



Land & Property  
Management Authority



# 2010

## annual report

Board of Surveying and Spatial Information  
[www.bossi.nsw.gov.au](http://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 2010**

Dear Minister

I am pleased to submit the Board of Surveying and Spatial Information annual report for the year ending 30 June 2010 for your information and presentation to Parliament.

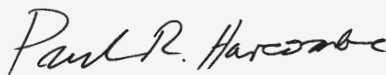
This report has been prepared in accordance with the Annual Reports (Departmental) Act 1985, the Annual Reports (Statutory Bodies) Act 1984 and the Public Finance Audit Act 1983.

I commend this report to you.

Yours Sincerely,



**Warwick Watkins AM  
Surveyor General  
President, BOSSI**



**Paul Harcombe  
Board member, BOSSI**



## PRESIDENT'S REPORT

The past year saw Parliament pass the Surveying Amendment Bill 2009 which resulted in significant changes to the 'Surveying Act 2002', which constitutes the Board of Surveying and Spatial Information (BOSSI).

The Bill has changed the name of the Act to the 'Surveying and Spatial Information Act 2002'; sets out the objectives of the Act; clarifies the matters to be covered by the definition of land survey in the Act; provides a specific exclusion from the provisions of the Act that require land surveys and mining surveys to be carried out by registered land surveyors and mining surveyors for firms that engage such surveyors to do work on their behalf; and enables BOSSI to provide information to the public on a range of matters in connection with the discipline of surveying and related disciplines.

The XXIV FIG International Surveying Congress held in Sydney from 11-16 April 2010 was the best attended Congress to date with more than 2,200 delegates from 100 countries. The Congress was highlighted by the technical program with 700 papers presented, and more than 150 technical and flash sessions, workshops and special seminars. BOSSI board members and many NSW land surveyors strongly participated in this global event.

BOSSI's joint administration program with ACS NSW, ISNSW and AIMS for the training and competency assessment of candidate surveyors continued to deliver good numbers of successful candidates achieving registration.

The year also saw the beginning of moves to see the development of an Australian Standard for Subsurface Utility Engineering, one which will have a major impact on the surveying and spatial information sector.

The NSW Spatial Council and the Common Spatial Information Initiative (CS2i) have made good progress on a number of fronts; adoption of a NSW (Spatial Information) Metadata policy; the NSW State Metadata Nodes allowing search and discovery of spatial information; commissioning a whole-of-government Spatial Information Inventory which will provide a benchmark in terms of spatial information assets that are publicly available; realignment of the Spatial Council to engage the private sector; and commenced proceedings for the revision of the NSW Spatial Information Strategic Plan in light of Web 2.0 and location intelligence.

The roll out by LPMA of the state's Continuously Operating Reference Stations (CORS) continues at pace with a total of 37 new stations incorporated into the CORSnet-NSW network.

I thank the Board members for their strong support and personal contribution over the past years.

The coming year will see the ongoing development of the CORSnet-NSW network, the remake of the 'Surveying and Spatial Information Regulations 2006' and major initiatives to promote the surveying and spatial information sector.



**Warwick Watkins AM  
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 2009/10 financial year.

The 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 Land and Property Management Authority (LPMA) annual report as LPMA provided administrative support to BOSSI.

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

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



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Nil to report

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## 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 pro – actively 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](http://www.bossi.nsw.gov.au/contact_bossi)
- causes to have published each year a list of persons who are registered as surveyors under the provisions of the *Surveying and Spatial Information Act 2002*

# BOARD OF SURVEYING AND SPATIAL INFORMATION

- 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 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 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 Land and Property Management Authority provide further support.

### Registrar

Stephen Glencorse

## ORGANISATIONAL CHART

BOSSI is a statutory body which is located in the Land and Property Management Authority. The Board has developed a service level agreement with the Authority 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 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 the Land and Property Management Authority, appointed by the Minister



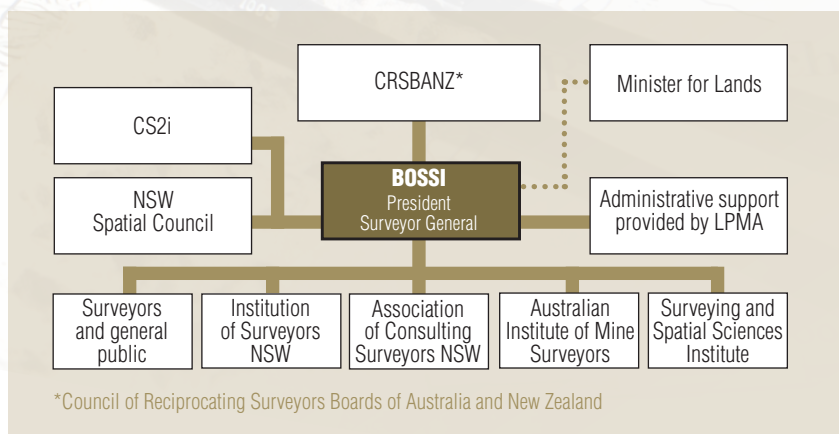


FIGURE 1 | BOSSI organisational chart

- (c) three are to be persons appointed by the Minister for Land and Property Management Authority on the nomination of such professional association of land surveyors
- (d) one is to be a person appointed by the Minister for Land and Property Management Authority on the nomination of such professional association of mining surveyors
- (e) between one and three are to be persons appointed by the Minister for Land and Property Management Authority from persons nominated by such relevant professional associations of persons involved in the spatial information industry as the Minister for Land and Property Management Authority determines
- (f) one is to be a person appointed by the Minister of Land and Property Management Authority 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 Land and Property Management Authority on the nomination of the Minister administering the *Fair Trading Act 1987*.
- (h) one is to be a person appointed by the Minister for Land and Property Management Authority 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 Spatial Information Industry representatives, and representatives nominated by other government departments.

Two Board members Mr David Bruce and Mr Craig Hersant, did not seek renomination and Mr Edward Garvin and Mr Bruce Douglas were subsequently appointed to the Board. Three other members, Mr Robert Regan, Ms Margaret Hole and Ms Heidi Brown were re-nominated and appointed for a further term to 31 December 2011.

### Board meetings

During the 2009/10 reporting period there were 14 members on the board. The Registrar, two advisers and one observer also attended the meetings.

The Board met formally on six occasions. Meetings were held in Orange, 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

<b>Mr Warwick Watkins AM, President</b> 5
AMP:ISMP (Harv), MNatRes, DipScAgr, HDA (Hons), FAPI, Hon FISA (NSW), FRICS, JP, Surveyor General of NSW. Appointed Jan 2007 term expires Dec 2010.
<b>Mr Paul Harcombe</b> BSURV (UNSW), 3
MGeom (Melb), Chief Surveyor, Land and Property Management Authority. Appointed Jan 2009 term expires Dec 2010.
<b>Mr Mark Gordon</b> BSURV (Hons 1) (UNSW), 6
Institute of Surveyors NSW Inc. Appointed Jan 2009 term expires Dec 2010.

<b>Mr Phillip Orr</b> BSURV (Hons), Australian Institute of Mine Surveyors Ltd. Appointed Jan 2009 term expires Dec 2010. 4
<b>Mr Patrick McNamara</b> BSURV (UNSW), Institute of Surveyors NSW Inc. Appointed Jan 2009 term expires Dec 2010. 5
<b>Mr John Worldon</b> BSURV (UNSW), DIPURB, REG, PLAN (PMER) (UNE), Institute of Surveyors NSW Inc. Appointed Jan 2009 term expires Dec 2010. 4
<b>Dr Harvey Mitchell</b> BSURV (UNSW), Ph D Phil (UNSW), GradDipHighEdu (UNSW), Universities of Newcastle and New South Wales. Appointed Jan 2009 term expires Dec 2010. 6
<b>Mr Robert Regan</b> BMining Engineering (Hons1), Minister for Mineral Resources. Appointed Jan 2008 term expires Dec 2009. Reappointed Jan 2010 term expires Dec 2011. 5
<b>Mr David Bruce</b> BSURV (Hons) (UNSW), Spatial Sciences Institute of Australia. Appointed Jan 2008 term expired Dec 2009. 3
<b>Ms Margaret Hole</b> AM, DipLaw, Barristers Admission Board, Representing Minister for Fair Trading. Appointed Jan 2008 term expires Dec 2009. Reappointed Jan 2010 term expires Dec 2011. 4
<b>Ms Heidi Brown</b> BSc (UNSW), MInfoSys (UW), Spatial Science Institute of Australia. Appointed Jan 2008 term expires Dec 2009. Reappointed Jan 2010 term expires Dec 2011. 5
<b>Mr Craig Hersant</b> BSc (Hons)(UNSW), GradDip LDM (RMIT), MDefStud (UC), MBusAdmin (USQ). Geospatial Information and Technology Association. Appointed Jan 2008 term expires Dec 2009. 2
<b>Mr Bruce Douglas</b> BSURV (UQ) Spatial Sciences Institute of Australia. Appointed Jan 2010 term expires Dec 2011. 2
<b>Mr Edward Garvin</b> (UNSW), PGDip Urban Studies (UMacq), MBA (UWS) Geospatial Information and Technology Association. Appointed Jan 2010 term expires Dec2011. 3

## Advisor and observers

<b>Stephen Glencorse</b> Registrar 6
<b>Professor John Fryer</b> FISA, BSURV (UNSW), PhD (UNSW), University of Newcastle advisor to the board. 6
<b>Grahame Wallis</b> BSURV (UNSW), Manager, Cadastral Integrity. Advisor to the board. 6
<b>William Hirst</b> ACT Chief Surveyor – Observer. 4
<b>Ron Jarman</b> ACT – Observer. 1

## 5-YEAR FINANCIAL SNAPSHOT

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

Revenue	2005/06	2006/07	2007/08	2008/09	2009/10
Registration fees	\$384,980 (76%)	\$404,786 (71%)	\$392,208* (70%)	\$401,108* (84%)	\$424,680 (84%)
Candidate enrolment and workshop fees	\$37,220 (7.5%)	\$28,622 (5%)	\$22,181 (4%)	\$24,136 (5%)	\$25,039 (5%)
Examination fees	\$24,750 (5%)	\$19,291 (3%)	\$18,441 (3%)	\$22,108 (4%)	\$27,677 (5%)
Conference and seminars	–	\$2,195 (0.4%)	\$69 (0.1%)	–	–
Investment revenue	\$32,939 (6.6%)	\$37,884 (6.6%)	\$42,746 (8%)	\$28,497 (6%)	\$26,680 (5%)
Other revenue and contributions	\$24,556 (5%)	\$78,069 (14%)	\$87,129* (15%)	\$24,362* (1%)	\$4,153 (1%)
<b>Total</b>	<b>\$504,455 (100%)</b>	<b>\$570,847 (100%)</b>	<b>\$562,774* (100%)</b>	<b>\$500,211 (100%)</b>	<b>\$508,229 (100%)</b>

Expenditure	2005/06	2006/07	2007/08	2008/09	2009/10
Personnel Services (provided by Lands)	\$206,822 (36%)	\$221,429 (41%)	\$270,330 (48%)	\$288,916 (60%)	\$305,399 (61%)
Board member fees	\$27,810 (5%)	\$25,565 (5%)	\$27,937 (5%)	\$30,750 (6%)	\$37,011 (7%)
Depreciation	\$15,332 (3%)	\$12,061 (2%)	\$8,529 (1%)	\$7,198 (1%)	\$2,886 (1%)
Other expenditure	\$325,765 (56%)	\$284,886 (52%)	\$262,006 (46%)	\$157,626 (33%)	\$156,313 (31%)
<b>Total</b>	<b>\$575,729 (100%)</b>	<b>\$543,941 (100%)</b>	<b>\$568,802 (100%)</b>	<b>\$484,490 (100%)</b>	<b>\$501,609 (100%)</b>

\*Figures have been reclassified to different categories of revenue/expenditure as recommended by the NSW Audit Office in a letter management during the preparation of the 2008.2009 annual report. In accordance with Australia Accounting Standards, the 2007/08 items have also been restarted.

## 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 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 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 surveyors 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 Amendment Bill 2009 assented to 14 December 2009.

The register of surveyors contains the names of 1,076 registered surveyors who are considered competent by the Board to perform land and mining surveys in NSW. During the 2009/10 financial year, BOSSI reviewed nine overseas academic qualifications and issued 15 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

BOSSI met for a total of ten working days during September 2009 and March 2010 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 31 applicants were issued with certificates of competency.

During 2009/10, the Association of Consulting Surveyors (ACS) conducted one assessment workshops for both Civil Engineering and Town Planning and one for 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 25 Land and 9 Mine 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 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, 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 2009/10.

## The Board of Surveying and Spatial Information Medals

Presented to Thomas Ginter from the University of Newcastle.

Presented to Joel Haasdyk from the University of New South Wales.

## Barr Prize

Presented to Alastair Linke for the best cadastral survey project.

## Harvey Prize

Presented to Jarrod Cannings for the best town planning project.

## Augustus Alt Prize

No prize was awarded.

## Neil Ryan Memorial Award

Presented to Michael Waud 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.

## Anna Allen Prize

Presented to Victoria Tester for the best strata cadastral project.

Performance indicator	2005/06	2006/07	2007/08	2008/09	2009/10
Registered surveyors in NSW New registrations	1,044	1,066	1,061	1,061	1,076
By way of certificate of competency	28	33	32	34	31
By way of letter of accreditation from reciprocating boards	5	4	3	3	6
Removal of name from register					
Non-payment of annual roll fee	126	98	18	155	56
At own request	22	6	19	32	21
Deceased	1	2	1	0	1
Restoration of name to register	109	91	14	116	41
Letter of accreditation issued to reciprocating boards	9	16	20	31	15
Candidate enrolments	46	60	23	49	39
Total financial candidates	177	184	143	180	146
Assessment of overseas qualifications	8	5	10	13	9
Assessment of interstate qualifications	6	–	0	0	0
Emeritus certificates awarded	12	17	27	22	16

## Spatial information

During the year, the Common Spatial Information Initiative (CS2i) Program Office on behalf of BOSSI commissioned an investigation of current standards for recording underground services with a view to establishing a common standard that may be involved in the NSW Spatial Data Infrastructure (SDI).

The results of the investigation provide a roadmap Report for standards for the location of underground services.

The Roadmap report and NSW interest has now been included in a process and committee through Standards Australia.

## 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 2009/10, 213 surveyors were audited and 11 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 2010/11 reporting year there are six key operational issues to be addressed, they are:

- Enhance National Strategic Alliances in Surveying and Spatial Information.
- Outsource internally administered examinations.
- Monitor and Promote relevance of University Programs
- Increase the number of mining surveyors.
- Increase the number of women surveyors.

# FINANCIAL STATEMENTS



# FINANCIAL STATEMENT



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 statements of the Board of Surveying and Spatial Information (the Board), which comprises the statement of financial position as at 30 June 2010, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, a summary of significant accounting policies and other explanatory notes.

#### Auditor's Opinion

In my opinion, the financial statements:

- present fairly, in all material respects, the financial position of the Board as at 30 June 2010, and its financial performance for the year then ended in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations)
- 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 and fair presentation of the financial statements 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 financial statements that are 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 statements 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 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 controls relevant to the Board's preparation and fair presentation of the financial statements 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 statements.

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
- 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
- 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  
Assistant Auditor-General

23 September 2010  
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 exhibits a true and fair view of the financial position at 30 June 2010 and the financial performance for the year then ended;
2. the accompanying financial statements has 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**



**Warwick Watkins, AM**  
**Surveyor General of NSW and President, BOSSI**

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of comprehensive income for the year ended 30 June 2010

	Notes	2010 \$	2009 \$
<b>Revenue</b>			
Fees revenue	2(a)	481,549	471,714
Interest revenue	2(b)	26,680	28,497
<b>Total revenue</b>		<b>508,229</b>	<b>500,211</b>
<b>Expenses excluding losses</b>			
Operating expenses	3(a)	(498,723)	(475,326)
Depreciation	3(b)	(2,886)	(7,198)
<b>Total expenses excluding losses</b>		<b>(501,609)</b>	<b>(482,524)</b>
Loss on disposal of assets	4	-	(1,966)
<b>SURPLUS FOR THE YEAR</b>		<b>6,620</b>	<b>15,721</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>6,620</b>	<b>15,721</b>

The accompanying notes form part of these financial statements



## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of financial position as at 30 June 2010

	Notes	2010 \$	2009 \$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	9(a)	593,560	523,244
Receivables	6	4,749	9,738
<b>Total current assets</b>		<b>598,309</b>	<b>532,982</b>
<b>Non-current assets</b>			
Plant and equipment	8	5,102	7,988
<b>Total non-current assets</b>		<b>5,102</b>	<b>7,988</b>
<b>TOTAL ASSETS</b>		<b>603,411</b>	<b>540,970</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	7	61,610	5,790
<b>Total current liabilities</b>		<b>61,610</b>	<b>5,790</b>
<b>TOTAL LIABILITIES</b>		<b>61,610</b>	<b>5,790</b>
<b>NET ASSETS</b>		<b>541,801</b>	<b>535,180</b>
<b>EQUITY</b>			
Accumulated funds		541,801	535,180
<b>TOTAL EQUITY</b>		<b>541,801</b>	<b>535,180</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 2010

	Accumulated Funds \$	Total \$
Balance at 1 July 2009	535,181	535,181
Restated total equity at 1 July 2009	535,181	535,181
Surplus for the year	6,620	6,620
Total comprehensive income for the year	6,620	6,620
Balance at 30 June 2010	541,801	541,801
Balance at 1 July 2008	519,460	519,460
Restated total equity at 1 July 2008	519,460	519,460
Surplus for the year	15,721	15,721
Total comprehensive income for the year	15,721	15,721
Balance at 30 June 2009	535,181	535,181

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 2010

	Notes	2010 \$	2009 \$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Receipts from customers		483,386	474,449
Interest received		26,680	49,281
GST refund		47,305	45,933
<b>Total receipts</b>		<b>557,371</b>	<b>569,663</b>
<b>Payments</b>			
Payments to suppliers		(487,055)	(518,580)
<b>Total payments</b>		<b>(487,055)</b>	<b>(518,580)</b>
<b>Net cash flows from operating activities</b>	9(b)	<b>70,316</b>	<b>51,083</b>
<b>Cash flows from investing activities</b>			
Purchases of plant and equipment		-	(4,980)
<b>Net cash used in investing activities</b>		<b>-</b>	<b>(4,980)</b>
<b>NET INCREASE IN CASH</b>		<b>70,316</b>	<b>46,103</b>
Opening cash and cash equivalents		523,244	477,141
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	9(a)	<b>593,560</b>	<b>523,244</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 2010

## 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 2010 were 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 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. Other financial statement 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 statements.

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.

**d. New Australian Accounting Standards issued but not effective**

The following new Accounting Standards or Amendments' and Interpretations have not been applied and are not yet effective for the period ending 30 June 2010. NSW Treasury TC 10/08 has mandated that agencies do not early adopt any of the new Standards and Interpretations.

- AASB 9 *Financial Instruments* (issued December 2009)
- AASB 124 *Related Party Disclosures* (issued December 2009)
- AASB 2009-5 *Amendments to Australian Accounting Standards arising from the annual improvements project.*
- AASB 2009-8 *Amendments to Australian Accounting Standards – Group Cash-settled Share-based Payment Transactions*
- AASB 2009-9 *Amendments to Australian Accounting Standards – Additional Exemptions for First-time Adopters*
- AASB 2009-10 *Amendments to Australian Accounting Standards – Classification of Rights Issues*

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2010

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

##### d. New Australian Accounting Standards issued but not effective (*continued*)

- AASB 2009-11 *Amendments to Australian Accounting Standards arising from AASB 9* (issued December 2009)
- AASB 2009-12 *Amendments to Australian Accounting Standards*.
- AASB 2009-13 *Amendments to Australian Accounting Standards arising from Interpretation 19*
- AASB 2009-14 *Amendments to Australian Accounting Standards - Prepayments of a Minimum Funding Requirement*.
- AASB 2010-1 *Amendments to Australian Accounting Standards - Limited Exemption from Comparative AASB 7 Disclosures for First-time Adopters*.
- AASB Interpretation 19 *Extinguishing Financial Liabilities with Equity Instruments*

It is considered that the impact of these new Standards and Interpretations in future periods will have no material impact on the current financial statements of Board of Surveying and Spatial Information.

##### e. 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. 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 effects both current and future periods.

##### f. 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*.

##### g. Personnel services

The Board has no employees. All the Board's human resources are provided by the Land and Property Management Authority (LPMA) 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.



## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2010

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

*i. 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 components of cash flows arising from investing activities are also classified as operating cash flows.

*j. 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.

*k. Capitalisation thresholds*

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.

*l. 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%

*m. 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.



## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2010

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

*o. 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 the Land and Property Management Authority or the NSW Treasury and its operating expenditure is mainly funded by revenue from registration and other fees.

	2010 \$	2009 \$
<b>a. Fees revenue</b>		
Annual registration fees	416,574	401,108
Candidate fees	25,039	24,136
Examination fees	27,677	22,108
Registration restoration fees	8,106	17,650
Miscellaneous fees	4,153	6,712
	<b>481,549</b>	<b>471,714</b>
<b>b. Interest revenue</b>	<b>26,680</b>	<b>28,497</b>

## 3. EXPENSES

*a. Operating expenses*

Audit fees (audit of financial statements)	9,100	9,100
Board/committee member fees	37,011	30,750
Other fees	37,326	32,121
Catering and venue hire	21,554	23,173
Bank charges	1,767	937
LPMA administration fee	33,567	33,000
Personnel services	305,399	288,916
Staff Development	1,600	386
LPMA rent	17,000	17,000
Maintenance	496	931
Postage, telephone and courier	3,021	4,558
Stores and stationery	3,837	6,152
Sponsorships	2,000	1,818
Travel and subsistence	23,580	25,118
Miscellaneous admin expenses	1,465	1,366
	<b>498,723</b>	<b>475,326</b>

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2010

3. EXPENSES (*continued*)

	2010 \$	2009 \$
<b>b. Depreciation</b>		
Plant and equipment	-	2,948
EDP equipment	2,886	4,250
	<u>2,886</u>	<u>7,198</u>

## 4. LOSS ON DISPOSAL OF ASSETS

Proceeds from disposal	-	14,742
Written down value of assets disposed	-	12,776
	<u>-</u>	<u>1,966</u>

## 5. BOARD MEMBER FEES

Board members received \$26,814 (2009 – \$30,750) as board fees. In addition Board members received \$5,128 (2009 – \$3,412) 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.

## 6. RECEIVABLES

GST receivable	4,749	9,738
	<u>4,749</u>	<u>9,738</u>

## 7. PAYABLES

Payables and accrued expenses	61,610	-
Accrued capital expenses	-	5,478
Prepaid enrolment fees	-	312
	<u>61,610</u>	<u>5,790</u>

Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 12.

## 8. PLANT AND EQUIPMENT

	Plant and Equipment \$	EDP Equipment \$	Total \$
<b>At 1 July 2009 – fair value</b>			
Gross carrying amount	23,441	30,790	54,231
Accumulated depreciation	(18,461)	(27,782)	(46,243)
Net carrying amount	<u>4,980</u>	<u>3,008</u>	<u>7,988</u>
<b>At 30 June 2010 – fair value</b>			
Gross carrying amount	8,180	35,770	43,950
Accumulated depreciation	(8,180)	(30,668)	(38,848)
Net carrying amount	<u>-</u>	<u>5,102</u>	<u>5,102</u>

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2010

8. PLANT AND EQUIPMENT (*continued*)**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 \$
<b>Year ended 30 June 2010</b>			
Net carrying amount at start of year	4,980	3,008	7,988
Additions	-	-	-
Reclassifications	(4,980)	4,980	-
Depreciation expense	-	(2,886)	(2,886)
<b>Net carrying amount at end of year</b>	<b>-</b>	<b>5,102</b>	<b>5,102</b>

	Plant and Equipment \$	EDP Equipment \$	Total \$
<b>At 1 July 2008 – fair value</b>			
Gross carrying amount	33,202	30,790	63,992
Accumulated depreciation	(28,288)	(23,532)	(51,820)
<b>Net carrying amount</b>	<b>4,914</b>	<b>7,258</b>	<b>12,172</b>

**At 30 June 2009 – fair value**

Gross carrying amount	23,441	30,790	54,231
Accumulated depreciation	(18,461)	(27,782)	(46,243)
<b>Net carrying amount</b>	<b>4,980</b>	<b>3,008</b>	<b>7,988</b>

**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:

	Plant and Equipment \$	EDP Equipment \$	Total \$
<b>Year ended 30 June 2009</b>			
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)
<b>Net carrying amount at end of year</b>	<b>4,980</b>	<b>3,008</b>	<b>7,988</b>



## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2010

## 9. CASH AND CASH EQUIVALENTS

## a. Cash

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 position are reconciled at the end of the financial year to the statement of cash flows as follows:

	2010 \$	2009 \$
Cash and cash equivalents	593,560	523,244
<b>Closing cash and cash equivalents</b>	<b>593,560</b>	<b>523,244</b>

Refer to Note 12 for details regarding credit risk, liquidity risk and market risk arising from financial instruments.

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

Surplus / (deficit)	6,620	15,721
<b>Adjustment for non – cash items:</b>		
Depreciation	2,886	7,198
Loss on disposal of fixed asset	-	1,966
<b>Changes in assets and liabilities</b>		
Decrease in trade and other receivables	4,989	22,855
Increase in trade and other payables	55,821	3,343
<b>Net cash flows from operating activities</b>	<b>70,316</b>	<b>51,083</b>

## 10. COMMITMENTS FOR EXPENDITURE

## a. Capital commitments

As 30 June 2010, there were no capital commitments (2009– NIL).

## b. Other expenditure commitments

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

Not later than one year	55,000	55,000
Later than one year and not later than five years	45,833	100,833
<b>Total (including GST)</b>	<b>100,833</b>	<b>155,833</b>

The total other expenditure commitments relate to charges for the provision of employee, financial, IT and accommodation services provided by LPMA and includes input tax credits of \$9,167 (2009 – \$14,167).

## c. Operating lease commitments

As 30 June 2010, there were no operating lease commitments (2009 – NIL).

## d. Finance lease commitments

As 30 June 2010, there were no finance lease commitments (2009 – NIL).

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2010

#### 11. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

At 30 June 2010 there were no contingent liabilities or contingent assets (2009 – NIL).

#### 12. 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 LPMA Audit and Risk committee on a regular basis.

##### a. Financial instrument categories

Class:	Note	Category	2010 \$ Carrying amount	2009 \$ Carrying amount
<b>Financial assets</b>				
Cash and cash equivalents	8(a)	N/A	593,560	523,244
<b>Financial liabilities</b>				
Payables	6	Financial liabilities measured at amortised cost	61,610	5,790

##### 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, other than receivables, is managed through the selection of counter parties and establishment of minimum credit rating standards.

##### 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).



## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2010

12. FINANCIAL INSTRUMENTS (*continued*)

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.

	Total \$	Past due but not impaired \$	Considered impaired \$
<b>2010</b>			
< 3 months overdue	-	-	-
3 months – 6 months overdue	-	-	-
> 6 months overdue	-	-	-
<b>2009</b>			
< 3 months overdue	-	-	-
3 months – 6 months overdue	-	-	-
> 6 months overdue	-	-	-

Notes:

1. Each column in the table reports gross "receivables".
2. 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 \$
<b>2010</b>								
Payables		61,610	-	-	-	61,610	-	-
<b>Total financial liabilities 2010</b>		<b>61,610</b>	-	-	-	<b>61,610</b>	-	-
<b>2009</b>								
Payables		5,790	-	-	-	5,790	-	-
<b>Total financial liabilities 2009</b>		<b>5,790</b>	-	-	-	<b>5,790</b>	-	-

Notes:

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



**BOARD OF SURVEYING AND SPATIAL INFORMATION****Notes to the Financial Statements for the year ended 30 June 2010****12. FINANCIAL INSTRUMENTS (continued)****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 \$
<b>2010</b>					
Cash and cash equivalents	593,560	(5,396)	(5,396)	5,396	5,396
<b>2009</b>					
Cash and cash equivalents	523,244	(5,232)	(5,232)	5,232	5,232

**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.

**13. AFTER BALANCE DATE EVENTS**

There are no after balance date events.

**END OF AUDITED FINANCIAL STATEMENTS**

## APPENDIXES

### Consumer response

During 2009/10, 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, three 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.

Three 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 to the University of Newcastle for the Surveyor General's Women in Surveying Scholarships.

### Legal change

The remake of the Surveying and Spatial Information Regulation 2006 is scheduled for 2011. Consultation with industry will be undertaken to ensure administrative processes to support changes to the registration model will be available.

## BOSSI/LPMA STATUTORY REPORTING

Several BOSSI statutory reporting requirements follow the Land and Property Management Authority (LPMA) administrative procedures, policies and processes.

### Code of Conduct

The LPMA Code of Conduct provides an ethical framework for the decisions, actions and behaviour of LPMA staff. The code also explains the principles covering appropriate conduct in a variety of contexts and outlines the minimum standard expected of LPMA staff and employees of any firm or company contracted to perform work on behalf of the authority.

All new staff have access to online induction training on the code of conduct and ethical behaviour. Ethical conduct training is also included in group face-to-face induction sessions for graduates and trainees. In 2010/11, two online training programs supporting the Code of Conduct will be trialled on Fraud and Corruption Prevention and Anti-Bullying.

There were no amendments or additions to the code during the reporting year. The LPMA Code of Conduct is scheduled for review in 2010/11.

## CREDIT CARD CERTIFICATION

During the 2009/10 financial year, credit card use within LPMA was in accordance with Premier's Memoranda, Treasurer's Directions and award conditions for travel related expenses.

### Credit card use

Credit card use within LPMA 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 and practices are used for providing guidelines and monitoring the efficient use of credit cards within LPMA.

LPMA currently follows better practice guidelines issued by NSW Treasury to provide all staff with a clear understanding of their obligations and duties in the use of corporate credit cards.

Officers are issued with a credit card monthly statement to verify and certify that all expenses were incurred for official purposes. Acquittals are examined and authorised by officers with appropriate financial delegation.

A review of usage levels and appropriateness of credit card limits is conducted at least annually.

A half-yearly report is submitted to Treasury certifying that credit card use in LPMA is within guidelines.

## OCCUPATIONAL HEALTH AND SAFETY (OHS)

### Safe, healthy and productive environment

The health, safety and welfare of LPMA staff is a key priority for all of the authority's businesses and safety performance continued to improve during 2009/10.

The focus for 2009/10 has been on improving safety systems with the increased hazard identification and organisational wide risk assessments being conducted.

The authority completed the five targets from the NSW Government Public Sector OHS and Injury Management Strategy 2005-2008, which include:

- injury prevention
- reduction in the cost and duration of injuries
- injury management for suitable duties
- provision of OHS risk management training to improve agency knowledge and capability with respect to risk management and processes
- managers and supervisors to be trained in their roles for LPMA OHS and Injury Management System.

No	Working Together Target	Target for 30 June 2008	Achieved 30 June 2008
1	20% reduction of lost-time injuries	4.2%	4.8%
2	20% reduction in employees off work at 8, 12, 26 weeks after injury	5.6%	6.4%
3	15% reduction in average cost of claims	\$34,929	\$20,977
4	10% improvement in employees participating in suitable duties when prescribed by nominated treating doctor	10%	54%
5	90% of managers trained in risk and injury management	90%	91.5%

### Injury management program

A new Injury Management Notification System was developed and implemented in 2009, which resulted in more timely and efficient notification of incidents.

- 134 incidents were received via the Injury Management Notification System and of these 58 resulted in claims to TMF insurer, Allianz.
- 58% of new claims were finalised within the financial year.
- Total days lost were 1,076.
- Claims costs paid to date for 2009/2010 was \$422,000.

There were 25 lost time injuries for 2009/10 compared to 34 for 2008/09 resulting in a significant reduction of 25%.

A review of workers compensation claims indicated that there was a need for state park trusts to comply with the workers compensation legislation and management system requirements and a significant project was developed and implemented for state parks trusts to obtain separate workers compensation insurance from 1 July 2010.



## The OHS focus for 2009/10

- Improved health and safety procedures in conjunction with the development and provision of relevant safety training including newly developed elearning safety training, manual handling and OHS Induction.
- Safety committee consultation.
- Hazard management and risk assessment processes.
- Further developing and review of OHS Policy, procedures.
- Development of health and safety positive performance indicators and improved safety and risk management systems.
- Completion of the internal OHS compliance audit to provide lead indicators on the LPMA OHS Management Systems performance.
- Restructure of the OHS Safety Committees in-line with the overall restructure of the authority.
- Promotion of health and safety through the provision of OHS articles for the staff magazine, LPMAGazine.

## Healthy workforce programs

LPMA promoted the yearly vaccination program for influenza, which included the H1N1 (swine flu) with expanded onsite availability this year including Parramatta to the existing central Sydney, Bathurst and Newcastle sites. This enabled additional opportunity for staff from a newly included business division to access this program.

There was a successful outcome with 40% of all staff participating in the influenza vaccination program.

## GUARANTEE OF CUSTOMER SERVICE

LPMA is committed to providing quality land and property information and management services. All requests for information or services are responded to promptly and efficiently as appropriate to customer requests. We aim to reply to correspondence, including email correspondence, within 20 working days of receiving it. If we are unable to give you an answer in full within that time, you will receive an acknowledgement and indication of when you can expect a full reply. A contact name and telephone number will be provided in all correspondence.

We provide access to publicly available information as soon as practicable upon receiving a complete request. In circumstances where information is not publicly available an application may be made under the *Freedom of Information Act 1989* or for documents relating to the applicant's personal affairs, an application can be made under the *Privacy and Personal Information Protection Act 1998*.

Your feedback on LPMA's products and services is welcome and helps us improve our service delivery, address your concerns, resolve any problems, and develop our programs and services.

The public is encouraged to let us know in person, by telephone or in writing if:

- we are giving you positive or outstanding service
- you are not satisfied with the service you have received, or
- you have any ideas on how we can improve our programs and service delivery.

If you are dissatisfied with our service and you wish to make a complaint, you may discuss the problem initially with the person who provided the service or, if they are unavailable, the manager of that area. Alternatively complaints may be referred to the executive managers of the relevant business unit.

More serious complaints may be referred to:

Office of the Chief Executive  
Land and Property Management Authority  
GPO Box 15  
Sydney NSW 2001

## PRIVACY MANAGEMENT PLAN

This statement reflects the actions taken by LPMA in complying with the *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Protection Act 2002*.

### Statement of action taken

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. During the last reporting period LPMA had undertaken and completed a review of the Privacy Management Plan.

The plan is now subject to a further review as a result of administrative changes which occurred during the reporting year to ensure that the document reflects these changes.

LPMA's online privacy statement and information is available at [www.lpma.nsw.gov.au](http://www.lpma.nsw.gov.au). This information is also being reviewed during the current reporting period and will continue to be updated from time-to-time to reflect administrative or legislative changes.

Throughout the year advice has been sought and provided to staff as internal business processes and systems are reviewed.

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

Manager, Strategic Policy and Reporting  
Land and Property Management Authority  
GPO Box 15  
SYDNEY NSW 2000  
T: 9236 7603

### Statistical details

During the reporting period one application for an internal review was received by LPMA. The principal issue raised by the applicant related to an alleged breach of the *Privacy and Personal Information Protection Act 1998*, through the disclosure of personal information relating to a deposited plan. Following an investigation of the circumstances no evidence of a breach of the information protection principles or misconduct of the agency was established. The internal review was not appealed by the applicant. In 2008/2009 LPMA received one request for an internal review. There has been no comparative increase in internal reviews.

## RISK MANAGEMENT AND INSURANCE

### Risk management outcomes

During 2009/10, LPMA 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 LPMA's potential to achieve its vision, objectives and goals. Considerable progress has been made to integrate the existing risk management programs of the new agencies to LPMA and to ensure that they operate in line with LPMA's risk management policy and guidelines.

LPMA's 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 IOS 31000:2009). The policy and guidelines provide a structured roadmap to support implementation of a risk management culture throughout LPMA.

The Director Corporate Governance is responsible for facilitating risk management within LPMA and monitoring and reporting in its progress to the LPMA Audit and Risk Committee and Executive team.

During 2009/10, 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 LPMA's divisions, business groups and specific project management teams.

CGU conducted a review and re-draft of the risk management policy and guidelines after introduction of the international standard on risk management, ISO 31000 and the Australian version AS/NZS ISO 31000:2009. As the new international standard was essentially based on the old Australian standard AS/NZS 4360:2004, there were no major changes required to the principles and practices detailed in LPMA's risk management policy and guidelines. Also the review included an update of risk rating tables (consequence and likelihood) to ensure their current relevance and to reflect changes in levels of risk tolerance over time.

CGU has conducted numerous onsite risk assessments with regional staff to assist various areas of LPMA 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 and subsequent possible claims.

### Insurance management outcomes

LPMA insurance coverage is provided through the NSW Treasury Managed Fund (TMF), including workers' compensation, general liability, motor vehicle, property and miscellaneous covers. LPMA through its good risk management practices continues to enjoy a relatively good claims experience and TMF premiums have been fairly static in renewal cost over recent years.

During 2009/2010, LPMA implemented a project to include 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 provided trusts with a substantial financial cost savings and dispensed with the administrative burden of sourcing insurers willing to underwrite such risks.

## FREEDOM OF INFORMATION

During 2009/10 reporting year, BOSSI received 0 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

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

Freedom of information procedures

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

Land and Property Management Authority

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	Achieved 30 June 2008
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 2009/10

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 2009. Similarly 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 2009.

A determination by the Statutory and Other Offices Remuneration Tribunal on 2 November 2009 awarded a 3% increase to officers of the senior executive service and statutory office position holders effective from 1 October 2009.

### HR systems and processes

During 2009/10, LPMA successfully undertook and completed a project to upgrade its HR/Payroll system. On 16 April 2010, LPMA transitioned from the CHRIS system to the SAP HR system.

The project also involved the implementation of the SAP applications of Employee Self Service (ESS) and Manager Self Service (MSS). These applications facilitate the use of a number of online services including electronic leave requests, pay slips, access to leave balances and the ability to update address, EEO data and bank account details.

The introduction of the SAP HR/Payroll system has achieved seamless integration with the existing SAP Finance system eliminating a number of manual processes and has achieved greater efficiency with payroll related processes. The new system will be the foundation for a number of further system and process improvements including integrated electronic timesheets and on line overtime and higher duties allowance claims.



## Personnel policies and practices

Arising from a variation to the *Crown Employees (Public Service Conditions of Employment) Award*, the new flexible work practice of purchased leave was introduced within LPMA. The scheme provides staff with the option to take a reduction in salary over a 12 month period which permits them to 'purchase' additional paid leave above their normal annual leave entitlements. Purchased leave allows staff greater opportunity to achieve a balance better work and personal responsibilities.

The introduction of the new scheme was promoted throughout LPMA and to date six employees have taken advantage of the purchased leave scheme.

The strong partnership between LPI and CPPG continues. The Vision 2013 workforce planning project has focused on attraction and retention strategies and the identification of the new knowledge and skills required ensuring the business grows and develops. During the current year the focus has moved to developing staff in line with future business strategies and plans. A training needs analysis was undertaken and outcomes implemented for LPI during 2009/10.

For the fourth year, LPMA participated at the National Careers Expo in Sydney highlighting the Careers that Count initiative aimed at promoting working in the NSW public sector.

LPMA has completed the migration from the Computerised Human Resources Information System (CHRIS) to the SAP HR system. The move to SAP HR and integration with the existing SAP Finance system has provided opportunities to streamline processes and automate transactions currently carried out on a manual basis across LPMA businesses.

## Industrial relations

The majority of LPMA employees (96%) are covered by three major awards the *Crown Employees (NSW Department of Lands – Departmental Officers) Award*, the *Crown Employees (Department of Lands – Graphic Service Operators) Award* and the *Conservation Field Officers Award*. The number of employees covered by the three main awards should continue to increase as positions are created or evaluated according to the three main awards.

LPMA 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 LPMA 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 2009/10 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.

## Contact BOSSI

Board of Surveying and Spatial Information

Land and Property Management Authority, 346 Panorama Avenue Bathurst NSW 2795 PO Box 143 Bathurst NSW 2795

T: 02 6332 8238 F: 02 6332 8240. BOSSI@lpma.nsw.gov.au www.bossi.nsw.gov.au, Mon – Fri 8:30am – 4:30pm

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# 2010

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Management Authority



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