



Department of Lands

*Reliable from the ground up*

Annual Report

2002/2003

Including  
Board of Surveying and Spatial Information



# Department of Lands

*Land Administration & Management  
Property & Spatial Information*

DIRECTOR GENERAL  
1 Prince Albert Road  
Queens Square  
SYDNEY NSW 2000  
AUSTRALIA

GPO Box 15  
SYDNEY NSW 2001  
AUSTRALIA

T (612) 9236 7600  
F (612) 9236 7631

[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

The Hon Tony Kelly MLC  
Minister for Rural Affairs,  
Minister for Local Government,  
Minister for Emergency Services and  
Minister Assisting the Minister for Natural Resources (Lands)  
Level 34  
Governor Macquarie Tower  
1 Farrer Place  
Sydney NSW 2000

Dear Minister

I am pleased to submit the Department of Lands (Lands) Annual Report for the period 2 April to 30 June, 2003 for your information and presentation to Parliament.

This report has been prepared in accordance with the Annual Reports (Departments) Act 1985, the Annual Reports (Statutory Bodies) Act 1984 and the Public Finance and Audit Act 1983.

This publication has been prepared to include the reports from all administrative areas of the Department and the annual report of the Board of Surveying and Spatial Information of NSW.

Approval has been granted for an extension of time for the lodgement of the 2002-2003 reports of the Department of Lands and the Board of Surveying and Spatial Information respectively to 12 December 2003.

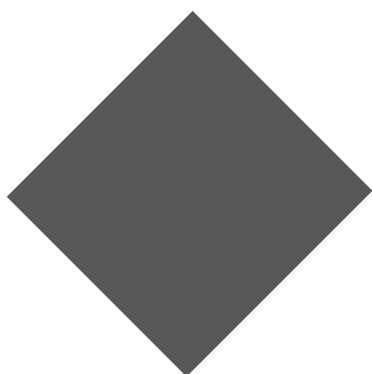
I commend this report to you.

Yours sincerely



Warwick Watkins  
Director General  
[warwick.watkins@lands.nsw.gov.au](mailto:warwick.watkins@lands.nsw.gov.au)





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The Department of Lands was established by the Public Sector Employment and Management (General) Order 2003 on 2 April 2003. It is responsible to the Minister for Natural Resources and the Minister Assisting the Minister for Natural Resources (Lands).

The new department comprises staff or units transferred from the former Department of Land and Water Conservation in the Crown lands and roads areas, the minor ports unit and the Soil Services unit as well as staff or units from the former Department of Information Technology and Management, primarily from Land and Property Information (LPI).

The Department of Lands (Lands) is comprised of three divisions:

- Land and Property Information Division
- Crown Lands Division
- Soil Services Division

The Department also provides administrative support to:

- Board of Surveying and Spatial Information of New South Wales

Land and Property Information Division is responsible for geospatial data and the integration, capture and management of land, property and valuation information and services.

Crown Lands Division manages and administers Crown lands held under lease, licence or permit; community and Council managed reserves; lands retained in public ownership for environmental purposes; lands within the Crown public roads network; vacant Crown land and administration of minor ports in New South Wales.

Soil Services Division is a specialist conservation earthmoving and soil consultancy business, specialising in:

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

## The Year in Review

The creation of the Department of Lands on 2nd April 2003 offers a significant opportunity to build an organisation using the best from the past and trying to position it for the future. The Department has a wealth of skill and experience and the marriage of the spatial components of land and property information with the historic and contemporary nature of the Crown Lands portfolio brings increased synergy.

During the reporting year Lands further consolidated the integration of its constituent agencies and improved its quality service delivery.

The Department has articulated its vision, defined its mission and expressed the core values that will lead us into the future.

The Land vision for NSW is that the State will be recognised for quality and reliable spatial information and land administration and management products to meet the needs of the community.

The Department's programs over the year were shaped by our values of customer service, accountability, innovation, respect, integrity, teamwork and leadership. These values signal that NSW is moving into a new era of land information and management, strengthening the partnerships with business and community.

The year saw very significant development in e commerce initiatives in LPI and Crown Land NSW with key milestones being achieved in online service delivery targets and business transformation.

Lands continued to focus on its core responsibilities in information and knowledge management.

**Land Property Information (LPI)** is undertaking a number of significant long-term projects to enhance online service delivery to clients.

Work continued on the Integrated Property Warehouse (IPW) that will result in across-agency integration of the management of land information in the State.

The ePlan project made significant progress during the year. The Conveyancing Legislation Amendment (e-plan) Act 2002 and the various supporting regulations commenced on 19th August 2002.

The Act provides the legal basis for the electronic lodging for registration or recording of plans and accompanying documents. All necessary signatures, seals and certificates are required to be endorsed on an approved form for signatures to be lodged electronically with the plan.

Another significant step for LPI was the continued development of the Central Register of Restrictions and the Property Information Inquiry Service as a component of the Integrated Titling System.

The Land Valuation program was completed successfully, with 49 local council areas across the State revalued by valuation contractors, resulting in the issue of 825,000 general notices of valuation to property owners in these local government areas.

**Crown Lands Division**, responding to customer feedback and government service delivery objectives, has embarked on an ambitious plan to deliver an e-business service option for 250,000 regional and rural customers. Known as *Landirect* the option will allow customers to undertake the majority of Crown land business transactions and receive related information through the Internet. NSW Treasury has funded the initiative as a State Capital IT Project through to 2004.

Landirect will offer substantial cost savings to the Department with the re-engineering and streamlining of business processes and supporting services and the move towards customer self service via the use of on line technologies. These costs will be achieved through reduced travel to government offices, reduced waiting times and less communication costs.

The initial release of Landirect is programmed for 2003/04 and will concentrate on providing on-line access for account searches and waterfront licence applications.

Building on the introduction of B-pay in the 2002/2003 year there has been an excellent customer response to the new technology. B-pay receipts totalled \$3.2 million of land account payments.

**Soil Services Division** achieved external Soilworks sales at \$9.8 million (up 10% on 2001-02) was an excellent result given the wide spread drought conditions across the state. Approximately 27,000 hectares of land was treated with conservation earthworks including broadacre banks/waterways dams and sediment detention structures. This is a 38 per cent increase, compared with 19,500 hectares in the previous year. High work standards were maintained with repairs representing a low 0.22 per cent of external sales.

The Office of Rural Affairs also joined the Department of Lands. The Office of Rural Affairs will continue to work with the community and with other government agencies to assist in the identification of issues and provide advice and assistance on matters impacting on rural communities.

The year has been one of consolidation and significant achievement for Lands and we will continue to respond to innovation, share our knowledge and lead by example in the years ahead.



Warwick Watkins  
Director General  
Registrar General

## Department of Lands

Level 3, 1 Prince Albert Road  
Queens Square  
Sydney NSW 2000

GPO Box 15  
Sydney NSW 2001

T: 61 2 9228 6666

F: 61 2 9236 7632

E: [feedback@lands.nsw.gov.au](mailto:feedback@lands.nsw.gov.au)

Website: [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

## Executive group

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

Warwick Watkins was appointed Director General Department of Lands on 2 April 2003 formerly being appointed Director General of the Department of Information Technology and Management (DITM) in April 1999 and Surveyor General in December 2000. He has held a number of public service management positions in NSW including Executive Director of the Electricity Reform Task Force, Commissioner of Soil Conservation, Director General of Department of Conservation and Land Management and Director General of State and Regional Development and Chief Executive of the Waterways Authority.

Mr Watkins is Deputy Chair and a Director of Land and Water Australia; President of the Board of Surveying and Spatial Information; Chair of the Geographical Names Board and Chair of the Australian and New Zealand Land Information Council (ANZLIC), and a Director of the Cooperative Research Centre for Smart Internet Technology. He is also a Pro Chancellor of the University of Technology, Sydney and a past foundation director of Landcare Australia Limited.

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

Des Mooney was appointed as the General Manager, Land and Property Information (LPI) in February 2001. He has extensive senior management experience in both the public and private sectors including experience in surveying, mapping and valuation activities. In his role as Executive Director of Management Services with the NSW Police Service Mr Mooney's responsibilities included the management of IT, finance, legal, infrastructure, corporate service and commercial service areas.

LPI is a NSW Government Business Enterprise providing land, property and valuation information and services including deeds and parcel based land registration, land title consultancy, surveying, mapping and spatial information and land valuation for rating and taxation purposes.

### **Valuer General**

#### **Peter Cunningham BBus, FAPI**

Peter Cunningham was appointed Valuer General in March 1990, re-appointed in 1995, 2000 and again in 2002. Prior to this he held the position of Deputy Valuer General. He is responsible for all the rating and taxing valuations in the State and for determining compensation whenever property is compulsorily acquired.

Mr Cunningham has worked in the valuation profession for 40 years and has worked for the State Bank (1981) and the Albury Wodonga Growth Centre (1974/76). He is a Fellow of the Australian Property Institute and has been

a member of the Coal Compensation Board since 1987. Mr Cunningham has served on a number of professional development and education bodies for the valuation profession in recent years, including the Australian Valuation and Property Standards Board of the Australian Property Institute.

### **Executive Director, Corporate Governance**

#### **David Mulcahy LLB, GradDipMgt, Solicitor of the Supreme Court NSW, WA, TAS**

David Mulcahy is responsible for the development, co-ordination and management of corporate governance, external and internal audit, probity issues and risk management in the organisation. He was previously the State's Director of Land Titles from early 1997 until July 2000 and New South Wales Registrar General from March 1997. Mr Mulcahy previously held statutory titling and management positions in Western Australia and Tasmania.

In the past decade, Mr Mulcahy had particular interest in the export of Australian land administration expertise to developing countries. He has participated in more than 60 missions to overseas countries as part of about 20 international aid projects working in South East Asia, South Asia, Russia, the Caribbean and the Mediterranean.

### **Director Corporate Strategy and Reform**

#### **Esther Chesterman BSC, BA (Ec), MEc**

Esther Chesterman joined DITM in June 1999 to assist in the integration of the three separate entities that provide land and property information into one organisation, now called LPI. Prior to joining DITM she held senior positions in NSW Treasury and NSW Health and was General Manager of the Council on the Cost of Government. She has wide experience in resource allocation, financial and management reform and has worked as an economic and management consultant.

Since April 2002 she has been seconded to the Departmental Savings Taskforce established to assist agencies in achieving productivity.

### **General Manager Crown Land Division**

#### **Graham Harding**

Graham Harding joined the Department of Lands when the Department was established on the 2 April 2003. Graham Harding was appointed as General Manager Land NSW, Department of Land and Water Conservation in 1997.

With the formation of the Department of Lands, he has led the realignment of several Crown Lands Programs into a single service delivery unit enabling the development of a Public Trading Enterprise.

With 35 years experience in Crown land management, Mr Harding has focused the last five years on transforming Crown lands management in NSW by introducing client service delivery targets and a contemporary business framework.

Mr Harding holds positions on the NSW Coastal Comprehensive Assessment Council, NSW Coastal Council Acquisition Task Force and the Government Property Register Project.

#### General Manager Corporate Resources

**Louise Scambler BA, DipEd, Litt B MA (Hons), MEd Admin (Hons), MBus (Accounting & Finance), AFAHRI, CPA**

This position was created in May 2003 and has been occupied since that time on an acting basis by Louise Scambler. The position is responsible for the strategic and operational management, and corporate planning across the Department. Ms Scambler was initially appointed as Director, Finance, to the Department of Information, Technology and Management in October 2002. Prior to this she held senior finance and/or corporate services roles with TAFE NSW, the Department of Ageing, Disability and Homecare, the Attorney General's Department and the Department of School Education.

## Corporate Governance

Corporate Governance within the Department of Lands is the mechanism to ensure that the Boards and Committees of Lands and all business components of the Government Business Enterprise, Land and Property Information, are operating and functioning in a manner which is consistent with government policy and reasonably meets the diverse expectations of stakeholders and recipients of its products and services.

The Department's Corporate Governance processes and policies are developed, implemented and supported by the Corporate Governance Unit (CGU).

### Auditing of the Organisation

Deloitte Touche Tohmatsu provide Lands with internal audit and related services. The Corporate Governance Unit in conjunction with Deloitte conducted eight (8) internal audits (operational and IT audits) in 2002/2003. The Unit is also successfully managing a structured program of external audits in conjunction with the Audit Office New South Wales.

Some of the key internal audits were in the following areas:

- Email Review
- Revenue Assurance
- Cognos Application Review

- SAP Review
- Consultants and Contractors
- Human Resources and Payroll
- API Review
- ITS Review

These audits and reviews were successfully completed giving management positive directions to improve and monitor performance.

### Corporate Governance Outcomes

- Managed and implemented a comprehensive internal audit program
- Supported the Department's response to issues arising from external auditing procedures.

### LPI Advisory Group

The role of the LPI Advisory Group is to give counsel, not govern, on issues regarding LPI's goals, oversee strategic plans and review LPI's progress towards attaining goals. The General Manager, as CEO of LPI, makes all choices consistent with the policy defined by the Director General and has cumulative accountability for the performance of all staff and for compliance with executive limitations.

The Group consists of seven members and is chaired by the Director General. The three external members have expertise in financial management, business development and property information. The Group meets five times a year, meetings coinciding with critical times in the planning cycle.

## Report from the Surveyor General

### Geographical Names Board report

The Geographical Names Board (the Board) was constituted under the Geographical Names Act 1966, and given various functions such as assigning, altering, and discontinuing names. The Act allows the Board to investigate and determine the form, spelling, meaning, pronunciation, origin and history of any name and the position and area to which that name is applied. The Board also has the power to make guidelines regarding these activities.

Under the Act, the Board is required to provide a vocabulary of Aboriginal words for use in geographical names and will record their meaning and tribal origin. Other functions are to provide a dictionary of names with all their associated details and to publish a gazetteer of names.



The Act states that the Board is to investigate and make recommendations on any geographical naming matter referred to it by the Minister.

## Membership

The Geographical Names Board is a statutory authority, for which the Department of Lands provides funding and administrative support. The Geographical Names Act 1966 provides for nine members on the Board.

Ex-officio positions on the Board are held by the Surveyor General of NSW, the Deputy Surveyor General of NSW, a nominee of the State Librarian and a nominee of the Executive Director of the Department of Infrastructure, Planning and Natural Resources.

The remainder of the Board members are appointed by the Governor to hold office for a term of up to 5 years and are eligible for reappointment after that period. Members of the Board for the current year are.

### Mr Warwick Watkins

AMP:ISMP (Harv), MNatRes  
DipScAgr,HDA (Hons)  
Surveyor General

### Mr Paul Harcombe

B Surv (UNSW), M Geom  
Deputy Surveyor General

### Ms Cheryl Evans

Nominee of the State Librarian

### Mr Paul Hartley

Nominee of the Executive Director, Department of Infrastructure, Planning and Natural Resources

### Cr Peter Woods

OAM,CMC,JP,BA,MLitt,TTC,MACE  
Councillor of City of Canada Bay  
Immediate Past President of the Local Government Association of NSW,  
nominee of the Local Government and Shires Association of New South Wales

### Mr Alan Ventress

BA DIPLIB  
Nominee of the governing body of the Royal Australian Historical Society

### Mr Jack Devery

BSc,MTCP  
Nominee of the governing body of the Geographical Society of New South Wales

### Cr Les Trindall

Nominee of the NSW Aboriginal Land Council

### Mr Michael Marx AM

Nominee of the Community Relations Commission

## Counsellors to the Board are:

Dr Peter Orlovich  
PhD,MA,MLib,DipEd

Ms Susan Bures BA  
Nominee of the Community Relations Commission

## Appointed Board Member by the Community Relations Commission

In an effort to recognise the multicultural aspects embedded in the States geographical names, the Geographical Names Act 1966 was recently amended to include the appointment of a Board Member by the Community Relations Commissioner of NSW. Mr Michael Marx AM was appointed to the Board in December 2002 to fill this position. Mr Marx has vast experience in dealing with multicultural and ethnic issues, currently being a Commissioner and Deputy Chair of the Community Relations Commission of New South Wales.

## Attendance at Meetings

The Board met formally on five occasions during the year. Five members form a quorum. The person presiding at the meeting has a deliberative vote and casting vote. The list below shows the number of meetings attended by each Board Member and Counsellor.

Board Member / Counsellor	Meetings Attended
Mr Watkins	3
Mr Harcombe	4
Ms Evans	5
Mr Hartley	5
Cr Woods	5
Mr Ventress	5
Mr Devery	5
Mr Marx	1
Mr Trindall	0
Ms Bures	2
Dr Orlovich	5

The administrative support to Board is undertaken by a secretariat of five people, which includes the Secretary, Mr Greg Windsor, two Statutory Officers, a Research Officer and a Statutory Assistant.

Some of the activities/functions carried out by the Board during the reporting year included:

### Assigning, altering and discontinuing names

The Geographical Names Act gives the Board the power to alter, discontinue or assign names of geographical features.

A total of 853 names were officially gazetted during the reporting year representing an increase of 18.7% on the previous year.

### Determinations of address localities

The Geographical Names Board has a statutory responsibility to determine definitive boundaries for suburbs and localities throughout New South Wales.

The process of determining boundaries is one of acknowledging existing names and formalising their extent according to common local usage. The Board works closely with local councils when defining boundaries because local residents are significant users of the names. Input from local residents is an important part of determining boundaries for the address. This occurs at least twice before boundaries are formalised.

The Board will only finalise the boundaries, by notification in the Government Gazette, when it is sure that the boundaries truly reflect the feelings of the residents affected.

A total of 292 Address Localities over 30 separate Local Government Areas were gazetted in the reporting year.

### Cultural designations

The Board is continuing its efforts to define all Cities, Towns, Villages, Urban Places, Rural Places, Historic Areas and Historic Sites within New South Wales. This initiative recognises the name and position of these features but has no impact on legal addresses, which is still dealt with under the Address Locality program.

During the reporting year, 258 of these features were officially gazetted.

## Naming of Roads, Schools and National Parks

Section 12 of the Act empowers the Board with a concurrence role for all geographical names that fall outside the Act. In adherence to this requirement, the Board has developed several procedures and policies to deal with the issuing of this concurrence. During the reporting year the Board used these procedures and policies to concur with 19 proposals to name Schools and National Parks and deal with 7 separate objections to various road names within New South Wales.

## Index of Place Names in New South Wales

The Act states that the Board should publish a gazetteer of geographical names. All geographical names are recorded in the Geographical Names Register, available at [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au). The Register is an important reference tool for cartographers, researchers, publishers, government authorities and the public.

## Gazetteer of Australia

The Geographical Names Board of New South Wales is a member of the Committee for Geographical Names in Australasia (CGNA). The Board has been involved in the Committee's production of a national gazetteer, "The Gazetteer of Australia" which is available at:

[www.auslig.gov.au/mapping/names/names.htm](http://www.auslig.gov.au/mapping/names/names.htm) and includes some 240,000 geographical names covering Australia's land and offshore areas.

## South Creek-Wianamatta Dual Name Proposal

The South Creek-Wianamatta dual name proposal was put to the Geographical Names Board with the support of the South Creek Catchment Management Trust.

South Creek flows through three Local Aboriginal Land Council territories and five different Local Government Areas - Blacktown, Camden, Hawkesbury, Liverpool and Penrith. There are numerous historical references that suggest that South Creek was referred to as Wianamatta by the local Aboriginals before European settlement. The name Wianamatta means "Mother Place" in the Dharug language.

The Board was satisfied that the name Wianamatta had an historical basis and invited local Councils and the Western Metropolitan Local Aboriginal Land Council to comment on dual naming of this feature. The Board further advertised this dual naming proposal in the local press and invited comments from the community.

After this consultation had taken place, the Board assigned Wianamatta as a dual name on 28 March 2003.

## The Aboriginal Geographical Naming Strategy

The Board has been actively investigating the development of an Aboriginal Placename Dictionary so as to comply with section 5 part G of the Act. It was proposed that the Dictionary would be developed through a partnering arrangement between the Geographical Names Board and the Australian National Placenames Survey (ANPS) based at Macquarie University. The collection of information would be done in a way which would ensure all cultural sensitivities were taken into account and provide opportunities for local Aboriginal communities through the provision of recognised traineeships. Negotiations have commenced to acquire funding for the development of this program.

## The Naming of Dolphins Point

On 11 April 2003, the Board officially assigned the name Dolphins Point to a headland situated approximately 800 metres north west of Wedding Cake Island in the Local Government Area of Randwick.

This commemorative name honours eighteen residents of the eastern suburb's of Sydney who lost their lives in the Bali bombing on 12 October 2002. Some six of the victims were members of the Coogee Dolphins Rugby Club who were on their end-of-season holiday.

Mr Bob Carr, Premier of NSW said that, "this was a fitting tribute to those who lost their lives in the Bali bombing and it will be a place of peace and somewhere we can all pay respect to the victims of a terrible tragedy."

## Goals for 2003/2004

To expedite the determination of suburb and locality boundaries for those Local Council Areas yet to complete this program.

To enhance the Board's community profile through the provision of more decentralised meetings.

To improve the data quality of the Geographical Names Register of NSW through continued data audits.

To recognise Aboriginal issues relating to geographical names within New South Wales through the Dual Naming policy and the Aboriginal Geographical Naming Strategy.

To continue support for the protection of geographical names as second level domain names.

To gazette in excess of 700 geographical names in the next reporting year.

To encourage the standardisation and promotion of geographical names on a National and International basis

## Publications

- 2001/2002 Annual Report
- Commemorative Naming
- Glossary of Status Values in the Geographical Names Register
- Guidelines for the Determination of Placenames
- Naming Proposal Package
- Determination of Locality/Suburb Names and Boundaries
- Introduction of New Suburb Names
- Suburb and Locality Boundaries
- Proposed Geographical Name Commemorating a Person
- Guidelines for the Naming of Roads

## Electronic Service Delivery

In December 2002, the Board released its new website. The descriptive address of [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au) has been put in use providing the community with a logical means of accessing the Board's information.

Improvements to the web facility include the incorporation of up to date maps of all formally assigned address localities within NSW and enhanced graphics and content.

The Board is committed to the ongoing development of this site with planned improvements for the upcoming year.

## Committees

In the reporting year, the Board established a technical and scientific sub-committee to investigate issues pertaining to linguistic consistency for regional dual name proposals, the development and implementation of the Aboriginal Geographical Naming Strategy and the investigation of other issues affecting Indigenous geographical names.

The sub committee consists of experts in the areas of archival research, linguistics, history and toponomy and was constituted as the State Executive Committee of the Australian National Placename Survey.

## Access

Geographical Names Board  
Panorama Avenue  
PO Box 143  
Bathurst NSW 2795

T: 61 2 6332 8214

F: 61 2 6332 8217

email: [gnb@lands.nsw.gov.au](mailto:gnb@lands.nsw.gov.au)

[www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au)

## Facts and Figures

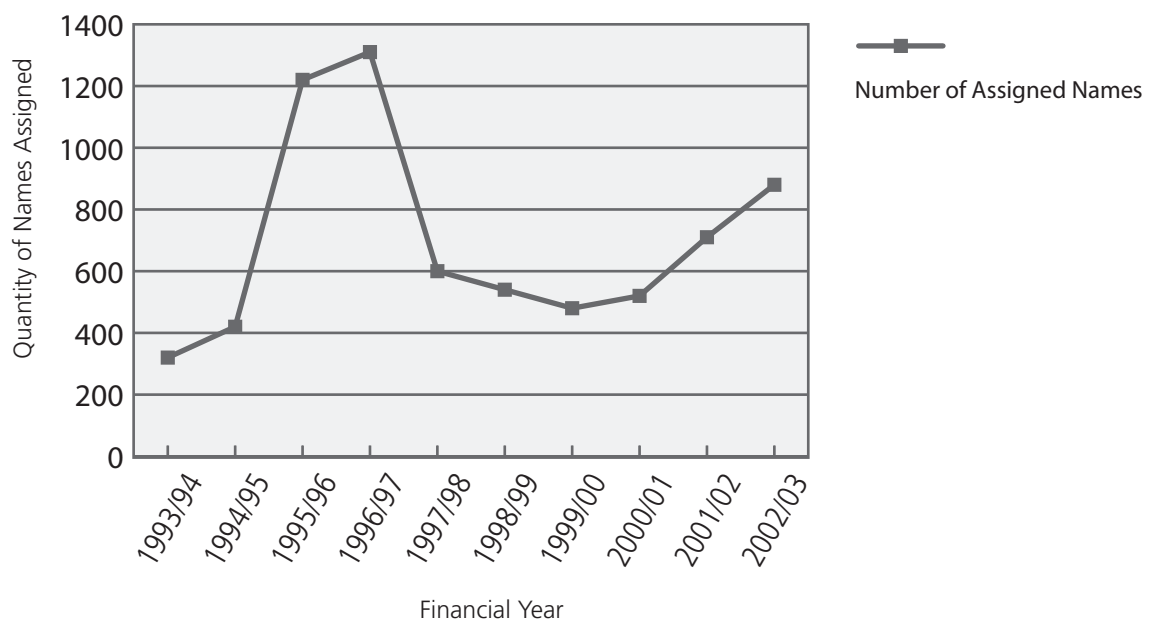
Naming and boundary determinations by category completed during the reporting year.

Designation	2000-2001	2001-2002	2002-2003
Aerodrome	0	0	0
Amphitheatre	0	1	0
Anabranch	0	0	0
Bay	0	4	0
Beach	2	4	2
Bluff	0	0	0
Breakwater	0	1	0
Cave	0	0	0
Butte	0	0	1
Cemetery	0	1	0
Channel	0	3	1
Clearing	0	1	0
County	0	0	0
Cove	0	5	0
Creek	2	9	10
Crossing	0	0	0
Dam	0	2	0
Dock	1	0	0
Falls	0	0	2
Flat	0	0	0
Ford	1	1	0
Forest	0	9	0
Gully	0	1	6
Head	0	2	0
Headland	1	1	0
Hill	6	5	1
Historic Area	17	62	29
Historic Locality	34	1	1
Historic Site	6	33	29
Inlet	0	2	1
Islet	1	0	0
Island	0	3	0
Lagoon	0	0	0
Lake	1	4	1
Locality	133	150	268
Lookout	0	0	2
Mountain	2	3	2
Parish	0	0	0
Pass	0	0	0
Peak	0	0	10
Peninsula	2	0	0
Point	0	14	1
Post Office	0	0	0
Railway Station	0	4	0
Ramp	1	0	1
Range	0	4	0
Reef	0	0	1
Reserve	107	88	176
Reservoir	0	0	0

Ridge	0	3	1
River	0	0	0
River Bend	0	1	1
Rock	1	0	1
Rural Place	93	74	89
Saddle	0	0	0
School	1	20	1
Spring	0	0	0
State	0	1	0
Stream	0	0	0
Suburb	45	70	25
Swamp	0	2	1
Town	1	6	9
Track	1	0	1
Trig. Station	5	61	122
Urban Locality	0	0	0
Urban Place	18	0	8
Valley	0	0	0
Village	24	13	47
Walking Track	0	0	0
Waterfall	0	0	1
Water Feature	0	32	0
Waterhole	0	1	0
Weir	0	5	0
Wharf	0	3	1
<b>Total</b>	<b>506</b>	<b>710</b>	<b>853</b>
<b>Dual Names Assigned</b>	<b>0</b>	<b>0</b>	<b>2</b>

Graph Showing The Past Ten Year Trend In The Assignment Of Geographical Names

### Number of Assigned Names



## Survey Coordination Act 1949 report

As the Surveyor General of New South Wales, I have an administrative responsibility for the Surveyor's Act 1929, the Survey Co-ordination Act 1949, the Survey Marks Act 1902 and the respective Regulations made under those Acts.

The Surveyor General has an operational arrangement with LPI to undertake administrative and regulatory functions on my behalf.

The Survey Co-ordination Act 1949 provides for the coordination of surveys and establishment of a central plan office for recording of surveys, plans and related information. Under Section 18 of that Act I report that the following activities were undertaken during the reporting year:

- continuing the readjustment of State Control Network project to re-compute all established co-ordinate values on survey marks to Geocentric Datum of Australia (GDA94)
- undertaking surveys to improve the spatial accuracy of the digital cadastral data set (DCDB)
- continuing to license the use of survey control information with 42 Local Government Authorities in New South Wales have entered into new Licence Agreements relating to Survey Control Information
- continuing to provide survey control information through State Survey Control Information Management System (SCIMS) which allows for the download of survey mark information to registered users at SCIMS online at <http://www.lands.ndw.gov.au> and the SCIMS telephone hotline 61 2 8258 7516. SCIMS currently holds information on 194,828 marks
- further development of the Digital Cadastral Data Base (DCDB) to optimise automation options in servicing inquiries has been identified and is pending.
- responding to 70,333 inquiries and/or searches relating to the State Control Survey Network, 7,107 inquiries were by telephone, letter or in person and 63,174 inquiries on SCIMS Online. This does not include searches made internally by LPI for the purpose of ensuring compliance with the Surveyors (Practice) Regulation 1996.
- providing a control survey for the Jervis Bay Marine Park Authority. The survey establishes control for the park boundaries and a foundation for a marine cadastre.

The Surveying Act 2002 No. 83 was assented to on the 29 October 2002. This Act makes provision with respect to the functions of the Surveyor General, the registration of surveyors, the control of surveys and the constitution and functions of the Board of Surveying and Spatial Information and the repeal of the Surveyors Act 1929 and the Survey Coordination Act 1949.

## State Control Network and the GDA readjustment

Work extending and strengthening the State Control Network and GDA adjustment was carried out in the following suburbs, localities and Local Government Areas.

### Sydney

Abbotsbury	Campsie	Hinchinbrook	Parramatta
Ashfield	Canley Hts	Holsworthy	Peakhurst
Bankstown	Carss Park	Homebush	Prestons
Baulkham Hills Bankstown	Casula	Horningsea Park Hornsby	Punchbowl
Bass Hill	Cecil Hills	Horsley Park	Ramsgate
Belfield	Cecil Park	Hurstville	Riverwood
Bella Vista	Chipping Norton Concord	Kellyville	Rouse Hill
Belmore	Connells Pt	Kogarah	Sans Souci
Beverley Park	Croydon	Kogarah Bay	St Johns Park
Bilgola	Dolls Point	Ku-ring-gai	Stanhope Park
Blacktown	East Hills	Lakemba	Strathfield
Blakehurst	Edensor Park	Leppington	Sutherland
Bonnyrigg	Emu Plains	Lidcombe	Wakeley
Bossley Park	Fairfield	Liverpool	Wattle Grove
Botany Bay	Glenwood	Lugarno	West Hoxton
Brighton-le-Sands	Greenacre	Monterey	Wetherill Park
Burwood	Green Valley	MontereyMt Pritchard	Wiley Park
Canterbury	Guildford	Oatley	Windsor Downs
Cabramatta	Hawkesbury	Padstow	

### Hunter

Cessnock	Hastings	Maitland	Singleton
Dungog	Kempsey	Newcastle	Wyong
Gosford	Lake Macquarie	Port Stephens	

### Northern Region

Armidale	Lismore	Wee Waa - Pilliga - Buren Junction area
Ballina Shire	Liverpool Plains	
Coffs Harbour - Grafton	Moree-Collarenebri-Mungindi area	

### South Coast

Berry	Huskisson-Jervis Bay	Old Erowal Bay	St Georges Basin
Bomaderry	Hyams Beach	Sanctuary Point	Vincentia
Erowal Bay	Kiama	Shellharbour	
Goulburn	Marulan	Shoalhaven Heads	

### Western & Riverina

Albury	Bathurst	Peak Hill	Young
Blue Mountains	Evans	Yarrowlumla	

## Ellipsoid height determinations

Ellipsoidal height is the vertical distance (h) between a point on the earth's surface and an imaginary mathematical surface, the ellipsoid. The geoid is the surface that approximately follows the level of the sea. These determinations are part of a national program to determine a precise relationship between the ellipsoid and the geoid. A total of 32 determinations in NSW have now been submitted.

During the reporting year determinations were conducted at:

Coonamble	Port Macquarie	Wombat
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## Field Verification

Field verification is the work undertaken in the field to verify that the information placed on new maps is current, accurate and up to date. During the reporting year field verification was conducted for 53 maps in areas:

Coffs Harbour	Maclean	Pristine Waters
Bellingen	Nambucca	Kempsey
Tweed	Byron	Lismore
Yass	Tumut	Yarrowlumla
Canberra	Queanbeyan	Snowy River
Cooma - Monaro		

## Mapping control surveys

Mapping Control Surveys provide position to ground target points that enable the correction of aerial photographs that are used to create a three dimensional model of the earth's surface and are a principal source of information in the production of topographic maps. During the reporting year control surveys were carried out in the following areas.

St Albans	Burragarang
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## Control survey evaluation

An annual survey program is developed through contact with Local Government, Government Departments and Authorities and the Private Sector to identify areas of development and survey activity.

Provisions of the Surveyors (Practice) Regulation 1996 have enabled the co-ordination of control survey marks from Deposited Plans.

Data from control surveys received from these public authorities has assisted in continuing the enhancement of the State Control Network for the general benefit of the community of NSW.

Local Government	Government Departments and Authorities
Eurobodalla	Roads and Traffic Authority
Shoalhaven	

## Surveyor General - verifying authority

Electronic Distance Measuring (EDM) baselines and surveyors' steel bands are certified as the basis for legal traceability of length measurement for surveys and engineering works. The Surveyor General, as a Verifying Authority for length standards in NSW under the National Measurement Act 1960, is responsible for the calibration of surveyors' steel bands and the provision of eighteen EDM baselines throughout the State for the verification of surveyors' EDM equipment.

During the year EDM baselines were verified in the following areas:

Armidale	Bega	Grafton	Tamworth
Bankstown	Canberra	Kingscliff	Taree
Bathurst	Dubbo	Newcastle	Ulan Mines

The department is progressively upgrading the EDM baselines by constructing additional concrete pillars to achieve more accurate calibration of equipment.



## Survey Mark disturbance related to mining

The Surveyor General regularly advises what survey control marks are disturbed as a result of underground mining activities. During the year monitoring of survey control marks likely to be affected by land subsidence continued in the vicinity of underground coal mining activities.

## Permanent Mark Register and Survey Control Image Processing System (SCIPS)

There were 4,283 new permanent survey marks issued and recorded in the Permanent Mark Register and 7,065 locality sketch plans received and scanned into SCIPS during the reporting year.

The SCIPS database is now linked to the Survey Control Image Processing System (SCIPS) which allows for computer access (viewing, printing and faxing) to 216,277 locality sketch plans of survey marks and access/maintenance information on Trigonometrical Stations.

## Visual Index and Central Plan Register

One Notice of Intention to survey with accompanying plan was received during the reporting year. This was added to the visual index, a series of hard copy maps marked up to show the locations of significant control surveys.

The Surveyor General has a statutory obligation to create and manage a Central Plan Register, a system whereby details of surveys made by government authorities are coordinated, indexed and stored for future reference. This information is constantly updated and disseminated to eliminate duplication. Other States of Australia have similar central plan registries.

### Information relating to matters under the Survey Co-ordination Act 1949 is available from:

Survey Services  
Level 2, 1 Prince Albert Road  
Queens Square  
Sydney NSW 2000

GPO Box 15  
Sydney NSW 2001

T: 61 2 8258 7500  
F: 61 2 8258 7555

Office hours: 8:30 am - 4:30 pm Mon to Fri



Warwick Watkins  
Surveyor General

## Report from the Registrar General

The administration of the Torrens system, (which vested in the Registrar General in 1863) represents the largest of my Statutory functions. During the reporting year I undertook the following activities along with my statutory functions:

### Legislation and legal change

#### Review of Surveyors Act 1929 and related legislation

Following review of the Surveyors Act, Survey Co-ordination Act and certain other Acts (as a consequence of a National Competition Policy review) the Surveying Bill 2002 was assented to on 29 October 2002 and commenced on 25 June 2003. Regulations were prepared and also commenced on 25 June 2003.

### Statute Law Revision

*The Statute Law (Miscellaneous Provisions) Act 2002* has repealed s.96F of the *Real Property Act* which provided for a final (or updating) search of a computer folio. In practice, the section was not used, as searchers preferred to obtain a second search under s.96D before setting a transaction.

On 29 November 2002 the *Statute Law (Miscellaneous Provisions) Act (No.2) 2002* made a number of changes to the caveat provisions of the *Real Property Act 1900*.

Section 74F(5)(b)(viii) was amended to require that where a DX number is given as the address for service of a lapsing notice on a caveator, an alternative non-DX address must also be stated. The purpose of this amendment is to facilitate the service of lapsing notices by persons who are not members of a document exchange.

The administrative procedures for lapsing caveats have been included in the *Real Property Act*. The main aspects of the enacted scheme are as follows:

- A person seeking the lapsing of a caveat must lodge with the Registrar General evidence of service of the lapsing notice on the caveator within four weeks after the issue of the notice.
- The evidence of service must be in the form of a statutory declaration or such other form as is acceptable to the Registrar General.
- Where the evidence is furnished within the required time and no court order is obtained and lodged, the caveat (totally or partially) lapses when the Registrar General makes an appropriate recording in the Register.
- If the applicant does not produce the evidence, the Registrar General may refuse to take any further action in connection with the notice, or may allow a further four weeks for lodgement of the evidence.

## Conveyancing Legislation Amendment (e-plan) Act 2002

This Act, which was commenced on 19 August 2002, permits the remote electronic lodgement of subdivision and other plans in Land and Property Information, NSW.

### Strata Schemes Regulation

The Strata Schemes (Freehold Development) Regulation 2002 and the Strata Schemes Leasehold Development) Regulation 2002 commenced on 1 September 2002.

### Significant decisions by the courts

The Supreme Court made orders in respect of the following matters:

#### Wendt v Northwood & RG

#### Supreme Court - Judgment 24 June 2003

The plaintiff, Mr Wendt, was the registered proprietor of property at 48 New South Head Road, Vaucluse. He apparently granted an option to the Australian Commercial and General Corporation Pty Limited (AGC) to purchase the land in March 1997, and it was alleged that a woman (Mrs Howard, a former bankrupt, who was not a party to the proceedings), on behalf of AGC, requested 'vendor finance' from the plaintiff for the purchase of the land to be secured by way of an unregistered mortgage benefiting the plaintiff.

It was alleged that there was misrepresentation by, or on behalf of, AGC and that the first defendant, a solicitor and also sole director of AGC, acted in breach of his fiduciary duties by falsely explaining the finance and mortgage documents to the plaintiff and in advising the plaintiff to execute such documents. There was also a claim against the solicitor based upon negligence and deceit. It was said that the plaintiff was an unsecured creditor of AGC (now in liquidation) and lost the ability to recover the sum of \$450,000.00 owed to him by that company.

Following cross examination of the plaintiff by counsel for the Registrar General, counsel for the plaintiff conceded that his client could not succeed on the basis of the pleadings as presently framed. The plaintiff was granted leave to amend the basis of the action and in doing so judgment was entered in favour of the Registrar General in so far as the case relates to the claim against the Torrens Assurance Fund. The matter continues between other parties.

#### Lee v Registrar General & Ors

#### Supreme Court - Judgment 14 April 2003

This case arose out of a Contract for Sale dated 24 January 1997 between the Ross family as Vendors and the Lees with respect to a property at 31 Yeramba Road, Turramurra contained in Folio Identifier 102/865350.

The plaintiffs claimed that the Ross family (through Raymond Ross) fraudulently transferred the property to a relative, Cheryl Ann Thomas at an under value, after refusing to complete the Contract for Sale. The plaintiffs sought specific performance in the proceedings, but this was unavailable, as there appeared to be two transfers to bona fide purchasers for value since the Thomas transfer. Damages were sought in the alternative.

Damages were also claimed against the Registrar General pursuant to s.126 or 127 of the Real Property Act 1900 as it was alleged that the Registrar General incorrectly lapsed the Plaintiffs' caveat based on defective evidence of service of the lapsing notice.

The central issue in the case was whether the Lees had an effective contract to purchase the land, and incidentally so as to support the caveat allegedly lapsed incorrectly by the Registrar General.

The Court found that the contract for sale of the property never came into existence and even if it had it was validly terminated by the vendor on 7 March 1997. Accordingly, the Lees thereafter had no interest in the property which was capable of protection by a caveat and the Lees' claim against the Registrar General must fail. Whether the Registrar General allowed the caveat to lapse rightly or wrongly, the Purchasers could have suffered no loss or damage by reason of its lapse. The Court entered judgment for the Registrar General.

Other significant Court Decisions - cases involving the defence of the Registrar General's decisions

#### Westfield and Anor v The Registrar General

#### Land & Environment Court - Judgment 23 December 2002

This was an appeal against a boundary determination by the Registrar General pursuant to section 135J of the Real Property Act involving a property at 35 Kangaroo Street, Manly being Register Folio 1/115714. The Westfield's appealed to the Land & Environment Court against the determination of the common boundary between their land (lot 1 in DP115714) and the neighbouring parcel (lot 26 in DP456063).

The central issue involved the disposition of an excess of land area over and above the respective title dimensions.

In a judgement delivered by Bignold J on 23 December 2002 the Court affirmed the determination of the boundary made by the Registrar-General and the appeal was dismissed.

The Westfield's have now appealed to the Court of Appeal. The matter is set down for hearing on 14 November 2003.

*Alcock and Ors v Minister for Land and Water Conservation*

The plaintiffs sought administrative review of the decision of the Minister Administering the Crown Lands Act not to determine the Mean High Water Mark (MHWM) adjoining their properties in Booker Bay.

The Surveyor General was joined due to the requirements of Regulation 57(6) of the Surveyors (Practice) Regulation 1996 which required him to investigate Surveyor Thorne's report for the redetermination of the MHWM.

The parties reached a settlement based on an agreed right line boundary. Consent orders were filed in Court on 24 June 2003.

**Torrens Assurance Fund**

During the 2002/03 financial year the Registrar General made several payments in response to claims against the Torrens Assurance Fund totaling \$1.88 million. This sum includes compensation payments and disbursements, such as Counsel's fees.

**Boundary determinations**

During the reporting period the LPI surveyors carried out 37 complete field investigations of boundaries over which some doubt existed as to their location. Included in this figure are 15 boundary determinations made on behalf of the Registrar General which were lodged under Part 14A of the Real Property Act 1900.

**Licensing of Real Property Act forms**

LPI has a procedure in place whereby legal firms or organisations can apply to the Registrar General for a 12 month licence to produce and print their own Real Property Act 1900 dealing forms. Upon approval the Registrar General enters into a written agreement with the relevant Licensee firm. During the year 265 individual Real Property Act 1900 dealing forms were submitted and approved for licensing or renewal and 38 licence agreements were signed.



Warwick Watkins  
Registrar General

**Report from the Valuer General**

The Valuer-General's role is to exercise functions with respect to the valuation of land in the State, to ensure the integrity of valuations under the Valuation of Land Act 1916 and to be the custodian of the Register of Land Values.

**Mass valuation contracts**

The Valuer-General has the responsibility to enter into, and monitor valuation contracts as part of his statutory duties. All valuations for rating are now obtained from contractors but the Valuer-General retains the statutory responsibility for the final valuations.

The seventh round of contracts were let in 2003 for the 2003/2004 Valuation Program and this included eight metropolitan contract areas and five country contract areas. The State Valuation Office won the metropolitan contract areas of Canterbury/Bankstown, North Harbour, Penrith, Upper North Sydney and Warringah. The results of the other metropolitan contract areas were Outer Hunter won by the existing contractor Prince Harrington Valuers, St George/Sutherland won by Southern Alliance and Sydney City won by Quotable Valuations. The State Valuation Office won the five country contract areas. This year for the first time there were representatives of people actually operating the rates system within local government, participating in the tender evaluation process.

The process has now commenced for the contract areas to be put to tender for contracts to commence in 2004. Representatives of people actually operating in the rates system within local government will again be invited to participate in the tender evaluation process.

**Valuation services**

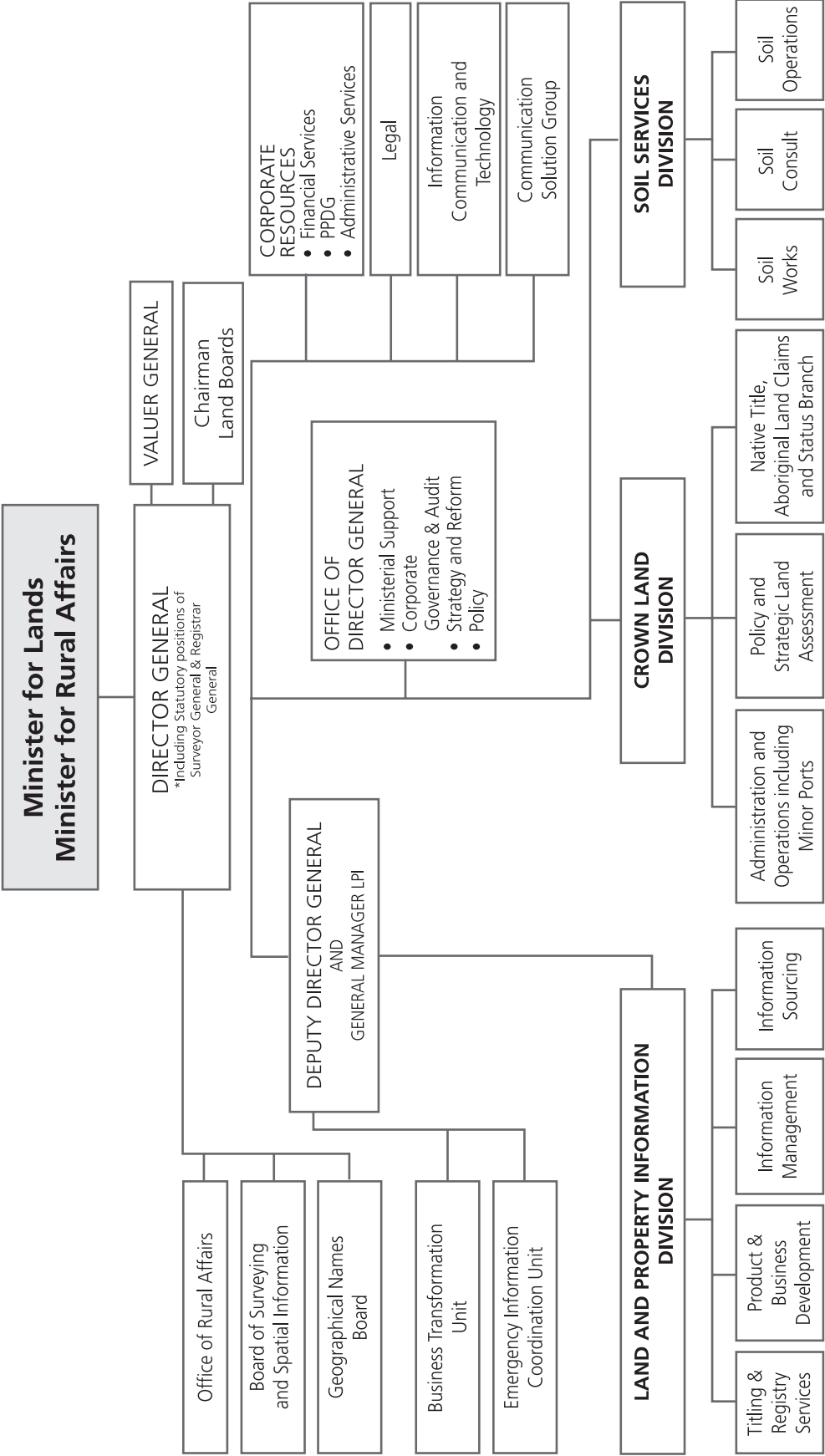
Land and Property Information continues to provide a range of valuation services to the Valuer-General under a Service Level Agreement. However, the Valuer-General still retains the overall statutory responsibility for these activities

**Annual review of land tax land value thresholds**

As part of the statutory requirements under the Premium Property Tax Act 1998 and the Land Tax Management Act 1956, the Valuer-General ensured that the annual review of the land value thresholds were undertaken in line with the formulas laid down in the provisions of these Acts. As a result of this review in September 2002, the land value threshold for the Premium Property Tax increased to \$1,680,000 and the land value threshold for the land tax on investment properties increased to \$261,000. These thresholds, which applied for the 2003 land tax year, were published in the Government Gazette of 11 October 2002.



Peter Cunningham  
Valuer General



## Land and Property Information Division

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

As a Government Business Enterprise LPI:

- sources information from organisations and individuals to compile maps, databases and registers of land and property information including information on locations, parcel descriptions, values, ownership, restrictions and financial interests
- provides services to the Registrar General, the Surveyor General and the Valuer General who have responsibilities for administering various Acts of Parliament related to land administration.
- administers the systems which support the State guarantee of Torrens title
- makes information available to the public and organisations for conveyancing, historical research, land development, land management purposes, for state economic and social development and for planning and providing government services to the community, including event and emergency management
- licenses, sells, exchanges or gives the data it collects to organisations or individuals, to facilitate the above purposes.

### Senior managers

Des Mooney, General Manager

Warrick Beacroft, Division Manager, Information Sourcing

Ross Cleary, Division Manager, Information Management

Barry Douse, Division Manager, Production and Business Development

Doug Walsham, Division Manager, Titling and Registration Services

### Report on Operations

#### Information Sourcing

This Division sources and verifies data for incorporation into LPI's land and property databases. Its staff includes valuers, surveyors, land officers and administrative staff located throughout LPI's network of regional offices as well as offices in Queens Square, Sydney, and Bathurst. Valuation and survey services, mapping, aerial photography, and maintenance of topographical and cadastral data are managed within the Division.

#### Valuation Services

Valuation Services are provided by LPI under a Service Level Agreement with the Valuer General. During 2002/03, 49 local council areas across the State were revalued by valuation contractors, resulting in the issue of 825,000 general notices of valuation to property owners in these local government areas.

In addition, more than 2.3 million provisional values were supplied to the Office of State Revenue for land tax purposes and 55,000 supplementary notices of valuation issued in 2002/03.

The Valuation of Land Act 1916 gives landowners the right to object to land values and other information shown on their general notices of valuation. During 2002/03, 9,600 objections were received by LPI.

Under the Land Acquisition (Just Terms Compensation) Act, 1991, 1,500 determinations were made during the year to assess compensation payable to dispossessed owners whose land has been compulsorily acquired.

#### Survey Services

LPI ensures that statutory requirements for survey practice are met and is responsible for providing and maintaining the state control survey network.

During the year, more than 8,000 survey plans were monitored and four requisitions were issued with regard to compliance with the Surveyors (Practice) Regulation 2001. In addition, 177 exemptions from complying with certain parts of the Surveyors (Practice) Regulation 2001 were granted.

Thirty seven (37) field investigations of boundary locations were completed, including 15 Boundary Determinations lodged under Part 14A of the Real Property Act, 1900.

As an aid to sustainable land and water management, survey infrastructure in the form of permanent marks with accurate position and height above sea level have been established in the following three areas covering in total approximately 7,000 square kilometres:

- Moree-Collarenebri-Mungindi area
- Wee Waa - Pilliga - Burren Junction area
- Liverpool Plains near Quirindi.

The survey infrastructure established in these areas will provide a fundamental dataset for essential tasks such as engineering & flood modelling, water sharing plans, the monitoring of water tables, mapping, road upgrades and cadastral surveys.

As part of its responsibility for survey audits and standards of measurement, Survey Services carried out an audit of real time positioning systems to test compliance with the Passenger Transport (Taxi-Cab Services) Regulation 2001.



Under a contract to the NSW Department of Transport, the process involved verifying the positional accuracy of Taxi vehicle tracking systems.

Real time kinematic (RTK) GPS Technology has been tested and deployed within Survey Services this year as an operational process for quickly and accurately surveying DCDB control points.

New "palm top" computer technology integrated with differential GPS systems has been introduced into the topographic data field verification processes. The system enables spatial data to be verified and updated digitally in real time, and if required, captured digitally using GPS. The process is integrated with the new GIS systems established within the organisation.

Survey Services continued to contribute to National Surveying and Mapping initiatives through representation on the ICSM Geodesy Subcommittee and the GDA Promotions Working Group.

### Surveying Act 2002

Following the completion of the National Competition Policy (NCP) review of the Surveyors Act, 1929, including extensive industry consultation, NSW parliament in October 2002 passed the Surveying Act, 2002.

The Department of Lands, with the assistance of an industry working group, developed the Surveying (Practice) Amendment Regulation, 2003 which complements the new Act by providing a standards and administrative framework.

The Executive Council proclaimed the date of commencement of the Surveying Act, 2002 and Surveying (Practice) Amendments Regulation, 2003 as Wednesday 25 June 2003.

The main features of the new legislation are:

- Surveying Act, 2002 repeals and replaces the Surveyors Act, 1929 the Survey Co-ordination Act, 1949 and certain other Acts.
- The Board of Surveyors will be abolished and replaced by the Board of Surveying and Spatial Information.
- The new Board includes representatives from land and mining surveying, other spatial information disciplines and a consumer representative.
- The Board of Surveying and Spatial Information will oversee the registration of surveyors and professional practice standards in the industry and advise the government on spatial information issues.
- Surveying (Practice) Amendment Regulation, 2003, amends the Surveyors (Practice) Regulation, 2001 to support the new Act.
- This new regulation also renames the Surveyors (Practice) Regulation, 2001 as the *Surveying Regulation, 2001*, to be consistent with the new Act.

- All land surveyors currently registered with the Board of Surveyors will be automatically registered as land surveyors under the Surveying Act, 2002.
- There will only be minor (beneficial) changes to survey practice (Clause 35).

To coincide with the commencement of the new Act, the Department of Lands launched a new Website [www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au), which provides further information on the Board and registration.

Information on changes to survey practice and transition arrangements is available on [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au).

### Topographic data

The Digital Topographic Database (DTDB) comprises digital data derived from the State series of topographic maps, enhanced by collection and maintenance of data from current aerial photography to provide a comprehensive topographical dataset across NSW. It comprises six major themes: Transport, Hydrography, Habitation, Utility, Landform and Land Cover.

LPI completed 102 maps (86 new editions and 16 new series reprints) in 2002/03. Approximately 38% of the Eastern Division, which comprises those areas adjacent to the coast, has now been completed. Data for the Western Division of the State is being collected by stereo-photogrammetric techniques with approximately 67 percent completed or in progress to date. During the reporting year, 10 Western Division maps were completed.

New topographic maps covering the Australian Capital Territory were completed in cooperation with the ACT Land Information Centre, who provided valuable information and support in the form of field verification for the areas around Canberra. These maps and associated information were used extensively during the Canberra bushfires.

Special aerial photography was taken over the Nowra district after the bushfires in January 2003. Nine separate fires were covered with ortho-rectified photography and supplied to the Rural Fire Service.

Aerial photography of the Waterfall train disaster was taken within 2 hours of the event. This imagery was ortho-rectified to create a 3D model of the site and environs for the official use of investigating authorities.

### Cadastral Data

The Digital Cadastral Database (DCDB) comprises over four million polygons depicting the various interests and aspects of land administration. Included are nearly three million legal cadastral parcels of land, which represent the legal boundaries of land ownership in NSW together with 17 ancillary layers of information, such as administrative boundaries and Crown land.

In 2002/03:

- 137,259 new polygons were collected
- the spatial accuracy of 18,949 polygons was improved
- 2,277 plans over unidentified Crown land were prepared for registration
- fifteen metes and bounds descriptions were written for altered Local Government Area and Local Aboriginal Land Council boundaries.
- rural road name updates were made to the DCDB using data supplied by Councils covering sixteen Local Government Areas
- training and technical advice was supplied to four Councils undertaking rural addressing. To date training has been supplied to 100 Councils. Three rural addressing forums were also held during the year attended by nineteen interested councils.
- 14,500 cadastral parcels were investigated to resolve referencing issues identified in matching the DCDB with the Integrated Titling System (ITS).

### Information Management

This Division directs and manages key LPI IT/IM business related projects. Other activities include: managing all aspects of LPI's acquisition of IT services, and attendant Service Level Agreements; providing strategic advice on IT matters to the LPI Executive Management Group; and managing LPI's audit program relating to IT/IM matters. The Division Head also fills the role of Group Product Manager in LPI with responsibility for co-ordination of activities of product and relationship managers to achieve a consistent approach with all LPI customers.

During the year PRINCE2 project management methodology was adopted as the standard, and a Program Office established within the Division to coordinate and monitor all LPI strategic projects. The Program Office also facilitates management and reporting of the LPI Capital Works program, manages and monitors performance of contractors and consultants engaged for LPI strategic projects, and maintains the LPI quality management system.

Key strategic projects under way or completed in 2002-03 include:

#### Spatial Maintenance System (SMS)

The Spatial Maintenance System (SMS) Project focuses on moving LPI's topographic and cadastral maintenance systems from their current Genamap environment to the ESRI ArcGIS environment. The principal objectives of the project are to enhance LPI's ability to maintain and to improve the accessibility of its spatial information.

The migration of the topographical and cadastral datasets to the ESRI environment is planned for completion by December 2003.

#### Single Land Cadastre (SLC)

The SLC is central to LPI's intent to consolidate its position in NSW as the primary source of statewide authoritative, accessible property information datasets. The upgrade of LPI's Spatial Maintenance Systems will provide an enhanced capability for a SLC. The SLC base data will provide the fundamental data underpinning the NSW spatial data infrastructure enabling others to map assets and plan service delivery strategies.

A feasibility project was undertaken in conjunction with Sydney Water, another major holder of cadastral data. The feasibility project demonstrated the challenges in integrating separate datasets and the areas requiring attention to improve both LPI's and Sydney Water's data quality.

The future direction of the SLC project will address the need for improved cadastral data by:

- Defining standards for cadastral accuracy and completeness for various areas of the State;
- Comparing the current cadastre to the defined standards;
- Prioritising areas for improvement and devising improvement methods to be used.

Improvement methods already identified include:

- Roll-out of a statewide Global Positioning System infrastructure, enabling individuals in the field to verify survey accuracy of the cadastre and electronically submit data enhancements;
- Improved survey control in those areas identified as having cadastral information below the standards required by the current land use;
- Engage data sharing partners such as local government and utilities;
- Use of smart adjustment software to align current separately maintained datasets;
- Comparison of cadastre to ortho photos;
- Matching of cadastre to RTA roads data.

#### Government Property Register (GPR)

The GPR is a data repository for core information about Government owned and occupied land. The database holds

over 260,000 records of property and is the most definitive list available. A number of agencies with statutory reporting responsibilities rely on information in the GPR. The current LPI Business Plan acknowledges the need to redevelop the GPR to allow better access to information. Improvements in the quality of data in the GPR will rely on all NSW government agencies contributing to the capture and maintenance of information on the system.

Government Property Register data was migrated from the aging Property Hub computer to the Integrated Titling System (ITS) database in September 2002. The existing application now runs against the database in its new location. The migration of the database to ITS has enabled the decommissioning of the Hub computer, enabling cost savings on hardware and software maintenance, and has enabled rationalisation of the Department's Oracle licensing costs. Utilisation of the ITS database for GPR data is now available from a more powerful and robust database server ensuring better performance and reliability. As part of the migration of GPR data into the ITS database, data cleansing was undertaken by comparing interests held against the Integrated Titling System, thus providing more accurate information regarding Government property interests. The data cleansing involved validation and correction of interests held against specific land parcels, as well as interests held at the parish level.

Action to redevelop the GPR is currently focussed on continued data cleansing and validation, and on the identification of user requirements.

### Geocoded Urban and Rural Address System (GURAS)

The aim of the GURAS project is to create an authoritative, accurate and current geocoded urban and rural address and road centreline dataset for NSW including systems to manage its ongoing maintenance. Each property will be linked to a property number, legal title identifier and a geographic position.

Geocoded addresses enable linkages between residential address information and all spatial data. Completion of the project will contribute to the ability of residents in regional NSW to access both government and private sector services and will enhance the ability of emergency services to efficiently respond to crisis such as bushfires or floods.

### SydNET

The SydNET project involves a network of 10 permanently operating high quality Global Positioning System (GPS) base stations to be located in the Sydney Metropolitan area with datalinks to a control, processing and data distribution centre at Australian Technology Park. After the first year, it is planned to link these sites to those in regional centres and country areas, particularly those already operated by Local Councils. The system is designed to receive data from up to 100 sites.

SydNET will enable suitably equipped users (dual frequency RTK capable GPS receiver and mobile phone) operating in the coverage area to receive data processed from the combined GPS base stations and provide centimetre level positioning in real time.

SydNET will be an efficient resource for producing a greater density of cadastral control to improve the spatial accuracy of the Digital Cadastre Database (DCDB) in areas where needed. It is expected that over time, SydNET will replace the need to maintain a significant portion of the existing physical survey control network.

### TopoWeb

Topoweb became available on the LPI website in February 2003. It is a pilot project that enables internet viewing, analysis and the printing of a snapshot of data taken from the Digital Topographic Database as at April 2002. In addition to the topographic layers, several other reference layers have been added to the map service including state, local government, and suburb boundaries; and towns and map sheet indices. In total there are 33 different layers used in this prototype. Further enhancements are planned, with user feedback being actively sought to guide development of the current limited design and functionality of the system.

### Integrated Property Inquiry (IPI)

IPI was initiated to enable the online delivery of spatially enabled property related information over the Internet. IPI enables information to be provided from LPI's spatial database (Digital Cadastral Database) and textual databases (Integrated Titling System, Valnet II, and the Integrated Property Warehouse) in an integrated form. Users are able to access IPI via lot/plan, street address, property (valuation) number, or geographic coordinates. The output to screen comprises the cadastral pattern of the subject parcel and adjoining parcels, followed by titling, valuation, and other information about the land. The introduction of the concept of user "types" allows the amount of data that a user can access to be tailored according to their needs/privileges.

IPI is currently available to about 600 users, including most Lands staff and an increasing number of users across Government, through Lands' Webgov system. These include users in the Office of State Revenue, Sydney Water, State Rail, Agriculture, Housing, Planning, NSW Fire Brigades, Rural Fire Service & Police. Access to the system by Local Government users is being planned, as is public access to some data in the system.



**Other enhanced / new electronic services introduced in 2002/03 for government agencies utilising the Integrated Property Warehouse (IPW) and other systems included:**

- Providing Sydney Water with Internet access to **Notice of Sale Inquiry (NOS)**. The inquiry allows access on a Title providing a list of dealing numbers from which NOS data is held, and to produce a report of the actual hits on a dealing number (or deed).
- Providing an online service for Central Register of Restrictions authorities to view, print or download an electronic file of their parcel interest and/or parish interest, and to report on their level of interest in a parish/county.
- Automatic barcoding of **Notices of Valuation** to conform with Australia Post requirements, and reducing postal costs.
- Providing an Internet delivery service to supply **Prior Values** to Councils and Office of State Revenue, replacing the previous manual paper based system of delivery.
- Replacing the paper based system used for issuing a Certificate of Land Value with an online service in all regional LPI offices.
- Developing a web-based database for use by regional offices in recording details of inquiries related to Valuation Notices, allowing better analysis of problems and ability to develop appropriate action.
- Developing a specialised database - the Water Access Licences Register - and new administrative arrangements to assist the NSW government in meeting its water reform commitments, including the process of establishing a water trading market.
- Supply of property data to assist OPTUS in maintenance of their property databases.
- Developing an online NOS inquiry for all sales recorded since 1991.

## Production and Business Development

This Division identifies, develops and pursues new markets and products for LPI. The Division also manages the identification, planning and delivery of major LPI projects and initiatives in service and systems improvement as well as mass production of existing information products.

Initiatives pursued by the Division this year include:

- Implementing revised agreements with Information brokers and Value-Added Resellers, who deliver LPI property information and spatial data and applications to customers across conveyancing, utilities, surveying, local and state government and other market sectors
- Commissioning a customer survey to gather information from LPI's Queens Square Sydney customer base and to develop benchmarks for customer service levels.
- Participating in data sharing agreements in development

of the definitive NSW address dataset, including initiatives for the Geocoded National Address File (GNAF), and exchange arrangements with Councils and other address data custodians

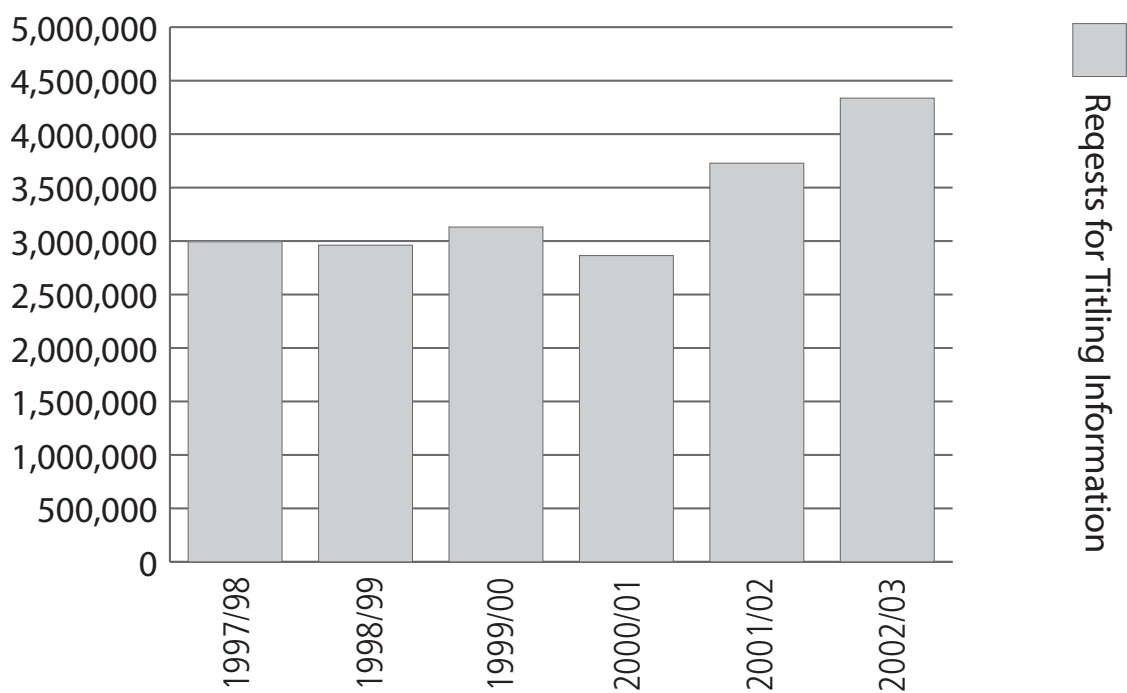
- Supplying land information and administration consultancy services to support a range of internationally funded programs in developing countries including Trinidad and Tobago, Laos and the Philippines
- Hosting regular Customer Liaison Group meetings with representative groups comprising around 90% of the customer base for LPI registration and information services. The Liaison meetings maintain an effective forum for progression of strategic initiatives toward Electronic Lodgment and online delivery of Lands' products and services
- Consulting extensively with representatives of the conveyancing industry in connection with the development of a model for Electronic Lodgment land Registration of Documents, with project deliverables scheduled over 2003-2005.

### Production

The Division manages the production and delivery of title searches, plan and dealing images and other title related documents sourced from LPI's datasets. Approximately 75% of information requests are satisfied through online delivery channels. Traditional over the counter information services to the conveyancing community and the public also remain available at LPI's Queens Square office. LPI processes approximately 80% of all property searches instantly online, with an increasing number of over the counter searches processed within 15 minutes.

In 2002/03, in line with the continuing boom in the property market, demand for this information was high. A total of 4.337million requests were satisfied, 3.538 million of these online. The graph below indicates patterns of demand from 1997/98 to the present.

Public Requests for Titling Information  
Financial Years 1997/98 to 2002/03



During the period 1 January to 30 March 2003 alone, LPI processed over 1.9 million Internet transactions, more than 32,000 per day. These volumes do not include transactions performed by Lands staff, and do not include general hits on the Website for information bulletins and general news, they only include real transactions where a product is ordered and delivered via the Internet.

Property Information Inquiry Service and the Central Register of Restrictions

The Property Information Inquiry Service (PIIS) is a commercial service operated by LPI. The service enables the public to use a single inquiry form to obtain certificates and clearances for conveyancing purposes from nominated government authorities who may have an interest in the land in question. PIIS collects and distributes the applications for clearances and certificates directly to authorities together with the fees set by the authorities and paid by the clients to LPI. A small handling fee is levied by LPI for users of this service. The service also provides the public with a means of accessing the Central Register of Restrictions (CRR). In 2002/2003, PIIS Applications processed averaged 173 per day with an annual total of 44,375.

The CRR simplifies conveyancing by allowing a single point of inquiry for prospective purchasers in relation to government and semi-government interests in land. It allows government agencies and semi-government authorities to record details of land, in which they have an actual or potential interest, in a central database. The

responsibility for updating and maintaining the data details of the database rests with the authority. At present nine organisations participate in the CRR. Access to the CRR is also available to thirteen Information Brokers through the API.

Following the repeal of the Unhealthy Building Land Act 1990 in April 2003, the Environmental Planning Authority (EPA) discontinued as a participating authority in CRR. Information concerning low lying, flood prone or potentially contaminated land previously provided by the EPA through the CRR is now provided by local government authorities under section 149(2) of the Environmental Planning and Assessment Act 1979. The EPA also previously recorded information in the CRR concerning land potentially affected by unexploded ordnance. The Commonwealth Department of Defence has agreed to take responsibility for maintaining this information in the CRR, and from 1 July 2003 will become an authority participating in the CRR.

LPI develops, prints and sells maps and distributes cadastral and spatial information in digital form. During 2002/03, the Graphic Services Branch fulfilled the following product requests:

- 830 spatial data orders
- 2,000 aerial photographic enlargements
- 22,000 aerial photographic contacts and other photographic products
- 175,000 map products.

The Branch also undertook the following major projects on behalf of the Department:

- 40,949 LPI charting and reference maps were scanned
- 1,646,175 Valuation notices were printed and mailed to land owners.

In addition to printing its own maps and meeting Departmental printing needs, LPI provides customised products and services to Local, State and Federal governments, and to commercial organisations. In 2002/03, 510 customised products were developed, including an aerial photography model of the Waterfall train crash and ongoing Native Title mapping. In addition, aerial photography was taken of large areas of bushfire-damaged country in the Snowy/Kosciuszko/Canberra regions for the NSW and ACT National Parks and Wildlife Services and NSW State Forests.

The purchase of a new large format printing press and computer to plate system to augment LPI's capacity to meet current and future topographic and other mapping needs was approved during the year.

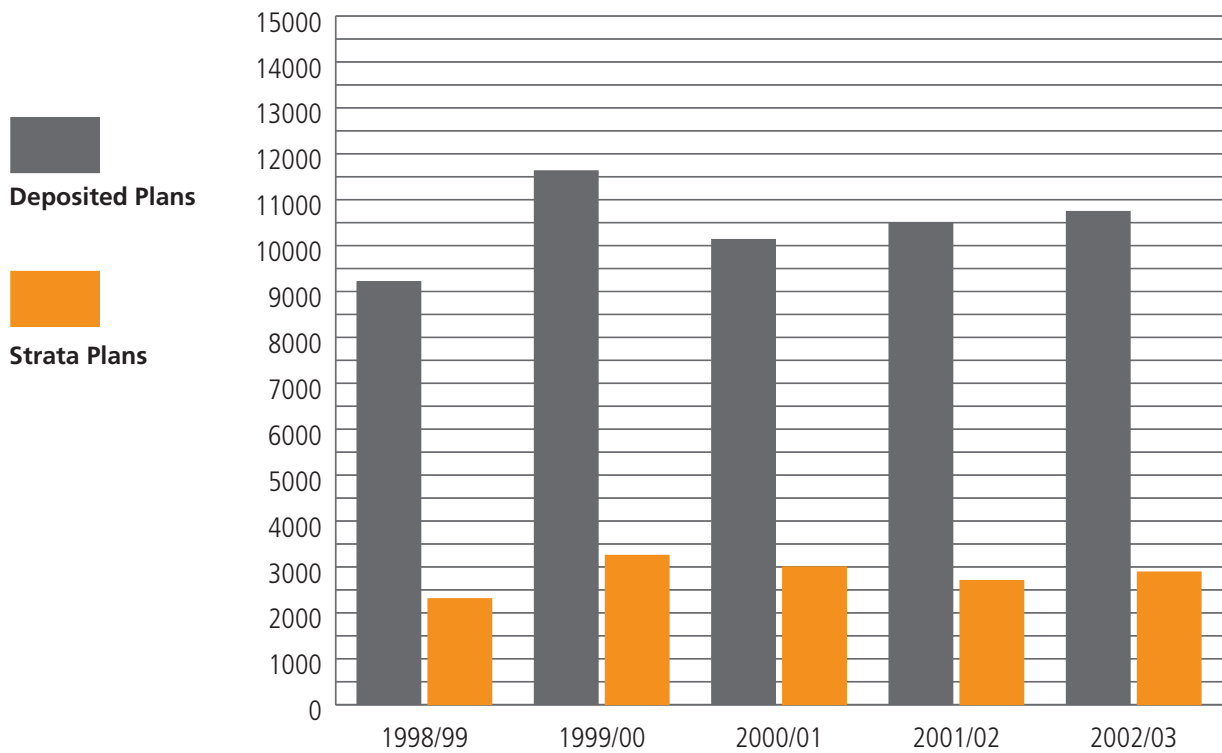
### Titling and Registry Services

The Division's two primary functions are to examine and register new plans of land subdivision and create land titles for lots in new plans and to examine 'dealings' (documents evidencing Torrens title land transactions) and record dealings in the Torrens Register.

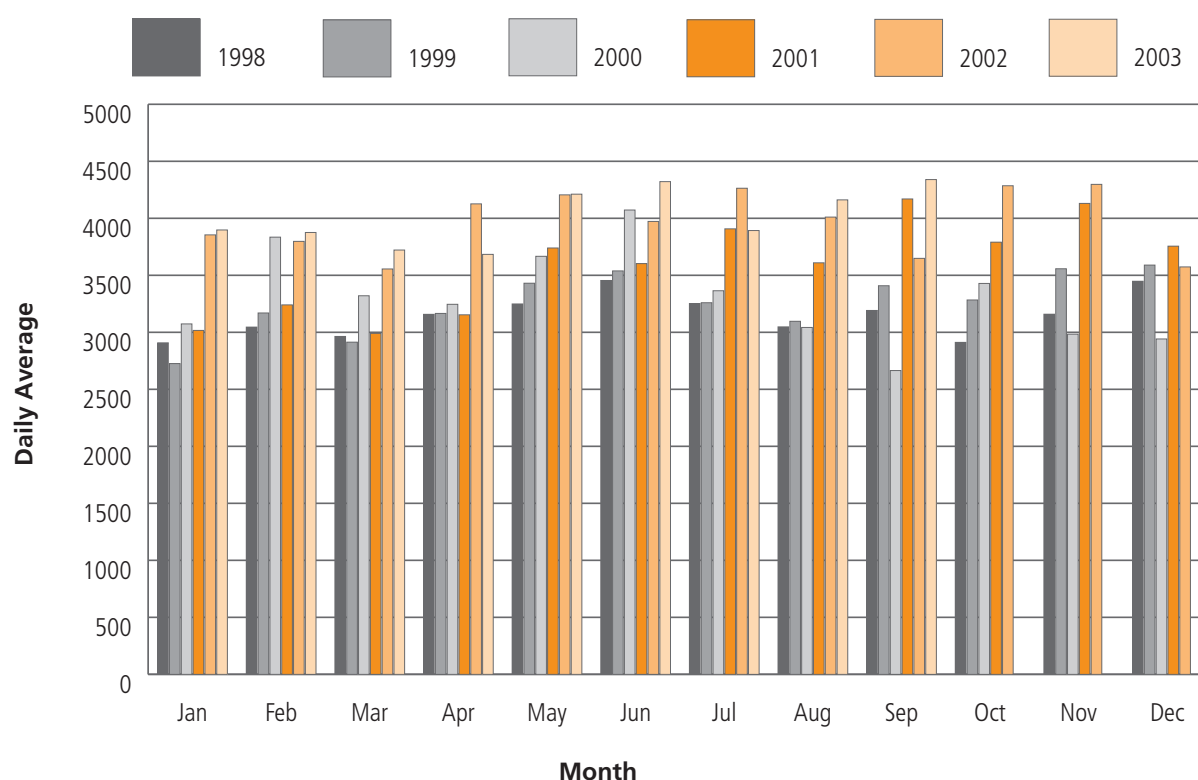
A total of 10,744 deposited plans and 2,890 strata plans were registered in 2002/03 and 65,260 new Torrens titles were created. Approximately 9% of deposited plans and 16% of strata plans were lodged for pre-examination. The graph below shows patterns of lodgment over the last five years.

As a result of the sustained property boom, the volume of property dealings lodged for registration at LPI again surpassed previous records. Over one million dealings were registered during the year, 25,000 more than in 2001/02. Existing staff worked overtime to register transactions within acceptable timeframes. The next graph shows trends in dealing lodgment from 1998.

### Plan Lodgements



## Daily Average Dealing Lodgments - 1998 to 2003



### Improvements to lodgment and registration services at LPI's Sydney Office

Following a survey of customers in late 2002, LPI introduced changes in dealing lodgment processes at its Queens Square office in Sydney. The changes came into effect in January 2003 on a trial basis and were fully implemented in April.

Features of the new system are express queues for both dealing lodgments and cashiers to assist in a more even flow of customer traffic. The express lane caters for customers who are lodging five or fewer dealings, old system transactions, or who wish to pay a single invoice or purchase document copy tickets.

Other changes implemented included a new staff rostering system to provide a more consistent level of service throughout the day and modifications to the back office bulk lodgment system to achieve a quicker and more reliable turnaround of documents.

Major projects under way in the Division include:

#### ePlan (Electronic Plan Lodgment)

The ePlan project made significant progress during the year. The Conveyancing Legislation Amendment (e-plan) Act 2002 and the various supporting regulations commenced on 19th August 2002.

The Act provides the legal basis for the electronic lodging for registration or recording of plans and accompanying

documents. All necessary signatures, seals and certificates are required to be endorsed on an approved form for signatures to be lodged electronically with the plan.

Title Deeds, copies of court orders and certain other documents are still to be lodged by hand.

Significant enhancements to the Integrated Titling System are being undertaken to automate internal plan processing to allow for acceleration of the ePlan 'rollout'.

#### Electronic Lodgement and Automatic Registration of Dealings (ELARD)

Significant work has been undertaken during the past six months to review the future direction for electronic lodgment and registration (ELARD) of land related transactions. This has involved extensive consultation with a wide range of industry specialists, other jurisdictions and internal specialists. The outcome of this consultation has been the development of a model system which it is believed will meet the ongoing needs of the industry. The NSW model also closely aligns with that of other jurisdictions pursuing ELARD concepts. NSW is currently awaiting legal advice on the implications of such a model and when these issues have been resolved, a public consultation document will be circulated. Feedback from this consultative phase will determine the acceptance of the proposed model. A review of administrative arrangements and systems issues is also included as part of the review.

Identified options and impediments have confirmed:

- Removal of the paper certificate of title is a necessary precursor;
- Enablement of payment by EFT is a requirement;
- Envisaged changes cannot be mandated but will need to be willingly adopted by the industry.

### **Cadastral Records Directory (CRD)**

The CRD has evolved from an existing application and provides the method to electronically capture and output land titling notations information traditionally recorded on paper reference maps. Since September 2002 notations have been captured electronically through system interaction with the titling system and the cadastral database. The paper plan file is being scanned to allow the introduction of an "electronic plan room". Eventual enablement of remote web based access is dependent on progress of the Spatial Maintenance System project.

### **Professional advice**

Staff from the Division presented regional workshops across NSW and in Queensland for members of the Institution of Surveyors and the Association of Consulting Surveyors. Liaison officers attended meetings and presented seminars for regional industry groups and consulted with developer and other agencies in relation to major land and property developments.

### **Staff Skills Assessment**

During the third quarter of 2002, an analysis of staff skills and knowledge was undertaken. The objective of the analysis was to identify business elements that may benefit from improved staff skill levels and customer service delivery whilst providing information to assist Titling Registry Service (TRS) to develop a flexible multi-skilled workforce. The skill assessment achieved a 97% staff and 100% manager/supervisor completion rate.

The output reports from the assessment reflect the skills and knowledge of all staff and identify competency levels and any knowledge or skills gap within TRS. These results will assist in optimising investment in training and development in an environment steadily moving towards e-business processes.

Staff training has commenced and all training is aligned with the skill assessment results.

## **Research and Development**

The NSW Government through the Department of Lands is a major partner in the newly created Co-operative Research Centre for Spatial Information (CRC-SI).

The Commonwealth Government announced the creation of the new CRC-SI in December 2002 with about \$80 million in funding over seven years from its partners. It will officially commenced operation on 1 July 2003. Other major partners are a consortium of small to medium companies,

the Universities of Melbourne, New South Wales and Curtin, and the governments of Victoria, and Western Australia as well as a Commonwealth consortium comprising Geoscience Australia and the Department of Defence.

The mission of the CRC-SI is to develop the concept of a Virtual Australia, uniting research and commercial innovation in spatial information. The Centre will harness Australia's recognised research and commercialisation strengths in spatial information technologies to create new opportunities and increased prosperity for all Australians. The research and development will utilise technologies such as global positioning systems, satellite remote sensing, and geographic information systems and will explore the development of spatial data infrastructures in Australia in support of Virtual Australia.

Outcomes anticipated from the work will include enhanced capability for NSW in providing vital support for emergency situations such as flooding, bush fires and anti-terrorism measures. The bid was successful in gaining \$13.3 million of Commonwealth funding over seven years with additional funding from consortium partners.

The Centre will have five research programs, which will be highly integrated and linked by common threads ranging from application systems, including demonstrator projects, to quality and standards. The programs are Integrated Positioning and Mapping, Metric Imagery as a Spatial Information, Spatial Information System Design and Spatial Data infrastructures, Earth Observation for Renewable Natural Resource Management, and Modelling and Visualisation for Spatial Decision Support. These programs are driven by the requirements of the user community as articulated by the industry participants, the prospects for successful technology transfer and ultimate commercialisation of project outcomes.

Staff at LPI's Bathurst office will work in conjunction with other members of the consortium, including Charles Sturt University personnel, in activities associated with applied research and demonstrator projects for the CRC-SI. This will amount to \$750,000.00 per annum in-kind support for the CRC-SI by the Department.

LPI has invested in a two year research project being undertaken by the University of Melbourne to formulate the next generation of spatial data infrastructure using hierarchical spatial reasoning and diffusion theories. The research commenced in 2001.

LPI continues to fund scholarships for studies in spatial information related disciplines through Charles Sturt University. These scholarships include 12 month working placements at LPI. The first two scholarship graduates have gained permanent positions with LPI.

## Risk Management

LPI has identified its business risks, the nature and extent of those risks, possible impacts and measures to minimise and manage risks. The table below sets out the major risks for LPI and its risk management framework.

Major risk	Risk indicators	Potential impact	Risk management action
<b>Lower levels of activity in the property market</b>	Rise in interest rates  Fall in number of requests for property information through API, lead indicators	Fall in revenue from registration of plans and lodgment of dealings	Control fixed labour costs and reduce overtime as demand slows  Absorb surplus capacity on productive long term projects, eg title conversion
<b>Major IT failure at Queen's Square or Bathurst</b>	Identification of potential points of failure in systems  Results of systems health checks	Reduced revenue through delays in processing revenue producing transactions. Increased costs through need to use overtime to recover	Provision of backup sites for continuous operations  Investment in removing points of failure or reducing risk through upgrade of equipment
<b>Reduction in Community Service Obligation contract with LPI</b>	Discussion of changes in government policy with central government agencies  Public statements by government	Potential reduction in CSO payments would leave activities unfunded.  Restricted ability of LPI to reduce costs in the short term	Examine CSO activity to ensure currency and relevance and best value for money return to government
<b>Unexpected awards in court against the Torrens Assurance Fund</b>	Claims coming to court and current records of awards made by courts	Dividend would be reduced by the amount of any excess successful claims paid	Continue to improve systems to reduce possibility of fraud and reduce risk of LPI error
<b>Industrial Relations Disputes</b>	Matters arising at JCC  Industrial cases before the courts	Delay in processing revenue producing transactions	Improve industrial relations through consultation and clarity clarity of direction through HR planning process

**Head Office**

1 Prince Albert Road  
Queens Square  
Sydney NSW 2000

PO Box 15  
Sydney NSW 2001  
T: 61 2 9228 6666  
F: 61 2 9233 4357

**Bathurst**

346 Panorama Avenue  
Bathurst NSW 2795

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

**Sydney Map Shop**

Lands Building  
23-33 Bridge Street  
Sydney NSW 2000  
T: 61 2 9228 6315  
F: 61 2 9221 5980

**Albury**

520 Swift Street  
Albury NSW 2640  
T: 61 2 6041 1667  
F: 61 2 6041 2028

*This office provides valuation information only.*

**Campbelltown**

Level 1  
Macarthur Place  
1 Bolger Street  
Campbelltown NSW 2560

PO Box 22  
Macarthur Square NSW 2560  
T: 61 2 4625 1185  
F: 61 2 4626 1089

*This office provides valuation information only.*

**Coffs Harbour**

359 Harbour Drive  
Coffs Harbour NSW 2450

PO Box 291J  
Coffs Harbour NSW 2450

*For Survey information.*

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

*For Valuation information.*

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

**Dubbo**

Government Office Building  
37-39 Carrington Avenue  
Dubbo NSW 2830

T: 61 2 6881 6014  
F: 61 2 6884 1463

*This office provides valuation information only.*

**Gosford**

Floor 1, Suite 106  
40 Mann Street  
Gosford NSW 2250

T: 61 2 4325 0371  
F: 61 2 4323 4651

*This office provides valuation information only.*

**Goulburn**

167-173 Auburn Street  
Goulburn NSW 2580

T: 61 2 4822 1240  
F: 61 2 4821 6024

*This office provides valuation information only.*

**Grafton**

Government Office Building  
49-51 Victoria Street  
Grafton NSW 2460

PO Box 272  
Grafton NSW 2460  
T: 61 2 6643 1455  
F: 61 2 6643 1425

*This office provides valuation information only.*

**Lismore**

Dalley Street  
East Lismore NSW 2480

PO Box 73  
Lismore NSW 2480  
T: 61 2 6626 5632  
F: 61 2 6626 5666

*This office provides valuation information only.*

**Murwillumbah**

Government Office Building  
135 Main Street  
Murwillumbah NSW 2484

PO Box 834  
Murwillumbah NSW 2484  
T: 61 2 6672 5596  
F: 61 2 6672 5596

*This office provides valuation information only.*



**Newcastle**

Government Office Building  
117 Bull Street  
Newcastle West NSW 2302

*For survey information:*

PO Box 5051  
Newcastle West NSW 2302  
T: 61 2 4925 9984  
F: 61 2 4929 2969

*For valuation information:*

PO Box 488G  
Newcastle NSW 2300  
T: 61 2 4925 9999  
F: 61 2 4929 2969

**Nowra**

C/- Shoalhaven City Council  
Bridge Road  
Nowra NSW 2541

PO Box 42  
Nowra NSW 2541  
T: 61 2 4429 3279  
F: 61 2 4422 1816

*This office provides valuation information only.*

**Orange**

Level 1  
Government Office Building  
Cnr Kite and Anson Streets  
Orange NSW 2800  
T: 61 2 6392 6322  
F: 61 2 6392 6313

*This office provides valuation information only.*

**Parramatta**

Level 10  
Signature Tower  
2-10 Wentworth Street  
Parramatta NSW 2124  
T: 61 2 9689 8348  
F: 61 2 9891 6653

*This office provides valuation information only.*

**Penrith**

Suite 2, Level 3  
Danallam House  
311 High Street  
Penrith NSW 2750  
T: 61 2 4721 2728  
F: 61 2 4731 6036

*This office provides valuation information only.*

**Port Macquarie**

C/- Hastings Council  
Cnr Lord and Burrawan Streets  
Port Macquarie NSW 2444  
T: 61 2 6581 8638  
F: 61 2 6581 8788

*This office provides valuation information only.*

**Queanbeyan**

Suite U101  
Corporate Centre  
131-139 Monaro Street  
Queanbeyan NSW 2620  
T: 61 2 6297 7333  
F: 61 2 6297 2280

*This office provides valuation information only.*

**Tamworth**

Suite 1  
468-472 Peel Street  
Tamworth NSW 2340  
T: 61 2 6766 7333  
F: 61 2 6766 3045

*This office provides valuation information only.*

**Wagga Wagga**

Level 2  
Government Office Building  
43-45 Johnston Street  
Wagga Wagga NSW 2650  
T: 61 2 6931 8227  
F: 61 2 6931 8230

*This office provides valuation information only.*

**Wollongong**

State Government Office Block  
Block J  
84 Crown Street  
Wollongong NSW 2500  
T: 61 2 4275 9400  
F: 61 2 4228 1541

*This office provides valuation information only.*

**Wyong**

C/- Wyong Council  
Hely Street  
Wyong NSW 2259  
(PO Box 20, Wyong 2259)  
T: 61 2 4350 5324  
F: 61 2 4350 5324

*This office provides survey information only.*

E: [feedback@lands.nsw.gov.au](mailto:feedback@lands.nsw.gov.au)  
Website: [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

Business hours: 8.30am - 4.30pm Mon to Fri  
Business hours may vary in Regional Offices due to fieldwork.





GPO BOX 12  
SYDNEY NSW 2001

## INDEPENDENT AUDIT REPORT

### Land and Property Information New South Wales

To Members of the New South Wales Parliament

#### Audit Opinion

In my opinion, the financial report of Land and Property Information New South Wales:

- (a) presents fairly Land and Property Information New South Wales' financial position as at 30 June 2003 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with sections 45E and 45EA of the *Public Finance and Audit Act 1983* (the Act).

The opinion should be read in conjunction with the rest of this report.

#### The Director-General's Role

The financial report is the responsibility of the Director-General of the Department of Lands. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows and the accompanying notes.

#### The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Director-General in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Director-General had failed in his reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of Land and Property Information New South Wales,
- that Land and Property Information New South Wales has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

### Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



G J Gibson, FCPA  
Director of Audit

SYDNEY  
20 October 2003

**DEPARTMENT OF LANDS**

**LAND AND PROPERTY INFORMATION NSW**

**Financial Statements for the Year Ended 30th June, 2003**

Pursuant to the requirements of the Public Finance and Audit Act, 1983, I declare that in my opinion:

1. the accompanying financial statements exhibit a true and fair view of the financial position of the Land and Property Information NSW, a business unit of the Department of Lands (formerly of the Department of Information Technology and Management) as at 30 June 2003 and transactions for the year then ended.
2. the statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983, the Public Finance and Audit Regulation 2000 and the Treasurer's Directions.

Further, I am not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



D. Mooney  
General Manager  
Land and Property Information NSW



W. Watkins  
Director General  
Department of Lands

17 October 2003

**LAND AND PROPERTY INFORMATION NEW SOUTH WALES**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	Actual 2003 \$'000	Actual 2002 \$'000
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Sale of Goods and Services	2(a)	124,817	119,370
Investment Income	2(b)	1,591	620
Grants and Contributions	2(c)	10,058	900
Other Income	2(d)	3,651	3,295
<b>TOTAL REVENUES FROM ORDINARY ACTIVITIES</b>		<b>140,117</b>	<b>124,185</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Operating Expenses			
Employee Related	3(a)	96,113	89,607
Other Operating Expenses	3(b), 4	24,623	24,670
Maintenance		2,910	2,383
Depreciation and Amortisation	3(c)	7,677	6,834
Grants and Subsidies	3(d)	48	20
Borrowing Cost Expense	3(e)	293	306
Other Expenses	3(f)	22,703	1,218
<b>TOTAL EXPENSES FROM ORDINARY ACTIVITIES</b>		<b>154,367</b>	<b>125,038</b>
<b>LOSS FROM ORDINARY ACTIVITIES BEFORE INCOME TAX EQUIVALENT</b>		<b>14,250</b>	<b>853</b>
INCOME TAX EQUIVALENT		0	0
<b>NET LOSS</b>		<b>14,250</b>	<b>853</b>
<b>TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY</b>		<b>0</b>	<b>0</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>	15	<b>14,250</b>	<b>853</b>

[The accompanying notes form part of these statements]

The Department of Lands

Land and Property  
Information Division

LPI Division  
Financial Statements

Crown Lands  
Division

Soil Services  
Division

The Department of Lands  
Financial Statements

BOSSI

BOSSI  
Financial Statements

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**LAND AND PROPERTY INFORMATION NEW SOUTH WALES**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT 30 JUNE 2003**

	Notes	Actual 2003 \$'000	Actual 2002 \$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash	6	48,081	13,654
Receivables	7	6,948	11,516
Inventories	8	366	333
Other	9	1,830	1,808
<b>Total Current Assets</b>		<b>57,225</b>	<b>27,311</b>
<b>Non-Current Assets</b>			
Inventories	8	1,450	1,314
Property, Plant and Equipment			
- Land and Buildings	10	47,700	67,607
- Plant and Equipment	10	29,457	23,175
Total Property, Plant and Equipment	10	77,157	90,782
<b>Total Non-Current Assets</b>		<b>78,607</b>	<b>92,096</b>
<b>Total Assets</b>		<b>135,832</b>	<b>119,407</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	12	6,294	5,386
Interest Bearing Liabilities	13	446	446
Provisions	14	8,221	6,027
<b>Total Current Liabilities</b>		<b>14,961</b>	<b>11,859</b>
<b>Non-Current Liabilities</b>			
Interest Bearing Liabilities	13	2,483	2,629
Provisions	14	81,442	54,651
<b>Total Non-Current Liabilities</b>		<b>83,925</b>	<b>57,280</b>
<b>Total Liabilities</b>		<b>98,886</b>	<b>69,139</b>
<b>Net Assets</b>		<b>36,946</b>	<b>50,268</b>
<b>EQUITY</b>			
Retained Profits	15	36,946	50,268
<b>Total Equity</b>		<b>36,946</b>	<b>50,268</b>

[The accompanying notes form part of these statements]

**LAND AND PROPERTY INFORMATION NEW SOUTH WALES**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 30 JUNE 2003**

	Notes	Actual 2003 \$'000	Actual 2002 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee Related		(68,352)	(63,974)
Borrowing Costs		(293)	(306)
Other		(32,335)	(38,493)
<b>Total Payments</b>		<b>(100,980)</b>	<b>(102,773)</b>
<b>Receipts</b>			
Sale of Goods and Services		133,435	123,544
Interest Received		1,591	620
Other		13,705	4,195
<b>Total Receipts</b>		<b>148,731</b>	<b>128,359</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>18</b>	<b>47,751</b>	<b>25,586</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of Land and Buildings and Plant and Equipment		(13,272)	(12,576)
Proceeds from Sale of Assets		94	23
<b>NET CASH FLOWS (USED IN) INVESTING ACTIVITIES</b>		<b>(13,178)</b>	<b>(12,553)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of Borrowings		(146)	(133)
<b>NET CASH FLOWS (USED IN) FINANCING ACTIVITIES</b>		<b>(146)</b>	<b>(133)</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		<b>34,427</b>	<b>12,900</b>
Add Opening Cash		13,654	754
<b>CLOSING CASH</b>	<b>6</b>	<b>48,081</b>	<b>13,654</b>

[The accompanying notes form part of these statements]

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**LAND AND PROPERTY INFORMATION NEW SOUTH WALES  
NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 30 JUNE 2003**

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

*(a) Reporting Entity*

Land and Property Information New South Wales (LPI), a commercial activity of the Department of Lands (DL) since 2nd April 2003 following an administrative restructure, was established on 1st July 2000. LPI provides integrated land and property information services through innovative use of information and communications technology.

In accordance with section 45E of the Public Finance and Audit Act 1983 a direction was issued by the Treasurer to prepare separate audited financial statements for LPI. The directive applies for the full financial year ending 30 June 2003 and remains in force until directed otherwise.

*(b) Basis of Accounting*

LPI's financial statements are a general purpose financial report which has been prepared on an accrual basis and in accordance with applicable Australian Accounting Standards; other authoritative pronouncements of the Australian Accounting Standards Board (AASB); Urgent Issues Group (UIG) Consensus Views and the requirements of the Public Finance and Audit Act and Regulation.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for certain investments, land and building and plant and equipment, which are recorded at valuation, the financial statements are prepared in accordance with the historical cost convention.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

*(c) Revenue Recognition*

Revenue is recognised when LPI has control of the good or right to receive, it is probable that the economic benefits will flow to LPI and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below.

*(i) Sale of Goods and Services*

Revenue from the sale of goods and services comprises revenue from the provision of products or services ie, user charges. User charges are recognised as revenue when LPI obtains control of the assets that result from them.

*(ii) Investment Income*

Interest revenue is recognised as it accrues.

*(iii) Grants and Contributions*

Grants and Contributions are recognised when received.

*(d) Employee Benefits*

*(i) Salaries and Wages, Annual Leave, Sick Leave and On-costs*

Liabilities for salaries and wages (including non-monetary benefits), annual leave and vesting sick leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts for payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the benefits to which they relate have been recognised.

*(ii) Accrued salaries and wages - reclassification*

As a result of the adoption of Accounting Standard AASB 1044 "Provisions, Contingent Liabilities, and Contingent Assets",

accrued salaries and wages and on-costs has been reclassified to "payables" instead of "provisions" in the Statement of Financial Position and the related note disclosures, for the current and comparative period. On the face of the Statement of Financial Position and in the notes, reference is now made to "provisions" in place of "employee entitlements and other provisions". Total employee benefits (including accrued salaries and wages) are reconciled in note 14 "Provisions".

### (iii) Long Service Leave and Superannuation

LPI is responsible for the long service leave and all superannuation liabilities for its employees and these are fully recognised in the accounts.

LPI has used the present value method to measure long service leave which is based on remuneration rates expected to be paid for all employees with five or more years service.

LPI contributes to employee superannuation funds in addition to contributions from employees. LPI's contributions are paid to Pillar Administration Corporation and employee nominated funds. These payments are applied towards the accruing liability in respect of employees and are charged to expenses. Refer to note 14 for further details.

### (e) Borrowing costs

Borrowing costs are recognised in the period in which they are incurred (except where they are included in the costs of qualifying assets).

### (f) Insurance

LPI's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

### (g) Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where:

- the amount of GST incurred by LPI as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- Receivables and payables are stated with the amount of GST included.

### (h) Acquisition of Assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by LPI. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenue at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

### (i) Plant & Equipment

Plant & Equipment costing \$5,000 and above individually is capitalised. Individual items of computer equipment costing \$1,000 and above are capitalised when they form part of a network.

### (j) Revaluation of Physical Non-current Assets

Physical non-current assets are measured on a fair value on an existing use basis in accordance with AASB 1041 from financial years beginning on 1st July 2002. There is no substantive difference between the fair valuation methodology and the previous methodology adopted in the NSW public sector.

Each class of physical non-current assets is revalued every 5 years and with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. The last revaluation was completed on 31st March 2003 and was based on an independent assessment.

Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

Revaluation increments are credited directly to the asset revaluation reserve. Following the administrative restructure on 2nd April 2003 the amount has been included in the retained profits.

Revaluation decrements are recognised immediately as expenses in the surplus / deficit.



*(k) Depreciation of Non-current Physical Assets*

Depreciation is provided for on a straight-line basis against all depreciable assets so as to write off the depreciable amount of each depreciable asset as it is consumed over its useful life to LPI. Land is not a depreciable asset.

All material separately identifiable component assets are recognised and depreciated over their shorter useful lives, including those components that in effect represent major periodic maintenance.

**Depreciation Rates**

Buildings and Improvements	2.5%
Printing Press	6.67%
Aeroplane / Aerial Photographic Equipment	14.29%
Motor Vehicle	15.0%
Plant & Equipment	20.0%
EDP Equipment	25.0%

*(l) Maintenance and repairs*

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

*(m) Leased Assets*

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

*(n) Receivables*

Receivables are recognised and carried at the original invoice amount less provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

*(o) Inventories*

Inventories are comprised of raw materials for map printing and maps stock. Raw materials are valued on a first-in-first-out basis. Maps stocks are valued at the weighted average cost of printing from the map masters at full absorption of labour, materials and overhead. Stock is issued on a first in first out basis.

*(p) Restricted Assets : Torrens Assurance Fund*

This Fund is administered by LPI. The Torrens Assurance Fund was established under S133A of the Real Property Act as a Special Deposit Account administered by the Registrar-General. Refer Note 11.

*(q) Payables*

These amounts represent liabilities for goods and services provided to LPI and other amounts, including interest accrued over the period it becomes due (where applicable).

*(r) Interest Bearing Liabilities*

The finance lease liability is determined in accordance with AAS17 "Leases".

*(s) Contribution to Consolidated Fund*

LPI is required to pay income tax equivalents and dividends to the Consolidated Fund. Tax effect accounting is not required to be applied. Income tax is calculated by applying the prevailing company tax rate to profits earned by LPI. Dividends are paid at the rate of 85% of after tax profit in two equal instalments, in August and December following the financial year-end. As LPI recorded an operating loss during the year no income tax equivalents and dividends are payable for the year.

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**FOR THE YEAR ENDED 30 JUNE 2003**

**2. REVENUES**

	<b>2003</b>	<b>2002</b>
	<b>\$'000</b>	<b>\$'000</b>
(a) Sale of Goods and Services		
- Title	96,359	92,064
- Valuation	22,535	21,506
- Mapping	3,912	3,838
- Torrens Assurance Fund (see note 11)	2,011	1,962
	<b>124,817</b>	<b>119,370</b>
(b) Investment Income		
- Interest	1,591	620
	<b>1,591</b>	<b>620</b>
(c) Grants and Contributions		
- Implementation of Walton Report recommendations	900	900
- Community Service Obligations	9,158	
	<b>10,058</b>	<b>900</b>
(d) Other Revenue		
- Printing and Publishing	497	629
- Digital Database Sales	52	366
- International Projects	372	483
- Corporate Support	2,009	1,040
- Miscellaneous Income	721	777
	<b>3,651</b>	<b>3,295</b>

**3. EXPENSES**

	<b>2003</b>	<b>2002</b>
	<b>\$'000</b>	<b>\$'000</b>
(a). Employee Related Expenses		
Employee-Related Expenses comprise the following specific items:		
- Salaries and Wages (including Recreation Leave)	54,416	50,344
- Superannuation	30,118	32,907

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- Long Service Leave	6,767	2,381
- Workers Compensation Insurance	791	359
- Payroll and Fringe Benefits Tax	3,480	3,216
- Payroll Tax on Employer's Superannuation Contribution	541	400
	<b>96,113</b>	<b>89,607</b>

The agency charges the full cost of long service leave and the current cost of superannuation to operations.

<i>(b). Other Operating Expenses</i>	2003	2002
	<b>\$'000</b>	<b>\$'000</b>
- Valuation Contractors & expenses	9,880	10,128
- Cleaning & utilities	1,017	1,089
- Property rental costs	593	639
- EDP - Information Technology Services	2,069	2,507
- Furniture, Plant & Equipment	324	289
- EDP Operating Lease Rental Expense-minimum lease payments	1	8
- Stores & Materials	1,598	1,723
- Consultancies & other contractors	2,714	1,683
- Promotions, Publicity. Events Management	256	306
- Travel Expenses	518	712
- Telecommunication Expenses	1,814	1,667
- Motor Vehicle Expenses	619	703
- Insurance	246	252
- Auditor's remuneration - audit or review of the financial report	167	122
- Freight & postage	619	543
- Staff related & development	512	481
- Administration	729	907
- Legal fees	74	68
- Taxes	313	299
- Bad Debts	79	159
- Other	485	374
	<b>24,627</b>	<b>24,659</b>

<i>(c) Depreciation Expense</i>	2003	2002
	<b>\$'000</b>	<b>\$'000</b>
- Buildings	879	953
- Plant and Equipment	6,798	5,881
	<b>7,677</b>	<b>6,834</b>

	2003 \$'000	2002 \$'000
(d) Grants and Subsidies		
- Grants Paid to Other Organisations	48	20
	<b>48</b>	<b>20</b>

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	2003 \$'000	2002 \$'000
(e) Borrowing Costs		
- Finance Lease Interest charges	293	306
	<b>293</b>	<b>306</b>

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	2003 \$'000	2002 \$'000
(f) Other Expenses		
- Land & Buildings Revaluation Decrement	20,823	
- Torrens Assurance Fund	1,880	1,218
	<b>22,703</b>	<b>1,218</b>

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#### 4. GAIN/(LOSS) ON DISPOSAL OF NON-CURRENT ASSETS

	2003 \$'000	2002 \$'000
- Proceeds from Disposal - Property, Plant & Equipment	94	23
- Written Down Value of Assets disposed	90	34
Net gain/(loss) on disposal of property, plant and equipment	<b>4</b>	<b>(11)</b>

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#### 5. INDIVIDUALLY SIGNIFICANT ITEMS

Included in expenses from ordinary activities is \$30.118 million for superannuation. This amount includes a significant negative result following an annual review by the Pillar Administration Corporation.

A revaluation decrement on land & buildings of \$20.823 million is also included in expenses from ordinary activities.

A revaluation increment on plant & equipment of \$0.928 million has been credited directly to equity.

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#### 6. CURRENT ASSETS - CASH

	2003 \$'000	2002 \$'000
Cash at bank and on hand	48,081	13,654
	<b>48,081</b>	<b>13,654</b>

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For the purposes of the Statement of Cash Flows, cash includes cash on hand and cash at bank.

Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash (per Statement of Financial Position)	48,081	13,654
Closing Cash and Cash Equivalents (per Statement of Cash Flows)	<b>48,081</b>	<b>13,654</b>

## 7. CURRENT/NON-CURRENT ASSETS - RECEIVABLES

	<b>2003 \$'000</b>	<b>2002 \$'000</b>
CURRENT RECEIVABLES		
- Sale of goods and services	5,239	6,829
- Income tax equivalent receivable from Office of State Revenue		3,760
- GST receivable	689	779
- Interest receivable	1,012	348
- Other receivable	128	
- Less: Provision for doubtful debts	(120)	(200)
	<b>6,948</b>	<b>11,516</b>

## 8. CURRENT/NON-CURRENT ASSETS - INVENTORIES

	<b>2003 \$'000</b>	<b>2002 \$'000</b>
CURRENT INVENTORIES		
At Cost		
- Raw Materials	4	4
- Goods for Resale	362	329
	<b>366</b>	<b>333</b>
NON-CURRENT INVENTORIES		
At Cost		
- Goods for Resale	1,450	1,314
	<b>1,450</b>	<b>1,314</b>

Raw materials are classified as current assets because they are used within a short period.

Goods for resale (map stocks) are split 20% current and 80% non-current based on 5-year usage.

There was no write down of inventories during the financial year.

## 9. CURRENT / NON-CURRENT ASSETS - OTHER

	<b>2003 \$'000</b>	<b>2002 \$'000</b>
CURRENT PREPAYMENTS		
- Prepayments	1,830	1,808
	<b>1,830</b>	<b>1,808</b>

## 10. NON CURRENT ASSETS - PROPERTY, PLANT &amp; EQUIPMENT

	2003 \$'000	2002 \$'000	
<b>Land and Buildings</b>			The Department of Lands
At Cost		8,454	
At Fair Value	47,866	62,656	
	<b>47,866</b>	<b>71,110</b>	
Accumulated Depreciation at Cost		517	Land and Property Information Division
Accumulated Depreciation at Fair Value	166	2,986	
	<b>166</b>	<b>3,503</b>	
Net Book Value	<b>47,700</b>	<b>67,607</b>	
<b>Plant and Equipment</b>			LPI Division Financial Statements
At Cost		46,629	
At Fair Value	57,188	1,237	
	<b>57,188</b>	<b>47,866</b>	
Accumulated Depreciation at Cost		23,825	Crown Lands Division
Accumulated Depreciation at Fair Value	27,731	866	
	<b>27,731</b>	<b>24,691</b>	
Net Book Value	<b>29,457</b>	<b>23,175</b>	
<b>Total Property, Plant and Equipment at Net Book Value</b>	<b>77,157</b>	<b>90,782</b>	Soil Services Division

**Reconciliations**

Reconciliation of the carrying amounts of each class of property, plant and equipment at the beginning and end of the reporting period are set out below.

	2003 \$'000	2002 \$'000	
<i>Land &amp; Buildings</i>			The Department of Lands Financial Statements
Carrying amount at start of year	67,607	67,444	
Additions	1,795	1,149	
Reclassification		(33)	
Net amount of revaluation increments less decrements	(20,823)		BOSSI
Depreciation expense	(879)	(953)	
Carrying amount at end of year	<b>47,700</b>	<b>67,607</b>	BOSSI Financial Statements
<i>Plant &amp; Equipment</i>			
Carrying amount at start of year	23,175	17,630	Appendices
Additions	12,242	11,427	
Disposals	(2,728)	(10,719)	
Reclassification		33	
Net amount of revaluation increments less decrements	928		Glossary
Depreciation expense	(6,798)	(5,881)	
Writeback on Disposal	2,638	10,685	Index

Carrying amount at end of year	<b>29,457</b>	<b>23,175</b>
<b>Total Property, Plant and Equipment at Net Book Value</b>	<b>77,157</b>	<b>90,782</b>

An RC30 aerial camera and ancillary equipment was valued by Leica Geosystems on 19th March 2003 at \$855,000. A Cessna 421 aircraft was valued by Bathurst Aircraft Maintenance Centre on 31st March 2003 at \$332,470. Both these items have been valued on fair value basis and are included under plant and equipment.

The Land and Buildings were valued by the State Valuation Office on 19 March 2003 on fair value for existing use basis, ie as office accommodation. The decrement of \$20.823m is attributed to the change in valuation methodology and downturn in demand for office space.

The management considers that the written down value of all other assets as at 30 June 2003 is a surrogate for fair value.

## 11. RESTRICTED ASSETS

### Torrens Assurance Fund - Special Deposit Account

LPI operates the Torrens Assurance Fund within the Special Deposits Accounts. The Fund was established under Section 133A of the Real Property Act 1900. It meets claims for loss arising out of fraud or agency error and is funded by a \$2 charge on each land dealing lodged. The following is a summary of transactions in the Torrens Assurance Fund:

	<b>2003</b>	<b>2002</b>
	<b>\$'000</b>	<b>\$'000</b>
Cash balance at start of year	8,142	7,398
Add: Revenue	2,011	1,962
Less: Expenditure	(1,880)	(1,218)
Cash balance at end of year	<b>8,273</b>	<b>8,142</b>

The above transactions and balances have been recognised in LPI's financial statements.

There is debate whether separate financial statements are required for accounts within the Special Deposits Account. LPI has not been able to identify potential users of a separate financial report for the Torrens Assurance Fund. Given this, LPI cannot justify the additional time and cost necessary to prepare a separate financial report.

Refer to Note 17 for details of contingent liabilities in relation to the Fund.

## 12. CURRENT LIABILITIES - PAYABLES

	<b>2003</b>	<b>2002</b>
	<b>\$'000</b>	<b>\$'000</b>
- Accrued Salaries, Wages and On-costs (Note 1(d) (ii))	1,587	1,224
- Creditors	3,237	2,945
- Income Received in Advance	112	318
- Other	1,358	899
	<b>6,294</b>	<b>5,386</b>



**13. CURRENT/NON-CURRENT LIABILITIES - INTEREST BEARING LIABILITIES**

	2003 \$'000	2002 \$'000
<b>Unsecured</b>		
CURRENT LIABILITIES		
- Finance Lease Commitments see (Note 16)	446	446
	<b>446</b>	<b>446</b>
NON-CURRENT LIABILITIES		
- Finance Lease Commitments see (Note 16)	2,483	2,629
	<b>2,483</b>	<b>2,629</b>

**14. CURRENT/NON-CURRENT LIABILITIES - PROVISIONS**

	2003 \$'000	2002 \$'000
<b>Current Employee benefits and related on-costs</b>		
- Recreation Leave	4,138	2,696
- Long Service Leave	3,666	2,979
- Other Employee Benefits	417	352
<b>Total Current Employee benefits and related on-costs</b>	<b>8,221</b>	<b>6,027</b>
<b>Non-Current Employee benefits and related on-costs</b>		
- Recreation Leave	2,796	1,958
- Long Service Leave	28,131	21,845
- Superannuation	48,965	29,373
- Payroll Tax on Employee Benefits	1,550	1,475
<b>Total Non-Current Employee benefits and related on-costs</b>	<b>81,442</b>	<b>54,651</b>
<b>Aggregate Employee benefits and related on-costs</b>		
Provisions - current	8,221	6,027
Provisions - non-current	81,442	54,651
Accrued salaries, wages and on-costs (note 12)	1,587	1,224
<b>Total Provisions - Employee benefits and related on-costs</b>	<b>91,250</b>	<b>61,902</b>

**SUPERANNUATION LIABILITIES**

Land and Property Information NSW is responsible for all superannuation liabilities of its employees and fully funds current employer contributions as they fall due.

First State Super liabilities (in response to the Superannuation Guarantee Charge) are fully funded as they fall due.

Actuarial assessments for the defined benefit schemes (SASS, SANCS, SSS) have been made for the year ended 30th June 2003 based on the full requirements of AAS25 by SAS Trustee Corporation (STC) actuary (Mercer). The key assumptions adopted by the actuaries are:

	2003/04	2004/05	2005/06*
Rate of investment return	7.0	7.0	7.0
Rate of salary increase	4.0	4.0	4.0
Rate of increase in CPI	2.5	2.5	2.5

\* and thereafter

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Assumptions with regard to rates of mortality, resignation, retirement and other demographics are those to be used for the 2003 triennial valuation. The assessment is based on membership data as at 31 March 2003.

The estimated reserve account at 30th June 2003 is based on the closing balance of the Reserve Account Statement at 30th June 2003 and includes an estimate for June 2003 interest which will be distributed to the account in July 2003. Tax allocated to the account is for the period from 1 July 2002 to 31 March 2003 only as the allocation for the June 2003 quarter happens after 30 June 2003.

The net funding position in each of the schemes is as follows:

2003 \$'000				
	State Super Scheme SSS	State Authorities Super Scheme SASS	State Auth Non- Contr S/Scheme SANCS	Total
Accrued Liability at 30.6.2003	176,885	11,075	10,832	198,792
Estimated Reserve Account Balance at 30.6.2003	132,263	8,214	9,350	149,827
(Deficiency)/Surplus at 30.6.2003	(44,622)	(2,861)	(1,482)	(48,965)

## 15. EQUITY

	2003 \$'000	2002 \$'000
<b>Retained Profits</b>		
Balance at the beginning of the financial year	50,268	51,121
Transfer from asset revaluation reserve on administrative restructure	928	
Net (loss) for the financial year	(14,250)	(853)
Balance at the end of the financial year	36,946	50,268

### Asset Revaluation Reserve

Balance at the beginning of the financial year		
Revaluation increments on revaluation of:		
- Plant and equipment	928	
Transferred to retained profits on administrative restructure	(928)	
Balance at the end of the financial year		

## 16. COMMITMENTS FOR EXPENDITURE

	2003 \$'000	2002 \$'000
<b>(a) Other Expenditure Commitments</b>		
Aggregate other expenditure for the acquisition of items as detailed below contracted for at balance date and not provided for:		
- Mass valuation contracts with various suppliers		
Not later than 1 year	8,880	9,413
Later than 1 and not later than 5 years	10,591	10,686
<b>Total (including GST)</b>	<b>19,471</b>	<b>20,099</b>

**(b) Operating Lease Commitments**

Future non-cancelable operating lease rentals not provided for and payable for accommodation and motor vehicle for varying contract periods/suppliers.

Not later than 1 year	1,230	1,285
Later than 1 and not later than 5 years	538	1,174
<b>Total (including GST)</b>	<b>1,768</b>	<b>2,459</b>

**(c) Finance Lease Commitments provided for (see note 13)**

Not later than 1 year	446	446
Later than 1 and not later than 5 years	1,783	1,783
Later than 5 years	2,675	3,121
Minimum lease payments	4,904	5,350
Less: Future finance (interest) charges	(1,975)	(2,275)
<b>Lease liability</b>	<b>2,929</b>	<b>3,075</b>

Classified as:		
Current	446	446
Non-current	2,483	2,629
	<b>2,929</b>	<b>3,075</b>

The finance lease asset relates to the lease/purchase of premises in Bathurst. The lease commenced on 16th January 1976 with a non-cancellable term of 38 years. The building is constructed on land owned by the Crown.

**17. CONTINGENT LIABILITIES**

Land and Property Information NSW maintains a special deposit account for claims arising through fraud or Departmental error (Torrens Assurance Fund). At 30th June 2003 known claims were assessed to have an estimated gross liability of \$8.342m. Claims expected to be finalised in 2003/2004 have an estimated gross liability of \$5.046m. These liabilities have been estimated on the assumption that all disputed claims will be lost by the LPI. As at 30th June 2003 none of these claims have been clearly established as liabilities by the courts.

**18. RECONCILIATION OF OPERATING GAIN/(LOSS) (AFTER TAX EQUIVALENT) TO NET CASH FLOWS FROM OPERATIONS**

	<b>2003</b>	<b>2002</b>
	<b>\$'000</b>	<b>\$'000</b>
(Loss)	(14,250)	(853)
<b>Non-Cash Items</b>		
- Depreciation	7,677	6,834
- Net Loss (Gain) on Sale/Revaluation of Property Plant and Equipment	20,819	11
<b>Changes in Assets and Liabilities</b>		
- (Increase)/Decrease in Receivables	4,568	17,687
- (Increase)/Decrease in Inventories	(169)	(127)
- (Increase)/Decrease in Other Assets	(22)	(1,808)
- (Decrease)/Increase in Payables	1,367	(2,514)
- (Decrease)/Increase in Employee Entitlements	27,761	6,356
<b>Net Cash Flow from Operating Activities</b>	<b>47,751</b>	<b>25,586</b>

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## 19. FINANCIAL INSTRUMENTS

### Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury.

### Receivables

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are made on 30 day terms.

### Trade Creditors and Accruals

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or statement is received.

Treasurer's Direction 219.01 allows the Minister to award interest for late payment. No interest was applied during the year.

### Leased Assets

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount.

Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed in the periods in which they are incurred.

## 20. SEGMENT INFORMATION

The entity is in the sole business of administration and provision of land and property information in New South Wales (NSW).

Geographically, the whole operation is in NSW. Although the organisation operates mainly from two centres, Sydney and Bathurst, the main functions are integrated and complement one another, with the exception of title registration which is mainly located in Sydney.

Neither the group of closely related products or services provided by the entity nor the geographical location give rise to risks and returns that are different from any distinguishable component of the entity.

Accordingly, segment information by both business and geographically is not required in accordance with AASB 1005 "Segment Reporting".

## 21. AFTER BALANCE

### DATE EVENTS

There was no known after balance date event which was likely to have any material impact on the annual financial statements.

### End of audited financial statements

## Crown Lands Division

Crown Lands Division is the property manager for the Department of Lands managing Crown land for the environmental, economic and social benefit of the people of NSW.

Under the Crown Lands Act 1989, Crown Lands Division manages and administers Crown lands held under lease, licence or permit; community and Council managed reserves; lands retained in public ownership for environmental purposes; lands within the Crown public roads network; and vacant Crown land. Crown land is also allocated for public uses - such as schools, hospitals, sporting, recreation and community events.

Crown Lands Division offers a range of services including:

- General enquiries about Crown land and payment of Crown land accounts
- Marketing and disposal of Crown land for residential, commercial, industrial and rural use
- Applications for leases, licences, enclosure permits and purchase of Crown land
- Conversion/purchase of Crown leasehold tenures
- Management of local community reserves
- Assisting Community and Local Government Reserve Trust Boards
- Administration of Crown roads
- Aboriginal Land Claims
- Native Title considerations
- Land Status information
- Maintenance of 29 Minor Ports along the east coast of NSW
- Land survey and title creation including investigations of Mean High Watermark definitions and Aboriginal Land Claims
- Map and aerial photograph sales

### Senior managers

Graham Harding, General Manager

Terry Bone, Regional Manager Central

Craig Barnes, Regional Manager North Coast

Leanne Taylor, Regional Manager South

Vacant, Regional Manager Sydney/Hunter

## Management, strategy and performance review

### Key Issues

- Crown land comprises approximately half of all land in NSW, with an area of around 39 million hectares valued at over \$8.3 billion.
- Crown land is allocated for public uses such as sporting, camping and recreation areas, as well as lands, which are managed and protected for their environmental importance. This land is managed in the broad community interest.
- A significant portion of Crown land is also available for alternative uses, including leasing for commercial or agricultural purposes, through to land development and sale.
- The magnitude of the Crown estate, including the infrastructure and ecological values, creates a significant demand on State resources.

### Objectives 2002/2003

- Develop comprehensive databases, management systems and processes to support continued efficient management.
- Ensure Crown reserves are responsibly managed and natural resources such as water, flora and fauna and scenic beauty are conserved, while still encouraging public use and enjoyment of the land.
- Encourage and support of volunteers to help care for Crown reserves through the mechanism of community trust boards.
- Continue implementation of commercial management of Crown and other surplus State-owned lands through the business unit.
- Develop an auditable system to electronically manage and report information relative to movements in the Crown estate.

### Outcomes

- Significant progress was made in the on-going process of setting benchmark standards for the effective and efficient management of the State's land assets. Specific achievements in relation to legislative changes, community based agreements and the application of new technology are highlighted below.
- Development of e-business service option, Landirect, for 250,000 regional and rural customers dealing with Crown land, allowing customers to undertake the majority of Crown land business transactions and receive related information through the internet.
- The Cemeteries Legislation Amendment (Unused Burial Rights) Act commenced on 1st February 2003. It is estimated that the life span of seven Crown cemeteries in Sydney and at Sandgate in Newcastle will be extended generally by 5-10 years.

### Objectives 2003/04

- Release of the first stage of Landirect priority applications
- In the coming year, \$800,000 in funding is expected to be allocated for bush fire risk management works on Crown land.
- Finalisation of the remaining lighthouse conservation management plans, including appropriate heritage registration for the lighthouse properties.
- Maintain integrity of data to enable accurate internal reporting of the value of the Crown estate.
- Implementation of effective bushfire management strategies for Crown land across the state.

### Managing Land Assets

The Crown Lands Division practices sustainable management of State-owned lands for the benefit of the people of New South Wales. It includes the property manager for Crown land tenures, reserves and unallocated Crown lands across eastern and central New South Wales - managing a total area of approximately 12.7 million hectares.

Crown land is a valuable public asset, and the department strives to deliver the greatest environmental and socio-economic benefit for our State. Under the Crown Lands Act 1989, it manages and administers Crown lands held under lease, licence or permit; community and Council reserves; lands retained in public ownership for environmental purposes; lands within the Crown public roads network; and vacant Crown land. The department also allocates Crown land for public uses - such as schools, hospitals, sporting, recreation and community events.

Under the Aboriginal Land Rights Act 1983, Crown Land Division researches, prepares and issues Real Property Act titles for Aboriginal land claims granted over Crown land. It also manages, on behalf of the Government, applications made under the Commonwealth Native Title Act 1993 affecting land in New South Wales. This includes the making of Indigenous Land Use Agreements aimed at settling these claims.

Crown Lands Division continues to meet the government's environmental obligations, working in partnership with natural resource stakeholders across the state to rehabilitate Crown lands. It also promoted the revegetation and rehabilitation of Crown land tenures by providing rental incentives and supporting community initiatives to enhance the environment.

The Division networked with other Crown land agencies across Australia, sharing and exchanging information and developing strategic solutions for improved Crown land management.

Through this division the department is committed to sharing Crown land resources among the whole community providing: recreation for the general public, tourism opportunities for local communities, support for local fishing industry's, communications for regional Australia, and farming opportunities for rural families.

Crown Land Division managed Crown land tenures, crown reserves and vacant Crown lands totalling 8 million hectares and involved the administration of 45246 road enclosure permits, 16910 licences, 13024 leases, 3222 purchases and 3,000 other accounts.

Crown Lands Division also managed vacant Crown land, meeting needs for public safety by spending \$295,544 on the removal of dangerous and unauthorised structures, including jetties and derelict buildings from 28 sites across the state. In addition, support is provided through recognising community service obligations to non-profit organisations, charity groups, pensioner groups and rural community members encountering hardship. Annual rebates and waivers totalling \$4.8 million were given during the year.

When Crown or other state-owned lands are no longer required for public benefit, Crown Lands NSW manages their sale, lease or licensing. Income derived from these activities provided funds of \$51.16 million to Treasury during the year, as detailed below.

### Administration Fees Collected

	2001/02 (\$ million)	2002/03 (\$ million)
Rent and royalties	21.86	25.63
Administration fees	0.19	0.21
Application fees	1.48	1.09
Search fees	0.32	0.27
<b>Total</b>	<b>23.85</b>	<b>27.2</b>

## Sales of Surplus Crown land

	2001/02 (\$ million)	2002/03 (\$ million)
Development of remnant sites	23.85	12.45
Sale of Crown leasehold to existing tenants	13.74	9.68
Sales to other state government departments and agencies	2.11	1.83
<b>Totals</b>	<b>39.70</b>	<b>23.96</b>

### Landirect

Responding to customer feedback and government service delivery objectives, an ambitious plan to deliver an e-business service option for 250,000 regional and rural customers was undertaken. Known as Landirect the option will allow customers to undertake the majority of Crown land business transactions and receive related information through the Internet. NSW Treasury has funded the initiative as a State Capital IT Project through to 2004.

Landirect will offer substantial cost savings to the Department with the re-engineering and streamlining business processes and supporting services and the move towards customer self service via the use of on line technologies. These costs will be achieved through reduced travel to government offices, reduced waiting times and less communication costs.

The initial release of Landirect is programmed for 2003/04 and will concentrate on providing on-line access for account searches and waterfront licence applications.

Building on the introduction of B-pay in the 2002/2003 year there has been an excellent customer response to the new technology. B-pay receipts totalled \$3.2 million of land account payments.

In 2001-02, the Valuer General in conjunction with NSW Audit Office, NSW Treasury and the former DLWC completed a detailed valuation of the Crown estate in NSW. An asset-tracking program was implemented to capture and report the base data information relative to all subsequent movements in the estate. This data is now captured electronically with over 5000 movements being recorded so far with a value of \$91.3 million.

### Aboriginal Land Claims

The Minister assisting the Minister for Natural Resources (Lands) is the State Minister responsible for determining claims under the Aboriginal Land Rights Act 1983, and in this capacity the Minister determines whether or not land claimed under the Act by land councils is 'claimable Crown land'. If the land is 'claimable', the Minister must grant a freehold interest in the land to the land council.

A total of 161 determinations were made during the year and a further 514 are in the final stages of investigation by the department. Two hundred and fifty two applications were lodged during the reporting period. A total of 6985 claims have now been lodged since the Act came into effect in 1984. The total area of Crown land granted under the Act is 78,500 hectares, having a total value of \$687.5 million.

### Crown reserves

The Crown reserve system provides the people of NSW with a variety of open spaces, including local and regional parks, showgrounds, community halls, picnic areas, caravan parks, camping grounds and travelling stock routes.

Crown reserves comprise about three per cent of NSW and are a valuable component of the State's network of reserved, protected and public- lands. The department oversees management of approximately 33,000 Crown reserves dedicated for public purposes in NSW. Local communities, including councils, directly manage almost half of these reserves with the remainder managed by the department. Land management advice is also provided to over 900 reserve trust boards and other Crown land managers.

### Administrative arrangements for Crown Reserves

	00-01	01-02	02-03
Community Trust Boards	866	911	839
Council trust management	7,014	7,007	7150
Corporations other than Councils	729	746	780
Trusts managing commons	213	209	206
Other bodies	6,519	6,564	6534
Under departmental control	17,197	17,450	17490

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The department's role is to ensure reserves are responsibly managed and natural resources and scenic beauty are conserved. Plans of management ensure reserves are sustainably managed into the future and are developed in partnership with the community.

Over the year, 22 plans of management were adopted and a further 39 placed on public exhibition prior to review and possible future adoption.

### State Parks

Crown reserves include a network of State Parks, which remain popular with campers, caravanners and those who participate in fishing and boating activities. Most State Parks are located on the picturesque inland water storage areas and attract up to 700,000 visitors annually. More than \$1.2 million was granted to State Park trusts for maintenance or upkeep of recreational facilities and equipment inclusive of assistance with operational and running costs.

During the year, the department established the State Parks Advisory Board to unify the management of nine State Parks across NSW. The Board has successfully developed a coordinated approach to marketing and capital investment programs.

The department also began to implement the State Parks marketing strategy, which was developed last year. This included conducting a visitor satisfaction survey, which highlighted the types of people visiting the parks, the services they were looking for and the satisfaction with their experiences. The survey concluded that, on the whole, visitors were very satisfied with their general experience and ninety per cent said that they would like to visit other State Parks. In addition, a website ([www.stateparks.nsw.gov.au](http://www.stateparks.nsw.gov.au)) was launched, and promotional literature was printed and distributed.

### Public Reserves Management Fund

The department administers the Public Reserves Management Fund, which assists the development, maintenance and protection of Crown reserves in NSW. The Public Reserves Management Fund is self-funding with income derived from loan repayments by trust managers of Crown reserves provided under the fund, and the payment of a levy from the operation of Crown coastal caravan parks. During the year a total of \$6,225,183 was provided to 128 trust managers. This compares favourably with the previous year during which \$2,987,980 was provided to 147 trust managers.

		00-01		01-02		02-03
Total Grants	88	\$757,021	88	\$854,480	134	\$1,188,358
Total Loans	59	\$2,929,000	40	\$2,133,500	87	\$5,036,825

All trusts are audited to ensure profits are returned to improving public reserves.

### Walking tracks

The Department of Lands administers several significant walking tracks throughout the state, including the Bi Centennial track, the Hume and Hovel track and the Six Foot track in the Blue Mountains.

### Minor ports program

The NSW Government operates the Minor Ports Program to provide and maintain port infrastructure as well as safe, secure port access. The program benefits the commercial fishing industry, the growing tourism industry recreational boating and the public.

Typically, works include the provision and maintenance of breakwaters, jetties, wharves, moorings, dredging, reclamation and ancillary services.

The Minor Ports Program is the instrument for maintaining some \$600M value of state-owned assets at 29 fishing ports throughout NSW. Situated in an aggressive marine environment, many of these assets require regular maintenance to remain serviceable and of benefit to rural NSW industries and economy.

### Re-allocation of unused burial rights

The Cemeteries Legislation Amendment (Unused Burial Rights) Act 2001 commenced on 1st February 2003. The Act amends legislation so that trusts responsible for cemeteries on Crown land can revoke exclusive rights of burial granted in excess of 60 years ago for gravesites that have never been used.

Prior to the commencement of the Act, all of the affected Crown cemetery trusts were briefed on the provisions of this legislation. Trusts must undertake a statutory advertising process to locate current owners of unused burial rights before revocation can occur. Should holders come forward before the exclusive right is revoked they may retain such rights, or if they wish, negotiate a sale of those rights at a mutually agreed price with the cemetery trust. There are provisions for compensation in the legislation if a site is revoked and a former owner of those burial rights comes forward.

There are up to 35,000 unused gravesites in the seven Sydney Crown cemeteries. At Sandgate Cemetery (Newcastle) this figure is more than 2000. It is estimated that the life span of these cemeteries will generally be extended by five to ten years.

### Crown land assessment

Before Crown land can be dealt with, either for public or private benefit, a land assessment is undertaken to determine its capability and suitability for different purposes. The land assessment process addresses the principles of Crown land management, and includes public consultation as part of the process.

During the year, 106 land assessments of Crown land were undertaken.

Additionally the department reviewed 97 requests for land assessment waivers to facilitate appropriate land use allocation for Crown lands during the year. The Minister has the right of waiver in circumstances of public interest, and where the principles of Crown land management, as listed in the Crown Lands Act, have been taken into account.

### Crown land caravan park management

The Crown land caravan park estate is a significant contributor to caravan park accommodation across NSW through Crown reserves and tenured Crown land. Over 33 per cent of all caravan parks and camping ground sites in NSW are in Crown land caravan parks, with more than 40 per cent of all NSW short-term sites. There are over 10,000 holiday van sites in Crown land caravan parks.

Crown caravan parks are the major contributor to the Public Reserves Management Fund through which funding allocations are made to trust managers for works and improvements.

The 1990 Crown land Caravan Park Policy was reviewed this year and an updated policy was drafted.

The next stage in the drafting process is dependent on the outcomes of concurrent reviews of the Coastal Crown lands Policy, the Public Reserves Management Fund, Caravan Parks levy and any changes to caravan park approvals, schemes and regulation by Department of Infrastructure, Planning and Natural Resources prior to community consultation.

### Shooting range management

The NSW Government made a commitment to the safe and responsible use of firearms and established a Ministerial Advisory Committee on Shooting Clubs and a Senior Officers' Group to oversee the process. The provision of shooting ranges available to the community, casual users, is fundamental to the commitment.

### Trust services

Local communities, including local councils, manage almost half of the Crown reserves in NSW. The remainder are managed by the department. The department provides services to community reserve trust boards including coordination of a voluntary group fire and damage insurance scheme, the issuing of a bi-annual newsletter,

'Reserved for You' and the awarding of long service award certificates for eligible trust board members. In the last year, 171 Trustee long Service Award Certificates were presented to trustees who had completed ten years or more of service.

### Lighthouses

The department has management responsibility for 14 lighthouse properties, 13 of which are operated as aids to navigation.

During the year, agreements were finalised to lease-back eight lighthouses, including Sugarloaf Point to the Australian Maritime Safety Authority.

The preparation of conservation management plans for the lighthouse properties has progressed. These plans provide guidance on the management and maintenance of each property, and information on their significance, so that they can be recorded on State and Commonwealth heritage registers is provided in these plans.

Four conservation management plans for south coast lighthouse properties have been completed to a final draft stage. The NSW Heritage Council has endorsed the plans for Kiama and Warden Head lighthouses. It is anticipated that the others will be endorsed early in the second half of 2003.

Conservation management plan (including asset maintenance plans) for five north coast lighthouse properties have been progressed, with the final draft stage targeted for completion early in the second half of 2003.

### Crown land bush fire management

The department has a statutory responsibility under the Rural Fires Act to prevent bush fires starting on, or spreading on or from land under its control. This involves representation on the statewide Bush Fire Coordinating Committee and relevant Bush Fire Management Committees in each Rural Fire District.

Many post-fire inspections were made as a result of recent bushfires and extensive advice and support was provided to communities and Bush Fire Management Committees. A works program amounting to \$800,000 was approved under the Annual Mitigation Works Fund administered by the Bush Fire Coordinating Committee. Staff assisted in the preparation of statutory Bush Fire Management Plans for Rural Fire Districts and the department provided information to a Joint Select Parliamentary Committee on Bushfires. The department participated in the development of Guidelines and Codes of Practice for bushfire prevention and management. In addition, the department assisted in research projects into the effects of bushfires on the environment and was called upon to provide reports as to the siting, maintenance and rehabilitation of fire trails at many locations.

In the coming year, a further \$800,000 is expected to be allocated for bush fire risk management works on Crown land. All statutory Bush Fire Management Plans

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for Rural Fire Districts will be complete. The new Rural Fires and Environmental Assessment Legislation Amendment Act 2002 will be implemented. This places more responsibility on public land managers to prevent bush fires and also establishes more stringent bush fire hazard reduction measures for developments adjoining Crown land.

#### Weed management on Crown land

The department is responsible for management of weeds on land under its control. This includes preventing the introduction of new weeds and the spread of existing weeds to adjoining land. NSW Agriculture is the lead agency in weed control matters and Local Control Authorities are responsible for the coordination of planning processes and on-ground activities.

During the year, a comprehensive weeds policy including representation on State and Regional Weeds Committees, management of weeds on Crown land, assisting lead agencies with research into best practice methods of weed control and the provision of community education about weed control strategies was implemented.

There was a marked increase in the number of weed management plans completed. In addition to this, 100 grants totalling \$375,000 were made for weed control work. Two research projects investigating biological control agents for lantana and mother-of-millions were supported.

These actions resulted in a 25 per cent reduction in the number of complaints about weed management on Crown land.

	99-00	00-01	01-02	02-03
Number of State and regional weed control plans completed and works commenced	5	10	40	60
Number of weed control projects supported on Crown land and departmental land	78	96	98	100
Number of research projects supported	1	2	2	2
Number of complaints about weeds on Crown land and departmental land	36	30	24	18

#### Pest management on Crown land

In addition to weeds, the department has responsibilities to eradicate pest animals on land under its control. NSW Agriculture is the lead agency in relation to pest animal control and Rural Lands Protection Boards (RLPBs) are responsible for the planning and coordination of on-ground actions.

The department's pest animal control programs include support for actions in the NSW Biodiversity Strategy, the Fox Threat Abatement Plan prepared by NPWS and Outfox the Fox, an initiative of NSW Agriculture and the RLPBs. The department also supports Regional Wild Dog Management Committees and a research project into wild dog distribution, behaviour and control in South Eastern NSW.

Rabbit numbers have been drastically reduced in large areas of the Western Division as part of the South West Rabbit Control Program and components of the West 2000 and West 2000 Plus Rural Partnership Programs.

A very successful rabbit control program is also being implemented on Crown land at Lake Eucumbene in conjunction with lessees, neighbours, the Snowy Mountains Authority and the Cooma Rural Lands Protection Board.

There has been a 25 per cent reduction in the number of complaints in relation to pest animals on Crown land managed by the department.

Crown land management issues in 2003/04 include the control of emerging pests such as pigs, goats and deer. The Department will also be assisting the new Game Council to establish procedures for the hunting of game animals on public land.

#### Project Successes

Crown Lands NSW continued to meet its environmental, economic and social obligations through:

- Its management of 13 000 leases and 17 000 licences, with a majority of these supporting our farmers by enhancing agricultural opportunities with land to graze animals, to farm exotic fruits in the north, sugar cane on the coast, wheat out west, and rice in the Riverina
- Around 7000 licences for domestic waterfront purposes providing for wharves, jetties, boat sheds and boat ramps, supporting recreational opportunities for waterfront residents and the general community
- Management of commercial leases across the state for facilities including some of the biggest marinas, some of the most picturesque caravan parks, and some of the best waterfront restaurants in Australia
- Administering 29 minor port facilities along the east coast supporting the local fishing and tourism industry and providing for community recreational use

- Promoting revegetation and rehabilitation of a number of Crown land tenures in an on-going program to support the retention of native flora and fauna, and to assist in providing native wildlife with a natural habitat. This included making rental incentives available to landholders to encourage joint rehabilitation in collaboration with Land NSW and local councils
- Providing for the extraction of resources on Crown land through licences for businesses and government authorities including local councils and the RTA for the use of gravel on major roadways, and the building industry for the use of sand to produce materials such as glass and concrete
- Providing Crown land for the erection of communications towers to create mobile phone and emergency service networks across NSW, as well as improved radio and television transmission to our rural communities
- Supporting the community by recognising community service obligations to non-profit organisations, charity groups, pensioner groups, and the rural community encountering hardship, issuing annual rebates and waivers of around \$4.8 million
- Meeting community needs for public safety by removing dangerous structures on Crown land around the state. This year over \$295,500 was spent on 28 sites that had dangerous or unauthorised structures removed by Crown Lands NSW.
- Crown Lands NSW hosted the 2002-2003 Australasian Crown Land Forum in May this year. Delegates from all over Australia and New Zealand converged on the beachside city of Newcastle for the three-day event, dealing with strategic and operational issues that impact on Crown land management. The forum provided a great opportunity to talk about issues that impact on the management of Crown land across Australasia and to gather information, share strategies and exchange ideas on land management. Items on the agenda included Coastal Policy, Public Lands Administration training packages and telecommunications.
- The Department undertook \$120 000 of essential priority works this year at the Norah Head Lighthouse site on the Central Coast. Works carried out included traffic calming devices, roadway centreline marking, fencing, safety signage, pedestrian access, and new stairway facilities down the cliff face. A community trust board has now been established for the care, control and management of the site, with ex-officio representation from the Darkinjung Local Aboriginal Land Council and the Department.
- After high-level inter-agency negotiation and investigations, Crown Lands NSW played an integral role in returning 4.7 hectares of prime Sydney harbourside land to the community. The site, at Berrys Bay, had formerly comprised Commonwealth land occupied for almost a century by oil companies BP and Caltex. This project stemmed from the Premier's announcement in 1997 of the state government's vision to retain prime Sydney harbourside land for future public use. With Sydney Harbour being one of the most renowned natural urban features in the World, this development is of regional significance and demonstrates the principles of Crown land management to sustain land for the use and enjoyment of the public. The reserve will comprise walking tracks, an amphitheatre, a lookout and possibly rock climbing facilities. Aboriginal carvings on the site will be conserved, and the coal loader and other industrial structures with heritage value will also remain

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Level 4,437 Hunter Street  
 Newcastle NSW 2300  
 PO Box 2185  
 Dangar  
 T: 49 60 5000  
 F: 49 60 5020

**Grafton Office**

76 Victoria Street  
 Locked Bag 10  
 Grafton NSW 2460  
 T: 66 40 2020  
 F: 66 40 2036

**Coffs Harbour**

AMP Building  
 Comer Gordon & Vemon Streets  
 PO Box 582  
 Coff Harbour

**Taree Office**

98 Victoria Street  
 PO Box 440  
 Taree NSW 2430  
 T: 65 52 2788  
 F: 65 52 2816

**Maitland Office**

Cnr Newcastle & Banks Street  
 PO Box 6  
 East Maitland NSW 2323  
 T: 49 37 9300  
 F: 49 34 2252

**Armidale Office**

108 Faulkner Street  
 PO Box 199A  
 Armidale NSW 2350  
 T: 67 72 2308  
 F: 67 72 8782

**Dubbo Office**

142 Brisbane Street  
 PO Box 865  
 Dubbo NSW 2830  
 T: 68 41 5200  
 F: 68 41 5230

**Moree Office**

Cnr Frome & Heber Streets  
 PO Box 388  
 Moree NSW 2400  
 T: 67 52 5055  
 F: 67 52 1707

**Tamworth Office**

25-27 Fitzroy Street  
 PO Box 535  
 Tamworth NSW 2340  
 T: 67 64 5100  
 F: 67 66 3805

**Wagga Wagga Office**

Cnr Johnston & Tarcutta Streets  
 PO Box 60  
 Wagga Wagga NSW 2650  
 T: 69 37 2700  
 F: 69 21 1851

**Griffith Office**

Level 2 Griffith City Plaza  
 120-130 Banna Ave  
 PO Box 1030  
 Griffith  
 T: 69 62 7522  
 F: 69 62 5670

**Leeton**

Chelmsford Place  
 PO Box 835  
 Leeton NSW 2705  
 T: 69 53 4844  
 F: 69 53 4324

**Orange**

92 Kite Street  
 PO Bo 2146  
 Orange NSW 2800  
 T: 63 93 4333  
 F: 63 62 3896

**Hay**

126 Lachlan Street  
 PO Box 182  
 Hay NSW 2711  
 T: 69 93 1306  
 F: 69 93 1135

**Goulburn**

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

**Nowra**

Level I  
 5 O'Keefe Street  
 PO Box 309  
 Nowra NSW 2541  
 T: 44 28 6900  
 F: 44 28 6988

**Wollongong**

84 Crown Street  
PO Box 867  
Wollongong NSW 2520  
T: 42 26 8563  
F: 42 26 8500

**Bega Office**

PO Box 118  
Bega 2250  
T: 64 91 6200  
F: 64 92 3019

**Metropolitan Office**

Level 2  
10 Valentine Ave  
PO Box 3935  
Parramatta NSW 2124  
T: 98 95 6275  
F: 98 95 6227

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## Soil Services Division

Soil Services, established in 1990 within the former Soil Conservation Service, is a commercial operation within the department providing soil and water conservation services to both rural and urban clients. Soil Services offers competitive and cost effective services and consultancy to land users for the assessment, development, implementation and promotion of best practice land and water use systems.

### Aims and objectives

- provide a cost-effective conservation earthmoving service to protect and conserve the soil and water resource of NSW
- set the industry standard for conservation earthworks design and construction
- provide a specialist consulting service in environmental protection, resource planning and assessment,
- environmental engineering and training in soil and water conservation
- assist the Department to meet its objective of managing the natural resource of NSW in a sustainable manner

### Senior manager

Paul Jones  
Acting General Manager  
Bachelor of Engineering (Civil)  
Certified Professional Erosion and Sediment Control (CPESC)

### Range of services provided

#### Soilworks

Soil Services specialises in the planning, design and construction of soil and water conservation earthworks.

These works include:

- extensive broadacre banking and waterway systems used to contain and divert runoff to stable disposal areas. These works complement conservation farming practices such as reduced and no-tillage to provide effective control of sheet, rill and gully erosion
- grade reducing structures, gully head control, shaping and filling to stabilise actively eroding flow lines
- farm dams and associated catch banks to harvest and store water for stock and domestic use
- mine restoration works, access tracks, poly pipe laying, sand dune shaping and other specialist works.

The majority of clients are rural landholders who recognise the long-term benefit from investing in conservation works programs.

#### Soilconsult

Consultancy and contracting services are offered on a fully commercial basis in a broad range of areas associated with environmental protection and rehabilitation. Soil Services' full time works teams and extensive inventory of equipment is well equipped to take plans and designs through to final implementation. This facility ensures Soil Services plans and proposals are derived from a good understanding of what is both effective and practical. Services offered both within Australia and overseas, have expanded to the following areas:

- resource planning and assessment
- soil surveying and landscape mapping
- soil and water testing services
- catchment and property planning
- erosion and sediment control on infrastructure developments
- design and construction of soil and water conservation works
- groundwater mapping and salinity control
- vineyard, orchard and feedlot survey and design
- rehabilitation and revegetation of degraded and disturbed areas
- flood detention basins, drainage works and artificial wetlands
- training in conservation earthmoving, urban erosion and sediment control, access track construction and rehabilitation techniques
- coastal dune stabilisation and beach reclamation.



## Highlights for 2002/03

- Transfer of division to Department of Lands from the former Department of Land and Water Conservation. With Soil Services core function and expertise relating to conservation of soil resources (land degradation rehabilitation) a logical move to compliment the department responsible for land management in NSW.
- A continued strong demand for conservation earthworks despite continuing drought conditions for much of the year, with total sales of \$9.8 million (up 10 per cent on 2001-02 result).
- Rapid response to bushfire emergencies across the state in particular ACT and Southern NSW with the provision of plant and personnel to assist fire threatened communities.
- Major environmental rehabilitation consultancies undertaken during the year included:
- A 5 year contract with Sydney Catchment Authority as a preferred supplier of assessment and rehabilitation services. Value Year 1 2002/03 \$500,000.
- Department of Mineral Resources rehabilitation of derelict mine sites across NSW at a value of \$950,000.
- Rehabilitation of the Conrad derelict mine site for Department of Mineral Resources, NHT funded to the value of \$700,000, via open tender.
- Mosman City Council contract to construct rock lined creeks, associated walkways, bridge and viewing platform and bush regeneration, to the value of \$450,000.

## Outcomes

External Soilworks sales at \$9.8 million (up 10% on 2001-02) was an excellent result given the wide spread drought conditions across the state. Approximately 27,000 hectares of land was treated with conservation earthworks including broadacre banks/waterways dams and sediment detention structures. This is a 38 per cent increase, compared with 19,500 hectares in the previous year. High work standards were maintained with repairs representing a low 0.22 per cent of external sales. Soil Services' safety record was maintained with no significant workplace accidents reported during the year.

The Soilworks teams were extensively involved in bushfire operations and rehabilitation works across the state during the year, in particular the Canberra area and southern NSW. Following the disastrous January Kosciuszko wildfires, Soil Services was allocated \$300,000 by the NSW Premier's Department to stabilise severely degraded fire trails on private land adjoining National Parks in the area. Some 530 kilometres of tracks in often steep, inaccessible country were repaired. The standard of work and professionalism of crews involved attracted heartfelt praise from local landholders.

External consultancy sales totalled \$6.9 million (up by 11% on 2001-02) resulting in a profit return of \$979,000 (14 percent return) which is well up on last year's results and just below the targeted 15 percent. Two significant tenders were won during the year for rehabilitation works. Creek rehabilitation and bush regeneration works, for Mosman Council to the value of \$450,000, were commenced at Lawry Plunkett Reserve. Rehabilitation of the Conrad derelict mine on the Northern Tablelands behind Copeton Dam was commenced for the Department of Mineral Resources, works to the value of \$890,000. A 5 year Memorandum of Understanding was also signed with the Sydney Catchment Authority establishing Soil Services as a preferred contractor for works valued at approximately \$500,000 per year.

Hunter Valley flood mitigation works diaster relief works, Great North Walking Track and dam foreshores programs were completed during the year on time and within budget to the value of \$4.57 million. With the transfer of these programs staff with Soil Services to Lands, review of program management and/or new service agreements will be required early in 2003-04 with the Department of Infrastructure, Planning and Natural Resources.

## Major problems and issues

The Soilworks operation continues to experience excessive fleet repair costs due to the ageing fleet. Maintenance costs were up \$1.4 million (67% increase on 2001-02) and will continue to rise unless this issue is addressed. These two issues are currently being addressed in Lands.

Externally, continued poor performance of state superannuation funds resulted in an additional \$1.2 million being required to meet the division's liability.

For inquires, contact:

Level 6  
Macquarie Tower  
10 Valentine Avenue  
PO Box 3720  
Parramatta NSW 2124

T: 9895 7231

F: 9895 7761

Further contact details are available on  
[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

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GPO BOX 12  
SYDNEY NSW 2001

## INDEPENDENT AUDIT REPORT

### Department of Lands

To Members of the New South Wales Parliament

#### Audit Opinion

In my opinion, the financial report of the Department of Lands:

- (a) presents fairly the Department's financial position as at 30 June 2003 and its financial performance and cash flows for the period 2 April 2003 to 30 June 2003, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with section 45E of the *Public Finance and Audit Act 1983* (the Act).

The opinion should be read in conjunction with the rest of this report.

#### The Director-General's Role

The financial report is the responsibility of the Director-General of the Department. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows, the summary of compliance with financial directives and the accompanying notes.

#### The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the Director-General in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that the Director-General had failed in his reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of the Department,
- that the Department has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.

### Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



G J Gibson FCPA  
Director of Audit

SYDNEY  
20 October 2003

**DEPARTMENT OF LANDS**

**Financial Statements for the period 2 April to 30 June 2003**

Pursuant to the requirements of the Public Finance and Audit Act, 1983, I declare that in my opinion:

1. the accompanying financial statements exhibit a true and fair view of the financial position of the Department of Lands for the period 2 April to 30 June 2003 and transactions for the period then ended,
2. the statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983, the Public Finance and Audit Regulation 2000 and the Treasurer's Directions.

Further, I am not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



W. Watkins  
Director General  
Department of Lands

20 October 2003

**DEPARTMENT OF LANDS**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
**FOR THE PERIOD 2 APRIL TO 30 JUNE 2003**

	Notes	Actual 2.4.03 to 30.6.03 \$'000
<b>Expenses</b>		
Operating expenses		
Employee related	2(a)	39,376
Other operating expenses	2(b)	12,711
Maintenance		863
Depreciation and amortisation	2(c)	2,061
Grants and subsidies	2(d)	924
Borrowing costs	2(e)	83
Other expenses	2(f)	2,146
<b>Total Expenses</b>		<b>58,164</b>
Less:		
<b>Retained Revenue</b>		
Sale of goods and services	3(a)	34,082
Investment income	3(b)	791
Retained taxes, fees and fines	3(c)	826
Grants and contributions	3(d)	5,498
Other revenue	3(e)	1,279
<b>Total Retained Revenue</b>		<b>42,476</b>
<b>Gain/(loss) on disposal of non-current assets</b>	4	189
<b>Net Cost of Services</b>		<b>15,499</b>
<b>Government Contributions</b>		
Recurrent appropriation	5	6,235
Capital appropriation	5	0
Acceptance by the Crown Entity of employee benefits and other liabilities	9	2,292
<b>Total Government Contributions</b>		<b>8,527</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR FROM ORDINARY ACTIVITIES</b>		<b>(6,972)</b>
<b>SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>(6,972)</b>
<b>NON-OWNER TRANSACTION CHANGES IN EQUITY</b>		
Net increase / (decrease) in asset revaluation reserve	23	196
<b>TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY</b>		<b>196</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>		<b>(6,776)</b>

The accompanying notes form part of these statements

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**DEPARTMENT OF LANDS**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 30 JUNE 2003**

	Notes	Actual 2003 \$'000
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash	12	57,781
Receivables	13	15,760
Inventories	14	675
Other	18	2,124
<b>Total Current Assets</b>		<b>76,340</b>
<b>Non-Current Assets</b>		
Receivables	13	14,216
Inventories	14	1,450
Other financial assets	15	356
Property, Plant and Equipment	16	
- Land and Leasehold Improvements		56,185
- Plant and Equipment		35,460
Total Property, Plant and Equipment		91,645
<b>Total Non-Current Assets</b>		<b>107,667</b>
<b>Total Assets</b>		<b>184,007</b>
<b>LIABILITIES</b>		
<b>Current Liabilities</b>		
Payables	19	10,808
Interest bearing liabilities	20	451
Provisions	21	11,967
Other	22	1,380
<b>Total Current Liabilities</b>		<b>24,606</b>
<b>Non-Current Liabilities</b>		
Interest bearing liabilities	20	5,663
Provisions	21	85,215
Other	22	160
<b>Total Non-Current Liabilities</b>		<b>91,038</b>
<b>Total Liabilities</b>		<b>115,644</b>
<b>Net Assets</b>		<b>68,363</b>
<b>EQUITY</b>		
Asset Revaluation Reserve	23	196
Accumulated funds		68,167
<b>Total Equity</b>		<b>68,363</b>

The accompanying notes form part of these statements

**DEPARTMENT OF LANDS  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD 2 APRIL TO 30 JUNE 2003**

	Notes	Actual 2.4.03 to 30.6.03 \$'000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
<b>Payments</b>		
Employee related		(24,231)
Grants and subsidies		(3,482)
Borrowing costs		(83)
Other		(18,924)
<b>Total Payments</b>		<b>(46,720)</b>
<b>Receipts</b>		
Sale of goods and services		36,967
Retained taxes, fees and fines		826
Interest received		784
Other		10,666
<b>Total Receipts</b>		<b>49,243</b>
<b>Cash Flows from Government</b>		
Recurrent appropriation		6,367
Capital appropriation		0
Cash reimbursements from the Crown Entity		156
<b>Net Cash Flows From Government</b>		<b>6,523</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>		<b>9,046</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from sale of Land and Buildings, Plant and Equipment		268
Purchases of Land and Leasehold Improvements, Plant and Equipment		(7,658)
<b>NET CASH FLOWS FROM INVESTING ACTIVITIES</b>		<b>(7,390)</b>
<b>NET INCREASE/(DECREASE) IN CASH</b>		<b>1,656</b>
Cash transferred in (out) as a result of administrative restructure		56,125
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	<b>12</b>	<b>57,781</b>

The accompanying notes form part of these statements

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**DEPARTMENT OF LANDS  
SUMMARY OF COMPLIANCE WITH FINANCIAL DIRECTIVES FOR THE PERIOD 2 APRIL TO 30 JUNE 2003**

	2002/2003				2001/2002			
	Recurrent Appropriation \$'000	Expenditure/ Net Claim on Consolidated Fund \$'000	Capital Appropriation \$'000	Expenditure Net Claim on Consolidated Fund \$'000	Recurrent Appropriation \$'000	Expenditure \$'000	Capital Appropriation \$'000	Expenditure \$'000
<b>ORIGINAL BUDGET APPROPRIATION/EXPENDITURE</b>								
• Appropriation Act	-	-	-	-				
• Additional Appropriations								
• S21A PF&AA - special appropriation								
• S24 PF&AA - t'fer of function between Departments	6,367	6,235	372	391				
• S26 PF&AA - Commonwealth SPP								
	6,367	6,235	372	391	-	-	-	-
<b>OTHER APPROPRIATIONS/ EXPENDITURE</b>								
• Treasurer's Advance	-	-	-	-				
• Sec 22 - exp for certain works, services								
• S24 PF&AA - t'fer of function between Departments	-	-	-	-				
Total Appropriations	6,367		372		-	-	-	-
Expenditure/Net Claim on Consolidated Fund (including transfer payments)		6,235		391				
Amount drawn down against Appropriation Liability to Consolidated Fund		6,367 132		- N/a		-		-

**Notes:**

- 1 The summary of compliance is based on the assumption that Consolidated Fund moneys are spent first
- 2 The Liability to Consolidated Fund represents the difference between the "Amount drawn down against Appropriation" and the "Total Expenditure / Net Claim on Consolidated Fund"
- 3 Variation between "Recurrent Appropriation" and "Recurrent expenditure/net claim on Consolidated Fund" are due to the Department being created on 31st March and the associated difficulties in determining expenditure requirements to 30th June, 2003
- 4 Variation between total "Capital Appropriation" and "Capital expenditure/net claim on Consolidated Fund" relates to variations in expenditure on specific capital projects due to

DEPARTMENT OF LANDS  
NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE PERIOD ENDING 30 JUNE 2003

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. (i) Reporting Entity

The Department of Lands (the Department), as a reporting entity, was created on 2 April 2003, following an administrative restructure. It is responsible for the integrated management of State's land and soil resources and land and property information in New South Wales. Its commercial activity is managed through Land and Property Information NSW (LPI) and the semi-commercial by Soil Services (SS). These financial statements do not include the results of the Crown entities administered by the Department, which are reported elsewhere.

(ii) Basis of Accounting

The department's financial statements are a general-purpose financial report, which has been prepared on an accrual basis and in accordance with:

- applicable Australian Accounting Standards;
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB);
- Urgent Issues Group (UIG) Consensus Views;
- the requirements of the Public Finance and Audit Act and Regulations; and
- the Financial Reporting Directions published in the Financial Reporting Code for Budget Dependent General Government Sector Agencies or issued by the Treasurer under section 9(2)(n) of the Act.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS 6 "Accounting Policies" is considered.

Except for certain investments, land and buildings, and plant and equipment which are recorded at fair value, the financial statements are prepared in accordance with the historical cost convention. All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

b. Administered Activities

The department administers, but does not control, certain activities on behalf of the Crown. It is accountable for the transactions relating to those administered activities but does not have the discretion, for example, to deploy the resources for the achievement of the department's own objectives. Transactions and balances relating to the administered activities are not recognised as the department's revenues, expenses, assets and liabilities, but are disclosed in Notes 29 to 32 as "Administered Assets", "Administered Liabilities", "Administered Expenses", and "Administered Revenues".

The accrual basis of accounting and all applicable accounting standards have been adopted for the reporting of the administered activities.

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### **c. Revenue Recognition**

Revenue is recognised when the department has control of the good or right to receive, it is probable that the economic benefits will flow to the department and the amount of revenue can be measured reliably. Additional comments regarding the accounting policies for the recognition of revenue are discussed below:

#### **(i) Parliamentary Appropriations and Contributions from other Bodies**

Parliamentary appropriations and contributions from other bodies (including grants and donations) are recognised as revenues when the department obtains control over the assets comprising the appropriations/contributions. Control over appropriations and contributions is normally obtained upon the receipt of cash.

An exception to the above is when appropriations are unspent at year end. In this case, the authority to spend the money lapses and generally the unspent amount must be repaid to the Consolidated Fund in the following financial year. As a result, unspent appropriations are accounted for as liabilities rather than revenue.

The liability is disclosed in Note 22 as part of "Other current liabilities". The amount will be repaid and the liability will be extinguished next financial year. There was no liability in respect of transfer payments at balance date.

#### **(ii) Sale of Goods and Services**

Revenue from the sale of goods and services comprises revenue from the provision of products or services i.e user charges. User charges are recognised as revenue when the department obtains control of the assets that result from them.

#### **(iii) Investment Income**

Interest revenue is recognised as it accrues. Rent revenue is recognised in accordance with AAS 17 "Accounting for Leases". Royalty revenue is recognised on an accrual basis in accordance with the substance of the relevant agreement. Dividend revenue is recognised when the department's right to receive payment is established.

#### **(iv) Grants and Contributions**

Grants and subsidies are recognised in the financial statements when conditions attached to the offers are met by the intended recipient.

### **d. Employee Benefits and other provisions**

#### **(i) Salaries and Wages, Annual Leave, Sick Leave and Oncosts**

Liabilities for salaries and wages (including non-monetary benefits) annual leave and vesting sick leave are recognised and measured in respect of employees' services up to the reporting date at nominal amounts based on the amounts expected to be paid when the liabilities are settled. Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

**(ii) Accrued salaries and wages-reclassification**

As a result of the adoption of Accounting Standard AASB 1044 "Provisions, Contingent Liabilities and Contingent Assets", accrued salaries and wages has been reclassified to "payables" instead of "provisions" in the Statement of Financial Position and the related note disclosures, for the current and comparative period. On the face of the Statement of Financial Position and in the notes, reference is now made to "provisions" in place of "employee entitlements and other provisions". Total employee benefits (including salaries and wages) are reconciled in Note 21 "Provisions".

**(iii) Long Service Leave and Superannuation**

The department's liabilities (apart from the commercial (LPI) and the semi-commercial (SS) for long service and superannuation are assumed by the Crown Entity. The department accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee Entitlements and other Liabilities".

Long service leave is measured at present value, based on the application of factors prescribed by TC03/08, to the amounts calculated using the actual remuneration rates for all employees with five or more years of service.

Superannuation expense for the financial year is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (ie Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (ie State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

LPI and SS are responsible for the employees' superannuation entitlements under the State Superannuation Scheme, State Authorities Superannuation Scheme and State Authorities Non-Contributory Superannuation Scheme. The superannuation liability under these schemes has been adjusted to reflect the liability as assessed by William Mercer Limited. As advised by the Superannuation Administration Authority, the commercial activities make periodic contributions to the superannuation reserve account to discharge any emerging superannuation liabilities.

SS contributes up to 4.11% of the employees' salaries and wages to the Treasury Special Deposits (Extended Leave and Leave on Termination Pool) Account. This contribution which discharges all liability for long service leave is expensed as incurred. However, in accordance with Treasury requirements and AAS 30 "Accounting for Employee Entitlements" the nominal value of long service leave is recognised both as a liability and as an asset.

LPI is responsible for the long service leave and all superannuation liabilities for its employees and these are fully recognised in the accounts.

**(iv) Other Provisions**

Other provisions exist when the entity has a present legal, equitable or constructive obligation to make a future sacrifice of economic benefits to other entities as a result of past transactions or other past events. These provisions are recognised when it is probable that a future sacrifice of economic benefits will be required and the amount can be measured reliably.

Any provisions for restructuring are recognised either when a detailed formal plan has been developed within prescribed time limits and where the entity has raised a valid expectation in those affected by the restructuring that it will carry out the restructuring.

**e. Borrowing costs**

Borrowing costs are recognised as expenses in the period in which they are incurred.

**f. Insurance**

The department's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience and external benchmarking.

Treasury Managed Fund (TMF) normally calculates hindsight premiums each year. However in regard to workers compensation the final hindsight adjustment for the 1997/98 fund year and an interim adjustment for the 1999/2000 fund year has not been calculated. The basis for calculating the hindsight premium is currently being review and will not be resolved until next financial year.

**g. Accounting for the Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except:

- the amount of GST incurred by the department as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense.
- Receivables and payables are stated with the amount of GST included.

**h. Acquisition of Assets**

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the department. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition.

Assets acquired at no cost or for nominal consideration are initially recognised as assets and revenues at their fair value at the date of acquisition. Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

Where settlement of any part of cash consideration is deferred, the amounts payable in the future are discounted to their present value at the acquisition date. The discount rate used is the incremental borrowing rate being the rate at which a similar borrowing could be obtained.

**i. Plant and equipment**

Plant and equipment costing \$5,000 and above individually are capitalised.

**j. Revaluation of Physical Non-Current Assets**

Physical non-current assets are valued in accordance with the "Guidelines for the Valuation of Physical Non-Current Assets at Fair Value" (TPP 03-02). This policy adopts fair value in accordance with AASB 1041 from the financial years beginning on or after 1 July 2002. There is no substantive difference between the fair value valuation methodology and the previous valuation methodology adopted in the NSW public sector.

Where available, fair value is determined having regard to the highest and best use of the asset on the basis of current market selling prices for the same or similar assets. Where market selling price is not available, the asset's fair value is measured as its market buying price ie the replacement cost of the asset's remaining service potential. The agency is a not for profit entity with no cash generating operations.

Each class of physical non-current assets is revalued every five years and with sufficient regularity to ensure that the carrying amount of each asset in the class does not differ materially from its fair value at reporting date. Non-specialised assets with short useful lives are measured at depreciated historical cost, as a surrogate for fair value.

When revaluing non-current assets by reference to current prices for assets newer than those being revalued (adjusted to reflect the present condition of the assets), the gross amount and the related accumulated depreciation is separately restated.

Otherwise, any balances of accumulated depreciation existing at the revaluation date in respect of those assets are credited to the asset accounts to which they relate. The net asset accounts are then increased or decreased by the revaluation increments or decrements.

Revaluation increments are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the surplus/deficit, the increment is recognised immediately as revenue in the surplus/deficit.

Revaluation decrements are recognised immediately as expenses in the surplus/deficit, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve. Buildings and Land are revalued at least every five years.

Revaluation increments and decrements are offset against one another within the same class of non-current assets but not otherwise. Where an asset that has previously been revalued is disposed of, any balance remaining in the asset revaluation reserve in respect of that asset is transferred to accumulated funds.

#### ***k. Assets Not Able to be Reliably Measured***

The department does not hold assets that have not been recognised in the Statement of Financial Position.

#### ***l. Depreciation of Non-Current Physical Assets***

Except for a limited number of heritage assets, depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the department. The normal life expectancies of major asset categories are as follows:

<b>Asset Class</b>	<b>Number of Years</b>
Buildings-Cottages and Dwellings/ Office Buildings/ Accommodation	40-50
Plant and Equipment	5-15
Computers	4
Motor Vehicles	5
Marine Craft	5
Furniture and Major Fitouts	10
Scientific Instruments	5-8

Land is not a depreciable asset. Certain heritage assets have an extremely long useful life, including original artworks and collections and heritage buildings. Depreciation for these items cannot be reliably measured because the useful life and the net amount to be recovered at the end of the useful life cannot be reliably measured. In these cases, depreciation is not recognised. The decision not to recognise depreciation for these assets is reviewed annually.

**m. Maintenance and Repairs**

The costs of maintenance are charged as expenses as incurred, except where they relate to the replacement of a component of an asset, in which case the costs are capitalised and depreciated.

**n. Leased Assets**

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense. The Department does not have any finance leases.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred.

**o. Receivables**

Receivables are recognised and carried at cost based on the original invoice amount less a provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

**p. Inventories**

Inventories are stated at the lower of cost and net realisable value. In the case of raw materials and spare parts, cost is assigned on the basis of Weighted Average method. Work-in-progress cost is determined by specific identification method includes direct materials, direct labour and an appropriate proportion of overheads determined by reference to the percentage completed on each contract.

**q. Other financial assets**

"Other financial assets" are generally recognised at cost. For non-current "other financial assets", revaluation increments and decrements are recognised in the same manner as physical non-current assets. For current "other financial assets", revaluation increments or decrements are recognised in the Statement of Financial Performance.

**r. Foreign Currency**

Transactions denominated in a foreign currency are converted at the exchange rate at the date of the transactions. Exchange gains and losses are brought to account in determining the results for the year.

**s. Trust Funds**

The Australian Bureau of Statistics (ABS) had commissioned the mapping agencies of all States to provide certain services. A Memorandum of Understanding governed the operations of the Public Sector Mapping Agencies (PSMA). The Department acquired an investment of \$1 in one share in PSMA Australia Limited, being an incorporated joint venture of the Public Sector Mapping Agencies. The investment is reflected in the Department's financial statements in accordance with AAS14 "Accounting for Investments in Associates". (Refer notes 15 & 28)

**t. Restricted Assets**

Legislation or Treasury Directions impose restrictions on the use of certain assets of the Department.

The Department administers the Torrens Assurance Fund. The Torrens Assurance Fund was established under S133A of the Real Property Act as a Special Deposit Account administered by the Registrar-General. Refer note 17.

**u. Other assets**

Other assets including prepayments are recognised on a cost basis.

**v. Equity transfers**

The transfer of net assets between agencies as a result of an administrative restructure, transfer of programs / functions and parts thereof between NSW public sector agencies are designated as a contribution by owners by NSWTC 01/11 and are recognised as an adjustment to "Accumulated Funds". This treatment is consistent with Urgent Issues Group Abstract UIG 38 "Contributions by Owners Made to Wholly Owned Public Sector Entities". Transfers arising from an administrative restructure between government departments are recognised at the amount at which the asset was recognised by the transferor government department immediately prior to the restructure. In most instances this will approximate fair value. All other equity transfers are recognised at fair value.

**w. Payables**

These amounts represent liabilities for goods and services provided to the department and other amounts, including interest. Interest is accrued over the period it becomes due.

**x. Interest bearing liabilities**

All loans are valued at current capital value; the finance lease liability is determined in accordance with AAS 17 "Leases".

**y. Contribution to Consolidated Fund**

The Department operates a commercial activity through Land and Property Information NSW. From this operation the Department pays income tax equivalents and dividends to the Consolidated Fund. Tax effect accounting is not required to be applied. Income tax is calculated by applying the prevailing company tax rate to profits earned by LPI. Dividends are paid at the rate of 85% of its after tax profit in two equal instalments, in August and December following the financial year-end. As LPI recorded an operating loss during the year no income tax equivalents and dividends are payable for the year.

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**DEPARTMENT OF LANDS**  
**NOTES ACCOMPANYING AND FORMING PART OF FINANCIAL STATEMENTS**  
**FOR THE PERIOD 2 APRIL TO 30 JUNE 2003**

**2. EXPENSES**

	Period 2.4.03 to 30.6.03 \$'000
(a) Employee related expenses	
Employee-related expenses comprise the following specific items:	
Salaries and wages (including recreation leave)	22,286
Superannuation	9,672
Long service leave	5,084
Workers compensation insurance	452
Payroll tax and fringe benefits tax	1,341
Payroll tax on employer's superannuation contribution	368
Redundancies	173
	<b>39,376</b>
	Period 2.4.03 to 30.6.03 \$'000
(b) Other operating expenses	
Valuation services contractors	2,340
Cleaning & utilities	267
Property rental costs	139
EDP - information technology services	529
Furniture, plant & equipment	152
Operating lease rental expense-minimum lease payments	
- minimum lease payments	448
Stores & materials	907
Consultancies & other contractors	1,745
Promotions, publicity & events management	102
Travel expenses	178
Telecommunication expenses	498
Motor vehicle expenses	1,966
Insurance	77
Auditor's remuneration - audit or review of financial reports	48
Freight & postage	107
Legal fees	30
Staff related & development	279
Administration	231
Taxes	78
Bad & doubtful debts	77
Other	2,513
	<b>12,711</b>

	<b>Period</b> <b>2.4.03 to 30.6.03</b> <b>\$'000</b>	The Department of Lands
(c) Depreciation and amortisation expense		
Depreciation		
Leasehold improvements	198	
Plant and equipment	1,863	
	<b>2,061</b>	Land and Property Information Division
Amortisation	<b>0</b>	
	<b>Period</b> <b>2.4.03 to 30.6.03</b> <b>\$'000</b>	
(d) Grants and subsidies		
Fishing Ports Annual Provisions	334	LPI Division
Public Reserve Management Fund	422	Financial Statements
Board of surveyors	52	
Other	116	
	<b>924</b>	Crown Lands Division
	<b>Period</b> <b>2.4.03 to 30.6.03</b> <b>\$'000</b>	
(e) Borrowing costs		
Interest payable on loans	11	Soil Services Division
Finance lease interest charges	72	
	<b>83</b>	
	<b>Period</b> <b>2.4.03 to 30.6.03</b> <b>\$'000</b>	The Department of Lands Financial Statements
(f) Other expenses		
Fishing Port Maintenance	594	
Torrens Assurance Fund	1,552	BOSSI
	<b>2,146</b>	
<b>3. REVENUES</b>		BOSSI Financial Statements
	<b>Period</b> <b>2.4.03 to 30.6.03</b> <b>\$'000</b>	
(a) Sale of goods and services		
Title	24,502	Appendices
Valuation	2,288	
Mapping	1,143	
Torrens assurance fund	498	Glossary
Search fees	92	
Soil services	4,159	
Other	1,400	Index
	<b>34,082</b>	

	Period 2.4.03 to 30.6.03 \$'000
(b) Investment income	
Rents	4
Interest	787
Income from investment in PSMA Ltd	
	<b>791</b>

	Period 2.4.03 to 30.6.03 \$'000
(c) Retained taxes, fees and fines	
Caravan park levy	826
	<b>826</b>

	Period 2.4.03 to 30.6.03 \$'000
(d) Grants and contributions	
Contributions from other entities	5,488
Other	10
	<b>5,498</b>

	Period 2.4.03 to 30.6.03 \$'000
(e) Other Revenue	
Printing and publishing	127
Digital database sales	9
International projects	147
Corporate support	502
Miscellaneous income	494
	<b>1,279</b>

Miscellaneous income comprises Public Reserves Management Fund income and income from the sale of surveyor maps etc.

	Period 2.4.03 to 30.6.03 \$'000
--	---------------------------------------

#### 4. GAIN/(LOSS) ON DISPOSAL OF NON-CURRENT ASSETS

Gain/(loss) on disposal of motor vehicles	
Proceeds from disposal	11
Written down value of assets disposed	(23)
Net gain/(loss) on disposal of motor vehicles	<b>(12)</b>

Gain/(loss) on disposal of plant and equipment	
Proceeds from disposal	347
Written down value of assets disposed	(146)
Net gain/(loss) on disposal of plant & equipment	201

Gain on disposal of Non-Current Assets	189
--	-----

**Period**  
**2.4.03 to 30.6.03**  
**\$'000**

## 5. APPROPRIATIONS

### Recurrent appropriations

Total recurrent drawdowns from Treasury (per Summary of Compliance)	6,367
Less: Liability to Consolidated Fund (per Summary of Compliance)	132
	<b>6,235</b>

#### Comprising

Recurrent appropriations (per Statement of Financial Performance)	6,235
Transfer payments	<b>6,235</b>

### Capital appropriations

Total capital drawdowns from Treasury (per Summary of Compliance)	0
Less: Liability to Consolidated Fund (per Summary of Compliance)	0
	<b>0</b>

#### Comprising

Capital appropriations (per Statement of Financial Performance)	0
Transfer payments	<b>0</b>

## 6. FUNDAMENTAL ERRORS

Nil.

## 7. INDIVIDUALLY SIGNIFICANT ITEMS

Included in expenses from ordinary activities is \$9.663 million for superannuation. This amount includes a significant negative result following an annual review by the Pillar Administration Corporation.

## 8. EXTRAORDINARY ITEMS

Nil.

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## 9. ACCEPTANCE BY THE CROWN ENTITY OF EMPLOYEE BENEFITS BENEFITS AND OTHER LIABILITIES

The following liabilities and/or expenses have been assumed by the Crown Entity or other government agencies:

	Period 2.4.03 to 30.6.03 \$'000
Superannuation	738
Long service leave	1,510
Other operating expenses	44
	<b>2,292</b>

## 10. TRANSFER PAYMENTS

There are no transfer payments to report for 30 June 2003.

## 11. PROGRAMS/ACTIVITIES OF THE DEPARTMENT

### a) Department of Land and Water Conservation

The Department of Land and water Conservation (DLWC) was abolished under the Public Sector Employment and Management (General) Order 2003 on 2 April 2003 and groups of its staff who were principally involved in administration of the Crown Lands Act 1989 and other Acts administered by the Minister Assisting the Minister for Natural Resources (Lands) or in administration of the Roads Act 1993 in relation to Crown roads, or were part of the minor ports unit as well as the Soil Services unit were removed from DLWC and added to Department of Lands.

Expenses and revenues attributed to DLWC and reported in the new department's operating statement for the period from 2 April 2003 to 30 June 2003 and expenses and revenues of the abolished DLWC for the period 1 July 2002 to 1 April 2003 which could be attributed to the department are as follows:

	Period 1.7.02 to 1.4.03 \$'000	Period 2.4.03 to 30.6.03 \$'000	Total 1.7.02 to 30.6.03 \$'000	Total 1.07.01 to 30.06.02 \$'000
<b>Expenses</b>				
Operating Expenses				
Employee related	26,966	11,387	38,353	33,579
Other operating expenses	12,416	5,516	17,932	15,937
Maintenance	59	20	79	326
Depreciation	379	167	546	649
Grants & subsidies	1,755	756	2,511	2,735
Borrowing costs	33	11	44	
Other expenses	369	594	963	943
<b>Total Expenses</b>	41,977	18,451	60,428	54,169
<b>Retained Revenue</b>				
Sale of goods and services	12,808	5,651	18,459	16,716
Investment income	502	249	751	855
Retained taxes, fees and fines	2,117	826	2,943	2,186
Grants and contributions		5,488	5,488	157
Other revenue	201	62	263	1,709
<b>Total Retained Revenue</b>	15,628	12,276	27,904	21,623

<b>Gain/(loss) disposal of non-current assets</b>	(22)	148	126	(9)
<b>Net Cost of Services</b>	26,371	6,027	32,398	32,555

## b) Land and Property Information

Land and Property Information (LPI) was transferred from the Department of Information Technology and Management to the Department of Lands as a consequence of a restructure of the administrative arrangements with effect from 2 April 2003. The expenses and revenues attributed to Land and Property Information and reported in the Department's Statement of Financial Performance relate to the period 2 April to 30 June 2003.

Expenses and revenues recognised by the Department of Information Technology and Management for the period from 1 July 2002 and which could be attributed to LPI are as follows:

	<b>Period 1.7.02 to 1.4.03</b>	<b>Period 2.4.03 to 30.6.03</b>	<b>Total 1.7.02 to 30.6.03</b>	<b>Total 1.7.01 to 30.6.02</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>				
Operating Expenses				
Employee Related	68,279	27,834	96,113	89,607
Other Operating Expenses	17,540	7,083	24,623	24,670
Maintenance	2,075	835	2,910	2,383
Depreciation and Amortisation	5,787	1,890	7,677	6,834
Grants and Subsidies	48		48	20
Borrowing Cost Expense	221	72	293	306
Other Expenses	21,151	1,552	22,703	1,218
<b>TOTAL EXPENSES FROM ORDINARY ACTIVITIES</b>	<b>115,101</b>	<b>39,266</b>	<b>154,367</b>	<b>125,038</b>
<b>REVENUES FROM ORDINARY ACTIVITIES</b>				
Sale of Goods and Services	96,335	28,482	124,817	119,370
Investment Income	1,049	542	1,591	620
Grants and Contributions	7,591	2,467	10,058	900
Other Income	2,434	1,217	3,651	3,295
<b>TOTAL REVENUES FROM ORDINARY ACTIVITIES</b>	<b>107,409</b>	<b>32,708</b>	<b>140,117</b>	<b>124,185</b>
<b>LOSS FROM ORDINARY ACTIVITIES BEFORE INCOME TAX EQUIVALENT</b>	<b>7,692</b>	<b>6,558</b>	<b>14,250</b>	<b>853</b>
INCOME TAX EQUIVALENT	0	0	0	0
<b>NET LOSS</b>	<b>7,692</b>	<b>6,558</b>	<b>14,250</b>	<b>853</b>

**c) Minister's Office & Agency Grants**

The Office for the Minister for Information Technology, Energy, Forestry and Western Sydney was abolished and the Office for the Minister of Rural Affairs, Local Government and Emergency Services was created as a consequence of a restructure of administrative arrangements with effect from 2 April 2003. Expenses and revenues attributed to the office and reported in the Department's Statement of Financial Performance relate to the winding up period for the old Ministry and the formation of the new Ministry 2 April to 30 June 2003. It also includes grant payments to LPI for the community service obligation and to the Board of Surveyors.

Expenses and revenues recognised by the Department of Information, Technology and Management for the period from 1 July 2002 and which could be attributed to the Minister's Office and grants to agencies are as follows:

	Period 1.7.02 to 1.4.03	Period 2.4.03 to 30.6.03	Total 1.7.02 to 30.6.03
	\$'000	\$'000	\$'000
<b>Expenses</b>			
Operating Expenses			
Employee related	770	155	925
Other operating expenses	436	123	559
Maintenance	1	8	9
Depreciation	22	4	26
Grants & subsidies	7,917	2,635	10,552
Borrowing costs			
Other expenses			
<b>Total Expenses</b>	9,146	2,925	12,071
<b>Retained Revenue</b>			
Sale of goods and services			
Investment income			
Retained taxes, fees and fines			
Grants and contributions		10	10
Other revenue			
<b>Total Retained Revenue</b>		10	10
<b>Gain/(loss) disposal of non-current assets</b>	(3)		(3)
<b>Net Cost of Services</b>	9,149	2,915	12,064

Expenses and revenues for the period 1 July 2001 to 30 June 2002 are not readily available and therefore no comparison with the previous financial year is provided.

**12. CURRENT ASSETS - CASH**

	2003 \$'000
Cash at bank and on hand	57,781
	<b>57,781</b>

For the purposes of the Statement of Cash Flows, cash includes cash on hand, cash at bank and short-term deposits at call.

Cash assets recognised in the Statement of Financial Position are reconciled to cash at the end of the financial year as shown in the Statement of Cash Flows as follows:

Cash (per Statement of Financial Position)	57,781	
--	--------	--

Closing cash and cash equivalents (per Statement of Cash Flows)	<b>57,781</b>	
---	---------------	--

### 13. CURRENT / NON-CURRENT ASSETS - RECEIVABLES

	<b>2003</b>	
	<b>\$'000</b>	

Sale of goods and services	9,018	
Accrued income - sale of goods and services	447	
GST receivable	699	
Other receivables	94	
Interest receivable	1,012	
Retained taxes, fees and fines	341	
Short-term loans	3,182	
Long service leave	131	
Less: Provision for doubtful debts	(389)	
Other receivables	1,225	
	<b>15,760</b>	

### NON-CURRENT RECEIVABLES

Public Reserve Management Fund loans	11,591	
Long service leave	2,625	
	<b>14,216</b>	

### 14. CURRENT/NON-CURRENT ASSETS - INVENTORIES

CURRENT INVENTORIES	<b>2003</b>	
At Cost	<b>\$'000</b>	

Raw materials	4	
Goods for resale	362	
Consumables and spare parts	342	
Provision for obsolescence	(33)	
	<b>675</b>	

### NON-CURRENT INVENTORIES

At Cost		
Goods for resale	1,450	
	<b>1,450</b>	

Raw materials are classified as current assets because they are used within a short time.

Goods for resale (map stocks) are split 20% current and 80% non-current based on 5-year usage.

There was no write down of inventories during the financial period April to June 2003.

<b>15. CURRENT/NON-CURRENT ASSETS - OTHER FINANCIAL ASSETS</b>	<b>2003</b>	
	<b>\$'000</b>	

NON-CURRENT		
Investment in Public Sector Mapping Authority (PSMA)	356	
(Refer to Note 28)		
	<b>356</b>	

Investment in PSMA was treated as a non-current asset as it is not readily tradeable in the market and is the subject of a NSW Government regulation that is unlikely to change in the short term.

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**16. NON CURRENT ASSETS - PROPERTY, PLANT & EQUIPMENT**

	<b>2003</b>
	<b>\$'000</b>
<b>Land and Leasehold Improvements</b>	
At Fair Value	56,617
	<b>56,617</b>
Less Accumulated Depreciation	432
	<b>432</b>
Net Book Value	<b>56,185</b>
<b>Plant and Equipment</b>	
At Fair Value	71,218
	<b>71,218</b>
Less Accumulated Depreciation	35,758
	<b>35,758</b>
Net Book Value	<b>35,460</b>
<b>Total Property, Plant and Equipment at Net Book Value</b>	<b>91,645</b>

**Reconciliations**

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current financial period are set out below.

	<b>Land &amp; Buildings</b>	<b>Plant &amp; Equipment</b>	<b>Total</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Carrying amount at 2 April 2003	55,034	30,158	85,192
Additions	1,348	7,107	8,455
Disposals		(1,385)	(1,385)
Net revaluation increment less revaluation		241	241
Depreciation expense	(197)	(1,883)	(2,080)
Writeback of depreciation on disposal		20	20
Other movements		1,202	1,202
<b>Carrying amount as at 30 June 2003</b>	<b>56,185</b>	<b>35,460</b>	<b>91,645</b>

The management considers that the written down value of all other assets as at 30 June 2003 is a surrogate for fair value.

Therefore assets are valued at fair value as required under AASB 1041.

**17. RESTRICTED ASSETS**

Legislation or Treasury Directions impose restrictions on the use of certain assets of the Department.

As such, the following are considered to be restricted assets.

<b>Public Reserves Management Fund</b>	<b>2003</b>
	<b>\$'000</b>
<b>CURRENT ASSETS:</b>	
Cash	7,734
Receivables	3,181
<b>NON CURRENT ASSETS:</b>	
Receivables	11,591
	<b>22,506</b>

Under Current Assets, cash comprises Public Reserves Management funds of \$7.734million. Receivables both current and non-current comprise Public Reserves Management funds.

### Torrens Assurance Fund - Special Deposit Account

The Department operates the Torrens Assurance Fund within the Special Deposits Accounts. The Fund was established under Section 133A of the Real Property Act 1900. It meets claims for loss arising out of fraud or agency error and is funded by a \$2 charge on each land dealing lodged. The following is a summary of transactions in the Torrens Assurance Fund:

	<b>Period</b> <b>2.4.03 to 30.6.03</b> <b>\$'000</b>
Cash balance as at 2 April	9,327
Add: Revenue	498
Less: Expenditure	(1,552)
<b>Cash balance as at 30 June 2003</b>	<b>8,273</b>

Refer to Note 26 for details of contingent liabilities in relation to the Fund.

### 18. CURRENT/NON-CURRENT ASSETS - OTHER

	<b>2003</b> <b>\$'000</b>
<b>CURRENT ASSETS - OTHER</b>	
Prepayments	1,830
Prepaid superannuation	294
	<b>2,124</b>

### 19. CURRENT LIABILITIES - PAYABLES

	<b>2003</b> <b>\$'000</b>
Accrued salaries and wages	2,132
Creditors	5,014
Income received in advance	112
Telephone service rebate to agencies	2,192
Other	1,358
	<b>10,808</b>

### 20. CURRENT/NON-CURRENT LIABILITIES - INTEREST BEARING LIABILITIES

	<b>2003</b> <b>\$'000</b>
<b>Secured / Unsecured</b>	
<b>CURRENT LIABILITIES</b>	
Finance lease commitments	446
Advance from NSW Treasury (unsecured)	5
	<b>451</b>
<b>NON-CURRENT LIABILITIES</b>	
Finance lease commitments	2,483
Advance from NSW Treasury (unsecured)	3,180
	<b>5,663</b>

The department did not receive any advance for the period 2 April to 30 June 2003 from NSW Treasury.

<b>Repayment of Borrowings</b>	<b>2003</b>
(excluding finance leases)	<b>\$'000</b>

Not later than 1 year	5
Between 1 year and 5 years	21
Later than 5 years	3,159
<b>Total borrowings at face value (excluding finance leases)</b>	<b>3,185</b>

<b>21. CURRENT / NON-CURRENT LIABILITIES - PROVISIONS</b>	<b>2003</b>
	<b>\$'000</b>

**Current employee benefits and related on-costs**

Recreation leave	7,593
Long service leave	3,797
Payroll tax on employee benefits	570
Fringe benefits tax	7
<b>Total current employee benefits and related on-costs</b>	<b>11,967</b>

**Non-current employee benefits and related on-costs**

Recreational Leave	3,144
Long service leave	30,756
Superannuation	48,965
Payroll tax on employee benefits	2,350
<b>Total non-current employee benefits and related on-costs</b>	<b>85,215</b>

**Aggregate employee benefits and related on-costs**

Provisions - current	11,967
Provisions - non-current	85,215
Accrued salaries and wages	2,132
	<b>99,314</b>

**SUPERANNUATION LIABILITIES**

The budget funded branches of the Department have their superannuation liabilities funded from the Consolidated Fund and therefore superannuation liabilities are assumed by the Crown Entity.

The Department's commercial and semi commercial activities are responsible for funding the employer's superannuation liability through monthly contributions to the Department's reserve account held at the Superannuation Administration Corporation. Superannuation payments to retiring employees are made out of this reserve account. Periodically the Department's reserve account balance is augmented by interest distributions made at the discretion of the Superannuation Administration Corporation.

The Department has no control over interest distributions. The reserve account can only be used for the settlement of superannuation liabilities.

Actuarial assessments for the defined benefit schemes (SASS, SANCS and SSS) have been made for the year ended 30 June 2003 based on the full requirements of AAS25. The actuarial assessment was performed by William Mercer Limited and key assumptions adopted were:

	2003/04	2004/05	2005/06
	%	%	%
Rate of investment return	7.0	7.0	7.0
Rate of salary increase	4.0	4.0	4.0
Rate of increase in CPI	2.5	2.5	2.5

The net funding position in each of the schemes is as follows:

	2003 \$'000			Total
	State Super Scheme - SSS	State Authorities Super Scheme - SASS	State Authorities Non -Contribution Super Sch	
Assessed Liability at 30.06.2003	184,344	13,862	11,854	210,060
Reserve Account Balance 30 June '02	138,535	11,295	10,335	160,165
(Deficiency)/Surplus at 30.06.2003	(45,809)	(2,567)	(1,519)	(49,895)

## 22. CURRENT/NON-CURRENT LIABILITIES - OTHER

2003  
\$'000

### CURRENT LIABILITIES

Liability owing to the consolidated fund	156
Underfunded State Authorities Non-Contributory Superannuation Scheme	1,224
	<b>1,380</b>

### NON CURRENT LIABILITIES

Interest free advance from Treasury (unsecured)	160
	<b>160</b>

## 23. CHANGES IN EQUITY

Accumulated  
Funds  
2.4.03 to 30.6.03  
\$'000

Total Equity  
2.4.03 to 30.6.03  
\$'000

### Retained earnings

Opening balance as at 2 April 2003		
Fair value of net assets transferred in on formation of Department	74,953	74,953
Transfer from asset revaluation reserve on administration restructure	186	186
Surplus/(deficit) for the year	(6,972)	(6,972)
Balance of retained earnings at the end of the period	68,167	68,167

### Asset revaluation reserve

Balance at the beginning of 2 April 2003		
Increment/decrement on revaluation	196	196
Balance of asset revaluation reserve at the end of the period	196	196
<b>Balance of total equity at the end of the period</b>	<b>68,363</b>	<b>68,363</b>

## 24. INCREASE / DECREASE IN NET ASSETS FROM EQUITY TRANSFERS

	DLWC	LPI	DITM	Total
As at 1 April 2003				
Cash	7,123	48,685	317	56,125
Current Receivables	22,124	7,916	14	30,054
Other current assets	826	2,804	165	3,795
Land and Buildings	8,525	46,509		55,034
Plant and equipment	5,869	24,199	90	30,158
<b>Total assets</b>	<b>44,467</b>	<b>130,113</b>	<b>586</b>	<b>175,166</b>

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Accounts payable	2,875	5,107	96	8,078
Other current liabilities	3,425	5,564	83	9,072
Non-current liabilities	6,850	76,179	34	83,063
<b>Total liabilities</b>	<b>13,150</b>	<b>86,850</b>	<b>213</b>	<b>100,213</b>
<b>Net gain/(deficiency) in assets acquired</b>	<b>31,317</b>	<b>43,263</b>	<b>373</b>	<b>74,953</b>

**25. COMMITMENTS FOR EXPENDITURE****2003****\$'000****(a) Other Expenditure Commitments**

Aggregate other expenditure for the acquisition of items as detailed below contracted for at balance date and not provided for:

Not later than one year	10,244
Later than one year and not later than five years	10,591
<b>Total (including GST)</b>	<b>20,835</b>

**(b) Operating Lease Commitments (leases over property).**

Future non-cancellable operating lease rentals not provided for and payable for property, plant and equipment for varying contract periods/suppliers.

Not later than one year	3,673
Later than one year and not later than five years	3,574
<b>Total (including GST)</b>	<b>7,247</b>

**(c) Finance Lease Commitments provide for**

Not later than one year	446
Later than one year and not later than five years	1,783
Later than five years	2,675
Minimum lease payments	4,904
less: future finance charge	(1,975)
<b>Lease liability</b>	<b>2,929</b>

Classified as:

Current	446
Non-current	2,483
	<b>2,929</b>

The total 'other expenditure commitments' and 'operating lease commitments' above include input tax credit of \$2.553million that are expected to be recovered from the Australian Taxation Office.

**26. CONTINGENT LIABILITIES AND CONTINGENT ASSETS**

(a) The Department maintains a special deposit account for claims arising through fraud or Departmental error (Torrens Assurance Fund). As at 30 June 2003 known claims were assessed to have an estimated gross liability of \$8.342m. Claims expected to be finalised in 2003/04 have an estimated gross liability of \$5.046m. These liabilities have been estimated on the assumption that all disputed claims will be lost by LPI branch. As at 30 June 2003 none of these claims have been clearly established as liabilities by the courts.

(b) The Department may be liable for payment of compensation payments arising from claims and other matters subject to litigation. The amounts involved cannot be accurately determined and in some instances are subject to arbitration. The claims are covered by the Treasury Managed Fund, and are not expected to exceed \$3.8m. In addition, applications for native title under the Native Title Act 1993 and Aboriginal Land Rights Act 1983 have been made over various areas of land and water in New South Wales which might ultimately result in a liability being incurred by the Department in the order of \$1 million.

(c) The Department has a contingent asset as indicated at the end of Note 25.

## 27. RECONCILIATION OF CASH FLOWS FROM OPERATING ACTIVITIES TO NET COST OF SERVICES

	Period 2.4.03 to 30.6.03 \$'000
Net cash used on operating activities	9,046
Cash Flows from Government/Appropriations	(6,526)
Cash repaid to Consolidated Fund	
Acceptance by Crown Entity of employee benefits and other liabilities	(2,136)
Depreciation	(2,061)
Provisions for doubtful debts	
Debtors transferred in	
Decrease/(increase) in provisions	(11,510)
Increase/(decrease) in receivables	(76)
Increase/(decrease) in inventories	(125)
Increase/(decrease) in prepayments and other assets	825
Decrease/(increase) in payables	(3,125)
Decrease/(increase) in other GST	
Net (loss)/gain on sale of plant and equipment	189
<b>Net Cost of Services</b>	<b>(15,499)</b>

## 28. TRUST FUNDS

	2003 \$'000	2002 \$'000
<b>Public Sector Mapping Agency</b>		
refer note 1(s)		
Accumulated surplus/(deficit) start of year	1,280	858
Income earned during the year	3,166	1,882
Less: Expenses paid during the year	(1,596)	(1,460)
<b>Accumulated surplus/(deficit) at end of year</b>	<b>2,850</b>	<b>1,280</b>
The Department has a one-eighth (1/8) equity in the closing accumulated surplus, ie.:	<b>356</b>	<b>160</b>

## 29. ADMINISTERED ASSETS AND LIABILITIES

As a consequence of an administrative restructure and the abolition of the Department of Land and Water Conservation, Department of Lands has assumed the responsibility for the administration of the Crown Commercial Entity and the Crown Budget Entity (apart from the transactions administered by the Department of Sustainable Natural Resources) effective 2 April 2003.

	Crown Budget Entity \$000	Crown Commercial Entity \$000	Total \$000
<b>Administered Assets</b>			
Cash	5,937	12,087	18,024
Receivables	43,896	474	44,370
Land in course of development		7,902	7,902
Crown land under tenure	4,520,345		4,520,345
<b>Total Administered Assets</b>	<b>4,570,178</b>	<b>20,463</b>	<b>4,590,641</b>

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	Crown Budget Entity \$000	Crown Commercial Entity \$000	Total \$000
<b>Administered Liabilities</b>			
Unearned revenue	10,110		10,110
Accounts payable and provisions	4,260	4,316	8,576
Liability to consolidated fund	1,612	7,862	9,474
Treasury Advance		3,000	3,000
<b>Total Administered Liabilities</b>	<b>15,982</b>	<b>15,178</b>	<b>31,160</b>

### 30. ADMINISTERED REVENUE - DEBTS WRITTEN OFF

Administered debts of \$10,395.36 were written off during the reporting period.

### 31. ADMINISTERED REVENUE - SCHEDULE OF UNCOLLECTED AMOUNTS

Analysis of uncollected amounts in respect of Land revenue

Crown Budget Entity:

Less than 90 days	5,889
Greater than 90 days	11,146
	<u>17,035</u>
Less: Provision for doubtful debts	<u>2,632</u>
	14,403
Amount not yet called	29,493
<b>Total</b>	<b><u>43,896</u></b>

### 32. ADMINISTERED REVENUE AND EXPENSES

Expenses and revenues for the period 1 July 2002 to 1 April 2003 were in relation to these activities administered by the Department of Land and Water Conservation.

	Crown Budget Entity	Crown Budget Entity	TOTAL	Crown Commercial Entity	Crown Commercial Entity	TOTAL	TOTAL	TOTAL
	<b>1.07.02</b>	<b>2.04.02</b>	<b>1.07.02</b>	<b>1.07.02</b>	<b>2.04.02</b>	<b>1.07.02</b>	<b>1.07.02</b>	<b>2.04.02</b>
	<b>- 1.04.03</b>	<b>- 30.06.03</b>	<b>- 30.06.03</b>	<b>- 1.04.03</b>	<b>- 30.06.03</b>	<b>- 30.06.03</b>	<b>- 1.04.03</b>	<b>- 30.06.03</b>
	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
Revenue	33,785	9,683	43,468	2,011	8,211	10,222	35,796	17,894
Expenses	(3,629)	(93,850)	(97,479)	(1,223)	(5,109)	(6,332)	(4,852)	(98,959)
Operating	30,156	(84,167)	(54,011)	788	3,102	3,890	30,944	(81,065)
(Loss)								
Surplus								

Details of Crown revenue collected by the Department and remitted to the Treasury.

	Period 1.07.02 - 1.04.03	Period 1.04.03 - 30.06.03	Period 1.07.02 - 30.06.03
Land sales	2,101		2,101
Term purchase instalments and other miscellaneous land sales	10,115	2,765	12,880
Leases, licenses and related land receipts	19,285	2,863	22,148
Water related receipts			
	<b>31,501</b>	<b>5,628</b>	<b>37,129</b>

### 33. FINANCIAL INSTRUMENTS

#### Cash

Cash comprises cash on hand and bank balances within the Treasury Banking System. Interest is earned on daily bank balances at the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate adjusted for a management fee to Treasury. Interest is reported in the financial statements as it is earned. For the purposes of the Statement of Cash Flows, cash comprises cash on hand and at bank and short- term deposits at call.

## Receivables

All trade and other debtors are recognised as amounts receivable at balance date. Collectability of all debtors is reviewed on an ongoing basis. Debts, which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists. The credit risk is the carrying amount (net of any provision for doubtful debts). No interest is earned on trade debtors. The carrying amount approximates net fair value. Sales are generally made on 30 day terms.

## Bank Overdraft

The Department does not have any bank overdraft facility.

## Trade Creditors and Accruals

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or statement is received.

Treasurer's Direction 219.01 allows the Minister to award interest for late payment. No interest was applied during the year. The carrying amount approximates net fair value.

### (a) Interest Rate Risk

	Weighed Average Effective Interest Rate %	Fixed Interest Rate Maturities					Total Carrying Amt As per the Statement of Financial Pos. \$000
		Floating Interest Rate \$000	1 Year or less \$000	1 to 5 years \$000	More than 5 years \$000	Non Interest Bearing \$000	
<b>30 June 2003</b>							
<b>Financial Assets</b>							
Cash	3.75	57,781					57,781
Investments							
Receivables	8.00	21,825				8,151	29,976
<b>Total Financial</b>		79,606				8,151	87,757
<b>Assets</b>							
<b>Financial Liabilities</b>							
Payables						10,808	10,808
Interest Bearing	1.30		5	21	3,159		3,185
Other						160	160
<b>Total Financial</b>							
Liabilities			5	21	3,159	10,968	14,153

### (b) Credit Risk

Credit risk is the risk of financial loss arising from the another party to a contractor/or financial position failing to discharge a financial obligation thereunder. The department's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the Statement of Financial Position.

## 34. SEGMENT REPORTING

Neither the group of closely related products or services provided by the entity nor the geographical location give rise to risks and returns that are different from any distinguishable component of the entity. Accordingly, segment information by both business and geographically is not required in accordance with AASB 1005 "Segment Reporting".

## 35. AFTER BALANCE DATE EVENTS

There was no known after balance date event which was likely to have any material impact on the period financial statements.

## End of audited financial statements



## Department of Lands

*Land Administration & Management  
Property & Spatial Information*



DIRECTOR GENERAL  
1 Prince Albert Road  
Queens Square  
SYDNEY NSW 2000  
AUSTRALIA

GPO Box 15  
SYDNEY NSW 2001  
AUSTRALIA

T (612) 9236 7600  
F (612) 9236 7631

[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

The Hon (Tony) Anthony Bernard Kelly, MLC  
Minister Assisting the Minister for Natural Resources (Lands)  
Level 34  
Governor Macquarie Tower  
1 Farrer Place  
Sydney NSW 2000

Dear Minister

In accordance with the Surveying Act, 2002 the Board of Surveying and Spatial Information submits the following report for the 2002/2003 financial year.

This report has been prepared in accordance with the Annual Reports (Statutory Bodies) Act 1984 and the Public Finance and Audit Act 1983.

I commend this report to you.

Yours sincerely

Warwick Watkins  
President of the Board of Surveying and Spatial Information  
Surveyor General of New South Wales  
[warwick.watkins@lands.nsw.gov.au](mailto:warwick.watkins@lands.nsw.gov.au)

## The Board of Surveying and Spatial Information

The Board of Surveying and Spatial information (the Board) is constituted under the Surveying Act, 2002, to provide for the registration of land and mining surveyors, is the statutory body responsible for standards in surveying and spatial information in New South Wales and advises the Minister on spatial information. The Board, on 25 June 2003, took over the functions previously managed by the Board of Surveyors of New South Wales which was constituted under the Surveyors Act, 1929, which has been repealed.

### Functions of the board

The principal functions of the Board are:

- the registration of land and mining surveyors
- the investigation of surveyor's licensing schemes in other States and Territories, and the provision of advice to the Minister in connection with the recognition of the qualifications and experience of surveyors registered or licensed under such schemes
- the investigation of complaints against registered land and mining surveyors
- the taking of disciplinary action against registered land and mining surveyors
- the investigation of matters referred to it by the Minister for advice or report in relation to surveying or any other aspect of the spatial information industry
- the investigation of, and the provision of advice to the Minister with respect to, the practice to be followed in the conduct of surveys or in the collection, collation and dissemination of any other kinds of spatial information
- the provision of advice to the Minister with respect to any other matter in connection with the administration of this Act

Other functions of the Board include:

- the monitoring of Acts and Regulations concerning matters which are related to, or form part of, surveying
- the maintenance of reciprocal arrangements for registered surveyors between the States and Territories of Australia and with New Zealand
- the monitoring of trends in surveying in the States, Territories and New Zealand
- the maintenance of acceptable levels of assessment of the ability and competence of persons seeking registration, to service the community's needs in surveying
- the maintenance of liaison with the surveying profession in monitoring the performance, training and continuing professional development and education of surveyors
- advice to the Surveyor General on matters concerning the State Control Survey and surveying generally

- the sponsoring of workshops and seminars on topics and issues which affect the profession and the community
- assistance in the development of educational and training programs to achieve the highest level of academic standard and professional competence
- any other functions as are conferred or imposed on it by or under this or any other Act or law.

### Aims and objectives

- to maintain the register of registered land and mining surveyors
- to grant registration to surveyors under the provisions of the Surveying Act 2002 if:
  - (a) they hold a prescribed qualification
  - (b) they satisfy the Board, at prescribed examinations conducted by the Board, that they are fit to practice
  - (c) they satisfy the Board that they are registered as a land surveyors in another prescribed State or Territory of Australia or within New Zealand
- to investigate the conduct of a registered land or mining surveyor where a complaint is received.

### Membership, Board of Surveyors of New South Wales

There were eight members on the Board as defined by the Surveyors Act 1929, with two advisers to the Board and one observer. The Registrar also attends Board meetings. During the reporting year the Board met formally on eight occasions. Meetings were held in Sydney, Ulan, Port Macquarie, Wagga Wagga, Canberra and Kurri Kurri to enable the Board to be more accessible to the surveying profession. At each of the country meetings the Board was able to meet with surveyors from nearby regions.

### Membership, Board of Surveying and Spatial Information

There are between ten and twelve members on the Board as defined by the Surveying Act, 2002, two advisers to the Board and one observer. The Registrar also attends Board meetings. During the reporting year the Board met formally on one occasion in Sydney.

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Mr Warwick Watkins AMP:ISMP (Harv), M NatRes, DipScAgr, HDA (Hons)	Surveyor General of NSW	8 meetings BOS 1 meeting BOSSI
Mr Paul Harcombe B Surv (UNSW), M Geom (Melb)	Chief Surveyor Department of Lands	7 meetings BOS 1 meeting BOSSI
Mr Colin Weatherby TCP Dip (Sydney)	nominee Institute of Surveyors NSW Inc	7 meetings BOS 1 meeting BOSSI
Mr Mark Gordon B Surv (Hons)	nominee of Institute of Surveyors NSW Inc	8 meetings BOS 1 meeting BOSSI
Mr Andrew Campbell M SurvSc (UNSW), M Planning (UTS)	nominee Institute of Surveyors NSW Inc	7 meetings BOS 1 meeting BOSSI
Mr Phillip Orr B Surv (Hons)	nominee of Australian Institute of Mine Surveyors Limited (AIMS)	8 meetings BOS 1 meeting BOSSI
Mr Richard Bartholomew B Land Management (Sydney), Eng Survey Cert, Land & Eng Survey Cert	nominee of the Institute of Engineering and Mine Surveyors (IEMS), New South Wales Division	0 meetings BOSSI
Mr David Bruce B Surv (Hons) (UNSW)	nominee of Australasian Urban Regional Information Systems Association (AURISA) - NSW Chapter	0 meetings BOSSI
Mr Colin Mitford Surv Cert	nominee of Mapping Sciences Institute of Australia - NSW Division	0 meetings BOSSI
Professor John Fryer FISA, B Surv (UNSW), PhD (UNSW)	nominee of the University of Newcastle	1 meeting BOSSI
Dr Bruce Harvey B Surv (Hons), Grad Dip H Ed, PhD (UNWS), MIS Aust	nominee of School of Surveying and Spatial Information UNSW	8 meetings BOS
Ms Anna Allen M Surv Sc (UNSW), B Eng Surv (Pol)	nominee of the Registrar General	7 meetings BOS 1 meeting BOSSI (as adviser)
Ms Margaret Hole AM, Diploma in Law, Barristers Admission Board	adviser to the board - consumer representative	7 meetings BOS 0 meetings BOSSI
Mr Grahame Wallis B Surv (UNSW)	adviser to the board - cadastral surveying matters	7 meetings BOS 1 meeting BOSSI
Mr David Dobson Adv Dip Acc (CIT), Registered Surveyor, ACT Commissioner for Surveys	observer at meetings	5 meetings BOS 0 meetings BOSSI
Mr Graham Leatherland RFD*, Cart Cert, HCart Cert	Registrar	8 meetings BOS 1 meeting BOSSI

## Administration

Administrative support to the Board is undertaken by a small secretariat which includes the Registrar (A&C 5/6), one full time statutory assistant (CO 3/4) and one part time statutory officer (A&C 3/4). Employees of the former Department of Information Technology and Management now Department of Lands provide further support.

The Board is primarily funded by fees levied on surveyors and all costs associated with administration were met from fees received.

## Review of operations

The Board's responsibilities include:

### Qualifications

- Keep a register of names of persons registered as surveyors, their addresses and qualifications
- Register surveyors by Certificate of Competency awarded by the Board, and under the terms of reciprocity which exist between States and Territories of Australia and New Zealand
- Issue Letters of Accreditation to Reciprocating Boards for Land Surveyors
- Remove names from the Register of Surveyors
- Restore names to the Register of Surveyors
- Assess overseas and interstate academic qualifications for persons wishing to practice surveying in New South Wales
- Receive and investigate reports and complaints concerning the competence of surveyors.

### Education

- Enrol Surveyor's Assistants, Survey Drafters and Students of Surveying to the Board and keep a list of the names and addresses of enrolled persons in these categories
- Determine, record and accept accrued practical experience obtained by Surveyor's Assistants
- Assist Surveyor's Assistants to the Board by issuing advice regarding:
  - depth and scope of professional competence expected of persons seeking registration
  - conducting workshops
- Supply relevant information to professional bodies including the Institution of Surveyors NSW Inc. for insertion in its monthly publication "Azimuth"
- Advise on education matters as a member of the University of New South Wales' Advisory Board, through direct interaction with the academic sector's nominee to the Board and through interaction with the profession.

## Examination

- Conduct examinations, assess Professional Training Agreement (PTA) reports and issue Certificates of Competency
- Publish information regarding prescribed examinations in the Board's website and Government Gazette

### Legislation requirements

- Publish each year, a list of persons who are registered as surveyors under the provisions of the Surveying Act, 2002
- Prepare and issue up-to-date copies and variations to the Register to Government Departments by arrangement.

### Continuing professional development

Maintain a scheme of compulsory continuing professional development for Registered Surveyors in New South Wales in conjunction with the survey industry.

### Achievements

The Board of Surveying and Spatial Information was active in its continuing role of promoting professional development and standards.

The Board played a significant role in legislative reform culminating in the Surveying Act, 2002. The Surveying Bill was enacted on 25 June 2003, and the statutory body with the corporate name "Board of Surveying and Spatial Information" (BOSSI) was constituted. The Surveying (Practice) Amendment Regulation was also implemented on 25 June 2003 and BOSSI had its first meeting on this date.

The Board continued its practice of meeting and consulting with Surveyor Board representatives from interstate and overseas jurisdictions. The Board also met with the Commissioner for Surveys, ACT to further advance cooperative arrangements implemented four years ago.

During the reporting year meetings were held with representative members from NSW professional associations to ensure that surveyors fulfil their responsibilities to consumers.

### Qualifications

The Board maintained the Register of Surveyors. The Register contains the names of registered surveyors who are considered competent by the Board to perform land and mining surveys in New South Wales. Arrangements with Surveyor's Boards or other competent authority from other countries (New Zealand and other States and Territories of Australia) enable land surveyors with appropriate qualifications and experience to be registered in this state. These reciprocal arrangements are in accordance with Trans-Tasman Mutual Recognition (NSW) Act 1996 and National Competition Policy Principles.

## Education

The "Board of Surveyors Medal" is presented to the most successful student in the final year of the Bachelor of Surveying and Spatial Information Systems degree course or the Bachelor of Surveying degree course. This year's awards were presented to Peter Mumford, from the University of New South Wales and Glen Robinson, from the University of Newcastle.

## Examination

The Board met for a total of six working days during September 2002 and March 2003 for the purpose of assessing the professional competence of graduate surveyors through examinations. The Board also assessed Surveyor's Assistants undertaking Professional Training Agreement (PTAs). A total of eighteen applicants successfully completed the examinations or PTA, were issued with Certificates of Competency and accordingly registered as Land Surveyors.

Based on the results of the Board's assessment for Certificates of Competency four prizes are awarded annually.

- The "Barr Prize" was presented to Michael Shannon for the best cadastral survey project
- The "Harvey Prize" was presented to Shawn Le Clerc for the best town planning project
- The "Augustus Alt Prize" was presented to Darren Ryan for the best engineering project
- The "Neil Ryan Memorial Award" was presented to Michael Shannon and Anthony Clarke for the best urban cadastral projects submitted at the September 2002 and March 2003 assessments.

The Surveyor General's Prize was awarded to Kurt Ingle for his performance in a PTA completed during the year.

## Professional Training Agreements

The Board has introduced Professional Training Agreements as an alternative method of assessment of the competency of Surveyor's Assistants. There are 23 Surveyor's Assistants currently undertaking training under Professional Training Agreements to ascertain competency as a Land Surveyor. The Board is to develop a PTA for Mining Surveyor's Assistants.

## Candidate training

To assist Surveyor's Assistants attempting assessment the Board conducts a weekend workshop at Kurri Kurri TAFE. This year 38 Surveyor's Assistants and 7 supervising surveyors attended. Board members, invited guests, local surveyors and Surveyor's Assistants attending the workshop were able to discuss matters of mutual interest including proposed changes to Board operations affecting both land and mining surveying industries.

The Board continued to improve and expand the information available at the workshop. A comprehensive manual, produced by the Board, for the engineering design and supervision components of the urban development process was distributed. The set Town Planning project, an alternative to a Surveying Assistants own project, was also made available on CD ROM. Both these resources proved to be valuable as were the information sessions provided by guest presenters.

## Legislation

In October 2002, following the National Competition Policy (NCP) Review Surveyors Act, 1929, NSW Parliament passed the Surveying Bill 2002. One of the key recommendations of the NCP Review, endorsed by Cabinet and embodied in the legislation was that membership of the Board be expanded to include representatives of Government, the survey profession, consumers and other professional groups having an interest in survey and spatial information.

The Surveying Bill was enacted on 25 June 2003, and the statutory body with the corporate name "Board of Surveying and Spatial Information" (BOSSI) was constituted. The Surveying (Practice) Amendment Regulation was also implemented on 25 June 2003.

## Continuing Professional Development

In March 2003 the Board issued a revised CPD Policy following negotiations with the Institution of Surveyors NSW Inc.

## Committees

To maximise the use of the time available at Board meetings the Board has appointed the following committees to operate within the Board's structure:

Training Committee, Finance Committee, Professional Audit & Investigation Committee, Discipline Committee, and Legislation Committee. The latter committee meets on an "ad hoc" basis.

It is anticipated that further committees will be formed to deal with the expanded role of the Board under the Surveying Act, 2002.

## Consumer response

On the recommendation of the Director General of the Department of Fair Trading, Ms Margaret Hole was appointed as an adviser to the Board in the role of consumer representative. Ms Hole currently occupies the position of Chair of the Minister for Fair Trading's Property Advisory Council, and is also a member of the Fair Trading Advisory Council.

During the reporting year the Registrar received more than 50 telephone complaints related to the performance of surveyors. All telephone inquiries were responded to within 24 hours. Written applications received a reply within six to eight weeks due to the frequency of Board meetings but any urgent matters were dealt with out of session.

While there were no formal mediation sessions during 2002/03 there was one counselling session conducted by the Board to resolve a complaint. The successful use of complaint resolution methods by the Board resulted in a decrease in formal complaints. One charge was made against a surveyor during the reporting period under the Surveying Act 1929, and action concerning this charge is pending.

**Government Action Plan for Women**

The quantum of the Surveyor General's Women in Surveying Scholarship doubled in the year 2002. The Board uses the scholarship to encourage women to enter the surveying profession. This year scholarships were awarded to Tina Caroline Rechberger who was enrolled in her first year of studies for the Bachelor's degree in Surveying and Spatial Information Systems at the University of New South Wales and Joeline Maxwell who was enrolled in the Bachelor's degree in Surveying at the University of Newcastle.

**Grants to non-government organisations**

During the reporting year the Board granted \$2000 to the University of Newcastle and granted \$2000 to the University of New South Wales for the Surveyor General's Women in Surveying Scholarship.

**Payments performance**

The Board's performance payment details are combined with those of the Department of Lands and are contained in the Department's Annual Report appendices.

**Risk management and insurance**

The Board's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for government agencies.

**For all other administrative procedures, policies and processes for this report please refer to the Department of Lands Annual Report Appendices.**

**Board of Surveying and Spatial Information**

346 Panorama Avenue  
Bathurst NSW 2795

T: 61 2 6332 8238  
F: 61 2 6332 8240

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## Facts and Figures

	2000/01	2001/02	2002/03
<b>Registered Surveyors in NSW</b>	1031	1005	998
<b>New registrations</b>			
By way of Certificate of Competency	15	14	20
By way of Letters of Accreditation from Reciprocating Boards	6	9	7
<b>Removal of Name from Register</b>			
Non-payment of Annual Roll fees	15	26	18
At own Request	46	15	33
Deceased	0	0	2
<b>Restoration of Name to Register</b>	10	22	19
<b>Letter of Accreditation Issued to Reciprocating Boards</b>	2	3	8
<b>Charges Against Surveyors</b>	0	0	1
<b>Candidate Enrolments 2001/2002</b>	21	29	33
<b>Total Financial Candidates as at 30 June 2002</b>	148	137	143
<b>Assessment of Overseas Academic Qualifications</b>	5	9	4
<b>Assessment of Interstate Academic Qualifications</b>	0	0	0
<b>Emeritus Certificates Awarded</b>	25	20	24
<b>Survey Areas Approved for Proclamation</b>	15	0	0





GPO BOX 12  
SYDNEY NSW 2001

## INDEPENDENT AUDIT REPORT

### Board of Surveying and Spatial Information

To Members of the New South Wales Parliament

#### Audit Opinion

In my opinion, the financial report of the Board of Surveying and Spatial Information:

- (a) presents fairly the Board's financial position as at 30 June 2003 and its financial performance and cash flows for the year ended on that date, in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, and
- (b) complies with section 41B of the *Public Finance and Audit Act 1983* (the Act).

The opinion should be read in conjunction with the rest of this report.

#### The Board's Role

The financial report is the responsibility of the members of the Board of the Board of Surveying and Spatial Information. It consists of the statement of financial position, the statement of financial performance, the statement of cash flows and the accompanying notes.

#### The Auditor's Role and the Audit Scope

As required by the Act, I carried out an independent audit to enable me to express an opinion on the financial report. My audit provides *reasonable assurance* to Members of the New South Wales Parliament that the financial report is free of *material* misstatement.

My audit accorded with Australian Auditing and Assurance Standards and statutory requirements, and I:

- evaluated the accounting policies and significant accounting estimates used by the members of the Board in preparing the financial report, and
- examined a sample of the evidence that supports the amounts and other disclosures in the financial report.

An audit does *not* guarantee that every amount and disclosure in the financial report is error free. The terms 'reasonable assurance' and 'material' recognise that an audit does not examine all evidence and transactions. However, the audit procedures used should identify errors or omissions significant enough to adversely affect decisions made by users of the financial report or indicate that Board members had failed in their reporting obligations.

My opinion does *not* provide assurance:

- about the future viability of the Board,
- that it has carried out its activities effectively, efficiently and economically, or
- about the effectiveness of its internal controls.



### Audit Independence

The Audit Office complies with all applicable independence requirements of Australian professional ethical pronouncements. The Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- mandating the Auditor-General as auditor of public sector agencies but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office are not compromised in their role by the possibility of losing clients or income.



G J Gibson FCPA  
Director of Audit

SYDNEY  
22 October 2003

**BOARD OF SURVEYING AND SPATIAL INFORMATION****Financial Statements for the Year Ended 30th June, 2003****Statement by Members of the Board**

Pursuant to the requirements of the Public Finance and Audit Act, 1983 and in accordance with a resolution of the members of the Board of Surveying and Spatial Information, we declare that in our opinion:

1. the accompanying financial statements exhibit a true and fair view of the financial position of the Board of Surveying and Spatial Information, as at 30 June 2003 and transactions for the year then ended,
2. the statements have been prepared in accordance with the provisions of the Public Finance and Audit Act, 1983, the Public Finance and Audit Regulation 2000 and the Treasurer's Directions.

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



W. Watkins  
President & Surveyor – General



P. Harcombe

20 October 2003

**BOARD OF SURVEYING AND SPATIAL INFORMATION**  
**STATEMENT OF FINANCIAL PERFORMANCE**  
For year ended 30 June, 2003

	Notes	Actual 2003 \$	Actual 2002 \$
<b>REVENUES FROM ORDINARY ACTIVITIES</b>			
Grants and Contributions		300,000	300,000
Other Income		129,290	133,617
<b>Total Revenue from Ordinary Activities</b>	2	<b>429,290</b>	<b>433,617</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Depreciation		5,849	3,169
Other Expenses		392,063	331,548
<b>Total Expenses from Ordinary Activities</b>	4	<b>397,912</b>	<b>334,717</b>
<b>PROFIT FROM ORDINARY ACTIVITIES</b>		<b>31,378</b>	<b>98,900</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>			
	11	<b>31,378</b>	<b>98,900</b>

(The accompanying notes form part of these statements)

**BOARD OF SURVEYING AND SPATIAL INFORMATION**  
**STATEMENT OF FINANCIAL POSITION**  
**As at 30 June, 2003**

	Notes	Actual 2003 \$	Actual 2002 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash	7(a)	252,403	86,892
Receivables	5	275,286	399,787
<b>Total Current Assets</b>		<b>527,689</b>	<b>486,679</b>
<b>Non-Current Assets</b>			
Property, Plant and Equipment	6	18,231	24,080
<b>Total Non-Current Assets</b>		<b>18,231</b>	<b>24,080</b>
<b>Total Assets</b>		<b>545,920</b>	<b>510,759</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables		21,429	17,646
<b>Total Current Liabilities</b>		<b>21,429</b>	<b>17,646</b>
<b>Total Liabilities</b>		<b>21,429</b>	<b>17,646</b>
<b>Net Assets</b>		<b>524,491</b>	<b>493,113</b>
<b>EQUITY</b>			
Retained Profits		524,491	493,113
<b>Total Equity</b>	11	<b>524,491</b>	<b>493,113</b>

(The accompanying notes form part of these statements)

The Department of Lands

Land and Property  
Information Division

LPI Division  
Financial Statements

Crown Lands  
Division

Soil Services  
Division

The Department of Lands  
Financial Statements

BOSSI

**BOSSI**  
**Financial Statements**

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**BOARD OF SURVEYING AND SPATIAL INFORMATION**  
**STATEMENT OF CASH FLOWS**  
For year ended June, 2003

	Notes	Actual 2003 \$	Actual 2002 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Receipts from operations		589,248	349,032
<b>Total Receipts</b>		<b>589,248</b>	<b>349,032</b>
<b>Payments</b>			
Goods and Services		(423,737)	(361,095)
<b>Total Payments</b>		<b>(423,737)</b>	<b>(361,095)</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	7(b)	<b>165,511</b>	<b>(12,063)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of Equipment		0	(15,261)
<b>NET CASH FLOWS (USED IN) INVESTING ACTIVITIES</b>		<b>0</b>	<b>(15,261)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		<b>165,511</b>	<b>(27,324)</b>
Add Opening Cash		86,892	114,216
<b>CLOSING CASH CARRIED FORWARD</b>	7(a)	<b>252,403</b>	<b>86,892</b>

(The accompanying notes form part of these statements)

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## NOTES ACCOMPANYING AND FORMING PART OF THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDING 30 JUNE 2003

#### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### a) Reporting Entity

The Board of Surveying and Spatial Information is constituted under the Surveying Act 2002 to provide for the registration of Land and Mining surveyors, to regulate the making of surveys and to advise the Government on Spatial Information. Under the Act the Board has an expanded roll that includes the functions of the previous Board.

##### b) Basis of Accounting

The Board's financial statements are a general purpose financial report, which has been prepared on a accrual basis and in accordance with applicable Australian Accounting Standards; other authoritative pronouncements of the Australian Accounting Standards Board (AASB); Urgent Issues Group (UIG); Consensus Views and the requirements of the Public Finance and Audit Act and Regulation and Treasurer's Directions.

In the absence of a specific Accounting Standard, other authoritative pronouncement of the AASB or UIG Consensus View, the hierarchy of other pronouncements as outlined in AAS6 "Accounting Policies" is considered.

The financial statements have been prepared in accordance with the historical cost convention.

All amounts are expressed in Australian currency.

##### c) Revenue Recognition

Revenue is recognised when invoices are issued. These invoices in the main relate to surveyors' annual registration fees.

Grants and Contributions are recognised when received.

##### d) Employee Benefits

###### (i) Salaries and Wages, Annual Leave, Sick Leave and On-Costs

Lands Employee Services (note 4) represents the cost of employees from the Department of Lands providing administrative assistance to the Board. The Department of Lands is responsible for all the superannuation and leave entitlements of its employees. Accordingly the Board had no liability for employee entitlements.

##### e) Insurance

The Board's Insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government agencies. The expense (premium) is determined by the Fund Manager based on past experience.

##### f) Accounting for the Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where:

- the amount of GST incurred by the Board as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of an asset or as part of an item of expense.
- receivables and payables are stated with the amount of GST included.

**g) Acquisition of Assets**

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Board. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and revenue at their fair value at the date of acquisition.

Fair value means the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction.

**h) Plant and Equipment**

Plant and equipment costing \$5,000 and above is capitalised. Individual items of computer equipment costing \$1,000 and above are capitalised when they form part of a network.

Depreciation is provided for on a straight-line basis against all depreciable assets so as to write off the depreciable amount of each depreciable asset as it is over its useful life to the Board.

**Depreciation Rates**

Plant and Equipment	20.00%
Furniture and Fittings	10.00%
EDP Equipment	25.00%

**i) Receivables**

Receivables are recognised and carried at the original amount less provision for any uncollectable debts. An estimate for doubtful debts is made when collection of the full amount is no longer probable. Bad debts are written off as incurred.

**j) Payables**

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are secured) are settled in accordance with the policy set out in Treasurers Direction 219.01. If terms are not specified, payment is made no later than the end of the month following the month in which an invoice or statement is received. Treasurer's Direction 219.01 allows the minister to award interest for late payment. No interest was applied during the year.

## 2. ADMINISTERED REVENUE

In accordance with the Surveying Act 2002 registration and other fees are collected by the Board and remitted to the Consolidated Fund.

Fees collected totalled \$429,290 and comprised:

	2003 \$	2002 \$
Annual Registration Fees	367,920	372,254
Application for Registration	1,620	1,140
Candidate Workshop Fees	12,710	11,790
Certificate of Registration	1,620	1,080
Continuous Professional Development Fees	7,435	11,494
Emeritus Certificate Fee	0	750
Enrolment as candidate	11,600	11,353
Examination Fees	14,800	12,620
Letters of Accreditation	360	180
Miscellaneous Income	3,070	22
Professional Training Agreement Fees	5,605	7,304
Restoration to Register	2,550	3,630
	<b>429,290</b>	<b>433,617</b>

All funds collected as at 30 June 2003 have been paid to the Consolidated Fund.

The Board receives a \$300,000 grant from the Department of Lands to meet its operating expenditure. Under current arrangements the Treasury has agreed to return to the Board, the excess of the registration and other fees over the grant received from Lands.

	2003 \$	2002 \$
Balance owing by Treasury at 1 July	398,198	268,384
Less amounts received during the year	(264,581)	0
Add increase for the year	126,619	129,814
Balance owing by Treasury at 30 June	<b>260,236</b>	<b>398,198</b>

## 3. BOARD MEMBERS' FEES

Board members' fees payable for 2002-2003 amounted to \$18,540 (2001-2002: \$21,630).

In addition Board members received \$13,130 (2001-2002: \$16,597) for acting as examiners and other Board related activities (included under other service fees) and were refunded travelling and accommodation expenses incurred in connection with the Board's operations (included under travelling and subsistence).



**4. EXPENSES FROM ORDINARY ACTIVITIES**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
Audit Fee	12,500	11,800
Board Member Fees	18,540	21,630
Continuing Professional Development Assessment	10,727	13,353
Depreciation	5,849	3,169
Lands Administration Fee	30,145	30,145
Lands Employee Services	138,662	108,097
Lands Rent	15,176	15,176
Examination Related Expenses	20,993	23,072
Maintenance	526	1,476
Other Service Fees	98,493	75,220
Postage, Telephone and Courier	7,359	5,552
Stores and Stationary	6,477	2,352
Travel and Subsistence	32,465	23,675
<b>Total Expenditure</b>	<b>397,912</b>	<b>334,717</b>

**5. RECEIVABLES**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
Amount due from Crown Entity	260,236	398,198
Other	15,050	1,589
	<b>275,286</b>	<b>399,787</b>

**6. PROPERTY, PLANT AND EQUIPMENT**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
<b>Plant and Equipment</b>		
At Fair Value	29,409	29,409
Less Depreciation	11,178	5,329
<b>Net Book Value</b>	<b>18,231</b>	<b>24,080</b>

**Reconciliation**

Reconciliation of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current and previous financial year are set out below.

**Plant and Equipment**

	<b>2003</b>	<b>2002</b>
	<b>\$</b>	<b>\$</b>
Carrying amount as at start of year	24,080	11,988
Purchases	0	15,261
Disposals	0	(12,901)
Depreciation Expense	(5,849)	(3,169)
Write-back on Disposal	0	12,901
<b>Carrying amount at end of year</b>	<b>18,231</b>	<b>24,080</b>

The Board considers that the written down value of these assets as at 30 June 2003 is a surrogate for fair value.

## 7. NOTES TO THE STATEMENT OF CASH FLOWS

(a) For the purpose of the Statement of Cash Flows cash consists of cash at bank. Cash at the end of the reporting period as shown in the statement of cash flows is reconciled to the related items in the Statement of Financial Position as follows:

	2003 \$	2002 \$
Cash at Bank	252,403	86,892
(b) Reconciliation of net cash from (used in) operating activities to net profit:		
Net Profit	31,378	98,900
Depreciation	5,849	3,169
Increase/(Decrease) in payables and employee benefits	3,783	17,198
(Increase)/Decrease in Receivables	124,501	(131,330)
<b>Net Cash from/(used in) Operating Activities</b>	<b>165,511</b>	<b>(12,063)</b>

## 8. CAPITAL COMMITMENTS

At 30 June 2003 there were no material commitments. (Nil in 2001/2002).

## 9. CONTINGENT LIABILITIES

At 30 June 2003 there were no contingent liabilities. (Nil in 2001/2002).

## 10. MATERIAL ASSISTANCE

The board received no material assistance free of charge.

## 11. CHANGES IN EQUITY

	2003 \$	2002 \$
Changes in Equity		
Opening Balance	493,113	394,213
Profit for the period	31,378	98,900
<b>Balance at 30 June 2003</b>	<b>524,491</b>	<b>493,113</b>
<b>Represented by:</b>		
Accumulated Funds	<b>524,491</b>	<b>493,113</b>

## 12. FINANCIAL INSTRUMENTS

Financial instruments give rise to positions that are a financial asset of either the Board or its counterparty and a financial liability (or equity instrument) of the other party. For the Board these include cash at bank, receivables and creditors. These are recorded at 'cost' being the contractual amount owing or owed. All financial instrument cash flows are recognised on an accrual basis.

In accordance with AAS33 "Presentation and Disclosure of Financial Instruments" information is disclosed here in respect of the interest rate and credit risk of financial instruments. Such amounts are carried in the accounts at the net fair value unless otherwise stated.

### (a) Interest Rate Risk

There is no interest risk in regard to any of the Board's financial instruments.

### (b) Credit Risk

Credit risk is the risk of financial loss arising from another party to a contract / or financial position failing to discharge a financial obligation thereunder. The Board's maximum exposure to credit risk is represented by the carrying amounts of the financial assets included in the balance sheet.

### (c) Net Fair Value

The net fair value of cash and cash equivalents and non-interest bearing monetary financial assets and financial liabilities approximates their carrying capacity.

## 13. SEGMENT INFORMATION

The Board of Surveying and Spatial Information is responsible for the administration of the registration of land and mining surveyors within the State of New South Wales and advising the Government on Spatial Information. The entity provides a service from The Department of Lands Office in Bathurst, which does not give rise to risk and returns that are different from any distinguishable component of the entity.

Accordingly, segment reporting by both business and geographically is not required with AASB 1005 "Segment Reporting".

## 14. AFTER BALANCE DATE EVENTS

There was no known after balance date event, which was likely to have any material impact on the Annual Financial Statements.

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## Extension of time for submission of Annual Report

An application in accordance with section 16 of the Annual Reports (Departments) Act 1985 and section 13 of the Annual Reports (Statutory Bodies) Act 1984 was granted for an extension of time to submit the 2002-03 annual reports of the Departments of Lands and the Board of Surveying and Spatial Information respectively to 12 December 2003.

## Code of Conduct

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

## Committees

Committee Name	Representation
Lands Executive Board	Warwick Watkins, Chair
Land and Property Information Advisory Group	Warwick Watkins, Chair
Board of Surveying and Spatial Information	Warwick Watkins, President
Geographical Names Board	Warwick Watkins, Chair
Land Valuation Specialist Advisory Group	Warwick Watkins, Peter Cunningham, Members
Chief Executives Committee	Warwick Watkins, Member <sup>1</sup>
CEO e-government Committee	Warwick Watkins, Deputy Chair <sup>2</sup>
CEOs Committee on Bio Technology	Warwick Watkins, Member
Premier's Dept and NSW Vice Chancellors' Strategic Initiatives Group	Warwick Watkins, Member <sup>2</sup>
Shared Corporate Services Steering Committee	Warwick Watkins, Member <sup>2</sup>
Corporate Services Peer Review Committee	Warwick Watkins, Member <sup>2</sup>
Human Services CEOs Committee	Warwick Watkins, Member <sup>2</sup>
NSW Government Procurement Council	Warwick Watkins, Member <sup>2</sup>
Australian Technology Park Advisory Committee	Warwick Watkins, Member <sup>2</sup>
Smart Internet Technology Cooperative Research Centre	Warwick Watkins, Director <sup>2</sup>
Forestry Industry Structural Adjustment Package (FISAP) Advisory Committee	Warwick Watkins, Chair <sup>2</sup>
Forestry Industry Structural Adjustment Package (FISAP) Official's Committee	Warwick Watkins, Chair <sup>2</sup>
Native Timber Industry Marketing and Development Committee	Warwick Watkins, Member
Australia New Zealand Land Information Council (ANZLIC)	Warwick Watkins, Chair
Council on the Cost and Quality of Government	Warwick Watkins, Member <sup>2</sup>
UTS Council	Warwick Watkins, Member/Pro Chancellor
CEOs Natural Resources Cluster	Warwick Watkins, Member
CEOs Group on Counter Terrorism	Warwick Watkins, Member
Australian Property Institute, Valuation Professional Board	Kerry Lister, Member
Public Sector Mapping Authority (PSMA)	Des Mooney, Director
Australian Property Institute, Australian Valuation and Property Standards Board	Peter Cunningham, Member
Coal Compensation Board	Peter Cunningham, Member
State Mapping Advisory Committee	Warrick Beacroft, Chairman
Surveying and Mapping Industry Council of NSW	Paul Harcombe, Colin Mitford, Garry Smith, Members
University of NSW, School of Surveying and Spatial Information Systems Advisory Board	Paul Harcombe, Member
Council for Reciprocating Boards of Australia/New Zealand	Paul Harcombe, Member
Intergovernmental Committee on Surveying And Mapping (ICSM)	Paul Harcombe, Chair
Committee of Geographical Names in Australia (CGNA) - (ICSM)	Paul Harcombe, Sponsor
National Marine DataGroup	Warrick Beacroft, Member
Mapping Science Institute Australia, NSW Division	Colin Mitford, President
Trials in Innovative Government Electronic Regional Services Reference Committee	Ross Cleary, Member
ac3 Super Computer Network Bathurst Regional Node Committee	Warrick Beacroft, Member
NSW Coastal Comprehensive Assessment Council	Graham Harding, Member
NSW Coastal Council Acquisition Task Force	Graham Harding, Member
Government Property Register Project	Graham Harding, Member

Note:

1. Now on CEO Network as a member
2. No longer applicable following the change of the Department's structures with the establishment of the Department of Lands on 2 April 2003.

## Consultants

### Consultants under \$30,000

The Department employed a total of 20 consultants each costing less than \$30,000 during the 2002/03 financial year engaged in the following areas:

Consultant	Number	Cost \$
Finance and accounting	1 consultancy	18,005.00
Information Technology	2 consultancies	27,780.00
Legal	0 consultancies	
Management Services	10 consultancies	70,993.00
Engineering	0 consultancies	
Organisational Review	7 consultancies	111,990.00
<b>Total consultancies less than \$30,000</b>		<b>228,768.00</b>

### Consultants over \$30,000

Consultant	Cost \$	Title/Nature
<b>Information Technology</b>		
Harris Kern	65,117.00	IT Assessment
Red Sheriff	36,718.00	Website Evaluation
Siller Systems Administration	104,001.00	Records Management Program
<b>Sub-total</b>	<b>205,836.00</b>	
<b>Management Services</b>		
Department of Commerce	38,450.00	Procurement Review
Waterman AHW Pty Ltd	95,200.00	Professional work for Queens Square Building Works
<b>Sub-total</b>	<b>133,650.00</b>	
<b>Organisational Review</b>		
AEM Group	49,750.00	Records Management Review and Context Trim Development
SMS Management and Technology	35,068.00	Business Case Development for Employee Self Service
<b>Sub-total</b>	<b>84,818.00</b>	
<b>Finance and Accounting</b>		
Performance Drivers Pty Ltd	32,450.00	Review of Accounting Systems
Performance Drivers Pty Ltd	52,150.00	Point of Sale Review
<b>Sub-total</b>	<b>84,600.00</b>	
<b>Total consultancies equal to or more than \$30,000</b>	<b>508,904.00</b>	
<b>Total consultancies</b>	<b>737,672.00</b>	

The Department of Lands

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## Risk management overview

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

The CGU is developing a comprehensive Risk Management Policy, which will cover all administrative areas of Lands. The Policy will provide a structured basis to identify and analyse potential risks and devise and implement appropriate controls and responses to minimise their impact. The Policy will also help management and staff to develop an awareness of managing risks in their consideration of every decision.

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

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

## Disability Action Plan

The Department is committed to effectively implement the Framework and the relevant legislation and regulations through its Disability Action Plan, which will remove discriminatory practices and increase access to the Department's services and facilities for people with disabilities. The Lands Disability Action Plan, developed under the NSW Government Disability Policy Framework in consultation with the NSW Aging and Disability Department, will be reviewed following the completed formation of the Department of Lands.

## Employee relations

### Chief and Senior Executive Officers

#### Warwick Watkins

Director General, Surveyor General, Acting Registrar General, AMP:ISMP (Harv), MNatRes, DipScAgr, HDA (Hons)

#### Des Mooney

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

#### Peter Cunningham

Valuer General, BBus, FAPI, Registered Valuer

#### David Mulcahy,

Executive Director, Corporate Governance, LLB, GradDipMgt, Solicitor of the Supreme Court NSW, WA, TAS

#### Esther Chesterman

Director Corporate Strategy and Reform, BSC, BA (Ec), MEC

#### Ken Hall

Manager, Legal Services, DipLaw

#### Graham Harding

General Manager Crown Lands NSW

#### Paul Jones

Acting General Manager Soil Services NSW, B Engineering (Civil), Certified Professional Erosion and Sediment Control (CPESC)

#### Des Chatwin

Manager Registration and Information Services, Land and Property Information

#### Barry Douse

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

#### Ross Cleary

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

#### Warrick Beacroft

Division Manager, Information Services, Land and Property Information, Grad Cert Mgt, Monash University, Cert Cart

#### Kerry Lister

Chief Valuer, Land and Property Information, AAPI

#### Doug Walsham

Manager, Titling and Registry Services, Land and Property Information

#### Louise Scambler

Acting General Manager Corporate Resources, BA, DipEd, Litt B, MA (Hons), MEd Admin (Hons), MBus (Accounting & Finance), AFAHRI, CPA

#### Pedro Harris

Chief Information & Technology Officer

## Staff Numbers

		2002/03			2001/02			2000/01		
		Men	Women	Total	Men	Women	Total	Men	Women	Total
<b>Permanent</b>	full-time	889	423	1312	584	287	871	622	310	932
	part-time	3	37	40	3	68	71	1	60	61
<b>Temporary</b>	full-time	32	34	66	41	25	66	15	14	29
	part-time	0	3	3	2	7	9	0	3	3
<b>Contract</b>	SES	13	1	14	15	3	18	16	3	19
	non-SES	0	0	0	-	-	-	1	-	1
<b>Training</b>		0	1	1	4	-	4	4	2	6
<b>Casual</b>		16	6	22	-	-	-	1	-	1
<b>Total</b>		<b>953</b>	<b>505</b>	<b>1458</b>	<b>649</b>	<b>390</b>	<b>1039</b>	<b>660</b>	<b>392</b>	<b>1052</b>

## Chief and Senior Executive Service Positions

SES Level	2002/03	2001/02	2000/01
Level 7	1	1	1
Level 6	0	-	-
Level 5	2	3	3
Level 4	2	3	3
Level 3	1	5	2
Level 2	7	6	10
Level 1	1	-	-
<b>Total</b>	<b>14</b>	<b>18</b>	<b>19</b>

## Female Officers in Senior Executive Service Positions

SES Level Female	2002/03	2001/02	2000/01
<b>Total</b>	<b>1</b>	<b>3</b>	<b>3</b>

## Exceptional movements in salaries and wages

On 21 March 2000, the NSW Industrial Relations Commission made the Crown Employees (Public Sector - Salaries January, 2000) Award, which increased salaries for positions previously classified under the Crown Employees (Public Sector - Salaries June, 1997) Award. The 2000 Award provided for salaries to increase by 4% from the beginning of the first pay period commencing on or after 1 January 2003.

## Personnel policies and practices

During the year, the People and Performance Development Group focussed on aligning human resource services with strategic business operations and to manage performance improvement projects that spanned the divisions of Lands.

The formation of the Department of Lands has led to the group working with senior management to develop a structure that aligned functions and activities of the new department to provide the human resource support needed for business development.



## Learning and Development

The Department of Lands is committed to becoming a "learning organisation" through its encouragement of staff to develop skills and knowledge that support current and future business objectives and enhance careers.

During the reporting year

- 31 staff enrolled in tertiary study and received Study Time Leave and 22 staff applied successfully for fee reimbursement.
- Staff were sponsored to participate in the Executive Master of Public Administration (3 staff), Executive Development Program (2 staff), Public Sector Management Program (5 staff)
- The Department continued to support University students in the schools of Spatial Information/Bachelor of Science (Spatial Science) and Surveying through its funding of scholarships at Charles Sturt University and the UNSW, and through its offer of short term work placements to students.
- Commencement of skills assessment within LPI business units to enable the development of programs specific to individual and business performance improvement.
- The Department funded attendance by staff at numerous training courses, seminars and conferences:
- A pilot, involving 100 staff, for the International Computer Driving Licence commenced in August 2002. By the end of the financial year, 27 staff had completed Australian Computer Society's Certificate of Attainment) and 48 staff were close to completion.
- The Learning and Development Unit provided individual support to staff in writing job applications and practising for interviews, upon request.

## Industrial relations policies and practices

The People and Performance Development Group (PPDG) worked with Management and Unions to achieve an enterprise approach to employment across the agencies that form the department.

The Joint Consultative Committee comprising management and Association representatives met on four occasions to discuss reforms occurring within the Department.

A negotiated Enterprise Award, the Crown Employees (NSW Department of Information Technology and Management) Conditions of Employment Award, was handed down on 17 December 2002. The Award rationalised salary scales, brought all Lands employees under one classification while focusing on setting common classification and grading processes for all Lands, and also incorporated the Department's commitment to learning and development and provides for transition of staff to new conditions of employment. These employment changes will assist in developing organisation structures that support business plans and address any equity and parity issues across Lands.

## Organisation change and Job Evaluation

The PPDG has assisted managers across Lands in reviewing structures to support business objectives and in developing position descriptions to support activities and evaluating these positions using the Mercer, Cull Egan and Dell system.

## Equal Employment Opportunity

**Table A. Trends in the Representation of EEO Groups<sup>1</sup>**

EEO Group	% of Total Staff <sup>2</sup>				
	Benchmark or Target	2000	2001	2002	2003
Women	50%				34.8
Aboriginal people and Torres Strait Islanders	2%				1.6
People whose first language was not English	19%				15.3
People with a disability	12%				11.1
People with a disability requiring work-related adjustment	7%				1.2

**Table B. Trends in the Distribution of EEO Groups<sup>1</sup>**

EEO Group	Distribution Index <sup>3</sup>				
	Benchmark or Target	2000	2001	2002	2003
Women	100				
Aboriginal people and Torres Strait Islanders	100				
People whose first language was not English	100				
People with a disability	100				
People with a disability requiring work-related adjustment	100				

Notes:

1. Staff numbers are as at 30 June.

2. Excludes casual staff.

3. A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels. The Distribution Index is automatically calculated by the software provided by ODEOPE.

Table B is not able to be completed as at the 30 June 2003 as Lands was established on 2 April 2003 and staffing and structure of the Department have not been finalised.

## Achievements and strategies

During the 2002/03 reporting year the People Strategy Project, continued to be implemented in the Department enabling staff participation in planning for the future and in the clarification of the skills and other competencies required for the future as client expectations, needs and technologies change.

Several of the equity issues emerging from the People Strategy Project and requiring consistency across Lands are already being addressed and will continue to be addressed both from a HR Management perspective and within EEO strategies.

Some of the developed policies that address these issues include;

- filling of short term vacancies and higher duties allowance
- job evaluation
- harassment in the workplace
- grievance resolution
- learning and development policy
- individual feedback and development system

An Individual Feedback and Development System (IDFS) has been developed with staff and when implemented the system will be a tool management and staff planning for assessing, prioritising and reporting on the development and achievement the personal development plans to support the strategic direction of the Department.

## Spokeswomen's Program

Lands has 8 Spokeswomen located in Sydney, Western Sydney, Albury, Bathurst and Newcastle. The Lands Spokeswomen develop initiatives that will assist women:

- Enhance their skills and develop their knowledge to the benefit of the department and themselves;
- Have the same opportunities as their male counterparts for career enhancement, promotion and training;
- Develop to their full potential; and
- Have access to flexible work practices to enable them to fulfil their duties as carers within the home and elsewhere.

Key achievements of the Spokeswomen for 2002/2003, include:

- Development and endorsement by Director General of a strategic plan and budget for 2002/2003;
- Publishing a quarterly Spokeswomen Newsletter on the Department's intranet;
- Organising International Women's Day event titled 'IT it's a Women's World' in conjunction with the Office of Information Technology's CTC@NSW Program and Department for Women;
- Organising for Lands staff training on CPR, women's and men's health and Wealth Creation for Women;
- Raising funds for Westmead Children's Hospital and NSW Cancer Council at morning teas organised for Lands staff for 'Bandage Bear Day' and 'The Biggest Morning Tea';
- Sponsoring women in the Department to attend Spokeswomen's Program Annual Conference, Women's Information and Spokeswomen's Development Days, Springboard Women's Development Program, and Women of Influence Luncheon; and
- Sponsoring a position on the Public Sector Management Course in conjunction with the Department.

## Recruitment and selection

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

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

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

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

### Other Activities and Strategies

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

## Senior executive performance

### Warwick Watkins

Director General and Surveyor General, SES level 7

Remuneration package \$306,000

Period in position - whole year

### Results

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

- Whole of Government policy and strategy for e-government initiatives, application of broadband and related, telecommunications and online economy matters
- Appointing the management executives to the Government Business Entity - Land and Property Information NSW and guiding the consolidation and strategic direction of land and property information services in land titling, land valuation and spatial land data capture, storage, manipulation and dissemination, with particular reference to spatial data infrastructure development and valuation reform and development.
- Implementing the Forest Industry Structural Adjustment Package (FISAP) and the development of the Office of Private Forestry and
- Fostering and furthering the activities of the Office of Western Sydney
- Formulated new strategic frameworks and directions for the acceleration of achievements in whole of government planning and implementation of ICT matters including:
- Development of cluster strategies with particular reference to the emergency services, education, justice and human services areas
- Development of strategic telecommunications initiatives,

including the establishment of the Telecommunications Group and the accelerated coordination of whole of government initiatives, including the use of state owned infrastructure and agency aggregation

- Undertaking broad scales consultation with industry, agencies and consultative groups on the direction and needs of the IT&T sector
- Setting the program and monitoring the performance of all Government agencies in their adoption of electronic service delivery to ensure all appropriate services were online by 2001
- Coordinated the NSW government involvement and commitment to the establishment of the Smart Internet Cooperative Research Centre and undertook the role of the Director on the Board
- Directed and coordinated NSW involvement in the consortiums bidding for the right to establish the Australian Information Communication Technologies Centre of Excellence, culminating in the winning bid being awarded to a NSW/ACT based consortium, which will result in the headquarters and the most significant mass of the Centre being located in NSW
- Oversighted the continued development of the establishment of the Australian Centre for Advanced Computing and Communications and its alignment with related government ICT initiatives
- Directed the successful renegotiation with Commonwealth Government on its re-entry into the FISAP and initiated improved management arrangements to streamline the FISAP
- Chaired the NSW Native Timber Industry Marketing and Development Council and commenced the transition to industry ownership and management
- Guided the strategic direction of OWS with increased emphasis on information technology initiatives, including the development of the IT Cluster and Knowledge Economy based initiatives
- Continued the drive for Commonwealth/State policy formulation on online matters with particular reference to regional online service delivery
- Oversighted and coordinated NSW involvement in the development of Commonwealth/State operational ICT initiatives, including strategic regional telecommunication projects in the health and education areas
- Initiated the development of a departmental based industrial enterprise award to address inequities in employment conditions and rewards across Lands, following the integration of staff and functions on formation of the agency
- Initiated targeted policy and program reviews and analysis on key areas of Crown Land administration and Soil Conservation activities.

## Des Mooney

Deputy Director General, General Manager, Land and Property Information NSW, level SES 5

Remuneration package \$226,115

Period in position - whole year - General Manager LPI

8 April 2003 - Deputy Director General

### Results

- Participated in the Interim Management Committee for the establishment of the Australian Cooperative Research Centre for Spatial Information
- Managed the establishment of an Emergency Information Coordination Unit within the Department to meet the geospatial information needs of emergency services organisations in relation to natural disasters and counter terrorism activities
- Expanded partnerships with local government and other government agencies
- Increased availability of on line services to the public and government through the implementation of services including Topoweb and the Integrated Property Inquiry system
- Conducted customer needs analyses in select service delivery areas
- Increased productivity levels, managing the registration of over one million land transactions and the supply of more than 4.3 million copies of LPI records to the property conveyancing industry and the general public during the year, with fewer staff
- Delivered an increase in revenue of \$16 million over the year ending 2001/02
- Implemented LPI service level agreements
- Established a Program Office to coordinate strategic IT projects within LPI
- Completed a skills audit in Titling and Registry Services Division.

## Peter Cunningham

Valuer General, SES level 5

Remuneration package \$196,205

Period in position whole year

### Results

- <sup>a</sup> As part of his regulatory role ensured the on-time completion of 2002/2003 valuation program for Local Government involving nearly 825,000 valuations in 49 local government areas
- ensured that the annual review of the land value thresholds were undertaken in line with the formulas laid down in the provisions of the Premium Property Tax Act 1998 and the Land Tax Management Act 1956
- Let contracts, for the provision of mass valuation services for the 2003/2004 Valuation Program in accordance with the Government' reform process. This included four metropolitan contract areas and five rural contract areas being put to tender

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- Ensured the on-time completion of Just Terms determinations in accordance with his statutory requirements under the Land Acquisitions (Just Terms Compensation) Act 1991
- Completed the statutory requirement to determine the land tax land value threshold levels in accordance with the formulas laid down in the provisions of the Premium Property Tax Act 1998 and the Land Tax Management Act 1956.

## Energy Management

The Department is actively reducing energy consumption and improving energy performance indicators to achieve the targets set in the Government's Energy Management Policy.

### Green House emissions by end-use category (tonnes)

End Use Category	2001/2002	2002/2003
Office Buildings - combined services	6237	5870
Transport - other vehicles	135	146
Transport - passenger vehicles	421	449
<b>Totals</b>	<b>6793</b>	<b>6465</b>

### Green House emissions by fuel (tonnes)

Fuel Type	2001/2002	2002/2003
Automotive Diesel	64	74
AVGAS	135	146
Electricity	5817	5603
Green Power	0	0
Industrial Diesel	N/A	N/A
LPG		2
Natural Gas	420	267
Petrol	357	373
<b>Total</b>	<b>6793</b>	<b>6465</b>

**The above table indicates a 5% reduction in greenhouse gas emissions for 2002/2003.**

This drop in emissions is due to upgrades to mechanical and heating services conducted over the last two years as explained in detail below.

### Queen Square

Energy savings have been due to Facilities Management initiatives/projects conducted during 2002 and 2003. Gas savings have been realised with the upgrading of the Domestic and Heating Boiler system. This involved the installation of an efficient Boiler and upgrading of associated pumps and heat exchanger in 2002/03. Most recent works during 2003 has involved the domestic boiler system and it's associated tanks. Dilapidated hot water tanks and cold water make up tanks have been replaced with two pressurised

stainless steel hot water tanks and a smaller cold water booster tank.

Energy Savings associated to Electricity has been achieved by the upgrading of the main mechanical service switchboards. Enabling full connection of Heating, Ventilation and Air-conditioning systems (HVAC) to the new Building Management Control System (BMCS). Connection to the BMCS has achieved greater control and scheduling of plant and equipment. In 2003 a 40 year old Centrifugal Chiller has been replaced with two high efficiency screw type chillers. Part of this work also entailed installation of variable speed drives (VSDs) to Cooling Tower motors, Pumps and Fans. Soft start controls have also been installed on 3 Refrigeration Compressors (DX). With the installation of the new chillers, it is expected to achieve more savings whilst improving greater cooling during summer periods.

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

Energy Australia has also conducted an Energy Review for the Queens Square Building identifying energy reduction initiatives. A lighting upgrade has been raised a possible future project. A proposal from Energy Australia has been submitted that will realise real savings in energy consumption and costs.

## Bathurst

Gas and Electricity Usage is down compared to 2001/02 financial year. This is mainly due to ongoing lighting replacement conducted by facilities staff and major down time of Chillers and Boilers during 2003.

A dilapidation report has recently been conducted in 2003 for all services at Panorama Ave. Bathurst. This has identified plant, equipment and systems that need to be upgraded over the next 5 years. A master plan to address these upgrades will be compiled that will also identify energy and maintenance savings.

Energy Australia will also be approached this financial year to conduct an Energy Review of this building to identify other energy savings initiatives.

However the tables above have identified a rise in consumption in regards to vehicles.

This is largely due to an increase in travel from Bathurst and Sydney and an increase in business responsibilities throughout the State. Travel is anticipated to grow due to the formation of the new Department of Lands, greater business responsibilities and inheritance of a larger fleet.

A Toyota Prius (hybrid car) has recently been purchased and further initiatives in addressing vehicle consumption will be ongoing.

## Ethnic Affairs Priorities Statement (EAPS)

The Department is committed to the principles of multiculturalism as outlined in the Community Relations Commission and Principles of Multiculturalism Act 2000.

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

The inclusion of the principles of multiculturalism in corporate planning and evaluation processes was

highlighted in the planning workshops conducted for the development of the new Lands Corporate Plan 2003-2006 with strategies and performance indicators currently being developed.

Clients and staff from non-English speaking backgrounds were consulted in the development of the new Lands internet site.

## Freedom of Information

### Statement of affairs

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

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

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

Further, the Department, through Soil Services NSW, operates a specialist conservation earthmoving and soil consultancy business, specialising in:

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

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

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



## Freedom of information procedures

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

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

T: 61 2 9236 7603

F: 61 2 9236 7632

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

## Charges for FOI applications

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

## Freedom of information statistics

FOI requests	Personal		Other		Total	
	2001-02	2002-03	2001-02	2002-03	2001-02	2002-03
New (incl transferred in)	10	6	0	39	10	45
Brought forward	5	3	0	0	5	3
Total to be processed	15	9	0	39	15	48
Completed	12	9	0	39	12	48
Transferred out		0	0	0		0
Withdrawn		0	0	0		0
<b>Total Processed</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>39</b>	<b>12</b>	<b>48</b>
Unfinished (Carried Forward)	3	0	0	0	0	0

Result of FOI request	Personal		Other	
	2001-02	2002-03	2001-02	2002-03
Granted in full	9	9	0	26
Granted in part	3	0	0	8
Refused		1	0	4
Deferred		0	0	0
Completed	12	10	0	38

Number of Requests requiring Formal Consultations	Initial		Total	
	2001-02	2002-03	2001-02	2002-03
	5	3	5	3

Basis of disallowing or restricting access	Personal		Other	
	2001-02	2002-03	2001-02	2002-03
Section 19 (application incomplete, wrongly directed)		0		0
Section 22 (deposit not paid)		0		0
Section 25(1)(a1) (diversion of resources)		0		1
Section 25(1)(a) (Exempt)	3	0		10
Section 25(1)(b),(c),(d) (Otherwise available)		0		0
Section 28(1)(b) (Documents not held)		0		1
Deemed refused - 21 day time limit expired		0		0
Section 31(4) (released to Medical Practitioner)		0		0
<b>Totals</b>	<b>3</b>	<b>0</b>		<b>12</b>

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All Completed Requests	Incurred Costs		Fees Received (appl+dep-rfnd+rvw)	
	2001-02	2002-03	2001-02	2002-03
	1943.75	1101.10	2418.35	

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Type of discount	Personal		Other	
	2001-02	2002-03	2001-02	2002-03
Public Interest	0	0		1
Financial Hardship Pensioner	0	0		6
Financial Hardship Non Profit	0	0		1
Under 18 Years	0	0		0
<b>Totals</b>	<b>0</b>	<b>0</b>		<b>8</b>
Significant Correction of Records		0		0

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Elapsed Time (including Withdrawn)	Personal		Other	
	2001-02	2002-03	2001-02	2002-03
0-21 days	8	6		30
22 to 35 days (consultation period)	1	0		4
Over 35 days (extended consultation)	3	0		0
Over 21 days (out of time determinations)		0		5
Over 35 days (out of time determinations after consultation)		0		3
<b>Total</b>	<b>12</b>	<b>6</b>		<b>42</b>

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Processing hours (including withdrawn)	Personal		Other	
	2001-02	2002-03	2001-02	2002-03
0-10 hrs	10	9	0	39
11-20 hrs	1	0	0	0
21-40 hrs	1	0	0	0
Over 40 hrs	0	0	0	0
<b>Totals</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>39</b>

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Reviews/Appeals	2001-02	2002-03
Number of Internal Reviews Finalised	0	1
Number of Ombudsman Reviews Finalised	0	0
Number of District Court actions Finalised	0	0

Bases of internal review Grounds on which requested	Personal				Other			
	Upheld		Varied		Upheld		Varied	
	2001-02	2002-03	2001-02	2002-03	2001-02	2002-03	2001-02	2002-03
Access Refused	0	0	0	0	0	1	0	0
Deferred	0	0	0	0	0	0	0	0
Exempt Matter	0	0	0	0	0	0	0	0
Unreasonable Charges	0	0	0	0	0	0	0	0
Charge Unreasonably Incurred	0	0	0	0	0	0	0	0
Amendment Refused	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>

## Documents held by the Department

### Corporate

Access to Departmental Records for Research Purposes  
Code of Conduct

- Policy on Conflict of Interest
- Policy on Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures
- The Protected Disclosures Act Internal Reporting System
- Policy on Gifts and Benefits
- Policy on Harassment Free Workplace
- Policy on Outside Employment

Complete Guide to Staff (induction manual)

Disability Strategic Plan

Employee Assistance Program

Flexible Working Hours Agreement

Fraud Control Plan

Intellectual Property - Copyright and Licensing

Interim Privacy Management Plan

Job Evaluation Policy

Learning and Development Policy

Occupational Health and Safety Policy

Occupational Health and Safety Procedures

Occupational Rehabilitation Policy

Occupational Rehabilitation Procedures

Occupational Health and Safety Staff Induction

Occupational Health and Safety Strategic Plan

Office Practice Guidelines

Records Management Policy

Sponsorship Policy and Guideline

## Land and Property Information

### Land Valuation

- Procedures Manual for Contractors
- Instructions

### Surveying

- Surveyor General's Directions for Survey Practice
- Redefining the Queensland-New South Wales Border: Guidelines for Surveyors
- Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River
- Intellectual Property, Land and Property Information, Copyright and Licensing
- Technical Specifications and Standards for the Digitisation of the Cadastre
- Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

### Land Titling

- Registrar General's Directions
- Dealings Registration Manual
- Information Bulletins 1-84

### Geographic Names Board

Dual Naming Guidelines

### Crown Lands

Coastal Crown Lands Policy 1990 - under review

Crown Lands Caravan Park Policy 1990 - under review

Crown Lands Recreation Vehicle Areas Policy 1990

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

Tourist Facilities and Services on Crown Reserves 1997

Food and Beverage Outlets on Crown Reserves 1997  
Registered and Licensed Surf Clubs on Crown Land 2003

### Guidelines

Reserve Trust Handbook  
Plans of Management Guidelines  
Land Assessment Guidelines - under review  
Land Assessment Waiver Guidelines - under review  
PRMF Guidelines and Program - under review  
Guidelines for Making Development Applications on Crown Land 2001  
Guidelines for Development on Adjacent Crown Land in Bushfire Prone Areas (APZs) 2003

### Draft Guidelines

Guidelines to the Approval Processes for New Structures or Works on Crown Tidal Lands

### Draft Policy Documents

Bush Rock Policy 1997  
Contract and Tendering Management  
EEO Policy Statement  
Email, Intranet and Technology Protocol  
Ethnic Affairs Priorities Statement  
Fossicking on Crown Land 1999  
Freedom of Information Procedural Manual  
Publications Policy  
Rock Climbing and Abseiling on Crown Land 1998

Many policy documents are available from our website [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au) which has links to our administrative units.

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## Funds granted to non-Government Community Organisations

### State Land Assets Program

#### Public Reserve Management Fund

Trust Manager	Project	Grant \$	Loan \$	Total \$
<b>Showgrounds Program</b>				
Warren Shire Council	Repairs to roof and drainage of horse stalls and cattle pens at Warren Showground and Racecourse	3,000	0	3,000
Jingellic PA & H Society	Electrical upgrading works	4,700	0	4,700
Narrabri Showground Trust	Replacement of old stables	5,070	6,000	11,070
Ashford Showground Trust	Installation of portable announcer's building	1,000	1,000	2,000
Tenterfield Showground Trust	Construction of a new stables complex and holding yards	2,000	4,000	6,000
Robertson Showground Trust	Road works and improved access to loading ramp	6,000	6,000	12,000
Byron Shire Council	Road works at Bangalow Showground	6,000	6,000	12,000
Armidale Showground Trust	Fencing works	10,000	0	10,000
Lismore Showground Trust	Portable safety panels and yards	4,000	8,000	12,000
Manilla Shire Council	Upgrading of electrical system and construction of a multi-purpose pavilion at Manilla Showground	10,000	10,000	20,000
Tamworth P & A Association Inc	Road works and drainage works at Tamworth Showground	10,000	0	10,000
Quirindi Shire Council	Upgrading of amenities block at Quirindi Showground	3,100	0	3,100
Cabonne Council	Installation of hot water service in luncheon pavilion at Molong Showground	1,920	0	1,920
Shoalhaven City Council	Sealing of car park between the pavilion and public hall at Kangaroo Valley Showground	2,000	0	2,000
Gulgong Showground Trust	Improvements to the sheep judging area, cattle and horse ramps	1,000	0	1,000
Bingara Shire Council	Construction of toilet and shower facilities at Bingara Showground	5,000	15,000	20,000
Mudgee Shire Council	Construction of a disabled toilet and shower facility at Mudgee Showground	3,700	6,000	9,700
Albury Showground Trust	Replacement of office accommodation and minor repairs at the Watson Hall (01/02 allocation)	7,500	26,250	33,750
Barmedman Showground Trust	Repairs to luncheon pavilion	0	10,000	10,000
Tallaganda Shire Council	Connection of power supply to the commercial area of Braidwood Showground	3,000	3,000	6,000
Culcairn Shire Council	Installation of an underground watering system at Walbundrie Showground	6,000	7,000	13,000
Walgett Shire Council	Construction of an amenities block at Walgett Showground	8,000	15,000	23,000
Parkes Showground Trust	Installation of a bore water supply system at Parkes Showground	4,000	8,000	12,000
Shoalhaven City Council	Preparation of a conservation management plan for Berry Showground	6,500	6,000	12,500
Albury Showground Trust	Replacement of the office accommodation and minor repairs at the Watson Hall at Albury showground (02/03 allocation)	7,500	26,250	33,750
Shoalhaven City Council	Rehabilitation of floodlight poles at Berry Showground	3,000	3,000	6,000

Dungog Shire Council	Replacement of kiosk at Dungog Showground	5,000	15,000	20,000
Moss Vale & District AH & I Society	Electrical work at Moss Vale Showground	4,170	4,200	8,370
Hay Shire Council	Replacement of rodeo chutes, concreting the canteen floor and completion of pony club's amenities block at Hay Showground	4,000	4,000	8,000
Bathurst Showground Trust	Road works	10,400	12,000	22,400
Ariah Park Showground Trust	Completion of bar restoration works	2,000	0	2,000
Bemboka Showground Trust	Kitchen improvements and underground electricity to sideshow area	2,000	0	2,000
Glen Innes Showground Trust	Exterior painting works	1,756	0	1,756
Coonabarabran Showground Trust	Upgrading of fire detection and prevention facilities	7,500	15,000	22,500
Temora Showground Trust	Completion of equestrian arena	7,000	6,000	13,000
Maclean Shire Council	Upgrading of electrical facilities at Maclean Showground	5,000	6,000	11,000
Wauchope Show Society	Upgrading of lighting and roads at Wauchope Showground	14,000	52,000	66,000
Dungog Shire Council	Improvements to the race handling facilities and yards at Dungog Showground	2,000	3,000	5,000
<b>Local Parks and Reserves Program</b>				
Cooyal Park Trust	Concreting of hall verandah, tennis courts lighting and entrance	500	3,000	3,500
Rylstone Shire Council	Construction of mud brick toilet at Rylstone Common	2,500	2,500	5,000
Gunnedah Common Trust	Construction of a dam	2,000	1,500	3,500
Ophir Reserve Trust	Operational costs	10,000	0	10,000
Mummulgum Public Hall Trust	Termite treatment and restumping of hall	6,510	3,000	9,510
Naradhan Reserve Trust	Renovations to hall	2,500	2,500	5,000
Bundarra Community Purposes Reserve	Reconstruction of historic blacksmith's shop and machinery shed	2,500	2,500	5,000
Inverell Pioneer Village Trust	Security fencing	15,000	15,000	30,000
Wollongong City Council	Fencing and signage at Flagstaff Point, Wollongong	25,000	30,000	55,000
Tallimba Public Hall Reserve Trust	Repairs to the hall stage, side steps and landings	14,870	3,500	18,370
Carrathool Shire Council	Renovations of the Rankin Springs Memorial Hall	5,000	5,000	10,000
Jerilderie Shire Council	Fencing, cricket nets and landscaping works at Monash Park	2,000	2,000	4,000
Bowling Alley Point Reserve Trust	Extension of amenities building	6,000	4,000	10,000
Inverell Speedway Reserve Trust	Safety fencing and construction of a storage shed	8,000	8,300	16,300
Horton Sports Ground Trust	Upgrading of rodeo ground	5,000	5,945	10,945
Coffs Harbour Preservation of Native Flora Reserve Trust	Administrative Grant	1,000	0	1,000
Ben Lomond War Memorial Hall Trust	Hall roof repairs	3,000	3,000	6,000
Eureka Public Recreation Reserve Trust	Electrical and water services	2,000	3,000	5,000
Nelson Head Lighthouse and Rescue Station Reserve Trust	Floor sanding	1,000	0	1,000
Newcastle International Sports Centre Trust	Electrical works	10,060	0	10,060
Coramba Recreation Reserve Trust	White ant treatment	885	0	885
Kalang Public Hall Trust	All purpose sports court	19,600	0	19,600
Southgate Flood Refuge Trust	Administrative grant	1,000	0	1,000
Broadwater Koala Reserve Trust	Administrative grant	1,000	0	1,000
Munns Creek Walking Track Trust	Administrative grant	1,000	0	1,000
Dooralong Community	Drainage works	3,000	0	3,000

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Reserve Trust					
Eurobodalla Shire Council	Demolition of remaining amenities buildings and removal of materials to landfill site from the Old Moruya Caravan Park	10,000	0	10,000	
Hawkesbury City Council	Canoe access, parking and toilets. Works as identified in the Plan of Management at Yarramundi Reserve.	15,000	0	15,000	
Tully Park Golf Course Trust	Security fencing, security lighting and upgrading of doors, windows and locks	7,000	0	7,000	
Marulan Public Hall Trust	Upgrade to emergency and exit lighting system throughout hall	2,000	0	2,000	
Adaminaby Golf Course Reserve Trust	Plan of Management	3,500	0	3,500	
Lacmalac Public Hall Trust	Remove and replace old supper room due to severe white ant infestation	2,000	0	2,000	
Mangrove Creek Recreation Reserve Trust	Trail and creek drainage and rehabilitation works	2,400	0	2,400	
Greater Taree City Council	Provide water supply to Andrews Reserve	7,000	0	7,000	
Patonga Public Hall and Bush Fire Brigade Trust	Ceiling and roofing refurbishment works	3,700	0	3,700	
Nullamanna Public Hall and Recreation Reserve Trust	White ant control - Remove and replace stumps and replace damaged doors	5,000	0	5,000	
Ogunbil Recreation Reserve Trust	Completion of disabled access to hall and amenities	1,961	0	1,961	
Bugaldie Recreation Reserve Trust	Restumping, roof painting and kitchen ceiling for the hall and relocation of a pavilion	6,100	0	6,100	
Thuddungra Recreation Reserve Trust	Electrical works including replacement of switchboard and installation of new exit lights and fittings for the hall	2,860	0	2,860	
Rugby Hall and Recreation Reserve Trust	Fencing of environmentally sensitive lands	600	0	600	
Gore Hill Memorial Cemetery trust	On-going works program for the 2002/2003 financial year	7,000	0	7,000	
Ulladulla Native Flora and Fauna Reserve Trust	Erosion control works, upgrading walking trails, safety rail around South Pacific Lookout	2,000	0	2,000	
Ferntree Gully Trust	Fencing works	5,000	0	5,000	
Old Piggabeen Reserve Trust	Administrative grant	1,000	0	1,000	
Burringbar Public Recreation Reserve Trust	Electrical works	30,000	30,000	60,000	
Severn Shire Council	Electrical works at Stonehenge Recreation Reserve	4,700	0	4,700	
Laggan Hall Trust	Restoration works - electrical, plumbing and fire security	16,000	0	16,000	
Armidale Archery Reserve Trust	Purchase of security container, improvement of the target butts and the grounds	1,500	1,500	3,000	
Silverton Common Trust	Fencing works	10,000	0	10,000	
Wallangra Recreation Reserve Trust	Improved security and general maintenance works	2,309	0	2,309	
Garule Wali Education Reserve Trust	Cabin refurbishment	4,500	0	4,500	
Finley Caravan Park Trust	Installation of cabins	15,000	15,000	30,000	
Bundarra Community Purposes Reserve Trust	Restoration of the Old Baptist Church at the reserve	5,000	10,000	15,000	
Homebush Recreation Reserve Trust	Hot water tank	695	0	695	
Sunraysia Wildlife Refuge Reserve Trust	Installation of water piping shed for flood preparation and composting toilet	7,640	0	7,640	

Staggy Creek Recreation Reserve Trust	Painting of tennis courts, posts and fencing	2,000	2,400	4,400
Grabben Gullen Recreation Reserve Trust	Toilets	17,530	0	17,530
Tuncurry Public Hall Reserve Trust	Roof restoration works	30,000	10,000	40,000
Walcha Tennis Courts Reserve Trust	Upgrading of tennis court surfaces to all weather courts	5,000	35,000	40,000
Central Darling Shire Council	Installation of septic toilet at Wilcannia Recreation Reserve	1,500	0	1,500
Greater Taree City Council	Operational grant for Farquar Park	7,500	0	7,500

### Caravan Park Development Works Program

Moonee Beach Reserve Trust	Purchase and installation of 2 cabins	0	76,000	76,000
Coffs Coast State Park Trust	Construction of reception building entrance conversion of existing reception building to manager's residence, refurbishment of amenities block and installation of cabins at Park Beach Caravan Park	0	1,134,000	1,134,000
Wollongong City Council	Installation of five cabins and refurbishment of five cabins	0	535,000	535,000
Bega Valley Shire Council	Construction of toilets and an additional laundry at Tathra Beach Caravan Park	0	100,000	100,000
Bega Valley Shire Council	Installation of a fire protection sprinkler system at Tathra Wharf	0	10,000	10,000
Wyong Shire Council	Purchase and installation of 5 cabins at Toowoyn Bay Tourist Park	0	500,000	500,000
Ballina Shire Council	Preparation of business plan for Shaws Bay Caravan Park	20,000	0	20,000
Pristine Waters Council	Preparation of business plans for Corindi Beach, Wooli and Minnie Water caravan parks	45,000	0	45,000
Maclean Shire Council	Business plans for Brooms Head and Iluka caravan parks	30,000	0	30,000
Kempsey Shire Council	Survey, roads, water supply, sullage points and disabled amenities at Grassy Head Holiday Park	0	50,000	50,000
Kempsey Shire Council	Additional septic tank and lighting at Stuarts Point Holiday Park	0	7,000	7,000
Kempsey Shire Council	Survey, roads, lighting, water supply and sullage works at Hat Head Holiday Park	0	50,000	50,000
Kempsey Shire Council	Roads, signage, water supply, sullage works, amenities block upgrade, extension to office drainage, fencing and replacement of cabins at Crescent Head Holiday Park	0	198,000	198,000
Shoalhaven City Council	Provision of underground reticulated gas supply and upgrading of hot water system at Shoalhaven Heads, Lake Burrill, Kangaroo Valley, Bendalong, Currarong, Crookhaven Heads, Huskisson Beach, Huskisson White Sands, Lake Conjola, Lake Tabourie and Ulladulla Heads Tourist Parks	0	144,980	144,980
Shoalhaven City Council	Conversion of on-site cabin to special access at Bendalong Tourist Park	0	20,000	20,000
Shoalhaven City Council	Renovation of amenities block at Currarong Tourist Park	0	150,000	150,000
Shoalhaven City Council	Replacement of two cabins at Lake Conjola	0	100,000	100,000

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Shoalhaven City Council	Design works for stage one of redevelopment works program	0	30,000	30,000
Coffs Harbour City Council	Plan of management for Woolgoolga Beach Caravan Park	20,000	0	20,000
Red Rock Recreation Reserve Trust	Management/Business Plan	20,000	0	20,000
Kempsey Shire Council	Replacement of three cabins at Crescent Head Holiday Park	0	120,000	120,000
Wyong Shire Council	Purchase and installation of five cabins at Toowoona Bay Tourist Park	0	500,000	500,000
Coffs Coast State Park Trust	Completion of reception precinct comprising boom gates, computer software, entrance sign, landscaping, completion of recreation precinct and shop fit out	0	226,000	226,000
Shoalhaven City Council	Plan of management for Huskisson Beach Tourist Park	20,000	0	20,000

#### Consultancy Program

Leichhardt Council	Plan of Management for Leichhardt Park	15,000	0	15,000
Newcastle Showground Exhibition Centre Trust	Plan of Management	10,000	0	10,000
Red Rock Recreation Reserve Trust	Land and ecological survey	5,000	0	5,000
Red Rock Recreation Reserve Trust	Bushfire Management Plan	4,000	0	4,000
Culcairn Shire Council	Plan of Management for Gum Swamp, Walla Walla	5,000	0	5,000
Maclean Shire Council	Plan of Management for Yamba Crown reserves	20,000	25,000	45,000
Coffs Harbour Showground Trust	Business plan	20,000	0	20,000
Chifley Athletic Sports (Women) Reserve Trust	Consultancy fees - development of sporting fields	10,000	0	10,000
Eurobodalla Shire Council	Plan of Management for Moruya Riverside Reserves	5,000	0	5,000
Shoalhaven City Council	Plan of Management for White Sands and Voyager Parks	15,000	0	15,000
Shoalhaven City Council	Integrated Management Plan for Crown lands at O'Hara Head, Kioloa	25,000	0	25,000
Deniliquin Racecourse Trust	Plan of Management	10,000	0	10,000
Finley Caravan Park and Lake Trust	Plan of Management	8,000	0	8,000
Tweed Shire Council	Tweed Coast Bitou Bush Control Strategy in Tweed Coast Crown reserves	10,000	0	10,000
Gosford City Council	Plan of Management for Ettalong Beach Recreation Reserve	9,375	0	9,375
Dungog Shire Council	Plan of Management for Clarencetown Wharf Reserve	6,000	0	6,000
Tweed Shire Council	Environmental and economic study into proposed caravan park development in Tweed Shire	9,000	0	9,000
Coffs Harbour City Council	Plan of management for Woolgoolga Beach Reserve	20,000	0	20,000

#### Reserves of High Visitation/Regional Significance Program

Wee Jasper Reserve Trust	Operational grant for 2002/03	58,000	0	58,000
Walka Water Works Trust	Operational grant for 2002/03	40,000	0	40,000



Penrose Park Recreation Reserve Trust	Operational grant for 2002/03	20,000	0	20,000
Bulli Pass Scenic Reserve Trust	Operational grant for 2002/03	50,000	0	50,000
Burrendong Arboretum Trust	Operational grant for 2002/03	70,000	0	70,000
Mt Arthur Reserve Trust	Operational grant for 2002/03	5,000	0	5,000
Goobarragandra Valley Reserves Trust	Operational grant for 2002/03	15,000	0	15,000

### Commercial Initiatives on Crown Land

District Park Tennis Courts Trust	Resurfacing of tennis courts	0	74,500	74,500
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University of Melbourne	Grant to Australian Research Council Strategic Partnerships with Industry - Research and Training Scheme.	20,000	0	20,000
University of New South Wales	Grant to support a scholarship place in the 2003 UNSW Co-op Program - Surveying and Spatial Information Systems.	12,600	0	12,600
Charles Sturt University	ARC Linkage Project - Industry Partnership grant.	15,000	0	15,000

## Government Action Plan for Women

The NSW Government is strongly committed to removing barriers to women's full participation in society. The NSW Government Action Plan for Women 2002/2004 includes strategies in the areas of power, decision-making, leadership and work. The Department encourages boards and committees of the Department to reflect the government's policy and put forward female nominees and where there is more than one nominee, to ensure where possible there is a balance between male and female nominees. The Department will develop protocols for the future recruitment of members to its boards and committees to encourage women's nominations for vacant positions and action to retain women on boards and committees.

The Department continues to support the Spokeswomen's Program, which has successfully promoted equal employment opportunities for women public sector employees.

## Guarantee of Customer Service

- Service delivery standards vary with the nature of the services provided across the various administrative areas of the Department but all requests for information or services are responded to promptly and efficiently and appropriate to customer requests.
- Our customers can expect us to prevent unauthorised access to and use of official information and maintain

the privacy and confidentiality of information, which is not on the public register.

- We consult with clients and stakeholders when planning and delivering products and services and staff and unions when considering changes in work practices.
- All public contact staff are trained to provide timely, accurate and balanced advice in a courteous manner. They all have expertise within their fields of inquiry.
- All staff adhere to the principles of Equal Employment Opportunity and our Code of Conduct.

## Consumer complaint and comment

- We aim to respond to correspondence within 14 days and advise clients about the outcome of a complaint and the action being taken within 14 days.
- Feedback, compliments and complaints regarding our services are welcome and should be addressed in writing to:

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

GPO Box 15  
Sydney NSW 2001

lands.feedback@lands.nsw.gov.au



## Land Disposal

There were no land disposal transactions during 2002/03.

## Legislation and Legal Change

### Changes in Legislation

#### Review of Surveyors Act 1929 and related legislation

Following review of the Surveyors Act, Survey Co-ordination Act and certain other Acts (as a consequence of a National Competition Policy review) the Surveying Bill 2002 was assented to on 29 October 2002 and commenced on 25 June 2003. Regulations were prepared and also commenced on 25 June 2003.

#### Statute Law Revision

The Statute Law (Miscellaneous Provisions) Act 2002 has repealed s.96F of the Real Property Act, which provided for a final (or updating) search of a computer folio. In practice, the section was not used, as searchers preferred to obtain a second search under s.96D before setting a transaction.

On 29 November 2002 the Statute Law (Miscellaneous Provisions) Act (No.2) 2002 made a number of changes to the caveat provisions of the Real Property Act 1900.

Section 74F(5)(b)(viii) was amended to require that where a DX number is given as the address for service of a lapsing notice on a caveator, an alternative non-DX address must also be stated. The purpose of this amendment is to facilitate the service of lapsing notices by persons who are not members of a document exchange.

The administrative procedures for lapsing caveats have been included in the Real Property Act. The main aspects of the enacted scheme are as follows:

- A person seeking the lapsing of a caveat must lodge with the Registrar General evidence of service of the lapsing notice on the caveator within four weeks after the issue of the notice.
- The evidence of service must be in the form of a statutory declaration or such other form as is acceptable to the Registrar General.
- Where the evidence is furnished within the required time and no court order is obtained and lodged, the caveat (totally or partially) lapses when the Registrar General makes an appropriate recording in the Register.
- If the applicant does not produce the evidence, the Registrar General may refuse to take any further action in connection with the notice, or may allow a further four weeks for lodgement of the evidence.

### Conveyancing Legislation Amendment (e-plan) Act 2002

This Act, which was commenced on 19 August 2002, permits the remote electronic lodgement of subdivision and other plans in Land and Property Information, NSW.

#### Strata Schemes Regulation

The Strata Schemes (Freehold Development) Regulation 2002 and the Strata Schemes Leasehold Development) Regulation 2002 commenced on 1 September 2002.

#### Proposed Legislation

- Amendment of Conveyancing Amendment (Mortgagees) Bill
- Amendment of Private Member's Bill to increase the duty of care owed by mortgagees and chargees in exercising their rights against mortgagors was made in Legislative Assembly on 20 September 2002. The Bill has been introduced in the Legislative Council but has yet to be debated.
- A Bill has been prepared to revise the provisions of the Conveyancing Act relating to Powers of Attorney.
- Discussions are currently underway which should lead to modernisation of the Bills of Sale Act and Liens on Crops and Wool and Stock Mortgages Act.
- A proposal is being developed to amend existing legislation to permit the Supreme Court and the Land and Environment Court of NSW to order the transfer of land where there has been an encroachment by a building on the whole or substantial portion of the wrong lot.

## Acts administered by the Department

Access to Neighbouring Land Act 2000 No 2  
 Bills of Sale Act 1898 No 10  
 Botany Cemetery and Crematorium Act 1972 No 6  
 Camperdown Cemetery Act 1948 No 14  
 Chipping Norton Lake Authority Act 1977 No 38  
 (section 7 solely administered by the Minister Assisting the Minister for Natural Resources (Lands) as noted above)  
 Christ Church Cathedral, Newcastle, Cemetery Act 1966 No 20  
 Commons Management Act 1989 No 13  
 Community Land Development Act 1989 No 201  
 Conversion of Cemeteries Act 1974 No 17  
 Conveyancing Act 1919 No 6  
 Conveyancing and Law of Property Act 1898 No 17  
 Crown Lands Act 1989 No 6 (except parts, Minister for the Environment  
 [insofar as it relates to the Crown Reserve known as Jenolan Caves, reserve number 190075 for preservation of caves, preservation of fauna, preservation of native flora and public recreation and the land dedicated for the public purpose of accommodation house D590137 in the parishes of Jenolan, Bombah and Counties of Westmoreland and Georgiana], and Minister for Tourism and Sport and Recreation  
 [insofar as it relates the Crown Reserve known as Parramatta Park reserve number D500239, the Crown reserve known as Wollongong Sportsground, reserve number D580096 for public recreation and tourist purposes, the Crown Reserve known as Newcastle International Sports Centre reserve number D84753 for public recreation, the Crown Reserve known as Newcastle Showground reserve number D570083 for showground])  
 Crown Lands (Continued Tenures) Act 1989 No 7  
 Crown Lands (Validation of Revocations) Act 1983 No 55  
 Encroachment of Buildings Act 1922 No 23  
 Geographical Names Act 1966 No 13  
 Gore Hill Memorial Cemetery Act 1986 No 116  
 Gosford Cemeteries Act 1970 No 84  
 Land Agents Act 1927 No 3  
 Land Sales Act 1964 No 12  
 Liens on Crops and Wool and Stock Mortgages Act 1898 No 7  
 Mudgee Cemeteries Act 1963 No 2  
 Native Title (New South Wales) Act 1994 No 45  
 Necropolis Act 1901 (1902 No 20)  
 Old Balmain (Leichhardt) Cemetery Act 1941 No 12  
 Old Liverpool Cemetery Act 1970 No 49  
 Old Roman Catholic Cemetery, Crown Street, Wollongong, Act 1969 No 56  
 Old Wallsend Cemetery Act 1953 No 5  
 Parramatta Methodist Cemetery Act 1961 No 44  
 Perpetuities Act 1984 No 43  
 Queanbeyan Showground (Variation of Purposes) Act 1995 No 14  
 Real Property Act 1900 No 25  
 Real Property (Legal Proceedings) Act 1970 No 92  
 Registrar-General Act 1973 No 67  
 Roads Act 1993 No 33,  
 Parts 2, 4 and 12 (section 178 (2) excepted) and section 148; and the remaining provisions of the Act so far as they relate to Crown roads (remainder, Minister for the Environment [in so far as it relates to Lord Howe Island], Minister for Roads, and Minister for Local Government [as to s 178 (20) ; Division 2 of Part 3 (in so far as it relates to the widening of a public road for which council is the roads authority)])  
 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

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Strata Schemes (Freehold Development) Act 1973 No 68  
 Strata Schemes (Leasehold Development) Act 1986 No 219  
 Survey Co-ordination Act 1949 No 27  
 Survey (Geocentric Datum of Australia) Act 1999 No 30  
 Survey Marks Act 1902 No 56 Surveying Act 2002 No 83  
 Surveyors Act 1929 No 3  
 Transfer of Records Act 1923 No 14  
 Trustees of Schools of Arts Enabling Act 1902 No 68  
 Valuation of Land Act 1916 No 2  
 Voluntary Workers (Soldiers' Holdings) Act 1917 No 25  
 Voluntary Workers (Soldiers' Holdings) Amendment Act 1974 No 27 (except parts, Attorney General [sections 4 - 9])  
 Wagga Wagga Racecourse Act 1993 No 109, sections 4 and 5 (remainder, Minister for Gaming and Racing)

## Major assets acquired during 2002/03

### Department of Lands

#### Major Additions

Major Building Assets	\$Nil
Plant And Equipment	

#### Total

#### Major Retirements

Major Building Assets	\$Nil
Plant And Equipment	

#### Total

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#### Major Additions

Major Building Assets	\$Nil
Plant And Equipment	

#### Major Retirements

Major Building Assets	\$Nil
Plant and Equipment	

## Major works 2002/03

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

The upgrading of the main mechanical service switchboards, enabling full connection of Heating, Ventilation and Air-conditioning systems (HVAC) to the new Building Management Control System (BMCS). Connection to the BMCS has achieved greater control and scheduling of plant and equipment. In 2003 a 40 year old Centrifugal Chiller has been replaced with two high efficiency screw type chillers. Part of this work also entailed installation of variable speed drives (VSDs) to Cooling Tower motors, Pumps and Fans. Soft start controls have also been installed on 3 Refrigeration Compressors (DX).

## Proposed Works 2003/04

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

## Overseas Travel

Name	Destination	Purpose	Cost \$
Emily Boyd, Sarah Boyd, Elise Boyd, Sandra Boyd	Stockholm, Sweden	Lands sponsored return airfares for four developers from MatMice.com that were selected as a finalist in the Stockholm Challenge.	7,888.75
Warwick Watkins	Wellington, New Zealand 15/05/03 to 18/05/03	To chair ANZLIC meeting in New Zealand	2,688.01
Peter Cunningham	Queenstown, New Zealand	Attend 20th Biennial Conference of Australasian Valuer Generals 23/09/02 to 25/09/02.	3,026.83
Carl Ginger	Auckland, Wellington, Rotorua, New Zealand	To better understand the current needs and future direction of our print customers in New Zealand and assess the quality of our service with the view of improving our level of service. In addition, the visit provided opportunities to discuss with counterpart organisation, land information requirements for New Zealand 14/10/02 to 17/10/02.	926.06
Carl Ginger	Laos	Review the Laos Land Titling project and exercise appropriate project controls, from 30/01/03 to 05/02/03.	3,609.72
Carl Ginger	Manilla, Philippines	Review the Laos Land Titling project and exercise appropriate project controls, from 19/06/03 to 25/06/03.	536.83
Peter Clydesdale	Philippines	Under take an Orthophoto Mapping assignment in the Philippines for the PA LAM Project 11/04/03 to 04/05/03.	432.90
David McDowell	Thailand	Land Titling conference in Bangkok 16/02/03 to 23/02/03.	1,137.83
Anthony Lamb	Ghana	Consultancy services to the World Bank for the mission to Ghana September 2001.	6,420.50
John Murphy	Los Angeles, USA	ESRI ArcGIS Training Program/Workshop on spatial information systems, 14/05/02 to 20/05/02	2,223.65

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## Occupational Health and Safety (OH&S)

The Department of Lands is committed to meeting the occupational health, safety and welfare needs of its employees. The Department's primary objective is to develop, implement and promote safe systems of work that meet its obligations under the Occupational Health and Safety Act 2000. The Department will then seek to exceed these requirements via a process of continuous improvement and the involvement of and consultation with its employees and their unions.

The Department commenced a review of hazards within its workplaces and will seek to ensure that this process comprehends the full range of hazards and levels of risk its employees encounter in the performance of their duties. At the conclusion of this process, a Risk Management Plan will be developed for each work place to articulate the hazards, the control measures and employees with specific responsibilities.

In keeping with its focus on prevention and early intervention, the Department has continued to undertake ergonomic assessments and identify employees with different needs. The Department contracts professional intervention to provide assistance measures ranging from providing advice on customised furniture and equipment through to management of a range of workplace measures. These measures aim to provide appropriate assistance to employees whose circumstances might otherwise lead to injury.

While the focus of Occupational Health and Safety is on injury prevention, workers compensation is a necessary feature of the workplace to assist injured employees to make a successful return to work. Early intervention measures and active management of existing claims is a key strategy to manage both employee return to work and costs associated with compensation claims. The Department will continue to develop and refine these practices.

To improve management of Occupational Health and Safety and Workers Compensation, the Department will seek to establish a range of suitable targets and benchmarks to enable it to measure key performance areas. This approach should assist in broadening commitment to positive outcomes and the managing continuous improvement of relevant Occupational Health and Safety and Workers Compensation systems.

## Workers Compensation Claims and Costs

Year	Total No of Claims	No of Claims Settled	Net Incurred Cost
2000/2001	38	29	\$522,041
2001/2002	45	32	\$562,175
2002/2003	39	12	\$283,749

## Payment of Accounts

Schedule of Accounts Payable	Qtr Ending Sept 2002	Qtr Ending Dec 2002	Qtr Ending Mar 2003	Qtr Ending June 2003
Current (i.e. within due date)	\$91,215.00	\$93,734.00	\$9,284,178.00	\$1,361,672.00
Less than 30 Days	6,087,685	1,092,651	4,319,031	544,063
Overdue 30-60 days	247,768	574,927	806,150	61,643
Overdue 60-90 Days	12,006	579,570	233,400	43,955
Overdue over 90 Days	29,395	19,099	225,625	21,698
<b>Totals</b>	<b>6,468,069</b>	<b>2,359,981</b>	<b>14,868,384</b>	<b>2,033,031</b>

Schedule of Paid on time	Qtr Ending Sept 2002	Qtr Ending Dec 2002	Qtr Ending Mar 2003	Qtr Ending June 2003
	\$,000	\$,000	\$,000	\$,000
Accounts paid on time	50,153,176	54,164,911	73,057,944	108,852,782
Total accounts paid	52,881,722	58,347,908	79,623,700	116,580,550
% accounts paid on time	94.84%	92.83%	91.75%	93.37%
Target % paid on time	92%	92%	92%	92%

## Comment

Payment performance is based on creditor payments made for the Department of Lands and for the following agencies, as a shared service provider:

The Ministry of Energy and Utilities  
Department of Infrastructure, Planning and Natural Resources  
Department of Commerce  
Department of State and Regional Development.

Performance targets were exceeded in all quarters except March, which was impacted by administrative arrangements.

## Privacy Management Plan

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

Agencies have always been expected to put in place appropriate security measures to protect all forms of information including information about their clients.

However, breaches of privacy can also occur by staff not being fully aware of their responsibilities under the Privacy and Personal Information Protection Act. Privacy NSW has therefore developed its own education material and programs to raise awareness of these issues at a general level.

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

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

With the creation of the new Department, the Privacy Management Plan will be reviewed and updated in consultation with management and staff.

As a major provider of Government held information, the Department is committed to be a privacy conscious organisation. Lands, in the past reporting year, commissioned a comprehensive privacy risk assessment in regard to its core business functions associated with administering and distributing property information.

The risk assessment identified three sources of privacy risks categorised as management activities and controls, commercial and legal relationships and technology and technical issues.

A Departmental privacy working group will develop strategies to address identified risks within the new organisation and allocate responsibilities for implementing the strategies developed.

## Publications

### Publications during 2002/03

#### Corporate

2001/2002 Annual Report  
[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

#### Land and Property Information

Image Products - CD ROM  
 NSW Map Catalogue  
 LPI Information Kits  
 LPI Information Bulletins  
[www.lands.nsw.gov.au](http://www.lands.nsw.gov.au)

#### Board of Surveyors of New South Wales

2001/2002 Annual Report

#### Geographical Name Board

2001/2002 Annual Report  
 Commemorative Naming  
 Glossary of Status Values in the Geographical Names Register  
 Guidelines for the Determination of Placenames  
 Naming Proposal Package  
 Determination of Locality/Suburb Names and Boundaries  
 Introduction of New Suburb Names  
 Suburb and Locality Boundaries  
 Proposed Geographical Name Commemorating a Person  
 Guidelines for the Naming of Roads  
<http://www.gnb.nsw.gov.au>

## Waste Reduction and Purchasing Policy

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

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

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

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

Land's recycling activities include:

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



**Aquaculture**

The culture of fish, including fin fish, crustacea and molluscs outside their natural range or habitat.

**ANPS**

Australian National Placename Survey

**ANZLIC**

Australian New Zealand Land Information Council.

**Attribute**

Descriptive information about features or elements of a database.

**Cadastral**

Pertaining to the records of a cadastre, concerned with keeping a cadastre, an official register of property, with details such as boundaries and ownership.

**Cadastral Map**

A map showing legal survey boundaries, portion and plan numbers, parish and county names and boundaries.

**Cadastre**

Boundaries, roads, waterways, parcel identifiers, names, etc. which define the subdivision pattern of a locality on the ground.

**Central Register of Restrictions**

A centralised database containing information on government authorities' proposed interest in parcels of land throughout NSW.

**Certificate of Title**

The registered proprietor's copy of a folio of the Register, being a State Government guaranteed Torrens title to land.

**CGNA**

Committee for Geographical Names in Australia

**Charting Map**

Reference maps on which changes affecting land parcels, such as subdivision or easements, are charted by hand. The maps are used by staff and customers to determine current status of land parcels.

**Client/Server**

A computer system architecture under which the processing is undertaken partly on a central server computer and partly on intermediate servers and end-user client devices. There are various implementation models of this technique, such as two-tier architectures.

**Community Title**

Community title legislation enables shared property (association property) to be created within conventional subdivisions.

**Computerised Cadastral Index**

Land and Property Information's computerised reference map, providing an interface to Integrated Title System (ITS) and the Plan Imaging System, and containing the Digital Cadastral Database (DCDB) and a notations layer of data as the core data sets.

**Contour**

An imaginary line connecting points of equal elevation.

**Control Marks/Points**

A system of survey measured points marked on the ground, which are used as fixed references for positioning other surveyed features.

**Conveyancing**

The branch of legal practice concerned with the transfer of property rights particularly rights in real property.

**Crown Land**

Any land which has not been alienated by the Crown, including Crown tenures (and leased from the Crown).

**Crown Land Information Database**

A database containing graphic and textual information, including land accounts data, relating to leaseholds of Crown land.

**Data Set**

A group of related data elements.

**Database**

A large volume of information stored in a computer and organised in categories to facilitate retrieval.

**Dealing**

A document other than a caveat, which is designed to secure recording in the Register of some disposition or event, such as a transfer of ownership.

**Dealing Imaging System**

System of storing and retrieving electronic images of dealings utilising optical disk technology.

**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.



## Differential Global Positioning System

Two GPS satellite receivers, one at a known position providing positional data to a roving receiver. Applying corrections derived from the fixed receiver increases the accuracy of positional information of the roving receiver.

## Digital Terrain Model

A method of transforming elevation data into a contoured surface or a three dimensional display.

## Digital Topographic Database

The elevation, drainage, transport and cultural components of spatial data held in the NSW Geographic Information System.

## EDM

Electronic Distance Measuring

## ELARD

A pilot project to test the feasibility of Electronic Lodgment and Automatic Registration of Dealings (ELARD) using two types of dealing, Discharge of Mortgage and Mortgage.

## Electronic Commerce

A set of technologies such as electronic service delivery (ESD), electronic document/data interchange (EDI), electronic mail (email), electronic funds transfer (EFT), and workflow combined with business processes to enable users to conduct business electronically.

## Electronic Plan Examination

The comparison of new with old survey information utilising specially developed computer and an electronic survey accurate plan database.

## Electronic Plan 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.

## e-RPforms

An Internet facility that provides for the direct lodgment of plan files with LPI from remote locations.

## Gazetteer

A geographical dictionary.

## Geocentric Datum

A datum that has its origin at the Earth's centre of mass.

## GDA

Geocentric Datum of Australia - a new coordinate framework for Australia, which is compatible with the Global Positioning System (GPS). The GDA was adopted in 1994 and will be implemented by the year 2000.

## Geodetic Survey

A high precision survey that covers a large area and consequently must take into account the effect of the earth's curvature.

## GIS

Geographic Information System - for capturing, storing, checking, integrating, analysing and displaying data that is spatially referenced to the Earth. This is normally considered to involve a spatially referenced computer database and appropriate applications software.

## GPS

Global Positioning System - a system for determining positions using information derived from tracking satellites.

## Information Broker

An agent licensed by LPI to provide remote and value added information services utilising electronic data made available by the Office.

## ICSM

Inter-Government Committee on Survey and Mapping - coordinates and promotes the development and maintenance of key national spatial data, including geodetic, topographic, cadastral and geographical names on a national basis.

## IPW

Integrated Property Warehouse - whole-of-government approach to data sharing.

## ISO 9002/9001

International Organisation for Standardisation guidelines relating to management systems primarily concerned with quality management.

## ITS

Integrated Titling System - LPI computerised record for land titles.

## Land Parcel

An area of land with defined boundaries, which forms the fundamental unit of land information, including information about rights and interests.

## Landsat

American Earth resources satellites that scan the Earth at a variety of wavelengths. The satellites return information that can be used to inventory and analyse a variety of natural and human resources.

## Land Title

The evidence of a person's rights to land.

## Law Stationer

An individual or corporation whose business is to conduct searches of records held by LPI and other registries and to lodge documents in those registries as the agent of legal practitioners.

## Legal Parcel

The smallest parcel of land capable of sale without further confirmation of subdivision. The physical extent of most legal parcels is defined by plans or metes and bounds descriptions held by LPI or the Crown Lands Office.

## Licensed Conveyancer

A person licensed under the Conveyancers Licensing Act 1995 to carry out work involved in property conveyancing transactions.

## LPI

Land and Property Information - a division within the Department of Lands.

## Notice of Sale

A form, which must accompany the lodgment of any document, lodged in LPI, which changes the ownership of land.

## Old System land

Land alienated from the Crown under the English Common Law title system in operation in NSW before 1863, and not yet brought under the provisions of the Real Property Act 1900.

## Orthophotograph

An aerial photograph that has the distortion due to tilt, curvature and ground relief corrected.

## Ortho-refined

Correction of distortion in aerial photographs due to title, curvature and ground relief.

## Photogrammetry

The science of the art of obtaining measurements from photographs to produce planimetric and topographic maps of the Earth's surface and of features of the built environment.

## Photomosaic

An assembly of aerial photographs or other images whose edges are cut and matches to form a continuous photographic representation of a portion of the Earth's surface.

## Plan Imaging System

System of storing and retrieving electronic images of the Office plan file utilising optical disk technology.

## Proclaimed Survey Areas

A proclaimed area in which surveyors carrying out real property surveys are required, under the Survey Coordination Act 1949, to connect to the existing State developed control and place additional marks where appropriate, providing for a more accurate and densely controlled survey network.

## Property HUB

Repository for land information data.

## PSMA

Public Sector Mapping Agencies, public agencies responsible for land information in all jurisdictions.

## PUN

Place Unique Number - a unique number allocated to a place name record in the Geographical Names Register.

## Rasta Data

A picture or image composed of rows and columns of data cells (pixels).

## Remote Sensing

The acquisition of information about the Earth's surface by electronic and/or optical instruments from satellites, airborne platforms or ground observation.

## Rural Road Addressing

The application of an address to properties in rural and remote areas based on distance and from an easily recognised datum.

## Satellite Imagery

A picture of the Earth taken from an Earth-orbital satellite. Images may be produced photographically or by onboard scanners.

## SCIMS

Survey Control Information Management System - survey inquiry and distribution system.

## SCIPS

Survey Control Image Processing System - digital/scanned images of survey mark sketch plans are held in this database. Image data can be accessed through the Survey Services Branch in Sydney.

## Spatial Data

Data pertaining to the location, shape and relationships among geographical features. These can be classified and stored as point, line, polygon, grid cell or object.

## Strata Plan

Strata Plan - a plan lodged for registration in LPI depicting vertical subdivision of land by buildings such as home units.

**The Register**

This is the record kept by the Registrar General of Grants, Folios, and dealings that have been registered pursuant to Section 32 of the Real Property Act 1990.

**Topographical Data**

Data pertaining to representation of physical and cultural surface features.

**Torrens System**

A system employed in all Australian jurisdictions under which title to land is conferred by the official registration of a dealing in that land. Named after its creator, Robert Torrens, who introduced it in South Australia in 1858.

**Valnet**

Valuer General's automated land valuation network.

**Vector Data**

Spatial data in which the location of features is defined by points and straight lines (vectors). A road centre-line network would be described by vector data.

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For more information:

T: 61 2 9228 6666

F: 61 2 9236 7632

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