



Board of Surveying & Spatial Information

BOSSI Charter

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The Board of Surveying and Spatial Information (BOSSI) has adopted this Charter to guide the Board and its committees in the exercise of their responsibilities in the service of its statutory functions, customers and other stakeholders. The principles set out in this Charter are in addition to and are not intended to change or interpret any laws or the application of the Board's Constitution.

The Charter delineates the functions and responsibilities of the Board and its committees.

1. Functions of the Board

BOSSI is a constituted statutory Board under the *Surveying and Spatial Information Act 2002* (the Act). As outlined in Section 28 of the Act, the principal functions of the Board are:

- The registration of surveyors
- The investigation of surveyors' registration and licensing schemes in other States and Territories, and the provision of advice to the Minister in connection with the recognition of the qualifications and experience of surveyors registered or licensed under such schemes
- The investigation of complaints against registered surveyors
- The taking of disciplinary action against registered surveyors
- The investigation of matters referred to it by the Minister for advice or report in relation to surveying or any other aspect of the spatial information industry
- The investigation of, and the provision of advice to the Minister with respect to, the practice to be followed in the conduct of surveys or in the collection, collation and dissemination of any other kinds of spatial information
- The provision of advice to the Minister on the maintenance of the integrity of the State cadastre
- The provision of advice to the Minister with respect to any other matter in connection with the administration of the Act.

2. Composition of the Board

In accordance with Section 27 of the Act, the Board is to consist of between 10 and 12 members of whom:

- a) One is to be the Surveyor-General, and
- b) One is to be a registered surveyor, being a person employed in the Public Service, appointed by the Minister, and
- c) Three are to be persons appointed by the Minister on the nomination of the Institution of Surveyors New South Wales Incorporated as prescribed in Section 75(1) of the Surveying and Spatial Information Regulation 2017, and
- d) One is to be a person appointed by the Minister on the nomination of the AIMS – Australian Institute of Mine Surveyors Limited as prescribed in Section 75(2) of the Surveying and Spatial Information Regulation 2017, and
- e) Between one and three are to be persons appointed by the Minister from persons nominated by such relevant professional associations as the Minister determines and that comprise persons involved in the spatial information industry or bodies of persons involved in that industry, and
- f) One is to be a person appointed by the Minister on the nomination of the Minister

administering the Work Health and Safety (Mines and Petroleum Sites) Act 2013, and

One is to be a person appointed by the minister on the nomination of the Minister administering the Fair Trading Act 1987, and

- g) One is to a person appointed by the Minister on the basis of his or her qualifications and experience in the training of surveyors.

The Surveyor-General is the President of the Board.

3. Board Committees

Under Section 30 of the Act, the Board may establish advisory and other committees to assist it in the exercise of its functions and may abolish any committee so established. Each committee must act in accordance with a term of reference approved by the Board setting out matters relevant to the composition, responsibilities, authority and reporting of the committee, and such other matters as the Board considers appropriate. Board committees may only act with delegated authority from the Board and as per Section 30 of the Act, a committee may exercise such of the Board's functions as are delegated to it by the Board.

The Board has established the following committees:

- Continuing Professional Development Committee
- Discipline Committee
- Finance and Audit Committee
- Land and Mining Committee
- Professional Audit and Investigation Committee
- Spatial Information Committee and
- Training Committee.

Under Section 30 of the Act, each committee must include at least 2 Board members, but may include other persons who are not Board members.

4. Board Meetings

As per Schedule 1 of the Act:

- Meetings of the Board are to be held at such times and places as are fixed by the President.
- The procedure for the convening of meetings and for the conduct of business at those meetings is to be determined by the President.
- At a meeting of the Board, a majority of the Board members constitutes a quorum.
- The President (or, in the absence of the President, one of the other members present at the meeting) is to preside at a meeting of the Board.
- A decision of the Board has effect if it is supported by a majority of the votes cast at a meeting at which a quorum is present.
- In the event of an equality of votes, the presiding member has a second, or casting vote.
- The presiding member at a meeting of the Board must cause a record of the proceedings at the meeting to be made.

5. Board Member Attendance

In accordance with Schedule 1, Part 1 Clause 4 of the Act, Board members are required to seek leave of absence from meetings. Failure to gain approval for four consecutive meetings will result in the member being determined to have vacated office.

An application for leave of absence should be made in writing to the Registrar and where practical, prior to the meeting.

6. Pecuniary Interests

A conflict of interest exists when it is likely that a member could be influenced by a personal or business interest. If a conflict of interest leads to partial decision making, it may constitute corrupt conduct. A conflict of interest, whether real, potential or perceived, may arise for example from:

- Other directorships or employment
- Professional and business interests and associations
- Investment interests or the investment interests of friends or relatives
- Family relationships
- Participation in party political activities
- Personal beliefs or attitudes that affect impartiality.

A member has a duty to declare any private interest that may impinge on a board or committee decision. A member will be required to complete a 'Pecuniary Interest Declaration' form upon becoming a member and notify any changes as the need arises.

7. Remuneration

An appointed member is entitled to be paid such remuneration (including travelling and subsistence allowances) as the Minister may from time to time determine in respect of the member.

For further details refer to Appendix 2.

8. Review of the Board Charter

The Board will review this Charter on an annual basis and at such other times as it considers a review to be necessary or appropriate.

Appendix 1 – Committee Terms of Reference

Continuing Professional Development (CPD) Committee

Terms of Reference - Committee members (2023/2024)

BOSSI representatives	Industry representatives
Roshni Sharma (Convenor)	Joel Wooby (AIMS)
Charles Fransen (Deputy Convenor)	Benjamin Meyer (ACS NSW)
Victoria Colombage	Michael Spiteri (ISNSW)
Thomas Grinter	John Minehan (GCA)
Kate Wilkinson (Registrar)	Lloyd Pilgrim (UoN)

Responsibilities

1. To review and advise the Board on any proposed changes to the Board's CPD Determination.
2. To oversee the review of CPD (as outlined in the BOSSI Strategic Plan 2023-2026) and related consultation with industry and Ratified Organisations.
3. To develop and adhere to a common standard for CPD event assessment.
4. To maintain timely and open communication between the Board and the Ratified Organisations (through the Administrative Reference Group) regarding the assessment of CPD events.
5. To advise the Board on applications to become a ratified organisation.
6. To notify the Board in regard to any unresolved dispute concerning CPD event assessment, including appeals.
7. Undertaking Audit and preparing an Audit Report of Ratified Organisations for presentation to the Board.
8. Robust industry engagement, including education and awareness raising of CPD matters.
9. To recommend actions regarding surveyors who have not complied with the Board's CPD Determination.
10. Annual review of committee membership and succession planning.

Membership and meetings

As per the Surveying and Spatial Information Regulation 2017, Part 3, Division 1, Clause 76:

- The committee must have at least 3 members.
- The convenor and deputy convenor of a committee are to be nominated by the Board and may (but need not) be members of the Board.
- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.

- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of a committee is to report all decisions of the committee to the next Board meeting.

CPD Committee Targets:

1. Provide presentations to industry to educate surveyors on any changes to the CPD Determination and its application.
2. Review CPD requirements for surveying in other Australian jurisdictions.
3. Implement a succession plan for the committee members.
4. Monitor work currently being undertaken by the NSW Productivity Commission discussion paper on continuing professional development.
5. Plan and undertake engagement with industry and Ratified Organisations as per the review of CPD (as outlined in the BOSSI Strategic Plan 2023-2026) regarding how CPD could be improved and what this could look like. Following this, prepare a White Paper for further consultation.
6. Within the FY23-24, complete audits of UoN and GCA, and then undertake CPD audits of ISNSW and ACS in FY24-25 and AIMS in FY25-26.

Discipline Committee

Terms of Reference - Committee members (2023/2024)

BOSSI representatives
Surveyor-General (Convenor) – Narelle Underwood
Michael Lamont (Deputy Convenor)
Peter Sergeant
Kate Wilkinson (Registrar)

Responsibilities

1. To review investigation reports received from the Professional Audit and Investigation Committee as expeditiously as possible.
2. To form a view as to whether the actions or conduct of a registered surveyor constitutes either professional incompetence or professional misconduct with reference to Sections 12 and 13 of the *Surveying and Spatial Information Act 2002* and the BOSSI Policy for the Consideration of Complaints against Surveyors.
3. To consider appropriate disciplinary action under section 12(1) and/or section 13(1) of the *Surveying and Spatial Information Act 2002* when a registered surveyor is found guilty of professional incompetence and/or professional misconduct and forward a recommendation to the Board as to any further action to be taken.

Membership and meetings

As per the *Surveying and Spatial Information Act 2002*, and Regulation 2017:

- The committee must have at least three members who are all Board members.

- The convenor and deputy convenor of a committee are to be nominated by the Board.
- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.
- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of a committee is to report all decisions of the committee to the next Board meeting.

Traditionally the Surveyor-General is the convenor of the committee. To ensure adequate representation at least one other member of the committee must be a registered surveyor.

The Discipline Committee may seek independent legal or expert advice as part of their deliberations.

Land and Mining Committee

Terms of Reference - Committee members (2023/2024)

BOSSI representatives	Industry representatives
Charles Fransen (Land)	Brian Hammonds (Convenor, Land)
David Job (Land)	Fred De Belin (Land)
Peter Sergeant (Land and Mining)	Gavin Watson (Land and Mining)
Jason Thomas (Mining)	Lloyd Pilgrim (Deputy Convenor)
Thomas Grinter	
Greg Ledwidge (ACT)	
Kate Wilkinson (Registrar)	

Responsibilities

1. To provide advice to the Board on land and mining surveying matters.
2. To review and provide advice to the Board on legislation, reciprocity and mutual recognition which pertains to land and mining surveying.
3. To act and deal with Mutual Recognition applications received by the Board, under delegation through section 31 of the Surveying and Spatial Information Act, 2002.
4. Assist the Board in developing appropriate guideline documents and educational material for land and mining surveyors.
5. With the Board approval, present to the land and mine surveying industry on issues relevant to the Committee.

Membership and meetings

As per the Surveying and Spatial Information Regulation 2017, Part 3, Division 1, Clause 76:

- The committee must have at least 3 members. (As per section 30 of the Act, 2 of the Committee members must be Board members)
- The convenor and deputy convenor of a committee are to be nominated by the Board and may (but need not) be members of the Board.
- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.
- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of a committee is to report all decisions of the committee to the next Board meeting.

Land & Mining Committee Targets:

1. To ensure all BOSSI guidelines/determinations/policies relevant to this committee's work, are reviewed and revised at least every two years.
2. To implement the approved and supported recommendations relating to the Supervision determination.
3. To conduct mutual recognition interviews and provide feedback to the Board in a timely manner.
4. To deliver Board approved presentations on committee related issues to land and mining industry events.
5. To pursue gender diversity in the L&M Committee membership.
6. Assist the Board to work with the mines regulator to articulate the scope of mine surveying auditing and the Board's role

Finance and Audit Committee

Terms of Reference - Committee members (2023/2024)

BOSSI representatives
Thomas Grinter (Convenor)
Thomas Casey
Chris McAlister
Rob Charteris (DCS Finance)
Kate Wilkinson (Registrar)

Responsibilities

1. Monitor and report Board revenue and expenditure.
2. Determine Board and Committees budget requirements (in line with BOSSI Strategic Plan).
3. Recommend future revenue sources, expenditure efficiencies and savings.
4. Liaise with NSW Audit Office staff and assist in the annual audit of the Board's accounts.
5. Monitor and Report on (financial) Risk Register issues.
6. Assist with internal and external Board administrative systems audits.

Membership and meetings

As per the Surveying and Spatial Information Act 2002, and Regulation 2017:

- The committee must have at least three members (Section 30 of Act requires at least 2 Board members on the committee).
- The convenor and deputy convenor of a committee are to be nominated by the Board and may (but need not) be members of the Board.
- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.
- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of a committee is to report all decisions of the committee to the next Board meeting.

Professional Audit and Investigation Committee

Terms of Reference - Committee members (2023/2024)

PAIC	Investigators
Ross Wilkinson (Convenor)	Chris Abbott
Peter Baxter (Deputy Convenor)	Anthony Oliver
Thomas Casey	Bob Harrison
Victoria Colombage	Chris Moy (Mining)
Joanne Hawkes (ACT)	Shannon Dawson
David Byrne	
Kate Wilkinson (Registrar)	

Responsibilities

1. To assess received complaints in regard to whether they require investigation by the Board or the relevant professional association.
2. To investigate complaints that have been received and accepted by the Board, including alleged breaches of Sections 21 and 22 of the Act.
3. To maintain a register of all formal and informal complaints detailing actions and outcomes.
4. To provide a brief to an investigator investigating a complaint.
5. To assess an investigation report from an investigator and agree on further action.
6. Forward any sustained findings to the Disciplinary Committee for their consideration.
7. To provide advice to the Board in regard to trends in poor surveying practice highlighted by investigations and audits.
8. To recommend to the Board changes in Board's policies/codes/determinations and changes to the Act and/or Regulation.
9. To provide advice and assistance to the Board's solicitor in regard to legal action against unregistered persons in breach of the Act, including appearances in court.
10. To provide advice to Counsel in response to appeals to the NSW Civil & Administrative Tribunal (NCAT).
11. To recommend to the Board training programs which assist in the investigation and auditing of surveys and surveyors.
12. To recommend that the Board requests the Office of the Registrar-General (ORG) to consider audits where poor surveying practice is highlighted by investigations.
13. To liaise between the Board and ORG in regard to audits.
14. To establish a list of investigators to investigate complaints against registered surveyors.

Membership and meetings

As per the *Surveying and Spatial Information Act 2002*, and Regulation 2017:

- The committee must have at least 3 members (As per Section 30 of the Act, a minimum of 2 Committee members must be Board members).
- The convenor and deputy convenor of a committee are to be nominated by the Board and may (but need not) be members of the Board.

- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.
- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- PAIC investigators have equal vote in investigation review.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of the committee is to report all decisions of the committee to the next Board meeting.

PAI Committee Targets:

1. Work with the DCS Legal to develop a process for investigating and prosecuting unregistered persons in breach of the Act.
2. Maintain a list of suitably qualified professionals to act as investigators.
3. Identify and recommend training for investigators.
4. Identify repetitive problem areas and suggest reasons for recurring mistakes/shortfalls.
5. Conduct presentations at seminars or other activities to educate surveyors on areas of poor surveying practice.
6. Work with the DCS Legal to recommend changes to the Surveying and Spatial Information Act 2002 in regard to not being restricted to instituting Local Court action within six months of the alleged offence.

Spatial Information Committee

Terms of Reference - Committee members (2023/2024)

BOSSI representatives	Industry representatives
Roshni Sharma (Co-Deputy Convenor)	Greg Goodman (Convenor)
Brittany Baker	Gaby Van Wyk (Co-Deputy Convenor)
Michael Lamont	Michael Elfick
Thomas Grinter	Michael Price (Mining)
Kate Wilkinson (Registrar)	

Responsibilities

1. Advise the Board regarding issues of a spatial information nature.
2. Raise awareness regarding matters of a SI nature, both with the Board and the professional industry.

Membership and meetings

As per the *Surveying and Spatial Information Act 2002*, and Regulation 2017:

- The committee must have at least 3 members (As per Section 30 of the Act, a minimum of 2 Committee members must be Board members).
- The convenor and deputy convenor of a committee are to be nominated by the Board and may (but need not) be members of the Board.
- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.
- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of the committee is to report all decisions of the committee to the next Board meeting in the form of meeting minutes via the Registrar and/or directly to the Board through the two Board representatives of the Committee.

Spatial Information Committee Targets:

1. Prepare comment and feedback for the review of the Surveying and Spatial Information Regulation where relevant and other Spatial Information strategies and initiatives as they arise.
2. Progress discussions with Geospatial Council of Australia (GCA) regarding the process of consideration for recognition by BOSSI in relation to GCA certified professionals.
3. Review the delivery of training outcomes for relevant spatial information matters to the Board, BOSSI Candidates and the wider professional industry.
4. Provide assessors guidance and assistance in the assessment of candidate surveyors in Spatial Information.
5. Organise Spatial Information presentations at BOSSI Board meetings to keep Board members abreast of the latest developments in Spatial Information.
6. Provide information and review of relevant spatial information matters to accord with the BOSSI Strategic Plan and in particular the strategy relating to Engagement and Communication.

Training Committee

Terms of Reference - Committee members (2023/2024)

BOSSI representatives	Industry representatives
David Job (Convenor, Urban)	Chris Abbott (Rural)
Victoria Colombage (Deputy Convenor, Strata)	Michael Spiteri (Rural)
Chris McAlister	Greg Oxley (Town Planning)
Thomas Grinter	Michael Ward (Engineering)
Greg Ledwidge (ACT)	Joel Wooby (Mining)
Rick Williams (Young Surveyor Advisor)	Gavin Watson (Land and Mining)
Kate Wilkinson (Registrar)	

Responsibilities

1. Review BOSSI Land & Mining Board examination processes and update the Board Examination Determination accordingly.
2. Ensure that outcome of review of Land & Mining Board examination processes are communicated to surveying and spatial information industry including candidate and mentoring surveyors.
3. Promote and continue to work with professional bodies and industry to educate & support candidates, mentoring & supervising surveyors.
4. Align the Training Committee's responsibilities and activities with the BOSSI Strategic Plan 2023-2026+
5. Provide advice to BOSSI on training.

Membership and meetings

As per the *Surveying and Spatial Information Act 2002*, and Regulation 2017:

- The committee must have at least 3 members (Section 30 of Act requires at least 2 Board members on each Committee).
- The convenor and deputy convenor of a committee are to be nominated by the Board and may (but need not) be members of the Board.
- Committee meetings are to be held at the times and places determined by the convenor of the committee.
- The procedures for convening committee meetings and for the conduct of business at committee meetings are to be determined by the convenor of the committee.
- At a committee meeting, a majority of the committee members constitutes a quorum.
- The convenor of a committee (or, in the absence of the convenor, the deputy convenor of the committee) is to preside at committee meetings.
- A decision supported by a majority of the votes cast at a committee meeting at which a quorum is present constitutes a decision of the committee.
- In the event of an equality of votes, the convenor of the committee has a second, or casting vote.
- The convenor of a committee is to report all decisions of the committee to the next Board meeting.

Training Committee Targets:

1. Work with ISNSW & ACS to promote candidate training by industry bodies in workshops and by their individual members.
2. Engage with ACS to ensure that their projects provided to candidates are suitable and compliant with the guidelines for assessment purposes.
3. Continual review of relevant Board policies and determinations applicable to the Board's examination processes and supervision of candidates.
4. Continual review of possible changes to the Kurri Kurri Candidate Workshop following feedback received from candidate and supervising surveyor consultation.
5. Scope a review of examination projects & competencies.

Appendix 2 – Remuneration and travel expenses

As it is NSW Government policy that payment of any fees and/or allowances and reimbursement of expenses is to be made to the individual board or committee member and the Board is also required to meet certain tax obligations, Board members are entered onto and paid through the department's payroll unless the organisation being represented is to be reimbursed. Therefore both a 'Personal Details' and a 'Tax file number declaration' form will need to be completed and returned.

As at February 2014, Board members may claim the following:

1. Annual retainer - \$3,090
2. Daily sitting fee - \$260 per day or \$130 per half day for approved functions other than Board meetings
3. Private motor vehicle allowance – in some instances
4. Other travel expenses.

Remuneration and private motor vehicle

Annual Retainer – this payment:

- Covers the attendance at all Board meetings
- Is paid annually in June
- Does not require a claim from the member as the secretariat automatically arranges payment internally.

Daily Sitting Fee – this payment:

- Covers approved functions other than Board meetings such as committee meetings, presentation ceremonies, being an examiner representing the Board, Kurri Kurri Workshop, etc.
- Needs to be claimed for by the member in writing using the required form
- Preferably the claim should be submitted within a month after the event and within the relevant financial year.

Private motor vehicle allowance – this payment:

- Approval for the use of a private car will need to be sought from the Registrar, one month prior to the event (using the 'Travel Application form), as public sector guidelines state: 'The relevant agency head, or other appropriate approver, may authorise a public official to use a private motor vehicle for work where:
 - It will result in greater efficiency or involve the department in less expense than if travel were undertaken by other means or
 - The board or committee member is unable to use other means of transport due to a disability'.
- Claimed travel will be paid at the 'Official Rate' relevant to motor vehicle engine size.
- The motor vehicle being used requires both green slip and comprehensive car insurance, a copy of the comprehensive car insurance needs to be supplied with the relevant claim.

All claims for remuneration and private car travel are to be made using the 'Board/Committee Member Sitting Fee and Private Vehicle Use Claim' form (to be returned to BOSSI for approval by the Registrar).

Travel expenses

Members can claim for reimbursement of legitimate expenses incurred while carrying out their duties such as travel, accommodation and meals. Travel expenses claimable are as follows:

1. Accommodation and meals:
 - An upper limit for reimbursement will apply and are determined by NSW Treasury.
 - These claimable expenses are adjusted by the Australian Taxation Office (ATO) each financial year and are effective from 1 July. Upon release of determination by the ATO, a circular is issued by NSW Treasury, tabling the new rates for the current financial year.
2. Other expenses which include: tolls, parking, airfares, train fares and taxi fares:
 - Will be paid at cost.

Some general rules relating to travel expenses include:

- Where air travel is required to attend an event, economy class travel is to be used at all times and boarding passes are required to be submitted with the claim.
- Receipts must be provided for all amounts being claimed, including train fare where possible.
- All claims for expense are processed and paid through the department's finance section and therefore a written claim needs to be made via either invoice or letter of claim
- Preferably the claim should be submitted within a month after the event and within the relevant financial year.
- Travel arrangements must comply with Premier's Memorandum M2009-04: Official Travel within Australia and Overseas.

How to make a claim

To make a claim for reimbursement of travel costs incurred, a claim in writing needs to be made and it is preferred that the claim is to be made within one month of the attended event. The format of the claim will depend on how the member is claiming.

1. If claiming with an ABN, a numbered tax invoice needs to be supplied with supporting receipts and if registered for GST, this needs to be applied. If no GST is being claimed, either the GST amount being claimed needs to be noted as zero or the words 'No GST charged' added. The invoice also needs to contain:
 - The words 'tax invoice' stated prominently

- The name of the supplier including address and contact numbers
- The ABN of the supplier
- The date of issue of the tax invoice
- A brief description of the goods or services sold
- The total price of the sales (including GST)
- Clearly identify each taxable sale
- Show the total amount of GST to be paid, and
- Show the total amount payable for the sales.

2. If claiming with no ABN, a letter of claim with supporting documents will be sufficient. If the claim for payment is not a tax invoice and does not have an ABN, under GST legislation withholding tax of 46.5% must be deducted. There is an exemption from deducting withholding tax if the member signs a 'Statement by Supplier' indicating that either:

- The supplier is an individual (not in business as a partnership, company or trust)
- The supply is a private or domestic nature.
- The supply is made as part of a private recreational pursuit or hobby.

The letter of claim (any style) will need to contain:

- Name and address of the Board
- Name and address of claimant including contact numbers
- Date of claim
- Event attended
- Date of event
- Description of expenses been claimed with total amounts for each expense.

The preferred method of payment for claims of expenses by the department is via electronic funds transfer, therefore it would be preferable if bank details are provided as well as a contact details for the issuing of a remittance advice.

For those claiming with an ABN, if you are unsure as to your status regarding GST registration, you are able to check via the *ABN Lookup* website <http://abr.business.gov.au/>