

Government Information (Public Access) Act 2009 (GIPA Act)

LPI Information Guide

1. Introduction and contents of this guide

The Land and Property Information's (LPI) Information Guide tells you in general terms;

- The structure and functions of LPI – refer section 2
- How LPI functions affect the public – refer section 3
- How the public can participate in the formulation of LPI's policy and exercise of its functions – refer section 4
- The kinds of government information held by LPI – refer section 5
- The kinds of government information LPI will make available to the public and how – refer section 6
- Information that is not available in response to an access application – refer section 7
- Where to find our more information – refer section 8

2. Our Structure and Functions

Land and Property Information (LPI), a division of the Department of Finance and Services, is responsible for administering a range of legislation which provides the framework for land titling and conveyancing, surveying and mapping, valuation and related matters underpinning the economy of New South Wales. By supporting the statutory functions of the Registrar General, Surveyor General and the Valuer General, LPI protects land titles in NSW, maintains and promotes standards that ensure secure, consistent and quality spatial and valuation information is provided to the whole of government and community.

LPI operations are managed by four main groups: Titling and Registry Services, Valuation Services, Information Sourcing and Land and Property Products and Services. LPI has also invested in key development programs including initiatives relating to national electronic conveyancing, electronic plan lodgment and spatial data infrastructure.

Titling and Registry Services (TRS)

TRS creates and maintains land titles records evidencing the legal ownership and registered interests for land parcels in NSW. Its main aim is to provide systems to ensure timely and accurate examination and registration of plans and documents relating to land within NSW while ensuring compliance with statutory requirements. Its activities underpin over \$100 billion of economic activity related to land development and transactions in NSW each year.

Valuation Services

Valuation Services provides services on behalf of the Valuer General under a Service Level Agreement. This includes the provision of rating and taxing valuations, determining compensation following compulsory acquisitions and providing specialist property advice to government and the public. Land values are made in accordance with the Valuation of Land Act, 1916 and are provided to the Office of State Revenue and councils for taxing and rating purposes. Valuation Services contracts out the provision of the majority of land valuation services to external valuation firms. Valuation Services delivers valuations to agencies and the community, maintains the Register of Land Values on behalf of the Valuer General, audits and quality assures land valuation services provided by contractors, manages contracts, manages objections and appeals and provides compensation and special valuations services. The commercial activities of the group deliver commercial property

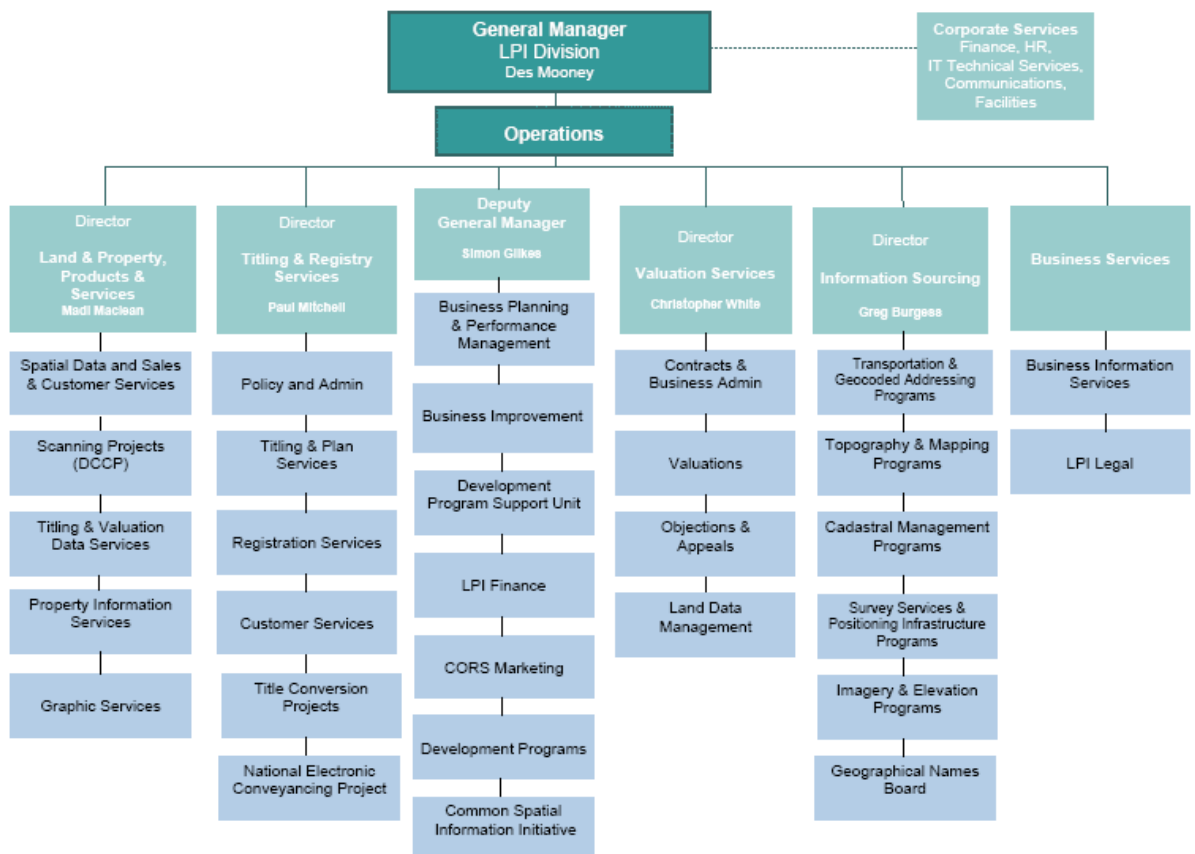
valuation advice to state and local government agencies on a commercial fee for service basis.

Information Sourcing

Information Sourcing maintains and enhances fundamental layers of the NSW Spatial Data Infrastructure (SDI), ensuring they meet standards of currency, quality, content, coverage and accuracy. These layers comprise survey, topography, imagery and elevation, addresses, geographic names, property and administrative boundaries.

Land and Property Products and Services

Land and Property Products and Services (LPPS) is responsible for LPI product and service delivery. LPPS manages the wholesale distribution network for LPI's title information, property sales information and map products; the business relationships and website communications for government and professional users of the SIX Portal, which is the platform for LPI online services; and LPI's e-retail outlet, LPI Online Shop, aimed at the general public.



3. Effect of LPI functions on the public

Land and Property Information provides the community with essential land information and secure, accurate and efficient land title registration services.

Land values are supplied to councils every 3 or 4 years (the timeframe is requested by the individual council). The land values are one of the bases used by these authorities in the calculation of the landowner's rate liability. Land values are provided to the Office of State Revenue annually and are used for the calculation of landowners' land tax liability.

The Spatial Data Infrastructure components are maintained by LPI in concert with other government infrastructure. LPI provides a single integrated view of the administrative, natural and built landscape of NSW.

4. Public participation in policy development Stakeholder Engagement

Titling and Registry Services interacts mainly with professionals operating in the property conveyancing industry – surveyors, solicitors, licensed conveyancers, law agents and financial institutions - acting on behalf of clients including the general public.

Quarterly meetings are held with key stakeholders including the Law Society of New South Wales, the Institution of Surveyors and the Association of Consulting Surveyors and Document Lodgment Clients, including financial institutions and law agents to exchange information and consider policy issues and ideas. Regular stakeholder liaison meetings are also held with property sales information clients, information brokers and Government Property Register clients.

Valuation Services regularly participates in committees and conferences allowing key external stakeholders to be engaged in land valuation policy and processes. These include:

- NSW Parliament - Joint Committee on the Office of the Valuer General
- Valuation Quality Assurance Committee – contains internal and external stakeholders
- Attendance at meetings and conferences held by the Local Government Revenue Professionals
- Office of State Revenue/LPI liaison committee
- Land Value Advisory Group and Land Value Improvement Group - Valuer General/stakeholder system improvement and governance processes
- Industry engagement through the Rating & Taxing Liaison Group

Key surveying and Spatial Information stakeholder engagement include:

- Auscope GNSS Committee
- Intergovernmental Committee for Surveying and Mapping (ICSM)
- Inter-agency Riparian Boundaries Working Group
- National Roads Working Group
- Imagery NSW
- Standards Australia – TC211 Geographic Information Systems Committee
- Standards Australian Subcommittee – IT-027-02 Data Management and Interchange
- Surveying and Mapping Managers Forum
- ANZLIC, the Spatial Information Council
- PSMA Australia
- The Committee for Geographic Names of Australia
- Surveying and Mapping Industry Council of NSW
- University of NSW School of Surveying and Spatial Information Advisory Board
- NSW Addressing Working Group
- NSW Spatial Council and related Working Groups

Customer Service and Feedback

The LPI customer service call centre provides advice to LPI customers generally through various communication channels including telephone and website. Feedback regarding our services and products is always welcome.

LPI also provides a Valuation Customer Service Centre to give landowners information and advice about their land value. Customers can provide feedback to the customer service centre or to the Valuer General which may be considered in the formation of valuation policies and processes.

National Electronic-Conveyancing (NEC)

NEC is an initiative driven by industry and all State and Territory governments to build a single national electronic system to lodge and settle property transactions. The implementation of NEC is expected to provide industry and government with a more efficient system for property transactions enabling better, faster and cheaper services to buyers and sellers of real estate everywhere in Australia. The first stages of the system are expected to be available in 2013.

As part of a program of work to implement the legislation, business practice and systems changes required for electronic conveyancing in NSW, LPI regularly releases industry consultation papers and hosts associated forums on the development of electronic conveyancing. More information is available on our website at <http://necnsw.lpi.nsw.gov.au/>.

5. The kinds of government information held by LPI

Types of information available on our website

- Our Access to Information page which includes information on GIPA, our disclosure log, how to request information and our policies;
- Our Publications page which includes brochures and fact sheets, annual reports, and general publications including circulars and bulletins;
- Information relating to public exhibitions, announcements and media releases are available on the website home page;
- Specialist information for LPI services can be found on our website www.six.nsw.gov.au, including titling information, aerial mapping and land valuation searches. Information about our public registers is also available here.

LPI has regulated fees for products and services including land titles, property information, land valuation and Water Access Licence Register. More information about LPI fees and charges is available at www.lpi.nsw.gov.au/land_titles/fees.

Registrar General's Directions

The Registrar General's (RGs) Directions website is an online guide to land title practice and procedures. It provides comprehensive information about legislative and other requirements relating to the preparation of plans and documents intended for lodgment and registration with the Land and Property Information (LPI) Titling and Registry Services group.

Surveyor General's Directions

The Surveyor General's (SGs) Directions provide an online guide to survey practice and procedures. The Directions provide best practice information to assist surveyors in meeting the statutory standards for surveys in NSW, including surveys for lodgment and registration with LPI.

Disclosure log

A disclosure log is a record of information that LPI has released under the *GIPA Act 2009*, often in response to a specific request from an individual or organisation that LPI thinks will also be of interest to other members of the public.

The disclosure log sets out the date the decision was made to release the information, a description of the information released and details about whether that information is currently available and how it can be accessed.

Register of government contracts

All contracts over \$150,000 that LPI enters into with the private sector must be recorded in the register of government contracts, which is published on the [NSW Government tenders website](#).

6. Kinds of information LPI will make available to the public and how?

Information available on informal request

In general we will provide the following types of information in response to an informal request:

- Copies of correspondence, where the person requesting the correspondence is the author;
- Documents that contain only personal information about a particular individual, and that is the person who is requesting the information;
- Documents that have already been made public in some other way;
- Other reasonable requests for information; the release of which would not raise any potential concerns in terms of public interests considerations against disclosure.

LPI reserves the right impose conditions in relation to the use or disclosure of information.

Information available in response to an access application

An access application may be made for all other information held by LPI (other than certain “excluded information”, set out below).

Access applications are subject to application fees and processing charges in accordance with the Government Information (Public Access) Act 2009.

7. Information not available in response to an access application

LPI will not release information if there is an overriding public interest against the disclosure of the information or where there is a conclusive presumption of overriding public interest against disclosure as outlined in [Schedule 1 to the GIPA Act](#).

Some examples of information that cannot be released in response to an access application include:

- Cabinet information (as defined in item 2 of Schedule 1 of the GIPA Act);
- Executive Council information (as defined in item 3 of Schedule 1 of the GIPA Act);
- Documents that are subject to Parliamentary privilege, such as draft answers to Questions on Notice (item 4 of Schedule 1 of the GIPA Act); and
- The Register of Pecuniary Interests kept under the Ministerial Code of Conduct (item 11 of Schedule 1 of the GIPA Act).

8. Where to find out more information

You can [contact us](#) regarding information access requests and enquiries.

LPI Information and Privacy

Co-ordinator

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Office of the Information Commissioner

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