

Rural Lands Protection Boards
2008 Annual Report

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About this report

This report has been prepared by the State Management Council of Livestock Health and Pest Authorities in collaboration with the 14 Livestock Health and Pest Authorities. It reports on the activities during 2008 of the former 47 Rural Lands Protection Boards, which were replaced on 1 January 2009 with Livestock Health and Pest Authorities following the successful passage of the Rural Lands Protection Amendment Bill 2008, which contained changes to the Rural Lands Protection Act 1998. These changes resulted from the adoption by the NSW Government of the recommendations of the IMC review into the RLPB system.

The following information in this report, and references to Rural Lands Protection Boards, or RLPBs, was current as at 31 December 2008. For information about the Livestock Health and Pest Authorities visit www.lhpa.org.au.

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Freedom of Information note

For the purposes of Section 14 of the *Freedom of Information Act 1989*, this Annual Report is to be taken as the Statement of Affairs of all Rural Lands Protection Boards in New South Wales and of the State Council of Rural Lands Protection Boards as at 31 December 2008.

To obtain information on publications that may be purchased from a Livestock Health and Pest Authority, inquiries should be made with the respective authority (visit www.lhpa.org.au for contact details).

For information on publications that may be purchased from State Council, inquiries should be directed to:

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The Hon. Steve Whan MP
Minister for Primary Industries
Parliament House
SYDNEY NSW 2000

Dear Minister

In accordance with the *Annual Reports (Statutory Bodies) Act 1984* and Section 36 of the *Rural Lands Protection Act 1998* I am pleased to submit the amalgamated Annual Report for the former State Council of Rural Lands Protection Boards and Rural Lands Protection Boards for the year ended 31 December 2008.

This report was prepared by the Livestock Health and Pest Authorities State Management Council, which replaced the State Council of Rural Lands Protection Boards on 1 January 2009.

Yours sincerely



Steve Orr

Chief Executive Officer

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The following information in this report, and references to Rural Lands Protection Boards, or RLPBs, was current as at 31 December 2008. For information about the Livestock Health and Pest Authorities visit www.lhpa.org.au.

About the organisation

The *Rural Lands Protection Act 1998* constitutes each of the state's 47 RLPBs (also referred to in this report as the Boards) and their governing body, the State Council of Rural Lands Protection Boards, as bodies corporate.

The core areas of responsibility of RLPBs are animal health, pest animal and insect control and travelling stock reserves.

Rural Lands Protection Boards also play a major role in assisting ratepayers and the wider community with stock movement, stock identification and assistance in natural disaster relief.

Each Rural Lands Protection Board is managed and run locally, while maintaining close contact with the State Council office in Orange. The State Council has an array of policy, implementation and monitoring functions under Section 24 of the *Rural Lands Protection Act 1998* and is responsible to the Minister for Primary Industries. The State Council is funded by the NSW Government and from contributions paid by individual Boards, the amount of which is determined at the annual State Conference.

A State Conference is held each year and resolutions made there are binding on all Boards. Regional Conferences are held in the lead-up to the State Conference. Boards reside within eight regions: Central Slopes and Plains, North Coast, Northern Slopes and Plains, Northern Tablelands, South Coast, Southern Slopes and Plains, Southern Tablelands and Western Division.

A Rural Lands Protection Board usually consists of eight directors who are elected every four years by ratepayers in their local district. Generally, a person can be elected or appointed as a director if they occupy or own a holding of rateable land within their Board district or the respective division of their district where applicable.

Each Board in NSW typically employs a manager, a district veterinarian, a ranger and administrative staff such as customer service officers. Larger Boards may employ additional staff.

The RLPB has a close working relationship with the NSW Department of Primary Industries (DPI), formalised in a Memorandum of Understanding between the State Council and the Director-General of the DPI.

We maintain effective relationships with other stakeholders including local government, emergency services and various state and federal government departments.

State Council members and management

As at December 2008 the State Council comprised nine directors who were elected from each region (the Western Division had two members on State Council owing to the region's size).

The State Council members at December 2008 were:

- David Lister, Chairman, Central Slopes and Plains
- Rick Molesworth, Deputy Chairman, Northern Tablelands
- Ellen Green, South Coast
- David Gowing, Northern Slopes and Plains
- Felicity Henderson, Southern Tablelands
- Wayne O'Mally, Western division
- Marie Russell, Western division
- Tony Sinclair, Southern Slopes and Plains
- John Willey, North Coast

During 2008 members of State Council chaired or sat on the following advisory committees: Corporate Management, Animal Health, Pest Animal and Insects, Travelling Stock

Reserves and Industrial. An IT steering committee also met during the year.

State Council employs a Chief Executive Officer who is responsible for its day-to-day management, managers who are technical experts in their field and support staff. State Council's management team at December 2008 was:

- Chief Executive Officer Steve Orr, BAppSc (Hons), MBA, GAICD
- Regulatory Manager Clyde Alchin, BA, HGBA
- Financial Manager Dominica Williams, BBus (Accounting),
- Animal Health Manager Stephen Ottaway, BVSc
- Pest and TSR Manager Tim Seears
- Human Resources Manager Martin Boyd, BBus.

As at December 31, 2008 State Council employed the equivalent of 17 full-time staff.

Reforms set future for organisation

In December 2008 the Rural Lands Protection Amendment Bill 2008 passed through NSW parliament, bringing about changes to the *Rural Lands Protection Act 1998* and heralding far-reaching changes to an organisation with a long rural history.

These changes resulted from the adoption by the NSW Government of the recommendations of the IMC review into the RLPB system and included restructuring and renaming the organisation as the Livestock Health and Pest Authorities from 1 January 2009.

The State Council initiated the external review following concerns about the financial performance of the board system, the number of boards experiencing fundamental operational difficulties and the ability of the organisation to respond to changing needs of its ratepayers.

Following a public tender process IMC (Integrated Marketing Communications) was engaged in late 2007 to conduct an external review of the RLPB system.

The review began in early 2008 and the results were presented to the NSW Government in June. The Minister for Primary Industries the Hon Ian Macdonald announced at the RLPB State Conference at Coffs Harbour that the Government had adopted IMC's recommendations.

During the course of 2008 a number of milestones occurred to prepare for the establishment of the Livestock Health and Pest Authorities on 1 January 2009.

- General managers were recruited for the 14 new authorities and frameworks were put in place to cater for displaced administrative staff.
- Recruitment commenced for staff to fill roles in a newly established centralised administration unit.
- Improvements were made to the IT infrastructure.
- An external payroll provider was engaged.
- Guidelines for winding up the boards and establishing the new entities were distributed and workshopped to ensure a smooth transition.
- The NSW Government announced it would provide \$3 million in funding to assist with the reforms.
- PricewaterhouseCoopers, was engaged to assist with the change management process.
- A number of change management strategies were put in place to assist the organisation through the reform period.
- Local steering committees were established across the 14 new board districts to ensure local input during the transition period.

Elections for new board positions, the establishment of a State Policy Council and State Management Council, the appointment of senior district veterinarians and senior rangers, and work relating to the future management of Travelling Stock Reserves (TSRs) will be undertaken throughout 2009.

The major recommendations outlined in the IMC report included:

- The core business of the RLPB system going forward is animal health and pest animal and insect management, operating within the national biosecurity framework.
- The number of Boards is reduced from 47 to 14 across the state.
- Each new Board will have eight directors, six elected by ratepayers and two appointed who would offer skills such as accounting, law or commerce complementary to the role of the Boards.
- The 14 regional Boards will be managed locally and overseen by a nine member State Board of Management.
- General policy and strategic directions will be set by a new State Policy Council consisting of 28 members; two from each regional board.
- The new system will include a State CEO and secretariat to service the operational requirements of the State Board of Management including centralised administration, payroll and reporting functions.
- The management of Travelling Stock Reserves (TSRs) will be ceded back to the NSW Department of Lands in cases where they place an unreasonable financial burden on Boards.

The review team received 67 submissions from stakeholders including the NSW Farmers Association and NSW Department of Lands, Boards, directors, staff associations and individuals staff. Many identified the organisation's ability to rapidly deploy animal health staff across the state to handle emergency animal disease outbreaks as one of its strengths.



Frontline service delivery

During 2008 Rural Lands Protection Boards delivered the frontline public livestock health service for NSW.

The equine influenza (EI) outbreak in 2007 continued to demand resources well into 2008. District Veterinarians and Rangers from all over the state came together with NSW DPI to control EI in an unprecedented period of time. Footrot eradication continued to be a major objective of the RLPB, with the livestock health team around the state working to reduce the incidence to less than 1 per cent of sheep infected.

RLPB rangers continued to work with landholders to help manage pest species. There was a significant locust outbreak in the Central West and South West slopes and plains regions, utilising 81 rangers, 40 seconded from other districts, to advise landholders and distributing chemicals as required.

Support and governance

The role played by the State Council in both governing and supporting the local Boards continued throughout 2008, setting the tone for the coming challenging reform period.

Frontline service delivery

During 2008 the Rural Lands Protection Boards (RLPBs) delivered the on-farm frontline public livestock health service for producers, and industry as a whole, in NSW. The producer funded RLPB livestock health service works in close partnership with NSW Department of Primary Industries (NSW DPI) to provide an effective state animal health capability to meet our national and international obligations which afford the livestock producers in the state of NSW access to the premium preferred livestock and livestock product markets throughout the world. In addition, the RLPB provides investigatory and advisory livestock health services to individual producers specifically tailored to their holding, district or region.

Core programs

- animal disease status
- animal disease surveillance
- managing animal health emergencies
- consumer protection
- animal welfare
- livestock health programs
- local issues.

Disease status

Health certification to facilitate market access and trade in livestock and livestock products between zones, states, internationally and for movements to shows is a major function of RLPBs and supports the sustainability and profitability of producers as it allows access to preferred markets world-wide. Certification of stock disease status and chemical residue status aids in the conveyance of holdings and also gives property purchasers peace of mind.

Disease surveillance

Activities carried out by RLPBs in 2008 included: reporting on animal disease events and activities to support trade in commodities and assist fulfill international obligations; monitoring for insect-borne viruses, tuberculosis monitoring and assistance with the National Granuloma Program to maintain our confirmed-free status. The Boards were involved with the national TSE program of surveillance to support overseas market confidence.

NLIS and livestock traceability for cattle, sheep and goats continued to be a significant RLPB activity in order to satisfy both local and international consumers and authorities of the 'clean and green' status of Australian livestock and their products. Heavy involvement in the implementation of the NLIS for cattle, sheep and goats occurred throughout the year. Cooperation from producers and agents greatly assisted with the smooth implementation of the program, especially with the decision of the sheep meat exporters to require all sheep and lambs destined for export slaughter to carry an NLIS tag. The NLIS advisory program was extended to include all sheep and goats post January 2009 with an emphasis on NLIS tagging and NVD documentation to enhance traceability of local livestock.

Managing animal health emergencies

Emergency animal disease preparedness (EADP) is a responsibility of all RLPBs in order to safeguard the welfare of our livestock producers, communities, wildlife and national economy from the devastating impact of an exotic disease incursion. Preparedness and training for EADs, including swill feeding and ruminant feeding bans and the TSE program, continued to remain a key focus of RLPBs.

The equine influenza (EI) outbreak in 2007 continued to demand resources well into 2008. District Veterinarians and Rangers from all over the state came together with NSW DPI to eradicate EI in an unprecedented short period of time. This was an indication of the quality of personnel the Board system has at their disposal and level of support from Board directors and the general public.

Board staff also responded to local emergencies such as bushfires, floods and livestock transport accidents.

Consumer protection

RLPB staff remain involved with monitoring and investigation of potential chemical residue incidences. Chemical residue management involved meat and wool, including organochlorines, lead toxicities – especially during drought periods. Investigation and mitigation for antibiotic and wool residue occurrences. Quality assurance, farm product quality and sustainability to enhance market access are ongoing activities, as are saleyard inspections involving sheep lice, virulent footrot, OJD, BJD and livestock traceability through NLIS programs, support consumer and trading partner confidence.

Animal welfare

Good stock care and sustainability of farming enterprises go hand-in-hand and to this end RLPB vets actively promoted livestock wellbeing. The continuing drought in NSW has resulted in increased demand for drought management advice from the RLPB offices. A number of well attended information workshops were run, with the dual purpose of providing information and being a focal point for people to come together and share their experiences during drought. Advice about drought feeding and drought management strategies continued.

Livestock health programs

Boards continued to be actively involved in national and state animal health programs including the following:

- Bovine Johne's disease – there was considerable activity throughout NSW in relation to BJD management .
- Ovine Johne's disease – Boards carried out work surrounding the exclusion area in the north with emphasis on vaccination in the south. OJD vaccination remains an integral part of the disease's on-farm control. Advice on vaccination strategies continues as an important Board aim, with the majority of merino producers maintaining vaccination of at least the ewes in their flocks which will hold them in good stead for the future. The introduction of rural merchandisers as agents for Gudair® sales continued to be successful.



Part of the EI response team ... Pictured (from front to back) are: LDCC Veterinary Investigations Manager Jim McDonald (DV, Yass); Veterinary Investigations, Clearance, John McFarlane (former DV, Armidale); RAMS Permits Officer Phil McGrath (Ranger, Braidwood); RAMS Permits Officer Ross Trudgett (Ranger, Molong); VI Clearance Officer Harold Officer (Ranger, Armidale); RAMS Permits Officer Bruce Floyd (Ranger, Armidale); RAMS Permits Officer Rhett Robinson (Ranger, Dubbo); RAMS Permits Officer Sally Osborne (Ranger, Riverina) and Surveillance Coordinator Ian Poe (DV Kempsey).

- Anthrax – vigilance in this area continues, to ensure market access locally and internationally. There was a significant outbreak in the upper Hunter Valley area.
- Caprine arthritis encephalitis (CAE) – vigilance continues, to ensure goat market access internationally.
- Cattle tick and tick fevers – there was continued strong surveillance and monitoring on the north coast.
- Enzootic bovine leucosis (EBL) – eradication in the final phase.
- Ovine brucellosis – this notifiable disease was a significant focus in the south west and west of the state.
- Virulent footrot – a NSW State program with regulatory implications. Footrot eradication continues to be a major objective of the RLPB. The Animal Health team around the state has worked hard to reduce the incidence to less than 1 per cent of sheep infected. Boards have continued to survey the state's sheep and goat flocks, to detect any new incursions. RLPB staff conducted over 250 property survey inspections with emphasis in the south of the state.
- Sheep lice – regulation applies when sheep are presented in a public place but in other instances there is a strong reliance on producer advisory programs. Following the ban on diazinon use in plunge and shower dips, sheep lice is increasingly seen by producers as a disease requiring sound independent advice from District Veterinarians and this is being reflected in animal health activities.
- Internal parasites of cattle, sheep and goats are of significance, especially in the tablelands and south of the state with DVs focusing their attention to advisory programs.
- Additional advisory work has been conducted to assist with sheep blowfly management.

Local issues

Individual disease investigations, including advisory and reporting work, were carried out for theileriosis, pestivirus in cattle and polyarthritis in lambs.

Production issues investigated included parasite drench resistance in sheep, weaner cattle and sheep ill thrift and reproductive failure in cattle.

Research activities were undertaken in conjunction with various agencies. These included parasites in cattle, OJD vaccine effectiveness, neospora and sheep measles.

Veterinary interns

Many of the final year veterinary Interns from University of Sydney completed the Public Practice module of their studies with District Veterinarians around the state, with positive feedback from students and the university. It is anticipated that this ongoing initiative will increase interest in rural public practice.

Priorities for 2009

- preparedness and training for EAD and local emergencies – including swill feeding and ruminant feeding bans and the TSE program
- certification of livestock and livestock products for export, interstate, inter-zone and show movement
- continued implementation of traceability and consumer protection control programs – national and state – with priority given to regulated and notifiable disease programs with market access issues
- reporting on the results of surveillance, regulation and inspections (saleyards and property) and traceability and disease control programs
- animal welfare advice and obligations
- staff training and development to adequately support and resource programs
- implementation of regional and district livestock health and research programs
- investigation of district production and disease events
- promotion of livestock health activities
- review, evaluation and planning of the organisation's livestock health function and activities.

Declared pests

Declared pest animals in NSW are wild rabbits, feral pigs and wild dogs. The migratory, spur-throated and Australian plague locusts are all declared pest insects. Boards also assist land managers to control nuisance animals such as foxes and mice.

Under the *Rural Lands Protection Act 1998*, all land managers in NSW, whether on private or public lands, are required to eradicate a declared pest species on their land. Rural Lands Protection Boards assist land managers to control these pests throughout NSW. They:

- are the principal regulatory body at the local level
- provide advice on the most suitable and best practice methodologies for pest control
- promote stronger working relationships between all stakeholders involved in pest control
- provide some materials used in pest control, including baits.

Locust campaign

There was a significant locust outbreak in the Central West and South West slopes and plains regions. There were 3132 first generation locust reports from landholders with the majority of reports coming from the following boards: Forbes 337, Condobolin 214, Young 280, Wagga Wagga 871, Gundagai 261, Hume 212, Murray 238, Narrandera 378.

This program differed from previous campaigns as the Plague Locust Management Group comprising the Director General of DPI, Chair of State Council and President of NSW Farmers oversaw the program. This involved their approval of all budgets and strategies being implemented.

The campaign involved utilising 81 rangers, 40 seconded from other districts, to advise landholders and distributing chemicals as required. Forward command posts were established at Forbes, Wagga Wagga and Narrandera board offices to support the field operations.

New 1080 PCO

A revised version of the 1080 Pesticide Control Order was gazetted in October 2008. The requirements to be authorised to acquire 1080 was changed to reflect the usage requirement in the Pesticides Act. Landholders must now hold an AQF3 training qualification themselves or have a person with an AQF3 to take responsibility for the 1080 to be able to acquire 1080 from a ranger.

Funding

Boards received over \$650,000 in external funding from sources including NHT, Southern Rivers, Northern Rivers, Namoi, Western and Central West CMAs to assist landholders with fox, rabbit and feral pig control.

Regulatory action

Five boards were required to resort to using their regulatory powers. This involved the issuing of 23 notices under section 169 to enter and carry out work for feral pigs (2) and rabbits (21) and 4 individual eradication orders for rabbits under section 157 of the RLP Act.

Group control programs

RLPBs continued to promote pest management on a group basis. Rangers again coordinated a number of these programs in 2008 and landholders were encouraged to participate through newsletters, field days and other promotions. These programs are often multi agency involving National Parks, State Forests, crown land and private landholders. Catchment Management Authorities are becoming involved with funding assistance where environmental impacts are identified as being significantly reduced through such projects.

Pest	No. group programs	No. properties
Rabbits	340	966
Wild dogs	298	2427
Feral pigs	168	736
Foxes	606	4357
Total	1634	8486

Source: Rural Lands Protection Boards

On ground partnerships - a snapshot

Some highlights of RLPB activities in relation to pest management in 2008.

Rangers on target with fox control program

Dubbo rangers Lisa Thomas and Rhett Robinson were awarded the national 2008 ACTA Award for their work with the community-based Goonoo Fox Control Program. This prestigious award was presented in recognition of 'outstanding and significant achievement in the area of practical application of technology to control pest animals at the field level' and named them as 'national leaders in this field'.

Staff from the Tasmanian DPI travelled to Dubbo to observe the successful community baiting program in action, with hopes of relicating the program in Tasmania.

In the district 61 group fox baiting programs were conducted, with 486 participants, 36,345 baits issued, across an area of 452,198 ha.

141 individual fox baiting programs were conducted, with 9635 baits issued across 98,227 ha.

Landholder involvement boosts success

In the Northern New England RLPB district, 2008 saw the highly intensive aerial wild dog baiting program continue above expectation with greater landholder involvement. In addition the strong partnership between the Board and the National Parks staff locally resulted in the successful dog trapping program which targets problem and bait shy dogs continuing to be an integral part of the board's management program.

Board staff participated in the DPI Fox Demonstration research project and as part of that process, facilitated an increased number of fox baiting groups and programs across the district.

Rangers carried out regular property inspections for all pests and spent considerable time and effort in educating and creating awareness about landholder responsibilities in regard to pest management. Rangers conducted a wide range of property owner visits to facilitate the development of baiting groups. The coordination and development of landholder baiting groups is key to the success of any pest management program and the rangers have achieved considerable success in this strategy throughout the year. Rangers also carried out 6 technical field days which were targeted to build skills in pest management techniques.

TSR usage

The usage of the TSR network decreased on 2006 and 2007, which were two of the highest usage years in recent times. The decrease was due to the length of the devastating drought that continued to grip most of NSW through 2007. The routes in most areas of the state were depleted to very low pasture levels resulting in restrictions on permits being issued by Boards and in some cases closing routes. These permits were for walking only to a destination and no grazing permits were issued by some of the high usage boards.

The table at right give a clear indication on how most usage is limited to the slopes and plains regions with 92% of sheep and 85% of cattle usage in this region.

Improvements

Across NSW, the ongoing need to improve water supplies resulted in 44 new or upgraded windmills/bores. 19 new dams were constructed and 17 existing dams desilted, 109 km of fence was erected and 12 holding yards constructed.

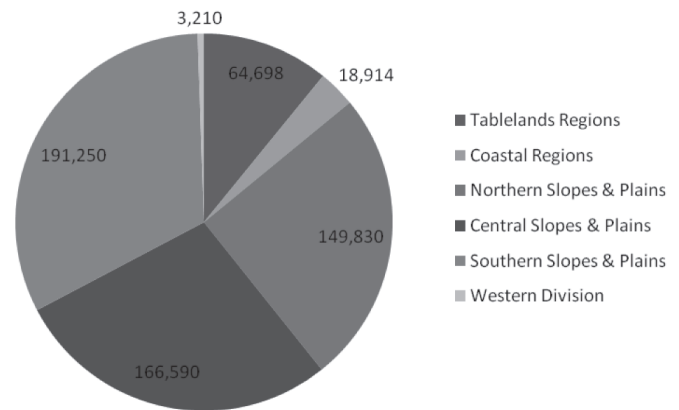
Funding

Boards received a total of \$572,000 of external funding to assist with management of TSRs. Of this funding \$133,000 was for targeted weed control to prevent the continued spread of weeds along stock routes and onto adjoining private land although the severity of the drought resulted in fewer weeds in some areas. The increase in recognition of the conservation value of many TSRs has resulted in \$272,000 in funding to assist boards with their management.

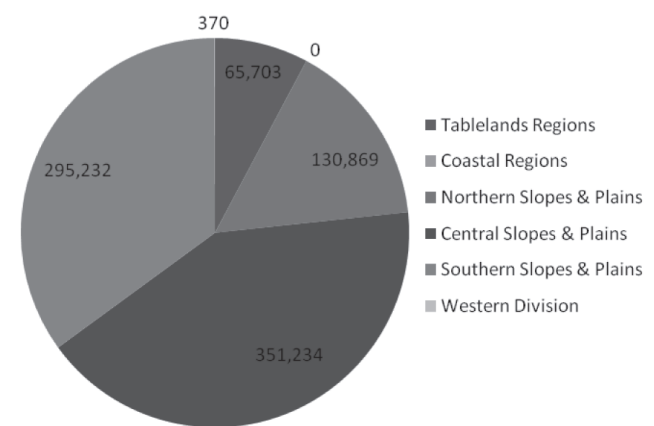
Withdrawal of control

During 2008 three boards withdrew control of 15 reserves totalling 172 hectares. These reserves were assessed by the boards as not having value for walking or grazing stock and low conservation value.

Cattle use of TSRs in 2008 by region



Sheep use of TSRs in 2008 by region



Stock usage of TSRs 2004–2008

	2004	2005	2006	2007	2008
Sheep	397 611	1 094 548	1 102 000	1 251 923	843 408
Cattle	697 763	1 010 884	1 460 000	1 228 609	594 492

Source: Rural Lands Protection Boards

Project reclaims TSRs from woody weeds

The Condobolin RLPB has worked with the Lachlan CMA to reduce the impact of woody weeds on the TSRs. The aim of the exercise is to reclaim sections of the TSRs that have become choked out with Cypress Pine (main species). The benefits of this will be better access for stock passage, weed control and the re-establishment of native grasses on the areas concerned, hence making the TSRs more usable.

The board was successful in obtaining a Property Vegetation Plan (PVP) under the Invasive Native Species (INS) section of the Native Vegetation Act for the 6 Mile TSR on the Melrose Road. This is an area of approximately 60Ha.

The PVP lasts for 15 years and allows for a range of control methods, ranging from mechanical clearing (bulldozer) to chemical, fire and individual clearing (brush cutter). Initially the area was cleared with a dozer and stick-rake leaving non-target species and pine over 20cm Diameter Breast Height (DBH). Rain has resulted in an abundance of native grasses emerging which should allow for the use of fire to control future pine regrowth.

This was a pilot project under the INS and the Lachlan CMA has used this site to fine tune the process and assist as an educational tool. Two field days have been held onsite and CMA staff have regularly monitored the site for native grass re-establishment.

The board has commenced the process of obtaining another PVP to cover a further 70km of the TSR to the north of Condobolin. The board has funded the program, with no external funding being sourced.

Introduction

The Rural Lands Protection Boards system is committed to attracting, developing and retaining highly qualified staff who will contribute to the goals of the organisation.

The Rural Lands Protection Board system places a strong emphasis on the development and implementation of policies and procedures on a broad range of employment issues including but not limited to equal employment opportunity, anti-discrimination, staff development, performance management, occupational health and safety, industrial and employee relations and workers compensation.

Staff profile

The Rural Lands Protection Boards employed the equivalent of 355.24* full-time staff. The tables below and on the following page provide an overview of staff by classification, gender and employment basis.

Industrial relations

Agreement was reached to vary the Rural Lands Protection Boards Salaries and Conditions Award 2007 and included 4% pay increases effective on 1 July 2008, 1 July 2009 and 1 July 2010.

Negotiations were ongoing throughout 2008 with the RLPB staff associations and the Public Service Association of New South Wales in relation to the making of a new industrial award.

Occupational Health and Safety

The Rural Lands Protection Board system is committed to meeting its Occupational Health and Safety (OHS) obligations by providing a workplace that is safe and without risk to the health and safety of staff, directors, ratepayers and visitors to any Rural Lands Protection Board facility.

Training our staff

Staff development continues to be an integral part of the Rural Lands Protection Board system operations. Staff development needs were identified in consultation with the Staff Associations and the Public Service Association and are generally aligned to the RLPB Award provisions. Board staff can access progression and promotion through completion of relevant award based training that includes a TAFE based recognised prior learning training program that was specifically developed to meet the award requirements.

The Rural Lands Protection Boards system continues to encourage and support staff attendance and participation in their respective annual staff conferences.

The Rural Lands Protection Boards system provided a total equivalent of 1304 days of staff training during 2008. Below is an overview of staff training in 2008.

Type of training	Number of days
OHS	287.5
Award-based	462
Other	554.5

The Employee Assistance Program (EAP) external provider continued to be CRS Australia. Through this arrangement, all staff have access to a comprehensive, professional and confidential counselling service. The EAP Policy is aligned to the service arrangement with CRS Australia. The overall objective of the EAP is to achieve early identification, referral and resolution of personal and work-related problems.

The Rural Lands Protection Boards system recorded 18 workers' compensation claims in 2008 of which 10 were Lost Time Injuries (LTI). Table 1 below provides details of these injuries.

Classification	2005	2006	2007	2008
Customer Service Officers (previously classified as Administrative Assistants)	133.88	107.25	103.2	99.31
District Veterinarians	44.2	41.12	39.2	34.9
Rangers	144.15	142	135.35	131.4
Office Coordinators	n/a	12	12	12
Field Assistants	38.3	35.6	33.1	31.93
Managers/Executive Officers (previously classified as Administrative Officers)	46.85	45.3	45.35	45.7
Total full time equivalent staff (FTE)	407.38	383.27	368.2	355.24

*2008 statistics not available for Bourke, Central Tablelands, Molong and Narrabri RLPBs. 2007 statistics have been used and should be taken as indicative.

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No Rural Lands Protection Board was prosecuted under the Occupational Health and Safety Act, 2000 in 2008.

Equal employment opportunity

The Rural Lands Protection Board system is an equal opportunity employer and is committed to the principles of equal employment opportunity (EEO) in employment practices.

EEO principles and practices are integrated into all stages of the employment process to ensure that the best possible employment outcomes are achieved for EEO target groups.

RLPB staff employment status

Employment status	% of staff
Full-time	85.53
Part-time	9.94
Casual	4.53

RLPB staff classification by gender

Classification	% male	% female
Customer Service Officers	.61	99.39
District Veterinarians	68.48	31.52
Rangers	91.17	8.83
Office Coordinators	0	100
Field Assistants	100	0
Managers/Executive Officers	52.95	47.05

Ethnic affairs priorities statement

The Rural Lands Protection Boards system recognises and values the different linguistic, religious, racial and ethnic backgrounds of all the people of NSW. The RLPB system recognises and values the advantages that a diverse society brings, and will seek to include all people and communities in achieving outcomes in a way which fosters social justice, harmony and cohesiveness, and recognises economic and cultural opportunities.

No Rural Lands Protection Board has entered into any agreement with the Community Relations Commission.

State Council Financial Report

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Balance sheet as at 31 December 2008

		Consolidated Entity		State Council	
	Note	2008	2007	2008	2007
		\$	\$	\$	\$
Assets					
Current Assets					
Cash Assets	5	66 852	99 460	66 852	99 460
Other Financial Assets	5	1 092 026	1 566 656	1 092 026	1 566 656
Receivables	6	2 488 511	93 711	2 488 511	93 711
Other Current Assets	7	52 136	146 015	52 136	146 015
Total Current Assets		<u>3 699 525</u>	<u>1 905 842</u>	<u>3 699 525</u>	<u>1 905 842</u>
Non-Current Assets					
Property, Plant and Equipment	8	165 735	134 225	165 735	134 225
Intangibles	9	4 550	13 020	4 550	13 020
Total Non-Current Assets		<u>170 285</u>	<u>147 245</u>	<u>170 285</u>	<u>147 245</u>
Total Assets		<u>3 869 810</u>	<u>2 053 087</u>	<u>3 869 810</u>	<u>2 053 087</u>
Liabilities					
Current liabilities					
Payables	10	766 368	256 668	766 368	256 668
Provisions	11	256 696	220 808	256 696	220 808
Total Current Liabilities		<u>1 023 064</u>	<u>477 476</u>	<u>1 023 064</u>	<u>477 476</u>
Non-Current Liabilities					
Total Non-Current Liabilities		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Liabilities		<u>1 023 064</u>	<u>477 476</u>	<u>1 023 064</u>	<u>477 476</u>
Net Assets		<u>2 846 746</u>	<u>1 575 611</u>	<u>2 846 746</u>	<u>1 575 611</u>
Equity					
Retained Earnings		2 846 746	1 575 611	2 846 746	1 575 611
Total Equity		<u>2 846 746</u>	<u>1 575 611</u>	<u>2 846 746</u>	<u>1 575 611</u>

The accompanying notes form part of these financial statements

Income statement for year ended 31 December 2008

	Note	Consolidated Entity		State Council	
		2008 \$	2007 \$	2008 \$	2007 \$
Continuing Operations					
Revenue					
Recoveries from Boards and other Agencies	2(a)	286 354	2 609 687	286 354	2 609 687
General Subscriptions from Boards		875 500	850 000	875 500	850 000
IT Subscriptions from Boards		792 000	808 820	792 000	808 820
NSW Government Operating Grant	16	636 540	618 000	636 540	618 000
Interest		175 450	159 690	175 450	159 690
NLIS Processing Fees		-	22 607	-	22 607
Capital Grant-Stock Routes Capital Works Fund		70 000	70 000	70 000	70 000
Other Income	2(b)	30 724	55 266	30 724	55 266
Government Grant- RLPB Reform		2 269 499	-	2 269 499	-
Government Grant- DNR Landcare Project		-	10 818	-	10 818
Government Grant- Rating Review		-	40 000	-	40 000
Corporate Sponsorships		7 473	6 600	7 473	6 600
Stock Routes Capital Works - Long Paddock Sales		-	3 885	-	3 885
		<u>5 143 540</u>	<u>5 255 373</u>	<u>5 143 540</u>	<u>5 255 373</u>
Expenditure					
Board Recoveries - NLIS Orders	2(a)	4 069	2 362 287	4 069	2 362 287
Personnel Services Expenses		1 483 003	-	1 483 003	1 479 507
Employee Related Expenses			1 479 507		-
Outside Services	4(a)	1 402 356	761 257	1 402 356	761 257
Other	4(b)	95 608	175 200	95 608	175 200
Information Technology		419 700	364 245	419 700	364 245
Industry/State Council Committees		34 011	45 475	34 011	45 475
State Council Meetings		158 703	133 333	158 703	133 333
Sitting Fees		62 914	66 240	62 914	66 240
Depreciation		52 363	79 165	52 363	79 165
Annual, Staff and Zone Conferences		28 526	40 171	28 526	40 171
Telephone and Printing		23 875	34 080	23 875	34 080
Motor Vehicle costs		35 501	32 097	35 501	32 097
Chairman and Deputy Chairman Allowances		34 000	25 650	34 000	25 650
Stationery & Office Supplies		9 448	16 784	9 448	16 784
Audit Fees		22 250	22 286	22 250	22 286
Loss on Sale of Assets	3	6 066	13 949	6 066	13 949
		<u>3 872 392</u>	<u>5 651 726</u>	<u>3 872 392</u>	<u>5 651 726</u>
Surplus/ (Deficit) from ordinary activities attributable to the entity		<u>1 271 147</u>	<u>(396 353)</u>	<u>1 271 147</u>	<u>(396 353)</u>

The accompanying notes form part of these financial statements

Statement of changes in equity for the year ended 31 December 2008

	Note	Consolidated Entity		State Council	
		2008 \$	2007 \$	2008 \$	2007 \$
Net income recognised directly in equity		-	-	-	-
(Deficiency)/ Surplus for the period		1 271 147	(396 353)	1 271 147	(396 353)
Total recognised income and expense for the period		<u>1 271 147</u>	<u>(396 353)</u>	<u>1 271 147</u>	<u>(396 353)</u>
Attributable to Equity		<u>1 271 147</u>	<u>(396 353)</u>	<u>1 271 147</u>	<u>(396 353)</u>
Effects of changes in accounting policy		-	-	-	-
Changes in Equity					
		Consolidated Entity		State Council	
		2008 \$	2007 \$	2008 \$	2007 \$
Balance at the beginning of the period		1 575 611	1 971 964	1 575 611	1 971 964
Surplus / (Deficit) for the period		<u>1 271 147</u>	<u>(396 353)</u>	<u>1 271 147</u>	<u>(396 353)</u>
Balance at the end of the period		<u><u>2 846 758</u></u>	<u><u>1 575 611</u></u>	<u><u>2 846 758</u></u>	<u><u>1 575 611</u></u>

The accompanying notes form part of these financial statements

Notes to and forming part of the accounts for the year ended 31 December 2008

1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The Reporting Entity

State Council is a statutory body constituted under the Rural Lands Protection Act 1998. State Council management has applied its judgment and has assessed that it meets the definition of a not for profit entity for the purposes of accounting standards.

Statement of Compliance

State Council has prepared financial statements in accordance with the AIFRS from 1 January 2005. Australian Standards include Australian equivalents to International Financial Reporting Standards (AIFRS). Compliance with the AIFRS ensures that the financial statements and notes of the Board comply with the International Financial Reporting Standards (IFRS) except for exemptions allowed under AASB 1 and options provided for not for profit entities.

The consolidated financial report for the year ended 31 December 2008.

Basis of Preparation

The financial report is a general purpose report which has been prepared on an accrual basis and in accordance with:

- the requirements of the Public Finance and Audit Act 1983 and its Regulation; and
- other authoritative pronouncements of the Australian Accounting Standards Board (AASB);
- applicable Australian Accounting Standards;
- the requirements of the Rural Lands Protection Act 1998.

Where there are inconsistencies between the above requirements, the legislative provisions have prevailed.

The following is a summary of the material accounting policies adopted by State Council in the preparation of the financial report. The accounting policies have been consistently applied unless otherwise stated.

Reporting Basis and Conventions

The financial statements have been prepared on an accrual basis and based on historical costs modified by the revaluation of selected non-current assets, and financial assets and financial liabilities for which the fair value basis has been applied.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The financial statements are expressed in Australian currency and do not take into account changing money values.

The accounting policies have been consistently applied, unless otherwise stated.

Principles of Consolidation

Subsidiaries are entities controlled by State Council. Control exists when State Council has the power, directly or indirectly, to govern the financial and operating policies of an entity so as to obtain a benefit from its activities.

The financial statements of subsidiaries are included in the consolidated financial statements from the date that control commenced until the date control ceases.

The subsidiary of State Council is State Council of Rural Lands Protection Boards Division of the Government of NSW (State Council Division). State Council Division is a special purpose entity established under the Public Sector Employment Legislation Amendment Act 2006 (PSELAA) on 17 March 2006. State Council exercised control over the State Council Division from this date. The consolidated financial statements comprise of the results of the State Council (the parent entity) for the entire year and the results of State Council Division from the date control commenced. As there were no controlled entities in the prior year, no comparative consolidated entity balances have been disclosed. Any balance would be the same as the balances reported in State Councils comparative period information.

Operation of State Council and State Council Division under the PSELAA

The State Council Division was established under the PSELAA effective on 17 March 2006 and existing staff of State Council became employed by the Government in Service of the Crown (instead of State Council).

A Memorandum of Understanding (MOU) between State Council and State Council Division, in line with direction provided under Treasury Circular TC 06/17 was executed during the reporting year and has been constructively adhered to by both parties over the period from 1 January 2007 and 31 December 2008.

Accounting Policies

a. Revenue Recognition

Revenue is recognised when the Council has control of the good or right to receive it; it is probable that the economic benefits will flow to the Council, and the amount of revenue can be reliably measured.

- **Subscriptions**

Subscriptions are contributions from the 47 Rural Lands Protection Boards to fund the operating costs of State Council and are recognised as revenue when invoiced.

- **Grants**

Grants provided to State Council, which are normally obtained as cash, are recognised when received.

- **Investment Income**

Interest revenue is recognised as it accrues.

- **Receivables**

Receivables are recognised and carried at cost, based on the original invoice amount less any provision for any uncollectible debts. An estimate of doubtful debts is made when the Council believe collection of the full amount is no longer possible. Bad debts are written off as incurred.

Notes to and forming part of the accounts for the year ended 31 December 2008

b. Property, Plant and Equipment

• Recognition

All non-current assets directly owned or under the control of State Council are valued and brought to account from the date of acquisition.

Items of plant and equipment with a cost less than \$2,000 are expensed in the year of purchase.

• Valuation

Assets are initially brought to account at cost. Cost is determined as the fair value of the assets acquired plus the costs incidental to the acquisition. Fair value is the amount for which an asset could be exchanged between a knowledgeable, willing buyer and a knowledgeable, willing seller in an arm's length transaction. State Council values physical non-current assets at fair value in accordance with Treasury Policy TPP07-01 *Valuation of Physical Non-Current Assets at Fair Value*.

The carrying amount of property, plant and equipment is reviewed annually by the Council to ensure that it is not in excess of fair value.

• Impairment of Property, Plant & Equipment

The carrying amount of State Council assets are reviewed at each balance date to determine whether there is any indication of impairment. If impairment exists, the assets recoverable amount is estimated in accordance with its 'Value in Use' where the present value of future cash flows (discounted) from the asset in use, or the depreciated replacement cost for the assets for NFP entities that are not part of a cash generating unit (CGU). Discount rate has been mandated by Treasury at the pre tax WACC, consistent with Treasury's asset valuation policy 07-01 and AASB 136.

Impairment losses which are amounts by which the carrying amount exceeds the recoverable amount are recognised in the income statement, unless an asset has previously been revalued.

In which case, the impairment loss is recognised as a reversal to the extent of the previous revaluation with any excess recognised through the profit or loss.

• Revaluation

Revaluations of classes of property, plant and equipment are made in accordance with AASB 116 Property Plant and Equipment and Treasury Policy TPP07-01.

• Depreciation

All assets having a limited useful life are systematically depreciated over their useful lives to the Council in a manner which reflects the consumption of the service potential embodied in those assets. Depreciation is provided for on a straight-line basis.

<i>Class of Fixed Assets</i>	<i>Depreciation Rate</i>
Office Equipment	33.3%
Motor Vehicles	20%
Office Fixtures and Fittings	13%

Notes to and forming part of the accounts for the year ended 31 December 2008

c. Intangibles

Computer software and licences are classified as intangibles. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

The useful life of intangible assets are assessed to be finite.

The Board's intangible assets are amortised using the straight line method at 33.3%.

In general, intangible assets are tested for impairment where an indicator of impairment exists. However for a not-for-profit entity with no cash generating units, the Board is effectively exempt from impairment testing.

	Depreciation Rate
Intangibles	33.3%

d. Investments

Investments are recognised at cost with interest revenues recognised as they accrue. It is managements' judgement that the financial assets and investments of the Board will be held to maturity.

Held to maturity investments □ Non-derivative financial assets with fixed or determinable payments and fixed maturity that the agency has the positive intention and ability to hold to maturity are classified as 'held to maturity'.

These investments are measured at amortised cost using the effective interest method. Changes are recognised in the Income Statement when impaired, derecognised or through the amortisation process.

e. Employee Benefits

• Salaries and Wages

Liabilities for wages and salaries are recognised and are measured as the amount unpaid at balance date.

• Leave

Employee benefits are accrued on a pro-rata basis for annual and long service leave and are calculated using current total employee costs. Employee benefits are assessed at balance date, having regard to the expected liability and long term benefits are measured at present value. Present values are calculated based on the short-hand method in accordance Treasury Circular NSWTC 06/09 *Employee Benefits other than superannuation* and AASB 119 *Employee Benefits*.

Sick leave is not payable on termination of employment and therefore does not need to be provided for.

Total employee benefits are to include on-costs such as superannuation (where considered applicable). Oncost which are consequential to the payment of employee leave entitlements such as payroll tax and workers' compensation insurance are recognised as accrued expenses (payables) and not employee benefits included within the provision.

Both short-term and long-term provisions for employee entitlements are recognised as current liabilities and non-current liabilities on the balance sheet. This is in accordance with current NSW Treasury policy.

• Superannuation

The superannuation expense for the year is the amount of the statutory contribution which State Council makes to the relevant superannuation fund which provides benefits to its employees. All State Council employees are members of defined contribution superannuation schemes.

Liabilities for defined contribution schemes are recognised and are measured as the amount of outstanding statutory contributions unpaid at balance date.

Notes to and forming part of the accounts for the year ended 31 December 2008

Leases

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, the asset is recognised at its fair value at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Financial Performance in the periods in which they are incurred. Contingent lease rentals are expensed on a straight line basis over the life of the lease term.

f. Accounting for the Goods and Services Tax (GST)

Revenues and expenses and assets are recognised net of the amount of GST, except:

- the amount of GST incurred by State Council as a purchase that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of a item of expense.
- Receivables and payables are stated with the amount of GST included.

g. Payables

These amounts represent liabilities for goods and services provided to the Council and other amounts, including interest. Interest is accrued over the period it becomes due.

Amounts owing to suppliers (which are unsecured) are settled in accordance with trade terms. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice is received.

The GST component of any payables transaction, where the Council is entitled to an input credit, shall be debited to GST Input Credits account.

h. Provisions

Provisions are recognised when the Board has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably. The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at reporting date, taking into account the risks and uncertainties surrounding the obligation.

Provisions are classified as short-term (expected to be taken within twelve months) and long-term (that is not expected to be taken within twelve months).

i. Insurance

Insurance cover is managed by Treasury Managed Fund. Insurance coverage includes:

- Public & Product and Professional Indemnity Liability
- Motor Vehicle
- Contents
- Statutory Liability and Directors and Officers
- Personal Accident (employees, volunteers and directors), and
- Workers Compensation.

j. Accounting standards issued but not yet effective

State Council did not early adopt any new accounting standards that are not yet effective. The following new Accounting Standards have not yet been adopted and are not effective:

- a. AASB 1049 Financial Reporting of General Government Sectors by Government (1 July 2008)
- b. Applying the Re statement Approach under AASB 129 Financial Reporting in Hyperinflationary Economics (1 March 2006)
- c. Scope of AASB 2 (1 January 2009)
- d. AASB Interpretation 10 Interim Financial Reporting and Impairment (1 November 2006)

The State Council has assessed the impact of these new Standards and interpretations and consider the impact to be insignificant.

k. Significant Issues

The Integrated Marketing Communications (IMC) external review of Rural Lands Protection Boards report presented to the Minister on 6 June 2008 by the State Council of Rural Lands Protection Boards recommended that from 1 January 2009 the State Council of Rural Lands Protection Boards will be known as the Livestock Health and Pest Authorities State Management Council. Although the State Council will have increased functions implemented under the recommendation of the IMC review there is no impact to the entity's going concern or reporting obligations.

Notes to and forming part of the accounts for the year ended 31 December 2008

**STATE COUNCIL
OF RURAL LANDS PROTECTION BOARDS
OF NSW**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008 (Cont.)**

	Consolidated Entity		State Council	
	2008	2007	2008	2007
	\$	\$	\$	\$
5. Cash and Other Financial Assets				
Cash				
Cash on hand	200	200	200	200
Cash at bank	66 652	20 504	66 652	20 504
Cash at call	-	78 756	-	78 756
Total Cash	<u>66 852</u>	<u>99 460</u>	<u>66 852</u>	<u>99 460</u>
Other Financial Assets				
Held to maturity	1 092 026	1 566 656	1 092 026	1 566 656
Total Other Financial Assets	<u>1 092 026</u>	<u>1 566 656</u>	<u>1 092 026</u>	<u>1 566 656</u>
Total Cash and Other Financial Assets	<u>1 158 878</u>	<u>1 666 116</u>	<u>1 158 878</u>	<u>1 666 116</u>
Restrictions				
<u>External Restrictions</u>				
Grant- Stock Routes Capital Works Fund ¹	115 564	45 564	115 564	45 564
RLPB Committee Funds ²	18 231	2 779	18 231	2 779
DNR Land Care/ RLPB Project ³	-	2 322	-	2 322
Total Restrictions	<u>133 795</u>	<u>50 665</u>	<u>133 795</u>	<u>50 665</u>
Unrestricted	<u>1 025 083</u>	<u>1 615 451</u>	<u>1 025 083</u>	<u>1 615 451</u>
Total Cash and Other Financial Assets	<u>1 158 878</u>	<u>1 666 116</u>	<u>1 158 878</u>	<u>1 666 116</u>

¹ State Council holds \$115564 received from NSW DPI provided for the Stock Routes Capital Works Fund (SRCWF). This is the remainder of total grants of \$560000 and will be expended in 2010/11.

² State Council hold \$18 231 received from Boards for salary reimbursements. This is the remainder of a grant of \$20 000. The balance will be spent in 2009.

³ State Council has expended all funds received from the Department of Natural Resources (DNR) that was managed by a State Landcare Coordinator operating out of State Council Offices. The grant is provided to fund the development of linkages between Catchment Management Authorities (CMA's) and landcare groups. The initial grant was \$93 100.

Notes to and forming part of the accounts for the year ended 31 December 2008

	Consolidated Entity		State Council	
	2008	2007	2008	2007
	\$	\$	\$	\$
6. Receivables				
Sundry Debtors	2 294 655	93 036	2 294 655	93 036
Other Debtors	4 413	675	4 413	675
GST Receivable	189 443	-	189 443	-
	2 488 511	93 711	2 488 511	93 711
7. Other Current Assets				
Accrued Income	33 686	119 057	33 686	119 057
Prepayments	18 450	26 958	18 450	26 958
	52 136	146 015	52 136	146 015
8.(a) Property, Plant and Equipment				
Office Plant & Equipment - at Fair Value	93 935	70 315	93 935	70 315
Accumulated depreciation	(55 513)	(51 122)	(55 513)	(51 122)
	38 422	19 193	38 422	19 193
Motor Vehicles - at Fair Value	175 626	138 547	175 626	138 547
Accumulated depreciation	(48 313)	(23 515)	(48 313)	(23 515)
	127 313	115 032	127 313	115 032
Total Plant and Equipment - at Fair Value	269 561	208 862	93 935	208 862
Less: Total Accumulated Depreciation	(103 826)	(74 637)	(55 312)	(74 637)
Total Plant & Equipment at Net Book Value	165 735	134 225	38 623	134 225

8.(b) PROPERTY, PLANT AND EQUIPMENT - Reconciliations

Reconciliations of the carrying amounts of each class of property, plant and equipment at the beginning and end of the current reporting year are set out below.

	Motor Vehicles		Plant/ Equipment		Total	
	2008	2007	2008	2007	2008	2007
	\$	\$	\$	\$	\$	\$
Opening Balance 01/01/2007	115 032	101 130	19 193	19 214	134 225	120 344
Additions	69 838	113 172	28 898	8 822	98 737	121 994
Disposals	(23 333)	(73 995)	-	-	(23 333)	(73 995)
Other Movement	-	-	-	-	-	-
Depreciation for year	(34 224)	(25 275)	(9 669)	(8 843)	(43 893)	(34 118)
Balance at End of Period 31/12/2006	127 313	115 032	38 422	19 193	165 736	134 225

Notes to and forming part of the accounts for the year ended 31 December 2008

	Note	Consolidated Entity		State Council	
		2008 \$	2007 \$	2008 \$	2007 \$
9.(a) Intangibles					
Intangible Assets -at Fair Value		155 120	161 236	155 120	161 236
Accumulated depreciation		<u>(150 570)</u>	<u>(148 216)</u>	<u>(150 570)</u>	<u>(148 216)</u>
		<u>4 550</u>	<u>13 020</u>	<u>4 550</u>	<u>13 020</u>
9.(b) Intangibles - Reconciliations					
Reconciliations of the carrying amounts of intangibles at the beginning and end of the current reporting year are set out below.					
		2008 \$	2007 \$	2008 \$	2007 \$
Opening Balance		13 020	58 067	13 020	58 067
Additions		-	-	-	-
Disposals		-	-	-	-
Other Movement		(2 354)	-	(2 354)	-
Depreciation for year		<u>(6 116)</u>	<u>(45 047)</u>	<u>(6 116)</u>	<u>(45 047)</u>
Closing Balance		<u>4 550</u>	<u>13 020</u>	<u>4 550</u>	<u>13 020</u>
10. Payables		2008 \$	2007 \$	2008 \$	2007 \$
Trade Creditors		50 872	74 106	50 872	74 106
GST Payable		-	67 230	-	67 230
Unspent Grant Funds		7 930	5 102	7 930	5 102
Accrued Charges		677 088	96 853	677 088	96 853
Accrued Salary and wages		-	8 652	-	-
PAYG, FBT & Payroll Tax		24 392	4 725	24 392	-
Personnel Services		<u>6 086</u>	<u>-</u>	<u>6 086</u>	<u>13 377</u>
		<u>766 368</u>	<u>256 668</u>	<u>766 368</u>	<u>256 668</u>

Notes to and forming part of the accounts for the year ended 31 December 2008

	Consolidated Entity		State Council	
	2008 \$	2007 \$	2008 \$	2007 \$
11. Provisions				
Short-term Provision				
Recreation Leave	168 487	147 583	-	-
	<u>168 487</u>	<u>147 583</u>	<u>-</u>	<u>-</u>
Long-term Provision				
Long Service Leave	88 210	73 225	-	-
	<u>88 210</u>	<u>73 225</u>	<u>-</u>	<u>-</u>
Provision for Employee Entitlement	<u>256 697</u>	<u>220 808</u>	<u>-</u>	<u>-</u>
Personnel Services Provision	-	-	256 697	220 808
	<u>256 697</u>	<u>220 808</u>	<u>256 697</u>	<u>220 808</u>
Aggregate employee benefits and related on-costs				
Recreation Leave	168 487	147 583	-	-
Long Service Leave	88 210	73 225	-	-
Accrued Salary, Wages and ELE Oncosts 10	6 086	8 652	-	-
	<u>262 783</u>	<u>229 460</u>	<u>-</u>	<u>-</u>

12. Commitments for Expenditure**a) Capital Commitments**

The consolidated entity has no capital expenditure committed at balance date.

b) Lease/Hire Commitments

The consolidated entity has no leases/ hire expenditure committed at balance date.

Notes to and forming part of the accounts for the year ended 31 December 2008

13. Related Party Transactions

In accordance with the Rural Lands Protection Act the the affairs of State Council are Managed by State Council Members. The names of members who have held office during the reporting year are:

Name:	Appointed	Resigned	No. Mtg	No. Mtgs Held
David J Lister - Chairman			5	5
Richard Molesworth - Deputy Chairman			5	5
Ellen Green			5	5
Marie Russell			5	5
Wayne H O'Mally			4	5
Felicity Henderson	14/03/2007		5	5
Anthony E Sinclair			5	5
David Gowing	9/03/2007		5	5
John Willey	7/03/2007		4	5
			0	0
			\$	\$

Payments to State Council Members

Income received or due and receivable by all members from the Council and any related entity: 95 465 88 578

Number of Council members whose income from the Council or any related entity was within the following bands:

	No.	No.
\$0 - 9 999		7
\$10 000 - 19 999		1
\$20 000 - 29 999		-
\$30 000 - \$40 000		1

Other Related Party Transactions

State Council has a related party relationship with State Council Division. The State Council Division has a related party relationship with State Council. During the reporting period State Council Division provided personnel services to State Council. The expenses incurred by the State Council Division in providing these services have been charged to State Council for the exact value of the costs incurred for the period of \$1 483 003.

The amount outstanding at the end of the year which was owed to the State Council Division by State Council was \$262 783.

14 Consolidated Entities Subsidiaries	Country of Incorporation	Ownership	Interest
			2008
State Council Division	Australia	100%	100%

State Council Division was established as a special purpose entity under PSELAA on 17 March 2006 and is controlled by State Council. Refer Note 1. significant accounting policies.

15. Financial Instruments and Financial Risk Management

a) Accounting Policies and Methods

Financial Instruments give rise to situations that create a financial asset of State Council and a financial liability (or equity instrument) of the other party, or vice versa. For State Council, these financial instruments include cash, receivables, investments and payables.

All financial instruments, including revenues and expenses are recognised on an accrual basis.

All receivables and payables are unsecured and do not incur interest.

Subscriptions, Grants and Investment Income

Subscriptions, Grants and Investment Income are recognised in accordance with the policy detailed in Note 1 (a).

Other Receivables

Sundry and other debtors are brought to account on an accrual basis.

Related Party Transactions

Group transactions do not bear any risk exposure and have not been included within this note.

The Council's principal financial instruments are outlined below. These financial instruments arise directly from the Council's operations or are required to finance the Council's operations. The Council does not enter into or trade financial instruments for speculative purposes.

b) Fair Value

All carrying values approximate fair value for all recognised financial assets and financial liabilities.

c) Market Risk

Sensitivity analysis

State Council's financial assets which are subject to interest rate risk comprise cash on hand, at bank, and on call, and term deposits which are generally short term and are held to maturity. Therefore State Council does not consider that a reasonably possible change in risk variable (interest) would have a significant effect on profit or equity

d) Credit Risk Exposure

Credit Risk represents the loss that would be recognised if the counterparties fail to perform as contracted. The maximum credit risk on financial assets of the State Council is the carrying amount, net of any provision for doubtful debts.

State Council does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments.

State Council has unsecured debtors (classified as sundry in Note 6) which include grants from Industry and Investment NSW and recoveries from Boards and other government departments. These are managed by management monitoring outstanding debt and employing debt recovery policies. Credit Risk on recoveries is minimised as State Council has the power under the RLPB Act to direct Boards to pay debts owed to the State Council.

The profile of State Council's credit risk at balance date was:

	2008
Percentage of sundry debtors (unsecured only):	
- Current	98.00%
- Overdue	2%

e) Cash and Cash equivalents

Cash and cash equivalents comprise of cash on hand, cash in banks and investments in money market instruments.

Bank overdrafts are shown within borrowings in current liabilities in the balance sheet.

Notes to and forming part of the accounts for the year ended 31 December 2008

f) Liquidity Risk

Prudent liquidity risk management implies maintaining sufficient cash or credit facilities to meet the operating requirements of State Council. This is managed through committed undrawn facilities and prudent cash flow management.

State Council's financial liabilities and net settled derivative financial instruments at the reporting date are due within 3 months and therefore discounting is not significant.

	Weighted Average Effective Interest Rate		Floating Interest Rate		Fixed Interest Rate Maturing Within 1 year		Non Interest Bearing Within 1 year		Total	
	2008	2007	2008	2007	2008	2007	2008	2007	2008	2007
	%	%	\$	\$	\$	\$	\$	\$	\$	\$
Financial Assets:										
Cash	3.00	3.04	66 652	20 504	-	-	200	200	66 852	20 704
Cash Mgmt	4.25	6.32	-	78 756	-	-	-	-	-	78 756
Held to maturity	6.00	6.59	-	-	1 092 026	1 566 656	-	-	1 092 026	1 566 656
Total Financial Assets			66 652	99 260	1 092 026	1 566 656	200	200	1 158 878	1 666 116
Receivables:										
Sundry & Other Debtors	-	-	-	-	-	-	2 299 068	93 711	2 299 068	93 711
GST Receivable	-	-	-	-	-	-	189 443	-	189 443	-
Total Receivable	-	-	-	-	-	-	2 488 511	93 711	2 488 511	93 711
Total Assets	-	-	66 652	99 260	1 092 026	1 566 656	2 488 711	93 911	3 647 389	1 759 827
Financial Liabilities:										
Payables	-	-	-	-	-	-	766 372	256 668	766 372	256 668
Total Liabilities	-	-	-	-	-	-	766 372	256 668	766 372	256 668

16. NSW Government Operating Grant	2008	2007	2008	2007
	\$	\$	\$	\$
	636 540	618 000	636 540	618 000

In recognition of the additional costs to be incurred as a result of the restructuring of Rural Lands Protection Boards and in particular the increase in State Council's administrative costs, the Minister provided grant funds of \$250,000 annually for a period of 5 years. This funding expired 30 June 2001 and was replaced with operating funding of \$425,000 annually and is subject to review. In 2005, CPI increases were awarded and backdated to 2001 and this year the Minister increased the grant to \$636 540. This grant recognises and contributes to State Council's increased operating expenditure associated with carrying out additional functions included in the new Rural Lands Protection Act 1998.

17. Contingent Liabilities

Other than the commitments mentioned elsewhere in these notes, State Council is not aware of the existence of any contingent liabilities associated with its operations as at balance date.

18. After Balance Date Events

The Council is not aware of any after balance date events that would impact on the presentation of this financial report.

End of Financial Report

Board	Income 2007	Income 2008	Expenditure 2007	Expenditure 2008	Net Result 2007	Net Result 2008
Armidale	2,015,844	1,748,425	1,681,614	1,844,834	334,230	-96,409
Balranald/Went	480,807	364,892	473,005	436,337	7,802	-71,445
Bombala	472,641	472,730	455,618	738,918	17,023	-266,188
Bourke	272,338	265,831	267,732	285,410	4,606	-19,579
Braidwood	713,256	665,733	647,934	905,711	65,322	-239,978
Brewarrina	475,895	379,661	360,474	523,006	115,421	-143,345
Broken Hill	353,438	457,703	403,714	538,538	-50,276	-80,835
Casino	854,903	830,824	833,878	926,210	21,025	-95,386
Central Tablelands	1,990,879	1,827,209	1,969,196	1,963,498	21,683	-136,289
Cobar	243,692	264,799	276,220	302,534	-32,528	-37,735
Condobolin	782,593	782,189	730,833	860,038	51,760	-77,849
Cooma	1,150,691	1,173,501	1,272,672	1,309,456	-121,981	-135,955
Coonabarabran	1,015,061	890,810	820,487	829,822	194,574	60,988
Coonamble	1,107,618	969,676	773,720	681,821	333,898	287,855
Dubbo	1,170,464	1,210,856	1,068,123	1,103,093	102,341	107,763
Forbes	1,467,374	1,254,206	1,128,472	1,411,137	338,902	-156,931
Gloucester	946,152	841,000	907,564	1,181,683	38,588	-340,683
Goulburn	1,274,230	890,742	1,045,911	1,234,816	228,319	-344,074
Grafton	912,443	897,218	848,673	999,237	63,770	-102,019
Gundagai	1,209,506	1,037,547	975,725	1,021,770	233,781	15,777
Hay	838,713	819,595	764,249	801,017	74,464	18,578
Hillston	251,742	242,100	233,703	264,710	18,039	-22,610
Hume	1,589,613	1,315,852	1,908,349	1,393,103	-318,736	-77,251
Hunter	1,122,127	1,074,844	1,109,711	1,472,449	12,416	-397,605
Kempsey	1,074,611	998,684	901,013	964,861	173,598	33,823
Maitland	693,317	570,057	766,228	735,853	-72,911	-165,796
Milparinka					0	0
Molong	1,062,462	950,174	989,167	910,762	73,295	39,412
Moree	1,281,353	1,313,524	1,286,194	1,155,447	-4,841	158,077
Moss Vale	1,602,565	1,447,189	1,549,449	1,619,355	53,116	-172,166
Mudgee-Merriwa	1,335,515	1,182,362	1,318,970	1,495,594	16,545	-313,232
Murray	1,103,797	1,041,803	1,013,504	1,129,309	90,293	-87,506
Narrabri	1,007,377	997,616	969,017	1,139,125	38,360	-141,509
Narrandera	872,324	878,820	857,750	1,157,550	14,574	-278,730
Northern New England	2,025,010	1,800,357	1,764,865	1,747,718	260,145	52,639
Northern Slopes	1,474,996	1,344,571	1,475,005	1,519,688	-9	-175,117
Nyngan	664,592	807,505	767,925	776,091	-103,333	31,414
Riverina	1,578,235	1,341,347	1,185,429	1,093,578	392,806	247,769
South Coast	1,226,605	1,206,466	1,222,306	1,232,241	4,299	-25,775
Tamworth	2,593,774	1,970,983	1,873,357	2,434,972	720,417	-463,989
Tweed-Lismore	799,459	815,115	791,134	862,677	8,325	-47,562
Wagga Wagga	1,575,422	1,425,482	1,261,709	1,608,184	313,713	-182,702
Walgett	611,825	620,165	558,104	704,800	53,721	-84,635
Wanaaring	84,616	91,391	136,025	135,967	-51,409	-44,576
Wilcannia	145,434		190,944		-45,510	0
Yass	1,071,102	915,906	1,047,276	1,105,023	23,826	-189,117
Young	1,541,013	1,621,526	1,293,338	1,871,595	247,675	-250,069

Note: These figures are based on unaudited financial statements. Financial information for some former RLPBs were not available at time of publication. These entries have been left blank or with a zero.

Board	Assets 2007	Liabilities 2007	Equity 2007	Assets 2008	Liabilities 2008	Equity 2008
Armidale	3,042,664	355,115	2,687,549	3,150,784	355,872	2,794,912
Balranald/Went	936,040	40,747	895,293	866,988	43,140	823,848
Bombala	631,378	107,114	524,264	481,886	223,810	258,076
Bourke	1,231,255	17,033	1,214,222	1,227,583	32,940	1,194,643
Braidwood	973,438	159,605	813,833	887,675	313,820	573,855
Brewarrina	790,714	28,183	762,531	659,600	40,414	619,186
Broken Hill	641,469	53,522	587,947	596,837	89,723	507,114
Casino	1,226,193	136,863	1,089,330	1,228,203	215,295	1,012,908
Central Tablelands	3,017,286	338,588	2,678,698	2,900,506	358,096	2,542,410
Cobar	1,063,808	38,825	1,024,983	1,028,534	41,286	987,248
Condobolin	1,065,634	197,829	867,805	1,037,131	229,213	807,918
Cooma	1,137,980	153,517	984,463	1,099,918	251,410	848,508
Coonabarabran	1,310,055	66,304	1,243,751	1,355,610	50,871	1,304,739
Coonamble	1,112,938	141,429	971,509	1,375,665	106,393	1,269,272
Dubbo	1,626,732	262,113	1,364,619	1,927,300	391,332	1,535,968
Forbes	2,006,330	247,428	1,758,902	1,967,384	365,413	1,601,971
Gloucester	1,647,694	230,936	1,416,758	1,530,348	449,274	1,081,074
Goulburn	1,378,651	81,480	1,297,171	1,160,177	207,082	953,095
Grafton	1,868,617	122,915	1,745,702	1,925,964	284,156	1,641,808
Gundagai	1,844,701	172,301	1,672,400	1,963,222	275,045	1,688,177
Hay	2,210,862	247,899	1,962,963	2,152,268	232,078	1,920,190
Hillston	830,357	13,760	816,597	811,436	17,172	794,264
Hume	2,064,258	844,908	1,219,350	1,992,410	762,396	1,230,014
Hunter	2,183,511	191,194	1,992,317	2,609,702	361,136	2,248,566
Kempsey	1,912,180	73,426	1,838,754	1,941,126	68,550	1,872,576
Maitland	1,556,301	156,841	1,399,460	1,489,205	204,540	1,284,665
Milparinka			0			0
Molong	1,688,411	131,553	1,556,858	1,582,807	112,864	1,469,943
Moree	3,497,335	237,583	3,259,752	3,821,263	392,265	3,428,998
Moss Vale	2,656,266	466,233	2,190,033	2,465,791	447,923	2,017,868
Mudgee-Merriwa	2,470,677	321,980	2,148,697	2,430,889	595,424	1,835,465
Murray	1,804,524	208,015	1,596,509	1,909,314	273,740	1,635,574
Narrabri	1,928,686	200,526	1,728,160	2,056,277	227,132	1,829,145
Narrandera	998,091	210,549	787,542	893,491	384,679	508,812
Northern New England	3,207,730	205,203	3,002,527	3,342,204	208,683	3,133,521
Northern Slopes	3,753,031	419,005	3,334,026	3,897,397	539,160	3,358,237
Nyngan	1,052,831	65,571	987,260	1,218,573	59,299	1,159,274
Riverina	2,050,713	397,182	1,653,531	2,213,907	347,044	1,866,863
South Coast	805,191	384,402	420,789	729,048	224,034	505,014
Tamworth	3,987,358	412,481	3,574,877	3,786,527	684,799	3,101,728
Tweed-Lismore	1,139,631	165,187	974,444	1,229,704	152,663	1,077,041
Wagga Wagga	2,526,551	356,337	2,170,214	2,969,050	566,393	2,402,657
Walgett	2,094,994	123,967	1,971,027	2,204,850	211,726	1,993,124
Wanaaring	805,144	22,831	782,313	760,231	22,495	737,736
Wilcannia	429,370	-438	429,808			0
Yass	1,259,539	128,968	1,130,571	1,408,068	346,614	1,061,454
Young			0			0

Note: These figures are based on unaudited financial statements. Financial information for some RLPBs were not available at time of publication. These entries have been left blank or with a zero.

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Publications and electronic delivery

During 2008 individual Rural Lands Protection Boards and the State Council produced a total of approximately 760 publications. These fell broadly into the following categories:

- corporate publications, for example, the *RLPB Annual Report 2007*
- management plans, for example, local Board Function Management Plans
- extension and education, for example, fact sheets and information brochures
- community relations, for example, media releases and newsletters.

As part of its commitment to electronic service delivery, the following initiatives were implemented during 2008.

- A series of pamphlets aimed at explaining the pending changes to Rural Lands Protection Boards were produced, at a cost of approximately 40c per copy.
- The organisation's external website was redeveloped to better provide for an organisation preparing to undergo significant changes and to allow for timely updating of information.
- State Council continued to manage the RLPB intranet, which is the first point of contact for the Board staff and allows Boards to electronically retrieve and submit a range of material. A review of the content and functionality of the intranet commenced in 2008 with a view to relaunch the site in early 2009.
- The Southern Tablelands Regional Forum member Boards continued to maintain and update a regional web site for landholders, linked to the main RLPB site and to other relevant sites.
- The 2007 Annual Report was offered electronically in 2008, enabling a further reduction in the print run, from 600 to 500.

Legislative changes impacting on Rural Lands Protection Boards

There were major amendments to the *Rural Lands Protection Act 1998* passed by Parliament late in 2008. These amendments, inter alia, made substantial changes to the structure and governance of the former rural lands protection board system and include:

- renaming boards as "livestock health and pest authorities";
- replacing the State Council with a State Management Council;
- amalgamating the 47 boards into 14 livestock health and pest authorities;

- replacing the former annual conference with a State Policy Council, made up of representatives from the 14 livestock health and pest authorities; and
- providing a revised method of calculating rates.

Most of these changes are effective from 1 January 2009.

There were also significant amendments to the Rural Lands Protection (General) Regulation 2001 to support the amendments to the Act.

State Council reporting

OHS. State Council has a commitment to provide a workplace that is safe and without risk to the health and safety of staff and visitors. The consultative mechanism for OHS is by way of an agenda item at all State Council staff meetings.

Freedom of Information (FOI). State Council received no FOI requests in 2008.

Complaints received about State Council. State Council did not receive any complaints about State Council in 2008.

Risk management. All State Council insurance arrangements were through the NSW Treasury Managed Fund.

Code of conduct. State Council has formulated a code of conduct for members and staff which is aligned to the RLPB Code of Conduct.

Privacy management plan. State Council has developed a privacy management plan.

Equity and diversity in the workplace. State Council has a policy for the prevention of harassment and discrimination and encourages equity and diversity in the workplace.

Advisory committees

Pest Animal and Travelling Stock Reserves

Tony Sinclair (Chairman), Marie Russell (Deputy Chairman), Ellen Green (State Council member), Tim Seears (Executive Officer), Steve Adams (Director Northern Slopes), Terry Luke (Director Braidwood), Lisa Thomas (Ranger Dubbo), Andrew Miners (Ranger South Coast), David Lindsay (Ranger Northern Slopes), Tony Tadros (RLPB Liaison Officer, NSW DPI).

The committee met in February and August 2008. State Councillors Sinclair, Russell and Green each attended both meetings.

Board areas (ha)

Board by region	Board area (ha)	Rateable area (ha)
Central Slopes and Plains		
Condobolin	2,760,767	1,927,852
Coonabarabran	1,201,946	1,095,078
Coonamble	1,917,392	1,098,764
Dubbo	1,710,444	874,537
Forbes	1,244,525	1,122,745
Molong	775,329	730,276
Nyngan	1,704,831	1,672,571
North Coast		
Casino	607,829	482,016
Gloucester	687,063	677,221
Grafton	1,214,000	726,715
Kempsey	960,826	492,661
Tweed-Lismore	273,002	274,633
Northern Slopes and Plains		
Moree	1,611,695	1,499,817
Narrabri	1,247,547	838,351
Northern Slopes	1,642,707	1,357,516
Tamworth	2,306,575	1,721,987
Walgett	2,375,787	2,375,000
Northern Tablelands		
Armidale	1,792,075	1,334,356
Hunter	1,035,476	758,101
Mudgee-Merriwa	1,405,702	1,107,651
Northern New England	1,538,888	1,498,995
South Coast		
Maitland	860,229	384,018
Moss Vale	1,715,929	397,839
South Coast	1,069,439	278,838
Southern Slopes and Plains		
Gundagai	206,925	613,341
Hay	2,071,512	1,936,188
Hume	3,925,843	749,028
Murray	1,397,505	1,335,436
Narrandera	1,311,450	1,144,851
Riverina	1,816,793	1,662,052
Wagga Wagga	1,145,421	1,063,204
Southern Tablelands		
Bombala	490,000	251,756
Braidwood	572,794	424,100
Central Tablelands	1,712,786	1,215,619
Cooma	1,296,115	743,037
Goulburn	510,861	509,671
Yass	915,000	545,379
Young	1,041,241	843,915
Western Division		
Balranald-Wentworth	4,811,000	4,526,484
Bourke	3,904,048	3,868,924
Brewarrina	1,433,000	1,435,392
Broken Hill	4,320,811	4,327,027
Cobar	3,448,847	3,410,164
Hillston	3,195,900	3,158,991
Milparinka	3,001,496	2,698,831
Wanaaring	2,834,493	2,757,943
Wilcannia	4,175,217	3,876,445
Total	81,406,986	65,457,181

Staff (FTE)

Board by region	Managers	District Veterinarians	Rangers	Field assistants	Office Coordinators	Customer service officers
Central Slopes and Plains						
Condobolin	1	0	2	1	0	2.5
Coonabarabran	1	1	2	1	0	4
Coonamble	1	0	2	1	0	2
Dubbo	1	1	4	2	1	2.5
Forbes	1	1	4	2	1	3
Molong*	1	1	4	0	0	2.9
Nyngan	1	1	2	1	0	2
North Coast						
Casino	1	1	2	0	0	2.5
Gloucester	1	1	2	0	0	2.8
Grafton	1	1	2	0.13	0	3.2
Kempsey	1	1	2	0	0	3
Tweed-Lismore	1	1	2	0	0	2.6
Northern Slopes and Plains						
Moree	1	1	2	3	1	1
Narrabri	1	1	2	2	1	2
Northern Slopes	1	1	4	1.6	1	2.7
Tamworth	1	1	4	4	1	3.5
Walgett	1	0	1	2	0	1
Northern Tablelands						
Armidale	1	1	6	2	1	2.6
Hunter	1	1	4	1	0	5.92
Mudgee-Merriwa	1	1	3	2	1	2.49
Northern New England	1	2	5	1	1	4
South Coast						
Maitland	1	1	1	0	0	3.5
Moss Vale	1	1	5	1	0	3.6
South Coast	1	1	5	0	0	1.8
Southern Slopes and Plains						
Gundagai	1	1	5	0	1	1.7
Hay	1	0	2	0	0	1
Hume	1	1.4	5	0	0	3.4
Murray	1	0	3.8	1	0	1.8
Narrandera	1	1.2	2.4	0	0	1
Riverina	1	1	3.6	0	0	1.8
Wagga Wagga	1	1	4	1	0	2
Southern Tablelands						
Bombala	1	1	2	0	0	1
Braidwood	1	1	2	0	0	2
Central Tablelands*	1	0.5	4.7	0	0	3
Cooma	1	1.2	8	0	1	4.7
Goulburn	1	1	3	0	1	3
Yass	1	1	3	0	0	3
Young	1	1.6	3	2	0	3
Western Division						
Balranald-Wentworth	1	0	1	0	0	1
Bourke*	1	0	1	0	0	0.5
Brewarrina	1	0	1	0	0	0
Broken Hill	0	0	1	0	0	0
Cobar	1	0	1	0	0	0
Hillston	0.5	0	1	0	0	0
Milparinka	0.6	0	0.4	0	0	0
Wanaaring	1	0	0.5	0	0	0
Wilcannia	0.6	0	1	0	0	0
Total	44.7	34.9	131.4	31.7	12	101

* Staffing figures for these boards were not available. 2007 figures have been used here and should be treated as indicative.

Stock numbers

Board by region	Beef cattle	Beef cattle (herds*)	Dairy cattle	Sheep	Sheep (flocks**)	Goats	Pigs	Pigs (herds***)	Horses	Deer	Ostriches	Emus
Central Slopes and Plains												
Condobolin	50,796	478	816	766,662	998	5,268	2,077	37	720	6	16	4
Coonabarabran	161,267	855	205	457,882	375	10,489	2,749	20	9,037	31	1	5
Coonamble	90,480	431	43	335,686	251	129	81	7	454	0	0	0
Dubbo	142,341	1,553	4,758	1,134,582	1,225	11,893	9,328	73	4,858	44	0	6
Forbes	54,036	676	7,964	867,928	1,160	3,901	7,277	48	1,992	406	0	2
Molong	89,043	1,087	2,236	780,861	903	5,272	5,018	30	1,934	251	2	7
Nyngan	60,124	334	1,221	457,387	343	8,323	112	8	433	0	0	0
North Coast												
Casino	165,205	2,380	11,352	1,267	3	544	8,492	46	3,456	0	0	2
Gloucester	162,868	2,795	23,448	1,562	4	1,921	163	40	5,448	444	0	8
Grafton	168,223	2,271	7,697	2,574	7	2,496	191	40	4,865	311	0	24
Kempsey	130,861	2,666	16,164	2,118	5	2,493	2,485	69	4,403	975	0	8
Tweed-Lismore	95,344	2,615	7,134	1,655	3	981	7,155	53	4,148	0	10	0
Northern Slopes and Plains												
Moree	122,825	548	154	209,821	141	2,421	2,948	11	1,410	16	0	0
Narrabri	70,905	757	117	114,148	185	1,104	9,632	26	1,718	20	3	600
Northern Slopes	203,596	1,134	729	228,304	297	5,522	2,267	29	2,664	20	0	5
Tamworth	392,823	2,796	6,611	387,804	540	9,408	6,650	72	10,314	37	0	6
Walgett	80,520	343	293	503,301	258	9,216	31	3	593	0	0	1,206
Northern Tablelands												
Armidale	380,308	1,873	639	1,606,261	801	6,931	329	20	3,822	80	0	6
Hunter	171,000	1,779	12,758	88,186	107	5,781	272	27	13,780	65	5	110
Mudgee-Merriwa	211,669	1,607	12,270	751,380	679	15,640	696	45	4,399	160	6	8
Northern New England	330,840	2,413	673	770,225	748	10,071	1,139	18	4,408	1,673	0	1
South Coast												
Maitland	106,159	2,537	8,703	2,699	6	5,807	169	45	10,944	447	2	24
Moss Vale	107,774	2,932	34,095	16,600	47	4,857	8,467	46	15,520	1,121	260	259
South Coast	55,499	54,799	29,930	27,062	83	3,657	243	36	2,911	240	0	1
Southern Slopes and Plains												
Gundagai	165,612	1,147	1,470	743,060	618	1,973	889	22	2,434	341	0	540
Hay	65,528	163	290	486,235	224	6,681	131	9	399	200	1	1
Hume	175,723	1,199	5,744	635,711	679	2,271	14,423	16	2,720	730	0	7
Murray	44,131	530	29,301	657,126	838	2,043	40,790	41	978	0	21	0
Narrandera	60,594	334	65	361,589	711	802	45,830	33	848	54	30	4
Riverina	53,814	516	21,912	543,670	556	2,210	929	23	1,356	281	261	0
Wagga Wagga	108,284	942	4,769	963,363	1,448	5,094	42,409	35	3,362	181	0	72
Southern Tablelands												
Bombala	21,773	229	11	305,769	245	1,515	0	0	266	165	0	0
Braidwood	64,118	848	528	195,741	275	5,447	68	18	3,582	324	0	3
Central Tablelands	202,172	2,320	3,713	1,052,262	1,353	13,539	709	43	7,237	1,868	0	44
Cooma	62,076	715	35	587,411	613	2,786	198	13	1,884	240	0	0
Goulburn	78,832	1,105	402	574,662	709	5,936	164	28	3,146	299	0	7
Yass	48,538	763	98	995,959	881	4,669	2,186	13	2,925	210	0	1
Young	81,844	816	2,880	1,569,017	1,380	6,287	70,937	38	2,949	70	0	3
Western Division												
Balranald-Wentworth	8,700	79	26	469,091	221	9,654	101	8	198	0	0	0
Bourke	20,136	101	204	237,546	105	26,558	6	1	106	0	0	120
Brewarrina	20,136	101	204	237,546	105	26,558	6	1	106	0	0	120
Broken Hill	15,856	73	0	445,939	115	6,405	3	1	141	0	0	0
Cobar	10,905	84	6	196,506	129	16,325	349	4	130	0	0	0
Hillston	25,308	102	0	309,481	140	31,554	43	5	87	0	0	20
Milparinka	15,605	37	4	184,329	36	10	5	2	169	0	0	0
Wanaaring	16,509	46	0	154,720	39	36,247	0	0	42	0	0	0
Wilcannia	25,115	62		364,380	81	31,295	1	1	102	0	0	0
Total	4,995,815	103,971	261,672	21,787,068	20,670	379,984	298,148	1,204	149,398	11,310	618	3,234

Holdings and rates

Board by region	No. of rateable holdings	No. of minimum rate assessments	No. of Animal Health rate assessments	Notional carrying capacity	Minimum rateable area (ha)	General rate (cents per stock)	AH rate (cents per stock unit)	Minimum general rate \$	Minimum AH rate \$	General rates levied \$	AH rates levied \$	Special rates levied \$	Total rates levied \$
<i>Central Slopes and Plains</i>													
Condobolin	1,995	322	1,589	2,759,826.04	10	10.8415	8.4323	25.95	19.40	213,706.40	304,380.50	0.00	518,086.90
Coonabarabran	1,807	648	1,385	3,024,056.05	10	12	5.72	35.05	23.35	171,846.80	378,398.50	0.00	550,245.30
Coonamble	865	88	725	2,029,207.34	10	17.55	10.48	23.55	8.25	193,439.55	339,405.60	0.00	532,845.15
Dubbo	2,148	1,067	1,430	3,257,512.96	10	14.45	7.44	36.3	15.1	224,435.20	529,212.40	0.00	753,647.60
Forbes	2,700	788	2,048	3,295,646.35	10	14.73	13.92	42	38	422,281.05	490,912.90	32,008.00	945,201.95
Molong	2,491	829	1,920	3,071,051.27	10	13.469	9.8207	36	20.9	280,373.80	425,793.80	0.00	706,167.60
Nyngan	836	172	647	1,596,718.24	10	14.06	10.56	31.05	23.65	153,926.00	227,849.85	0.00	381,775.85
<i>North Coast</i>													
Casino	4,077	2,046	3,144	3,093,202.06	6	7.5	7.5	35.95	28.3	223,900.40	275,744.20	0.00	499,644.60
Gloucester	6,343	4,824	4,263	2,875,127.76	6	9.14	5.76	39.7	24.35	187,265.55	385,069.20	0.00	572,334.75
Grafton	5,345	4,041	3,195	2,571,542.08	6	9.811	7.827	41.85	28.6	211,221.25	370,741.10	0.00	581,962.35
Kempsey	7,677	5,612	4,585	2,244,738.33	4	15.62	7.65	47.15	34.35	217,144.80	527,089.25	0.00	744,234.05
Tweed-Lismore	8,106	6,796	4,718	1,995,679.11	4	9.4	7.8	40	30	181,290.10	370,484.80	0.00	551,774.90
<i>Northern Slopes and Plains</i>													
Moree	1,082	239	672	3,142,692.29	10	14.87	6.58	42.45	21.25	157,956.05	471,425.40	0.00	629,381.45
Narrabri	1,675	626	1,008	1,724,706.99	10	18.48	13.56	47.85	34.05	170,168.55	331,389.40	0.00	501,557.95
Northern Slopes	2,161	836	1,615	1,357,515.55	10	12.85	7.55	49.7	28.65	210,714.75	384,700.30	0.00	595,415.05
Tamworth	5,326	2,094	4,166	5,747,054.72	10	18.11	7.19	46.8	13	381,146.25	983,556.10	0.00	1,364,702.35
Walgett	727	39	577	2,062,477.00	40	15.00	2.00	17.00	8.00	37,576.00	309,614.00	0.00	347,190.00
<i>Northern Tablelands</i>													
Armidale	3,099	1,161	2,740	6,461,920.78	10	10.25	7.462	34.45	22.15	481,718.90	683,932.40	0.00	1,165,651.30
Hunter	3,864	2,154	2,954	3,334,582.66	10	13.5765	6.2475	46.75	26.4	215,958.95	511,637.30	0.00	727,596.25
Mudgee-Merriwa	5,033	3,612	2,414	3,658,953.35	10	12.7	6.35	47	23.5	228,681.10	590,634.45	0.00	819,315.55
Northern New England	3,653	1,268	3,026	5,167,354.01	10	12.4772	8.3188	38.75	23.5	418,461.60	632,625.20	0.00	1,051,086.80
<i>South Coast</i>													
Maitland	6,816	5,842	3,727	1,833,173.59	10	9.53	5.44	40.15	17.4	105,128.10	338,643.65	0.00	443,771.75
Moss Vale	9,288	7,630	5,357	2,183,348.64	10	15.13	10.89	52.25	32.35	272,698.05	602,258.80	0.00	874,956.85
South Coast	5,065	4,035	2,463	1,611,382.84	5	19.5976	12.1249	73.6	22.45	176,923.60	533,726.65	0.00	710,650.25
<i>Southern Slopes and Plains</i>													
Gundagai	1,963	706	1,599	3,628,865.98	10	8.75	10.25	33.4	22.45	374,057.80	350,389.50	0.00	724,447.30
Hay	674	91	496	1,672,388.01	10	18.46	8.92	13.5	13.5	139,020.15	309,447.85	0.00	448,468.00
Hume	2,720	1,049	2,252	3,963,547.90	10	12.13	8.08	43	30.75	315,380.80	498,262.15	0.00	813,642.95
Murray	2,353	75	1,771	4,284,361.05	20	11.47	7.03	11.45	4.6	259,935.95	466,798.80	0.00	726,734.75
Narrandera	3,293	1,342	1,879	2,028,370.56	10	18.75	11.75	33.45	13.4	186,474.70	400,171.30	0.00	586,646.00
Riverina	2,149	705	1,508	3,258,929.22	10	10.36	9.76	29.00	17.4	281,941.20	333,466.35	0.00	615,407.55
Wagga Wagga	3,516	1,079	2,772	4,506,864.08	10	8.27	10.82	35.1	39.35	449,729.15	380,925.05	0.00	830,654.20
<i>Southern Tablelands</i>													
Bombala	663	274	534	861,734.35	10	17.15	16.64	47.3	28.35	141,166.90	155,988.65	0.00	297,155.55
Braidwood	4,440	3,847	1,464	1,289,903.20	4	12.57	10.77	54.35	48.8	145,775.05	335,480.35	29,723.60	510,979.00
Central Tablelands	2,906	2,086	915	1,642,970.47	4	21	9.408	74.35	29.75	158,142.85	458,797.10	0.00	616,939.95
Cooma	8,113	5,247	4,541	6,022,724.64	4	12.77	7.16	51.55	32.7	421,599.95	947,337.95	0.00	1,368,937.90
Goulburn	4,458	3,537	2,380	2,364,814.78	10	11.2282	10.4255	56.45	36.55	249,262.00	414,915.55	0.00	664,177.55
Yass	2,981	1,707	2,342	2,611,900.69	4	11.7	12.2	43.5	43.5	333,351.90	351,378.15	0.00	684,730.05
Young	2,746	916	2,067	4,386,080.74	10	11.11	9.49	32.2	32.2	394,239.70	493,751.10	0.00	887,990.80
<i>Western Division</i>													
Balranald-Wentworth	332	18	248	1,181,896.78	40	15	4	10.8	5.9	43,735.95	177,331.55	0.00	221,067.50
Bourke	329	75	272	942,582.14	20	9.5	4.25	29	29	38,502.25	91,110.05	0.00	129,612.30
Brewarrina	225	7	201	875,603.60	50	13.262	4.1	30.2	11.05	34,012.50	116,196.40	0.00	150,208.90
Broken Hill	134	3	125	524,183.83	400	18	5	20	2.20	25,391.40	94,372.55	0.00	119,763.95
Cobar	252	0	206	710,137.30	500	10	3.4	0.00	0.00	22,438.50	71,013.85	0.00	93,452.35
Hillston	290	28	265	917,807.08	40	12.394	4.134	34.3	22.90	35,834.40	114,365.90	0.00	150,200.30
Milparinka	46	0	45	430,943.46	400	12	10.00	0.00	0.00	38,787.00	51,713.30	0.00	90,500.30
Wanaaring	53	0	50	538,956.13		8.4	5.6			28,981.45	45,272.30	0.00	74,253.75
Wilcannia	136	4	126	820,794.46	200	8.7	3	31.8	21	22,806.65	71,461.10	0.00	94,267.75
Total	136,951	79,565	88,426	119,565,830	2,017	614.12	382.81	1,686.00	1,052.30	9,678,531	17,729,173	61,732	27,469,435

RLPB code of conduct

Introduction

Staff of the Rural Lands Protection Board are expected to perform all duties associated with their positions skillfully, impartially and diligently to the extent possible in order to contribute to the achievement of the Rural Lands Protection Board goals.

This code of conduct has been formulated to promote the highest ethical and moral standards and to foster an understanding of the conduct expected of staff members.

This code of conduct covers all Rural Lands Protection Board staff (including casual staff members).

Personal and professional behaviour

The personal and professional behaviour of staff must contribute to a productive and harmonious workplace. In performing their duties all staff members must:

- Comply with legislative, industrial or administrative requirements, and lawful and reasonable directions given by persons in authority;
- Maintain and develop knowledge and understanding of their professional field and areas of responsibility;
- Exercise their best professional and ethical judgement, making decisions without bias using the factual information available;
- Treat directors, staff members, ratepayers and members of the community with respect, impartiality, courtesy and sensitivity;
- Exercise their best judgement in the interests of the Rural Lands Protection Board;
- Maintain a cooperative and collaborative approach to working relationships;
- Perform their duties in a professional, diligent, conscientious and responsible manner;
- Act fairly and reasonably, carrying out work with integrity and objectivity;
- Maintain adequate documentation to support decisions made;
- Not willfully disobey or disregard any lawful direction given by any person/body having the authority to give the direction;
- Act in the interest of the Rural Lands Protection Board and not in their private interest;
- Observe the strictest honesty and integrity, and avoid conduct which could suggest otherwise. This may include a duty to bring notice of dishonesty on the part of other staff;
- Not seek to influence any person in order to obtain promotion, progression or other advantage;
- Implement and abide by Rural Lands Protection Board policy and procedures;
- Provide relevant and responsive service to ratepayers and customers of the Rural Lands Protection Board, ensuring provision of accurate, relevant information in a prompt manner;
- Respect the confidentiality and privacy of information entrusted to them in the course of employment;
- Implement decisions of the Rural Lands Protection Board in an impartial manner;
- Be aware of and uphold the requirements of Anti-discrimination and Occupational Health and Safety legislation and the responsibilities placed on them
- Ensure efficient and effective use of Rural Lands Protection Board resources, making improvements wherever possible and reducing waste;
- Treat others in the workplace fairly and with respect, and not harass, victimize or discriminate against staff, directors or others in workplace on the grounds of sex (including pregnancy), sexuality, transgender status, race, colour, ethnic or ethno-religious background, descent or national identity, marital status, disability, age, political conviction or religious belief, carers' responsibilities or other grounds covered by relevant legislation;
- Report unethical behaviour or suspected corrupt conduct to either the Manager/Executive Officer or the Chairman;
- Ensure that any participation in non-Rural Lands Protection Board activities does not conflict with the activities as an employee at the Rural Lands Protection Board.

Fairness and equity

Staff members must make sure that all issues and cases they handle are dealt with consistently, promptly and fairly. Matters must be dealt with in accordance with approved policies and procedures, and without discrimination on any grounds.

When using discretionary powers, staff members must ensure that all the relevant facts and merits of each case are considered. The rules of natural justice require that people affected significantly by a decision have a right to put forward their case and for the decision to be made impartially. These principles must be observed.

Accountability

Staff members are responsible for their own acts and omissions and are accountable for them. Managers and supervisors have a responsibility to ensure that employees understand the duties of their position, the results expected, their obligations under this Code of Conduct, the limits of their administrative and financial delegations, and policies and procedures. Managers and supervisors have a responsibility to adhere to and promote the Code of Conduct through guidance and example.

Conflicts of interest

The Rural Lands Protection Board's adherence to the principle of respect for the individual entails a strict regard for privacy and dignity of each staff member. The Rural Lands Protection Board will therefore not routinely involve itself in the private lives of its staff. However, conflict of interest may arise where a staff member engages in activities or advances or inhibits personal interests at the

expense of the Rural Lands Protection Board's interests or the interests of other staff.

Staff are required to disclose to their supervisor or manager immediately any financial, personal or other interest or potential interest which could directly or indirectly compromise the performance of their duties or conflict with the Rural Lands Protection Board's interest, and take action to avoid the conflict. It should be recognised that hostility as well as friendship can be perceived as a conflict of interest. Managers must effectively resolve any conflicts of interest that arise in the Rural Lands Protection Board. Conflicts of interest that lead to biased decision making may constitute corrupt conduct.

Secondary employment and outside earnings

The Rural Lands Protection Board encourages all staff members in their contribution to the community by providing assistance to the government, the professions and industry through a range of activities including consulting work, contracting and participation on committees.

For all staff members, work outside the Rural Lands Protection Board employment, must be performed outside the staff member's normal Board working hours, must not conflict with Board work, should not adversely affect their work performance and not involve the use of Board resources. Staff should refer to any relevant Rural Lands Protection Board policy and the Rural Lands Protection Boards Salaries and Conditions Award in relation to employment outside the Rural Lands Protection Board.

All staff members have an obligation to inform their immediate supervisor if such work could impact unfavourably on the Rural Lands Protection Board. This applies whether staff members are full time, part time or only temporarily employed.

Acceptance of gifts

Staff members must not solicit gifts, secret commission or benefits, nor accept gifts, secret commissions or benefits either for themselves or for another person, which might in any way, either directly or indirectly, compromise of influence them in their official capacity. If a bribe, gift or other benefit is intended to influence decisions about how work is done, contracts let or goods purchased (or could reasonably be perceived as such), it must not be accepted.

Public comment

The Rural Lands Protection Board supports the right of staff members to speak publicly. However public comment must be consistent with policy and other decisions of the Board.

Staff members must not use official stationery for private correspondence or for purposes not related to their official duties.

Union membership

Rural Lands Protection Board staff members have the right to join or not to join trade unions, and to choose whether or not to participate in union activities. The value of effective consultation between staff members, the Rural Lands Protection Board and State Council is recognised.

Use of official information

Staff members must maintain the integrity, confidentiality and privacy of Rural Lands Protection Board records and information to which they have access. Staff members must not disclose, or offer to supply, confidential or private Board information except when authorised to do so as a part of their normal duties, or when required or permitted to do so by Board policy, State or Commonwealth law, Freedom of Information legislation, court orders such as subpoenas, or other legal instrument.

Staff members may only destroy, or authorise the destruction of, Board records in accordance with Rural Lands Protection Board policy and relevant legislation.

Use of RLPB resources

Staff members are expected to be efficient and economical in their use and management of all Rural Lands Protection Board resources including their own work time. Board resources include, but are not limited to, information technology hardware and software, other communication devices, facilities and equipment, stationary, furniture and furnishing, vehicles, goods, supplies and services.

Prevention of discrimination and harassment

The Rural Lands Protection Board seeks to remove any barriers that impede access to benefits and conditions of employment. The Rural Lands Protection Board is committed to the elimination of harassment and discrimination, and to the right of all staff and directors to be treated with dignity and respect, regardless of background, beliefs or culture.

Staff members must not harass or discriminate against their work colleagues or members of the public on the grounds of sex, marital status, pregnancy, race, colour, nationality, ethnic or national origin, ethno-religious identity, descent, age, disability, homosexuality, transsexuality or ethno-religion. Such harassment or discrimination may constitute an offence under the Anti-Discrimination Act 1977. In addition, staff members must not harass or discriminate on the grounds of political conviction.

Managers and supervisors must ensure that the workplace is free from all forms of harassment and unlawful discrimination. They should understand and apply the principles of Equal Employment Opportunity and ensure that the staff they supervise are informed of these principles.

Managers and supervisors should also take all necessary steps, such as training, to prevent and deal with harassment and discrimination in the workplace.

* Herds are defined as those with more than 10 head of cattle. ** Flocks are defined as those with more than 50 sheep. *** Herds are one or more pigs.

OHS

The Board through its manager and supervisors are responsible for ensuring that their premises adequately provide for the health, safety and welfare of staff members and members of the public who use them.

Specifically, managers and supervisors are responsible for:

- Providing safe systems of work;
- Providing a safe work environment;
- Providing supervision, training and information;
- Providing safe equipment and substances;
- Maintaining documentation on occupational health and safety activities;
- Develop and implement occupational health and safety policies and procedures;
- Identify, assess and control risks;
- Respond to staff members' reports on occupational health and safety risks and incidents;
- Investigate all accidents, incidents and injuries to identify causal factors and establish corrective actions;
- Observe all requirements of the *Occupational Health and Safety Act 2000* and the Occupational Health and Safety Regulations 2001.

It is the responsibility of all staff members to act in accordance with the occupational health and safety legislation and Rural Lands Protection Board internal policies. They are also responsible for utilising safety equipment provided.

Staff members are also responsible for safety in the workplace by:

- Following the safety directives of management, and
- Advising their immediate supervisor where there is a potential problem in safety and reporting incidents.

Staff members must take care not to put themselves or other Rural Lands Protection Board community members at risk or reduce their ability to carry out their duties through the misuse of alcohol or drugs. Accordingly, staff members should not be under the influence of alcohol or other substances while they are at work to the extent that they are unable to carry out their duties safely or properly.

The Rural Lands Protection Board expects its staff to perform their job with skill, care and diligence. Staff members should not perform any act or omission that is likely to have a detrimental effect on their work performance and that of other staff members.

Staff members are obligated to advise their immediate supervisor of any physical or intellectual impediment (permanent and/or temporary) that may potentially endanger themselves, other staff members, ratepayers or visitors whilst the staff member is carrying out his/her normal duties. Where possible, the Rural Lands Protection Board will make appropriate arrangements to accommodate the permanent or temporary incapacity.

Corrupt conduct, maladministration and serious and substantial waste

Corrupt conduct involves the dishonest or partial use of power or position which results in one person being advantaged over another. Corruption can take many forms including, but not limited to:

- Official misconduct
- Bribery and blackmail
- Unauthorised use of confidential information
- Fraud
- Theft
- Violence

Staff members must report corrupt conduct to the Chairman of the Board. The Chairman of the Board has a responsibility to ensure that the disclosure is acted upon, and has an obligation under the Independent Commission Against Corruption Act 1988 to report corrupt conduct to the Commission.

Maladministration is defined in the Protected Disclosures Act 1994 as conduct that involves action or inaction of a serious nature that is:

- Contrary to law
- Unreasonable, unjust, oppressive or improperly discriminatory; or
- Based wholly or partly on improper motives.

Maladministration can include conduct considered corrupt under the Independent Commission Against Corruption Act 1988 if it involves criminal or disciplinary offences.

Serious and substantial waste, as defined by the Protected Disclosures Act 1994, refers to any uneconomical, inefficient or ineffective use of resources, authorised or unauthorised, which results in significant loss/wastage of public funds or resources.

Staff members are urged to report suspected corrupt conduct, as well as maladministration and serious and substantial waste of public resources. The Protected Disclosures Act 1994 provides certain protections against reprisals for employees who voluntarily report such matters (but not vexatious or malicious allegations).

If disclosures are made to an external investigating body, those concerning corrupt conduct should be made to the Independent Commission Against Corruption. Disclosures concerning maladministration should be made to the Ombudsman, while disclosures concerning serious and substantial waste of public money should be made to the NSW Auditor-General.

Leaving the RLPB

When leaving the Rural Lands Protection Board, staff members must return all property of the Rural Lands Protection Board that is in their possession.

Staff members must not disclose any official information after leaving the Rural Lands Protection Board that was their duty not to disclose while employed by the Board.

Staff must not use their position to advance their prospects for future employment, or allow their work to be influenced by plans for, or offers of, external employment which would conflict or compromise in any way the best interests of the Rural Lands Protection Board.

Former staff members should not use or take advantage of personal, confidential or official information they have obtained in their capacity as Board staff. Furthermore, all staff must be careful in their dealings with former staff members and make sure they do not give them favourable treatment or access to personal, confidential or official information.

Responsibilities of managers and supervisors

Managers and supervisors responsibilities include, but are not limited to:

- Ensuring that staff have access to copies of the Code of Conduct and other relevant documents and policies;
- Ensuring that the requirements of the Code of Conduct are reflected in the day-to-day management of staff;
- Ensuring staff maintain high standards of conduct in the workplace;
- Supporting staff who disclose information regarding corrupt conduct;
- Taking all necessary steps to resolve any conflicts that arise in the workplace and ensuring any conflict is avoided in the future;
- Appropriately recording all reports of actual or potential conflict of interest and all directions given about handling each case.

Breaches of Code of Conduct

This Code of Conduct is designed to promote and enhance the ethical behaviour of all staff at the Rural Lands Protection Board. If staff members are found to have breached the Code, the Rural Lands Protection Board may decide to take action against them. Such action may include disciplinary action for misconduct or serious misconduct. Any such action may result in sanctions imposed, including and up to, termination of employment.

Relevant legislation

- Age Discrimination Act 2004* (Commonwealth)
- Anti-Discrimination Act 1977* (NSW)
- Crimes Act 1900* (NSW)
- Disability Discrimination Act 1992* (Commonwealth)
- Equal Opportunity for Women in the Workplace Act 1999* (Commonwealth)
- Freedom of Information Act 1989* (NSW)
- Human Rights and Equal Opportunity Commission Act 1986* (Commonwealth)
- Independent Commission Against Corruption Act 1988* (NSW)
- Industrial Relations Act 1996* (NSW)
- Occupational Health and Safety Act 2000* (NSW)
- Occupational Health and Safety Regulations 2001* (NSW)
- Ombudsman Act 1974* (NSW)
- Privacy and Personal Information Protection Act 1998* (NSW)
- Protected Disclosures Act 1994* (NSW)
- Public Finance and Audit Act 1983* (NSW)
- Racial Discrimination Act 1975* (Commonwealth)
- Rural Lands Protection Boards Salaries & Conditions Award 2004*
- Rural Lands Protection Act 1998* (NSW)
- Sex Discrimination Act 1984* (Commonwealth)
- State Records Act 1998* (NSW)
- Workplace Relations Act 1996* (Commonwealth)

Livestock Health and Pest Authority offices (formerly RLPB offices)

State Management Council

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Ph 02 6391 3242 Fax 02 6391 3744

Central North

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181 Bettington Street, (PO Box 9) MERRIWA NSW 2329
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112 Market Street, (PO Box 31), MUDGEE NSW 2850
Ph 02 6372 1866, Fax 02 6372 3295

Central West

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Ph 02 6882 2133, Fax 02 6884 2302
15 Tooloon Street, (PO Box 40), COONAMBLE NSW 2829
Ph 02 6822 1588, Fax 02 6822 2338
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Ph 02 6836 2081, Fax 02 6836 1419
Vicary Street, WANAARING NSW 2840
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17 Trail Street, (PO Box 513), WAGGA WAGGA NSW 2650
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462 Wagga Road, LAVINGTON NSW 2641
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Ph 02 6944 1588, Fax 6944 1867

Lachlan

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32 Bathurst Street, (PO Box 100), CONDOBOLIN NSW 2877
Ph 02 6895 2152, Fax 02 6895 2049
93-93a Main St, (PO Box 46), YOUNG NSW 2594
Ph 02 6382 1255, Fax 02 6382 3454

Mid Coast

15 Isabella Street, (PO Box 76), WINGHAM NSW 2429
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98 John Street, SINGLETON NSW 2330
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196 Kelly St (PO Box 250), SCONE NSW 2337
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1 Greenaway Street, (PO Box 108), GLEN INNES NSW 2370
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142 High Street, TENTERFIELD NSW 2372
Ph 02 6736 1355, Fax 02 6736 2614
126-130 Taylor Street, ARMIDALE NSW 2350
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North Coast

79 Conway Street, (PO Box 16), LISMORE NSW 2480
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147 Barker Street, (PO Box 158), CASINO NSW 2470
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170 Wallace Street, (PO Box 97), BRAIDWOOD NSW 2622
Ph 02 4842 2536, Fax 02 4842 2790
5 Dawson Street, (PO Box 29), COOMA NSW 2630
Ph 02 6452 1122, Fax 02 6452 4982

Tablelands

66 Corporation Ave, (PO Box 20), BATHURST NSW 2795
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181 Bourke Street, (PO Box 67), GOULBURN NSW 2580
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36 Bank St, (PO Box 15), MOLONG NSW 2866
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Briscoe Street, (Post Office), TIBOOBURRA NSW 2880
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43 Woore Street, (PO Box 11), WILCANNIA NSW 2836
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