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APPENDICES

Appendix A

On 1 July 2003, the Department of Land Information was formed, having previously been known as the Department of Land Administration. 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

DLI 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 DLI 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.

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, DLI 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, DLI 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

DLI Pricing Policies

Under Treasurer's Instruction 903, section 4(x), DLI is required to advise of the policies underlying the pricing of its goods and services. The fees and charges DLI 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 DLI acts as the agent.

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

- Land registration services – the basis for determining the cost of the service is in accordance with the concepts set out in "Costing and Pricing Government Outputs – Guidelines for Use by Agencies" produced by the Department of Treasury and Finance.
- The current list of fees for land registration products and services were implemented on 7 July 2003. The various regulations detailing the fee structure were published in a special Government Gazette on 30 June 2003.
- 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 DLI Midland.
- Valuation services are priced in accordance with the Valuation of Land Act and full cost recovery principles.

DLI 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, DLI 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, DLI reports the following:

Advertising agencies – \$

Advertising for job vacancies, the calling of tenders, and public notices as required by the Land Administration Act; and corporate communications.

Marketforce	\$81,337.99
Department of Premier and Cabinet.....	\$6,531.00
State Law Publisher	\$1,589.00
The West Australian newspaper.....	\$46.00
Price Advertising & Co.....	\$31,014.00
TOTAL.....	\$120,517.99

Market research organisations – \$

Research Solutions	\$65,244.00
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Polling Organisations – Nil

Direct Mail Organisations - \$

Post Data.....	\$4,234.00
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Media advertising organisations – \$

Sensis.....	\$19,262.00
Rural Press.....	\$110.00
Australian Government Directory	\$600.00
Farm Weekly	\$266.00
TOTAL.....	\$20,238.00

The total amount paid by DLI for expenditure specified in the Act during 2003-2004 was **\$210,233.99**.

Appendix D

Wastepaper Recycling

(contributes to Goal 3 of the Strategic Planning Framework – The Environment)

DLI collected 17,364kg of waste paper in 2003/2004.

Appendix E

Energy Smart Government Program

(contributes to Goal 3 of the Strategic Planning Framework – The Environment)

In accordance with the Energy Smart Government policy DLI has committed to achieve a 12% reduction in non-transport related energy use by 2006/07 with a 6% reduction targeted for 2003/2004.

Energy Smart Government program	Baseline Data	2003/2004 Actuals	Variation %
Energy Consumption (GJ).....	24,780.....	18,142.35	26.79
Energy Cost (\$)	725,352.....	609,365.....	15.99
Greenhouse Gas Emissions (tonnes of CO2).....	6,334.....	4,788.....	24.41
Performance indicators			
• MJ/sqm.....	1205.....	762.....	36.76
• MJ/FTE.....	30,936.....	20,814.....	32.72

Appendix F

Sponsorship Report

(contributes to Goal 5 of the Strategic Planning Framework – Governance)

DLI'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:

DLI Sponsorship Received

Organisation	Purpose	Total
StateWest Credit	DLI International Women's Day Breakfast.....	\$1000.00
StateWest Credit	DLI Fun Run	\$400.00
TOTAL		\$1,400.00

DLI Sponsorship Given

Organisation	Purpose	Total
6PR	Charity event	\$365
Curtin University – surveying students	Kimberley Trek – re-enactment of Morgan survey.....	\$2000
Australasian Remote Sensing and Photogrammetry Conference	20 conference registrations for DLI staff, booth and naming in support of the Conference	\$10,000
Australian Property Institute	General sponsor	\$10,000
TOTAL		\$22,365

Appendix G

Recordkeeping Plans

(contributes to Goal 5 of the Strategic Planning Framework – Governance)

Recordkeeping training was reviewed during the drafting of the Recordkeeping Plan. Recordkeeping training, including advice on recordkeeping responsibilities and use of the records management system, is provided to all new employees. The training is to be extended to all employees to ensure improved understanding of recordkeeping responsibilities.

Appendix H

Public Interest Disclosures

(contributes to Goal 5 of the Strategic Planning Framework – Governance)

DLI has published its Public Interest Disclosure Policy, along with procedures and guidelines, on the internal staff intranet system. This also provides commonly asked questions and answers for the information of staff.

The Manager of Strategic Human Resources is available to answer questions for staff on the policy. The Acting Manager of Legal Services Branch has been appointed as DLI's Public Interest Disclosure Officer.⁸

Appendix I

DLI and WALIS Publications Available 2003-2004

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

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

List of DLI publications on website:

Titles

How to change details on a title
 Registration Forms
 Registration fees
 Notices to Surveyors
 Customer Information Bulletins
 CRS User Manual - An Easy Guide To Searching and Ordering
 CRS User Manual - Full version
 Land Titles Registration Practice for WA
 Survey And Plan Practice Manual
 Report to the Competition Policy Unit, Legislative Review of the Licensed Surveyors Act 1909

Title searching

General Search Order Form
 For Searching Account customers (CAS):
 CAS Conditions of Use and Application Form
 CRS Conditions of Use and Application Form
 Request for Dealing Search
 Item Unknown Order Form
 Check Search Order Form
 General Order Form
 Survey Order Form
 Manual Request for Paper Title
 Request for Status Report
 Request for Certified Copies
 Item Known Order Form
 Field Book Order Form

Strata

Strata Titles Manual
 Strata Titles information booklet (A Guide to Strata Titles)

⁸ Refer also to 'People at DLI'

Mapping and imagery

Using maps of Western Australia - a DLI produced map use booklet

Corporate

LandMarks - a magazine for customers and staff

Land Matters - a newsletter for government digital data customers

Business Activity Profiles

General conditions of contract

Annual reports

Aerial Photography Brochure (124kb - PDF format)

Valuation Service Brochure (887kb - PDF format)

Freedom of Information - Application (pdf)

Freedom of Information - Information Statement (pdf)

New Horizons - Strategic Plan 2002-2005

Providing Access to Land Information (pdf)

Government Land & Property eBusiness Solutions (pdf)

Media releases

List of Total Publications

A Guide to Strata Titles

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

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

Business Activity Profile

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

Customer Information Bulletin

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

DLI Annual Reports

DLI Bulletin, fortnightly staff information bulletin

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)

DLI Products and Services Guide

- DOLA Information Statement (revised May 2000)
- DLI 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
- Emergency Services Directory – Peel West Region
- Faxing
- 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
- LandMarks magazine
- Land Monitor—Monitoring for Management
- Land Development Process Using Early Issue Procedure
- Land Lingo—A Glossary of Definitions and Terms Used in Land Administration, 3rd Edition, June 1997
- Land Matters
- Land Titles Registration Practice Manual, Edition 7, February 2001
- Land Titles Survey and Plan Practice Manual
- Maps and Their Uses Booklet
- Mapping Matters
- Native Title in Western Australia, 1995
- New Horizons Strategic Plan 2000-2005, March 2000
- PanAIRama CDs
- Principles, Policies and Procedures Geographic Names Committee, February, 1994
- Products and Services Catalogue
- 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 and Kununurra
 Bunbury
 Busselton and Dunsborough
 Collie
 Carnarvon
 Esperance
 Geraldton
 Kalgoorlie/Boulder
 Karratha and Dampier
 Mandurah
 Margaret River and Augusta

StreetSmart® Street Directory

StreetSmart® Street Express

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 and Environs

StreetSmart® MetroMaps, 18 in series

StreetSmart® Metro Local Government Authority and 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 Reports

Welcome to Your New Address

Your Guide to Lodging a Caveat under Section 137, May 1997 (Revised)

List of WALIS Publications

Custodianship Guidelines

Guidelines for the WALIS Pricing and Transfer Policy

Information About Your Corner of the World

Introducing the WALIS Council, November 1998

Interrogator, CD-Rom, 1997, 1998, 1999, 2001

Proceedings of WALIS Forum – 1994 –2000, 2002, 2003

WA Atlas Flyer and Postcard

WALIS News Issues 1 – 22

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

WALIS Strategic Directions, 1998-2000, 2000-2001