

Appendices



Appendix 1

Senior Executive Service Positions

Total CES/SES Number of Positions, as at 30 June 2006.

CES/SES Level	Total
8	
7	1
6	
5	3
4	3
3	
2	
1	
Total	7

Notes:

1. At 30 June 2006 most of these positions were newly created and were filled through acting arrangements, pending the outcome of formal recruitment processes;
2. for Executive Service positions for Growth Centres Commission and Honeysuckle Development Corporation reference should be made to those organisation's Annual Reports.
3. Jason Perica, Executive Director, Strategic Sites and Urban Renewal was appointed post 30 June 2006.

Executive Remuneration and Senior Executive Performance Statement

CES/SES Officers Level 5 and Above

Name: Sam Haddad

Position and Level: Director General, SES Level 7

Period in position: 10 Oct 05 – 18 Nov 05 (acting) appointed on 21 Nov 05

Remuneration as at 30 June 06: \$335,200 plus Recruitment Allowance of \$35,000

Achievements include:

- successfully delivered significant operational, policy and legislative reforms, including a streamlined assessment and approvals regime for major infrastructure and development projects and state significant sites, and implemented a strategic, streamlined policy framework to guide local planning;
- completed and implemented the Metropolitan Strategy, including the launch of the 'City of Cities - A Plan for Sydney's Future', the development of city centre plans and chaired the Metropolitan CEOs Group (comprising 26 state agencies);
- led cross-government and industry groups such as the Land Supply Taskforce and the Employment Lands Taskforce;
- managed the development of draft Regional Strategies for the Lower Hunter, Far North Coast, South Coast and Illawarra regions;
- provided strategic and timely advice to the Minister;
- provided strategic direction for the department, including leading the Planning Executive, advising and motivating the Executive team and re-focusing departmental resources on clear corporate priorities through organisational re-structure and development of a corporate plan;



- initiated capacity building programs, including the Young Planning Professionals Group;
- maintained and improved key stakeholder partnerships.

Name: Jennifer Westacott

Position and Level: Director General, SES Level 8

Period in position: 29 August 05 – 7 October 05

Remuneration as at 7 October 05: \$358,050 plus \$20,000 recruitment allowance

Achievements include:

- provided leadership and direction for the new Department of Planning and timely and strategic advice to Ministers;
- implemented major planning reforms;
- provided strategic leadership in metropolitan planning through the development of the Metropolitan Strategy;
- chaired the Board of Management and directed the implementation of corporate priorities and flagship projects.

Name: Gary Prattley

Position and Level: Executive Director, Office of Major Projects, SES Level 5

Period in position: 29 August 05 – 11 November 05

Remuneration as at 11 November 05: \$219,917 plus \$26,000 recruitment allowance

Achievements include:

- completed a review of the supply and demand for open space across the Metropolitan Region;
- developed a structure plan and vision to guide the delivery of the Western Sydney Parklands;
- undertook forward planning to facilitate the preservation of new rail corridors to access the North West and South West Growth Centres;
- facilitated the establishment of the Growth Centres Commission, including coordination of Board appointments and progression of the Land Release program.

Name: Stephen Alchin

Position and Level: Executive Director, Transport Planning, SES Level 5

Period in position: 29 August 05 – 21 October 05

Remuneration as at 21 October 05: \$213,420

Achievements include:

- provided strategic transport input to the development of the Metropolitan Strategy;
- continued collection and publication of transport data and population projections;
- directed strategic transport advice to the Parramatta Road Taskforce, including the development of innovative models for funding transport infrastructure;
- led the development of advice to government on the means of increasing the proportion of containers moved to/from Port Botany by rail.

Appendix 2

Overseas Visits

Name	Title	Destination	Purpose	Funded From
Chris Johnson	Executive Director Cities and Centres	Toronto Canada	To attend Metropolis Conference to report on preparations for Sydney Metropolis 2008	Dept of Planning
Susan Macdonald	Director, Policy and Heritage Management	Rome Italy	To attend an expert meeting at the International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM) about the delivery of training in the future	ICCROM
Susan Macdonald	Director, Policy and Heritage Management	Xian China	To present Australia's nomination of the Sydney Opera House to the International Conference of the International Council on Monuments and Sites (ICOMOS) in Xian	Heritage Office
David Nutley	Heritage Officer, Maritime Archaeologist	China	To attend meeting and conference as Australia's representative on the International Committee for Underwater Cultural Heritage (ICUCH), a scientific committee of COMOS	Heritage Office



Appendix 3

Consultants Engaged

Consultancies \$30,000 or greater

Environmental		Cost \$
SGS Economics	Review employment land options as part of the Metropolitan Strategy	127,000
BIS Shrapnel	Review economic drivers for protection of employment land in residential areas	40,000
Pittendrigh Shinkfield Bruce Pty Ltd	Prepare Masterplan and Development Control Plan for Penrith Lakes Parklands	150,000
J Wyndham Prince Pty Ltd	Undertake design work for a flood free bridge crossing at South Creek as part of the Penrith Lakes flood evacuation strategy	35,000
Sub total		352,000
Consultancies less than \$30,000		
Sub total (33 consultancies)		395,000
Total cost		\$747,000

Demand Management Project Consultancies

These funds are recovered externally from Energy Australia and Transgrid.

Consultancies \$30,000 or greater

Engineering		Cost \$
APP Corporation Pty Ltd	Engineering specialist required to develop and manage programs of the Demand Management Project	345,000
Asset Technologies Pacific Pty Ltd	CBD Investigation Project	136,000
Econnect Australia Pty Ltd	Conduct the feasibility studies for the Standby Generation Projects	46,000
Energetics Pty Ltd	Implement and manage the contract activities of the CBD Investigation Projects	158,000
Energetics Pty Ltd	Implement and manage the contract activities of the 5 MVA Investigation Projects	48,000
Energetics Pty Ltd	Implement and manage the contract activities of the Remaining Site Investigation Projects	140,000

Engineering		Cost \$
LC Associates Pty Ltd	Provide technical expertise in financial services, database development and project management	65,000
Manly Council	Provide technical expertise and generate network for the Residential Project	50,000
Orbis Environmental Pty	Engineering specialist required to develop and manage programs of the DMPP.	246,000
Orbis Environmental Pty	Engineering specialist required to develop and manage Energy Efficiency Programs	33,000
Orbis Environmental Pty	Engineering specialist required for the Standby Generation Project	36,000
Parsons Brinckershoff	Implement and manage the contract activities of the CBD Investigation Projects	177,000
Parsons Brinckershoff	Implement and manage the contract activities of the Remaining Site Investigation Projects	115,000
Randwick City Council	Provide technical expertise and generate network for the Residential Project	50,000
SKM Pty Limited	Produce the St George Sutherland Validation Report	37,000
SKM Pty Limited	Provide technical expertise in the Energy Efficiency Projects	33,000
SKM Pty Limited	Provide technical expertise in database development	42,000
SMEC Australia Pty Ltd	Implement and manage the contract activities of the Remaining Site Investigation Projects	44,000
Synergy Thermal Technologies Pty Ltd	Provide technical expertise in designing project documents of the Heating, Ventilation & Air Conditioning Projects	31,000
University of Sydney – Warren Centre	Provide technical experts for the Warren Centre Low Energy High Rise Project	50,000
Sub total		1,882,000
Consultancies less than \$30,000		
Sub total (28 consultancies)		337,000
Total cost		2,219,000



Appendix 4

Publications

The following publications were published during the reporting period.

This list does not include:

Plans or regulations gazetted in the NSW Government Gazette;

Regular planning circulars which are available on the department's website.

Alterations and Additions fact sheet

Assessing Historical Importance; A Guide to the state Heritage Register Criterion A

Audit report, Ashton coal mine

Audit report, Dendrobium coal mine

Audit report, M5 East Motorway and fact sheet

Audit report, Ulan coal mine

BASIX Alterations and Additions Cost Estimate

BASIX Completion Receipt Information Package

BASIX definitions dated: 30/06/2006

Changes to Environmental Planning and Assessment Act information session briefing notes

Changes to the Regulatory Scheme for BASIX from 1 October 2005

City of Cities: A Plan for Sydney's Future

Coal Mining Potential in the Upper Hunter Valley - Strategic Assessment

D.I.Y. Thermal Comfort Method

Design in Context; Guidelines for Infill Development in the Historic Environment

Development contributions practice notes relating to commencement of EP&A Act Amendment (Development Contributions) Act

Draft Amendment to Major Projects SEPP for Redfern Waterloo sites

Draft Amendment to Sydney Regional Environmental Plan No. 28

Draft Guideline on Community Consultation Committees for new mines

Draft State Environmental Planning Policy (SEPP), regulation, structure plan and structure plan explanatory notes for Sydney Region Growth Centres

Energy target fact sheet July 06

Energy target increase - cost of technology options

Environmental Planning and Assessment Bill fact sheets – An Overview, Planning Administrators and Planning Assessment Panels, Development Contributions

Fact sheets:

How the Standard LEP will benefit councils

How the Standard LEP will benefit business

How the Standard LEP will benefit the community

How the Standard LEP will benefit homeowners

Fact sheet accompanying proposed amendment to Sydney Harbour Catchment REP

Fact sheet: Critical infrastructure projects

Fact sheet: Environmental safeguards

Fact sheet: Independent hearing and assessment panels

Fact sheet: Part 3A and the planning reforms

Fact sheet: Project applications under Part 3A: steps in the process

Fact sheet: The community and major projects

Fact sheets accompanying draft SEPP

Far North Coast regional strategy (Draft)

Heraldic Survey and Heritage Assessment: Model Brief

Heritage Council of NSW and Heritage Office Annual Report 2004-05

Heritage Council of NSW and Heritage Office
Annual Report Summary

Heritage NSW, Autumn 2006, Vol. 13, No. 1

Heritage NSW, Summer 2005, Vol.12, No.2

Household Travel Survey 2003

Household Travel Survey 2004

Independent Hearing and Assessment Panels
Expressions of Interest information pack

Interpreting Heritage Places and Items;

Kurnell Land Use Safety Study (Draft)

LEP Review Panel Fact Sheet

Lower Hunter regional strategy (Draft)

Metropolitan Strategy April 2006 and May 2006
E-Newsletters

Multi-Unit Energy and Peak Demand Study

NSW Government Plan for Western Sydney
Employment Hub

NSW Major Projects Assessment System –
A Community Guide

NSW State and Regional Population Projections
2001-2051

Population NSW Bulletin 3

Population NSW Bulletin 4

Population NSW Bulletin 5

Port Botany: Sydney Container Growth

Proposed amendment to Sydney Harbour
Catchment REP

S117 Directions – Comparison of new and old
directions

S117 Directions – Comparison of old and new
directions

Schedule of changes to the BASIX tool

Sharing Sydney Harbour Access Program
– Funding Offer

Smoke Alarms Advisory Note

Smoke Alarms Fact Sheet – Owners of houses
and residential flat buildings

Smoke Alarms Fact Sheet – Shared
Accommodation Buildings

South Coast regional strategy (Draft)

Standard Exemptions for Works Requiring Heritage
Council Approval, revised edition;

Standard LEP and planning reform: questions and
answers

Standard LEP practice notes

Standard Local Environmental Plan Practice Notes
(Definitions, Standard Zones and Clauses)

Standard Local Environmental Plan Questions
and Answers

TDPC News December 2005

TDPC News September 2005

Thermal Comfort Assessment Report

Thermal Comfort Index: Information for Assessors

Thermal Comfort Protocol: dated 30/09/2005

TPDC News March 2006

Transfigures December 2005 – Household Travel
Survey regional estimates

Transfigures March 2006 – Trip Flows into Sydney
and other regional cities

Updated Ministerial Section 117 directions

Using the Standard LEP: help note

What's in the draft Standard LEP package: outline

The following websites were maintained during the reporting period:

www.basix.nsw.gov.au

www.bpb.nsw.gov.au

www.heritage.nsw.gov.au

www.metrostrategy.nsw.gov.au

www.planning.nsw.gov.au



Appendix 5

Freedom Of Information

During the ten months of 2005-06, the department received 91 new Freedom of Information (FOI) applications. All the applications were non-personal and the majority were from developers seeking documents relating to the commercial affairs of third parties and statutory planning functions of the department.

Of the 91 applications to be processed:

- 29 were granted full access;
- 18 were granted partial access;
- 28 were refused access;
- 1 was transferred to another agency;
- 6 were withdrawn at the applicant's request;
- 9 were carried forward to the next reporting period.

Of the 46 cases where access was refused either in full or in part, 10 applications were refused because the applicant did not pay the required advance deposit towards the cost of processing the application. The other 36 applications were refused on one or more of the following grounds:

- 4 – processing would cause unreasonable diversion of the department's resources;

- 9 – the documents were otherwise available;
- 14 – the documents requested were not held;
- 18 – the documents were held to be exempt.

Seven applications for an internal review were received. In six cases, the original determination was upheld. In one case, the original determination was varied and additional documents were released.

Two cases were finalised by the Office of the Ombudsman and four cases were finalised by the Administrative Decisions Tribunal. These six matters related to applications initially lodged with the previous Department of Infrastructure, Planning and Natural Resources.

No applications were received for an amendment or notation of personal records, no Ministerial certificates were issued.

Compliance with the provisions of the FOI Act did not have a significant impact on the administration of the department.

FOI Statistics

Section A – Number of new FOI Requests from 29/8/05 to 30/6/06

FOI Requests	Personal	Other	Total
New (inc transferred in)	0	91	91
Brought forward (from DIPNR)	0	0	0
Total to be processed	0	91	91
Completed	0	75	75
Transferred Out	0	1	1
Withdrawn	0	6	6
Total processed	0	82	82
Unfinished (carried forward)	0	9	9

Section B – Results of completed requests

Result of FOI request	Personal	Other
Granted in full	0	29
Granted in part	0	18
Refused	0	28
Deferred	0	0
Completed	0	75

Section C – Ministerial Certificates

There were no ministerial certificates issued during this period.

Section D – Formal Consultations

Number of requests requiring formal consultations	41
Number of consultations undertaken	229

Section E – Amendment of personal records

There were no requests for amendments of personal records.

Section F – Notation of personal records

There were no requests for notation of personal records.

Section G – FOI Requests granted in part or refused

Basis for disallowing access: (28 applications refused, 18 granted in part)

Basis for partial access or refusal	Personal	Other
S.19 (application incomplete, wrongly addressed)	0	0
S.22 (deposit not paid)	0	10
S.25(1)(a1) (diversion of resources)	0	4
S.25(1)(a) (exempt)	0	18
S.25(1)(b), (c), (d) (otherwise available)	0	9
S.28(1)(b) (documents not held)	0	14
S.24(2) (deemed refused, over 21 days)	0	0
S.31(4) (released to Medical Practitioner)	0	0
Total	0	55

Note – the total need not reconcile with the refused requests total as there may be more than one reason cited for refusing an individual request.



Section H – Costs and fees of requests processed

	Assessed Costs	FOI fees received
All completed requests	\$25,421	\$15,998

Section I – Discounts allowed

Types of discount allowed	Personal	Other
Public Interest	0	4
Financial hardship – Pensioner/child	0	2
Financial hardship – non-profit organisation	0	0
Significant correction of personal records	0	0
Total	0	6

Section J – Days to process

Elapsed Time	Personal	Other
0 – 21 days	0	33
22 – 35 days	0	37
Over 35 days	0	5
Total	0	75

Section K – Processing time

Processing Hours	Personal	Other
0 – 10 hours	0	52
11 – 20 hours	0	14
21 – 40 hours	0	7
Over 40 hours	0	2
Total	0	75

Section L – Reviews and Appeals

Reviews and Appeals	
Number of Internal Reviews finalised	7
Number of Ombudsman Reviews finalised	2
Number of ADT appeals finalised	4

Details of internal Review Results

Basis of internal review Grounds on which internal review requested	Personal		Other	
	Upheld	Varied	Upheld	Varied
Access refused	0	0	2	0
Deferred	0	0	0	0
Exempt matter	0	0	4	1
Unreasonable charges	0	0	0	0
Charge unreasonably incurred	0	0	0	0
Amendment refused	0	0	0	0
Total	0	0	6	1

Statement of Affairs

The Freedom of Information Act 1989 gives the public the legal right to:

- obtain access to documents held by the department;
- request amendments to records of a personal nature that are inaccurate; and
- appeal against a decision not to grant access to a document or to amend personal records.

Under the Freedom of Information Act 1989, the department is required to publish an annual Statement of Affairs. This annual report includes all the requirements of the department's Statement of Affairs including the structure and functions of the department; how these functions affect the public; how the public can participate in the department's policy development; the kinds of documents the department holds; and how members of the public may access and amend the department's documents.

Programs and activities

The structure and functions of the department, how these functions affect the public and how the public can participate in the department's policy development are detailed elsewhere in this annual report. Information on the department's programs and activities, publications and its policies can also be accessed on the internet at www.planning.nsw.gov.au.

Documents held

The department holds the following categories of documents:

- policy documents and correspondence;
- documents on internal administration;
- policy, minutes and correspondence to/from boards and committees; and
- policy documents and correspondence concerning grants, agreements and contracts.

Under the Privacy and Personal Information Protection Act 1998 the department holds certain classes of personal information as shown in Appendix 6.

Accessing the department's documents

Policies and publications can be accessed in several ways:

- Internet www.planning.nsw.gov.au;
- Library, 10 Valentine Avenue, Parramatta (by appointment) – Phone 9895 7100 or by inter-library loan procedures;
- Information Centre, 23–33 Bridge Street, Sydney. Unless otherwise indicated, policy documents are free but many publications are available for purchase. Phone 9228 6333 or email information@planning.nsw.gov.au. Copies of the department's publications may also be obtained from the online bookshop at www.bookshop.nsw.gov.au;
- FOI Manager (see below).



Accessing and amending the department's documents

Requests under the FOI Act for access to documents held by the department are the responsibility of the department's FOI Manager.

Applications for access to documents under the provisions of the Freedom of Information Act 1989 must be in writing, either on an application form or by letter, accompanied by the \$30 application fee and directed to:

FOI and Privacy Unit

Department of Planning, GPO Box 39, Sydney NSW 2001

Phone (02) 9228 6116, Fax (02) 9228 6120

FOI application forms may be obtained by contacting the FOI & Privacy Unit who can also assist with completion of the application or on the department's website www.planning.nsw.gov.au. Copies of documents may be requested, or originals may be made available for examination in certain circumstances.

Processing an FOI request

The FOI Unit will acknowledge the request and provide a determination concerning access, normally within 21 days. If the processing time has to be extended, the FOI Unit will keep the applicant informed as to the progress of their application. The applicant may be required to clarify the request and sometimes a request may be referred to another department if the request is more closely connected to the functions of that department.

Access to documents may be refused if a document is held to be exempt under Schedule 1 of the FOI Act. The FOI Unit will provide reasons why the document is exempt in a letter of determination. If a request for access is refused, the applicant has rights of review and appeal, firstly by applying for an internal review of the decision. If required, an external review by the Office of the Ombudsman may be requested and/or an appeal may be lodged with the Administrative Decisions Tribunal (ADT).

Charges for Access

Charges for processing an FOI application are set out in the table below. There is a 50 percent discount for people who can demonstrate financial hardship, or if release of the document is in the public interest.

Nature of Application	Application Fee	Processing
Access to records by natural persons about their personal affairs, the first 20 hours	\$30	\$30 an hour after the first 20 hours
All other requests	\$30	\$30 per hour
Internal review (all circumstances)	\$40	Nil
Amendment of records	Nil	Nil

Amendment to Personal Records

Applicants can request an amendment of documents containing information about their personal affairs where they consider that the information is incomplete, incorrect, out-of-date or misleading. If the department refuses to amend the record, the applicant has the right to include with the record a statement outlining why they consider the record to be incorrect and any information they feel is necessary to correct the record, complete it or bring it up-to-date.

Applications must in writing, identify the information alleged to be incorrect, provide details why the information they want amended is incomplete, incorrect, out-of-date or misleading, and, if necessary, supply documentation in support of their claim.

Freedom of Information Requests to the Heritage Office: 1 July 2005 – 3 March 2006

Nine applications in relation to issues concerning the Heritage Council of NSW and the Heritage Office were processed between 1 July 2005 and 3 March 2006, when the Heritage Office was integrated into the Department of Planning. In the case of eight applications, full access was granted to all documents requested. In one case, access was refused on the grounds that the Heritage Office did not hold any relevant documents.

Four applications required third-party consultation and five of the applications were completed within statutory time limits. The Heritage Office did not raise any additional charges in relation to processing the applications which took approximately 64 hours in total.

There were no ministerial certificates issued during this period, no requests for amendments of personal records, no requests for notation of personal records and no requests for internal or external review.



Appendix 6

Privacy

In the 2005-06 reporting period, there were no requests for access to documents, no applications for an internal review and no complaints under the Privacy and Personal Information Protection Act 1998.

As required under the Privacy and Personal Information Protection Act 1998, the department has a Privacy Management Plan governing the collection, retention, accuracy, use and disclosure of personal information, including rights of access and correction. The Privacy Management Plan is currently under review.

The department is committed to ensuring the protection of the right to privacy of its staff and clients.

To ensure the protection of privacy of its clients the department:

- documents policy as required by sections 14, 15, 53, 57 and 58 of the Privacy and Personal Information Protection Act 1998;
- has application forms and guidelines for making privacy applications;
- has a privacy site on the intranet, where the Privacy Guidelines are published;
- has included privacy notices on all compliance documentation.

The department holds the following classes of personal information:

Acquisition and Disposal Files – Land Management Branch

Applications for accreditation as a private certifier

Applications to Modify a Development Consent

Caravan Park Register

CARMS Database

Complaints – Call Centre (Communications Branch Complaint Form)

Complaint files – accredited certifiers

Complaint files – Regional Offices

Complying Development Certificate Applications

Complying Development Certificates

Construction Certificate Applications

Construction Certificates

Consultants Register

Contract Files

Correspondence Files

Design Quality Program Records (UDAS)

Development Application Submissions

Development Applications (Integrated Approvals)

Development Applications (Non-Integrated Approvals)

Financial Accounting Database

Fire Safety Certificates

Notice to Commence

Notifications of appointment of accredited private certifiers

Occupation Certificate Applications

Occupation certificates

Oral History Project (SSDC)

Personnel Records

Photo Library (Communications Branch)

PlanFIRST Regional Forums Records

Protected Disclosure Files

Public Sector Infrastructure Projects records (under Part 5 EP&A Act)

Questionnaires

Registered Ministerial Letters

SEPP 10 Property Files

Stakeholder Databases

Subdivision Certificate Applications

Subdivision Certificates

Submissions (From the public, government and business sector regarding the development of draft legislation, practice notes, policies and guidelines)

Submissions (From the public, government and business sector regarding statutory advertisements as required under the EP&A Act)

Urban Design Advisory Service Workshop

Attendance Lists (UDAS).

Urban Development Program Submissions

Worktracking Tool Database

Appendix 7

Acts Administered, Legislative Change and Significant Judicial Decisions

Allocation of the Administration of Acts 2006

Minister For Planning

Blue Mountains Land Development (Special Provisions) Act 1985 No 55

Botany and Randwick Sites Development Act 1982 No 99

Building Professionals Act 2005 No 115

Callan Park (Special Provisions) Act 2002 No 139

Clyde Waste Transfer Terminal (Special Provisions) Act 2003 No 88

Environmental Planning and Assessment Act 1979 No 203

Growth Centres (Development Corporations) Act 1974 No 49, (except parts, Minister for Commerce)

Heritage Act 1977 No 136

Kooragang Coal Terminal (Special Provisions) Act 1997 No 138

Land Development Contribution Act 1970 No 24

Land Development Contribution Management Act 1970 No 22

Landcom Corporation Act 2001 No 129

National Trust of Australia (New South Wales) Act 1990 No 92

Port Kembla Development (Special Provisions) Act 1997 No 40

Sir Henry Parkes National (War) Memorial Museum and Library Act 1957 No 47

State Environmental Planning (Permissible Mining) Act 1996 No 27

Sydney Harbour Foreshore Authority Act 1998 No 170

Walsh Bay Development (Special Provisions) Act 1999 No 3

Warnervale Airport (Restrictions) Act 1996 No 57

Western Sydney Regional Park (Revocation for Western Sydney Orbital) Act 2001 No 60

Significant Judicial Decisions

Patrick Autocare Pty Limited v The Minister for Infrastructure, Planning and Natural Resources (No. 2) [2005]

In November 2004, the Land and Environment Court dismissed a challenge to the validity of the Minister's determination of a development application for an inter-modal container terminal.

Patrick Autocare Pty Limited appealed against the Minister's deemed refusal of its DA for an intermodal cargo facility. The Minister argued that it was not appropriate to determine phases 2 and 3 of the proposed development prior to the finalisation of the Sydney Metropolitan Freight Strategy and the Ports Freight Plan.

The government had also not finalised its preferred options for container movement and intermodal terminal locations in the Sydney metropolitan area.

Despite these issues, the Court granted consent for the proposed development. In doing so, it refused to give the Ports Freight Plan any significant weight because there was no finalised and clear policy. The Plan, while relevant, was 'too incomplete and uncertain to form a basis for the Court to exercise its jurisdiction to refuse consent.'

Botany Bay City Council v Minister for Planning & Anor [2006]

Botany Bay City Council unsuccessfully challenged the validity of a consent for a new container terminal and associated infrastructure at Port Botany.



The Council argued that the development consent was invalid because:

- i) There was no valid development application ("DA") because the environmental impact statement ("EIS") was invalid;
- ii) In the absence of a valid DA there was nothing to which the Minister could grant consent to; and
- iii) The Minister had failed to adequately consider the impact of noise from trucks and vibrations from road and rail traffic.

A Commission of Inquiry was held into the environmental aspects of the development pursuant to s119 (1) of the Environmental Planning and Assessment Act 1979 (the EP&A Act).

The Court held that the DA (including EIS and supplementary information) was valid and that the impacts of noise from trucks and vibrations from road and rail traffic were considered by the Minister when he granted the consent.

Tugun Cobaki Alliance v Minister for Planning and RTA [2006]

The Alliance challenged the validity of the Minister's decision taken under Part 3A of the EP&A Act to approve an application by the RTA to carry out the part of the Tugun Bypass located in NSW. Initially, the RTA had sought approval under Division 4, Part 5 of the EP&A Act (repealed upon the introduction of Part 3A).

The Alliance based its challenge on a number of procedural matters which is alleged the Minister and the department had failed to comply with. On 14 July 2006, the Land and Environment Court rejected these arguments and upheld the validity of the Minister's approval.

The decision of Justice Jagot is the first decision on the operation of Part 3A of the EP&A Act and, specifically, the transitional provisions under the EP&A Regulation.

It provides valuable insight into the practical requirements placed on the Director General and the Minister in the Part 3A process and the documentation required to support a Part 3A approval made by the Minister. The Alliance has lodged an appeal.

Gales Holdings Pty Ltd v Minister for Planning & Anor [2006]

The Minister successfully defended a challenge to the validity of his consent for an aquaculture facility at Cudgen to breed Moreton Bay Bugs.

The development application was lodged as a state Significant Development (SSD) prior to the introduction of Part 3A. State Environmental Planning Policy No. 62 – Sustainable Aquaculture (SEPP 62) also applied to the DA. The majority of the development site, other than the seawater supply works complied with the zoning requirements under SEPP 62.

The development application was determined after Part 3A was introduced into the EP&A Act. The Minister relied on transitional provisions when he granted the consent.

The consent has been the subject of a number of Court cases. In the first case, the Land and Environment Court held that the Council, not the Minister was the proper consent authority and declared the Minister's consent to be invalid. The Court of Appeal unanimously reversed this decision. Subsequently, in the third case, the Land and Environment Court also rejected a further challenge to the validity of the consent based on an argument that the development needed to be accompanied by an environmental impact statement.

Bungwahl Action Group Inc. v Minister for Planning & Ors

In July 2006, the Land and Environment Court upheld the validity of the Minister's development consent for the construction of a tourist facility on Smiths Lake. The Action Group unsuccessfully argued that the Minister did not have the power to grant the consent, and that he had failed to take into account the proposed use of the land for a surf camp and entertainment facilities. The Court also agreed with the Minister that adequate noise assessment had been conducted by the applicants.

When the development application was lodged in July 2004 with the department, the development was state significant development under SEPP 71. The relevant provisions of SEPP 71 were repealed on 25 May 2005 by the State Environmental Planning Policy (state Significant Development)

2005 ("SEPP (SSD)"). The Court accepted the Minister's submissions that the savings and transitional provisions in the SEPP (SSD) applied to the development application. These provisions brought the undetermined development application under the pre-existing regime, despite the changes made by SEPP (SSD).

Legislative Change

Regional Environmental Plan (REP)

Lord Howe Island REP 2005

Drinking Water Catchments REP No. 1

SREP (Sydney Harbour Catchment) 2005

State Environmental Planning Policy (SEPP)

SEPP – Development on Kurnell Peninsula Growth Centres Commission Order 2005

SEPP NO. 63 – Major Transport Projects (Am No 3)

SEPP No. 71 – Coastal Protection (Am No 4)

SEPP Development on Kurnell Peninsula

SEPP (state Significant Development) 2005 (Am No. 1)

SEPP (ARTC Rail Infrastructure) Amendment 2005

SEPP (Building Sustainability Index: BASIX) Amendment Policy 2005

SEPP (Major Projects) 2005 (Am No 3)

SEPP (Sydney Metropolitan Water Supply) (Am No. 1) 2005

SEPP (Major Projects) 2005 (Am No 2)

SEPP No. 71 – Coastal Protection (Am No 4)

SEPP (Major Projects) Amendment (Luna Park Site) Policy 2005

SEPP (Seniors Living) 2004 (Am No 1)

SEPP No. 4 – Development Without Consent & Miscellaneous Exempt & Complying Development (Am No 17)

SEPP 63 – Major Transport Projects (Am No 4)

Regulations

EP&A Amendment (Development Contributions) Regulation 2005

Environmental Planning & Assessment (Infrastructure and Other Planning Reform) Regulation 2005

EP&A Amendment (Sydney Opera House Management Plan) Regulation 2005

Heritage Regulation 2005

EP&A Amendment (ARTC) Regulation 2005

EP&A Further Amendment (Building Sustainability Index: BASIX) Regulation 2005

EP&A Amendment (Planning Instruments and Development Consents) Regulation 2005

EP&A Amendment (Major Projects - Transitional Provisions) Regulation 2005

EP&A Amendment (Species Impact Statement) Regulation 2005

EP&A Amendment (Development Control Plans) Regulation 2005

EP&A Amendment (Miscellaneous) Regulation 2005

EP&A Amendment (Miscellaneous) Regulation 2006

EP&A Amendment (Smoke Alarms) Regulation 2006

EP&A Amendment (Existing Uses) Regulation 2006

Environmental Planning and Assessment (CodeMark) Regulation 2006

EP&A Amendment (Building Sustainability Index: BASIX) Regulation

Sydney Harbour Foreshore Authority Amendment Regulation 2005

EP&A Amendment (Existing Development Control Plans) Regulation 2005

Proclamations

Proclamation – EP&A Amendment (Development Contributions) Act 2005 No. 19

Proclamation – EP&A Amendment (Infrastructure and Other Planning Reform) Act 2005 No. 43

Proclamation – Building Professionals Act 2005 No. 115

Orders

Growth Centre (South Sydney Development Corporation) Order 2005

Standard Instrument (Local Environmental Plans) Order 2006



Appendix 8

Funds Granted 2005-06

The Minister for Planning granted funds to non-government community organisations under the following programs. A full list of the 287 individual projects is published in the Heritage Council of NSW Annual Report 2005-06.

	Total number of projects approved	Total funding approved \$
Program 1: Conservation Work Program	69	2,416,210
Program 2: Land Tax and Local Rate Rebate Program	6	46,900
Program 3: Kick Start Funding	3	30,000
Program 4: Conservation Management Plans	19	47,500
Program 5: Special Purpose Small Grants and Loans Program	5	22,500
Program 6: Interpretation of Major Heritage Sites	6	75,250
Program 7: Heritage Education and Promotion Projects	6	66,900
Program 8: Thematic Studies and Nomination to the state Heritage Register	10	174,755
Program 9: Aboriginal Heritage Program	9	134,582
Program 10: Local Government Heritage Management Program	133	696,541
Program 11: Heritage Partnership Agreements	14	1,065,419
Program 12: Local History and Archives Program	1	90,000
Special allocations	6	257,000
Total	287	5,123,557

Appendix 9

Payment of Accounts

Quarterly Schedule of Accounts Payable - Aged analysis at the end of each quarter

Quarter	Current (ie within due date) \$	Less than 30 days overdue \$	Between 30 and 60 days overdue \$	Between 60 and 90 days overdue \$	More than 90 days overdue \$
September Quarter	345,957	3,392,320	213,723	19,362	2,509
December Quarter	57,234	2,113,860	337,302	66,757	25,803
March Quarter	101,839	319,433	36,269	7,136	10,096
June Quarter	1,602,608	395,900	84,982	44,180	36,488

Accounts paid on time within each quarter

Quarter	Total Accounts Paid on Time		\$	Total Amount Paid \$
	Target %	Actual %		
September Quarter	90	79	68,874,539	80,003,551
December Quarter	90	88	60,010,369	65,869,719
March Quarter	90	78	50,398,801	65,896,443
April to May Period	90	75	34,451,733	40,312,978
June Period	90	63	6,684,738	8,149,526

Notes on above table:

- for the first three quarters and including April-May 2006 period, information related to the former Department of Infrastructure, Planning and Natural Resources (DIPNR) setup, which were the combined figures for Department of Natural Resources (DNR) and Department of Planning (DoP);
- establishment of a separate SAP company code for DNR and DoP came into operation at 1st June 2006;
- the last quarter information (Table 'Accounts Paid on Time'), has been split to show accounts paid for period April to May 2006 for DIPNR and a separate June 2006 figure for DoP;
- percentage of accounts paid on time is based on SAP Payment Analysis Report, which compares vendor masterfile payment terms, invoice document date and payment document date to determine if payment was made on time, and if not, how many days it was late. The dollar value is the actual dollar value of the documents in each column (ie paid on time, not paid on time), so the percentage is based on documents, not dollar value.



Appendix 10

Risk Management and Insurance Arrangements

The department participates in the NSW Treasury Managed Fund, a self-insurance scheme which provides workers' compensation, motor vehicles, property, public liability and miscellaneous cover. One of the conditions of this insurance coverage is a requirement to place a high priority on the implementation of sound risk-management practices.

In the past year the department has sought to strengthen and strategically manage links between risk management, premium measurement and claims management and monitoring to minimise contingent risks and reduce premiums.

Initiatives to improve payment performance include:

- tightened controls to ensure correct data entry of payment terms and invoice dates in SAP;
- prioritise vouchers as they are received in Financial Operations so invoices due for payment first, get processed first;
- use of extra resources to ensure smooth workflow during peak periods;
- improved compliance with the tax system by vendors and departmental staff.

Business Process Re-engineering of SAP Accounts Payable Module has been developed through the SAP Strategic Development Program which commenced in early 2005 to ensure that the standard best practice SAP functionality is utilised and that the guiding principles of the government's Corporate Shared Services Reform Agenda is followed.

Penalty Interest Paid

There was no penalty interest paid during financial year 2005-06.

Payment by Corporate Card

Subject to meeting departmental requirements, eligible staff members are issued with corporate card to facilitate travel, accommodation and limited purchases.

The department's corporate card policies represent best practice in accordance with Treasury and the Auditor General's guidelines. The Corporate Card Guidelines/Procedures satisfy the requirements of the Revised Treasurer's Directions TD 205.01-205.08 and was based on the NSW Treasury 'Review of Credit Card Use Best Practice Guide' (TPP 99-2). Corporate card expenditures are monitored for compliance with guidelines on a transaction basis and usage was considered to comply with best practice guidelines.

The department incurred no late payment fees as a result of corporate card usage.

Appendix 11

Membership of Significant Committees

Senior staff represent the department on a number of significant external committees that help integrate the outcomes and activities of NSW and other government agencies.

Name of Committee/Board	Planning representative(s)
ABS Transport Statistics User Group	T Raimond
Perisher Development Initiative Taskforce	G Kirkby
Aust Transport Council Congestion Management Committee	T Raimond
Australasian Institute for Maritime Archaeology (AIMA)	D Nutley (Vice President)
Australian and New Zealand Heritage Chairs and Officials	R McDougall
Australian Building Codes Board	K Cull
Building Codes Committee	S Durnford
Building Regulations Advisory Council	S Durnford (Chair)
Central Parramatta Planning Committee	S Haddad A Watson (delegate)
Central Sydney Planning Committee	S Haddad P Samios (alternate)
CEO Forum on Economic Development	S Haddad C Wilson
Chief Executives Committee	S Haddad
Coordinated National Heritage Agenda Working Group	R McDougall, S Macdonald
Development Assessment Forum	C Donnellan
DOCOMOMO International Scientific Committee on Technical Issues	S Macdonald
East Darling Harbour Urban Design Panel	C Johnson
Engineers Australia – Sydney Division, Engineering Heritage Committee	C White
Environment Protection and Heritage Council (EPHC) Task Force on ratification of the UNESCO convention for the protection of the underwater cultural heritage.	D Nutley
Government Asset Management Committee	G Connolly P Samios (alternate)
Growth Centres Commission	S Haddad G Connolly (alternate)
Heritage Council Approvals Committee	C Johnson, S Macdonald



Name of Committee/Board	Planning representative(s)
Heritage Council of NSW	S Haddad R McDougall (delegate) C Johnson
Heritage Council state Heritage Register Committee	R McDougall
Honeysuckle Development Corporation Board	S Haddad A Spizzo (delegate)
Intergovernmental Coastal Advisory Committee	P Douglas
International Committee for Underwater Cultural Heritage (ICUCH), an International Scientific Committee of the International Committee for Monuments and Sites	D Nutley
Jenolan Caves Scientific and Environmental Advisory Committee	S Macdonald
Joint Committee of Necropolis Trustees	R McDougall
Journal of Architectural Conservation (UK), editorial board	S Macdonald
Land Release in Metropolitan Sydney Taskforce	S Haddad G Connolly
Local Government and Planning Joint Committee	K Cull
Local Government Liaison Committee	A Spizzo
Local Government Planning Reform Committee	A Spizzo (chair) C Donnellan
Local Government Project Review Committee	S Haddad G Connolly
Major Development CEO Forum	S Haddad C Wilson
Metro CEOs Cluster Group	S Haddad G Connolly
Metropolis 2008 Congress Interim Organising Committee	C Johnson
Metropolitan Rail Expansion Program	S Haddad G Connolly/L Spaniard
Metropolitan Water CEOs Committee	G Connolly
National Cultural Heritage Forum (NCHF)	D Nutley
Natural Resources Advisory Council	R Pearson
Natural Resources and Environment CEOs Cluster Group	R Pearson
NSW Cycleway Council Steering Committee	A McDonald
NSW Division Committee, Urban Design Chapter, Planning Institute of Australia	S Macdonald
NSW Sydney Opera House World Heritage Nomination Taskforce	S Macdonald, B Hanna, P Hale, M. Ray, U Williamson
Parramatta Road Taskforce	C Johnson

Name of Committee/Board	Planning representative(s)
Planning for Bushfire Protection Review Panel	R Pearson
Planning Officials Group	A Spizzo/K Cull
Planning Reform Reference Group	A Spizzo (chair) C Donnellan
Reference Group of the Western Sydney Urban Planning and Health Project	C Johnson
Regional Organisation of Councils Presidents Forum	S Haddad G Connolly
Rouse Hill Joint Management Committee	S Haddad/G Connolly P Lee
State Rail Movable Heritage Selection Committee	T Smith
Sydney City Council Advisory Group on the Obelisk	S Macdonald E Long
Sydney Harbour Foreshore Authority	S Haddad C Johnson (delegate)
Sydney Opera House World Heritage Listing Steering Committee	S Macdonald, B Hanna, P Hale
Sutherland Shire Council Heritage Committee	R McDougall
The Environment Protection and Heritage Standing Committee	R McDougall S Macdonald (alternate)
Transport CEO Cluster	S Haddad L Spanjaard (alternate)
Two Ways Together Culture and Heritage Cluster	N Shankie-Williams, C White
Water CEOs Group	R Pearson
Wingecaribee Swamp Steering Committee, Sydney Catchment Authority	Y Kaiser-Glass



Appendix 12

Equal Employment Opportunity (EEO) Statistics (as at 30 June 2006)

The Department of Planning employs staff within the agencies of Growth Centres Commission and Honeysuckle Corporation. The EEO information provided here includes these staff.

Parliamentary Annual Report Tables

1. Trends in the Representation of EEO groups (% of total staff)

EEO Group	Dept of Planning	Benchmark or target
Women	50%	50%
Aboriginal People & Torres Strait Islanders	0.4%	2%
People Whose Language First Spoken as a Child was not English	16%	20%
People with a Disability	5%	12%
People with a Disability Requiring Work-related Adjustment	0%	7%

2. Trends in the Distribution of EEO Groups (Distribution index)

EEO Group	Dept of Planning	Benchmark**
Women	87	100
Aboriginal People & Torres Strait Islanders	n/a*	100
People Whose Language First Spoken as a Child was not English	88	100
People with a Disability	96	100
People with a Disability Requiring Work-related Adjustment	n/a	100

* Calculations are not made where total number is less than 20

** a distribution index of 100 indicates that the centre of distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 means that the EEO group tends to be more concentrated at the lower salary levels than is the case for other staff.

3. Percentage of Total Staff by Level (% total of staff)

Level	Total staff (number)	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno- Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work- Related Adjustment
<\$32,606						
\$32,606 - \$42,824	4					
\$42,825 - \$47,876	21		27%	55%		
\$47,877 - \$60,583	50		36%	21%	14%	
\$60,584 - \$78,344	139	1.4%	24%	19%	1%	
\$78,345 - \$97,932	134		25%	13%	7%	
>\$97,932 (Non SES)	85		11%	5%	2%	
>\$97,932 (SES)	8					
Total		0.4%	23%	16%	5%	

4. Staff Profile

Level	Total staff (number)	Men	Women
<\$32,606			
\$32,606 - \$42,824	4	25%	75%
\$42,825 - \$47,876	21	10%	90%
\$47,877 - \$60,583	50	28%	72%
\$60,584 - \$78,344	139	44%	56%
\$78,345 - \$97,932	134	54%	46%
>\$97,932 (Non SES)	85	75%	25%
>\$97,932 (SES)	8	88%	13%
Total	441	50%	50%



Appendix 13

Ethnic Affairs Priority Statement (EAPS)

The Ethnic Affairs Priority Statement (EAPS) demonstrates how the department applies the NSW Principles of Multiculturalism and adapts its services and products to the needs of the state's culturally and linguistically diverse population. EAPS initiatives are aimed at ensuring that all people, regardless of linguistic, racial, cultural or religious background, have full access to all appropriate services.

EAPS Initiatives – 2005-06

The Metropolitan Strategy

The Metropolitan Strategy consists of a series of actions and documents to guide land use and infrastructure investment for the greater metropolitan region for the next 30 years. During 2005-06, the government released the "City of Cities Plan" a major component of the Metropolitan Strategy. This was developed following extensive consultation with all community groups and citizens, and responds to the needs of all culturally and linguistically diverse (CALD) communities in metropolitan Sydney.

Extending the Building Sustainability Index (BASIX) to all NSW.

BASIX is a NSW government initiative that ensures new homes are designed and built to use up to 40 percent less potable water and produce 25 percent fewer greenhouse gas emissions. BASIX was expanded to regional NSW on 1 July 2005, and to multi-dwelling developments on 1 October 2005. A comprehensive communication strategy is a significant component of BASIX, including a website, fact sheets in 14 languages, as well as state-wide briefing sessions.

(www.basix.nsw.gov.au)

Community Language Skills

The department employs a number of staff who possess language skills in addition to English who have agreed to use this skill to assist CALD clients. Languages covered include Hindi and Cantonese. Under the Community Language Allowance Scheme (CLAS) staff are eligible to receive an allowance for this skill. The department's Organisational Development Strategic Plan promotes the benefits of the CLAS throughout the organisation.

Appendix 14

Occupational Health and Safety

The department is committed to the ongoing health and safety of its workforce which is demonstrated in the continuing implementation of the Occupational Health and Safety Improvement Plan 2005-08 and OHS Management Plan 2005-06. The OHS Improvement Plan 2005-08 focuses the department's efforts on achieving the targets set in "Working Together" and "Taking Safety Seriously".

The department is also committed to improving OHS and Workers Compensation performance and has been working closely with Allianz and TMF to improve the management of workers compensation claims, reporting and the development of strategies to address emerging trends and high risk activities. To further improve OHS reporting we will be implementing an Incident/Injury Telephone Hotline and email address. We will also be implementing the TMF's Cura system to improve risk management and incident recording and reporting processes.

The key corporate initiatives set out in the OHS Improvement Plan 2005-08 are:

- adoption of best practice for consultation and communication with staff on OHS;
- claims management strategies to identify trends and high risk areas to reduce injury rates and time lost;
- inclusion of OHS accountabilities into performance agreements and position profiles;
- integration of OHS improvement strategies into Corporate and Business planning activities;
- compulsory OHS training for staff;
- early intervention in injury management and the provision of suitable duties for injured workers to reduce claims costs.

OHS Management

The department is in the process of updating its OHS Management System and will be training all supervisors and managers in their roles and

responsibilities in relation to this and the Injury Management System by December 2006.

A reviewed has been undertaken of OHS, workers compensation and injury management policies to ensure that they are current and comply with OHS legislation and Public Sector initiatives. As a result of this process a number of policies have been developed and are progressively being implemented, including;

- OHS Policy;
- Management of the Health and Safety of Contractors;
- Emergency Evacuation and Control;
- First Aid;
- Managing Hazardous Substances;
- Incident Reporting and Investigation;
- Injury Management Policy and Procedures;
- Occupational Health and Safety Risk Management; and
- OHS Requirements for Procurement.

Risk Management

Risk management is at the heart of the department's OHS management system. During 2005-06 the risk assessment process continued to be refined in accordance with our new OHS Risk Management Policy. The department is currently developing an online Risk Assessment training tool to assist staff and managers in the development of risk assessments and to support the systematic development of risk profiles across the department.

Consultation

The department's management works in partnership with staff and their representatives to achieve effective workplace health and safety. To facilitate this an OHS Working Group has been formed to act as a peak consultation body on OHS issues. An OHS Consultation Website has been developed to facilitate consultation on the



development of OHS systems and policies as well as being used to post general OHS information to keep staff educated and aware of safety issues.

Two audits have been undertaken of OHS Committees this year to assess compliance with legislative requirements. The OHS Committee framework is also being reviewed in line with the new organisational structure.

Details of injuries and prosecutions under OHS Act

Sprain and strain injuries represent the most common and most costly injuries in the department. A number of these injuries seem to be associated with journey injuries. To address this issue the department is developing an online risk assessment tool to increase awareness and educate all staff on effective hazard identification and risk assessment.

Health and Safety Statistics 2005-06

Accident/Incident reports	20
Workers Compensation Claims	09
Claims open at end of June	11
Working days lost to Workers Compensation claims	35
Average time lost between injury and return to work	3.88 days
Suitable Duties provided within one week of Medical Cert.	89 %
Total cost of claims	\$60,754

There were no prosecutions for breaches of the OHS Act during 2005-06.

Appendix 15

Energy Performance

The Department of Planning is committed to minimise its impact on the environment by:

- achieving energy savings;
- incorporating sustainable Energy Management practices where cost effective;
- using whole of government energy contracts to achieve cost savings;
- purchasing Green Power to reduce greenhouse gas emissions; and
- undertaking Australian Building Greenhouse Ratings for office buildings.

The Department of Planning consumed 4.1% of the total electricity consumption as Green Power. This percentage is expected to increase during 2006/07 as more sites purchase 6% of their electricity consumption as green power. The purchase of electricity on the state Contract Control Board contracts has minimised costs and achieved a reduction of greenhouse gas emissions by purchasing 6% Green Power.

Accountability and responsibility for energy management has been established by the nomination of an Energy Manager and Energy Co-ordinator. An Energy Management Plan has been prepared which identifies strategies to achieve energy savings and includes the department's policy directions, monitoring targeting and reporting mechanisms and energy management strategies.

The plan addresses facilities with the greatest saving potential. Where cost-effective, the department will endeavour to reduce energy consumption in buildings.

Performance

The following major energy fuels were purchased by the department during 2005-06:

Fuel	Total Energy Consumed (GJ)	% of Total Energy	Annual Cost (excluding GST)	Carbon Dioxide (CO ₂) Greenhouse emissions (tonnes)
Electricity (Black Coal)	595	47.6%	\$19,780	157.9
Electricity (Green Power)	25	2.0%	\$1,151	0
Automotive Diesel	92	7.4%	\$2,852	6.4
Petrol	538	43.0%	\$16,926	35.6
TOTAL	1,250	100.0%	\$40,709	199.9

Energy performance indicator goals for each type of fuel are included in the Energy Management Plan.



Appendix 16

Waste Reduction And Purchasing Policy (WRAPP)

The Department of Planning's support for NSW's Waste Reduction and Purchasing Policy has continued through a number of initiatives including:

- development of the department's intranet and use of email has increased the department's efficiency in the distribution of internal documents and reduced the need for paper documents;
- public documents are produced electronically and are made available on the department's website thereby reducing the need for large numbers of paper copies to be printed;
- the introduction of multi-function copiers/fax/printers across the organisation which enable double sided copies to be made;
- the use of recycled photocopy paper throughout the department;
- the recycling of surplus office equipment as a result of staff relocations;
- improved paper collection arrangements resulting in an increase in paper collected for recycling;
- recycling of used toner cartridges to suppliers.

Appendix 17

Land Disposal

Land acquired under the Coastal Protection Scheme was transferred to the Department of Environment and Conservation, National parks and Wildlife Service during the year for no consideration.

Appendix 18

Heritage and Conservation Register

Under section 170 of the Heritage Act 1977 (NSW) the department is required to report on the range and condition of its heritage assets. At 30 June 2006 the department's heritage and conservation register listed 38 heritage items.

The Heritage Office, Department of Planning, is the coordinating authority for compliance of state government agencies with the heritage management provisions of the Heritage Act.

The department is currently updating its heritage and conservation register. A draft heritage asset management strategy is currently being developed and will be lodged with the Heritage Council.

Arrangements are currently being finalised for the transfer of the following properties to the Historic Houses Trust within the Department of Arts, Sport and Recreation for future management:

- Exeter Farm, Meurants Lane, Parklea;
- Hillview, Old Illawarra Highway, Sutton Forest (subject to conditions);
- Linnwood, 11-35 Byron Road, Guildford (subject to conditions);
- Rose Seidler House, 69-71 Clissold Road, Wahroonga;
- Tusculum, 1-3 Manning Street, Potts Point.

Appendix 19

Major Assets Other than Land

Carrying value as at 30 June 2006	\$'000
Total assets	\$6,862
Major assets comprise:	
Leasehold improvements - Heritage building Parramatta	\$5,351
Leasehold improvements - Newcastle	\$301
Computers	\$260



Appendix 20

Delivery of Electronic Information

The department continued to increase the range of information and services delivered through electronic channels. The department's website at www.planning.nsw.gov.au is one of the key electronic channels for delivering information. There were a total of 1,011,517 visits to the website in 2005-06.

There has been an increase in the amount of information publicly-available on the website related to new major development proposals with the introduction of Part 3A of the EP&A Act on 1 August 2005. The website has a "register of major projects" page which contains details of all major projects currently before the department to allow the community to be aware of a proposal at an early stage. Environmental assessments for major projects which have been formally placed on public exhibition are made available on the department's website. Draft policies and plans are also posted on the website as part of the public consultation process.

Members of the public can also access decisions made by the Minister or department, including departmental assessment reports and related conditions of consent or reasons for refusal.

As well as information and reports, the website contains a number of online tools and databases. The Building Sustainability Index (BASIX) is a completely web-based planning tool introduced to ensure new homes are designed and built to use less water and produce fewer greenhouse gas emissions. The required BASIX Certificate is generated online using the assessment tool. A total of 47,545 BASIX Certificates were generated in 2005-06.

Other sources of information provided online include departmental publications, the Register of Private Building Certifiers, FAQs about major initiatives including the Sydney Metropolitan Strategy and BASIX, and planning and building system Practice Notes and Circulars for local councils and industry.

The department has issued a regular electronic information bulletin (ENews@Planning), as well as newsflash bulletins, to stakeholders and the community from July 2006.

The Heritage Office's website, www.heritage.nsw.gov.au, had 500,000 visitors in 2005-06. This is an increase of 59% over the last 12 months. Two editions of Heritage NSW, the newsletter of the Heritage Council of NSW were delivered to local councils, heritage professionals, state government agencies, community groups and individuals across the state.

Appendix 21

Consumer Response

The department is committed to providing courteous and prompt assistance. The department's Information Centre provides a single, coordinated customer interface between specialist staff and the public, other government agencies, local government and industry. The range of services includes information on the department's programs and regulatory functions, publication distribution and sales, statutory and promotional displays.

The Information Centre received a total of 22,236 requests for information in 2005-06. This is made up of 17,127 phone requests, 2,387 email requests and 2,722 counter enquiries. The Information Centre mailed out 3,756 items in the reporting period.

The department runs a number of telephone help/advisory lines for specific initiatives. These received the following number of inquiries in 2005-06:

BASIX Helpline (incl emails)	10,925
Building Code of Australia Advisory Line	600
Smoke Alarm Helpline	3,133

Consumer issues and complaints can be raised with the department through the variety of existing offices and contact points such as phone lines. The department's network of regional offices allows responses to be provided at the local level to assist with timely resolution of issues.



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