



Land & Property
Information

A division of the Department of Finance & Services



2012

annual report

Board of Surveying and Spatial Information
www.bossi.nsw.gov.au

The Hon Gregory Pearce MLC
Minister for Finance and Services
McKell Building
2-24 Rawson Place
Sydney NSW 2000

30 October 2012

Dear Minister

I am pleased to submit the **Board of Surveying and Spatial Information (BOSSI)** Annual Report for the year ending 30 June 2012 for your information and presentation to Parliament.

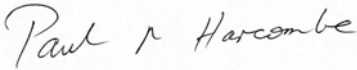
This report has been prepared in accordance with the *Annual Reports (Departmental) Act 1985*, the *Annual Reports (Statutory Bodies) Act 1984* and the *Public Finance Audit Act 1983*.

I commend this report to you.

Yours sincerely

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

Des Mooney
Surveyor-General
President, BOSSI

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

Paul Harcombe
Board Member, BOSSI

President's Report

During the past year BOSSI renewed its Strategic Plan (2012-2015) to ensure that confidence is maintained in the integrity and provision of survey and spatial information services underpinning economic activity estimated to be in the order of \$30B.

Key challenges identified included the need to:

- Maintain land and mining surveyor standards and numbers to support NSW economic activity.
- Establish more sustainable funding in view of increasing costs and expectations.
- Better engage the spatial information industry.

In regard to these challenges BOSSI is actively:

- Working with industry professional associations to find strategies to encourage graduates into surveying and spatial information.
- Streamlining the registration process for candidates through better pathways involving industry.
- Engaging with regional professional groups on current trends in standards and community expectations.
- Approaching key peak industry use groups such as NSW Business; NSW Farmers, Social Services, Minerals and Insurance Councils and Urban Development Institute to better understand their needs and requirements to better shape the industry and service offerings.

BOSSI continues to support sponsorship of university medal and merit awards for the most successful candidates. BOSSI also supports sponsorship of the Surveyor General Scholarship for women in surveying which was awarded to Robyn O'Brien

With the digital economy continuing to gain momentum, BOSSI is now finalising a program to seamlessly integrate Spatial Information skills into the competence of future registered surveyors. This knowledge and skills will better equip registered surveyors to produce, 'mashup' and deliver survey and spatial information services across the whole land development process in an online environment. The result being a speedier service for the client and information which is interoperable and able to be reused for other relevant purposes.



Des Mooney
Surveyor General
President, BOSSI

About This Report

The BOSSI annual report is a summary of the Board's performance during the 2011/12 financial year. The report focuses on BOSSI's key strategic area; registration of land and mining surveyors including qualifications, education and spatial information.

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

Since April 2011, BOSSI has reported to the Department of Finance and Services.

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

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

Contents

- x About BOSSI**
An overview of the Board of Surveying and Spatial Information including our mission statement, purpose, values and functions. Also features information about our clients/customers, an organisational chart and a snapshot of our Board members.
- x 5-Year Financial Snapshot**
A detailed table of BOSSI's revenue/expenditure for the past five years.
- x Aims and Objectives**
A look at BOSSI's aims and objectives divided into the Board's three key areas: qualifications, education and spatial information.
- x Performance Reporting**
A review of BOSSI's performance throughout 2011/12 in its three key areas: qualifications, education and spatial information. Also includes performance highlights on stakeholder engagement and the Board's continuing professional development program.
- x Future Focus**
A summary of BOSSI's six key operational issues to be addressed in the 2011/2012 year.
- x Financials**
Detailed statements on BOSSI's financial operations for the 2011/12 year.
- x Appendixes**
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About BOSSI

Mission Statement

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

Our Purpose

We achieve our vision and mission by:

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

Our Values

We hold the following values as important to our existence.

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

The Board's Functions

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

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

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

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

Access

The Board of Surveying and Spatial Information (BOSSI):

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

acts as an agent for the assessment of overseas and interstate academic qualifications relative to surveying.

Who We Are

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

What We Do

BOSSI's principal functions are:

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

Clients/customers

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

Administrative Support

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

Registrar

Stephen Glencorse

Organisational Chart

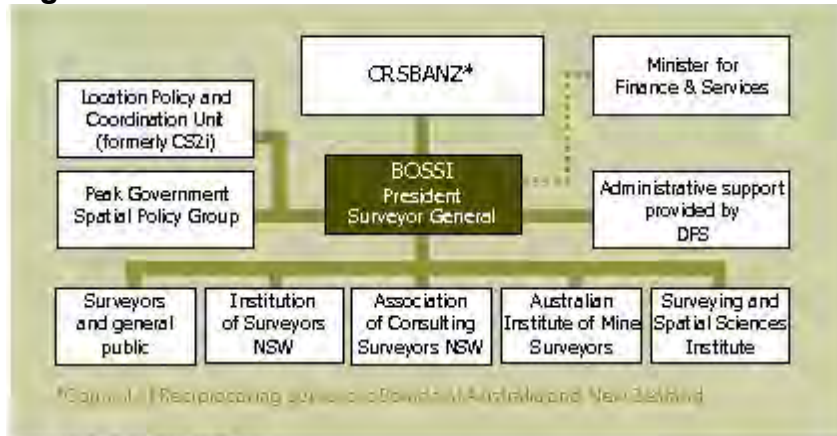


FIGURE 1 | BOSSI organisational chart

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

Our Board

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

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

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

A Board member may be nominated and appointed for consecutive terms. During the reporting year, nominations were requested for representatives from; Department of Trade and Investment, Department of Fair Trading and the professional associations of persons involved in the spatial information industry; Mr Gregory Oxley representing the Association of Consulting Surveyors NSW (ACSNW) was successfully nominated as a representative of the spatial industry. Four other members, Robert Regan, Margaret Hole, Heidi Brown, and Bruce Douglas were re-nominated and appointed for a further term to 4 April 2014.

Board Meetings

During the 2011/12 reporting period there were 13 members on the Board. The Registrar, three advisers and two observers also attended the meetings. The Board met formally on five occasions. Meetings were held in Sydney, Kurri Kurri and Canberra which included normal meetings and attendance at the Institution of Surveyors Southern/Murray Group seminar.

Board Subcommittees

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

Board Members and Attendance

Members	Board meetings
Mr Des Mooney, President, Surveyor General of NSW MBA (Syd), B Surv (Hons), MIS Aust, FAICD Dip, FAIM, Registered Surveyor, Registered Valuer, Justice of the Peace Appointed Oct 2011	4
Mr Paul Harcombe BSurv (UNSW), MGeom (Melb) FISNSW Inc, FSSSI, Chief Surveyor, Land and Property Information, a division of the Department of Finance and Services. Reappointed Jan 2011 term expires Dec 2012.	4
Mr Mark Gordon BSurv (Hons 1) (UNSW), FIS FSSSI, Institution of Surveyors NSW Inc. Reappointed Jan 2011 term expires Dec 2012.	3
Mr Christopher Moy , Australian Institute of Mining Surveyors Ltd. Appointed Jan 2011 term expires Dec 2012.	4
Mr Patrick McNamara BSurv (UNSW), Institution of Surveyors NSW Inc. Reappointed Jan 2011 term expires Dec 2012.	5
Mr John Worldon B.Surv. (Hons) UNSW, DIP.URB.REG. PLAN (PMER) UNE, Institution of Surveyors NSW Inc. Reappointed Jan 2011 term expires Dec 2012.	4
Dr Harvey Mitchell BSurv (UNSW), Ph D Phil (UNSW), GradDipHighEdu (UNSW), Universities of Newcastle and New South Wales. Reappointed Jan 2011 term expires Dec 2012.	4
Mr Robert Regan BMining Engineering (Hons1), representing the Minister for Mineral Resources. Reappointed April 2012 term expires March 2014.	2
Ms Margaret Hole AM, DipLaw, Barristers Admission Board, Representing Minister for Fair Trading. Reappointed April 2012 term expires March 2014.	5
Ms Heidi Brown BSc (UNSW), MInfoSys (UW) Surveying & Spatial Science Institute of Australia,. Reappointed April 2012 term expires March 2014.	4
Mr Bruce Douglas BSurv (UQ)Geospatial Information and Technology Association Appointed April 2012 term expires March 2014.	5
Mr Edward Garvin BSurv (UNSW), PGDip Urban Studies (UMacq), MBA (UWS).	4

Appointed Jan 2010 term expires Dec 2011.	
Mr Gregory Oxley BSurv (Hons) UNSW MIS Association of Consulting Surveyors NSW	2

Advisor and Observers

Stephen Glencorse Registrar.	4
Professor John Fryer FISA, BSurv (UNSW), PhD (UNSW), University of Newcastle advisor to the Board.	4
David Job BSurv (UNSW), Principal Cadastral Surveyor Land and Property Information, a division of the Department of Finance and Services. Advisor to the Board.	5
William Hirst BSurv (UNSW) ACT Chief Surveyor General – Observer.	4
Ron Jarman ACT – Observer.	2

5-year Financial Snapshot

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

Revenue	2007/08	2008/09	2009/10	2011/11	2011/12
Registration fees	\$390,318 (69%)	\$401,108 (80%)	\$416,574 (82%)	\$425,882 (82%)	\$433,470 (81%)
Candidate enrolment and workshop fees	\$22,181 (4%)	\$24,136 (5%)	\$25,039 (5%)	\$22,601 (4%)	\$30,443 (6%)
Examination fees	\$18,441 (3%)	\$22,108 (4%)	\$27,677 (6%)	\$27,644 (5%)	\$20,388 (4%)
Conference and seminars	\$69 (0.1%)	-	-	-	-
Investment revenue	\$42,746 (8%)	\$28,497 (6%)	\$26,680 (5%)	\$35,495 (7%)	\$35,017 (6%)
Other revenue and contributions	\$89,019 (15%)	\$24,362 (5%)	\$12,259 (2%)	\$11,547 (2%)	\$18,102 (3%)
Total	\$562,774 (100%)	\$500,211 (100%)	\$508,229 (100%)	\$523,169 (100%)	\$537,420 (100%)

Expenditure	2007/08	2008/09	2009/10	2010/11	2011/12
Personnel services	\$270,330 (48%)	\$288,916 (60%)	\$305,399 (61%)	\$313,629 (61%)	\$321,469 (62%)
Board member fees	\$27,937 (5%)	\$30,750 (6%)	\$37,011 (7%)	\$33,884 (7%)	\$35,899 (7%)
Depreciation	\$8,529 (1%)	\$7,198 (1%)	\$2,886 (1%)	\$3,295 (1%)	\$2,592 (1%)
Other expenditure	\$262,006 (46%)	\$157,626 (33%)	\$156,313 (31%)	\$159,651 (31%)	\$155,511 (30%)
Total	\$568,802 (100%)	\$484,490 (100%)	\$501,609 (100%)	\$510,459 (100%)	\$515,471 (100%)

Aims and Objectives

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

Qualifications

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

Education

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

Spatial Information

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

- Involved the Board in more Regional professional forums.
- Initiated engagement with additional peak user groups on the application, use and policy frameworks for spatial information.
- Developed the program content and objectives for the seamless integration of spatial information competency for surveying candidates.

Performance Reporting

Qualifications

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

The register of surveyors contains the names of 1,061 registered surveyors who are considered competent by the Board to perform land and mining surveys in NSW. During the 2011/12 financial year, BOSSI reviewed nine overseas academic qualifications and issued 24 letters of accreditation to interstate boards. These reciprocal arrangements between BOSSI and other jurisdictions are in accordance with National Competition Policy (NCP) Principles and the *Trans-Tasman Mutual Recognition (NSW) Act 1996*.

Examination

BOSSI met for a total of nine working days during October 2011 and March 2012 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 23 applicants were issued with certificates of competency.

During 2011/12, the Association of Consulting Surveyors (ACS) conducted one assessment workshop 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 15 mine candidate surveyors attended. In addition three mining and five land supervising surveyors attended with their candidates.

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

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

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

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

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

Awards Granted

BOSSI awards a number of prizes each year; the Board of Surveying and Spatial Information Medals for the most successful students in the final year of tertiary study, 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 2011/12.

The Board of Surveying and Spatial Information Medals

Presented to T Gore from the University of Newcastle.

Presented to R Li from the University of New South Wales.

Barr Prize

Presented to Tom Campbell for the best cadastral survey project.

Harvey Prize

Presented to Chris Lamour for the best town planning project.

Augustus Alt Prize

Presented to Scott Lord for the best engineering project.

Neil Ryan Memorial Award

Presented to Darren Hudson for the best urban cadastral project.

Anna Allen Prize

No prize awarded for the best strata cadastral project.

Surveyor General's Prize

No prize was awarded.

Clarence Smith Jeffries Mining Award

No prize awarded for the best mine project.

Performance indicator	2007/08	2008/09	2009/10	2010/11	2011/12
Registered surveyors in NSW	1,061	1,061	1,076	1,067	1,061
New registrations					
By way of certificate of competency	32	34	31	27	21
By way of	3	3	6	3	3

letter of accreditation from reciprocating boards					
Removal of name from register					
Non-payment of annual roll fees	18	155	56	46	68
At own request	19	32	21	26	12
Deceased	1	0	1	1	2
Restoration of name to register	14	116	41	40	50
Letter of accreditation issued to reciprocating boards	20	31	15	21	24
Candidate enrolments	23	49	39	36	40
Total financial candidates	143	180	146	161	159
Assessment of overseas qualifications	10	13	9	5	9
Assessment of interstate qualifications	-	0	0	0	0
Emeritus certificates awarded	27	22	16	21	16

Other Performances

Stakeholder engagement

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

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

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

Continuing Professional Development (CPD)

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

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

BOSSI undertakes an audit of CPD compliance involving 20% of surveyors renewing their annual registration in accordance with the policy. During 2011/12, 222 surveyors were audited and 16 of these were deemed not to have complied with the policy by the audit panel.

Future Focus

BOSSI's 'Strategic and Operation Plans 2012-2015 were the result of two (2) meetings in late 2011 and early 2012 and provides a strategic director. For the 2012/2013 reporting year there are nine (9) key operational issues, they are:

1. *Promote leadership by BOSSI in SI matters:*
BOSSI has had some success in being involved in prominent SI projects and should continue to provide leadership by involvement in key projects which are impacting, or have the potential to impact, the surveying and spatial information industry.
2. *Assist current Location Strategy development:*
The current Location Strategy is yet to be completed and with administrative changes, BOSSI must continue to support and provide leadership to develop and then implement the Location Strategy and related governance during 2012/13.
3. *Investigate acknowledgment of SSSI GISP-AP and other schemes:*
In order to ensure that the skilling of spatial information professionals meets industry requirements, BOSSI should investigate, in conjunction with Academia, the SSSI GISP-AP and other schemes with a view to adoption for determining certification in spatial information.
4. *Promote cooperation with LPI and other government agencies on issues related to ePlan, DCDB, SDI, etc:*
BOSSI should take a leadership role in major industry initiatives such as ePlan, Spatial Data Infrastructure, etc by continuing cooperation with LPI and other government agencies. Given that the digital cadastre is the key spatial product of the surveying profession, BOSSI should take a leadership involvement with issues relating to the management and continual improvement of the digital cadastre.
5. *Enhance communication with stakeholders:*
BOSSI must improve communication with key stakeholders and should review / expand the processes that are used to undertake this communication. This should include communication and coordination with other agencies in NSW and other jurisdictions in the spatial information industry.
6. *Provide continuing education to BOSSI on Surveying and Spatial Information matters:*
In order to ensure that BOSSI continues to have maximum input into issues relating to the Surveying and Spatial Information industry and is up-to-date with relevant spatial matters, information sessions should be undertaken as an integral component of Board meetings.
7. *Enhance Standards and Compliance:*
BOSSI must continue to strive to improve standards and compliance to ensure that the land and

mining surveying system does not fail and that relevance to the spatial information is maintained. BOSSI should do this by ensuring that legislation is current and relevant, that standards are in place and enforced, that funding is appropriate and that the value of the Board is recognised by the State Government.

8. *Improve Complaint and Discipline processes:*

BOSSI has an obligation to provide an effective and efficient complaint and discipline process, even though complaints are upheld against less than 1% of all Surveyors. BOSSI must continue to review, enhance and improve its complaint and discipline policies and processes.

9. *Enhance Administrative and Committee processes:*

BOSSI has a strong committee system which provides quality information and analysis on specific topics. BOSSI should continue to strive to ensure that support continues for all committees and that the support by the secretariat continues to meet committee expectations, particularly to make effective use of volunteer resources as required.



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 Board of Surveying and Spatial Information (the Board), which comprise the statement of financial position as at 30 June 2012, the statement of comprehensive income, statement of changes in equity and statement of cash flows, for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

Opinion

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Board as at 30 June 2012, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2010

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

The Board's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

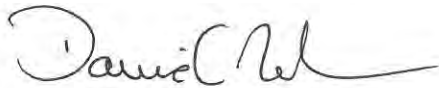
My opinion does not provide assurance:

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

Independence

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

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



David Nolan
Director, Financial Audit Services

16 October 2012
SYDNEY

BOARD OF SURVEYING AND SPATIAL INFORMATION

STATEMENT BY MEMBERS OF THE BOARD

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

1. the accompanying financial statements exhibit a true and fair view of the financial position at 30 June 2012 and the financial performance for the year then ended;
2. the accompanying financial statements have been prepared in accordance with the provisions of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2010*, the Treasurer's Directions and Australian Accounting Standards (including Australian Accounting Interpretations).

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



Paul Harcombe
Board Member, BOSSI
Date: 15/10/12



Des Mooney
Surveyor General of NSW and President, BOSSI
Date: 15/10/12

BOARD OF SURVEYING AND SPATIAL INFORMATION

Statement of comprehensive income for the year ended 30 June 2012

	Notes	2012 \$	2011 \$
Revenue			
Fees revenue	2(a)	502,403	487,674
Interest revenue	2(b)	35,017	35,495
Total revenue		537,420	523,169
Expenses excluding losses			
Operating expenses	3(a)	(512,879)	(507,164)
Depreciation	3(b)	(2,592)	(3,295)
Total expenses excluding losses		(515,471)	(510,459)
Loss on disposal of assets	3(c)	-	(39)
NET RESULT		21,949	12,671
Other comprehensive income		-	-
Total other comprehensive income		-	-
TOTAL COMPREHENSIVE INCOME FOR THE YEAR		21,949	12,671

The accompanying notes form part of these financial statements

BOARD OF SURVEYING AND SPATIAL INFORMATION

Statement of financial position as at 30 June 2012

	Notes	2012 \$	2011 \$
ASSETS			
Current assets			
Cash and cash equivalents	8(a)	667,466	646,486
Receivables	5	2,473	3,390
Total current assets		669,939	649,876
Non-current assets			
Plant and equipment	7	4,142	6,734
Total non-current assets		4,142	6,734
TOTAL ASSETS		674,081	656,610
LIABILITIES			
Current liabilities			
Payables	6	97,660	102,138
Total current liabilities		97,660	102,138
TOTAL LIABILITIES		97,660	102,138
NET ASSETS		576,421	554,472
EQUITY			
Accumulated funds		576,421	554,472
TOTAL EQUITY		576,421	554,472

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 2012

	Accumulated Funds \$	Total Equity \$
Balance at 1 July 2011	554,472	554,472
Net result for the year	21,949	21,949
Other comprehensive income	-	-
Total other comprehensive income for the year	-	-
Total comprehensive income for the year	21,949	21,949
Balance at 30 June 2012	576,421	576,421
Balance at 1 July 2010	541,801	541,801
Net result for the year	12,671	12,671
Other comprehensive income	-	-
Total other comprehensive income for the year	-	-
Total comprehensive income for the year	12,671	12,671
Balance at 30 June 2011	554,472	554,472

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 2012

	Notes	2012 \$	2011 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Receipts from customers		505,872	486,485
Interest received		35,017	35,495
GST refund		7,289	8,935
Total receipts		548,178	530,915
Payments			
Payments to suppliers		(527,198)	(473,023)
Total payments		(527,198)	(473,023)
NET CASH FLOWS FROM OPERATING ACTIVITIES	8(b)	20,980	57,892
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of plant and equipment		-	(4,966)
NET CASH FLOWS USED IN INVESTING ACTIVITIES		-	(4,966)
NET INCREASE IN CASH		20,980	52,926
Opening cash and cash equivalents		646,486	593,560
CLOSING CASH AND CASH EQUIVALENTS	8(a)	667,466	646,486

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 2012

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 2012 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.

New Australian Accounting Standards issued but not effective

At reporting date a number of accounting standards adopted by the AASB had been issued but are not yet operative. Treasury Circular 12/04 released 7 March 2012 mandates not to early adopt any of the new Standards or Interpretations.

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

- AASB 9 and AASB 2010-7 regarding financial instruments
- AASB 10 *Consolidated Financial Statements*
- AASB 11 *Joint Arrangements*
- AASB 12 *Disclosure of Interests in Other Entities*
- AASB 13 and AASB 2011-8 regarding fair value measurement
- AASB 119, AASB 2011-10 and AASB 2011-11 regarding employee benefits
- AASB 127 *Separate Financial Statements*
- AASB 128 *Investments in Associates and Joint Ventures*
- AASB 1053 and AASB 2010-2 regarding differential reporting
- AASB 2010-8 regarding deferred tax

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

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

c. *Statement of compliance (continued)*

- AASB 2010-10 regarding removal of fixed dates for first time adopters
- AASB 2011-2 regarding the Trans Tasman Convergence project – RDR
- AASB 2011-3 regarding orderly adoption of changes to the ABS GFS Manual
- AASB 2011-4 removing individual KMP disclosure requirements

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

d. *Significant accounting judgements, estimates and assumptions*

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

e. *Income recognition*

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

(i) **Member fees and subscriptions**

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

(ii) **Rendering of services**

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

(iii) **Investment revenue**

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

f. *Personnel services*

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

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.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

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

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

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

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

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

i. Acquisition of assets

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

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

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

j. Capitalisation thresholds

Plant and equipment individually costing \$5,000 and above are capitalised. Individual items of computer equipment costing \$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%
Electronic Data Processing (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. Short term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

m. Payables

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

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

n. Comparative information

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

2. REVENUE

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

	2012 \$	2011 \$
a. Fees revenue		
Annual registration fees	433,470	425,882
Candidate fees	30,443	22,601
Examination fees	20,388	27,644
Registration restoration fees	8,000	6,014
Miscellaneous fees	10,102	5,533
	502,403	487,674
b. Interest revenue	35,017	35,495

3. EXPENSES

a. Operating expenses		
Audit fees (audit of financial statements)	10,000	9,500
Board/committee member fees	35,899	33,884
Other fees	36,891	30,046
Catering and venue hire	17,402	22,450
Bank charges	2,275	1,994
Administration fee	33,000	33,080
Personnel services	321,469	313,629
Rent	17,000	17,000
Maintenance	1,514	870
Postage, telephone and courier	2,187	2,434
Stores and stationery	3,323	5,158
Sponsorships	2,000	12,000
Contractors	5,850	-
Travel and subsistence	23,621	24,125
Miscellaneous administrative expenses	448	994
	512,879	507,164

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

3. EXPENSES (*continued*)

	2012 \$	2011 \$
b. Depreciation		
EDP equipment	2,592	3,295
	2,592	3,295
c. Loss on disposal of fixed assets	-	39

4. BOARD MEMBER FEES

Board members received \$26,265 (2011 – \$24,720) as board fees. In addition Board members received \$8,249 (2011 – \$6,500) as payment for acting as examiner. Other Board related activities are included under other fees. Travelling and accommodation expenses incurred in connection with the Board's operations are included under travel and subsistence.

5. RECEIVABLES

GST receivable	2,473	3,390
	2,473	3,390

6. PAYABLES

Payables and accrued expenses	97,660	102,138
	97,660	102,138

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

7. PLANT AND EQUIPMENT

	Plant and Equipment \$	EDP Equipment \$	Total \$
At 1 July 2011 – fair value			
Gross carrying amount	8,180	37,898	46,078
Accumulated depreciation	(8,180)	(31,164)	(39,344)
Net carrying amount	-	6,734	6,734
At 30 June 2012 – fair value			
Gross carrying amount	8,180	37,898	46,078
Accumulated depreciation	(8,180)	(33,756)	(41,936)
Net carrying amount	-	4,142	4,142

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

7. PLANT AND EQUIPMENT (*continued*)

Reconciliation

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

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

Reconciliation

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

	Plant and Equipment \$	EDP Equipment \$	Total \$
Year ended 30 June 2011			
Net carrying amount at start of year	-	5,102	5,102
Additions	-	4,966	4,966
Reclassifications	-	(39)	(39)
Depreciation expense	-	(3,295)	(3,295)
Net carrying amount at end of year	-	6,734	6,734

8. CASH AND CASH EQUIVALENTS

a. Cash and cash equivalents

	2012 \$	2011 \$
Cash at bank and on hand	667,466	646,486
	667,466	646,486

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

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

Cash and cash equivalents (per statement of financial position)	667,466	646,486
Closing cash and cash equivalents (per statement of cash flows)	667,466	646,486

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

8. CASH AND CASH EQUIVALENTS (*continued*)

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

	2012 \$	2011 \$
Net cash flows from operating activities	20,980	57,892
Depreciation	(2,592)	(3,295)
Loss on disposal of fixed assets	-	(39)
Decrease in trade and other receivables	(917)	(1,360)
Increase/(decrease) in trade and other payables	4,478	(40,527)
Net result	21,949	12,671

9. COMMITMENTS FOR EXPENDITURE

a. Capital commitments

As at 30 June 2012, there were no capital commitments (2011 – nil).

b. Operating lease commitments

As at 30 June 2012, there were no operating lease commitments (2011 – nil).

c. Finance lease commitments

As at 30 June 2012, there were no finance lease commitments (2011 – nil).

10. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

As at 30 June 2012, there were no contingent assets (2011 – \$10,684) or contingent liabilities.

11. FINANCIAL INSTRUMENTS

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

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

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

11. FINANCIAL INSTRUMENTS (*continued*)

a. *Financial instrument categories*

Class:	Note	Category	2012 \$ Carrying amount	2011 \$ Carrying amount
Financial assets				
Cash and cash equivalents	8(a)	N/A	667,466	646,486
Financial liabilities				
Payables	6	Financial liabilities measured at amortised cost	97,660	102,138

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 and cash equivalent

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

Receivables

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

The Board is not materially exposed to concentrations of credit risk from a single trade debtor or group of debtors. Based on past experience, debtors that are not past due and not more than 90 days past due are not considered impaired. As at 30 June 2012, there were no receivables that were past due or impaired (2011 – nil).

c. *Liquidity risk*

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

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

11. FINANCIAL INSTRUMENTS (*continued*)

c. *Liquidity risk (continued)*

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

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

			Interest Rate Exposure			Maturity Dates		
	Weighted Average Effective Interest Rate %	Nominal Amount \$	Fixed Interest Rate %	Variable interest Rate %	Non-Interest Bearing %	1 Year or Less \$	1 to 5 Years \$	Over 5 Years \$
2012								
Payables		97,660	-	-	-	97,660	-	-
Total financial liabilities 2012		97,660	-	-	-	97,660	-	-
2011								
Payables		102,138	-	-	-	102,138	-	-
Total financial liabilities 2011		102,138	-	-	-	102,138	-	-

Notes:

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

d. *Market risk*

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

Interest rate risk

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

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 \$
2012					
Cash and cash equivalents	667,466	(6,675)	(6,675)	6,675	6,675
2011					
Cash and cash equivalents	646,486	(6,465)	(6,465)	6,465	6,465

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2012

11. FINANCIAL INSTRUMENTS (*continued*)

e. *Fair value compared to carrying amount*

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

12. AFTER BALANCE DATE EVENTS

There are no after balance date events.

END OF AUDITED FINANCIAL STATEMENTS

Appendixes

Customer Service

LPI implemented a new Complaints and Feedback Handling System in May 2011. In conjunction with this system the 'Customer is our Focus' form was redesigned to survey customers on all service channels rather than the traditional face to face service allowing Queens Square Customer Service to measure customer satisfaction.

LPI has a Customer Service Liaison Committee which meets monthly to discuss common customer service issues and share practices.

Ethics and Probity

The Department of Finance and Services is committed to the highest standards of conduct of its staff. To meet this commitment, the department has a Code of Conduct to cover all business units and to more closely align staff conduct with the organisational values and ethics which underpin the department's policies and procedures. The department has developed a conduct framework that draws all relevant strategies, policies, procedures and initiatives under a coherent structure to reduce the instances of conduct issues and to more effectively manage them when they arise.

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 Scholarship;

Credit Card Certification

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

Occupational Health Safety and Injury Management

The department is committed to ensuring the Occupational Health and Safety (OHS) and effective injury management of all employees and workplace visitors, including contractors, agency staff and customers.

Staff Health and Wellbeing Initiatives

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

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

Accessing BOSSI'S information

Government Information (Public Access) Act 2009

On 1 July 2010, the *Government Information (Public Access) Act 2009* (GIPA Act) replaced the *Freedom of Information Act 1989*. The GIPA Act applies to all NSW Government agencies. The new right to information system encourages government agencies to release information proactively. The new system also makes it easier for individuals to access government and personal information from government agencies.

Statistical information relating to the GIPA Act is provided in the appendices of this report.

Accessing the BOSSI's Documents

Policies and publications can be accessed in several ways:

- Internet via www.bossi.nsw.gov.au.
- Right to Information Officers (contact details below).

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

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

Processing Access Requests

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

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

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

Charges for Access

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

Privacy and Personal Information Protection Act 1998

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

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

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

Members of the public and staff may refer enquiries regarding personal information matters to the:
Manager Strategic Policy and Reporting
Land and Property Information Division
Department of Finance and Services
GPO Box 15
SYDNEY NSW 2000

Statistical Details

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

External Review Matters under the Privacy Act

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

Access Fees and Charges

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

Internal Audit and Risk Management Statement for the 2011-2012 Financial Year for the Board of Surveying and Spatial Information

I, Des Mooney, President of the Board of Surveying and Spatial Information am of the opinion that the Board of Surveying and Spatial Information has internal audit and risk management processes in operation that are, excluding the exceptions described below, compliant with the core requirements set out in the Public Finance and Audit Act (where relevant) and/or Treasury Circular NSW TC 09/08 *Internal Audit and Risk Management Policy*.

I, Des Mooney am of the opinion that the internal audit and risk management processes for the Board of Surveying and Spatial Information depart from the following core requirements set out in the Treasury Circular NSW TC 09/08 and that (a) the circumstances giving rise to these departures have been determined by the Portfolio Minister and (b) the Board of Surveying and Spatial Information has implemented the following practicable alternative measures that will achieve a level of assurance equivalent to the requirement:

Ministerially Determined Departure	Reason for Departure and Description of Practicable Alternative Measures Implemented
Core Requirement 2: An Audit & Risk Committee has been established	<ul style="list-style-type: none"> • Full compliance with TPP09-05 would put an unreasonable administrative and cost burden on the entity. • A review of the Department of Finance & Services cluster arrangements for Audit & Risk Committees was conducted to ensure that smaller related entities were relieved of the cost burdens of supporting their own Audit & Risk Committees and to provide an equivalent coverage of their obligations under TPP09-05 through the sharing of the Department's resources. Consequently, the Board of Surveying and Spatial Information is clustered with the Department of Finance & Services Audit & Risk Committee (DFS ARC). The DFS ARC is compliant to Core Requirement 2 of TPP 09-05 and has attested compliance to this Core Requirement in its Attestation Statement.

I, Des Mooney am of the opinion that the Audit and Risk Committee for Department of Finance & Services is constituted and operates in accordance with the independence and governance requirements of the Public Finance and Audit Act (where relevant) and/or Treasury Circular NSW TC 09/08.

These processes, including the practicable alternative measures implemented, provide a level of assurance that enables the senior management of the Board of Surveying and Spatial Information to understand, manage and satisfactorily control risk exposures.

As required by the Policy, I have submitted an Attestation Statement outlining compliance with exceptions with the policy to the Treasury.



Des Mooney in accordance with a resolution of
the Governing Board of the Board of
Surveying and Spatial Information

Date: 25/10/12

Corporate Risk Management

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

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

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

Insurance Activities

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

The Land and Property Information division's insurance coverage is provided through the TMF, including workers' compensation, general liability, motor vehicle, property and miscellaneous covers.

Audit and Compliance

Department of Finance and Services Audit and Risk Committee

During 2011/12 DFS had in place an Audit and Risk Committee compliant with NSW Treasury's Internal Audit and Risk Management Policy for the NSW Public Sector (TPP09-05). This committee met five times to oversee financial reporting, internal control systems, risk management, corruption prevention, compliance systems and other regulatory requirements, and the internal and external audit functions.

Internal audit

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

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

Employment Relations Policies and Practices

The Department of Finance and Services participated in a formal and informal program of consultation with unions and other stakeholders during 2011/12 including formal organisational-wide consultative committee meetings and local consultative forums.

Nil to report

BOSSI had nil to report on the following statutory requirements during the 2011/12 financial year.

- Legal change
- Consultants
- Disability action plan
- Land disposal
- Promotion
- Payment of accounts
- Price determination
- 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
- Waste
- Multicultural Policies and Services Program

Contact BOSSI

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