



Land & Property  
Information

A division of the Department of Finance & Services



# 2011

## annual report

Board of Surveying and Spatial Information  
[www.bossi.nsw.gov.au](http://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 2011**

Dear Minister

I am pleased to submit the **Board of Surveying and Spatial Information (BOSSI)** annual report for the year ending 30 June 2011 for your information and presentation to Parliament.

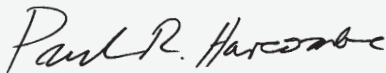
This report has been prepared in accordance with the *Annual Reports (Departmental) Act 1985*, the *Annual Reports (Statutory Bodies) Act 1984* and the *Public Finance Audit Act 1983*.

I commend this report to you.

Yours Sincerely,



**Des Mooney**  
**Surveyor General**  
**President, BOSSI**



**Paul Harcombe**  
**Board member, BOSSI**



## PRESIDENT'S REPORT

In the past year BOSSI has actively provided leadership, guidance and clarity for the survey profession and spatial sciences.

To provide clarity and guidance for surveyors on their professional obligations and responsibilities, the Board developed:

- a determination on supervision outlining a surveyor's obligations to candidates, assistants and other employed persons working or training under their control
- a Guide for Professional Conduct for registered land and mining surveyors prescribing professional conduct standards and public expectations
- an expansion of the Continuing Professional Development Policy to acknowledge online distance education.

The Board had input into the five (5) yearly remake of the Surveying and Spatial Information Regulation and will consider and make recommendations on the final draft when available.

BOSSI's joint administration program with the Australian Institute of Mine Surveyors (AIMS), the Institution of Surveyors (ISNSW) and the Association of Consulting Surveyors (ACSNSW) for the training and competency assessment of candidate surveyors continued to see healthy numbers of candidates achieving

registration. This joint administration initiative is streamlining the registration process and accelerating the number of successful candidates.

BOSSI has continued to support the development of an Australian Standard for Subsurface Utility Engineering. Standards Australia has commenced the process which is expected to deliver a result in the next 12-18 months. This standard will have a significant impact on all utility and infrastructure organisations, including the National Broadband Network (NBN), and the surveying and spatial information sectors, and provide an additional common standard for the NSW Spatial Data Infrastructure.

BOSSI continues to encourage excellence through sponsorship of university scholarships and merit awards for the most successful registration candidates.

The Board is looking to encourage 'spatially aware' future surveyors through spatial technologies, applied to digital lodgement and processing of survey products and services across the whole land development process. Surveyors' competencies will be expanded over time to meet the changing expectations of the digital economy and web 2.0 environment.



**Des Mooney**  
**Surveyor General**  
**President, BOSSI**

## ABOUT THIS REPORT

The BOSSI annual report is a summary of the Board's performance during the 2010/11 financial year. The report focuses on BOSSI's key strategic areas; 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 still held under the Department of Finance and Services can be found in the appendixes.

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

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## MISSION STATEMENT

The Board, in all its dealings, strives to ensure the development of a focused and sustainable surveying and spatial information sector. 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.

### Registrar

Stephen Glencorse

## ORGANISATIONAL CHART

BOSSI is a statutory body which is located 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:

- (a) one is to be the Surveyor General, and is also the President
- (b) one is to be a registered surveyor, being an officer of Land and Property Information, a division of the Department of Finance and Services, appointed by the Minister

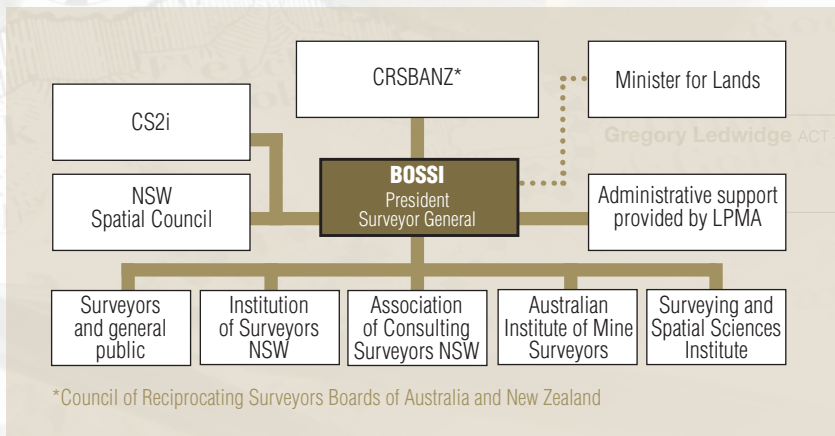


FIGURE 1 | BOSSI organisational chart

- c) three are to be persons appointed by the Minister for Finance and Services on the nomination of such professional association of land surveyors
- d) one is to be a person appointed by the Minister for Finance and Services on the nomination of such professional association of mining surveyors
- e) between one and three are to be persons appointed by the Minister for Finance and Services from persons nominated by such relevant professional associations of persons involved in the spatial information industry as the Minister for Finance and Services determines
- f) one is to be a person appointed by the Minister for Finance and Services on the nomination of the Minister administering the Coal Mine Health and Safety Act 2002
- g) one is to be a person appointed by the Minister for Finance and Services on the nomination of the Minister administering the Fair Trading Act 1987
- h) one is to be a person appointed by the Minister for Finance and Services on the basis of his or her qualifications and experience in the training of surveyors.

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

A Board member may be nominated and appointed for consecutive terms. During the reporting year, nominations were requested for representatives from; Land and Property Information, a division of the Department of Finance and Services; the professional associations representing land and mining surveyors; and the surveying and spatial information education sector.

Long-term mining surveying Board member Mr Phillip Orr, did not seek renomination and Mr Christopher Moy was subsequently appointed to the Board as the representative of the Australian

Institute of Mine Surveyors Ltd. Five other members, Messrs Paul Harcombe, Mark Gordon, Patrick McNamara, John Worldon and Dr Harvey Mitchell were re-nominated and appointed for a further term to 31 December 2012

### Board meetings

During the 2010/11 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 six occasions. Meetings were held in Sydney and Kurri Kurri which included normal meetings and attendance at the NSW Spatial Council Industry forum.

### 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

<b>Mr Warwick Watkins AM, President</b> AMP:ISMP (Harv), MNatRes, DipScAgr, HDA (Hons), FAPI, Hon FISA (NSW), FRICS, JP, Surveyor General of NSW. Appointed Jan 2009.	5
<b>Mr Paul Harcombe</b> BSurv (UNSW), MGeom (Melb), Chief Surveyor, Land and Property Information, a Division of the Department of Finance and Services. Reappointed Jan 2011 term expires Dec 2012.	3
<b>Mr Mark Gordon</b> BSurv (Hons 1) (UNSW), FIS FSSSI, Institute of Surveyors NSW Inc. Reappointed Jan 2011 term expires Dec 2012.	5
<b>Mr Phillip Orr</b> BSurv (Hons), Australian Institute of Mine Surveyors Ltd. Appointed Jan 2009 term expires Dec 2010.	2

**Mr Patrick McNamara** BSurv (UNSW), Institute of Surveyors NSW Inc. Reappointed Jan 2011 term expires Dec 2012. 6

**Mr John Worldon** BSurv. (HONS) UNSW, DIP,URB, REG, PLAN (PMER) (UNE), Institute of Surveyors NSW Inc. Reappointed Jan 2011 term expires Dec 2012. 6

**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. 6

**Mr Robert Regan** BMining Engineering (Hons1), Minister for Mineral Resources. Reappointed Jan 2010 term expires Dec 2011. 4

**Ms Margaret Hole** AM, DipLaw, Barristers Admission Board, Representing Minister for Fair Trading. Reappointed Jan 2010 term expires Dec 2011. 4

**Ms Heidi Brown** BSc (UNSW), MInfoSys (UW), Surveying and Spatial Science Institute of Australia. Reappointed Jan 2010 term expires Dec 2011. 5

**Mr Christopher Moy**, Australian Institute of Mining Surveyors Ltd. Appointed Jan 2011 term expires Dec 2012. 3

**Mr Bruce Douglas** BSurv (UQ) Geospatial Information and Technology Association. Appointed Jan 2010 term expires Dec 2011. 6

**Mr Edward Garvin** (UNSW), PGDip Urban Studies (UMacq), MBA (UWS) Association of Consulting Surveyors NSW Inc. Appointed Jan 2010 term expires Dec2011. 4

## Advisor and observers

**Stephen Glencorse** Registrar 5

**Professor John Fryer** FISA, BSurv (UNSW), PhD (UNSW), University of Newcastle advisor to the board. 5

**Grahame Wallis** BSurv (UNSW), Manager, Cadastral Integrity. Advisor to the board. 1

**William Hirst** ACT Chief Surveyor – Observer. 4

**Gregory Ledwidge** ACT – Observer. 1

**David Job** BSurv (UNSW), Principal Cadastral Surveyor Land and Property Information, a division of the Department of Finance and Services. Advisor to the board. 4

## 5-YEAR FINANCIAL SNAPSHOT

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

Revenue	2006/07	2007/08	2008/09	2009/10	2010/11
Registration fees	\$404,786 (71%)	\$392,208* (70%)	\$401,108* (84%)	\$416,574 (82%)	\$425,882 (82%)
Candidate enrolment and workshop fees	\$28,622 (5%)	\$22,181 (4%)	\$24,136 (5%)	\$25,039 (5%)	\$22,601 (4%)
Examination fees	\$19,291 (3%)	\$18,441 (3%)	\$22,108 (4%)	\$27,677 (6%)	\$27,644 (5%)
Conference and seminars	\$2,195 (0.4%)	\$69 (0.1%)	-	-	-
Investment revenue	\$37,884 (6.6%)	\$42,746 (8%)	\$28,497 (6%)	\$26,680 (5%)	\$35,495 (7%)
Other revenue and contributions	\$78,069 (14%)	\$87,129* (15%)	\$6,712 (1%)	\$12,259 (2%)	\$11,547 (2%)
<b>Total</b>	<b>\$570,847 (100%)</b>	<b>\$562,774* (100%)</b>	<b>\$500,211 (100%)</b>	<b>\$508,229 (100%)</b>	<b>\$523,169</b>

Expenditure	2006/07	2007/08	2008/09	2009/10	2010/11
Personnel Services (provided by Lands)	\$221,429 (41%)	\$270,330 (48%)	\$288,916 (60%)	\$305,399 (61%)	\$313,629 (61%)
Board member fees	\$25,565 (5%)	\$27,937 (5%)	\$30,750 (6%)	\$37,011 (7%)	\$33,884 (7%)
Depreciation	\$12,061 (2%)	\$8,529 (1%)	\$7,198 (1%)	\$2,886 (1%)	\$3,295 (1%)
Other expenditure	\$284,886 (52%)	\$262,006 (46%)	\$157,626 (33%)	\$156,313 (31%)	\$159,651 (31%)
<b>Total</b>	<b>\$543,941 (100%)</b>	<b>\$568,802 (100%)</b>	<b>\$484,490 (100%)</b>	<b>\$501,609 (100%)</b>	<b>\$510,459 (100%)</b>

\*Figures have been reclassified to different categories of revenue/expenditure as recommended by the NSW Audit Office in a management letter 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 has been active in its continuing 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 1,067 registered surveyors who are considered competent by the Board to perform land and mining surveys in NSW. During the 2010/11 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.

## Examination

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 27 applicants were issued with certificates of competency.

During 2010/11, 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 18 land and 10 mine candidate surveyors attended. In addition five mining and four 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 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 2010/11.

## The Board of Surveying and Spatial Information Medals

Presented to V.C Lander from the University of Newcastle.

Presented to J.T Wards from the University of New South Wales.

### Barr Prize

Presented to Michael Bissett for the best cadastral survey project.

### Harvey Prize

Presented to Rebecca Jones for the best town planning project.

### Augustus Alt Prize

Presented to Ryan Fifield for the best engineering project.

### Neil Ryan Memorial Award

Presented to John Wilson for the best urban cadastral project.

### Surveyor General's Prize

No prize was awarded.

### Clarence Smith Jeffries Mining Award

Presented to Tinos Mutyiri for the best mine project.

### Anna Allen Prize

Presented to John Wilson for the best strata cadastral project.

Performance indicator	2006/07	2007/08	2008/09	2009/10	2010/11
Registered surveyors in NSW	1,066	1,061	1,061	1,076	1,067
New registrations					
By way of certificate of competency	33	32	34	31	27
By way of letter of accreditation from reciprocating boards	4	3	3	6	3
Removal of name from register					
Non-payment of annual roll fee	98	18	155	56	46
At own request	6	19	32	21	
Deceased	2	1	0	1	1
Restoration of name to register	91	14	116	41	
Letter of accreditation issued to reciprocating boards	16	20	31	15	21
Candidate enrolments	60	23	49	39	
Total financial candidates	184	143	180	146	161
Assessment of overseas qualifications	5	10	13	9	5
Assessment of interstate qualifications	–	0	0	0	0
Emeritus certificates awarded	17	27	22	16	21

## 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.

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 Institute of Mine Surveyors Limited NSW Division.
- University of Newcastle.
- Surveying and Spatial Sciences Institute of Australia

BOSSI undertakes an audit of CPD compliance involving 20% of surveyors renewing their annual registration in accordance with the policy.

## FUTURE FOCUS

BOSSI's 'Strategic and Operation Plans 2008 to 2011' is the result of a meeting held at Kurri Kurri on the 30th May 2008 and is designed to establish a strategic direction for BOSSI. For the 2010/11 reporting year there are five 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

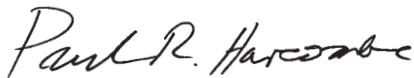
## BOARD OF SURVEYING AND SPATIAL INFORMATION

### 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 2011 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

Date:



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

Date:

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of comprehensive income for the year ended 30 June 2011

	Notes	2011 \$	2010 \$
<b>Revenue</b>			
Fees revenue	2(a)	487,674	481,549
Interest revenue	2(b)	35,495	26,680
<b>Total revenue</b>		<b>523,169</b>	<b>508,229</b>
<b>Expenses excluding losses</b>			
Operating expenses	3(a)	(507,164)	(498,723)
Depreciation	3(b)	(3,295)	(2,886)
<b>Total expenses excluding losses</b>		<b>(510,459)</b>	<b>(501,609)</b>
Loss on disposal of assets	3(c)	(39)	-
<b>SURPLUS FOR THE YEAR</b>		<b>12,671</b>	<b>6,620</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE YEAR</b>		<b>12,671</b>	<b>6,620</b>

The accompanying notes form part of these financial statements

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of financial position as at 30 June 2011

	Notes	2011 \$	2010 \$
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	8(a)	646,486	593,560
Receivables	5	3,390	4,749
<b>Total current assets</b>		<b>649,876</b>	<b>598,309</b>
<b>Non-current assets</b>			
Plant and equipment	7	6,734	5,102
<b>Total non-current assets</b>		<b>6,734</b>	<b>5,102</b>
<b>TOTAL ASSETS</b>		<b>656,610</b>	<b>603,411</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	6	102,138	61,610
<b>Total current liabilities</b>		<b>102,138</b>	<b>61,610</b>
<b>TOTAL LIABILITIES</b>		<b>102,138</b>	<b>61,610</b>
<b>NET ASSETS</b>		<b>554,472</b>	<b>541,801</b>
<b>EQUITY</b>			
Accumulated funds		554,472	541,801
<b>TOTAL EQUITY</b>		<b>554,472</b>	<b>541,801</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 2011

	Accumulated Funds \$	Total Equity \$
	<u>                    </u>	<u>                    </u>
Balance at 1 July 2010	<u>541,801</u>	<u>541,801</u>
Surplus for the year	12,671	12,671
Total comprehensive income for the year	<u>12,671</u>	<u>12,671</u>
Balance at 30 June 2011	<u>554,472</u>	<u>554,472</u>
Balance at 1 July 2009	<u>535,181</u>	<u>535,181</u>
Surplus for the year	6,620	6,620
Total comprehensive income for the year	<u>6,620</u>	<u>6,620</u>
Balance at 30 June 2010	<u>541,801</u>	<u>541,801</u>

The accompanying notes form part of these financial statements

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Statement of cash flows for the year ended 30 June 2011

	Notes	2011 \$	2010 \$
		<u>          </u>	<u>          </u>
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Receipts from customers		486,485	483,386
Interest received		35,495	26,680
GST refund		8,935	47,305
<b>Total receipts</b>		<u><b>530,915</b></u>	<u><b>557,371</b></u>
<b>Payments</b>			
Payments to suppliers		(473,023)	(487,055)
<b>Total payments</b>		<u><b>(473,023)</b></u>	<u><b>(487,055)</b></u>
<b>Net cash flows from operating activities</b>	8(b)	<u><b>57,892</b></u>	<u><b>70,316</b></u>
<b>Cash flows from investing activities</b>			
Purchases of plant and equipment		(4,966)	-
<b>Net cash flows from investing activities</b>		<u><b>(4,966)</b></u>	<u><b>-</b></u>
<b>NET INCREASE IN CASH</b>		<u><b>52,926</b></u>	<u><b>70,316</b></u>
Opening cash and cash equivalents		593,560	523,244
<b>CLOSING CASH AND CASH EQUIVALENTS</b>	8(a)	<u><b>646,486</b></u>	<u><b>593,560</b></u>

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 2011

#### 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 2011 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. These standards have not been early adopted by the Board.

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

- AASB 9 and AASB 2010-7 regarding financial instruments
- AASB 2010-4 regarding annual improvements
- AASB 124 and AASB 2009-12 regarding related party transactions
- AASB 2009-14 regarding amendments to Interpretation – Prepayments of a Minimum Funding Requirement
- AASB 1053 and AASB 2010-2 regarding differential reporting
- AASB 2010-5 regarding editorial corrections
- AASB 2010-6 regarding disclosures on transfers of financial assets

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2011

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

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

- AASB 2010-8 regarding deferred tax: recovery of underlying assets
- AASB 2010-9 regarding severe hyperinflation and removal of fixed dates for first time adopters
- AASB 2010-10 regarding removal of fixed dates for first time adopters
- AASB 1054 Australian Additional Disclosures
- AASB 2011-1 regarding the Trans Tasman Convergence project
- AASB 2011-2 regarding the Trans Tasman Convergence project – RDR
- AASB 2011-3 regarding orderly adoption of changes to the ABS GFS Manual

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. 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.

##### 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.

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2011

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

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

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

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

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

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

**i. Acquisition of assets**

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

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

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

**j. Capitalisation thresholds**

Plant and equipment individually costing \$5,000 and above are capitalised. Individual items of computer equipment costing \$1,000 and above are capitalised when they form part of a network.

**k. Depreciation**

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

**Depreciation rates:**

Plant and equipment	20 – 25%
EDP equipment	25%

**l. Receivables**

The Board's receivables include interest receivables and GST receivables. Receivables are recognised at fair value, usually based on the transaction cost or face value. 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 2011

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

##### *m. Payables*

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

##### *n. Comparative information*

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

#### 2. REVENUE

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

	2011 \$	2010 \$
<b><i>a. Fees revenue</i></b>		
Annual registration fees	425,882	416,574
Candidate fees	22,601	25,039
Examination fees	27,644	27,677
Registration restoration fees	6,014	8,106
Miscellaneous fees	5,533	4,153
	<b>487,674</b>	<b>481,549</b>
<b><i>b. Interest revenue</i></b>	<b>35,495</b>	<b>26,680</b>

#### 3. EXPENSES

##### *a. Operating expenses*

Audit fees (audit of financial statements)	9,500	9,100
Board/committee member fees	33,884	37,011
Other fees	30,046	37,326
Catering and venue hire	22,450	21,554
Bank charges	1,994	1,767
Administration fee	33,080	33,567
Personnel services	313,629	305,399
Staff development	-	1,600
Rent	17,000	17,000
Maintenance	870	496
Postage, telephone and courier	2,434	3,021
Stores and stationery	5,158	3,837
Sponsorships	12,000	2,000
Travel and subsistence	24,125	23,580
Miscellaneous administrative expenses	994	1,465
	<b>507,164</b>	<b>498,723</b>

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2011

3. EXPENSES (*continued*)

	2011 \$	2010 \$
<b>b. Depreciation</b>		
EDP equipment	3,295	2,886
	<u>3,295</u>	<u>2,886</u>
<b>c. Loss on disposal of fixed assets</b>	<u>39</u>	<u>-</u>

## 4. BOARD MEMBER FEES

Board members received \$24,720 (2010 – \$26,814) as board fees. In addition Board members received \$6,500 (2010 – \$5,128) 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	3,390	4,749
	<u>3,390</u>	<u>4,749</u>

## 6. PAYABLES

Payables and accrued expenses	102,138	61,610
	<u>102,138</u>	<u>61,610</u>

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 \$
<b>At 1 July 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>
<b>At 30 June 2011 – fair value</b>			
Gross carrying amount	8,180	37,898	46,078
Accumulated depreciation	(8,180)	(31,164)	(39,344)
Net carrying amount	<u>-</u>	<u>6,734</u>	<u>6,734</u>

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2011

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:

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

**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:

	<b>Plant and Equipment</b>	<b>EDP Equipment</b>	<b>Total</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
<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>

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2011

## 8. CASH AND CASH EQUIVALENTS

## a. Cash and cash equivalents

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:

	2011 \$	2010 \$
Cash and cash equivalents	646,486	593,560
<b>Closing cash and cash equivalents</b>	<b>646,486</b>	<b>593,560</b>

Refer to Note 11 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

Net cash flows from operating activities	57,892	70,316
<b>Adjustment for non – cash items:</b>		
Depreciation	(3,295)	(2,886)
Loss on disposal of fixed assets	(39)	-
<b>Changes in assets and liabilities</b>		
Decrease in trade and other receivables	(1,360)	(4,989)
(Decrease )Increase in trade and other payables	(40,527)	(55,821)
<b>Surplus for the year</b>	<b>12,671</b>	<b>6,620</b>

## 9. COMMITMENTS FOR EXPENDITURE

## a. Capital commitments

As 30 June 2011, there were no capital commitments (2010– NIL).

## b. Other expenditure commitments

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

	2011 \$	2010 \$
Not later than one year	50,000	55,000
Later than one year and not later than five years	-	45,833
<b>Total (including GST)</b>	<b>50,000</b>	<b>100,833</b>

The total other expenditure commitments relate to charges for the provision of employee, financial, IT and accommodation services provided by Department of Finance & Services and includes input tax credits of \$4,167 (2010 – \$9,167)

## c. Operating lease commitments

As 30 June 2011, there were no operating lease commitments (2010 – NIL).

## d. Finance lease commitments

As 30 June 2011, there were no finance lease commitments (2010 – NIL).

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2011

#### 10. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Board currently has one matter (2010 – nil) with its legal service providers and there are estimated contingent assets of \$10,684 (2010 – Nil). As at 30 June 2011, there are no 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 continuous basis.

##### a. Financial instrument categories

Class:	Note	Category	2011 \$ Carrying amount	2010 \$ Carrying amount
<b>Financial assets</b>				
Cash and cash equivalents	8(a)	N/A	646,486	593,560
<b>Financial liabilities</b>				
Payables	6	Financial liabilities measured at amortised cost	102,138	61,610

##### 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.

## BOARD OF SURVEYING AND SPATIAL INFORMATION

## Notes to the Financial Statements for the year ended 30 June 2011

11. FINANCIAL INSTRUMENTS (*continued*)*b. Credit risk (continued)***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.

	Total \$	Past due but not impaired \$	Considered impaired \$
<b>2011</b>			
< 3 months overdue	-	-	-
3 months – 6 months overdue	-	-	-
> 6 months overdue	-	-	-
<b>2010</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.

## BOARD OF SURVEYING AND SPATIAL INFORMATION

### Notes to the Financial Statements for the year ended 30 June 2011

#### 11. FINANCIAL INSTRUMENTS (continued)

##### c. Liquidity risk (continued)

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>2011</b>								
Payables		102,138	-	-	-	102,138	-	-
<b>Total financial liabilities 2011</b>		<b>102,138</b>	-	-	-	<b>102,138</b>	-	-
<b>2010</b>								
Payables		61,610	-	-	-	61,610	-	-
<b>Total financial liabilities 2010</b>		<b>61,610</b>	-	-	-	<b>61,610</b>	-	-

##### Notes:

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

##### d. Market risk

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

##### Interest rate risk

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>2011</b>					
Cash and cash equivalents	646,486	(6,465)	(6,465)	6,465	6,465
<b>2010</b>					
Cash and cash equivalents	593,560	(5,396)	(5,396)	5,396	5,396

##### 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 new 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. During the initial month the customer satisfaction results have been website 86 per cent, phone 93 per cent, face-to-face service 97 per cent and email 100 per cent.

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. Training programs have been developed and are currently being rolled out across the organisation to senior management, managers and staff. In addition, work has recently commenced on reviewing the current grievance and bullying and harassment policies.

## 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; \$10,000 to Standards Australia for the development of an Australian Standard for Subsurface Utility Engineering.

## 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 and its two new divisions, Office of State Revenue and Land and Property Information, during 2010/11 has been in accordance with established government requirements and practices.

## OCCUPATIONAL HEALTH AND SAFETY

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. The following initiatives were undertaken in 2010/11.

- Promoted mandatory OHS Management System training in order to increase awareness of OHS legislative requirements and departmental policies and procedures; 90 per cent of managers and staff have now completed this training.
- Increased agency compliance with NSW Government requirements under the Working Together Public Sector Workplace Health and Safety and Injury Management Strategy 2010–2012 including completion of an OHS management system audit and OHS training for staff on manual handling and conducting risk assessments.
- Adopted the Leading Well element of the Working Together Strategy 2010-2012 that is concerned with the prevention and management of psychological injury and associated agency reporting requirements.
- Contributed to the development of an Emergency Management Framework for the department by identifying and addressing OHS issues in line with legislative requirements and standards, including in relation to persons with a disability.

that encourages sedentary workers to undertake regular exercise to improve their health and reduce their risk of chronic disease. On completion of the GCC, almost 50 per cent of GCC participants reported increased energy levels, increased ability to handle stress and weight loss.

- Supported a number of health and wellbeing activities including yoga and Pilates classes and seminars promoting healthy eating and work-life balance.



## 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 and involving over 1,000 staff (or 31 per cent). 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) involving a total of 469 staff (or 14%). 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. On completion of the GCC, almost 50 per cent of GCC participants reported increased energy levels, increased ability to handle stress and weight loss.
- Supported a number of health and wellbeing activities including yoga and Pilates classes and seminars promoting healthy eating and work-life balance.

## 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.

The departmental policy titled Release of Government Information under the Government Information (Public Access) Act 2009 and a procedure titled Procedure for Dealing with Formal Access Applications under the Government Information (Public Access) Act 2009 will be reviewed during 2011/12.

Information relating to the GIPA 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](http://www.bossi.nsw.gov.au).
- Right to Information Officers (contact details below).

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

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. The former LPMA Privacy Management Plan included the Board of Surveying and Spatial Information (BOSSI).

As a result of administrative changes which occurred during the reporting year, a review of the Privacy Management Plan will be undertaken to ensure that the document reflects the changes.

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

## RISK MANAGEMENT

### **Internal Audit and Risk Management Attestation for the 2010-2011 Financial Year for the Board of Surveying and Spatial Information**

I, Des Mooney, Surveyor-General, President of the Board of Surveying and Spatial Information, am of the opinion that the Board has internal audit and risk management processes in place that are, in all material aspects, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 Internal Audit and Risk Management Policy.

Until 3 April 2011, the Board was subject to oversight by the Land and Property Management Authority (LPMA) Audit and Risk Committee.

The chair and members of the LPMA Audit and Risk Committee were:

- Mr Jim Mitchell: Independent chair (term of appointment is 4 years)
- Mr Bruce Clarke: Independent member (term of appointment is 4 years)
- Mr Ron Cunningham: Independent member (term of appointment is 4 years)
- Mr Des Mooney: Non-independent member (term of appointment is 4 years)
- Mr Philip Western: Non-independent member (term of appointment is 4 years).

For the period 4 April 2011 until 30 June 2011, the Board has been subject to oversight by the Department of Finance and Services (DFS) Audit and Risk Committee.

I, Des Mooney, Surveyor-General, President of the Board of Surveying and Spatial Information, am of the opinion that the DFS Audit and Risk Committee is constituted and operates in accordance with the independence and governance requirements of Treasury Circular NSW TC 09/08. The chair and members of the Audit and Risk Committee are:

- Mr Peter Whitehead: Independent Chair (period of appointment from 1 September 2009 to 31 August 2012)
- Ms Carolyn Burlew: Independent Member (period of appointment from 1 September 2009 to 31 August 2011)
- Dr Gul Izmir: Independent Member (period of appointment from 8 October 2009 to 7 October 2011)
- Ms Anne Skewes: Non-independent member (period of appointment from 24 March 2010 to 23 March 2013)
- Mr Michael Silk: Non-independent member (period of appointment from 24 March 2010 to 23 March 2013).

These processes provide a level of assurance that enables 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 the policy to Treasury.

Des Mooney

President

In accordance with a resolution of the Governing Board of Surveying and Spatial Information.

## 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.

To support the achievement of these objectives the following key activities were undertaken in 2010/11:

- the department is in the process of procuring enterprise risk management software to achieve reporting efficiencies and standardise processes across the department
- risk management and governance processes for the department's flagship projects were reviewed and improved and additional reporting to the Executive and the Audit and Risk Committee introduced
- risk assessments of the objectives in business plans and the department's Corporate Plan were undertaken and monitoring of the risk mitigation strategies and controls was introduced
- quarterly reviews of key governance policies were established with reporting to the Executive and Audit and Risk Committee.

The Audit and Risk Committee structure and reporting for the department is currently under review to take into account the changes to the department in April 2011. This will include alignment of corporate governance policies and processes and a review of the enterprise risk management framework.

## 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. The divisions' premium performance and claims experience has been good and fairly static in renewal cost over recent years. In 2011/12, the department will consider the coordination of reporting insurance activities for all areas transferred to the department in April 2011.

## AUDIT AND COMPLIANCE

### Department of Finance and Services Audit and Risk Committee

During 2010/11, the department 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.

In April 2011, parts of the former Land and Property Management Authority including the Board of Surveying and Spatial Information were transferred to the department. Both had in place formally constituted Audit and Risk Committees under NSW Treasury's Internal Audit and Risk Management Policy for the NSW Public Sector (TPP09-05). These functions will now be overseen by the DFS Audit and Risk Committee.

## 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.

The Audit Branch's key challenges in 2011/12 will include determining the impacts of the changing risk profile on the control environment and internal audit plan; taking the lead in corruption related investigations for the newly joined divisions; and developing options for the operating model of the pre existing internal audit functions of new divisions.

## 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 2010/11 including seven formal organisational-wide consultative committee meetings and a similar number of local consultative forums. The current Memorandum of Understanding on consultative processes within the department has been in effect for six years and a current review is anticipated to be finalised in 2011.

As a result of the Department of Premier and Cabinet's Corporate and Shared Services Blueprint, a Reform Consultative Committee has been established within the Department of Finance and Services to provide regular updates on the reforms within the department, associated timelines, address industrial issues as they arise and as changes are implemented.

Of the significant number of issues and matters discussed as part of the formal consultative processes, only five formal disputes went to the NSW Industrial Relations Commission in 2010/11, all of which were resolved through conciliation.

## NIL TO REPORT

BOSSI had nil to report on the following statutory requirements during the 2010/11 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

Board of Surveying and Spatial Information

Land and Property Information

346 Panorama Avenue

Bathurst NSW 2795

PO Box 143 Bathurst NSW 2795

T: 02 6332 8238

F: 02 6332 8240

E: [bossi@lpi.nsw.gov.au](mailto:bossi@lpi.nsw.gov.au)

[www.bossi.nsw.gov.au](http://www.bossi.nsw.gov.au)

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Land & Property  
Information

A division of the Department of Finance & Services



**Board of Surveying and Spatial Information (BOSSI)**  
346 Panorama Avenue, Bathurst NSW 2795, PO BOX 143 Bathurst NSW 2795  
T: 02 6332 8238 F 02 6332 8240 [BOSSI@lands.nsw.gov.au](mailto:BOSSI@lands.nsw.gov.au)