

Appendices

Appendix A

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:

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 and to undertake other valuation consultancy for Government.

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

Land Administration Act 1997

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 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 - Nil

Market research organisations

Research Solutions	\$73,106.47
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Polling Organisations – Nil

Direct Mail Organisations -

Disco Direct Mailing Services	\$1,590
Lasermail	\$2,786.39
Northside Distributors	\$2,089.56
TOTAL	\$6,465.95

Media advertising organisations

Markeforce Productions	\$34,019.14
Britel Enterprises	\$302.73
Cambridge Media	\$310.00
Seek Ltd	\$270.00
Sensis Pty Ltd	\$2,640.00
Miscellaneous	\$1,819.84
TOTAL	\$39,361.71

The total amount paid by DLI for expenditure specified in the Act during 2004/2005 was **\$118,934.13**.

Appendix D

Wastepaper Recycling

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

DLI collected 19,945 kg of waste paper in 2004/2005.

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 8% reduction targeted for 2004/2005.

Energy Smart Government program	Baseline Data	2004/2005 Actuals	Variation %
Energy Consumption (GJ)	24,780	17,542	29.21
Energy Cost (\$)	725,352	595,254	17.94
Greenhouse Gas Emissions (tonnes of CO ₂)	6,334	4,435	29.98
Performance indicators			
◆ MJ/sqm	1,205	739	38.68
◆ MJ/FTE	30,936	19,690	36.36

The first full 12 months of the Performance Improvement Measures of the Energy Performance Contract at the DLI Midland building came into effect for 2004/2005, and its achievements are reflected in the above results.

Staff education and awareness initiatives on energy saving also continued, with the new induction process containing a component on DLI's commitment to energy saving. As a result, the participation of staff in energy reduction initiatives was noted to increase.

The Department of Land Information has now completed a full 12 months of the performance improvement measures within the Energy Performance Contract at the DLI Midland building during the 2004/2005 financial year and the achievements are reflected in the above results.

The Department also undertook the following initiatives:

- Purchasing of Multi Functional Devices to lower the number of printers and facsimile machines within the building;
- Purchasing energy efficient computer hardware and software; and

- Reiterating to staff via the Intranet the savings achievable by turning off computers, screens, facsimiles, printers prior to departing each evening.

The Department is now entering into the implementation of Stage 2 of the Performance Improvement Measures (PIM's) within the Energy Performance Contract. Further savings during the 2005/06 financial year from the new PIM's have been guaranteed within the contractual arrangements.

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 Society	International Women's Day function	\$1,500
Statewest Credit Society	DLI Fun Run	\$400
	TOTAL	\$1,900

DLI Sponsorship Given

Organisation	Purpose	Total
Property Education Foundation	Education	\$750
Australian Property Institute	General sponsor	\$5,000
Spatial Sciences Institute	National Summit	\$3,000
	TOTAL	\$8,750

Appendix G

Recordkeeping Plans

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

The Department of Land Information's *Recordkeeping Plan 2004*, required under s19 of the *State Records Act 2000*, was approved for a period of five years by the State Records Commission on 7 October 2004.

The following information is provided as required by *State Records Commission Standard 2*.

The efficiency and effectiveness of current recordkeeping systems were evaluated during the development of the *Recordkeeping Plan 2004*. A re-evaluation is planned during the implementation of an electronic document and records management system.

In accordance with the Plan, online recordkeeping training was introduced in May 2005 for all employees. The training provided employees with awareness of recordkeeping principles and issues and supported compliance with the Plan. All staff have enrolled in the training with more than 25% having successfully completed the course. A review of the effectiveness of the online training is planned during the second year of its implementation.

As part of the department's induction program, new employees are enrolled in the training and required to complete the course within two months of appointment. The training refers to the department's recordkeeping policies that describe employees' recordkeeping responsibilities.

Training in the use of the records management system itself is also provided to all employees.

Appendix H

Freedom of Information

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

Information Statement

A legal right of access is provided to documents held by all State and Local Government agencies by the Western Australian *Freedom of Information Act 1992*.

Freedom of Information (FOI) Applications for 2004/2005

Three valid applications were received seeking access to non-personal information. Statistics about those applications are provided in the Information Commissioner's Annual Report at www.foi.wa.gov.au.

Information Enquiries

Requests for access to documents should be made, in the first instant, to the Customer Service Officers at the department's public counter. Often material may be made available without the need to formalise a request under Freedom of Information.

A formal FOI application is required to access documents that are not available as part of the normal course of business.

Receipt of FOI Applications

FOI applications, payments, correspondence and general enquiries should be directed to:

DLI FOI Coordinator,
Head Office
PO Box 2222,
Midland WA 6936;
Telephone (08) 9273 7565
Facsimile (08) 9273 7666.

FOI application forms are available from the department's website at <http://www.dli.wa.gov.au> or from the FOI Coordinator.

Fees and Charges

The rate of fees and charges are set under the FOI Act.

- Application fee for non-personal information is \$30.00.
- There are no fees for applications for personal information about the applicant.
- Charges for dealing with the application are set at a standard rate of \$30.00 per hour, or pro rata for a part of an hour.
- Charges for supervising inspection of documents are set at a standard rate of \$30.00 per hour, or pro rata for a part of an hour.
- Charges for photocopying are \$30.00 per hour for staff time and 20c per copy.
- Charges for time taken by staff transcribing information from a tape or other device are set at a standard rate of \$30.00 per hour, or pro rata for a part of an hour.
- Charges for duplicating a tape, film or computer information will be the actual cost.
- Charges for delivery, packaging and postage will be the actual cost.

Processing Applications

Processing of FOI applications is coordinated centrally while initial decision making is generally decentralised to the managers responsible for the issue in question, due to their knowledge of current action.

Notice of Decision

Applicants are provided with written notice of the department's decision including the following information:

- date of the decision;
- name and designation of the decision-maker;
- reasons for deleting any matter;
- reasons for deferring access;
- arrangements for giving access;
- reasons for refusing access to any matter;
- the amount and basis for any charges levied; and
- the rights of review and procedures to be followed.

Review Rights

If the applicant or third party is aggrieved with a decision made by the department, they have the right to submit a written request for a review of that decision. This must be done within 30 days after being given notice of the decision. The review will be conducted by a person other than the person who made the original decision, is not subordinate to that person, and is usually a member of the Legal Services branch. The department must respond with a written notice of decision within 15 days. There is no lodgement fee payable for internal reviews.

If the applicant or third party is still aggrieved, they may lodge a written complaint to the Office of the Information Commissioner within 60 days following the internal review decision (30 days for third parties). The Commissioner's decision is final unless an appeal is made to the Supreme Court on a question of law.

Amendment of Personal Information

Personal information held on the public registers maintained by the department in accordance with statutes, such as Land Title Registers maintained under the *Transfer of Land Act*, may be amended in accordance with procedures set out in the legislation.

Other personal information held on departmental records may be amended by application to the FOI Coordinator. This provision exists to ensure the department does not unfairly harm the person referred to, misrepresents facts about them or does not give a misleading impression.

Applicants must provide details and, if necessary, documentation in support of their claim to amend inaccurate, incomplete, out of date or misleading information.

Appendix I

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 Manager of Legal Services Branch has been appointed as DLI's Public Interest Disclosure Officer.

Appendix J

Corruption Prevention

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

In 2004/2005, DLI increased its focus on managing the risk of corruption and misconduct within the agency. The following measures were taken to reduce the risk of corruption and misconduct:

- A staff awareness program was run including sessions led by the Chief Executive and an in-house seminar run by the Corruption and Crime Commission;
- Information regarding corruption and misconduct prevention was disseminated to staff via the intranet and the DLI Bulletin (internal newsletter);
- A number of new security features were developed for Certificates of Title to reduce the risk of fraud;
- Steps were taken towards ensuring that when DLI staff move to different locations, they do not accumulate security accesses that they no longer need or have authority for; and
- The DLI Procurement process was upgraded through DLI's Enterprise Business Information System (EBIS). The new requisition-based procurement process ensures a more reliable level of compliance to DLI procurement policy.

In addition to the above, DLI already had a number of mitigation strategies in place, such as:

- A Gifts and Hospitality register, which requires the disclosure of the acceptance or refusal of gifts, benefits or hospitality over the value of \$30; and
- The DLI Staff Induction process, which includes the provision of codes and policies relevant to the appropriate conduct and behaviour required within the agency.

DLI is currently in the process of reviewing, identifying and assessing organisational risks relating to corruption and misconduct.

Appendix K

Sustainability

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

A qualitative summary of how DLI is addressing the targets and priority areas set in its Sustainability Action Plan.

DLI took major strides forward in its goal of supporting the sustainable economic, social and environmental management and development of the State. The agency's commitment to these goals has been incorporated into the new DLI Strategic Plan for 2005/2010, the 2005/2006 Corporate Balanced Scorecard and the draft Bill for the Land Information Statutory Authority. In addition to these high-level achievements, there have been a number of other achievements, on both Corporate and Operational levels, such as:

- Meaningful and effective public engagement was facilitated by the continued consultation with key stakeholders regarding the establishment of the statutory authority and other issues that may have a significant impact such as:
 - SLIP;
 - Landgate;
 - Geodetic network review;
 - Developments in emergency management; and
 - E-Government initiatives generally.
- The milestones for the Shared Land Information Platform (SLIP), a project that will enable sharing of spatial information and infrastructure between agencies, were met as per the SLIP Implementation Plan.
- Procedures are in place to meet Government policy requirements for purchases below and in excess of \$20k. Environmental impact issues and *Waste 2020* objectives are being included in the contract specifications and selection criteria of at least 80% of all appropriate Tender documentation and Evaluation and Selection Reports.
- DLI's plan to reduce annual energy costs through its Energy Performance Contract exceeded targets. Three new performance measures developed in 2004/2005 will realise even further savings in 05/06.
- A water audit utilising DLI Performance Improvement Measures was conducted and completed for the DLI Midland Office.

Appendix L

DLI and WALIS Publications Available 2004-2005

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)

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

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

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® 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

StreetSmart® Discover Western Australia Wineries Western Australia map

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

Data management guidelines

Guidelines for the WALIS Pricing and Transfer Policy

Information About Your Corner of the World

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

Proceedings of WALIS Forum – 1994 –2000, 2002, 2003, 2005

Value of the Western Australian Land Information System

WA Atlas Flyer and Postcard

WALIS News Issues 1 – 24

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

WALIS Strategic Directions, 1998-2000, 2000-2001

WALIS Strategy 2004-07