



009

ANNUAL REPORT

Board of Surveying and Spatial Information

www.bossi.nsw.gov.au



The Hon Tony Kelly MLC

Minister for Lands

Leader of the House in the Legislative Council

Level 34

Governor Macquarie Tower

1 Farrer Place

SYDNEY NSW 2000

30 October 2009

Dear Minister

I am pleased to submit the Board of Surveying and Spatial Information annual report for the year ending 30 June 2009 for your information and presentation to Parliament.

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

I commend this report to you.

Yours sincerely,

Warwick Watkins
Surveyor General
President, BOSSI

Paul Harcombe
Board member, BOSSI



PRESIDENT'S REPORT

BOSSI's key strategic concerns are professional qualifications and the registration of surveyors, continuing professional education and the investigation and advocacy of spatial information, with the latter closely linked with the spatial activities of the Department of Lands and the whole of government spatial initiatives.

The Common Spatial Information Initiative (CS2i), developed and championed by BOSSI, is the result of collaboration across NSW state government and private industry to provide common ebusiness functions that will enable customers to access spatial and related information online.

CS2i will improve service delivery and begin the transition towards a convergence of related government services.

Other initiatives are the Lands Spatial Data Infrastructure Program, L-SDI, integrating seven foundation layers of land information; and strengthening the state survey control

network through rolling out Global Navigation Satellite Systems (GNSS) and Continuous Operating Reference Stations (CORS).

The NSW Spatial Council, the peak coordinating body for spatial information in NSW through the CS2i framework, has made a significant contribution through providing strategic direction and goals.

The roles and functions of BOSSI and the Spatial Council are interlinked and mutually supportive and collaborative.

BOSSI was active in promoting professional development and standards. It is exploring additional pathways to registration involving assistance from the Institution of Surveyors NSW, the Association of Consulting Surveyors and Australian Institute of Mine Surveyors. These professional bodies have instituted training programs to assist candidate surveyors achieve registration.

During the year, BOSSI ratified five professional and tertiary organisations to conduct and assess Continuing Professional Development (CPD) activities and issue CPD compliance certificates.

BOSSI made six awards to outstanding professionals and students.

In the year ahead the strategic and operation plans will address key issues, including the number of women surveyors, advancing education in new technologies and encouraging greater engagement of surveyors with the affairs of BOSSI.

Warwick Watkins
Surveyor General
President, BOSSI

ABOUT THIS REPORT

The Board of Surveying and Spatial Information (BOSSI) annual report is a summary of the Board's performance during the 2008/09 financial year. This report focuses on BOSSI's key strategic areas; qualifications, education and spatial information.

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

Since 2002/03, the BOSSI report had been included in the Department of Lands (Lands) annual report as Lands provided administrative support to BOSSI.

In 2008/09 the BOSSI annual report has been produced separately to better meet the needs of stakeholders.

Statutory reporting requirements for BOSSI that are still held under Lands can be found in the appendices.

CONTENTS

3 ABOUT BOSSI

An overview of the Board of Surveying and Spatial Information including our mission statement, purpose, values and functions. Also features information on our clients/customers, an organisational chart and a snapshot of our Board members.

5 5-YEAR FINANCIAL SNAPSHOT

A detailed table of BOSSI's revenue/ expenditure for the past five years.

5 AIM AND OBJECTIVES

A look at BOSSI's aims and objectives divided into the Board's three key areas: qualifications, education and spatial information.

5 PERFORMANCE REPORTING

A review of BOSSI's performance throughout 2008/09 as per its three key areas: qualifications, education and spatial information. Also includes performance highlights on stakeholder engagement and the Board's continuing professional development program.

6 FUTURE FOCUS

A summary of BOSSI's six key operational issues to be addressed in the 2009/10 year.

7 FINANCIALS

Detailed statements on BOSSI's financial operations for the 2008/09 year.

17 APPENDIXES

Consumer response
Funds granted to non-government community organisations
Legal change

17 BOSSI/NSW DEPARTMENT OF LANDS STATUTORY REPORTING

Code of conduct
Credit card certification
Occupational Health and Safety
Guarantee of customer service
Privacy management plan
Risk management and insurance
Freedom of information
Employee relations

19 STATUTORY REQUIREMENTS

Nil to report

19 CONTACT BOSSI

19 GLOSSARY

MISSION STATEMENT

The Board, in all its dealings strives, for excellence and has an ongoing quest for 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.

OUR PURPOSE

We achieve our vision by:

- advocating appropriate standards and regulations for surveying and spatial information to government
- overseeing the education, training and ongoing accreditation of surveyors to ensure they meet the competency and professional practice standards
- facilitating the continuation of the profession through the registration of surveyors and where necessary disciplining surveyors who do not uphold sector standards
- promoting the value of surveying and spatial information to the community.

OUR VALUES

We hold the following as important to our existence.

- Leadership – we recognise the importance of our role in steering and guiding the strategic direction 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 here 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, enhancing relationships between BOSSI and its stakeholders to realise our vision and satisfy our purpose.

FUNCTIONS OF THE BOARD

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

The Board has other such 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:

- maintains a public office - see BOSSI contact details at www.bossi.nsw.gov.au/contact_bossi
- publishes each year a list of persons who are registered as surveyors under the provisions of the *Surveying 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
- causes information regarding prescribed examinations to be published in the press and Government Gazette

- supplies relevant information to the Institution of Surveyors NSW Inc., for insertion in its monthly publication *Azimuth*
- assesses overseas and interstate academic qualifications relative to surveying.

WHO WE ARE

The Board of Surveying and Spatial Information (BOSSI), constituted under the *Surveying 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 Act 2002* and the *Surveying 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 the taking of disciplinary action which may arise as a result of the investigations
- provision of advice to the Minister on the practice of surveying, spatial information and all other matters in connection with the administration of the Act.

CLIENTS/CUSTOMERS

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

ADMINISTRATIVE SUPPORT

Administrative support to the Board is undertaken by a small secretariat which includes the Registrar, one full time statutory officer, one part time statutory officer and one full time statutory assistant. Employees of the Department of Lands provide further support.

Registrar

Stephen Glencorse

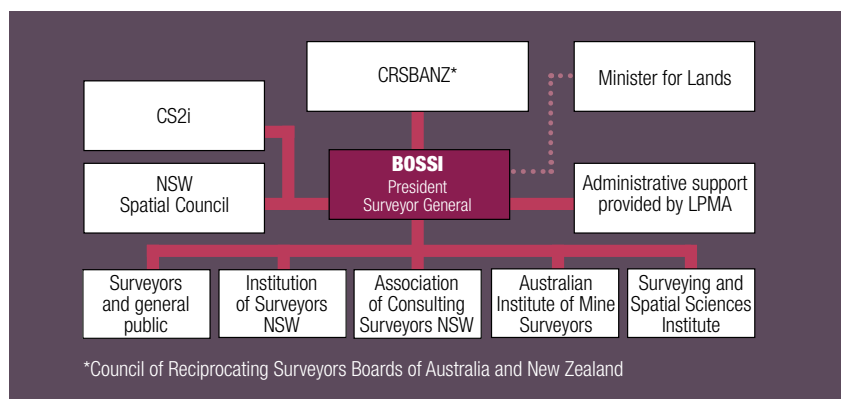


FIGURE 1 | BOSSI organisational chart

ORGANISATIONAL CHART

BOSSI is a statutory body which is located in the Department of Lands. The Board has developed a service level agreement with the Department to assist the Board 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 10 and 12 members, of whom:

- one is to be the Surveyor General, and is also the President
- one is to be a registered surveyor, being an officer of the Department of Lands, appointed by the Minister
- three are to be persons appointed by the Minister for Lands on the nomination of such professional association of land surveyors
- one is to be a person appointed by the Minister for Lands on the nomination of such professional association of mining surveyors
- between one and three are to be persons appointed by the Minister for Lands from persons nominated by such relevant professional associations of persons involved in the spatial information industry as the Minister for Lands determines
- one is to be a person appointed by the Minister of Lands on the nomination of the Minister of Lands administering the *Coal Mine Health and Safety Act 2002*
- one is to be a person appointed by the Minister for Lands on the nomination of the Minister for Lands administering the *Fair Trading Act 1987*
- one is to be a person appointed by the Minister for Lands 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 called for the professional association representatives and the education representative. Three Board members Mr Andrew Campbell, Dr Michael Elfick and Dr Bruce Harvey, did not seek renomination and Mr John Worldon, Mr Patrick McNamara and Dr Harvey Mitchell were subsequently appointed to the Board.

Three other members, Mr Paul Harcombe, Mr Mark Gordon and Mr Phillip Orr were re-nominated and appointed for a further term to 31 December 2010.

Board meetings

During the 2008/09 reporting period, there were 15 members on the Board. The Registrar, two advisors and one observer also attended the meetings. The Board met formally on six 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, Land and Mining Surveyor Committee.

Board members and attendance

Members	Board meetings (6 meetings)
Mr Warwick Watkins, President. AMP:ISMP (Harv), MNatRes, DipScAgr, HDA (Hons), FAPI, Hon FISA (NSW), FRICS, JP, Surveyor General of NSW. Appointed Jan 2007 term expires Dec 2010.	6
Mr Paul Harcombe BSurv (UNSW), MGeom (Melb), Chief Surveyor, Department of Lands. Appointed Jan 2007 term expired Dec 2008. Reappointed Jan 2009 term expires Dec 2010.	6
Mr Mark Gordon BSurv (Hons), Institute of Surveyors NSW Inc. Appointed Jan 2007 term expired Dec 2008. Reappointed Jan 2009 term expires Dec 2010.	6

Mr Phillip Orr BSurv (Hons), Australian Institute of Mine Surveyors Ltd. Appointed Jan 2007 term expires Dec 2008. Reappointed Jan 2009 term expires Dec 2010.

Mr Patrick McNamara BSurv (UNSW), Institute of Surveyors NSW Inc. Appointed Jan 2009 term expires Dec 2010.

Mr John Worldon BSurv (UNSW), Institute of Surveyors NSW Inc. Appointed Jan 2009 term expires Dec 2010.

Dr Harvey Mitchell BSurv (UNSW), Ph D Phil (UNSW), GradDipHighEdu (UNSW), Universities of Newcastle and New South Wales. Appointed Jan 2009 term expires Dec 2010.

Mr Robert Regan BMining Engineering (Hons 1), Minister for Mineral Resources. Appointed Jan 2008 term expires Dec 2009.

Mr David Bruce BSurv (Hons) (UNSW), Spatial Sciences Institute of Australia. Appointed Jan 2008 term expires Dec 2009.

Ms Margaret Hole AM, DipLaw, Barristers Admission Board, Representing Minister for Fair Trading. Appointed Jan 2008 term expires Dec 2009.

Ms Heidi Brown BSc (UNSW), MInfoSys (UW), Spatial Science Institute of Australia. Appointed Jan 2008 term expires Dec 2009.

Mr Craig Hersant BSc(Hons)(UNSW), GradDip LDM (RMIT), MDefStud (UC), MBusAdmin (USQ). Geospatial Information and Technology Association. Appointed Jan 2008 term expires Dec 2009.

Dr Bruce Harvey BSurv (Hons) (UNSW), Ph D Phil (UNSW), GradDipHighEdu (UNSW), Universities of Newcastle and New South Wales. Appointed Jan 2007 term expired Dec 2008.

Mr Andrew Campbell MSurvSc (UNSW), MPlanning (UTS), Institute of Surveyors NSW Inc. Appointed Jan 2007 term expired Dec 2008.

Dr Michael Elfick DSurv (Newcastle) DipSurvSc (Sydney), DipTownPlanning (Sydney), Institute of Surveyors NSW Inc. Appointed Jan 2007 term expired Dec 2008.

FIGURE 2 | Board members attendance table

Advisors and observers

Stephen Glencorse Registrar	5
Professor John Fryer FISA, BSurv (UNSW), PhD (UNSW), University of Newcastle – advisor to the Board.	6
Grahame Wallis Manager, Cadastral Integrity BSurv (UNSW), Advisor to the Board.	6
William Hirst ACT Chief Surveyor – Observer.	4
Greg Windsor Acting Registrar	1
Ron Jarman ACT – Observer.	1

FIGURE 3 | Advisors and observers table

5-YEAR FINANCIAL SNAPSHOT

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

Revenue	2004/05	2005/06	2006/07	2007/08	2008/09
Registration fees	\$367,033 (76.5%)	\$384,980 (76%)	\$404,786 (71%)	\$392,208* (70%)	\$418,758* (84%)
Candidate enrolment and workshop fees	\$36,026 (7.5%)	\$37,220 (7.5%)	\$28,622 (5%)	\$22,181 (4%)	\$24,136 (5%)
Examination fees	\$21,725 (4.5%)	\$24,750 (5%)	\$19,291 (3%)	\$18,441 (3%)	\$22,108 (4%)
Conference and seminars	-	-	\$2,195 (0.4%)	\$69 (0.1%)	-
Investment revenue	\$37,535 (7.8%)	\$32,939 (6.5%)	\$37,884 (6.6%)	\$42,746 (8%)	\$28,497 (6%)
Other revenue and contributions	\$17,163 (3.6%)	\$24,556 (5%)	\$78,069 (14%)	\$87,129* (15%)	\$6,712* (1%)
Total	\$479,482 (100%)	\$504,455 (100%)	\$570,847 (100%)	\$562,774 (100%)	\$500,211 (100%)

Expenditure	2004/05	2005/06	2006/07	2007/08	2008/09
Personnel Services (provided by Lands)	\$161,269 (31.8%)	\$206,822 (36%)	\$221,429 (41%)	\$270,330* (48%)	\$288,916* (60%)
Board member fees	\$24,720 (4.9%)	\$27,810 (5%)	\$25,565 (5%)	\$27,937* (5%)	\$30,750* (6%)
Depreciation	\$11,909 (2.3%)	\$15,332 (3%)	\$12,061 (2%)	\$8,529 (1%)	\$7,198 (1%)
Other expenditure	\$309,739 (61%)	\$325,765 (56%)	\$284,886 (52%)	\$262,006 (46%)	\$157,626 (33%)
Total	\$507,637 (100%)	\$575,729 (100%)	\$543,941 (100%)	\$568,802 (100%)	\$484,490 (100%)

*Figures have been reclassified to different categories of revenue/expenditure as recommended by the NSW Audit Office in a letter to management during the preparation of the 2008/09 annual report. In accordance with Australian Accounting Standards, the 2007/08 items have also been restated.

FIGURE 4 | 5-year financial snapshot

AIMS AND OBJECTIVES

The Board, in all its dealings, strives for excellence and has an ongoing quest for 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 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 Act 2002*.

Education

- To work with education and professional institutions to develop educational 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 surveyor's assistants, survey drafters and students of surveying gain qualifications by determining, recording and accepting accrued practical experience.

Spatial information

- To define the scope of spatial information, identify key spatial industry stakeholders,

develop communication and promotion strategies and benefits for the Board, the public and private sectors.

- To identify a vision for spatial information.
- To develop policies, assess and recommend quality standards for collection, collation, management and dissemination of all identified types of spatial information relevant to the NSW Spatial Data Information (SDI).

PERFORMANCE REPORTING

Qualifications

BOSSI was active in its continuing role of promoting professional development and standards, and has played a significant role in legislative reform following the enactment of the *Surveying Bill* on 25 June 2003.

The register of surveyors contains the names of 1,061 registered surveyors who are considered competent by the Board to perform land and mining surveys in NSW.

During the 2008/09 financial year, BOSSI reviewed thirteen overseas academic qualifications and issued 31 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*.

Education

Examination

BOSSI met for a total of seven working days during September 2008 and March 2009 for the purpose of assessing the professional competence of graduate surveyors through examinations. BOSSI also assessed candidate surveyors undertaking Professional Training Agreements (PTA). A total of 34 applicants were issued with certificates of competency.

During 2008/09, the Association of Consulting Surveyors (ACS) conducted two assessment workshops for both Civil Engineering and Town Planning. Each workshop involved 12 candidates in each topic. 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, 34 candidate surveyors attended. 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 again proved both popular and productive.

The 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 candidates 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, four 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 2008/09.

The Board of Surveying and Spatial Information Medals

Presented to Narelle Underwood from the University of New South Wales.

Barr Prize

Presented to Jason Landers for the best cadastral survey project.

Harvey Prize

Presented to Phillip Lidbury for the best town planning project.

Augustus Alt Prize

Presented to Phillip Lidbury for the best engineering project.

Neil Ryan Memorial Award

Presented to Candice Lowe for the best urban cadastral project.

Surveyor General's Prize

No prize was awarded.

Clarence Smith Jeffries Mining Award

Presented to Jarrod James for the best mine project.

Performance indicator	2004/05	2005/06	2006/07	2007/08	2008/09
Registered surveyors in NSW	1,051	1,044	1,066	1,061	1,061
New registrations					
By way of certificate of competency	17	28	33	32	34
By way of letters of accreditation from reciprocating boards	4	5	4	3	3
Removal of name from register ¹					
Non-payment of annual roll fees	89	126	98	18	155
At own request	23	22	6	19	32
Deceased	2	1	2	1	0
Restoration of name to register	76	109	91	14	116
Letter of accreditation issued to reciprocating boards	5	9	16	20	31
Candidate enrolments	46	46	60	23	49
Total financial candidates	153	177	184	143	180
Assessment of overseas academic qualifications	4	8	5	10	13
Assessment of interstate academic qualifications	-	6	-	0	0
Emeritus certificates awarded	19	12	17 ²	27	22

FIGURE 5 | 5-year performance indicators

FOOTNOTES:

1. Reasons for people being removed from the register include retirement, relocation interstate, or no longer practicing surveyors.
2. One Emeritus certificate was awarded posthumously.

Spatial information

The CS2i program office is continuing its work program in line with the priorities outlined in the CS2i Action Plan.

This has included the establishment of the NSW Spatial Council (NSC) which has now held two meetings in the reporting year.

Please refer to CS2i in the Lands Annual Report.

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.

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.
- Spatial Sciences Institute ACT.

BOSSI undertakes an audit of CPD compliance involving 20% of surveyors renewing their annual registration in accordance with the policy. During 2008/09, 215 surveyors were audited and 15 of these were deemed not to have complied with the policy by the audit panel.

FUTURE FOCUS

BOSSI's 'Strategic and Operation Plans 2008 to 2011' is the result of a meeting held at Kurri Kurri on Friday, 30 May 2008 and is designed to establish a strategic direction for BOSSI. For the 2009/10 reporting year there are six key operational issues to be addressed, they are:

- create a more sustainable funding base for BOSSI
- complete a full review of internal procedures and practices
- increase the number of mining surveyors
- increase the number of women surveyors
- encourage younger surveyors to become active in BOSSI
- enhance education around new technologies.

FINANCIAL STATEMENTS



GPO BOX 12
Sydney NSW 2001

INDEPENDENT AUDITOR'S REPORT

Board of Surveying and Spatial Information

To Members of the New South Wales Parliament

I have audited the accompanying financial report of the Board of Surveying and Spatial Information (the Board), which comprises the balance sheet as at 30 June 2009, the income statement, statement of recognised income and expense and cash flow statement for the year then ended, a summary of significant accounting policies and other explanatory notes.

Auditor's Opinion

In my opinion, the financial report:

- presents fairly, in all material respects, the financial position of the Board as at 30 June 2009, and its financial performance for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- is in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act)

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

The Board's Responsibility for the Financial Report

The members of the Board are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the PF&A Act. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal controls relevant to the Board's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal controls. 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 report.

I believe that 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, or
- about the effectiveness of its internal controls.

Independence

In conducting this audit, the Audit Office of New South Wales has complied with the independence requirements of the Australian Auditing Standards and other relevant ethical requirements. The PF&A Act further promotes independence by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General, and
- 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 role by the possibility of losing clients or income.



Scott Stanton
Director, Financial Audit Services

14 October 2009
SYDNEY

STATEMENT BY MEMBERS OF THE BOARD

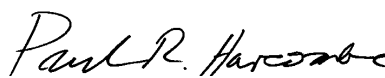
Pursuant to Section 41C (1B) of the *Public Finance and Audit Act 1983* and in accordance with a resolution of the members of the Board of Surveying and Spatial Information, we declare on behalf of the board that in our opinion:

- the accompanying financial report exhibits a true and fair view of the financial position and financial performance for the year ended 30 June 2009 of the Board of Surveying and Spatial Information
- the accompanying financial report has been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2005*, Treasurer's Directions and Australian Accounting Standards.

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



Warwick Watkins
Surveyor General and President, BOSSI
Date: 13 October 2009



Paul Harcombe
Board member, BOSSI
Date: 13 October 2009

INCOME STATEMENT FOR THE YEAR ENDED 30 JUNE 2009

	Notes	2009 \$	2008 \$
Revenue			
Fees revenue	2(a)	471,714	437,949
Interest revenue	2(b)	28,497	42,746
Other revenue	2(c)	-	82,079
Total revenue		500,211	562,774
Expenses			
Operating expenses	3(a)	(475,326)	(478,232)
Depreciation	3(b)	(7,198)	(8,529)
Other expenses	3(c)	-	(82,041)
Loss on disposal of asset	3(d)	(1,966)	-
Total expenses		(484,490)	(568,802)
SURPLUS/(DEFICIT) FOR THE YEAR		15,721	(6,028)

The accompanying notes form part of these financial statements

STATEMENT OF RECOGNISED INCOME AND EXPENSE FOR THE YEAR ENDED 30 JUNE 2009

	Notes	2009 \$	2008 \$
TOTAL INCOME AND EXPENSE RECOGNISED DIRECTLY IN EQUITY		-	-
Surplus/(deficit) for the year		15,721	(6,028)
TOTAL INCOME AND EXPENSE RECOGNISED FOR THE YEAR	12	15,721	(6,028)

The accompanying notes form part of these financial statements

BALANCE SHEET AS AT 30 JUNE 2009

	Notes	2009 \$	2008 \$
ASSETS			
Current assets			
Cash and cash equivalents	8(a)	523,244	477,141
Receivables	5	9,738	32,593
Total current assets		532,982	509,734
Non-current assets			
Plant and equipment	7	7,988	12,172
Total non-current assets		7,988	12,172
TOTAL ASSETS		540,970	521,906
LIABILITIES			
Current liabilities			
Payables	6	5,790	2,446
Total current liabilities		5,790	2,446
TOTAL LIABILITIES		5,790	2,446
NET ASSETS		535,180	519,460
EQUITY			
Retained earnings	12	535,180	519,460
TOTAL EQUITY		535,180	519,460

The accompanying notes form part of these financial statements

CASH FLOW STATEMENT FOR THE YEAR ENDED 30 JUNE 2009

	Notes	2009 \$	2008 \$
Cash flows from operating activities			
Receipts			
Receipts from customers		474,449	440,857
Interest received		49,281	39,243
GST refund		45,933	43,289
Total receipts		569,663	523,389
Payments			
Payments to suppliers		(518,580)	(527,332)
Total payments		(518,580)	(527,332)
Net cash (used in)/provided by operating activities	8(b)	51,083	(3,943)
Cash flows from investing activities			
Purchases of plant and equipment		(4,980)	(1,685)
Net cash (used in)/provided by investing activities		(4,980)	(1,685)
NET INCREASE/(DECREASE) IN CASH		46,103	(5,628)
Cash and cash equivalents at the beginning of the financial year		477,141	482,769
CASH AND CASH EQUIVALENTS AT THE END OF THE FINANCIAL YEAR	8(a)	523,244	477,141

The accompanying notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2009

1. Summary of significant accounting policies

a. Reporting entity

The Board of Surveying and Spatial Information (the Board), is constituted under the *Surveying 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.

The financial report for the year ended 30 June 2009 was authorised for issue by the Board on the date the accompanying 'Statement by members of the Board' was signed.

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

b. Basis of preparation

The Board's financial report is a general purpose financial report, which has 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 report has been prepared on an accrual basis. Plant and equipment are measured at fair value. Other financial report items are prepared in accordance with historical cost convention.

Judgements, key assumptions and estimations management has made are disclosed in the relevant notes to the financial report.

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.

The following new Accounting Standards and Interpretations have not been applied and are not yet effective for the period ending 30 June 2009. NSW Treasury TC 09/03 has mandated that agencies do not early adopt any of the new standards or interpretations.

- *AASB 3 Business Combinations* (issued March 2008).
- *AASB 8 Operating Segments* (issued February 2007).
- *AASB 101 Presentation of financial statements* (issued September 2007).
- *AASB 123 Borrowing costs* (issued June 2007)
- *AASB 2007-6 Amendments to Australian Accounting Standards arising from AASB 123* (issued June 2007).
- *AASB 127 Consolidated and Separate Financial Statements* (issued March 2008).

- *AASB 1039 Concise Financial Reports* (issued August 2008).
- *AASB 2007-3 Amendments to Australian Accounting Standards arising from AASB 8* (issued February 2007).
- *AASB 2007-8 Amendments to Australian Accounting Standards arising from AASB 101* (issued September 2007).
- *AASB 2007-10 Further Amendments to Australian Accounting Standards arising from AASB 101* (issued December 2007).
- *AASB 2008-1 Amendments to Australian Accounting Standard – Share based Payments: Vesting Conditions and Cancellations [AASB 2]* (issued February 2008).
- *AASB 2008-2 Amendments to Australian Accounting Standards – Puttable Financial Instruments and Obligations arising on Liquidation* (issued March 2008).
- *AASB 2008-3 Amendments to Australian Accounting Standards and Interpretations arising from AASB 3 and AASB 127* (issued March 2008).
- *AASB 2008-5 Amendments to Australian Accounting Standards arising from the Annual Improvements Process Project* (issued July 2008).
- *AASB 2008-6 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project* (issued July 2008).
- *AASB 2008-7 Amendments to Australian Accounting Standards – Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate* (issued July 2008).
- *AASB 2008-8 Amendments to Australian Accounting Standards – Eligible Hedged Items* (issued August 2008)
- *AASB 2008-9 Amendments to AASB 1049 for consistency with AASB 101* (issued September 2008).
- *AASB 2008-11 Amendments to Australian Accounting Standard – Business Combinations Among Not-for-Profit Entities* (issued November 2008).
- *AASB 2009-1 Amendments to Australian Accounting Standards – Borrowing Costs of Not-for-Profit Public Sector Entities* (issued April 2009).
- *AASB 2009-2 Amendments to Australian Accounting Standards Improving Disclosures about Financial Instruments* (issued April 2009).
- *Interpretation 15 Agreements for the Construction of Real Estate* (issued August 2008).
- *Interpretation 16 Hedges of a Net Investment in a Foreign Operation* (issued August 2008).
- *Interpretation 17 Distributions of Non-Cash Assets to Owners* (issued December 2008) and *AASB 2008-13 Amendments to Australian Accounting Standards*.
- *Interpretation 18 Transfers of Assets from Customers* (issued March 2009).

It is considered that the impact of these new Standards and Interpretations in future periods

will have no material impact on the financial statements of the Board.

d. Significant accounting judgements, estimates and assumptions

In preparation of the financial report, 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. Revisions to accounting estimates are recognised in the period in which the estimates are revised, if the revision affects only that period, or, in the period of the revision and future periods, if the revision affects both current and future periods.

e. Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Board and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised.

(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.

(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 the Department of Lands 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.

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.

1. Summary of significant accounting policies cont.

h. Accounting for Goods and Services Tax (GST)

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

- 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. GST is included on a gross basis in the cash flow statement as operating cash flows. The GST component of cash flows arising from investing and financing 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 threshold

Plant and equipment individually costing \$5,000 and above are capitalised. Individual items of computer equipment costing \$1,000 and above 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 – 25%
EDP equipment	25%

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.

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. Comparatives

Comparative figures for 2008 in the income statement have been changed to allow the separate reporting of operating expenses and other expenses. In 2008 the report showed operating expenses only in the sum of \$560,273. The comparatives reported in 2009 show a split between operating expenses of \$478,232 and other expenses of \$82,041 totalling \$560,273.

Comparative figures for 2008 for the breakdown of revenue and expenses in Note 2 and 3 have been reclassified to conform to the basis of presentation and classification in the current year which disclose more fully the nature of income and expenses.

2. Revenue

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

	2009 \$	2008 \$
a. Fees revenue		
Annual registration fees	401,108	389,958
Candidate fees	24,136	22,181
Examination fees	22,108	18,441
Registration restoration fees	17,650	2,250
Miscellaneous fees	6,712	5,119
	471,714	437,949
b. Interest revenue	28,497	42,746
c. Other revenue		
Other income	-	38
In-kind contributions (see note 11)	-	82,041
	-	82,079

3. Expenses

	2009 \$	2008 \$
a. Operating expenses		
Audit fees (audit of Financial Report)	9,100	8,100
Board/committee member fees	30,750	27,937
Other fees	32,121	40,266
Catering and venue hire	23,173	19,633
Bank charges	937	976
Lands administration fee	33,000	33,000
Personnel services	288,916	270,330
Staff development	386	3,969

3. Expenses cont. | a. Operating expenses cont.

	2009 \$	2008 \$
Lands rent	17,000	17,000
Maintenance	931	848
Postage, telephone and courier	4,558	6,384
Stores and stationery	6,152	12,926
Sponsorships	1,818	-
Travel and subsistence	25,118	34,904
Miscellaneous admin expenses	1,366	1,959
	475,326	478,232
b. Depreciation		
Plant and equipment	2,948	2,948
EDP equipment	4,250	5,581
	7,198	8,529
c. Other expenses		
Services rendered free of charge	-	82,041
d. Loss on disposal of fixed assets	1,966	-

4. Board member fees

Board members received \$30,750 (2008 – \$27,937) as Board fees. In addition Board members received \$3,412 (2008 – \$2,692) 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 travelling and subsistence.

5. Receivables

	2009 \$	2008 \$
Interest receivable	-	20,784
GST receivable	9,738	11,809
	9,738	32,593

6. Payables

	2009 \$	2008 \$
Payables and accrued expenses	-	2,446
Accrued capital expenses	5,478	-
Prepaid enrolment fees	312	-
	5,790	2,446

7. Plant and equipment

	Plant and Equipment \$	EDP Equipment \$	Total \$
At 1 July 2008 — fair value			
Gross carrying amount	33,202	30,790	63,992
Accumulated depreciation	(28,288)	(23,532)	(51,820)
Net carrying amount	4,914	7,258	12,172
At 30 June 2009 — fair value			
Gross carrying amount	23,441	30,790	54,231
Accumulated depreciation	(18,461)	(27,782)	(46,243)
Net carrying amount	4,980	3,008	7,988

7. Plant and equipment cont.

Reconciliation

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

	Plant and Equipment \$	EDP Equipment \$	Total \$
Year ended 30 June 2009			
Net carrying amount at start of year	4,914	7,258	12,172
Additions	4,980	-	4,980
Disposals	(1,966)	-	(1,966)
Depreciation expense	(2,948)	(4,250)	(7,198)
Net carrying amount at end of year	4,980	3,008	7,988

At 1 July 2007 — fair value

Gross carrying amount	33,202	29,105	62,307
Accumulated depreciation	(25,340)	(17,951)	(43,291)
Net carrying amount	7,862	11,154	19,016

At 30 June 2008 — fair value

Gross carrying amount	33,202	30,790	63,992
Accumulated depreciation	(28,288)	(23,532)	(51,820)
Net carrying amount	4,914	7,258	12,172

Reconciliation

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

Year ended 30 June 2008

Net carrying amount at start of year	7,862	11,154	19,016
Additions	-	1,685	1,685
Disposals	-	-	-
Depreciation expense	(2,948)	(5,581)	(8,529)
Net carrying amount at end of year	4,914	7,258	12,172

8. Cash and cash equivalents

a. Cash

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

	2009 \$	2008 \$
Cash and cash equivalents	523,244	477,141
Closing cash and cash equivalents	523,244	477,141

b. Reconciliation of surplus/(deficit) to cash flows from operating activities

	2009 \$	2008 \$
(Surplus)/deficit	15,721	(6,028)
Adjustment for non-cash items:		
Depreciation	7,198	8,529
Loss on disposal of fixed asset	1,966	-
Changes in assets & liabilities		
(Increase)/decrease in trade and other receivables	22,855	(4,130)
(Decrease)/increase in trade and other payables	3,343	(2,314)
Net cash flows from operating activities	51,083	(3,943)

9. Commitments for expenditure

a. Capital commitments

As 30 June 2009, there were no capital commitments (2008 - NIL).

b. Other expenditure commitments

Aggregate other expenditure contracted for at balance date and not provided for:

	2009 \$	2008 \$
Not later than one year	55,000	55,000
Later than one year and not later than five years	100,833	155,833
Total (including GST)	155,833	210,833

The total other expenditure commitments above includes input tax credits of \$14,167 (2008 - \$19,167)

c. Operating lease commitments

As 30 June 2009, there were no operating lease commitments (2008 - NIL).

d. Finance lease commitments

As 30 June 2009, there were no finance lease commitments (2008 - NIL).

10. Contingent liabilities and contingent assets

At 30 June 2009 there were no contingent liabilities or contingent assets (2008 - NIL).

11. Assistance from other agencies

In 2008, the Department of Lands provided the Board with assistance for development of the spatial information project free of charge. There was no assistance provided in 2009 (2008 - \$82,041).

The fair value of assistance is recognised in 2008 within other revenue of \$82,041 and also within operating expenses of 2008 (\$82,041) in the income statement.

12. Equity

	2009 \$	2008 \$
Balance at the beginning of financial year	519,459	525,488
Surplus/(deficit) for the year	15,721	(6,028)
Balance at the end of financial year	535,180	519,460

13. 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.

a. Financial instrument categories

	Note	Category	2009 \$ Carrying amount	2008 \$ Carrying amount
Financial assets				
Cash and cash equivalents	8(a)	N/A	523,244	477,141
Receivables	5	Receivables measured at cost	-	20,784
Financial liabilities				
Payables	6	Payables measured at cost	5,790	2,446

Notes:

1. Excludes statutory receivables (i.e. not within scope of AASB 7).
2. 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 is minimised, as the corporation does not offer credit to customers.

Cash

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.

13. Financial instruments cont. | b. Credit risk cont.

	Total \$	Past due but not impaired \$	Considered impaired \$
2009			
< 3 months overdue	-	-	-
3 months - 6 months overdue	-	-	-
> 6 months overdue	-	-	-
2008			
< 3 months overdue	20,784	-	-
3 months - 6 months overdue	-	-	-
> 6 months overdue	-	-	-

Notes:

- Each column in the table reports gross 'receivables'.
- The aging analysis excludes statutory receivables, as these are not within the scope of AASB 7 and excludes receivables that are not past due and not impaired.

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 Board does not have any bank overdraft facility. The Board's exposure to liquidity risk is deemed insignificant, based on prior periods' data and current assessment of risk.

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 219.01. 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 219.01 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
	%	\$	%	%	%	\$	\$	\$
2009 payables		5,790	-	-	-	5,790	-	-
Total financial liability 2009		5,790	-	-	-	5,790	-	-
2008 payables		2,446	-	-	-	2,446	-	-
Total financial liability 2008		2,446	-	-	-	2,446	-	-

Notes:

- 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

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 \$
2009 Cash and cash equivalents	523,244	(5,232)	(5,232)	5,232	5,232
2008 Cash and cash equivalents	477,141	(4,771)	(4,771)	4,771	4,771

14. After balance date events

There are no after balance date events.

END OF AUDITED FINANCIAL REPORT

Consumer response

During 2008/09, BOSSI received various general enquiries from the public, surveyors and other businesses. These enquiries were either dealt with promptly by the Secretariat, directed to the website or other relevant organisations.

During the reporting year, nine enquiries related to the performance of surveyors were received. They were directed to the complaints policy on BOSSI's website to follow through to formal complaint.

Seven formal complaints received against surveyors during the reporting year have been either: withdrawn by agreement, fully investigated or are the subjects of ongoing investigation.

Funds granted to non-government organisations

During the reporting year BOSSI granted \$2,000 including GST to the University of New South Wales for the Surveyor General's Women in Surveying Scholarships.

Legal change

The review of the *Surveying Act 2002* has been tabled in Parliament and approval has been given to proceed with drafting amendments to the Act.

Further consultation with industry has been undertaken to ensure administrative processes to support changes to the registration model will be available.

BOSSI/NSW Department of Lands statutory reporting

Several BOSSI statutory reporting requirements follow the NSW Department of Lands (Lands) administrative procedures, policies and processes.

Code of conduct

The Board of Surveying and Spatial Information falls under Lands' Code of Conduct. There were no amendments or additions to the Code during the reporting year.

A copy of the Code of Conduct is available on request from lands@lands.nsw.gov.au.

Credit card certification

During the 2008/09 financial year, credit card use within Lands was in accordance with Premier's memoranda and Treasurer's directions.

Credit card use

Credit card use within Lands is largely limited to:

- claimable work related travel expenses
- expenditure for minor purchases, where the use of credit cards is a more efficient means of payment.

Monitoring credit card use

The following measures are used to monitor the use of credit cards within Lands.

- Lands implemented a credit card policy to provide all staff with a clear understanding of their obligations and duties in the use of corporate credit cards.
- Officers issued with a credit card receive monthly statements to verify and certify that all charges were incurred for official purposes, and acquittals are examined and authorised by supervisors or other officers with appropriate financial delegation.
- A review of usage levels and appropriateness of credit card limits is conducted at least annually.
- A report is submitted to Treasury half yearly certifying that Lands' credit card use is within guidelines.

Occupational Health and Safety

The key purpose of Lands' OHS strategy is to demonstrate a commitment to a positive health and safety culture, raise awareness and understanding of OHS issues and provide tools to enable managers and staff to improve workplace safety. Lands' focus is on safety risk management for the prevention of injuries and illnesses through hazard identification. When an injury occurs early intervention is instigated to achieve a safe and durable return to work.

Performance against key performance indicators demonstrate a commitment to continually improve OHS efficiencies awareness and OHS culture internally through:

- the provision of monthly OHS report to the executive committee
- regular updates and reports to the LPI HR sub committee on significant OHS issues
- advice to the Lands OHS committees on current incident data and risk management measures.

With the establishment of the OHS management system, there was ongoing development of OHS policies and procedures which included the Lands Pandemic Plan and an update of the First Aid Policy and procedures.

There has been enhanced OHS committee involvement in consultation on OHS initiatives and policies with the inaugural annual Lands OHS committee conference held in April 2009 in Queens Square which was attended by 11 OHS committee representatives from across all the business divisions.

Overall, Lands has overall achieved workplace health and safety and injury management targets outlined in the NSW State Government initiative 'Working Together, Public Sector OHS & Injury Management Strategy 2005-2008'.

There was an increase in incidents of 27% however of the 78 new claims in the reporting period, 23% were journey claims and 15% were recess claims with an annual finalisation rate of 80% and an overall decrease of 49% in claims costs. These figures reflect that although there has been an increase in claims affecting the premium, efficient claims management have reduced the cost of these claims.

Lands received Worker's Compensation premium hindsight adjustments refunds for two previous claim years indicating the Lands positive claims experience in LPI and the effective management of workplace injuries.

The OHS team continues to work cooperatively with Allianz insurance to identify and develop solutions and practices to enhance early safe and durable return to work and case management for injured employees. Reporting times for injuries has improved with the development of a streamlined injury notification system. The delivery of state-wide information and training sessions facilitated by the OHS section for staff and management on the workers compensation and return to work process in 2008/09 has resulted in enhanced understanding and awareness of managers' responsibilities.

Guarantee of customer service

Lands seeks to provide a high standard of service delivery, however service delivery outcomes may vary with the nature of the services provided across administrative areas. All requests for information or services are responded to promptly and efficiently as appropriate to customer requests.

Our customers can expect us to prevent unauthorised access to and use of official information and maintain the privacy and confidentiality of information, which is not on the public register.

We consult with clients and stakeholders when planning and delivering products and services and staff and unions when considering changes in work practices.

All public contact staff are trained to provide timely, accurate and balanced advice in a courteous manner. They all have expertise within their fields of enquiry.

All staff adhere to the principles of equal employment opportunity and our code of conduct.

Consumer complaint and comment

To continuously improve our performance, we value feedback, compliments and complaints regarding our services and performance.

We aim to respond to correspondence received within 14 days and advise clients about the outcome of a complaint and the action being taken. To ensure that prompt action is taken, please direct your correspondence to the appropriate area, as listed.

Serious complaints and all other feedback/complaint should be referred to
Corporate Governance Officer
Department of Lands NSW
GPO Box 252
Parramatta NSW 2124
feedback@lands.nsw.gov.au

Privacy management plan

The following information is prepared in compliance with s.33 (3) *Privacy and Personal Information Protection Act 1998*, and reflects the activities of the Strategic Policy and Reporting Unit.

This brief statement reflects the actions taken by Lands in continuing to comply with the terms of the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Protection Act 2001*.

Statement of action taken

During 2008/09, Lands' privacy management plan has been reviewed and updated. The reviewed plan will shortly be provided to the NSW Privacy Commissioner and made available via Lands' website to staff and members of the public.

Lands' privacy information is available at www.lands.nsw.gov.au and has also been reviewed during the current reporting period.

Lands continues to consider the legislation's application in relation to changing operational practices to ensure an appropriate measure of protection is in place in relation to the personal information held by the agency.

Advice is provided to staff on emerging issues and investigation of online staff learning and development options is currently being undertaken.

General privacy enquiries may be referred to:

Manager, Strategic Policy and Reporting
NSW Department of Lands
GPO Box 15
SYDNEY NSW 2000
T: 9236 7603

Reviews

During the reporting period one application for an internal review was received by Lands, in accordance with part 53 of the *Privacy and Personal Information Protection Act 1998*.

The applicant alleged a breach of the *Privacy and Personal Information Protection Act 1998*, in relation to information obtained from the public register. Following an investigation of the circumstances no evidence of a breach of the information protection principles or misconduct of the agency was established. The matter was not appealed by the applicant.

Risk management and insurance

Risk management outcomes

During 2008/09, Lands has continued its commitment to the implementation and maintenance of a risk management framework across its divisions and corporate groups to manage the positive or negative effects of risks and enhance Lands' potential to achieve its vision, objectives and goals.

Lands' risk management policy and guidelines provide the framework, guidance and tools and set the requirements and responsibilities for all staff to systematically manage risk consistent with the processes contained in the Australian Standard on Risk Management (AS/NZS 4360:2004). The policy and guidelines provide a structured roadmap to support implementation of a risk management culture throughout Lands.

The Director Corporate Governance is responsible for facilitating risk management within Lands and monitoring and reporting on its progress to the Lands Audit & Risk Committee and executive team.

During 2008/09, the Corporate Governance Unit (CGU) has continued to provide risk management awareness training through workshops and an online course that enables staff anywhere in the state to complete the course in their office at a time suitable to themselves. CGU continues to support the implementation of a risk management framework by facilitating a program of risk assessment and risk management planning workshops across Lands divisions, business groups and specific project management teams.

CGU has also conducted a review of the risk management policy, initially drafted in April 2005, to identify and reflect any changes in Lands since that time and to make sure it is still relevant and in line with AS/NZS 4360:2004 and industry best practice. A further review of the policy and guidelines has been scheduled for late 2009 after the expected introduction of the international standard on risk management, ISO 31000 sometime in the first or second quarter of 2009/10.

Insurance management outcomes

The Director Corporate Governance is responsible for the management of Lands' insurances and related issues management. Lands through its good risk management practices, continues to enjoy a relatively good claims experience and Treasury Managed Fund premiums have been fairly static in renewal cost over recent years.

CGU has provided expertise and assistance to Lands' finance and corporate support units to gain Treasury support for inclusion of all reserve trusts properties or buildings assets in the property insurance cover provided by TMF. Previously trusts had to obtain and pay for their own property insurance. This inclusion will be at a nominal cost to trusts and will provide them with a substantial financial cost saving.

CGU has conducted numerous onsite risk assessments to assist various areas of Lands to address risks that have been resulting in claims or have a high potential to do so. The assessments have resulted in implementation of improved controls that have reduced the likelihood of incidents occurring.

Freedom of information

During the 2008/09, reporting year BOSSI received no requests for Freedom of Information.

Documents held by BOSSI

Consideration of Complaints Against Surveyors Policy

Determination for Continuing Professional Development

Rules for the Conduct of Examinations for Certificate of Competency as Mine Surveyor

Freedom of information procedures

For a full list of Lands' FOI statistics, see the Lands annual report available at www.lands.nsw.gov.au.

Requests for documents under the Freedom of Information (FOI) or *Privacy and Personal Information Protection Act 1998* in the possession of Lands should be directed to:

The FOI Coordinator
Office of the Director General
Department of Lands
1 Prince Albert Road
Queens Square
SYDNEY NSW 2000

T 61 2 9236 7773
F 61 2 9236 7632

Office hours:
Monday - Friday 8.30am - 4.30pm

Charges for FOI applications

Nature of application	Application fee	Processing charge
Access to personal records	\$30	\$30 per hour (up to 20 hours of free processing time for information about your personal affairs is allowed)
All other requests	\$30	\$30 per hour
Amendment of records	\$30	\$30 per matters not on public record

Employee relations

Exceptional movements in salaries and wages during 2008/09

The Crown Employees (Public Sector - Salaries 2008) Award provided a salary increase of 4% effective from the first full pay period on or after 1 July 2008 with prospective future 4% increases in 2009 and 2010.

The Department engaged in negotiations with the Public Service Association to achieve ongoing savings within the salaries budget of 1.5% per annum.

The Crown Employees Wages Staff (Rates of Pay) Award also provided for a 4% wage rate increase effective from the first full pay period on or after 1 July 2008.

Personnel policies and practices

The Department has implemented central reforms as set out in the Memorandum of Understanding signed between the NSW Government and the Public Service

Association of NSW. These reforms, together with agency initiatives, are expected to achieve the required savings to support salary increases.

The Department has commenced planning for the migration from the Computerised Human Resources Information System (CHRIS) to a SAP HR Enterprise Resource environment. This will streamline processes and provide better information to managers for business decision making. The move to SAP HR and integration with the department SAP Financial system will provide opportunities to streamline many processes and automate many transactions currently carried out on a manual basis across the Lands businesses.

Industrial relations policies and practices

The majority of Lands' employees (90%) are covered by the Crown Employees (NSW Department of Lands – Departmental Officers) Award.

In August 2008, a section 19 review in terms of the *Industrial Relations Act 1996* was undertaken in relation to the Crown Employees (NSW Department of Lands – Conditions of Employment) Award 2005. The review updated the award bringing it in line with contemporary industrial relations practices.

The Department continues to maintain a harmonious and consultative working relationship with association and union representatives. The joint consultative committee comprising management and industrial association/union representatives meets regularly to discuss reforms occurring within Lands and major issues affecting the organisation and staff.

Statutory requirements - Nil to report

BOSSI had nil to report on the following statutory requirements during the 2008/09 financial year.

- Committees.
- Consultants.
- Disability action plan.
- Heritage management.
- Land disposal.
- Overseas travel.
- Payment of accounts.
- Price determination.
- Publications.
- Research and development.
- Disclosure of controlled entities.
- Disclosure of subsidiaries.
- Agreements with the Community Relation Commission.
- Investment performance.
- Liability management performance.
- Performance and numbers of executive officers.
- Price determination.

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GLOSSARY

BOSSI	Board of Surveying and Spatial Information.
CS2i	Common Spatial Information Initiative.
CORS	Continuously Operating Reference System (also known as NSWNet). Provides on ground referencing for global positioning systems.
GNSS	Global Navigation Satellite Systems.
L-SDI	Lands spatial data infrastructure program.
Spatial information	Pertaining to the representation of physical and cultural surface features.

www.bossi.nsw.gov.au

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