

# APPENDICES



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## APPENDICES

### Appendix A

On 20 May 1986, His Excellency, the Governor in Executive Council, approved the establishment of the Department of Land Administration (DOLA). The Public Service Board determined the effective date of operation as 1 July 1986. The Valuer General's Office was established in 1979, in accordance with the *Valuation of Land Act 1978*. On 30 June 2001, the Valuer General's Office merged with the Department of Land Administration, in accordance with section 65 (2) of the *Public Sector Management Act 1994*.

#### Legislation administered

DOLA is responsible for the administration of numerous Acts of Parliament relating to land. Those most directly affecting the Department's daily business activities are:

***Land Administration Act 1997*** – provides for the administration, development and disposition of Crown land; creation and closure of roads; acquisition of land for public works; and full operation of DOLA International.

***Transfer of Land Act 1893*** – establishes the Torrens System of registering freehold tenure, transactions and interests over land.

***Registration of Deeds Act 1856*** – outlines a system of registering conveyances, wills and other deeds affecting land for which no Certificate of Title has been issued.

***Valuation of Land Act 1978*** – established a central valuation authority to record, coordinate and carry out values on property for all rating and taxing purposes within the State.

***Strata Titles Act 1985*** – facilitates the subdivision of land into spaces for home units, and for the management of strata schemes.

***Dampier to Bunbury Pipeline Act 1997*** – DOLA assists the DBNGP Land Access Minister in the administration of the Act.

***Licensed Surveyors Act 1909 and Regulations*** – outlines the rules and guidelines for the conduct of authorised surveys.

***Standard Survey Marks Act 1924*** – outlines rules and guidelines for provision of survey marks.

#### Legislation affecting Departmental activities

In carrying out its business activities, DOLA is affected by more than 100 different Acts administered by other departments or agencies. Some of the most significant of these are:

- Evidence Act 1906
- Freedom of Information Act 1992
- Land Tax Assessment Act 1976
- Library Board of Western Australia Act 1951-1983
- Local Government Act 1995
- Native Title (State Provisions) Act 1999
- Native Title Act (Commonwealth) 1993
- State Trading Concerns Act 1916
- Stamp Act 1921

In the performance of its obligations as a Government department, DOLA complies with the following Acts:

- Anti-Corruption Commission Act 1988-1994
- Disability Services Act 1984
- Electoral Act 1907
- Equal Opportunity Act 1984
- Financial Administration and Audit Act 1985
- Government Employees Superannuation Act 1987
- Industrial Relations Act 1979
- Minimum Conditions of Employment Act 1993
- Occupational Safety and Health Act 1984
- Public Sector Management Act 1994
- Salaries and Allowances Act 1994
- State Supply Commission Act 1991
- State Records Act 2000
- Workers' Compensation and Rehabilitation Act 1981
- Workplace Agreements Act 1993

## Appendix B

### DOLA Pricing Policies

Under Treasurer's Instruction 903, section 4(x), DOLA is required to advise of the policies underlying the pricing of its goods and services. The fees and charges DOLA applies to its products and services are determined by:

- (a) the application of the principle of recovering the full or partial cost of the product or service (which is determined by whether it is categorised as a 'State good' or not); or
- (b) the maintenance of parity pricing with similar products in the market place; or
- (c) as determined by the suppliers, where DOLA acts as the agent.

For the three major categories of products and services provided by DOLA, the following apply:

- Crown land – the reserve price or sale price of land offered for auction or sale, and rentals of leased land are based on the valuation established by the Valuer General's Office. Information regarding land prices is contained in the relevant sales brochures or lists of Land for Sale or Lease in WA. These publications are available from DOLA's Land Administration Services Branch.
- Some Crown land may be sold or leased at reduced or nominal prices, reflecting social benefit issues including closed private streets sold to eliminate nuisances or properties leased to community groups.
- Land registration services – the basis for determining the cost of the service is in accordance with the concepts set out in Section 5 of A User's Guide to the Consolidated Fund Budget Process available from the Department of the Treasury, and the Government's Competitive Tendering and Contracting Guidelines.
- The current list of fees for land registration products and services were implemented on 16 July 2001. It was published in the 13 July Government Gazette.
- Mapping products and services – the prices for these are determined by applying the principles that are set out in the previous paragraphs. Prices currently applying to mapping products and services are available from DOLA's Land Information Products and Services section, Midland.

DOLA has reviewed the pricing of fundamental land information data sets under the State Trading Concerns Act and the WALIS Data Transfer and Pricing Policy.

## Appendix C

### Expenditure specified under the *Electoral Act 1907*

In accordance with Section 175ZE of the *The Electoral Act 1907*, DOLA incurred the following expenditure in:

- Advertising agencies;
- Market research organisations;
- Polling organisations;
- Direct mail organisations; and
- Media advertising organisations.

In relation to particular classes of expenditure, DOLA reports the following:

#### Advertising agencies – \$375,987.68

Advertising for job vacancies, the calling of tenders, and public notices in relation to the sale, lease or development of Crown land as required by *the Land Administration Act*; and corporate communications.

Marketforce .....	\$312,206.00
WA Newspapers Pty Ltd.....	\$130.10
State Law Publisher .....	\$4,650.15
Department of Premier and Cabinet.....	\$10,358.72
Toucan Display Systems .....	\$750.00
Photoplay .....	\$5,663.05
Bulldog Graphics .....	\$2,830.00
<b>TOTAL.....</b>	<b>\$336 588.02</b>

#### Market research organisations – \$69,911.46

Research Solutions .....	\$69.86
Bureau of Tourism .....	\$45.46

#### Polling Organisations – Nil

#### Direct Mail Organisations - \$2,177.50

Disco Direct Mailing Service.....	\$877.50
Post Data.....	\$1,300.00

#### Media advertising organisations – \$32,722.68

Media Monitors.....	\$25,764.45
Rehame Australia .....	\$6,958.23

The total amount paid by DOLA for expenditure specified in the Act during 2002-2003 was \$441,399.66.

## Appendix D

### Wastepaper Recycling

DOLA's Contract and Building Services (CABS) collected 23.150 tonnes of waste paper in 2002-2003.

## Appendix E

### Energy Smart Government Program

In accordance with the Energy Smart Government policy DOLA has committed to achieve a 12% reduction in non-transport related energy use by 2006/07 with a 5% reduction targeted for 2002/03.

Energy Smart Government program	Baseline Data	2002/2003 Actuals	
Energy Consumption (MJ)	2489000	2234200	10.24
Energy Cost (\$)	732548	707889	3.4
Greenhouse Gas Emissions (tonnes of CO <sub>2</sub> )	6362	5711	10.23
Performance indicators			
◆ MJ/sqm	1205	964	20
◆ MJ/FTE	30936	26352	14.82

During the year the following energy saving initiative was undertaken:

- *DOLA entered into a pilot program with Honeywell for Energy Performance Contracting, a first for Government in WA. The contract includes four Performance Improvement Measures upon which the financial guarantee of Honeywell in regards to energy expenditure is reliant upon, and where not achieved, Honeywell will have to meet the shortfall.*

## Appendix F

### Sponsorship Report

DOLA's Sponsorship Policy and guidelines for giving and accepting sponsorships were endorsed in April 1998. In accordance with the policy, the following details are reported:

#### DOLA Sponsorship Received

Organisation	Purpose	Cash	In Kind	Total
StateWest Credit .....	DOLA International			
	Women's Day Breakfast	\$1000 .....		\$1000
StateWest Credit .....	DOLA Fun Run .....	\$400.....		\$400
Total Received .....				\$1,400

International Women's Day is held annually on 8 March. StateWest Credit's sponsorship contributed to the cost of hosting the event.

#### DOLA Sponsorship Given – Nil



## Appendix G

### DOLA and WALIS Publications Available 2002-2003

**DOLA and WALIS publications may be available in one or more of the following formats:**

- Hard copy
- Electronic copy on the DOLA website
- Digital copy (CD-Rom)

#### List of DOLA publications:

A Guide to Strata Titles

Adding a Spouse to Your Land Title – A Guide to Preparing the Documents, March 2002

An Inventory and Condition Survey of the Sandstone-Yalgoo-Paynes Find Area, Western Australia

Application and Transfer of Land by Personal Representative – A Guide to Preparing the Documents, March 2002

Business Activity Profile, 12 issues

Central Map Agency, Historical Plans, Exploration Plans, Early Crown Survey Maps, French Exploration Charts

Central Map Agency, Catalogue of Products and Services

Changing Name on Certificates of Title due to Marriage – A Guide to Preparing the Documents, March 2002

Changing Names and Addresses on Certificates of Title – A Guide to Preparing the Documents, May 2000

Changing your Birth Name on Certificates of Title, October 2001

Conveyancing Support Service

Crown Registration Guidelines for Western Australia (1999)

Crown Lands:

Creation of Roads (April 1999)

Crown Land Sales (May 1999)

Crown Easements (May 1999)

Crown Leases (May 1999)

Land Acquisitions (May 1999)

Management of the Crown Estate (May 1999)

Pastoral Leases (May 1999)

Reserves (May 1999)

Road Closures and Disposals (May 1999)

Customer Information Bulletin, Number 124-130

Customer Accounting System (CAS) — Conditions of Use, November, 1993

Customer Product Guides

Customer Remote Searching System – Conditions of Use, November 1993

Customer Remote Search System – A Better Way to Access land information, January 2002

Customer Remote Search Internet Guide

Customer Remote Search Users' Manual

Customer Service Bulletin – New Access Arrangements and Prices for Spatial Cadastral Information and Tenure Information

DOLA Annual Report 1999-2000

DOLA Bulletin, fortnightly staff information bulletin, 26 issues

DOLA Code of Corporate Governance Practice (August 1999)

DOLA General Conditions of Contract

DOLA, Looking After Your Interests in Land (2nd Edition, June 1998; two reprints)

DOLA Products and Services Guide, Second Edition, 1995

DOLA's Code of Business Conduct (revised June 1998)

DOLA'S Information Statement (revised May 2000)

DOLA International – Partnering Development of Sustainable Land Administration Systems

Draft Data Standards for Some WALIS Data Sets (For Comment), October 1998

EAS2 Users' Manual

Emergency Services Directory – Perth North Region

Emergency Services Directory – Avon Region

Faxing – The DOLA Way

Fieldbook Presentation of Subdivisions By Early Issue of Title Procedures – Examples of Preferred Practice

- Geographic Name Approvals in Western Australia, two issues  
 GDA 94 Brochure  
 Government Land Administration in WA, April 2001  
 Helpful Hints on Strata Development, August 1995, (Revised)  
 How to Complete an Historical Search, February, 1995  
 How to Prepare an Application for New Title to Replace One Lost or Destroyed, October 2002  
 How to Register a Notification of Change of By-Laws on Strata Plans  
 How to Register Exemptions from Certain Provisions from Strata Plans Comprising Three to Five Lots  
 Land Enquiry Centre, Materialise Hardcopy (Report/Plot) Products  
 Land Enquiry Centre, Microfiche Products  
 Land for Sale or Lease, 12 issues  
 LandMarks magazine, four issues  
 Land Monitor—Monitoring for Management  
 Land Development Process Using Early Issue Procedure  
 Land Lingo—A Glossary of Definitions and Terms Used in Land Administration, 3<sup>rd</sup> Edition, June 1997  
 Land Titles Registration Practice Manual, Edition 7, February 2001  
 Land Titles Survey and Plan Practice Manual  
 Maps and Their Uses Booklet  
 Native Title in Western Australia, 1995  
 New Horizons Strategic Plan 2000-2005, March 2000  
 PanAIRama CDs  
 Pastoral Lands Board  
     Destocking of Leases  
     Management of Goats on Pastoral Leases  
     Guidelines for the Preparation of a Management Plan  
     Sale and Transfer of Leases  
     Standard Conditions for Transfer for a Pastoral Lease  
     Subleasing of Leases  
 Principles, Policies and Procedures Geographic Names Committee, February, 1994  
 Registrar's Practice Note, one revision  
 Remote Sensing Services, AGIMAGE On-farm Use of Satellite Data  
 Remote Sensing Services, Monitoring and Managing — The Fight Against Fire Using the NOAA-AVHRR Satellite  
 Remote Sensing Services, Vegetation Watch Project — Questions and Answers  
 Remote Sensing Services, Services and Products from Earth Observation by Satellite  
 Remote Searching — DOLA Technology Helping You, December, 1993  
 Report on Damage Caused by the Flood of the Ashburton River in February 1997  
 Searching for Land Information  
 Simple Transfer of Land – A Guide to Preparing the Documents, October 2002  
 SmartRegister Project Brochures  
 Guidelines to Using SmartRegister  
 The Future is SmartRegister  
 Changes to Customer Remote Search and Search Transmission Centre  
 Title Ordering  
 State Maps  
     1:25,000 Topographic  
     1:50,000 Topographic/Cadastral  
     1:1,000,000 Road Maps  
     1: 3,000,000 Road Maps  
 StreetSmart® City and Town Series Maps  
     Albany  
     Avon Arc  
     Broome & Kununurra  
     Bunbury  
     Busselton & Dunsborough  
     Collie  
     Geraldton  
     Kalgoorlie  
     Karratha & Dampier  
     Mandurah  
     Margaret River & Augusta  
 StreetSmart® Street Directory 2001, 2002, 2003  
 StreetSmart® Street Express 2000, 2001, 2002

**StreetSmart® Touring Maps**

Pilbara  
 South west corner  
 Southern Forests  
 Batavia Coast  
 Gascoyne Coast  
 Greater South West  
 Kimberley  
 Lower Great Southern  
 Goldfields-Esperance  
 Mid west

**StreetSmart® Perth & Environs****StreetSmart® MetroMaps, 18 in series****StreetSmart® Metro Local Government Authority & Locality Boundaries****StreetSmart® City to Bush Series Maps****StreetSmart® Metro Arterial Roads****StreetSmart® Perth CBD****StreetSmart® Fremantle CBD****StreetSmart® Mandurah CBD****StreetSmart® Perth Inner Metro****StreetSmart® Various Town Maps****StreetSmart® Eastern Stirlings Maps****StreetSmart® LAS Regional Boundary Maps****StreetSmart® Local Government Authority Maps with Street Addresses****Strata Titles Manual (1999)****Survey Marks in Pastoral Areas****Survivorship Application Upon Death of a Joint Tenant – A Guide to Preparing the Documents, October 2002****Transfer of Land following Divorce, a guide to preparing the documents, March 2002****Transverse Mercator Project Grids 1995****WASTAC Annual Report 1997, 1998 and 1999****Welcome to Your New Address****Your Guide to Lodging a Caveat under Section 137, May 1997 (Revised)****List of WALIS Publications**

Guidelines for the WALIS Pricing and Transfer Policy

Information About Your Corner of the World

Introducing the WALIS Council, November 1998

Interrogator, CD-Rom, April 2001

Proceedings of WALIS Forum – 1994 –2000, 2002

WA Atlas Flyer and Postcard

WALIS Pricing and Transfer Policy for Land and Geographic Information held by Western Australian State Government agencies

WALIS Strategic Directions 2000-2001

Travellers Atlas of WA Edition 7