



# Land and Property Management Authority International Visitors Policy

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Reviewed by:	
Status:	APPROVED
Implementation date:	26/04/2009
Responsible division:	LPI Development Program Support Unit
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Confidentiality category:	Unclassified

## Document sign-off

<b>Des Mooney</b> General Manger, LPI and Deputy Director General	Dated ...../...../.....
<b>Warwick Watkins</b> Director General	SIGNATURE RETAINED ON ORIGINAL Dated ...../...../.....

Document title: Lands International Visitors Policy	Version no.: 1.2	Page 1 of 6
Document ID (TRIM):	Issue date: October 2009	Review date: February 2011

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## Document version control

Version	Date	Author	Summary of changes
1.0	September 2007	Valdi Gravitis	Creation
1.1	February 2009	Valdi Gravitis	Review for submission
1.2	October 2009	Valdi Gravitis	Department of Lands replaced with Land and Property Management Authority

## Superseded policies


ISBN {if applicable}

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## 1. Introduction

The NSW Land and Property Management Authority (LPMA) supports knowledge exchange with governments in other jurisdictions both within Australia and overseas on administrative issues of mutual interest. One of the ways that Lands facilitates this exchange is by hosting international delegations from time to time.

## 2. Purpose of the policy

LPMA International Visitors Policy has been developed to provide overseas governments and their representatives with information about the criteria LPMA applies in considering requests for visits by international delegations, and the procedures for arranging these visits.

## 3. Scope

LPMA International Visitor Policy is an agency wide policy and only applies to all requests for visits by international delegations. All international visit requests will be coordinated through the Development Program Support Unit (DPSU).

## 4. Policy statement

LPMA is pleased to receive visits from overseas delegations in circumstances where the proposed visit:

- Relates to issues administered under the LPMA portfolio; and
- is organised through another NSW or federal government agency; or
- is sought at an official level either directly by the government of the country concerned, or through their local consul or embassy; or
- is a part of broader activities co-ordinated by another NSW or Federal Government agency.

## 5. About LPMA

LPMA's purpose is to provide quality, reliable and timely geospatial information and land information and management products and services in response to community and stakeholder needs.

LPMA incorporates three key divisions:

- Land and Property Information Division (LPI)
- Crown Lands Division
- Soil Conservation Services Division

LPMA is responsible for the following in NSW:

- managing state owned land
- land title registration
- valuation of land
- surveying and mapping
- soil conservation earthmoving and consultancy.

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## 6. Conditions

- Requests for visits are subject to LPMA having resources available to meet with the international delegation at the requested time.
- No fee applies for visits organised through official government channels.
- A fee is charged for visits by international delegations booked through a private organisation either in Australia or overseas. The basic fee structure (including GST) is listed below. A detailed schedule of fees may be provided where relevant.
  - 1-2 hour visit - \$750 AUD
  - Half (½) day visit - \$1,500 AUD
  - One (1) day visit - \$3,000 AUD
- LPMA is not responsible for providing transport to and from LPMA offices or accommodation arrangements. These arrangements and costs are to be met by the international delegation.
- LPMA may decline requests that do not contain adequate information to allow proper organisation of the visit.
- LPMA may decline requests where the call on resources may adversely affect departmental business.
- LPMA will not issue a formal invitation to visitors for visa purposes.

## 7. Procedures

7.1 Requests for visits by international delegations should be made in writing on the letterhead of the:

- Australian or NSW government agency that is coordinating or sponsoring the proposed visit; or
- Government, embassy or consulate of the country requesting the visit; or
- Non-government sponsoring agency.

7.2 The letter should be addressed to:

General Manager LPI  
NSW Land and Property Management Authority  
1 Prince Albert Rd , Queens Square  
Sydney NSW 2000

7.3 The letter must be received by LPMA at least 30 days prior to the date of the proposed visit and must include the following details:

- Proposed date for visit
- Where the delegation is from (country and organisation)
- Delegates' names
- Delegates' titles
- Purpose of visit
- Specific areas of interest within LPMA
- Outcomes delegation wants to achieve through the visit
- Confirmation that the delegates will be accompanied by an interpreter, if one is required.

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## 8. Further information

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