



Land & Property  
Information

A division of the Department of Finance & Services



# 2013

## annual report

Board of Surveying and Spatial Information  
[www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au)



The Hon Andrew Constance, MP  
Minister for Finance and Services  
Level 36, Governor Macquarie Tower  
1 Farrer Place  
Sydney NSW 2000

30 October 2013

Dear Minister

I am pleased to submit the **Board of Surveying and Spatial Information** (BOSSI) Annual Report for the year ending 30 June 2013 for your information and presentation to Parliament.

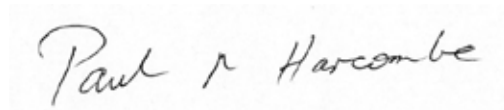
This report has been prepared in accordance with the *Annual Reports (Departmental) Act 1985*, the *Annual Reports (Statutory Bodies) Act 1984* and the *Public Finance Audit Act 1983*.

I commend this report to you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Des Mooney', with a long horizontal flourish extending to the right.

Des Mooney  
Surveyor-General  
President, BOSSI

A handwritten signature in black ink, appearing to read 'Paul Harcombe', written in a cursive style.

Paul Harcombe  
Board Member, BOSSI

## President's Report

During the past year, BOSSI has continued to actively work towards its strategic goals and provide leadership and guidance to the surveying and spatial information professions.

Highlights for the past year include:

- The gazette of the new Surveying and Spatial Information Regulation and new Surveying and Drafting Directions for Mine Surveyors.
- The launch of the new Australian Standard AS 5488-2013 Classification of Subsurface Utility Information (SUI). Several BOSSI members participated on the Standards Committee.
- The largest intake of newly registered mining surveyors since the establishment of the Board of Surveying and Spatial Information in 2002.
- The appointment of a new Registrar in May 2013.

BOSSI has considered the Mutual Recognition of mining surveyors from other Australian jurisdictions, notably Western Australia and devised appropriate pathways and ways for mining surveyors from these jurisdictions to become registered in NSW, either fully or conditionally and contribute to its economy.

BOSSI continues to support sponsorship of university medal and merit awards for the most successful candidates.

BOSSI has been involved and provided input to the various reviews that have occurred during the year including the Planning Review, Strata Review, and the strategic review into Land and Property Information (LPI).

BOSSI's future focus for the upcoming year is to review and strengthen its current policies and procedures, and its relationships with like-minded organisations with the main focus being the engagement and recognition of specialised Surveyors from other disciplines besides land and mining and members of the Spatial Information profession.



Des Mooney  
Surveyor General  
President, BOSSI

## About This Report

The BOSSI annual report is a summary of the Board's performance during the 2012/13 financial year. The report focuses on BOSSI's key strategic area; registration of land and mining surveyors including qualifications, education and spatial information.

The report also includes the Board's structure, financial results and required statutory reporting.

Since April 2011, BOSSI has been a related entity within the Department of Finance and Services.

Staff working in the BOSSI secretariat, are employed by the Department of Finance and Services and as such are subject to its policies, procedures, and employment conditions which are included in the Department of Finance and Services Annual Report.

Statutory reporting requirements for BOSSI that are held under the Department of Finance and Services can be found in the appendixes.

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- x About BOSSI**  
An overview of the Board of Surveying and Spatial Information including our mission statement, purpose, values and functions. Also features information about our clients/customers, an organisational chart and a snapshot of our Board members.
- x 5-Year Financial Snapshot**  
A detailed table of BOSSI's revenue/expenditure for the past five years.
- x Aims and Objectives**  
A look at BOSSI's aims and objectives divided into the Board's three key areas: qualifications, education and spatial information.
- x Performance Reporting**  
A review of BOSSI's performance throughout 2012/13 in its three key areas: qualifications, education and spatial information. Also includes performance highlights on stakeholder engagement and the Board's continuing professional development program.
- x Future Focus**  
A summary of BOSSI's six key operational issues to be addressed in the 2012/2013 year.
- x Financials**  
Detailed statements on BOSSI's financial operations for the 2012/13 year.
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# About BOSSI

## Mission Statement

The Board's leadership role is to ensure that confidence is maintained in the integrity and provision of focused and sustainable survey and spatial information services for the benefit of the community and the economy of NSW.

## Our Purpose

We achieve our vision and mission by:

- Advocating appropriate standards, regulations and practices for Surveying and Spatial Information to Government.
- Monitoring and influencing the education, training and ongoing accreditation of Surveyors to ensure they meet competency and professional practice standards.
- Participating in the education, training and recognition of Spatial Information professionals.
- Facilitating the continuation of the profession through the registration of surveyors and upholding professional standards.
- Promoting the value of Surveying and Spatial Information to the Community.

## Our Values

We hold the following values as important to our existence.

- Leadership – we recognise the importance of our role in steering and guiding the strategic direction of the surveying and spatial information sector.
- Professionalism – we believe that the community at large depends upon the professional competence and expertise of the surveying sector to guarantee security of land tenure. BOSSI believes its leadership role is paramount to ensuring the ongoing professionalism of the sector.
- Integrity – we believe that we must uphold the highest standards of honesty in our behaviour and demonstrate courage to ensure we protect the cadastre, the community as a whole and the surveying and spatial information sector.
- Innovation – we value the importance of diversity and the richness it brings to the profession in helping to proactively identify new methods and approaches to enhance the value of surveying and spatial information to the community.
- Collegiality – we accept and value the importance of working with others and enhancing relationships between BOSSI and its stakeholders to realise our vision and satisfy our purpose.

## The Board's Functions

The principal functions of the Board are dictated by those stated in Section 28 (1) of the *Surveying and Spatial Information Act 2002* and are as follows.

- Registration of surveyors.
- 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.
- Investigation of complaints against registered surveyors.
- Taking of disciplinary action against registered surveyors.
- 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.
- Investigation and 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.

- Provision of advice to the Minister with respect to any other matter in connection with the administration of this Act.

The Board has other functions as are conferred or imposed on it by, or under, this or any other Act or law.

## Access

The Board of Surveying and Spatial Information (BOSSI):

- maintains a public office - see BOSSI contact details at [www.bossi.nsw.gov.au/contact\\_bossi](http://www.bossi.nsw.gov.au/contact_bossi)
- maintains a current database including a list of persons who are registered as surveyors under the provisions of the *Surveying and Spatial Information Act 2002*
- prepares and issues up-to-date copies and variations to the register to government departments by arrangement
- assists enrolled candidate surveyors to the Board by issuing advice regarding:
  1. policy and regulatory amendments
  2. depth and scope of professional competence expected of persons seeking registration
  3. dates, time and venues of prescribed examinations for the issue of certificates of competency
  4. conducting workshops.
- provides information regarding changes to persons registered as surveyors in NSW for publication in the Government Gazette
- supplies relevant information to industry and professional partners for insertion in relevant professional publications
- acts as an agent for the assessment of overseas and interstate academic qualifications relative to surveying.

## Who We Are

The Board of Surveying and Spatial Information (BOSSI), constituted under Section 27 (1) of the *Surveying and Spatial Information Act 2002*, is the statutory body responsible for the registration of land and mining surveyors in NSW and advises the NSW Government on surveying and spatial information. The principal legislation under which BOSSI operates is the *Surveying and Spatial Information Act 2002* and the *Surveying and Spatial Information Regulation 2006*.

## What We Do

BOSSI's principal functions are:

- registration of land and mining surveyors and ongoing administration of the register
- investigation of complaints against registered land and mining surveyors and implementing disciplinary action which may arise as a result of the investigations
- provision of advice to the Minister for Finance and Services on the practice of surveying, spatial information and all other matters in connection with the administration of the *Surveying and Spatial Information Act 2002*.

## Clients/customers

BOSSI's clients comprise the people of NSW who seek surveyors and a robust survey registration system, as well as registered surveyors and candidate surveyors on the path to registration. The secretariat deals with direct public enquiries regarding surveyor's functions and directs them to the relevant industry and professional associations as required. BOSSI maintains a working relationship with the surveying and spatial information industry and seeks to engage with and influence the broader spatial industry on the adoption of sound surveying and spatial information practices.

## Administrative Support

Administrative support to the Board is provided by a secretariat which includes the Registrar, one full time statutory officer, one part time statutory officer and one full time statutory assistant.

## Registrar

Michael Spiteri

## Organisational Chart

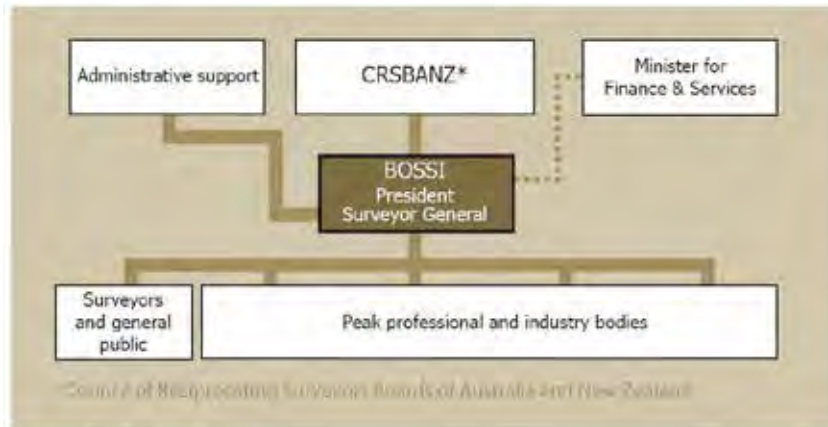


FIGURE 1 | BOSSI Relationship diagram

BOSSI is a statutory body which is a related entity within the Department of Finance and Services. The Board has developed a service level agreement with the department to assist it to carry out its functions in regard to financial obligations, employment of staff, supply of office facilities and general support.

## Our Board

The Board consists of between ten and 12 members, of whom:

- a) one is to be the Surveyor-General, and is also the President
- b) one is to be a registered surveyor, being an officer of Land and Property Information, a division of the Department of Finance and Services, appointed by the Minister
- c) three are to be persons appointed by the Minister for Finance and Services on the nomination of such professional association of land surveyors
- d) one is to be a person appointed by the Minister for Finance and Services on the nomination of such professional association of mining surveyors
- e) between one and three are to be persons appointed by the Minister for Finance and Services from persons nominated by such relevant professional associations of persons involved in the spatial information industry as the Minister for Finance and Services determines
- f) one is to be a person appointed by the Minister for Finance and Services on the nomination of the Minister administering the *Coal Mine Health and Safety Act 2002*
- g) one is to be a person appointed by the Minister for Finance and Services on the nomination of the Minister administering the *Fair Trading Act 1987*
- h) one is to be a person appointed by the Minister for Finance and Services on the basis of his or her qualifications and experience in the training of surveyors.

Upon approval, the Board members are appointed for a term of up to two years.



A Board member may be nominated and appointed for consecutive terms. During the reporting year, nominations were requested for representatives from; Land and Property Information (LPI), the Institution of Surveyors NSW Inc, the Australian Institute of Mine Surveyors Ltd and the University of New South Wales.;

Mr Robert Harrison representing the Institution of Surveyors NSW INC was successfully nominated as a representative of the professional association of land surveyors and Mr Andrew Halmarick was successfully nominated as the representative for the University of New South Wales. Four other members, Paul Harcombe, Mark Gordon, Patrick McNamara and Christopher Moy were re-nominated and appointed for a further term to 4 April 2014.

### **Board Meetings**

During the 2012/13 reporting period there were 14 members on the Board. The Registrar, three advisers and two observers also attended the meetings. The Board met formally on five occasions. Meetings were held in Sydney and Kurri Kurri.

### **Board Subcommittees**

The Board has established subcommittees to complete key tasks at the direction of the Board. These include the Training Committee, Finance and Audit Committee, Spatial Information Committee, Professional Audit and Investigation Committee, Discipline Committee, and Land and Mining Surveyor Committee.

### **Board Members and Attendance**

<b>Members</b>	<b>Board meetings</b>
<b>Mr Des Mooney, President, Surveyor General of NSW</b> MBA (Syd), B Surv (Hons), MIS Aust, FAICD Dip, FAIM, Registered Surveyor, Registered Valuer, Justice of the Peace Appointed Oct 2011	4
<b>Mr Paul Harcombe</b> BSurv (UNSW), MGeom (Melb) FISNSW Inc, FSSSI, Chief Surveyor, Land and Property Information, a division of the Department of Finance and Services. Reappointed Feb 2013 term expires Feb 2015.	3
<b>Mr Mark Gordon</b> BSurv (Hons 1) (UNSW), Hon FIS, FSSSI, Registered Land Surveyor Institution of Surveyors NSW Inc. Reappointed Feb 2013 term expires Feb 2015.	4
<b>Mr Christopher Moy,</b> Australian Institute of Mine Surveyors Ltd. Appointed Feb 2013 term expires Feb 2015.	4
<b>Mr Patrick McNamara</b> BSurv (UNSW), Institution of Surveyors NSW Inc. Reappointed Feb 2013 term expires Feb 2015.	4
<b>Mr John Worldon</b> B.Surv. (Hons) UNSW, DIP.URB.REG. PLAN (PMER) UNE, Institution of Surveyors NSW Inc. Appointed Jan 2011 term expired Dec 2012.	3
<b>Dr Harvey Mitchell</b> BSurv (UNSW), Ph D Phil (UNSW), GradDipHighEdu (UNSW), Universities of Newcastle and New South Wales. Appointed Jan 2011 term expired Dec 2012.	3
<b>Mr Robert Regan</b> BMining Engineering (Hons1), Representing the Minister for Mineral Resources. Reappointed April 2012 term expires March 2014.	3
<b>Ms Margaret Hole</b> AM, DipLaw, Barristers Admission Board,	5

Representing Minister for Fair Trading. Reappointed April 2012 term expires March 2014.	
<b>Ms Heidi Brown</b> BSc (Curtin), MInfoSys (UOW), GISP-AP Surveying & Spatial Science Institute of Australia. Reappointed April 2012 term expires March 2014.	5
<b>Mr Bruce Douglas</b> BSurv (UQ) Geospatial Information and Technology Association Appointed April 2012 term expires March 2014.	4
<b>Mr Robert Harrison</b> BSurv (UNSW), FIS Institution of Surveyors NSW Inc. Appointed Feb 2013 term expires Feb 2015	2
<b>Mr Gregory Oxley</b> BSurv (Hons) (UNSW), MIS, Registered Surveyor Association of Consulting Surveyors NSW Appointed April 2012 term expires March 2014.	5
<b>Mr Andrew Halmarick</b> BAppSc (CU) Nominee of Minister of Finance and Services Appointed Feb 2013 term expires Feb 2015	2

### **Advisor and Observers**

<b>Stephen Glencorse</b> Registrar.	4
<b>Michael Spiteri</b> Registrar	1
<b>Emeritus Professor John Fryer</b> BSurv (Hons 1)(UNSW), PhD (UNSW), FISAust, FRICS, University of Newcastle Advisor to the Board.	3
<b>David Job</b> BSurv (UNSW), MIS Principal Cadastral Surveyor Land and Property Information, a division of the Department of Finance and Services, Advisor to the Board.	4
<b>William Hirst</b> BSurv (UNSW), MSurvSc (UNSW), Grad Dip Management (UWS), Registered Surveyor ACT Chief Surveyor General – Observer.	3
<b>Ron Jarman</b> ACT – Observer.	1
<b>Mr Edward Garvin</b> BSurv (UNSW), PGDip Urban Studies (UMacq), MBA (UWS) Advisor to the Board	4

## **5-year Financial Snapshot**

BOSSI is primarily funded by fees levied on surveyors and candidates.

<b>Revenue</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Registration fees	\$401,108 (80%)	\$416,574 (82%)	\$425,882 (82%)	\$433,470 (81%)	\$444,991 (82%)
Candidate enrolment and workshop fees	\$24,136 (5%)	\$25,039 (5%)	\$22,601 (4%)	\$30,443 (6%)	\$16,574 (5%)
Examination fees	\$22,108 (4%)	\$27,677 (6%)	\$27,644 (5%)	\$20,388 (4%)	\$35,326 (6%)
Conference and seminars	\$-	-	-	-	-

Investment revenue	\$28,497 (6%)	\$26,680 (5%)	\$35,495 (7%)	\$35,017 (6%)	\$26,750 (5%)
Other revenue and contributions	\$24,362 (5%)	\$12,259 (2%)	\$11,547 (2%)	\$18,102 (3%)	\$23,134 (2%)
<b>Total</b>	<b>\$500,211 (100%)</b>	<b>\$508,229 (100%)</b>	<b>\$523,169 (100%)</b>	<b>\$537,420 (100%)</b>	<b>\$546,775 (100%)</b>

<b>Expenditure</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Personnel services	\$288,916 (60%)	\$305,399 (61%)	\$313,629 (61%)	\$321,469 (62%)	\$297,329 (55%)
Board member fees	\$30,750 (6%)	\$37,011 (7%)	\$33,884 (7%)	\$35,899 (7%)	\$38,590 (7%)
Depreciation	\$7,198 (1%)	\$2,886 (1%)	\$3,295 (1%)	\$2,592 (1%)	\$2729 (1%)
Other expenditure	\$157,626 (33%)	\$156,313 (31%)	\$159,651 (31%)	\$155,511 (30%)	\$199,969 (40%)
<b>Total</b>	<b>\$484,490 (100%)</b>	<b>\$501,609 (100%)</b>	<b>\$510,459 (100%)</b>	<b>\$515,471 (100%)</b>	<b>\$538,617 (100%)</b>

## Aims and Objectives

The Board, in all its dealings, strives for excellence and quality. The Board accepts that the community is entitled to expect reliable and professional service at reasonable cost. The Board's philosophy is to ensure that public confidence is maintained in the provision of survey and spatial information services. The Board's aims and objectives are in three key areas; qualifications, education and spatial information.

### Qualifications

- To maintain the register of registered land and mining surveyors.
- To grant registration to surveyors under the provisions of the *Surveying and Spatial Information Act 2002*.
- To establish minimum competency standards.
- To maintain the credibility of the register by ensuring surveyors with overseas and interstate academic qualifications meet the standards required under the *Surveying and Spatial Information Act 2002*.

### Education

- To work with education and professional institutions to develop education and training programs to ensure quality standards in education and professional development are maintained.
- To encourage spatial information practitioners and registered surveyors to undertake appropriate education and relevant continuing professional development to maintain competency.
- To assist surveyors to gain qualifications by determining, recording and accepting accrued practical experience.

### Spatial Information

During the development of the 2012-15 BOSSI Strategic Plan, a key challenge of engaging the spatial industry was identified. In response to this challenge, the Board has implemented an engagement / communication strategy that has:

- Involved the Board in more Regional professional forums.

- Initiated engagement with additional peak user groups and the NSW Location Leadership Group on the application, use and policy frameworks for spatial information.
- Developed the program content and objectives for the seamless integration of relevant spatial information competency, knowledge and for surveying candidates.
- Involved Board Members on the Australian Standards Committee for AS 5488 Subsurface Utility Information (SUI).

## **Performance Reporting**

### ***Qualifications***

BOSSI has actively continued its role of promoting professional development and standards and played a significant role in legislative reform following the enactment of the *Surveying Amendment Bill 2009*.

The register of surveyors contains the names of 1066 registered surveyors who are considered competent by the Board to perform land and mining surveys in NSW. During the 2012/13 financial year, BOSSI reviewed 15 overseas academic qualifications and issued 28 letters of accreditation to interstate boards. These reciprocal arrangements between BOSSI and other jurisdictions are in accordance with National Competition Policy (NCP) Principles and the *Trans-Tasman Mutual Recognition (NSW) Act 1996*.

### ***Examination***

BOSSI met for a total of ten working days during September and October 2012 and February and March 2013 for the purpose of assessing the professional competence of graduate surveyors through examinations. BOSSI also assessed a candidate surveyor undertaking Professional Training Agreements (PTA). A total of 26 applicants were issued with certificates of competency.

During 2012/13, the Association of Consulting Surveyors (ACS) conducted two assessment workshop for civil engineering, and two for town planning. Board members were involved in the assessment of candidates completing these courses.

### ***Candidate Training***

To assist candidate surveyors attempting assessment, BOSSI conducts a candidate training workshop at Kurri Kurri TAFE. This year 16 land and 7 mine candidate surveyors attended. In addition two mining and three land supervising surveyors attended with their candidates.

Board members, industry representatives and candidate surveyors attending the workshop were able to discuss matters relating to the assessment process for both land and mining surveyors.

The workshop consisted of several presentations and examples of urban, rural and strata boundary definition, town planning and engineering design projects. The face-to-face interview component proved both popular and productive.

The Institute of Surveyors NSW (ISNSW) have conducted training workshops in boundary surveys for candidate surveyors in an endeavour to prepare them for the BOSSI assessments.

The Australian Institute of Mine Surveyors (AIMS) have also carried out two training sessions for candidate mining surveyors. Representatives from AIMS also participate in the Kurri Kurri candidate's workshop and as guest assessors for the BOSSI mine surveying examinations.

The involvement of industry associations is in accordance with BOSSI's strategy of involvement and co-operation of the profession.

### **Awards Granted**

BOSSI awards a number of prizes each year; the Board of Surveying and Spatial Information Medals for the most successful students in the final year of tertiary study, six prizes to recipients of certificates of competency and the Surveyor General's prize for performance in a Professional Training Agreement.

The following awards were granted during 2012/13.

#### **The Board of Surveying and Spatial Information Medals**

Presented to Joshua Frost from the University of Newcastle.

Presented to Ailesh MacGillicuddy from the University of New South Wales.

#### **Barr Prize**

Presented to Tom Darmody for the best cadastral survey project.

#### **Harvey Prize**

Presented to Matthew Stevenson for the best town planning project.

#### **Augustus Alt Prize**

Presented to Christopher Larmour for the best engineering project.

#### **Neil Ryan Memorial Award**

Presented to Michael Trifiro for the best urban cadastral project.

#### **Anna Allen Prize**

Presented to Vaughan Wady for the best strata cadastral project.

#### **Surveyor General's Prize**

No prize was awarded.

#### **Clarence Smith Jeffries Mining Award**

Presented to Nicolas Tucker for the best mine project.

<b>Performance indicator</b>	<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>
Registered surveyors in NSW	1,061	1,076	1,067	1,061	1,066
New registrations					
By way of certificate of competency	34	31	27	21	31
By way of letter of accreditation from reciprocating boards	3	6	3	3	8
Removal of name from					

register					
Non-payment of annual roll fees	155	56	46	68	50
At own request	32	21	26	12	21
Deceased	0	1	1	2	0
Restoration of name to register	116	41	40	50	40
Letter of accreditation issued to reciprocating boards	31	15	21	24	28
Candidate enrolments	49	39	36	40	48
Total financial candidates	180	146	161	159	158
Assessment of overseas qualifications	13	9	5	9	15
Assessment of interstate qualifications	0	0	0	0	0
Emeritus certificates awarded	22	16	21	16	14

## Other Performances

### *Stakeholder engagement*

During the reporting year, meetings were held with representative members from NSW professional associations including land and mining surveyors and various spatial fields, to maintain continuing interactions between BOSSI and these professions.

BOSSI continued to explore additional pathways to registration involving assistance from the Institution of Surveyors NSW (ISNSW), the Association of Consulting Surveyors (ACS) and Australian Institute of Mine Surveyors (AIMS). These agencies have instituted training programs to assist candidate surveyors achieve registration.

Members of the Board and the Registrar presented papers at various industry development and Continuous Professional Development events during the reporting year. This involvement of the Board engaged with the profession and gave registered land and mining surveyors an opportunity to discuss relevant issues directly with the Board representatives.

### *Continuing Professional Development (CPD)*

Compliance with BOSSI's CPD requirements is mandatory for surveyors renewing their registration. BOSSI has ratified the following five organisations for CPD purposes which include the conduct and assessment of CPD activities and issue of CPD compliance certificates.

- Institution of Surveyors NSW Inc.
- Association of Consulting Surveyors NSW.
- Australian Institution of Mine Surveyors Limited NSW Division.
- University of Newcastle.
- Surveying and Spatial Sciences Institute.

BOSSI undertakes an audit of CPD compliance involving 20% of surveyors renewing their annual registration in accordance with the policy. During 2012/13, 218 surveyors were audited and 16 of these were deemed not to have complied with the policy by the audit panel.

## Future Focus

The BOSSI Strategic Plan identifies several Key Operational Issues for 2012 / 2013 that provides a platform for the future focus of the Board.

- 1 Promote leadership by BOSSI in SI matters
  - BOSSI's focus in this area will continue to be multi-faceted including:
    - The continuing seamless integration of spatial information as a competency for future registered surveyors to better equip them for the demands of E-plan (the digital lodgement of survey plans) and e-Planning (the reform of the NSW Planning System to operate online).
    - Participation at key industry forums promoting the role and value of BOSSI. Engagement with other peak industry and Government bodies including the NSW Location Leadership Group to develop policies, standards and guidelines related to spatial information.
- 2 Assist current Location Strategy development
  - BOSSI has been identified as playing an important role in the governance of Spatial Information in NSW. Through the soon to be released NSW Location Intelligence Strategy, a NSW Location Industry Advisory Committee has been established to advise both BOSSI and the NSW Location Leadership Group on spatial information matters.
- 3 Investigate acknowledgement of SSSI GISP-AP certification and other schemes.
  - BOSSI has engaged with the Surveying & Spatial Sciences Institute (SSSI) and is actively developing ways that the SSSI Professional Certification Program (initially) covering hydrographic surveyors; engineering surveyors and GIS professionals can be recognised under the auspices of BOSSI.
- 4 Promote cooperation with LPI and other government agencies on issues related to ePlan, DCDB, SDI, etc.
  - BOSSI has collaborated with LPI and included E-plan and Spatial Data Infrastructure as integral learning components within the Spatial Information Workshops for candidate surveyors and presentations to regional forums of surveyors.
- 5 Enhance Communication with stakeholders
  - BOSSI has outreached to not only survey professionals and candidates but continues to liaise with other jurisdictions on mutual recognition and reciprocity of surveyors. The ACT Surveyor General is an observer and participant at most BOSSI meetings to ensure consistency and common approaches across jurisdictions. BOSSI has Memorandum of Understanding with ACT for joint registration of land surveyors and Queensland for mine surveyor recognition.
  - BOSSI will update and upgrade its website in the first quarter of 2013 / 2014.
- 6 Provide continuing education to BOSSI on Surveying and Spatial Information matters
  - BOSSI has established a program of inviting relevant subject matter experts to present at Board meeting on spatial information and related 'hot topics'.
  - A program to upskill Board members in complaint investigation has also been initiated to ensure a pool of qualified investigators is available to meet complaint volumes.

7 Enhance Standards and Compliance

- The Board has critically reviewed and provided advice to the NSW Surveyor General on the following standards:
  - Surveying and Spatial Information Regulation 2012
  - Survey and Drafting Directions for Mine Surveyors
  - Surveyor General's Direction No 9 – GNSS for cadastral surveyors.
- Several Board Members have participated on a Standards Australia Committee for AS5488 – Classification of Subsurface Utility Information.
- The Principal Cadastral Surveyor for Land and Property Information is an advisor to BOSSI on cadastral integrity matters and keeps the Board fully informed of surveyor compliance issues.

8 Improve Complaint and Discipline processes

- BOSSI has previously reviewed and implemented changes to streamline and strengthen complaint handling processes.
- The future focus is to increase the Board's capacity to handle an increase in complaints by formally training additional BOSSI members as investigators.
- BOSSI is also reviewing examination processes and procedures as part of an ongoing internal audit program.

9 Enhance Administrative and Committee processes

- BOSSI committees have 'refreshed' all their Terms of Reference and targets to ensure they are supporting BOSSI's goals and objectives.





## INDEPENDENT AUDITOR'S REPORT

### Board of Surveying and Spatial Information

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of the Board of Surveying and Spatial Information (the Board), which comprise the statement of financial position as at 30 June 2013, the statement of profit and loss and other comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

### Opinion

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Board as at 30 June 2013, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2010

My opinion should be read in conjunction with the rest of this report.

### The Board's Responsibility for the Financial Statements

The members of the Board are responsible for the preparation of the financial statements that give a true and fair view in accordance with Australian Accounting Standards and the PF&A Act and for such internal control as the members of the Board determines are necessary to enable the preparation of financial statements that give a true and fair view and that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

My responsibility is to express an opinion on the financial statements based on my audit. I conducted my audit in accordance with Australian Auditing Standards. Those Standards require that I comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Board's preparation of the financial statements that give a true and fair view in order to design audit procedures appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the members of the Board, as well as evaluating the overall presentation of the financial statements.

I believe the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.


My opinion does *not* provide assurance:

- about the future viability of the Board
- that it has carried out its activities effectively, efficiently and economically
- about the effectiveness of its internal control
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about other information which may have been hyperlinked to/from the financial statements

## **Independence**

In conducting my audit, I have complied with the independence requirements of the Australian Auditing Standards and other relevant ethical pronouncements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies, but precluding the provision of non-audit services, thus ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by the possibility of losing clients or income.



David Nolan  
Director, Financial Audit Services

17 October 2013  
SYDNEY

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## STATEMENT BY MEMBERS OF THE BOARD

Pursuant to Section 41C (1B) of the *Public Finance and Audit Act 1983* and in accordance with a resolution of the members of the Board of Surveying and Spatial Information, we declare on behalf of the Board that in our opinion:

1. the accompanying financial statements exhibit a true and fair view of the financial position at 30 June 2013 and the financial performance for the year then ended; and
2. the accompanying financial statements have been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2010*, the Treasurer's Directions and Australian Accounting Standards (including Australian Accounting Interpretations).

Further, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



**Paul Harcombe**  
Board Member, BOSSI

Date: 17/10/13



**Des Mooney**  
Surveyor General of NSW and President, BOSSI

Date: 17/10/2013

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Statement of profit and loss and other comprehensive income for the year ended 30 June 2013

	Notes	2013 \$	2012 \$
<b>Revenue</b>			
Fees revenue	2(a)	520,025	502,403
Interest revenue	2(b)	26,750	35,017
<b>Total revenue</b>		<u>546,775</u>	<u>537,420</u>
<b>Expenses excluding losses</b>			
Operating expenses	3(a)	(535,888)	(512,879)
Depreciation	3(b)	(2,729)	(2,592)
<b>Total expenses excluding losses</b>		<u>(538,617)</u>	<u>(515,471)</u>
<b>NET RESULT</b>		<u>8,158</u>	<u>21,949</u>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<u>8,158</u>	<u>21,949</u>

The accompanying notes form part of these financial statements

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of financial position as at 30 June 2013

	Notes	2013 \$	2012 \$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	8(a)	641,486	667,466
Receivables	5	4,949	2,473
<b>Total current assets</b>		<b>646,435</b>	<b>669,939</b>
<b>Non-current assets</b>			
Plant and equipment	7	3,081	4,142
<b>Total non-current assets</b>		<b>3,081</b>	<b>4,142</b>
<b>TOTAL ASSETS</b>		<b>649,516</b>	<b>674,081</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	6	64,937	97,660
<b>Total current liabilities</b>		<b>64,937</b>	<b>97,660</b>
<b>TOTAL LIABILITIES</b>		<b>64,937</b>	<b>97,660</b>
<b>NET ASSETS</b>		<b>584,579</b>	<b>576,421</b>
<b>EQUITY</b>			
Accumulated funds		584,579	576,421
<b>TOTAL EQUITY</b>		<b>584,579</b>	<b>576,421</b>

The accompanying notes form part of these financial statements

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Statement of changes in equity for the year ended 30 June 2013

	Accumulated Funds \$	Total Equity \$
	<u>                    </u>	<u>                    </u>
Balance at 1 July 2012	576,421	576,421
Net result for the year	8,158	8,158
Total comprehensive income for the year	<u>8,158</u>	<u>8,158</u>
Balance at 30 June 2013	<u>584,579</u>	<u>584,579</u>
Balance at 1 July 2011	554,472	554,472
Net result for the year	21,949	21,949
Total comprehensive income for the year	<u>21,949</u>	<u>21,949</u>
Balance at 30 June 2012	<u>576,421</u>	<u>576,421</u>

The accompanying notes form part of these financial statements

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of cash flows for the year ended 30 June 2013

	Notes	2013 \$	2012 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Receipts from customers		518,827	505,872
Interest received		26,750	35,017
GST refund		9,387	7,289
<b>Total receipts</b>		<b>554,964</b>	<b>548,178</b>
<b>Payments</b>			
Payments to suppliers		(579,276)	(527,198)
<b>Total payments</b>		<b>(579,276)</b>	<b>(527,198)</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	8(b)	<b>(24,312)</b>	<b>20,980</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of plant and equipment	7	(1,668)	-
<b>NET CASH FLOWS USED IN INVESTING ACTIVITIES</b>		<b>(1,668)</b>	<b>-</b>
<b>NET INCREASE / (DECREASE) IN CASH</b>		<b>(25,980)</b>	<b>20,980</b>
Opening cash and cash equivalents		667,466	646,486
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	8(a)	<b>641,486</b>	<b>667,466</b>

The accompanying notes form part of these financial statements

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2013

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### a. Reporting entity

The Board of Surveying and Spatial Information (the Board), is constituted under the *Surveying and Spatial Information Act 2002* to provide for the registration of Land and Mining surveyors, to regulate the making of surveys and to advise the Government on Spatial Information. The Board is a not-for-profit entity and has no cash generating units.

These financial statements for the year ended 30 June 2013 were authorised for issue by the Board on the 17 October 2013.

The Board of Surveying and Spatial Information registered office address is Panorama Avenue, Bathurst, NSW.

#### b. Basis of preparation

The Board's financial statements are general purpose financial statements, which have been prepared in accordance with:

- applicable Australian Accounting Standards (which include Australian Accounting Interpretations); and
- the requirements of the *Public Finance and Audit Act 1983*, Regulation and Treasurer's Directions

The financial statements have been prepared on an accrual basis. Plant and equipment are measured at fair value.

All amounts are rounded to the nearest dollar, unless otherwise stated and are expressed in Australian currency.

#### c. Statement of compliance

The Board's financial statements and notes comply with Australian Accounting Standards, which include Australian Accounting Interpretations.

#### New Australian Accounting Standards issued but not effective

At reporting date a number of accounting standards adopted by the AASB had been issued but are not yet operative. Treasury Circular 13/02 released 19 February 2013 mandates not to early adopt any of the new Standards and/or Interpretations.

The following new Accounting Standards have not been applied and are not yet effective:

- AASB 9 and AASB 2010-7 and AASB 2012-6 regarding financial instruments
- AASB 10 *Consolidated Financial Statements*
- AASB 11 *Joint Arrangements*
- AASB 12 *Disclosure of Interests in Other Entities*
- AASB 13 and AASB 2011-8 and AASB 2012-1 regarding fair value measurement
- AASB 119, AASB 2011-10 and AASB 2011-11 regarding employee benefits
- AASB 127 *Separate Financial Statements*
- AASB 128 *Investments in Associates and Joint Ventures*
- AASB 1053 and AASB 2010-2 regarding differential reporting
- AASB 2010-10 regarding removal of fixed dates for first time adopters
- AASB 2011-2 regarding the Trans-Tasman Convergence project – RDR



# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2013

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

#### c. *Statement of compliance (continued)*

- AASB 2011-4 removing individual KMP disclosure requirements
- AASB 2011-6 regarding RDR and relief from consolidation
- AASB 2011-7 regarding consolidation and joint arrangements
- AASB 2011-12 regarding Interpretation 20
- AASB 2012-1 regarding fair value measurement – RDR requirements
- AASB 2012-2 regarding disclosures – offsetting financial assets and financial liabilities
- AASB 2012-3 regarding offsetting financial assets and financial liabilities
- AASB 2012-4 regarding government loans – first time adoption
- AASB 2012-5 regarding annual improvements 2009-2-11 cycle
- AASB 2012-7 regarding RDR
- AASB 2012-9 regarding withdrawal of Interpretation 1039
- AASB 2012-10 regarding transition guidance and other amendments
- AASB 2012-11 regarding RDR requirements and other amendments

It is considered that the implementation of these standards will not have a material impact on the Board's financial results.

#### d. *Significant accounting judgements, estimates and assumptions*

In preparation of the financial statements, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates. The estimates and underlying assumptions are reviewed on an ongoing basis. If a revision affects only the period in which the estimates are revised, it is recognised in that period. If a revision affects both current and future periods, it is recognised in the period of the revision and future periods.

#### e. *Income recognition*

Income is measured at the fair value of the consideration or contribution received or receivable. Additional comments regarding the accounting policies of income are discussed below:

##### (i) **Member fees and subscriptions**

Registration revenue is recognised once the registration renewal applications and fees are received and the receipt is issued. Invoices are not raised prior to the renewal date as registration renewal is optional and cannot be reliably measured until applications are received.

##### (ii) **Rendering of services**

Revenue is recognised when services such as workshops or training are provided or by stage of completion.

##### (iii) **Investment revenue**

Interest revenue is recognised using the effective interest method as set out in AASB 139 *Financial Instruments: Recognition and Measurement*.

#### f. *Personnel services*

The Board has no employees. All the Board's human resources are provided by Department of Finance & Services on a fee for services rendered basis. This fee includes all employee related costs including salaries, superannuation, leave entitlements, payroll tax and workers' compensation insurance.

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2013

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

#### *f. Personnel services (continued)*

Accordingly the Board has no liability for employee entitlements.

#### *g. Insurance*

The Board's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self insurance for Government agencies. The expense (premium) is determined by the Fund manager, based on past claim experience.

#### *h. Accounting for the Goods and Services Tax (GST)*

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

- the amount of GST incurred by the Board as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the acquisition cost of an asset, or as part of an item of expense; and
- receivables and payables are stated with the amount of GST included.

The net amount of GST recoverable from, or payable to the taxation authority, is included as part of receivables or payables. Cash flows are included in the statement of cash flows on a gross basis. However, the GST component of cash flows arising from investing activities, are also classified as operating cash flows.

#### *i. Acquisition of assets*

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Board. Cost is the amount of cash or cash equivalents paid or the fair value of other consideration given to acquire the asset at the time of its acquisition, or where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other Australian Accounting Standards.

Assets acquired at no cost, or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties, in an arm's length transaction.

#### *j. Capitalisation thresholds*

Plant and equipment individually costing \$5,000 and above are capitalised. Individual items of computer equipment costing are capitalised when they form part of a network.

#### *k. Depreciation*

Depreciation is provided for on a straight line basis against all depreciable assets, so as to write off the depreciable amount of each asset, as it is consumed over its useful life to the Board.

##### **Depreciation rates:**

Plant and equipment	20%
Electronic Data Processing (EDP) equipment	25%

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2013

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

#### *l. Receivables*

The Board's receivables include interest receivables and GST receivables. Receivables are recognised at fair value, usually based on the transaction cost or face value. Short term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

#### *m. Payables*

These amounts represent liabilities for goods and services provided to the Board and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

#### *n. Comparative information*

Except where an Australian Accounting Standard permits or requires otherwise, comparative information is disclosed in respect of the previous period for all amounts reported in the financial statements.

### 2. REVENUE

Registration and other fees collected by the Board in accordance with the *Surveying and Spatial Information Act 2002* are retained by the Board to fund their operations. The Board does not receive any funding by way of grants from Department of Finance & Services or the NSW Treasury and its operating expenditure is mainly funded by revenue from registration and other fees.

#### *a. Fees revenue*

	2013 \$	2012 \$
Annual registration fees	444,991	433,470
Candidate fees	16,574	30,443
Examination fees	35,326	20,388
Registration restoration fees	6,396	8,000
Miscellaneous fees	16,738	10,102
	<b>520,025</b>	<b>502,403</b>

#### *b. Interest revenue*

	<b>26,750</b>	<b>35,017</b>
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## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2013

#### 3. EXPENSES

	2013 \$	2012 \$
<b>a. Operating expenses</b>		
Audit fees (audit of financial statements)	21,000	10,000
Board/committee member fees	38,590	35,899
Other fees	76,979	36,891
Catering and venue hire	14,978	17,402
Bank charges	2,649	2,275
Administration fee	33,000	33,000
Personnel services	297,329	321,469
Rent	17,000	17,000
Maintenance	793	1,514
Postage, telephone and courier	2,211	2,187
Stores and stationery	2,734	3,323
Advertising	55	-
Sponsorships	2,000	2,000
Contractors	-	5,850
Travel and subsistence	25,604	23,621
Miscellaneous administrative expenses	966	448
	<b>535,888</b>	<b>512,879</b>
<b>b. Depreciation</b>		
	2013 \$	2012 \$
EDP equipment	2,729	2,592
	<b>2,729</b>	<b>2,592</b>

#### 4. BOARD MEMBER FEES

Board members received \$33,990 (2012 – \$26,265) as board fees. In addition Board members received \$4,600 (2012 – \$8,249) as payment for acting as examiner. Other Board related activities are included under other fees. Travelling and accommodation expenses incurred in connection with the Board's operations are included under travel and subsistence.

#### 5. RECEIVABLES

	2013 \$	2012 \$
GST receivable	4,949	2,473
	<b>4,949</b>	<b>2,473</b>

#### 6. PAYABLES

	2013 \$	2012 \$
Payables and accrued expenses	64,937	97,660
	<b>64,937</b>	<b>97,660</b>

Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 11.

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2013

#### 7. PLANT AND EQUIPMENT

	Plant and Equipment \$	EDP Equipment \$	Total \$
<b>At 1 July 2012 – fair value</b>			
Gross carrying amount	8,181	37,897	46,078
Accumulated depreciation	(8,181)	(33,755)	(41,936)
Net carrying amount	<u>-</u>	<u>4,142</u>	<u>4,142</u>
<b>At 30 June 2013 – fair value</b>			
Gross carrying amount	8,181	34,726	42,907
Accumulated depreciation	(8,181)	(31,645)	(39,826)
Net carrying amount	<u>-</u>	<u>3,081</u>	<u>3,081</u>

#### Reconciliation

A reconciliation of the carrying amounts of each class of plant and equipment at the beginning and end of the current reporting period is set out below:

	Plant and Equipment \$	EDP Equipment \$	Total \$
<b>Year ended 30 June 2013</b>			
Net carrying amount at start of year	-	4,142	4,142
Additions	-	1,668	1,668
Depreciation expense	-	(2,729)	(2,729)
Net carrying amount at end of year	<u>-</u>	<u>3,081</u>	<u>3,081</u>

#### Reconciliation

A reconciliation of the carrying amounts of each class of plant and equipment at the beginning and end of the previous reporting period is set out below:

	Plant and Equipment \$	EDP Equipment \$	Total \$
<b>Year ended 30 June 2012</b>			
Net carrying amount at start of year	-	6,734	6,734
Depreciation expense	-	(2,592)	(2,592)
Net carrying amount at end of year	<u>-</u>	<u>4,142</u>	<u>4,142</u>

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2013

#### 8. CASH AND CASH EQUIVALENTS

##### a. Cash and cash equivalents

	2013 \$	2012 \$
Cash at bank and on hand	<u>641,486</u>	<u>667,466</u>
	<b>641,486</b>	<b>667,466</b>

For the purposes of the statement of cash flows, cash and cash equivalents include cash at bank and cash on hand. Cash and cash equivalent assets recognised in the statement of financial positions are reconciled at the end of the financial year to the statement of cash flows as follows:

Cash and cash equivalent assets recognised in the statement of financial position are reconciled at the end of the financial year to the statement of cash flows as follows:

Cash and cash equivalents (per statement of financial position)	641,486	667,466
<b>Closing cash and cash equivalents (per statement of cash flows)</b>	<b><u>641,486</u></b>	<b><u>667,466</u></b>

Refer to Note 11 for details regarding credit risk, liquidity risk and market risk arising from financial instruments.

##### b. Reconciliation of Cash Flows from Operating Activities to Net Result

	2013 \$	2012 \$
Net cash flows from operating activities	<u>(24,312)</u>	<u>20,980</u>
Depreciation	(2,729)	(2,592)
Increase/(decrease) in trade and other receivables	2,476	(917)
Decrease in trade and other payables	32,723	4,478
<b>Net result</b>	<b><u>8,158</u></b>	<b><u>21,949</u></b>

#### 9. COMMITMENTS FOR EXPENDITURE

##### a. Capital commitments

As at 30 June 2013, there were no capital commitments (2012 – nil).

##### b. Operating lease commitments

As at 30 June 2013, there were no operating lease commitments (2012 – nil).

##### c. Finance lease commitments

As at 30 June 2013, there were no finance lease commitments (2012 – nil).

#### 10. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

As at 30 June 2013, there were no contingent assets (2012 – nil) or contingent liabilities.

# BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2013

### 11. FINANCIAL INSTRUMENTS

The Board's principal financial instruments include cash and cash equivalents, interest receivables, other receivables and payables. These financial instruments arise directly from the Board's operations or are required to finance the Board's operations. The Board does not enter into or trade financial instruments for speculative purposes.

The Board's main risks arising from financial instruments are outlined below, together with the Board's objectives, policies and processes for measuring and managing risk. Further quantitative and qualitative disclosures are included throughout these financial statements.

The Board has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the Board, to set risk limits and controls and to monitor risks. Compliance with policies is reviewed by the internal auditors on a continuous basis.

#### a. Financial instrument categories

Class:	Note	Category	2013 \$ Carrying amount	2012 \$ Carrying amount
<b>Financial assets</b>				
Cash and cash equivalents	8(a)	Cash at Bank	641,486	667,466
<b>Financial liabilities</b>				
Payables <sup>1</sup>	6	Financial liabilities measured at amortised cost	64,937	97,660

#### Notes:

1. Excludes statutory payables and prepaid enrolment fees (i.e. not within scope of AASB 7).

#### b. Credit risk

Credit risk arises when there is the possibility of the Board's debtors defaulting on their contractual obligations, resulting in a financial loss to the Board. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets.

Credit risk arises from the financial assets of the Board, including cash and receivables. No collateral is held by the Board. The Board has not granted any financial guarantees. Credit risk associated with the Board's financial assets, other than receivables, is managed through the selection of counter parties and establishment of minimum credit rating standards.

#### Cash and cash equivalent

Cash comprises cash at bank and cash on hand and is considered to be at fair value.

#### Receivables

The interest receivable is recognised at fair value, usually based on the transaction cost or face value. The Board is not exposed to credit risk to trade debtors. The credit risk is the carrying amount (net of any allowance or impairment).

The Board is not materially exposed to concentrations of credit risk from a single trade debtor or group of debtors. Based on past experience, debtors that are not past due and not more than 90 days past due are not considered impaired. As at 30 June 2013, there were no receivables that were past due or impaired (2012 – nil).

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2013

#### 11. FINANCIAL INSTRUMENTS (continued)

##### c. Liquidity risk

Liquidity risk is the risk that the Board will be unable to meet its payment obligations when they fall due. The Board continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The objective is to maintain a balance between continuity of funding and flexibility through the use of loans and other advances.

During the current and prior years, there were no defaults or breaches on any loans payable. No assets have been pledged as collateral. The Board's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction NSW TC 11/12. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction NSW TC 11/12 allows the Minister to award interest for late payment.

The following table summarises the maturity profile of the Board's financial liabilities, together with the interest rate exposure.

			Interest Rate Exposure			Maturity Dates		
	Weighted Average Effective Interest Rate %	Nominal Amount \$	Fixed Interest Rate %	Variable interest Rate %	Non-Interest Bearing %	1 Year or Less \$	1 to 5 Years \$	Over 5 Years \$
<b>2013</b>								
Payables	-	64,937	-	-	-	64,937	-	-
<b>Total financial liabilities 2013</b>	-	<b>64,937</b>	-	-	-	<b>64,937</b>	-	-
<b>2012</b>								
Payables	-	97,660	-	-	-	97,660	-	-
<b>Total financial liabilities 2012</b>	-	<b>97,660</b>	-	-	-	<b>97,660</b>	-	-

Notes:

1. The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities.

##### d. Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Board has no exposure to foreign currency risk and does not enter into commodity contracts.

##### Interest rate risk

The Board does not account for any fixed rate financial instruments at fair value through profit or loss or as available-for-sale. Therefore, for these financial instruments, a change in interest rates would not affect profit or loss or equity.



## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2013

#### 11. FINANCIAL INSTRUMENTS *(continued)*

##### *Interest rate risk (continued)*

A reasonable possible change of +/- 1% is used, consistent with current trends in interest rates. The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility. The Board's exposure to interest risk is set out below.

	Carrying Amount \$	-1%		+1%	
		Profit \$	Equity \$	Profit \$	Equity \$
<b>2013</b>					
Cash and cash equivalents	641,486	(6,415)	(6,415)	6,415	6,415
<b>2012</b>					
Cash and cash equivalents	667,466	(6,675)	(6,675)	6,675	6,675

##### e. *Fair value compared to carrying amount*

The amortised cost of financial instruments recognised in the statement of financial position approximates the fair value because of the short-term nature of the financial instruments.

#### 12. AFTER BALANCE DATE EVENTS

There are no after balance date events.

#### END OF AUDITED FINANCIAL STATEMENTS

## **Appendixes**

### **Funds granted to non-government organisations**

The Board sponsors the Surveyor General's Women in Surveying Scholarship at both the University of Newcastle and the University of New South Wales. The purpose of the scholarship is to encourage women to enter the surveying profession.

During the reporting year BOSSI granted \$2,000 to the University of Newcastle.

### **Legislation**

The Surveying Regulation 2006, has been reviewed and replaced by the Surveying and Spatial Information Regulation on 1 September 2012, as required by the Subordinate Legislation Act 1989.

### **Human Resources**

Staff working in the BOSSI secretariat, are employed by the Department of Finance and Services and as such are subject to all its employment conditions. Therefore for information relating to staff, please refer to the Department of Finance and Services Annual Report.

### **Customer Service**

During 2012/2013, BOSSI had eleven formal complaints against surveyors being the subject of ongoing investigation. Currently, the average time frame for completion of an investigation is 9 to 12 months.

As part of the DFS Annual Audit Plan for 2011/2014, BOSSI's complaints policy and procedures has been audited by the Department of Finance and Services Audit Branch with recommendations for areas of concern and improvement. As such the Board is now in the process of reviewing their policy and procedures and making amendments where necessary to improve the compliance and efficiency of the complaints process.

### **Audit and Risk Statement**

During 2012/2013, BOSSI applied for and was granted an exemption from compliance with NSW Treasury's Internal Audit and Risk Management Policy for the NSW Public Sector (TPP09-05).

### **Audit, Risk Management and Insurance**

#### **Corporate Risk Management**

The Department of Finance and Services has in place an Enterprise Risk Management Framework which complies with the core requirements of NSW Treasury's Internal Audit and Risk Management Policy for the NSW Public Sector (Policy and Guidelines Paper TPP09-05) and ISO3100:2009. The key objectives of the Enterprise Risk Management Framework are to:

- integrate risk management principles and processes into corporate, division and business unit planning to increase the likelihood of the department achieving its corporate objectives
- create and support proactive risk management and ensure that an appropriate level of resources is allocated to control risks
- improve governance and reporting to ensure that information about risks to the organisation and its objectives are efficiently and effectively communicated to the appropriate decision-making level.

With the dissolution of the LPMA Audit & Risk Committee, the internal audit of BOSSI will now be conducted by the DFS Audit Branch. Audits of BOSSI operation have been incorporated into the DFS Annual Audit Plan for 2011/2014.

### **Internal audit**

The Department of Finance and Services Audit Branch plays an important role in the governance framework by reviewing the compliance, efficiency and effectiveness of priority programs and processes and the adequacy of internal controls. The annual Internal Audit Plan is endorsed by the Audit and Risk Committee and approved by the Director-General.

In addition to its planned program of work, Audit Branch provided services on a wide range of matters during the year. These included conducting investigations arising from complaints, protected disclosures, inappropriate practices, potential fraud, undertaking special projects at the request of executive or management on matters such as policy, IT controls and security, internal control improvements, process and procedural enhancements and corruption prevention.

### **Insurance Activities**

The Department of Finance and Services continues to protect its insurable asset and liability exposures through participation in the NSW Treasury Managed Fund (TMF), a NSW government self insurance scheme. Insurable risk lines covered are property, liability, motor vehicle, workers' compensation, travel and personal accident.

### **Occupational Health Safety and Injury Management**

BOSSI is committed to providing a healthy and safe workplace for all employees and workplace visitors, including contractors, agency staff and customers. BOSSI therefore complied with the Department of Finance and Services policies and all staff was made aware of the available initiatives relating to best practice in the workplace.

No workers compensation claims or prosecutions were made in relation to BOSSI staff during the reporting year.

See the Department of Finance and Services annual report for further information.

### **Staff Health and Wellbeing Initiatives**

The following initiatives were conducted in support of the NSW Government's Healthy Workforce: Policy on Improving the Health and Wellbeing of all Public Sector Employees and as part of the Department of Finance and Services commitment to staff health and wellbeing.

- Coordinated the Annual Flu Vaccination Program in 21 locations across the state. This is a voluntary program administered by qualified medical personnel designed to minimise the risk of staff contracting the influenza virus, thereby contributing to reduced staff absenteeism and improving workplace productivity.
- Coordinated the Global Corporate Challenge (GCC). The GCC is a 'Live Life Well' initiative that encourages sedentary workers to undertake regular exercise to improve their health and reduce their risk of chronic disease.

### **Ethics and Probity**

The Department of Finance and Services is committed to the highest standards of conduct of its staff. To meet this commitment, the department has a Code of Conduct to cover all business units and to more

closely align staff conduct with the organisational values and ethics which underpin the department's policies and procedures. The department has developed a conduct framework that draws all relevant strategies, policies, procedures and initiatives under a coherent structure to reduce the instances of conduct issues and to more effectively manage them when they arise.

## **Accessing BOSSI'S information**

### ***Government Information (Public Access) Act 2009***

The Government Information (Public Access) Act 2009 (GIPA Act) applies to all NSW Government agencies.

There were no requests for information under the GIPA Act during the reporting period.

### **Accessing the BOSSI's Documents**

Policies and publications can be accessed in several ways:

- Internet via [www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au).
- Right to Information Officers (contact details below).

Applications for access to documents under the provisions of the GIPA Act must be in writing, either on an application form or by letter, accompanied by the \$30 application fee and sent to the Right for Information Officers at:

Information and Privacy Co-ordinator  
Land and Property Information  
1 Prince Albert Road  
SYDNEY NSW 2000  
GPO Box 15  
Sydney NSW 2001  
Tel: 1300 052 637

### **Processing Access Requests**

The Right to Information Officers must acknowledge the request within five working days and decisions on access are normally made within 20 working days of receipt. If the processing time has to be extended, the applicant must be kept informed about the processing of their application. The applicant may be required to clarify the request and sometimes a request may be referred to another department if the request is more closely connected to the functions of that department.

An applicant's right to access is restricted only when there is an overriding public interest against disclosing the particular information. The department's Right to Information Officers will provide an access decision letter giving reasons why access to information is restricted.

If the request is restricted the applicant has rights of review and appeal and this information is disclosed with the decision. Reviews by the Information Commissioner and the Administrative Decisions Tribunal apply under the GIPA Act.

### **Charges for Access**

The charge for access to documents is a \$30 application fee. There is a 50 per cent discount for financial hardship (copy of Pension card issued by Commonwealth or Centrelink card), full-time student (copy of current education enrolment), non-profit organisation or where a special benefit to the public can be

demonstrated. A processing charge may be imposed for dealing with an access application at a rate of \$30 per hour for each hour of processing time for the application.

### ***Privacy and Personal Information Protection Act 1998***

In accordance with Section 33(3) of the *Privacy and Personal Information Protection Act 1998*, NSW Government agencies are required to prepare and implement a Privacy Management Plan.

BOSSI is supported by the Land and Property Information Division of the Department of Finance and Services. Its online privacy statements and information is available at [www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au) through links to the LPI website.

This information was reviewed during the current reporting period and will be updated from time-to-time to reflect administrative or legislative changes.

Members of the public and staff may refer enquiries regarding personal information matters to the:

Manager Strategic Policy and Reporting  
Land and Property Information Division  
Department of Finance and Services  
GPO Box 15  
SYDNEY NSW 2000

### **Applications for Internal Review of the Conduct under s53(1) of the Privacy Act**

During the reporting period no applications for an internal review were received by BOSSI.

### **External Review Matters under the Privacy Act**

There were no appeals to the Administrative Decisions Tribunal during the financial year.

### **Access Fees and Charges**

The current privacy management plans provide for the payment of an application fee of \$30 (plus GST). The fee is applicable to requests for access to personal information, which may be held by the department. A processing charge of \$30 per hour (plus GST) is applied after the first 20 hours of work. No fees or charges apply for applications for reviews under Part 5 of the Privacy Act.

### **Public Interest Disclosures**

For the period July 2012 to June 2013, no *Board of Surveying and Spatial Information* officials made public interest disclosures.

As, staff are employees of DFS, the *Board of Surveying and Spatial Information* adopted and adhered to DFS' Fraud and Corruption Internal Reporting Policy.

All staff were advised of this policy by means of an introduction by the Director-General of DFS via a podcast, brochures and training of senior management and nominated disclosure officers. Further training is planned for remaining staff in the future."

### **Credit Card Certification**

In accordance with Treasurer's Directions and Premier's Memoranda, the Director-General certified that corporate credit card use in Department of Finance and Services is applicable to all business entities

within the principle Department of Finance and Services (DFS) and other related entities in the DFS cluster, during 2012/2013 has been in accordance with established government requirements and practices.

### ***Nil to report***

BOSSI had nil to report on the following statutory requirements during the 2012/13 financial year.

- Research and Development
- Consultants
- Equal Employment Opportunity
- Disability Plan
- Land Disposal
- Promotion
- Payment of Accounts
- Disclosure of Controlled Entities
- Disclosure of Subsidiaries
- Multicultural Policies and Services Program
- Agreements with the Community Relation Commission
- Waste
- Investment Performance
- Liability management performance
- Performance and numbers of executive officers
- Price Determination

### ***Contact BOSSI***

Board of Surveying and Spatial Information  
Land and Property Information  
346 Panorama Avenue  
Bathurst NSW 2795  
PO Box 143 Bathurst NSW 2795  
T: 02 6332 8238  
F: 02 6332 8240  
E: [bossi@lpi.nsw.gov.au](mailto:bossi@lpi.nsw.gov.au)  
[www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au)  
Mon – Fri 8:30am – 4:30pm

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