



# Department of Lands

*Land Administration & Management  
Property & Spatial Information*

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15 December 2006

Attention: Mr Denis Helm

## **DEPARTMENT OF LANDS SUMMARY OF AFFAIRS**

**DECEMBER 2006**

Please find enclosed the Summary of Affairs of the Department of Lands (Lands) to be published in the Government Gazette in accordance with Section 14 (1) (b) and (3) of the Freedom of Information Act.

Bruce Robertson  
Freedom of Information Co-ordinator  
Office of the Director General



# **FREEDOM OF INFORMATION ACT, 1989**

## **SECTION 14(1)(b) and (3)**

### **SUMMARY OF AFFAIRS of the**

#### **DEPARTMENT OF LANDS**

**DECEMBER 2006**

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 Lands.

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

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

and the Office of Rural Affairs.

The Department also provides administrative support to:

- Board of Surveying and Spatial Information of New South Wales; and
- Geographical Names Board.

LPI operates as 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.

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 administration of minor ports in New South Wales.

Soil Conservation Service 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 Office of Rural Affairs provides support to the Minister for Rural Affairs and the Government with the identification of key issues and needs of rural people, and improved awareness and access to information and services provided to rural NSW by working with the Regional Community Consultative Committee and collaboratively with government agencies and the broader community.

These areas are serviced by internal corporate support areas, including Financial Services, People and Performance Development Group, Administrative Services, Legal Services, Information Technology and Communications and the Communication Solutions Group.

## **SECTION 1 – Policy Documents**

### **Corporate**

Acceptable Use of Information Technology and Telecommunications Policy  
Access Control Policy  
Accounting Manual  
Anti Virus Policy  
Asset Control Policy  
Business Continuity Management Policy  
Change Management Policy  
Code of Conduct  
Complete Guide to Staff (Induction Manual)  
Conflict of Interest Policy  
Corporate Clothing Policy  
Corrupt Conduct, Maladministration and Serious and Substantial Waste, and Protected Disclosures Policy  
Desktop Replacement Policy  
Equal Employment Opportunity Policy  
Filling of Short Term Vacancies Policy  
Internal Reporting (Protected Disclosures) Policy  
Information Security Policy  
Gifts and Benefits Policy  
Grievance Resolution  
Harassment Free Workplace Policy  
Information Security Policy  
Interim Privacy Management Plan  
Job Evaluation Policy  
Learning and Development Policy  
Management of Consultants and Contractors Policy  
Managing E-Mail Resources Policy  
Mail Server Policy  
Media Policy  
Mobile Phone Policy  
Occupational Health and Safety Policy  
Outside Employment Policy  
Policy for Protection against Malicious Software  
Policy and Guidelines for the use of Departmental mobile telephones  
Queens Square Security Policy  
Records Management Policy  
Risk Management Policy  
Travel Policy  
Workforce Management Plan  
Working From Home Policy

## **Land and Property Information**

- Intellectual Property – Copyright and Licensing
- LPI Privacy Statement
- Suppression of Personal Information in LPI Public registers
- WebGov Policy
- Rating and Taxing Valuations Procedures Manual
- Valuation Contract Management Procedures Manual
- Objection and Reascertainment Procedures Manual
- Administering Procedures
- Valuer-General's Instructions
- Chief Valuer's Instructions
- Technical Instructions

## Surveying

- Surveyor General's Directions for Survey Practice
- Redefining the Queensland-New South Wales Border: Guidelines for Surveyors
- Guidelines for the Determination of the State border between New South Wales and Victoria along the Murray River
- Intellectual Property - Copyright and Licensing
- Rural Addressing: A Model for Systematic Addressing for Rural Properties in New South Wales

## Land Titling

- Registrar General's Directions
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW – Public Consultation Document, May 2004
- Agreement on principles for the development of a roadmap to a national electronic conveyancing system
- National business model for the implementation of a national electronic conveyancing system (Draft)
- National governance arrangements for the establishment of a national electronic conveyancing system (Draft)
- Electronic Settlement, Electronic Lodgment and Automatic Registration of Real Property Dealings in NSW: Public consultation feedback report March 2005
- Manual owner inquiry search requests – policy and procedures

### **Board of Surveying and Spatial Information**

Consideration of Complaints Against Surveyors Policy  
Determination for Continuing Professional Development  
Rules for the Conduct of Examinations for Certificate of Competency as Mine Surveyor

### **Geographical Names Board of NSW**

Dual Naming Policy  
Road Naming in NSW Policy  
Guidelines for the Naming of Roads  
Guidelines for the Determination of Suburbs and Localities in NSW  
Policy on the Position and Extent of Geographical Names  
Policy on the Concurrence for Government Departments for Names Assigned Under Other Acts  
Cultural Designation Guidelines  
Generic Reserve Naming Policy  
Guidelines for the Determination of Place Names  
Primary Source Policy  
Policy On Web Based Submissions For Advertised Proposals  
Policy on Welcome to Country Signs  
Policy on Board Member Induction

### **Crown Lands**

Caravan Park Levy Committee Guidelines for the Administration of Applications for Financial Assistance  
Coastal Crown Lands Policy 1991 – under review  
Crown Lands Caravan Park Policy 1990 – under review  
Crown Lands Foreshore Tenures Policy (Non-commercial Occupations) 1991 – under review  
Crown Lands NSW Business Directive 2004 for Commercial Leasing and Licensing of Crown Land  
Crown Lands Policy for Marinas and Waterfront Commercial Tenures 2005  
Natural Disaster Relief Scheme Guidelines  
Tourist Facilities and Services on Crown Reserves 1997  
Food and Beverage Outlets on Crown Reserves 1997  
A Handbook for Trust Management of Reserved and Dedicated Crown Land  
Public Reserve Management Fund (PRMF) Guidelines– under review  
Fire Protection Policy for Caravan Parks on Crown Reserves and Leasehold Land 2005  
Investment Policy for Trust Boards Managing Crown Reserves and Commons 2005

### **Soil Services**

Staff Borrowing of Equipment Policy  
Non-smoking in the Workplace

Some policy documents are available, free of charge, from the Department of Lands website [www.lands.nsw.gov.au](http://www.lands.nsw.gov.au) which has links to our administrative units. Geographical Names Board policies and guidelines may be accessed at their website [www.gnb.nsw.gov.au](http://www.gnb.nsw.gov.au).

## **SECTION 2 – Statement of Affairs**

A Statement of Affairs was published in the Department's 2004/2005 Annual Report.

The Department's policy documents and Statement of Affairs may be inspected or obtained from the address indicated in Section 3 below.

## **SECTION 3 – Contact Arrangements**

Requests for documents the F.O.I. Act or the Privacy and Personal Information Act in the possession of Lands should be applied for in writing supplying the information required under the appropriate Act or by completing a Department of Lands Request for Access form. The completed written application should be directed to:

The FOI Coordinator  
Bruce Robertson  
Office of the Director General  
1 Prince Albert Road  
Queens Square  
SYDNEY NSW 2000

Telephone: (02) 9236 7773  
Facsimile: (02) 9236 7632  
Office Hours Monday – Friday 8.30 a.m. – 4.30 p.m.

An application fee of \$30.00 is applicable. Processing fees may also be applicable.

**Note:** Land title records, survey records and the Register of Land Values maintained by the Department are in the main PUBLIC RECORDS open to public scrutiny free of charge or for a fee prescribed by Regulations under the various acts administered by the Registrar General, Surveyor General and Valuer General.