property Information continues to recruit trainees. LDU has conducted tailored induction programs for new staff in valuations and for a group of trainees from different areas across Land and Property Information and ICT. Regular generic induction to new staff across the state is provided through the distribution of induction checklists and links to the online welcome pack and LDU is currently developing a fully online Induction Program. LDU has also assisted with the development of internal training

programs for trainees and also for the provision of training for those staff who will be responsible for coaching and mentoring trainees.

Lands staff have had the opportunity to complete the International Computer Driving Licence (ICDL) qualification since the inception of this program in 2002. 2008 marks the end of the program. Outcomes have been very positive with 145 staff attaining their full licence after successfully completing all seven modules of the program and an additional 56 staff attaining their ICDL certificate having completed four core modules.

Selection techniques training course material has been updated to reflect the changes in merit selection that were implemented across the NSW public sector. These courses continue to be run on demand.

Funding for attendance by staff at external courses, conferences and seminars continued in 2007/08. 309 staff attended external courses, conferences and seminars and 863 staff attended internal courses.

Staff numbers

		2005/06			2006/07			2007/08		
		Men	Women	Total	Men	Women	Total	Men	Women	Total
Permanent	Full-time	861	467	1,328	897	489	1,386	906	518	1,424
	Part-time	1	22	23	2	28	30	-	27	27
Temporary	Full-time	44	25	69	54	36	90	49	44	93
	Part-time	3	8	11	7	8	15	14	12	26
Contract	SES	13	1	14	13	-	13	15	-	15
	Non-SES	-	-	-	2	-	2	2	-	2
Training		-	-	-	-	-	-	-	-	-
Casual		6	2	8	11	4	15	6	4	10
Total		928	525	1,453	986	565	1,551	992	605	1,597

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Industrial relations policies and practices

The majority of Lands' employees (90%) are covered by the Crown Employees (NSW Department of Lands – Conditions of Employment) Award 2005. This award rationalised a variety of salary scales and classifications to bring the majority of officers from Crown Lands, Soil Conservation Service and the Office of Rural Affairs under the one classification and grading process. The other two major awards covering Lands' 38 hours per week employees are the Crown Employees (Graphic Service Operators Department of Lands) Award and the Conservation Field Officers (Department of Lands, Department of Infrastructure, Planning and Natural Resources and State Water Corporation Award). These three main awards now represent 97% of all staff with award coverage. 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.

In April 2008, a Section 19 review in terms of the *Industrial Relations Act 1996* was undertaken in relation to the Conservation Field Officers Award. The

review updated references within award to changes in departmental and agency names as well as clarification around certain allowances.

The department 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 quarterly to discuss reforms occurring within Lands and major issues affecting the organisation and staff.

Organisation change and job evaluation

Corporate People and Performance Group has continued to assist managers across Lands in reviewing structures, functions and positions to support business objectives. Position descriptions are evaluated using the agreed Mercer, Cull Egan and Dell System. All business divisions have continued to realign structures to meet changing business needs.

11. Land disposal

In 2007/08 the Land Development Program generated an income of \$17.8m from the sale of Crown land.

There were no individual lots over \$5m.

Any association between purchaser and person responsible for approving the disposal is required to be declared. There were no such declarations in the year.

The net proceeds from sale are paid to the Consolidated Fund.

All sale documents are retained as either Lands' records or held by Lands' solicitors responsible for the conveyancing and can be accessed under the normal FOI guidelines.

Learning and development	2005/06	2006/07	2007/08
No. staff who received study time leave	92 ¹	86	65
No. staff who received fee reimbursement for tertiary study	72	32	35
No. staff who began and/or are working towards completion of an Executive Master of Public Administration	4	2	2
No. staff who completed the Executive Development Program	3	3	7
No. staff completing a Graduation Diploma in Public Administration	4	2	5
No. staff completing a Masters in Public Administration	2	3	0
No. staff who completed or are working towards completing a Graduate Certificate in Public Sector Management through the Public Sector Management Program	8	8	9

¹. 15 of these staff were existing worker trainees

12. Environmental management

Energy efficiency

Corporate commitment

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 Green Power to reduce greenhouse gas emissions
- undertaking NABERS and other rating schemes for office buildings.

The nomination of an Energy Manager, Barry Mason and Energy Co-ordinator, Peter Farthing, has established accountability and responsibility for energy management.

Energy Conservation and Efficiency Plan

An Energy Conservation and Efficiency Plan was prepared in 2005 to identify cost effective energy efficiency

opportunities. The strategies provide a means for Lands to produce substantial improvement in performance and to ensure continued progress towards its energy management and Australian Building Greenhouse Rating (ABGD) objectives.

National Australian Built Environment Rating System (NABERS)

NABERS is a performance-based rating system for existing buildings. NABERS rates a building on the basis of its measured operational impacts on the

Energy Conservation and Efficiency Plan	
Strategy	2007/08 achievements
Create an appropriate structure to implement the Government Energy Management Policy (GEMP)	Department of Commerce is engaged to prepare annual reports for Lands - Ongoing
Develop and maintain an energy management information system	Information system developed by Department of Commerce and utilised in annual energy report - Ongoing
Energy benchmarking and performance analysis of facilities	In place and ongoing
Conduct energy audits of selected facilities with high energy performance indicators or low ABGR scheme star ratings	NABERS Water & Energy rating conducted at Queens Square and Panorama Avenue Bathurst 17 - 18 June
Negotiate contracts with energy retailers to maximise cost reductions and environmental benefits resulting from the national electricity and natural gas markets	Majority of Lands sites are on state contracts - 777 large sites and 776 small sites. Both include 6% Green Power
Develop and implement a communication plan to raise the awareness of energy management among employees	It is planned for 2008/09 to construct a sustainability page on the Facilities Management Intranet site. This site will provide a facility for staff to access the various policies that relate to sustainability, for example: <ul style="list-style-type: none"> • Sustainability Policy • Energy Management Policy • Environmental Policy • Waste Management & Recycling Policy It is intended to also include environmental/energy education i.e. 'Tips'. Energy and waste recycling data will also be available on the sustainability Intranet page.
Review and evaluate operation of office equipment	Ongoing
Energy Management Program review	Ongoing
Cleaner Fleet	Review ongoing

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environment. Previously the rating tool was ABGR (Australian Building Green House Rating).

NABERS OFFICE incorporates the industry standard ABGR scheme for energy and greenhouse efficiency and the new NABERS OFFICE Water rating. The new water rating system is designed to complement ABGR with an additional environmental impact measurement for environmentally responsible businesses.

NABERS Water & Energy

Lands has conducted NABERS Audit for Energy and Water at Queens Square and Bathurst on 17 - 18 June 2008. The audit was conducted by Partners – Energy Management.

An ABGR was conducted for Queens Square and Bathurst during the previous two years. Queens Square was rated at three stars which is above average. Unfortunately, Bathurst received a zero

ABGR rating. The zero rating at Bathurst was predominately caused by the print area not having a separate meter on the main electricity board. Administrative Services, Facilities Management have completed capital works initiatives in 2007/08 at Bathurst that will improve the star rating for Bathurst.

These initiatives include:

- a new Building Management Control System (BMCS)
- new water efficient cooling towers
- sub metering of the electrical boards for the printing area at Bathurst.

We will be looking at the following NABERS rating schemes in the near future.

1. NABERS indoor environment rating for offices compares the indoor environment performance of an office to other similar buildings, and is the first step in managing the building's impact on its occupants.

The indoor environment of a building is influenced by:

- indoor air quality (IAQ) - ventilation standards and levels of pollutants (chemical, biological and physical)
- lighting quality - light levels and visual comfort
- acoustic quality - noise levels
- thermal comfort - temperature, humidity and air speed
- office layout - spatial arrangements of walls, partitions, furniture and equipment in relation to fixed elements like windows and heating, ventilation and air conditioning (HVAC).

LPI already conducts annual healthy building inspections at Bathurst and Queens Square. Administrative Services will be approaching Healthy Buildings International who currently assesses the buildings to conduct accredited NABERS environment assessments in 2008/09.

Energy consumption

Fuel	Total energy consumed (GJ)		% of total energy		Annual cost (excl. GST)		Carbon Dioxide (CO2) Greenhouse emissions (tonnes)	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
Electricity (black coal)	30,131	32,071	42.3%	43.4%	\$863,033	\$965,501	8,003	8,518
Electricity (green power)	1,902	1,953	2.7%	2.6%	\$69,770	\$78,081	0	0
Natural gas	8,206	7,181	11.5%	9.7%	\$96,884	\$87,862	422	369
Liquefied petroleum gas (LPG)	97	36	0.1%	0%	\$1,910	\$539	6	2
Automotive diesel	18,551	19,836	26%	26.8%	\$554,885	\$676,737	1,293	1,383
Petrol (unleaded)	9,917	9,781	13.9%	13.2%	\$325,049	\$349,899	655	646
Petrol (ethanol blended)	187	477	0.3%	0.7%	\$6,323	\$18,135	12	30
Aviation gasoline	2,251	2,648	3.2%	3.6%	\$92,000	\$116,000	153	180
Total	71,242	73,983	100%	100%	\$2,009,854	\$2,292,754	10,544	11,128

2. NABERS waste rating for offices allows you to compare the waste generation and recycling performance of your office to other similar buildings, and is the first step in reducing your impact on the environment.

Waste recycling

Administrative Services and Strategic Procurement are developing recycling systems which support waste reduction. Initially focusing upon a limited range of paper products and toner cartridges, recycling will now be extended to include

commingled recyclables. VISY (state contract) has been engaged to carry out all recycling services, which include all paper, cardboard and commingle waste at Queens Square.

Recycling data will be supplied by VISY on a monthly basis. The data will include:

- the amount of recyclable waste collected
- how much green house energy saved and waste diverted from landfill
- graphs.

It is planned to have the data reported

on the Intranet, Inlands staff magazine and future annual reports. The Queens Square Recycling Initiative will be used as a pilot to assess outcomes and problems prior to rolling the recycling program to other Lands sites.

A NABERS waste rating will be implemented in 2008/09.

Energy consumption

2007/08 performance

During the 2007/08 reporting period Lands acquired additional assets and leases from former government agencies. Total energy consumption within Lands

Performance against the energy use in government operations average

Category	MJ/Area/a		MJ/Occupant/a		MJ/Distance travelled	
	Average energy performance e-indicator 2001/02	Lands 2007/08	Average energy performance e-indicator 2001/02	Lands 2007/08	Average energy performance e-indicator 2001/02	Lands 2007/08
Office buildings – tenant services	504	432	10,265	14,388	-	-
Office buildings – combined services	866	997	17,830	29,637	-	-
Laboratories and research facilities	540	165	n/a	34,438	-	-
Transport – passenger vehicles	-	-	-	-	4.18	3.88

Notes.

Office area increased from 3,415m² in 2005/06 to 5,616m² during 2006/07 as assets were transferred to Lands.

All tenanted space in Government Office Blocks (GOBs) is reported as Office Buildings - combined services category as the energy reported contains a respective pro-rata portion of central services and tenant services. The high MJ/occupant performance indicator and high MJ/Area (m²)/annum indicator is mainly due to the high electricity and natural gas consumption at the Land Information Centre, Panorama Avenue, Bathurst, (18,384.5 GJ) and the Land Titles Office, Queens Square, Sydney (14,561 GJ). In both of these cases, electricity and natural gas consumption has significantly increased. These sites are both on Contract 777.

The Scone Research Centre was the only site reported in the laboratories and research facilities category in 2006/07. The high MJ/Occupant/a is due to a reduction in staffing levels from 19 staff in 2004/05 to 8 staff in 2006/07. Overall energy consumption was reduced.

This category includes vehicles <3.5 tonnes, >3.5 tonnes (e.g. aircraft) and marina, jetty and other foreshore infrastructures.

Some passenger and other vehicles <3.5 tonnes commenced using ethanol blended petrol (E10) during 2006/07. There was a slight increase in fuel consumption for vehicles <3.5 tonnes due to increased mileage. Passenger vehicles and vehicles >3.5 tonnes consumed slightly less fuel.

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has increased between 2006/07 (71,441 GJ) and 2007/08 by 3.6% while costs increased by 13.3%. During 2007/08 electricity consumption increased by 6.2% while natural gas and LPG consumption fell by 13.1%. Vehicle and mobile plant fuel consumption increased by 4.0% however costs increased by 16.7%. Due to an increase in the number of sites now on State Contract Control Board (SCCB) electricity contracts, fuel costs only increased by less than 1%.

2007/08 performance against the energy use in government operations average

The table *Performance against the energy use in government operations average* compares Lands' 2007/08 energy consumption with the average energy performance indicators from the 2001/02 energy use in government operations.

Energy contracts

Lands currently has four large office sites that purchase electricity on the contestable market. These four sites are on the NSW State Government Contract for Large Sites Contract No.777. The majority of the remaining Lands' sites are on Contract 776 Energy Supply for small sites. Any new 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 (green power).

Tenancies in eight larger GOBs also consumed 6% green power in 2006/07 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.

Water efficiency

The NSW Government's water savings initiatives include a requirement for certain high water users – including government agencies – to prepare water savings action plans. Lands is not identified as an agency that is required to have a water savings action plan. However any new capital or recurrent works planning will include identification of any energy and water savings and will be a key factor in evaluation and acceptance of works proposals.

13. Equal employment opportunities

Major EEO outcomes for 2007/08

- Lands programs for women are linked to the NSW State Government's initiative 'Making the Public Sector Work Better for Women', which has identified four target groups.
 - Women building their careers.
 - Women in senior positions.
 - Women in non-traditional occupations.
 - All women in the public sector.
- A number of senior women have attended women and leadership forums.
- Senior women have been invited to spokeswomen's meetings to talk about their careers and experiences.
- The department has purchased the CEO kit which suggests strategies for attracting and retaining female talent and helping to increase the number of women selected for senior positions.
- Senior women have access to the Senior Women's Mentoring Program.

- The department's ten spokeswomen have been active in promoting issues through their Intranet mini-site and newsletter and has funded six places on the Springboard Program.
- Crown Lands Division has formed The WOTS Group (Working Outside the Square) to develop strategies related to women's employment in Crown Lands, and to provide a forum for all staff to address current issues in the division. This group is funding ten positions over two years for women in Crown Lands to attend the Springboard Program.
- Lands facilitated the involvement of deaf staff in the state-wide Deaf Support Network. Interpreters are provided for deaf staff applying for positions.
- Lands continued its ongoing support to the Aboriginal Support Network. This network is a combination of Lands and other related government department employees. Meetings are held in state-wide locations and have resulted in increased collegial support for aboriginal staff.
- Lands continued to use a range of merit recruitment strategies to attract a diverse field of job applicants and has incorporated new government guidelines aimed at streamlining the recruitment process and making it more user friendly.
- Lands continued to offer all employees a full range of flexible work arrangements.

Major EEO outcomes identified for 2008/09

- Development of a more strategic and coordinated approach to employment and development strategies for women.
- Review of Lands approach to EEO planning and incorporating strategies in general programs, workforce policies and practices.

Table A – Trends in the representation of EEO groups ¹					
EEO group	Benchmark or target %	% of total staff ²			
		2005	2006	2007	2008
Women	50	36.5	36	36.4	37.9
Aboriginal people and Torres Strait Islanders	2	1.3	1.3	1.4	1.3
People whose first language was not English	20	15.3	16	14.2	13.6
People with a disability	12	10.2	7	7	6.1
People with a disability requiring work-related adjustment	7	3.8	1.3	1.5	1.3

Table B - Trends in the distribution of EEO groups ¹					
EEO group	Benchmark or target %	Distribution index ³			
		2005	2006	2007	2008 ⁴
Women	100	89	89	90	n/a
Aboriginal people and Torres Strait Islanders	100	76	n/a	86	n/a
People whose first language was not English	100	89	92	92	n/a
People with a disability	100	98	102	97	n/a
People with a disability requiring work-related adjustment	100	92	n/a	93	n/a

Notes.

1. Staff numbers are as at 30 June 2008.

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.

4. Distribution index is calculated by Department of Premier and Cabinet from the June 2008 Workforce Profile Report and is not yet available for 2008.

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14. Ethnic Affairs Priorities Statement (EAPS)

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

Lands' EAPS was finalised in 2006 and outlines how Lands will:

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

Key outcomes for 2007/08 include:

- ongoing review of staff training programs to ensure integration of cultural awareness principles
- continued inclusion of the principles of multiculturalism in corporate planning and evaluation processes
- continued utilisation of the telephone interpreting service provided by the Commonwealth Department of Immigration and Citizenship in responding to enquiries from members of the public
- promotion on general land valuation notices sent to property owners of the availability of the telephone interpreting services

- continued utilisation of the staff register which lists staff members from different cultural backgrounds who make themselves available to assist customers visiting Lands' offices in person who request an interpreter
- promotion of diverse representation on committees, working groups, advisory structures, and Crown land trusts.

In 2008/09 Lands will continue to implement its EAPS through merit based recruitment practices, staff training, corporate planning and client services.

15. Freedom of information (FOI)

Statement of affairs

The Department of Lands (Lands) was created on the 2 April 2003 and delivers strategies, policies and projects for Crown Lands administration and management, Native Title, Aboriginal lands claims, Soil Conservation Service, Minor Ports and Land and Property Information in NSW.

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

Over 30,000 parcels of land are currently reserved under the *Crown Lands Act 1989*, which is administered by the Crown Lands Division of Lands. Maintenance of the public reserves system by Lands is essential for the preservation of biodiversity in the NSW environment.

Further, Lands, through the Soil Conservation Service, operates a specialist conservation earthmoving and soil consultancy business, specialist 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.

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

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

Freedom of information procedures

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

The FOI Coordinator
Office of the Director General
Department of Lands
1 Prince Albert Road
Queens Square
SYDNEY NSW 2000
T 61 2 9236 7773
F 61 2 9236 7632
Office hours:
Monday - Friday 8.30am - 4.30pm

Charges for FOI applications

Nature of application	Application fee	Processing charge
Access to personal records	\$30	\$30 per hour (up to 20 hours of free processing time for information about your personal affairs is allowed)
All other requests	\$30	\$30 per hour
Amendment of records	\$30	\$30 per matters not on public record

Freedom of information statistics (New statistics format introduced August 2007)

Section A – New FOI applications

How many FOI applications were received, discontinued or completed?	Number of applications					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
A1 New	19	15	63	52	82	67
A2 Brought forward	1	5	1	4	2	9
A3 Total to be processed	20	20	64	56	84	76
A4 Completed	15	18	60	56	75	74
A5 Discontinued	0	0	0	0	0	0
A6 Total processed	20	18	64	56	84	74
A7 Unfinished (carried forward)	5	20	4	0	9	2

Section B – Discontinued FOI applications

Why were FOI applications discontinued?	Number of discontinued FOI applications					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
B1 Request transferred out to another agency (s.20)	0	0	0	0	0	0
B2 Applicant withdrew request	0	0	0	0	0	0
B3 Applicant failed to pay advance deposit (s.22)	0	0	0	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	0	0	0
B5 Total discontinued	0	0	0	0	0	0

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Section C – Completed FOI applications

What happened to completed FOI applications?	Number of completed FOI applications					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
C1 Granted or otherwise available in full	15	21	56	48	71	69
C2 Granted or otherwise available in part	0	0	0	3	0	3
C3 Refused	0	0	4	1	4	1
C4 No documents held	0	0	0	1	0	1
C5 Total completed	15	21	60	53	75	74

Section D – Applications granted or otherwise available in full

How were the documents made available to the applicant?	Number of FOI applications (Granted or otherwise available in full)					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
All documents requested were:						
D1 Provided to the applicant	n/a	21	n/a	48	n/a	69
D2 Provided to the applicant's medical practitioner	0	0	0	0	0	0
D3 Available for inspection	n/a	0	n/a	0	n/a	0
D4 Available for purchase	0	0	0	0	0	0
D5 Library material	0	0	0	0	0	0
D6 Subject to deferred access	0	0	0	0	0	0
D7 Available by a combination of any of the reasons listed in D1 – D6 above	0	0	0	0	0	0
D8 Total granted or otherwise available in full	0	21	0	48	0	69

Section E – Applications granted or otherwise available in part

How were the documents made available to the applicant?	Number of FOI applications (Granted or otherwise available in part)					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
All documents requested were:						
E1 Provided to the applicant	n/a	0	n/a	3	n/a	3
E2 Provided to the applicant's medical practitioner	0	0	0	0	0	0

E3 Available for inspection	n/a	n/a	n/a	n/a	n/a	n/a
E4 Available for purchase	0	0	0	0	0	0
E5 Library material	0	0	0	0	0	0
E6 Subject to deferred access	0	0	0	0	0	0
E7 Available by a combination of any of the reasons listed in D1 – D6 above	0	0	0	0	0	0
E8 Total granted or otherwise available in part	0	0	0	3	0	3

Section F – Refused FOI applications

Why was access to the documents refused?	Number of refused FOI applications					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
F1 Exempt	0	0	4	1	4	1
F2 Deemed refused	0	0	0	0	0	0
F3 Total refused	0	0	4	1	4	1

Section G – Exempt documents

Why were the documents classified as exempt?	Number of FOI applications (refused or access granted or otherwise available in part only)					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
Restricted documents:						
G1 Cabinet documents (Clause 1)	0	0	0	0	0	0
G2 Executive council documents (Clause 2)	0	0	0	0	0	0
G3 Documents affecting laws enforcement and public safety (Clause 4)	0	0	0	0	0	0
G4 Documents affecting counter terrorism measures (Clause 4A)	0	0	0	0	0	0
Documents requiring consultation:						
G5 Documents affecting intergovernmental relations (Clause 5)	0	0	0	0	0	0
G6 Documents affecting personal affairs (Clause 6)	n/a	0	n/a	0	n/a	n/a
G7 Documents affecting business affairs (Clause 7)	n/a	3	n/a	1	n/a	4

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G8 Documents affecting the conduct of research (Clause 8)	0	0	0	0	0	0
Documents otherwise exempt:						
G9 Schedule 2 exempt agency	0	0	0	0	0	0
G10 Documents containing information confidential Olympic committees (Clause 22)	0	0	0	0	0	0
G11 Documents relating to threatened species, Aboriginal objects or Aboriginal places (Clause 23)	0	0	0	0	0	0
G12 Documents relating to threatened species conservation (Clause 24)	0	0	0	0	0	0
G13 Plans of management containing information of Aboriginal significance (Clause 25)	0	0	0	0	0	0
G14 Private documents in public library collections (Clause 19)	0	0	0	0	0	0
G15 Documents relating to judicial functions (Clause 11)	0	0	0	0	0	0
G16 Documents subject to contempt (Clause 17)	0	0	0	0	0	0
G17 Documents arising out of companies and securities legislation (Clause 18)	0	0	0	0	0	0
G18 Exempt documents under interstate FOI legislation (Clause 21)	0	0	0	0	0	0
G19 Documents subject to legal professional privilege (Clause 10)	0	0	0	0	0	0
G20 Documents containing confidential material (Clause 13)	0	0	0	0	0	0
G21 Documents subject to secrecy provisions (Clause 12)	0	0	0	0	0	0
G22 Documents affecting the economy of the State (Clause 14)	0	0	0	0	0	0
G23 Documents affecting financial or property interests of the State or an agency (Clause 15)	0	0	0	0	0	0

G24 Documents concerning operations of agencies (Clause 16)	0	0	0	0	0	0
G25 Internal working documents (Clause 9)	0	0	0	0	0	0
G26 Other exemptions (eg. Clauses 20, 22A and 26)	0	0	0	0	0	0
G27 Total applications including exempt documents	0	3	0	1	0	4

Section H – Ministerial certificates (s.59)

How many Ministerial certificates were issued?	Number of Ministerial certificates	
	2006/07	2007/08
H1 Ministerial certificates issued	0	0

Section I – Formal consultations

How many formal consultations were conducted?	Number	
	2006/07	2007/08
I1 Number of applications requiring formal consultation	24	28
I2 Number of persons formally consulted	n/a	107

Section J – Amendment of personal records

How many applications for amendment of personal records were agreed or refused?	Number of applications for amendment of personal records	
	2006/07	2007/08
J1 Agreed in full	0	0
J2 Agreed in part	0	0
J3 Refused	0	0
J4 Total	0	0

Section K – Notation of personal records

How many applications for notation of personal records were made (s.46)?	Number of applications for notation	
	2006/07	2007/08
K1 Applications for notation	0	0

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Section L – Fees and costs

What fees were assessed and received for FOI applications processed (excluding applications transferred out)?	Assessed costs \$		Fees received \$	
	2006/07	2007/08	2006/07	2007/07
L1 All completed requests	3,120	2,975	3,120	2,975

Section M – Fee discounts

How many fee waivers or discounts were allowed and why?	Number of FOI applications (where fees were waived or discounted)					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
M1 Processing fees waived in full	0	0	0	0	0	0
M2 Public interest discounts	0	0	0	0	0	0
M3 Financial hardship discounts – pensioner or child	0	1	0	0	0	1
M4 Financial hardship discounts – non profit organisation	0	0	0	6	0	6
M3 Total	0	1	0	6	0	7

Section N – Fee refunds

How many fee refunds were granted as a result of significant correction of personal records?	Number of refunds	
	2006/07	2007/08
N1 Number of fee refunds granted as a result of significant correction of personal records	0	0

Section O – Days taken to complete request

How long did it take to process completed applications?	Number of completed FOI applications					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
O1 0-21 days – statutory determination period	15	13	36	33	51	46
O2 22 to 35 days – extended statutory determination period for consultation or retrieval of archived records	0	8	24	20	24	28
O3 Over 21 days – deemed refusal where no extended determination period applies	0	0	0	0	0	0

O4 Over 35 days – deemed refusal where extended determination period applies	0	0	0	0	0	0
O5 Total	15	21	60	53	75	74

Section P – Processing time: Hours

How long did it take to process completed applications?	Number of completed FOI applications					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
P1 0 – 10 hours	18	13	51	32	69	45
P2 11- 20 hours	1	8	11	20	12	28
P3 21 – 40 hours	0	0	0	0	0	0
P4 Over 40 hours	0	0	1	1	1	1
P5 Total	19	21	63	53	82	74

Section Q – Number of reviews

How many reviews were finalised?	Number of completed reviews	
	2006/07	2007/08
Q1 Internal reviews	5	1
Q2 Ombudsman reviews	1	0
Q3 ADT reviews	0	0

Section R – Results of internal reviews

Grounds on which the internal review was requested	Number of internal reviews					
	Personal		Other		Total	
	2006/07	2007/08	2006/07	2007/08	2006/07	2007/08
R1 Access refused	0	0	5	1	5	1
R2 Deferred	0	0	0	0	0	0
R3 Exempt matter deleted from documents	0	0	0	0	0	0
R4 Unreasonable charges	0	0	0	0	0	0
R5 Failure to consult with third parties	0	0	0	0	0	0
R6 Third parties views disregarded	0	0	0	0	0	0
R7 Amendment of personal records refused	0	0	0	0	0	0
R8 Total	0	0	5	1	5	1

APPENDICES

Documents held by the department

Corporate

Acceptable Use of Information Technology and Telecommunications Policy

Access Control Policy

Accounting Manual

Advertising Policy

Anti Virus Policy

Asset Control Policy

Change Management Policy

Code of Conduct

Complaints Handling Policy

Complete Guide to Staff (Induction Manual)

Conflict of Interest Policy

Content Management System Policy

Corporate Clothing Policy

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

Desktop Replacement Policy

Equal Employment Opportunity Policy

Filling of Short Term Vacancies Policy

First Aid Policy

Gifts and Benefits Policy

Grievance Resolution

Harassment Free Workplace Policy

Information Security Policy

Internal Reporting (Protected Disclosures) Policy

Job Evaluation Policy

Learning and Development Policy

Management of Consultants and Contractors Policy

Managing E-Mail Resources Policy

Mail Server Policy

Media Policy

Mobile Phone Policy

Occupational Health and Safety Policy

Outside Employment Policy

Policy for Protection against Malicious Software

Project Management Policy Privacy Statement

Records Management Policy

Risk Management Policy

Sponsorship Policy

Travel Policy

Website Privacy Policy

Workforce Management Plan

Working From Home Policy

Land and Property Information

Intellectual Property – Copyright and Licensing

LPI Privacy Statement

Suppression of Personal Information in LPI Public registers

WebGov Policy

Contractor Performance Management Procedures

Just Terms Compensation Procedures Manual

Rating and Taxing Valuations Procedures Manual

Valuation Contract Management Procedures Manual

Objection Procedures Manual

Administering Procedures

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

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

Control Surveys and SCIMS: what is acceptable

Land Titling

Registrar General's Directions

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

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

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

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

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

Manual owner inquiry search requests – policy and procedures

Lodgment Services Terms and Conditions

National Implementation Strategy for a national electronic conveyancing system (Draft)

National Funding Model for the implementation of a national electronic conveyancing system (Draft)

NECS Operations Description for a national electronic conveyancing system (Draft)

Board of Surveying and Spatial Information

Consideration of Complaints Against Surveyors Policy

Determination for Continuing Professional Development

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

Geographical Names Board of NSW

Commemorative naming fact sheet and form

Determining suburbs and localities in NSW

Dual naming supporting cultural recognition

Glossary of designation values in the Geographic Names Register

Glossary of status values in the Geographic Names Register

GNB – preserving the history, culture and identity of NSW

Guidelines for determining place names

Guidelines for naming of roads

Naming and addressing private roads and roads in community subdivisions

Place naming application form

Road naming in NSW

Rural addressing in NSW

The NSW road and address locality naming process

Policy on the Position and Extent of Geographical Names

Policy on the Concurrence for Government Departments for Names Assigned under Other Acts

Cultural Designation Guidelines

Generic Reserve Naming Policy

Policy on Web Based Submissions for Advertised Proposals

Policy on Welcome to Country Signs

Policy on Board Member Induction

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 – under review

Crown Lands Policy for Marinas and Waterfront Commercial Tenures 2005

Natural Disaster Relief Scheme Guidelines

Tourist Facilities and Services on Crown Reserves 1997

Food and Beverage Outlets on Crown Reserves 1997

Fire Protection Policy for Caravan Parks on Crown Reserves and Leasehold Land 2005

Investment Policy for Trust Boards Managing Crown Reserves and Commons 2005

Operational Tourist Facility Policy – June 2007

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.

APPENDICES

16. Funds granted to non-government community organisations

Showgrounds program

Trust manager	Project	Grant \$	Loan \$	Total \$
Jingellic P A & H Society Inc	Replacement of bore pump	2,500	-	2,500
Kyogle Showground Trust	Fire fighting equipment and emergency lighting	9,000	-	9,000
Walgett Shire Council	Improvements to Gordon Pavilion at Walgett Racecourse and Showground	2,000	-	2,000
Murrumburrah Showground Trust	Fencing works	4,193	-	4,193
Ashford Showground Trust	Kitchen improvements	2,000	3,000	5,000
Ganmain Showground Trust	Upgrading toilet facilities	10,500	9,000	19,500
Dorrigo Showground Trust	Construction of a cutting arena	4,000	20,000	24,000
Manning River A & H Society Taree Inc	Minor modifications to building to create stabling facilities at Taree Showground	2,000	3,000	5,000
Crookwell P A & H Society	Removal and lopping of pine trees at Crookwell Showground	5,000	5,000	10,000
Nimbin Agricultural & Industrial Society Inc	Installation of lighting	4,000	-	4,000
Bombala Shire Council	Electrical upgrading works at Delegate Showground	5,000	-	5,000
Cooma-Monaro Council	Replacement of cattle yards at Nimmitabel Showground	10,000	17,000	27,000
Albury Showground Trust	Demolition of the remains of the Watson Hall and planning approvals for a new building	12,000	12,000	24,000
Deniliquin Council	Construction of a balcony to amenities building and clubrooms at Memorial Park	3,500	3,500	7,000
Tumut Showground Trust	Purchase of materials for fencing and painting works	4,600	3,000	7,600
Deniliquin Council	Construction of a raised viewing area and the installation of a watering system at Memorial Park	2,000	4,000	6,000

Trust manager	Project	Grant \$	Loan \$	Total \$
Guyra Shire Council	Construction of cattle yards at Guyra Showground	15,000	15,000	30,000
Coolamon Shire Council	Construction of a penning arena and holding yards at Ardlethan Showground	5,000	5,000	10,000
West Wyalong Showground Reserve Trust	Stage one of electrical upgrading works	42,587	-	42,587
Kempsey Showground Trust	Urgent repairs to box guttering and associated works	25,000	-	25,000
Kempsey Showground Trust	Urgent OHS works on buildings and grounds	30,000	-	30,000
Camden Show Society Inc	Fire safety and upgrading works at Camden Showground	10,000	10,000	20,000
Cootamundra Shire Council	Construction of a new cattle yard and change room at Cootamundra Showground	3,000	2,500	5,500
Candelo Showground Trust	Installation of a public address system	3,623	-	3,623
Coffs Harbour Showground Trust	Replacement of the Highway Pavilion roof	25,211	-	25,211
Bonalbo Showground Trust	Replacement of the main ring fence	6,317	5,000	11,317
Camden Show Society Inc	Fire safety and upgrading works for the show hall at Camden Showground	10,000	10,000	20,000
Kyogle Showground Trust	Construction of a cool room in the bar area	2,600	2,000	4,600
Robertson Showground Trust	Replacement of the awning adjoining the bar and canteen area	8,000	7,000	15,000
Warialda Showground Trust	Replacement of old wooden yards with steel construction	14,000	16,000	30,000
Greater Hume Shire Council	Construction of a multi purpose pavilion at Walbundrie Showground	10,000	10,000	20,000
Bellingen Showground Trust	Purchase of ride on mower	4,000	5,000	9,000
Woodenbong Reserve Trust	Installation of cool room	3,000	5,000	8,000
Hay Shire Council	Construction of a storage shed at Hay Showground	4,500	4,500	9,000
Total		304,131	176,500	480,631

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Local parks and reserves program

Trust manager	Project	Grant \$	Loan \$	Total \$
Lake Macquarie City Council	New storage facilities for Caves Beach Surf Life Saving Club	75,000	-	75,000
Rosebank Reserve Trust	Establishment administration grant	1,000	-	1,000
The Exodus Foundation	Major upgrading works including electrical, security and safety lighting and plumbing works at the former Ashfield School of Arts building	65,100	-	65,100
Pretty Gully Flora Reserve Trust	Fencing works	433	-	433
Rileys Hill Dry Dock Reserve Trust	Signage and restoration of pump shed building	1,750	-	1,750
Lynchs Creek Reserve Trust	Restoration of windows of old school building	1,500	-	1,500
The Channon Public Hall Reserve Trust	Repair front access steps, handrails, lighting, kitchen flooring and security mesh under hall	5,000	-	5,000
Kalang Public Hall Reserve Trust	Electrical works	5,000	-	5,000
Coffs Harbour Preservation of Native Flora Reserve Trust	Native plants	500	-	500
Norah Head Lighthouse Reserve Trust	Sandblasting of cast iron columns, new guttering, downpipes and fascia boards	19,816	-	19,816
Gore Hill Memorial Cemetery Trust	General maintenance works	12,000	-	12,000
Lands Administration Ministerial Corporation	Electrical works at the Randwick Literary Institute	10,000	-	10,000
St Albans Common Trust	Structural repairs to the herdman's house	5,688	-	5,688
Main Camp Recreation Reserve Trust	Electrical works	5,500	-	5,500
Gladstone Recreation and Racecourse Trust	Canteen awning, cement pad for spectator viewing stand, landscaping and fence repairs	2,500	-	2,500
Dunoon Public Hall Reserve Trust	Refurbishment of kitchen	6,500	6,500	13,000
Mallanganee Reserve Trust	Replacement of seating	5,000	3,000	8,000
Ellangowan Public Hall Trust	Ceiling repairs and painting	2,297	1,500	3,797
Tuncurry Public Hall Reserve Trust	Renovation of supper room	15,000	25,000	40,000
Six Foot Track Heritage Trust	Operation grant and rehabilitation works	20,000	-	20,000
Broken Hill Recreation Reserve Trust	Toilet facilities	20,000	-	20,000
Lightning Ridge Historical Society Reserve Trust	Air-conditioner for office	2,000	-	2,000

Trust manager	Project	Grant \$	Loan \$	Total \$
Central Darling Council	Purchase of chairs and new gas stove for the Darnick Community Reserve	5,857	-	5,857
Menindee Child Care Reserve Trust	Installation of air-conditioner	6,000	-	6,000
Sulphide Street Railway Station Reserve Trust	Relocation of historical gantry signal tower to reserve	10,000	-	10,000
Cumborah Recreation Reserve Trust	Installation of children's playground	12,500	-	12,500
Warrawidgee Hall Trust	Structural repairs to hall	9,120	-	9,120
Berrigan Racecourse Trust	Replace judges and broadcast box on grandstand	25,000	5,000	30,000
Newcastle Velodrome Trust	Replacement of poles and connection of lighting	15,000	5,000	20,000
Tipperary Gully Recreation Reserve Trust	Road access, fencing and gate	7,072	-	7,072
Wolumla Park Trust	Replacement of concrete stair way from club house to pony club grounds	3,520	-	3,520
Berrima Court House Trust	Removal of dangerous pine trees	10,660	-	10,660
Goulburn Woodlands Reserve Trust	Operational grant	3,000	-	3,000
Pambula Wetlands and Heritage Reserve Trust	Operational grant	900	-	900
Old Bega Hospital Reserve Trust	Operational grant	5,742	-	5,742
Lake Liddell Recreation Reserve Trust	Road works and repairs to the manager's cottage	25,000	-	25,000
Kootingal Community Reserve Trust	Extensive building works	30,000	-	30,000
Tareelroi Weir Reserve Trust	Compost toilet building	8,750	-	8,750
Wallangra Recreation Reserve Trust	Electrical works	450	-	450
Hartley Vale Mt Blaxland Reserve Trust	Stage two of monument and stone restoration works	4,000	-	4,000
Cabonne Council	Water tank installed at Crown reserve 61276	2,000	-	2,000
Ilford Recreation Reserve Trust	Replacement of iron cladding and windows to hall	3,000	-	3,000
Glen Elgin Public Hall Reserve Trust	Construction of a cement slab between hall and barbecue area	1,500	-	1,500

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Trust manager	Project	Grant \$	Loan \$	Total \$
Yarrowitch Public Hall and Recreation Reserve Trust	Lining of walls and replacing of doors	3,000	-	3,000
Warialda Rail Public Recreation Reserve Trust	Ride on mower	1,995	-	1,995
Cudgegong River Park Trust	Fire fighting equipment	12,000	-	12,000
Kingstown Public Hall Trust	White ant eradication and electrical works	2,000	-	2,000
Glen Innes Historical Society Inc	Drainage works	3,000	-	3,000
Marra Creek Recreation Reserve Trust	Replacement of playground equipment	15,000	-	15,000
Pine Ridge Public Hall Reserve Trust	Flooring repairs and exterior painting	5,000	5,000	10,000
Narrabri Racecourse Trust	Electrical works and the replacement of the telephone system	-	5,500	5,500
Staggy Creek Recreation Reserve Trust	Ride on mower	1,200	3,000	4,200
Ebor Sports and Recreation Reserve Trust	Building improvements, exterior lighting and repairs to guttering and downpipes.	2,000	5,500	7,500
Gundillion Recreation Reserve Trust	Building repairs and improvements	7,250	7,000	14,250
Blue Mountains City Council	Construction of a shaft cover over a derelict mine at Knapsack Park	12,500	-	12,500
Dungarubba Public Hall Trust	Restumping and repairs to landings	7,850	5,000	12,850
Lambton Mechanics Institute Trust	Installation of security gates	2,560	-	2,560
Forbes Shire Council	Tree planting and beautification works at King George V Memorial Park	3,500	-	3,500
Niangala Community Purposes Reserve Trust	New chairs and improvements to sound system at the hall	3,000	-	3,000
Total		552,510	77,000	629,510

Caravan parks development works program

Trust manager	Project	Grant \$	Loan \$	Total \$
Red Rock Public Recreation Reserve Trust	Sewerage works	-	60,000	60,000
Kempsey Shire Council	Cabins at Hat Head Holiday Park	-	150,000	150,000
Kempsey Shire Council	Infrastructure works at Stuarts Point Holiday Park	-	600,000	600,000
Red Rock Public Recreation Reserve Trust	Completion of sewerage works at the Red Rock Caravan Park	-	163,000	163,000
Great Lakes Council	Preparation of a Management Plan for Hawks Nest Caravan Park	20,000	10,000	30,000
Great Lakes Council	Preparation of a Management Plan for Seal Rocks Caravan Park	20,000	-	20,000
Coffs Harbour City Council	Revised plan of management for Sawtell Beach Caravan Park	10,000	-	10,000
Coffs Harbour City Council	Revised plan of management for Park Beach Caravan Park	10,000	-	10,000
Coffs Harbour City Council	Plan of management for the Boambee Beach Reserve	20,000	-	20,000
Ballina Shire Council	Revised plan of management for Ballina Central Caravan Park	20,000	-	20,000
Port Stephens Council	Cabins at Fingal Holiday Park	-	170,000	170,000
Port Stephens Council	Lighting and fencing at Fingal Holiday Park	-	380,000	380,000
Port Stephens Council	Cabins at Halifax Holiday Park	-	600,000	600,000
Shoalhaven City Council	Construction of an amenities block at Lake Tabourie Tourist Park	-	250,000	250,000
Shoalhaven City Council	Installation of ten cabins and twelve powered sites with ensuite facilities at Huskisson Beach Tourist Park	-	1,200,000	1,200,000
Wyong Shire Council	Cabins, ensuite sites and drive through sites at Toowoan Bay Holiday Park	-	115,000	115,000
Wyong Shire Council	Upgrade of reception area at Toowoan Bay Holiday Park	-	88,000	88,000
Wyong Shire Council	Landscaping, road alterations signage, barbecues and shelters at Toowoan Bay Holiday Park	-	129,000	129,000
Wyong Shire Council	Cabins, ensuite sites and drive through sites at Norah Head Holiday Park	-	350,000	350,000

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Trust manager	Project	Grant \$	Loan \$	Total \$
Wyong Shire Council	Camp kitchen and upgrading of reception area at Norah Head Holiday Park	-	275,000	275,000
Wyong Shire Council	Cabins at Canton Beach Holiday Park	-	220,000	220,000
Wyong Shire Council	Landscaping, road alterations signage, barbecues and shelters at Norah Head Holiday Park	-	128,000	128,000
Wyong Shire Council	Upgrade of reception area, landscaping, signage, barbecues and shelters at Toowoan Bay Holiday Park	-	132,000	132,000
Wyong Shire Council	Cabins at Budgewoi Holiday Park	-	212,000	212,000
Wyong Shire Council	Signage, barbecues and shelters at Budgewoi Holiday Park	-	38,000	38,000
Yamba Pilot Station Reserve Trust	Conversion of former Girl Guides Hall to cottage.	-	50,000	50,000
Kempsey Shire Council	Upgrading of roads, signage, landscaping, public amenities and amenities at Hat Head Holiday Park	-	125,000	125,000
Kempsey Shire Council	Signage, barbecues, park furniture and landscaping works at Crescent Head Holiday Park	-	60,000	60,000
Wyong Shire Council	Upgrading of reception area at Budgewoi Holiday Park	-	65,000	65,000
Total		100,000	5,570,000	5,670,000

Consultancy program

Trust manager	Project	Grant \$	Loan \$	Total \$
Pittwater Council	Plan of management for Church Point Reserve	20,000	-	20,000
Bellingen Showground Trust	Plan of management	25,000	-	25,000
North Coast National A & I Society Inc	Plan of management for Lismore Showground	6,000	-	6,000
Coffs Harbour Racing Club	Plan of management for Coffs Harbour Racecourse	10,000	7,500	17,500
Goulburn Golf Course Trust	Arborist Report and Tree Management Plan	20,000	-	20,000
Barigan Regional Crown Reserve Trust	Plan of management	30,000	-	30,000
Kempsey Showground Trust	Business and Marketing Plan and review of existing plan of management	20,000	-	20,000
Total		131,000	7,500	138,500

Reserves of high visitation/regional significance

Trust manager	Project	Grant \$	Loan \$	Total \$
Lake Keepit State Park Trust	Repairs to water treatment plant and cottages, fencing and the installation of railings on cabins	140,000	-	140,000
Maitland City Council	Contamination study of Walka Water Works	15,000	-	15,000
Burrendong Arboretum Trust	Operational costs for 2007/08	90,000	-	90,000
Mount Arthur Reserve Trust	Fire fighting equipment	3,750	-	3,750
Wee Jasper Reserves Trust	Operational costs for 2007/08	80,000	-	80,000
Wee Jasper Reserves Trust	Emergency road repairs to Billy Grace Reserve	28,000	-	28,000
Penrose Park Reserve Trust	Operational costs for 2007/08 and road repairs	27,500	-	27,500
Goobarragandra Valley Reserves Trust	Operational costs for 2007/08	11,000	-	11,000
Maitland City Council	Operational costs for 2007/08	70,000	-	70,000
Cudgegong River Park Trust	Construction of a new fire protection system and new amenities blocks, upgrading of the water supply system to the sites and fire measures in the asset protection zones	-	575,000	575,000
Lake Glenbawn State Park Trust	Operational costs and lighting of access roads to caravan park	97,269	-	97,269
Lake Burrendong State Park Trust	Operational costs	29,732	-	29,732
Total		592,251	575,000	1,167,251

Initiatives on Crown land program

Trust manager	Project	Grant \$	Loan \$	Total \$
Copeton Waters State Park Trust	Installation of four cabins	-	195,000	195,000
Total		-	195,000	195,000

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Drought Assistance Relief Program

Trust manager	Project	Grant \$	Loan \$	Total \$
Big Hill Recreation Reserve Trust	Improvements to tennis courts surface	9,370	-	9,370
Adaminaby Golf Course Trust	Tree planting	3,400	-	3,400
Gundaroo Park Trust	Replace concrete floor and repair and paint railings	9,060	-	9,060
Thuddungra Recreation Reserve Trust	General maintenance works	8,000	-	8,000
Bribbaree Recreation Reserve Trust	Fencing works	6,460	-	6,460
Weethalle War Memorial Trust	Erection of obelisk and the construction of a footpath	3,976	-	3,976
West Wyalong Showground Reserve Trust	Fencing and gates	10,000	-	10,000
Rankin Springs Community Reserve Trust	Fencing	10,000	-	10,000
Barmedman Mineral Pool Reserve Trust	Landscaping, painting of kiosk and the installation of a watering system	8,500	-	8,500
Narrandera Showground Trust	Painting of toilet block and rubbish removal	3,410	-	3,410
Matong Crown Reserves Trust	Upgrade floor and paint and repair kitchen	10,000	-	10,000
Welaregang Recreation Reserve Trust	Repair ceiling to club house	2,000	-	2,000
Wallarobie Recreation Reserve and Public Hall Trust	Fencing, painting and guttering works	4,800	-	4,800
Ardlethan Recreation Reserve Trust	Fencing, repairs to ground seating and cricket nets and painting	9,000	-	9,000
Mirrool Hall Trust	Termite eradication, repairs to ceiling vents and windows, painting and ground maintenance	10,000	-	10,000
Brungle Recreation Reserve Trust	Maintenance of dam, playground and barbecue areas	2,390	-	2,390
Balldale Recreation Reserve Trust	Seed for cropping, fencing, replace verandah and barbecue	6,345	-	6,345
Junee Reefs Public Hall Trust	Tree planting, painting and general maintenance works	7,185	-	7,185
Laggan Hall Trust	Repairs and maintenance to damaged building	9,500	-	9,500
Nangus Recreation Reserve and Public Hall Trust	Upgrade water supply and toilet facilities	5,000	-	5,000

Trust manager	Project	Grant \$	Loan \$	Total \$
Laggan Recreation Reserve Trust	Painting, planting, signage and maintenance works	5,900	-	5,900
Binda Recreation Reserve Trust	Painting, flooring, guttering and electrical works	4,900	-	4,900
Bemboka Showground Trust	Fencing works	7,488	-	7,488
Wolumla Park Trust	Access path	6,280	-	6,280
Candelo Showground Trust	Fencing works	7,472	-	7,472
Tantawanglo Recreation Reserve Trust	Water tank	5,000	-	5,000
Nelligen Mechanics Institute Reserve Trust	Smoke detectors and ceiling fans	3,200	-	3,200
Rocky Hall Community Centre Trust	Repair of deck, wheelchair access ramp, steps and balustrades	7,900	-	7,900
Walgett Shire Council	Remove and replace damaged seating in the grandstand at Collarenebri Showground	10,000	-	10,000
Elsmore Common Trust	Fencing works	10,000	-	10,000
Glen Innes Showground Trust	Re-roofing of horse stable complex	10,000	-	10,000
Kingstown Public Hall Trust	Plumbing works	10,000	-	10,000
Ashford Showground Trust	Fencing works	8,200	-	8,200
Armidale Showground Trust	Plumbing works	10,000	-	10,000
Yarrowitch Public Hall and Recreation Reserve Trust	Replace access ramp and construction of foyer	10,000	-	10,000
Tent Hill Public Hall Trust	Replace bearers, demolish and repair existing wall	4,368	-	4,368
Copeton Waters State Park Trust	Clearing vegetation on main water line	10,000	-	10,000
Ben Lomond War Memorial Hall Trust	Painting of hall roof and upgrading of storage shed	6,000	-	6,000
Tallwood Public Hall Trust	Boundary fencing	6,750	-	6,750
Cabonne Shire Council	Replace cattle rails, paint broadcast stand and additional seating at Yeoval Reserve	6,720	-	6,720
Cudal Common Trust	Fencing repairs and maintenance works	7,000	-	7,000
Geurie Racecourse and Recreation Reserve Trust	Repairs and maintenance of buildings	7,500	-	7,500
Gollan Public Hall and Gollan Recreation Reserve Trust	Electrical works and improvements to stage and main access doors	4,890	-	4,890

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Trust manager	Project	Grant \$	Loan \$	Total \$
Pine Ridge Public Hall Trust	Repair damaged floor boards and building repairs	8,000	-	8,000
Boggabri Showground and Public Recreation Reserve Trust	Replace fencing and repairs to shower and toilet facilities	10,000	-	10,000
Bowling Alley Point Reserve Trust	Painting of amenities block at Heritage Bridge	2,995	-	2,995
Gunnedah Shire Council	Repairs to existing buildings, fencing and yards at Gunnedah Showground	6,000	-	6,000
Wyangala Waters State Park Trust	Painting	5,000	-	5,000
Torrington War Memorial Recreation Reserve Trust	Restoration of memorial shelter and painting works	1,500	-	1,500
Brady Park Public Recreation Reserve Trust	Painting works	1,056	-	1,056
Wattle Flat Heritage Lands Trust	Facilities for adventure park - signage, shelter, barbecues and fencing	8,000	-	8,000
Talmalmo Recreation Reserve Trust	Fencing works	10,000	-	10,000
Coolah Showground and Recreation Reserve Trust	Fencing works	9,398	-	9,398
Gulgong Showground Trust	Fencing works	8,120	-	8,120
Neirex Public Hall Trust	General repairs of painting and guttering of existing buildings	4,400	-	4,400
Pyramul Recreation Reserve Trust	Upgrading of toilet facilities	6,200	-	6,200
Coonabarabran Showground Trust	Replacement of sewerage line	3,580	-	3,580
Wallangara Recreation Reserve Trust	Painting of supper room, complete children's playground and painting works	2,061	-	2,061
Maules Creek Public Recreation Reserve Trust	New toilets	1,376	-	1,376
Spring Plains Public Hall Reserve Trust	Replacement of flooring	3,930	-	3,930
Croppa Creek Public Recreation Reserve Trust	Purchase of a ride-on mower and employment of a local person to maintain the area	9,000	-	9,000
Euchareena Public Hall Trust	Fencing works	4,675	-	4,675

Trust manager	Project	Grant \$	Loan \$	Total \$
Murrumbidgee Non-Profit Making Reserve Trust	Repairs to boundary fence	3,500	-	3,500
Baradine Showground and Racecourse Trust	Repairs to boundary fencing, painting of kiosk and bar buildings	5,538	-	5,538
Bugaldie War Memorial Site Trust	Minor repairs and painting of hall	10,000	-	10,000
Marra Creek Recreation Reserve Trust	Rainwater tank and stand and repairs to flooring and doorways of main hall	5,310	-	5,310
Hargraves Recreation Reserve Trust	Vermin proofing in kiosk	4,700	-	4,700
Bodangora Recreation Reserve Trust	Fencing works and weed control	2,240	-	2,240
Mount Arthur Reserve Trust	Fencing works	5,000	-	5,000
Wentworth Shire Council	Fencing works at Wentworth Showground	10,000	-	10,000
Cobar Shire Council	Upgrade stock yards and fencing repairs at Cobar Wrightville Common	10,000	-	10,000
Cumborah Recreation Reserve Trust	General maintenance works	2,910	-	2,910
Homebush Recreation Reserve Trust	Fencing works and rubbish removal	8,554	-	8,554
Mendinee Children's Centre Inc	General repairs and exterior painting of building	10,000	-	10,000
Moorland Recreation Reserve Trust	Fencing works	5,000	-	5,000
Liverpool Plains Shire Council	Replace timber seating and painting at Quirindi Showground and Racecourse	6,000	-	6,000
Little Plain Recreation Reserve and Public Hall Trust	Exterior painting works	6,100	-	6,100
Tibooburra Common Trust	Fencing works	7,700	-	7,700
Broken Hill Regional Events Centre Reserve Trust	Safety fencing around stage area of racecourse	9,620	-	9,620
Walgett Shire Council	Resurface Lightning Ridge Racetrack	10,000	-	10,000
Griffith Showground Trust	Fencing works	9,544	-	9,544
Kangaroo Valley Pioneer Settlement Reserve Trust	Restoration of historic George Walker Bridge	6,600	-	6,600
Weethalle War Memorial Trust	Upgrade building security, painting and building maintenance works	10,000	-	10,000

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Trust manager	Project	Grant \$	Loan \$	Total \$
Cookbundoon Sports Fields Reserve Trust	Grass seeding of sporting fields	5,800	-	5,800
Pambula Wetlands and Heritage Reserve Trust	Concreting and improvements to racecourse	4,760	-	4,760
Four Post Youth Camp Trust	Re-stumping and replacement of wooden floor of the covered common area	7,000	-	7,000
Union Jack Hall Trust	Fencing and gate	5,000	-	5,000
Bribbaree Recreation Reserve Trust	Painting works	7,000	-	7,000
Finley Golf Club Trust	Boundary fencing	10,000	-	10,000
Collingullie Soldiers Memorial Hall Trust	Building improvements	7,585	-	7,585
Young Community Arts Centre Trust	Fencing and regeneration of grounds	9,211	-	9,211
Inala/Mirradong Housing Corporation	Boundary fencing at Deniliquin Homes for the Aged Reserve	5,800	-	5,800
Bungowannah Hall Trust	Building improvements including guttering	1,760	-	1,760
Grabben Gullen Hall and Recreation Reserve Trust	Painting and replace windows	10,000	-	10,000
Rannock Recreation Reserve Trust	Fencing, guttering, painting and practice wall for tennis	4,625	-	4,625
Courabyra Public Hall Trust	Repairs to patio and doors, stormwater drainage, relacquering of floor and painting	6,600	-	6,600
Betric Recreation Reserve Trust	Upgrade kitchen and the construction of an equipment shed	5,339	-	5,339
Kindra Park Trust	Concrete paths	8,803	-	8,803
Ganmain Showground Trust	Building repairs to main pavilion including new windows	9,120	-	9,120
Barmedman Showground Reserve Trust	Addition of shower facilities to existing toilet block	6,300	-	6,300
Ariah Park Showground Trust	Maintenance and painting of sheep and main pavilions and fencing works	10,000	-	10,000
Burrendong Arboretum Trust	Weed eradication works and fencing repairs	6,400	-	6,400
Tumut Showground Trust	Building maintenance works, removal of trees and fencing repairs	4,480	-	4,480
Dubbo Small Bore Rifle Club Trust	Wheelchair access ramp	6,772	-	6,772

Trust manager	Project	Grant \$	Loan \$	Total \$
Borah Creek Public Hall Trust	Completion of building renovations	5,600	-	5,600
Narromine Shire Council	General maintenance works of the jockey's building at Trangie Showground and Racecourse	6,557	-	6,557
Narromine Shire Council	Repairs to stables at the Narromine Showground and Racecourse	4,780	-	4,780
Coonamble Shire Council	Rubbish removal from the Warrena Weir	5,000	-	5,000
Nevertire Public Hall Trust	Roofing repairs	9,000	-	9,000
Mendooran P A & H Incorporated	Fencing works	6,000	-	6,000
Gilgandra Racecourse and Recreation Reserve Trust	Fencing works	5,000	-	5,000
Cassilis War Memorial Park Trust	Fencing works	6,640	-	6,640
Kootingal Community Hall Trust	Guttering and improved access for disabled persons	5,600	-	5,600
Baldry Showground and Recreation Reserve Trust	Repairs to amenities block and ground improvements	9,993	-	9,993
Running Stream Recreation Reserve Trust	Water tank and guttering works	6,800	-	6,800
Billimari Public Hall Trust	Fencing	720	-	720
Lachlan Shire Council	New front door and hand rails for building at the Kiacatoo Reserve	1,731	-	1,731
Clare Balranald Recreation Reserve Trust	Roofing works	10,000	-	10,000
Cabonne Council	Upgrading of fence around main arena at Cumnock Showground	5,000	-	5,000
Gulgong Racecourse Trust	Water system upgrade	5,038	-	5,038
Early Intervention Centre Reserve Trust	Extension of grounds, walking trails and general maintenance works	8,000	-	8,000
Woodenbong Reserve Trust	Fencing and ground maintenance on Crown reserve R42886	10,000	-	10,000
Woodenbong Common Trust	Fencing and yards	10,000	-	10,000
Findon Public Recreation Reserve Trust	Refurbishing kitchen and building of tables and chairs	9,836	-	9,836
Woodenbong Reserve Trust	Re-roofing and guttering of hall on Crown reserve R74787	6,149	-	6,149

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Trust manager	Project	Grant \$	Loan \$	Total \$
Gundy Crown Reserves Trust	Replacement of fences and the installation of gates on Crown Reserve R570042	5,200	-	5,200
Gundy Crown Reserves Trust	Repair and reclad bar building, addition of storage area and building security works to Crown Reserve R56621	9,000	-	9,000
Main Camp Recreation Reserve Trust	General painting works	6,000	-	6,000
Moonan Flat Public Hall Trust	External and interior painting works	5,200	-	5,200
Lake Glenbawn State Park Trust	Painting of amenities	10,000	-	10,000
Moonan Flat Recreation Reserve Trust	Painting and refurbishment of amenities	2,500	-	2,500
Rugby Hall and Recreation Reserve Trust	Maintenance works and the drainage works	9,358	-	9,358
Total		888,628	-	888,628

Land and Property Information

Organisation	Project	Grant \$
Charles Sturt Foundation	Grant to support five scholarship places at Charles Sturt University	28,000
University of Newcastle	Surveyor General's Scholarship in Surveying	14,000
Peter Sergeant	Surveyor-General's Scholarship in Surveying	15,000
University of Melbourne	Cooperative Research Centre for Spatial Information (CRC-SI)	250,000
University of NSW	Cooperative Research Centre for Spatial Information (CRC-SI) appointment at University of NSW)	100,000
Australian Business Arts Foundation	John Ferry Award	500
University of New England	AHA Conference 2007	500
University of Melbourne	ARC Linkage Project – Industry Partnership Grant – 'A Marine Cadastre for Australia'	16,500
Spatial Sciences Institute	Asia Pacific Spatial Excellence Awards	16,500
University of New South Wales	'The History of Surveying and SIS UNSW'	5,000
Total		446,000

Crown reserve projects

Project	Consultant/s Contractors \$	Other expenses \$	Total \$
Coffs Harbour Jetty Foreshores	18,138	10,412	28,550
Port Stephens Regional Crown Reserve	107,302	26,437	133,739
Goolawah Regional Crown Reserve	49,865	2,544	52,409
Lot 490 Ecotourism Development	56,726	119,395	176,121
Clarkes Beach Cafe	-153	2,963	2,810
Port Macquarie CBD Crown Foreshores	3,040	63,051	66,091
Batemans Bay Redevelopment Project	13,790	8,900	22,690
Angourie Surfing Reserve	-	5,349	5,349
Harbourside Project (Coffs Harbour)	1,930	53,419	55,349
Wollongong Harbour Redevelopment	10,513	-	10,513
Tweed Commercial Marine Precinct	750	-	750
Ballina Marine Precinct Master Plan	-	28,388	28,388
Tweed Coast Regional Crown Reserve	-	51,938	51,938
Port Stephens Waterfront Masterplan	-	15,672	15,672
Total	261,901	388,468	650,369

The Public Reserve Management Fund provides funds for the ongoing maintenance of walking tracks, waterside reserves, campsites and major recreational projects which are administered by Lands.

During 2007/08 funds spent on recreational projects are listed below.

- Great North Walk: \$97,317.
- Hume and Hovell Walking Track: \$61,142.
- Other walking tracks and waterside reserves: \$13,746.

17. Government action plan for women

Spokeswomens Program

Lands' Spokeswomen Program is a key strategy to address employment and development issues for women.

The spokeswomen have met the challenge identified in their mission statement 'Connecting and supporting all women in Lands' through their ability to network with the women in their regions and raise their profile.

Lands has supported ten spokeswomen to gain more skills and confidence through providing them with the opportunity to complete the Springboard Program and also to receive training in mediation and conflict resolution.

Since July 2007, the spokeswomen have met four times. Lands' executives and senior women have been invited to these meetings to meet the spokeswomen, share their experiences and discuss current issues of particular concern to women.

At the meetings, all spokeswomen are asked to make a short presentation to develop their confidence and share information about themselves. This activity has been very effective as a confidence booster and has also led to greater bonding across the group which is a challenge given that the group only meets face to face quarterly.

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Spokeswomen's newsletters were produced in January and June 2008, the spokeswomen make a regular contribution to the department's internal staff magazine and the group has also set up a lending library of books of particular interest to women.

The spokeswomen sponsored six places on the Springboard Program for women, and the three spokeswomen who are employed in the Crown Lands Division are involved in the Crown Lands initiative for women, Working Outside the Square (WOTS).

With the achievement of all objectives in the group's first strategic plan by the end of 2007, the spokeswomen are now working on new strategic objectives that are directly related to the Department of Premier and Cabinet's Public Workforce Strategy: Making the Public Sector Work Better for Women.

The WOTS (Working Outside the Square) initiative

While women comprise over 50% of Crown Lands staff, a combination of circumstances currently sees no female representation at the board level of the organisation.

The WOTS initiative aims to facilitate greater diversity of opinion and strategy at the board level taking advantage of the skills, knowledge and experience of women from within the organisation.

Expressions of interest were called from women within the division and a conference was held late last year to facilitate the analysis of issues important to building the division's capacity.

Following on from the conference, the WOTS team has implemented a number of strategies to improve the performance and capacity of the organisation and a WOTS representative has also been

appointed to the Crown Lands Board of Management to provide ongoing diversity to decision-making at board level.

Three project teams of the WOTS group have now been formed to further develop more in-depth strategy on leadership planning, a remote communications pilot program and a salary deferral scheme for the division. Papers will be prepared on each of these initiatives for presentation at the Crown Land Board of Management 2008/09.

18. Guarantee of customer service

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

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

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

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

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

Consumer complaint and comment

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

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

Department of Lands
Level 3
1 Prince Albert Road
Queen's Square
Sydney NSW 2000

GPO Box 15, Sydney 2001

feedback@lands.nsw.gov.au

19. Heritage assets

Lands plays an important role in recognising and caring for its heritage assets on behalf of the community. Lands is one of over 80 NSW Government agencies which own or manage heritage assets, and these assets form a significant part of overall government property holdings.

In 2007/08 Lands commissioned the Government Architects Office to prepare a Heritage Asset Management Strategy (HAMS). A final draft has been submitted to the Heritage Office.

The HAMS provides information on:

- heritage management initiatives already undertaken, including:
 - Lands (formerly Department of Lands and Water Conservation) Stages 1 and 2 Section 170 Heritage and Conservation Register
 - Thematic Histories of the former Department of Lands and Water Conservation (DLWC) Registrar General's Department

- status of Lands' Heritage and Conservation Register
- relationship between heritage asset management and the overall Total Asset Management (TAM) system used by Lands
- action plan to meet the requirements of the State Agency Heritage Guide including:
 - updating and continuing augmentation of the Heritage and Conservation Register
 - ongoing maintenance and conservation works and condition reporting for heritage assets
 - preparation of maintenance plans for heritage items
 - more explicit requirements for the assessment of heritage values undertaken when proposing to change the status of Crown land to be included in the Land Assessment Manual and the accompanying Guidelines
 - yearly review of HAMS
 - involvement of appropriate heritage expertise as required to assist planning, management and implementation works to heritage items.

The HAMS will be an important tool in the ongoing management of Lands' heritage assets and will provide the necessary strategy for Lands to achieve the required outcomes over the next few years.

Office Accommodation Guidelines and Standards - Heritage Interior Guidelines as reported in last years annual report Administrative Services (Lands) and the State Architects Office had been working to produce Office Accommodation Guidelines and Standards – Heritage Interior Guidelines. The aim of these Heritage Interior Guidelines is to give sound advice on upgrading interiors

and accommodation within the Lands' heritage buildings. They have been developed as practical guides for users of the buildings, staff planning any change to the interiors, and contractors and trades people who may carry out work on the interiors.

The guidelines are in two parts. Volume one applies to all heritage building interiors currently owned or managed by Lands. Separate volumes will be developed over the coming years with specific guidance on the interiors of each particular heritage building. Volume 2A which applies to the Queens Square building in Sydney. This has been completed and endorsed by the Heritage office.

20. Legislation and legal change

Legislation

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

Amended legislation

Western Lands and Crown Lands Amendment (Special Purpose Leases) Act 2008

The Act amends the *Western Lands Act 1901*, allowing the Minister to grant a 'special purpose' lease over land held as part of an existing lease used for a different purpose, such as grazing or agriculture. The consent of any existing lessee is required before a special purpose lease can be granted. The amendments provide flexibility in tenure arrangements in the Western Division aimed at supporting major infrastructure projects, such as wind farms.

The following Act was repealed by the *Statute Law (Miscellaneous Provisions) Act (No 2) 2007*.

Crown Lands (Validation of Revocations) Act 1983

Statute law revision

The following Acts were amended by the *Statute Law (Miscellaneous Provisions) Act (No 2) 2007*.

Conveyancing Act 1919

- Updating a number of references to repealed legislation.

Crown Lands Act 1989

- To protect the Chairperson and members of a local land board from personal liability for actions and omissions done in good faith when exercising a function under the Act.
- To clarify that the power of the Minister to grant certain interests (such as leases or licences) in respect of a Crown reserve includes the power to enter into an agreement for such an interest.
- To make it clear that a delegation by a reserve trust manager can be revoked with the Minister's approval.

Crown Lands (Continued Tenures) Act 1989

- To remove the requirement for a person purchasing land in a Crown lease to pay a survey fee in all instances, requiring instead that a survey fee only be paid if a survey is required to be carried out by the Crown.

Real Property Act

- Section 13K(2A) was amended to clarify that the Registrar General can record restrictions on use or public positive covenants, imposed in connection with the sale of Crown land, regardless of whether the land is still owned by the Crown.

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Western Lands Act 1901

- Section 9A was inserted to protect the Chairperson and members of a local land board from personal liability for actions and omissions done in good faith when exercising a function under the Act.

The *Statute Law (Miscellaneous Provisions) Act 2008* made amendments to the following Acts.

Conveyancing Act 1919

- To update reference to a valuer registered within the meaning of the *Valuers Act 2008*.

Soil Conservation Act 1938

- The Act was amended to enable the appointment of more than one Deputy Soil Conservation Commissioner and to confirm the continuation of any existing appointments to the position of Deputy Commissioner.

Valuation of Land Act 1916

- The definitions were amended to make it clear that certain underground work done to land in association with mining or an extractive industry is included in the definition of 'land improvements'.

The following Act was repealed by the *Statute Law (Miscellaneous Provisions) Act (No 2) 2007*.

Crown Lands (Validation of Revocations) Act 1983

Regulations

During the year a number of the department's regulations were due for repeal under the *Subordinate Legislation Act 1989*. The department used the opportunity to thoroughly review plan registration procedures, particularly relating to strata and community plans, with the aim of encouraging electronic lodgment of plans. A standard method

of signing and certifying plans was introduced which will apply to all plans, whether they are lodged manually or by hand. The regulations repealed and remade were:

- *Community Lands Development Regulation 2007*
- *Strata Schemes (Freehold Development) Regulation 2007*
- *Strata Schemes (Leasehold Development) Regulation 2007*.

Significant judicial decisions involving Lands

Chandra v Perpetual Trustees Victoria Ltd [2008] NSWSC 178

The claim resulted from a fraudulent mortgage believed to have been perpetrated by a finance broker aided by the son of the claimants. The broker has been convicted of fraud and a very small amount was recovered from the broker. The claimant's son is in jail in Victoria on unrelated fraud charges.

The mortgage was a Tsai type mortgage and the claimants stated firstly that they owed no money to the mortgagee. Notwithstanding this the mortgagee's insurer sought to enforce the mortgage against the landowners.

In its decision, the court upheld the Tsai decision but awarded damages to the mortgagee from the TAF based upon the issue of a replacement Certificate of Title. In a further judgment the court has now allowed the mortgagee to claim as damages against the TAF not only its own costs but the costs of the registered proprietors awarded against it. This was despite the court's earlier finding that the mortgagee acted unreasonably in claiming against the registered proprietors.

Printy v Provident Capital Limited & Anor [2007] NSWCA

This was a claim based on forged mortgages. The court at first instance and on appeal to the Court of Appeal held in favour of the owner of the land based on the decision in Tsai. Consequently the owner's cross claim against the Registrar General was also dismissed and the mortgagee was ordered to pay the Registrar General's costs in the proceedings.

However, the mortgagee has now lodged an administrative claim against the TAF, based on the court's decision in the Chandra case, claiming that the loss resulted from the issue of a replacement Certificate of Title to the fraudster at the beginning of the series of frauds.

Other significant decisions confirming indefeasibility of title

City of Canada Bay Council v Bonaccorso Pty Ltd [2007] NSWCA 351

The Court of Appeal, overturning the decision at first instance, held that although a transfer of community land by the City of Canada Bay Council was in breach of s 45(1) of the *Local Government Act 1993* and therefore invalid, once the transfer was registered the transferee obtained an indefeasible title to the land which could not be set aside. The Registrar General was a party to the proceedings but did not initiate the appeal. In the event, the Registrar General's view on the effect of s 45(1) of the *Local Government Act* found favour with the Court of Appeal.

Permanent Custodians v Yazgi & Anor [2007] NSWCA 240

Mr and Mrs Yazgi were joint tenants of a property. Mrs Yazgi alleged that her signature was forged on a mortgage and

loan agreement by her husband. The Registrar General refused the claim by Mrs Yazgi in 2006 on the basis that the forged mortgage was not enforceable against her interest in the property on the basis of the decision in Tsai.

The Court of Appeal upheld the decision of the Registrar General.

Torrens Assurance Fund

During 2007/08 financial year the Registrar General made several payments in response to claims against the Torrens Assurance Fund totalling \$2,343,361.09.

This sum includes compensation payments and legal fees of claimant parties.

21. Major assets acquired (other than land holdings)

Lands' property, plant and equipment (PPE) assets totalled \$140m as at 30 June 2008. There were no major retirements of PPE assets during the year.

Some land and buildings were allocated to the department from the previous Department of Natural Resources (DNR). The following major asset acquisitions were made during the year.

- Building Improvements: \$2.3m.
- Computer Server Consolidation: \$1m.
- Land & Buildings (DNR): \$7.2m.

Work continued on a number of information technology capital projects during 2007/08, which are classified under the intangible asset category. Outlays on major projects included:

- Knowledge Management Portal: \$1.2m

- Crown Lands Conversion Project: \$2m
- conversion of Manual Torrens Titles: \$1.7m.

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

22. Research and development

Land and Property Information

Digital Output Technology

During 2007/08 research was commissioned to better understand how digital output technology will shape the print market in the short to medium term (up to three years). In particular LPI wanted to identify the emerging trends in digital print technologies, so that insights and actions can be shaped in response by our Graphic Services department. The desk research focused on large overseas markets and on both commercial and consumer segments.

This process was followed to ensure that any investment made in digital output technologies are made based upon well researched and validated market trends, thereby optimising maximum return on investment and customer satisfaction.

The findings of the research reinforced existing knowledge of the technologies available and provided a greater understanding of the issues surrounding the ordering of digital output services. Results justify the acquisition of digital output technologies for aerial photography.

Crown Lands

A report was initiated to examine the proposed granting of a Carbon Sequestration Right (CSR) to a Crown Lessee under the *NSW Crown Lands (Carbon Sequestration) Act 2006* (the CLCS Act). The report was undertaken as the proposed CSR request, if approved, would be the initial application of this legislation, and would create precedents for future actions over Crown lands, and specifically over a perpetual lease within the Western Region of NSW. The research and the report provide an analysis and review of the issues associated with the application, the underlying risk and management of any Ministerial approval, for the Minister, Lessee and Applicant. The report provides the Department of Lands with precedents for Ministerial consideration, as identified and approval procedures and conditions for the granting/refusal of carbon sequestration rights, under the *CLCS Act*.

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23. Major works

Capital works completed or in progress as at 30 June 2008	Cost to date \$	Cost overrun \$	Est. date of completion
Land and Property Information Buildings			
Queen Square Building, 1 Prince Albert Road, Sydney (Heritage building)			
Audit Office refurbishment	8,619	Nil	Completed
Concrete cancer repair (heritage balconies)	26,500	Nil	Completed
Fire – electrical systems upgrade	15,607	Nil	Completed
Air conditioning upgrade Basement 2	67,656	Under budget estimate	Completed
Postage meter	12,945	Nil	Completed
Upgrade of chilled water pumps	12,760	Nil	Completed
Upgrade of air-conditioning Ground Floor West	100,000		Completed
Installation of Chief Surveyors Office	8,000	Nil	Completed
Insulation eastern roof cavity (5th floor)	26,800	Nil	Completed
Panorama Avenue Bathurst (Non Heritage Building)			
Power factor unit replacement	13,264	Under budget estimate	Completed
Electrical services upgrade	61,011	Under budget estimate	Completed
Replacement of fire doors	9,900	Under budget estimate	Completed
HVAC variable speed drives	26,486	Nil	Completed
Roof sealing	10,900	Nil	Completed
Crown Lands Buildings			
Dubbo Lands Office			
Upgrade of lighting	4,250	Nil	Completed
Painting of ceilings	2,365	Nil	Completed
Hay Lands Office			
Repair & replacement of roof	108,595.30	Under Budget	Completed
Installation of hand rails to entry	1,136	Nil	Completed
Moree Lands Office			
Remedial works – white ant damage	9,395	Nil	Completed
Structural engineers report	2,150	Nil	Completed
Tree removal	2,040	Nil	Completed
Termite baiting and dusting	950	Nil	Completed

Repair to stormwater pipe	200	Nil	Completed
Orange Lands Office			
Repair roof & facias	27,060	Nil	Completed
Armidale Lands Office			
Upgrade - emergency exit lighting	17,150	Nil	Completed
Tamworth Lands Office			
Replacement of guttering	25,960	Nil	Completed
Replacement of roof on garage	6,570	Nil	Completed
New carpet	25,233.45	Nil	Completed
Coffs Harbour Lands Office			
Replacement of air conditioning	7,200	Nil	Completed
Wagga Wagga Lands Office			
Lighting upgrade	5,613	Nil	Completed
Fire indicator panel upgrade	3,690	Nil	Completed

24. Marketing communication outcomes

Lands' Communication Solutions Group (CSG) is responsible for providing leadership in internal and external communication initiatives across all of Lands' divisions and business units.

CSG's key achievements during 2007/08 include:

- ongoing promotion of Lands' corporate branding through the implementation of corporate communication strategy and preparation of corporate style guidelines
- the development and implementation of communication strategies for both internal and external programs including:
 - Careers and Employment Expo aimed at creating awareness of Lands' trainee and graduate programs
 - Crown Land Trust Board – *'It only takes a small effort to build a community'* awareness and recruitment campaign

- promotion of the 2007 Grabine Country Muster held at Grabine Lakeside State Park
- development and promotion of Lands' recreational products such as caravan and camping sites, walking tracks and state parks aimed at raising awareness and the use of Crown land recreational facilities
- updating and development of corporate and divisional DVDs
- the design and development of www.caravanandcampingnsw.com.au promoting caravan parks and camping grounds on NSW Crown land
- the design and development of the new state parks website, www.stateparks.nsw.gov.au
- developing communication plans for Expression of Interest documents on major commercial business opportunities
- the design and production of a broad range of communications strategies and materials to support the State Plan (see list of publications p. 263 – 264)
- the creation and promotion of an employer branding program and recruitment portal to attract and retain candidates now and in the future.
- Development of a communication plan and stakeholder engagement strategy for the sustainable burials discussion paper
- increased presence at conferences and exhibitions to promote tourism strategy including:
 - Sydney International Boat Show – promoting commercial development opportunities to marinas on coastal areas in partnership with councils and community
 - attendance at regional field day events maintaining relationships with rural communities and ensuring regional service delivery
 - sponsorships of Community of the Year Awards and new Crown Reserve Trust Award to recognise the hard work of trusts and volunteers
 - participation at caravan and camping exhibitions and promotion of recreational strategy and products.

APPENDICES

25. Occupational health and safety (OHS)

Lands is committed to meeting the health, safety and welfare needs of its employees. Lands focus is on injury prevention through hazard identification and when an injury does occur, early intervention to the injury management process.

In 2007/08 after extensive consultation with staff and union representatives, three policies were added to the department's OHS Management System. These policies related to Incident Reporting and Investigation, Risk Management and Injury Management and Return to Work.

In the NSW State Government initiative 'Working Together, Public Sector OHS & Injury Management Strategy 2005-2008', Target 5 relates to Organisational Capacity. The requirement for this target is to have 90% of managers provided with appropriate information, instruction and training in their roles and responsibilities under the agency's OHS and Injury Management System.

Between October 2007 and May 2008, the department has conducted risk management courses across the state. Approximately 130 managers and supervisors attended these two-day courses and have gained increased understanding and skills in order to effectively manage their roles and responsibilities in identifying hazards and controlling risks.

These courses will continue to be provided on an as-needs basis as new staff are recruited into management positions.

In mid 2007, the Queens Square site had two significant incidents involving paint fumes and the management of hazardous materials highlighting the need for a more detailed policy on management of contractors working on departmental sites. A suite of policies on contractor management are in the final stages of development.

In August 2007 a tragic fatal accident occurred involving a Soil Conservation Service employee. The department is continuing to work closely with its TMF insurance provider, Allianz Australia and WorkCover in relation to this matter.

The OHS team of Department of Lands has formed an excellent working relationship with the TMF Client Service Team and case managers at Allianz and all resources are being directed towards favourable outcomes for both the injured workers and the department.

The effective management of injuries and worker's compensation remains a priority issue. Lands has developed a sound working partnership with rehabilitation providers both in the metropolitan and regional areas. This improves injury management and the timely return to work of injured workers.

Lands received refunds for worker's compensation premium hindsight adjustments for two previous claim years. This reflects Lands positive claims experience and the effort being placed on claims management and timely and focussed return to work strategies.

Worker's compensation claims and costs*				
	2004/05	2005/06	2006/07	2007/08
Total no. of claims	61	55	56	70
No. of claims settled	23	78	69	65
Net incurred cost	\$446,773	\$420,369	\$429,381	\$516,785

* Data source: Allianz Australia

26. Overseas travel

Travel undertaken at cost to Lands				
Officer and position	Destination	Purpose	Dates	Cost
Tony Sleight, Director EICU	Solomon Islands	Invitation by Department of Defence to visit Solomon Islands	5 - 9 July 2007	Expenses paid by Dept. of Defence.
Steven Woodhouse, Manager Technical Services Unit and Peter White Information, Security Architect	New Zealand	Present Paper to Oceania CACS Conference	8 - 13 October 2007	\$5,679
Des Mooney, Deputy Director General and Ross Cleary, Executive Manager IMU	Dublin	Attend Registering the World Conference	15 September - 3 October 2007	\$34,858
Greg Windsor, Secretary Geographical Names Board	New Zealand	Geographical Names of Australasia's Forum	4 - 5 October 2007	\$1,337
Paul Harcombe, Chief Surveyor	New Zealand	Attend Intergovernmental Committee for Surveying and Mapping and 9th South East Asian Survey Congress	26 October - 4 November 2007	\$3,463
Shane Bruncker, Spatial Technician and Brad Fulton, Senior Spatial Technician	Switzerland	Attend Leica Geosystems 2007 Airborne Sensor Workshop	9 - 22 November 2007	\$14,011
Philip Western, Valuer General	Malaysia	Attend 12th Commonwealth Heads of Valuation Agencies Conference	23 - 29 November 2007	\$5,665
Philip Western, Valuer General	New Zealand	Presentation at the Advisory Board of International Property Taxation Institute	26 March - 6 April 2008	\$4,562
Warwick Watkins, Director General	Norfolk Island	Surveyor General to meet with Norfolk Island officials	16 - 20 April 2008	\$2,912
Philip Western, Valuer General	Canada	Attend the International Property Taxation Institute Conference and study tour	5 - 17 May 2008	\$16,498
Warwick Watkins, Director General and Paul Harcombe, Chief Surveyor	Sweden Ireland	Attend International Federation of Surveyors Working Week Meetings eSpatial: The property Registry Authority (Warwick Watkins only)	7 - 22 June 2008	\$25,968
Philip Western, Valuer General	New Zealand	Attend Australian/New Zealand Property Institute Conference	25 - 27 June 2008	\$793

APPENDICES

27. Payment of accounts

Lands met the target levels of performance for all quarters in 2007/08 and is committed to continued improvement in this area. Building upon the enhanced internal reporting introduced in 2006/07, activity during 2007/08 included the development of procedures for streamlining payment of lower value supplier invoices and involvement in benchmarking studies with Department of Commerce.

Lands provides financial services to a number of agencies. The following performance information relates to payment of accounts on behalf of:

- Department of Lands
- Board of Surveying and Spatial Information
- Festival Development Corporation
- a number of reserve trusts.

The combination of additional serviced agencies and an increased level of activity resulted in a 12% increase in overall payment transactions processed during the year.

In 2007/08, there were no instances where interest was paid in accordance with section 15 of the Public Finance and Audit Regulation 2005.

28. Price determination

Crown Lands

The IPART – Review of Rentals for Waterfront Tenancies on Crown Land in NSW has been actioned and implemented by all agencies involved. There are some individual concerns and challenges regarding the definition of ‘Precinct’ that are being addressed following implementation of the recommendations of IPART. The agencies are networking to ensure consistency

of application and implementation of IPART’s recommendations, which are now part of Lands operational responsibilities. All Lands operational responsibilities are monitored for best practice and the management and Review of Rentals for Waterfront Tenancies on Crown Land in NSW is no exception.

Soil Conservation Service

SCS reviews all prices annually and recommends revised rates for department and Ministerial approval with an implementation date of 1 January. Given the volatility of diesel fuel prices, a separate fuel levy is applied to plant works and reviewed regularly. The fuel levy gives the SCS the capacity to increase prices on an item beyond its management control at short notice. All rates were increased on 1 January 2008, Consult rose 2.5 to 4.5% and Works rose by 5%. Prices charged to government clients within the Operations area are based on actual costs, overheads plus administration.

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 more than 90 days
	\$	\$	\$	\$	\$
September 2007	545,921	297,033	36,420	24,101	0
December 2007	993,901	266,039	22,504	8,968	1,307
March 2008	1,994,419	291,047	42,020	25,283	43,700
June 2008	3,606,618	374,462	1,346	767	0

Accounts paid on time during each quarter

Quarter	Total accounts paid on time				Total amount paid	
	Number		Value		\$	\$
	Target %	Actual %	Target %	Actual %		
September 2007	85	87	90	94	54,614,775	58,177,987
December 2007	85	88	90	95	84,240,451	88,616,908
March 2008	85	86	90	92	49,922,054	54,222,412
June 2008	85	86	90	93	79,025,695	84,890,100

29. Publications

Corporate

Brochures

2007 Annual report

Presentational material for
40 years service

Aboriginal Support Network newsletter

Bathurst traineeship flyer

NSW Regional Communities Consultative
Council (ORA) DL Flyer

NSW Spatial Information eXchange

Book launch

Sails to satellites

LPI

Brochures

Buying or selling a home: Your rights
and obligations DL flyer

Making what's old new again - Bridge St
Plan Room 1828-2007 and beyond

Fact sheets

Electronic processing of digital plans -
Targeting the future

Council Electronic Certificates pilot
program overview

Customer account application
instructions

General register of deeds stamping and
marking requirements for documents
affecting land and property under the
Conveyancing Act 1919 and Allied Acts

Legal deposit

LPI lodgment terms and conditions

Mortgagee sale of land affected by
caveat

Product Description Digital Cadastral

Database Standard Dataset July 2007

Stamping and marking documents
affecting land under the *Real Property
Act 1900*

Crown Lands

Brochures

2007 Grabine Country Muster
promotional suite

2008 State parks marketing collateral

Be weed aware - Protect Goolawah
State Park

Caravan and camping marketing
collateral

It only takes a small effort to build a
community: Crown land trust boards
marketing material

NSW Crown land coastal communities

NSW Crown Land management

NSW Crown Land: Perpetual lease
purchase application kit

NSW Soils Framework and summary
document

Pied Oystercatcher at risk: Help halt their
decline DL flyer

Sustainable burials in the Sydney Greater
Metropolitan Area discussion paper

The Wiradjuri Walking Track

Review of *Western Division Lands Act
1901* Issues Paper

EOIs

Boyd's Bay Marina EOI and marketing
collateral

Ulladulla Harbour and Foreshore
redevelopment opportunity and
marketing collateral

Wollongong Harbour and Foreshore
redevelopment opportunity and
marketing collateral

Fact sheets

A coordinated dredging program

Access to western lands leases for
fossicking and mineral exploration

Alteration of purpose or conditions of a
Western Lands Lease

Closing Crown roads

Conversion of residential leases to
freehold

Converting perpetual leases

Crown road purchase fee schedule

Development of Rural Western Lands
Leases for residential use

Dividing Fences

Do you have a domestic waterfront
licence?

Enclosure permits

Environmental recognition -
Gumnut Awards

Examples of minor ports, rivers entrances
and waterway works

Extension of term of a western
lands lease

Find a great Crown land caravan park or
camping ground

Frequently asked questions about
Native title

Information for telecommunication
organisations occupying Crown land
administered by the NSW Department
of Lands

Land rights and the western division

Local land boards

Management of minor ports, river
entrances and waterways in NSW

Perpetual lease conversion fee schedule
information

Purchase of a Curlwaa Irrigation
Area lease

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Rent (Western Lands Act)

Subdivision of a western land

The Legal Roads Network Project – public roads and easements in the Western Division

The Western Division of New South Wales

Transfer of western lands lease

Volunteers managing Crown reserves

Western Lands Advisory Council

Western Lands Leases over camps on the Lightning Ridge opal fields

Western Lands leases tenures and conditions

Posters

Coffs Harbour Jetty Foreshore (Draft) PoM

Crown Land Open for business

SCS

SCS's pesticide notification use plan

Crown lands bushfire trail upgrade

Clays waterhole case study

Environmental impact assessments, planning and management fact sheet

Junction Reefs Dam case study

Riparian case study

Transgrid SMEC survey case study

Upper Tumut Substation case study

Winmalee Public School case study

World Cup Ski case study

Office of the Valuer General

Valuer General's Newsletter July 2007

Your land value DL brochure

Your land value review guide booklet

Valuation objection form

Valuer General's Newsletter January 2008

Land values for irrigation properties fact sheet

Information about your Notice of Valuation fact sheet

30. Risk management and insurance

Lands

Lands has implemented a risk management framework based on the Australian Standard for Risk Management AS/NZS 4360:2004. As part of that framework, Lands introduced a Risk Management Policy and Guidelines. Lands' Corporate Governance Unit facilitates, reviews and monitors all divisions and business units in complying with the framework set down in the policy. The policy and guidelines provide guidance and the tools for all levels of management to implement risk management processes and maintain sound practices within their areas of responsibility. The Lands Audit and Risk Committee and Lands executive monitor compliance with the policy through regular reports provided by the Corporate Governance Unit.

Lands is a member of the NSW Treasury Managed Fund, which provides all necessary insurance cover for Lands risk profile, including workers' compensation, public and professional liability, property, motor vehicle and miscellaneous covers.

Land and Property Information (LPI)

LPI's risk management framework encompasses the requirements of the Australian Standard AS/NZS 4360. Its Strategic and Business Risk Registers are reviewed at least annually, while those risks which require more frequent review are analysed quarterly or biannually. The strategic risks are also disclosed annually in LPI's Statement of Business Intent. Where improved controls are developed or proposed, executive managers, cost centre managers, and project managers are required to update LPI's risk registers accordingly.

LPI's insurable risks for public liability, workers compensation, motor vehicle accident, property and professional indemnity claims are covered by the New South Wales Treasury Managed Fund.

Crown Lands

Crown Lands Division recognised its obligations under the *Protection of the Environment Act 1991* and environmental due diligence requirements by employing Deloitte to facilitate a high-level environmental risk assessment for Crown Lands Division. The objective of this environmental risk assessment was to provide senior managers with a snapshot of risks with the view to developing an environmental risk management framework. Management provided a range of proposed actions, responsibilities and timeframes for risks identified.

Soil Conservation Service (SCS)

The SCS Business Plan 2008-13 provides a risk analysis of the division's major risks including indicator, consequence and management actions, as well as a likelihood and impact assessment. The business plan is reviewed on an annual basis and actions implemented by management to mitigate these risks. The division is working with the Corporate Governance Unit and Corporate People and Performance Group to proactively reduce the risk profile and potential liabilities.

31. Waste reduction and purchasing policy

Lands is committed to complying with the NSW Government Waste Reduction and Purchasing Policy (WRAPP) and to maintaining best practice in sustainable procurement and in recycling

During 2007/08 Lands continued to avoid and minimise waste by:

- using emails rather than sending printed material
- optimising use of the Lands' Intranet
- making electronic versions of documents available on the Lands website
- using the NSW Government eTendering website to advertise and to disclose the results of tenders

- using the TRIM records management system to electronically store documents rather than printing and filing.

Lands has reviewed and extended its recycling programs by contracting Visy Pty Ltd to collect and recycle paper and co-mingled wastes from its Sydney office as a pilot prior to implementation in regional offices.

Lands complies with the NSW Government Sustainability Policy by sourcing 6% of its electricity supply as green power.

Lands has initiated a program to promote use of recycled content paper wherever cost and performance competitive.

Lands' Graphic Services Branch has committed to obtaining accreditation to ISO Standard 14001 for Environmental Management Systems for their printing activities.

32. Sponsorships

Recipient of sponsorship	Sponsored activity	Value
Spatial Sciences Institute Limited	Asia Pacific Spatial Excellence Awards 2007	\$15,000
The University of Newcastle	NSW Surveyor General Undergraduate Scholarship in Surveying 2008	\$14,000
Awards Australia Pty Ltd	NSW/ACT Regional Achievement Awards & Community Awards Program 2008 as an Award Patron for the Community of the Year Category	\$49,500
Awards Australia Pty Ltd	NSW/ACT Regional Achievement Awards & Community Awards Program 2008 as an Award Patron for the Crown Trust Award Category	\$44,000
Peter John Sergeant	2008 NSW Surveyor General International Fellowship in Surveying and Spatial Information	\$15,000
Open Forum (subsidiary of Global Access Partners)	Open Forum Website	\$25,000
UTS	UTS Nobel Prize Centenary Exhibition	\$21,500
University of Newcastle	Cadetship in Surveying & Spatial information	\$14,000
Total sponsorships \$10,000 & over	8	\$198,000
Total sponsorships under \$10,000	18	\$59,204
Total sponsorships	26	\$257,204

GLOSSARY

ANZLIC	Australian New Zealand Land Information Council
BCP	Business Continuity Plan
BOSSI	Board of Surveying and Spatial Information
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.
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.
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.
CMA	Catchment Management Authority
Contour	An imaginary line connecting points of equal elevation.
Control 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 (land 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.
CLVP	Crown Lands Valuation Project
Dataset	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.
DECC	Department of Environment and Climate Change
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 Database	The legal parcel fabric (current subdivisional pattern) of the state supplied and validated by LPI.
EICU	Emergency Information Coordination Unit
Electronic Plan Examination	The comparison of new with old survey information utilising specially developed computer and an electronic survey accurate plan database.

Electronic Plan Lodgment	Lodgment of plans in electronic form in which they were originally prepared by a surveyor.
Electronic Service Delivery	A connect.nsw strategy to encourage NSW Government agencies to deliver customer-focussed services to NSW.
eNOS	Electronic Notice of Sale
ePlan	An internet facility that enables surveyors to electronically lodge plans and associated instruments online as TIFF documents.
EPlan	A program that builds a comprehensive plan information system using LandXML - a file format that will replace paper and scanned paper TIFF documents as the legal plan of survey in NSW.
Gazetteer	A geographical dictionary.
Geodetic survey	A high precision survey that covers a large area and consequently must take into account the effect of the earth's curvature.
GIS	Geographic Information System - for capturing, storing, checking, integrating, analysing and displaying data that is spatially referenced to the Earth. This is normally considered to involve a spatially referenced computer database and appropriate applications software.
GNB	Geographical Names Board
GPS	Global Positioning System - a system for determining positions using information derived from tracking satellites.
GPR	Government Property Register database managed by LPI Division.
GSDP	Government Services Development Program
Information broker	An agent licensed by LPI to provide remote and value added information services utilising electronic data made available by the office.
ICSM	Inter-Government Committee on Survey and Mapping - coordinates and promotes the development and maintenance of key national spatial data, including geodetic, topographic, cadastral and geographical names on a national basis.
ISO 9001:2000	International Organisation for Standardisation guidelines relating to management systems primarily concerned with quality management.
ITS	Integrated Titling System - LPI computerised record for land titles.
Land parcel	An area of land with defined boundaries, which forms the fundamental unit of land information, including information about rights and interests.
Land Title	The evidence of a person's rights to land.
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.
LGA	Local Government Area
Licensed conveyancer	A person licensed under the <i>Conveyancers Licensing Act 1995</i> to carry out work involved in property conveyancing transactions.
LPI	Land and Property Information - a division within the Department of Lands.
L-SDI	Lands Spatial Data Infrastructure Program

GLOSSARY

Notice of Sale	A form, which must accompany the lodgment of any document, lodged in LPI, which changes the ownership of land.
NECS	National Electronic Conveyancing System
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 <i>Real Property Act 1900</i> .
Orthography	A method of representing a language with words using correct spelling.
Orthorectification	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.
PRMF	Public Reserve Management Fund
RFS	Rural Fire Service
RTA	Roads and Traffic Authority
Rural 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.
SCS	Soil Conservation Service – a division of the Department of Lands.
Spatial data	Data pertaining to the location, shape and relationships among geographical features. These can be classified and stored as point, line, polygon, grid cell or object.
Strata plan	A plan lodged for registration in LPI depicting vertical subdivision of land by buildings such as home units.
Topographical Data	Data pertaining to representation of physical and cultural surface features.
Toponymy	The place names of a region or language.
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.

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Lands photo library



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By Paul Blackmore



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NSW Tourism



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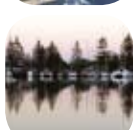
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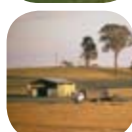
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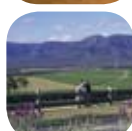
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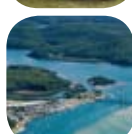
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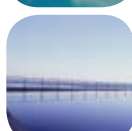
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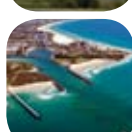
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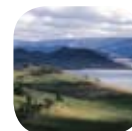
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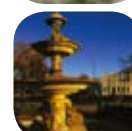
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Far North Coast
By Paul Blackmore



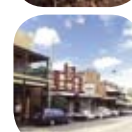
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NSW Tourism



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Forbes
Central NSW
NSW Tourism



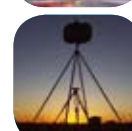
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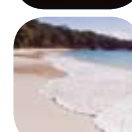
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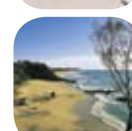
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Riverina
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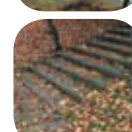
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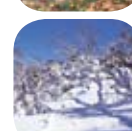
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Murrays Beach
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ADDRESSES

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

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

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

Business hours:

8.30am-4.30pm Monday to Friday
Business hours may vary in regional
offices due to fieldwork.

Land and Property Information (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

Sydney Map Shop and Air Photo
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Land and Property Information (Bathurst)

346 Panorama Avenue
PO Box 143
Bathurst NSW 2795
T: 61 2 6332 8200
F: 61 2 6331 8095

Crown Lands (Head office)

Level 4
437 Hunter Street
Newcastle NSW 2300
PO Box 2185
Dangar NSW 2309
T: 61 2 4920 5000
F: 61 2 4925 3489

Soil Conservation Service (Head office)

Level 12
Macquarie Tower
10 Valentine Avenue
PO Box 3935
Parramatta NSW 2124
T: 61 2 8836 5316
F: 61 2 8836 5363

Board of Surveying and Spatial Information (Head office)

346 Panorama Avenue
PO Box 143
Bathurst NSW 2795
T: 61 2 6332 8238
F: 61 2 6332 8240

Geographical Names Board (Head office)

346 Panorama Avenue
PO Box 143
Bathurst NSW 2795
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Office of Rural Affairs (Head office)

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T: 61 2 6393 0000
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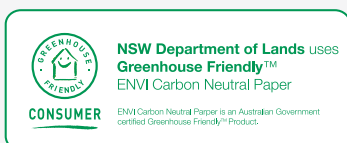
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ISSN: 1443-2234 (print)
ISSN: 1833-8801 (online)
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Cost of production: \$10,879

Limited numbers of printed copies may be obtained by phoning (02) 9236 7763.

This annual report is also available from www.lands.nsw.gov.au.

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