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Board of Surveying and Spatial Information

Annual Report

2014/15

Author

Board of Surveying and Spatial Information

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The Hon Dominic Perrottet
Minister for Finance, Services and Property
Level 16 52 Martin Place
Sydney NSW 2000

The Hon Victor Dominello
Minister for Innovation and Better Regulation
Level 16 52 Martin Place
Sydney NSW 2000

12 October 2015

Dear Minister

I am pleased to submit the **Board of Surveying and Spatial Information** (BOSSI) Annual Report for the year ending 30 June 2015 for your information and presentation to Parliament.

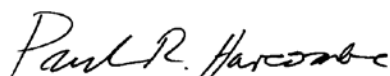
This report has been prepared in accordance with the *Annual Reports (Departmental) Act 1985*, the *Annual Reports (Statutory Bodies) Act 1984* and the *Public Finance Audit Act 1983*.

I commend this report to you.

Yours sincerely

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

Des Mooney
Surveyor General
President, BOSSI

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

Paul Harcombe
Board Member, BOSSI

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About this report

The BOSSI annual report is a summary of the Board's performance during the 2014/15 financial year. The report focuses on BOSSI's key strategic area; registration of land and mining surveyors including qualifications, education and spatial information.

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

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

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

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

President's report

BOSSI's main focus in the last twelve months has been the review of its assessment procedures, the development of online training for surveyors, investigating the concept of corporate registration for survey firms, the investigation of complaints, and the consideration of privacy issues for the publication of BOSSI's Register of Surveyors online and as a hardcopy.

One of the initiatives to come out of BOSSI's review of its assessment procedures has been the development of Guidelines for its Land Surveying assessments. These Guidelines have been developed to provide Candidate Surveyors seeking registration, detailed information about the requirements and expectations for each of BOSSI's Land Surveying assessments. It is proposed that these Guidelines will be made available to Candidate Surveyors and their Supervising Surveyors in 2015. The review of BOSSI's assessment procedures has also enabled BOSSI to consider its objective of including the assessment of spatial information concepts within its current assessments. In addition to these initiatives and activities, BOSSI continues to hold an annual workshop for Candidate Surveyors to encourage them towards registration and therefore fill the demand for Registered Surveyors in NSW.

The development of online training modules has been instigated by BOSSI to encourage Registered Surveyors to maintain their competency and professional standards in the field of surveying. The first module to be developed is regards Ethics and how this applies to a Registered Surveyor. BOSSI further plans to develop other modules based on other aspects that are pertinent to surveying. Surveyors will be required to complete these modules as part of their Continuing Professional Development (CPD) requirements for renewal of registration each year.

As part of its ongoing consultation with the various surveying and spatial information organisations, BOSSI has received a proposal to consider the corporate registration of survey firms in NSW. The only state in Australia that currently undertakes corporate registration is Queensland. BOSSI is investigating if corporate registration could be implemented in NSW and is in the process of developing a discussion paper which will look at the advantages and disadvantages of such a scheme for the public and surveyors, and any potential legislative barriers or requirements.

Complaint investigation continues to be a major function undertaken by BOSSI. BOSSI has received 23 new complaints during 2014-2015 with the majority of these in regard unregistered persons undertaking land surveys in contravention to the Surveying and Spatial Information Act 2002. Major disciplinary action undertaken by BOSSI during 2014-2015 has included the removal of a surveyor from the Register.

Another major function for BOSSI is the maintaining of the Register of Surveyors and providing information to the public regarding the status of registration of surveyors in NSW. Currently BOSSI provides a hardcopy of the Register which is printed in January each year and a search facility on its website. During the year BOSSI has been investigating ways of improving this service to the public including considering the various privacy issues surrounding the publication of information collected by BOSSI about registered surveyors.

A couple of initiatives that BOSSI has introduced in the last year to help with the forecasted shortage of surveyors is the appointment of a Young Surveyor as an advisor to BOSSI, and the amendment of its Continuing Professional Development Policy to allow registered surveyors to gain partial recognition towards their annual compliance with Continuing Professional Development by undertaking presentations to tertiary students about a career as a surveyor.

In the next 12 months, BOSSI will be focussing on reviewing its Strategic Plan. The current Strategic Plan covered the period from 2012 to 2015 and work will be undertaken to prepare a new Strategic Plan for the next three year period from 2016 to 2019.

Des Mooney
Surveyor-General of New South Wales, President, BOSSI

About the Board of Surveying and Spatial Information

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 land and mining 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 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:
 - policy and regulatory amendments
 - depth and scope of professional competence expected of persons seeking registration
 - dates, times and venues of prescribed examinations for the issue of certificates of competency
 - 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 2012*.

Clients

BOSSI's clients comprise the people of NSW who seek surveyors and a robust survey registration system, as well as registered surveyors and candidate surveyors on the path to registration. The Secretariat deals with direct public enquiries regarding surveyor's functions and directs them to the relevant industry and professional associations as required.

BOSSI maintains a working relationship with the surveying and spatial information industry and seeks to engage with, and influence, the broader spatial industry on the adoption of sound surveying and spatial information practices.

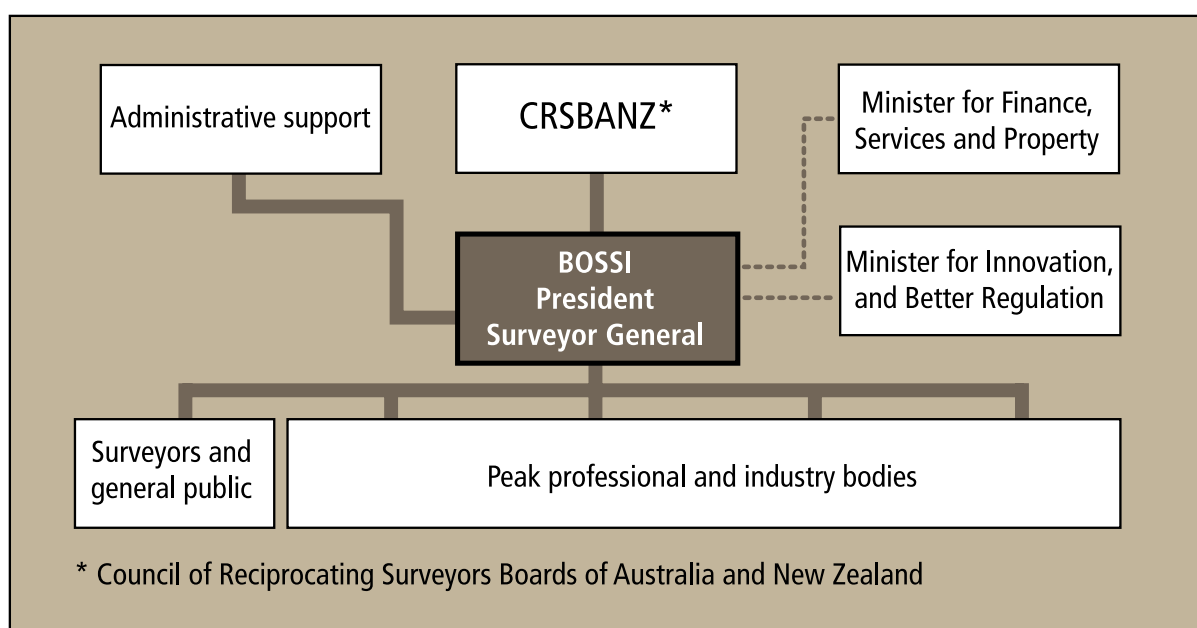
Administrative support

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

Registrar

Michael Spiteri

Organisation chart



BOSSI Relationship diagram

BOSSI is a statutory body which is a related entity within the Department of Finance, Services and Innovation. 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 twelve 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, Services and Innovation, appointed by the Minister
- three are to be persons appointed by the Minister on the nomination of such professional association of land surveyors
- one is to be a person appointed by the Minister on the nomination of such professional association of mining surveyors
- between one and three are to be persons appointed by the Minister from persons nominated by such relevant professional associations of persons involved in the spatial information industry as the Minister determines
- one is to be a person appointed by the Minister on the nomination of the Minister administering the *Work Health and Safety (Mines) Act 2013*
- one is to be a person appointed by the Minister on the nomination of the Minister administering the *Fair Trading Act 1987*
- one is to be a person appointed by the Minister 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: Institution of Surveyors NSW, Australian Institute of Mining Surveyors, Department of Finance, Services and Innovation, and both the University of New South Wales and Newcastle. A nomination was also received from Fair Trading NSW as there was a change in employment circumstances of the previous member.

Mr Christopher Abbott representing the Institution of Surveyors NSW, Mr Craig Roberts representing the University of NSW and Ms Regina Haertsch representing Fair Trading NSW have been nominated to fill the remaining position but have not yet been approved. Four other members, Paul Harcombe, Mark Gordon, Robert Harrison and Christopher Moy were re-nominated and appointed for a further term to 17 February 2016.

Board meetings

During the 2014/15 reporting period there were 12 members on the Board. The Registrar, four advisers and one observer also attended the meetings. The Board met formally on five occasions. Meetings were held in Sydney, Bowral and Bathurst.

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 Committee.

Board members and attendance

Members	Board meetings
Mr Des Mooney , President, Surveyor-General of New South Wales MBA (Syd), B Surv (Hons), MIS Aust, FAICD Dip, FAIM, Registered Surveyor, Registered Valuer, Justice of the Peace Appointed October 2011	5
Mr Paul Harcombe . BSurv (UNSW), MGeom (Melb) FISNSW Inc, FSSSI, NSW Chief Surveyor, Land and Property Information, a division of the Department of Finance and Services and Innovation. Reappointed February 2015 term expires February 2016.	5
Mr Mark Gordon . BSurv (Hons 1) (UNSW), Hon FIS, FSSSI, Registered Land Surveyor Institution of Surveyors NSW Inc. Reappointed February 2015 term expires February 2016.	5
Mr Christopher Moy , Australian Institute of Mine Surveyors Ltd. Appointed February 2015 term expires February 2016.	4
Mr Patrick McNamara . BSurv (UNSW), Institution of Surveyors NSW Inc. Reappointed February 2013 term expired February 2015.	3
Mr Robert Vellar . MCom, LLB, LLM, GDLP, Justice of the Peace Representing the Minister for Fair Trading Appointed March 2014 term expired November 2014	1
Mr Robert Regan . BMining Engineering (Hons1), Representing the Minister for Mineral Resources Reappointed March 2014 term expires March 2016	4
Ms Heidi Brown . BSc (Curtin), MInfoSys (UOW), GISP-AP Surveying & Spatial Science Institute of Australia Reappointed March 2014 term expires March 2016	3
Mr Bruce Douglas . BSurv (UQ) Geospatial Information and Technology Association Reappointed March 2014 term expires March 2016	5
Mr Robert Harrison . BSurv (UNSW), FIS Institution of Surveyors NSW Inc. Appointed February 2015 term expires February 2016	5
Mr Gregory Oxley . BSurv (Hons) (UNSW), MIS, Registered Surveyor Association of Consulting Surveyors NSW Reappointed March 2014 term expires March 2016	4
Mr Andrew Halmarick . BAppSc (CU) Nominee of Minister of Finance and Services Appointed February 2013 term expired February 2015	2

Advisor and observers

Michael Spiteri Registrar	5
Ms Margaret Hole AM, DipLaw, Barristers Admission Board, Legal Advisor to the Board	3
David Job BSurv (UNSW), MIS Principal Cadastral Surveyor Land and Property Information, a division of the Office of Finance and Services, Advisor to the Board.	4
William Hirst BSurv (UNSW), MSurvSc (UNSW), Grad Dip Management (UWS), Registered Surveyor Surveyor-General of the ACT – Observer.	3
Jeff Brown BSurv (UNSW), Registered Surveyor Surveyor-General of the ACT – Observer.	2
Mr Edward Garvin BSurv (UNSW), PGDip Urban Studies (UMacq), MBA (UWS) Advisor to the Board	3
Narelle Underwood BE (UNSW) Registered Surveyor Survey Manager of Southern Region, Roads and Maritime Services Advisor to the Board for Young Surveyors	2

Five-year financial snapshot

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

Revenue	20010/11	2011/12	2012/13	2013/14	2014/15	Budget 2015/2016
Registration fees	\$425,882 (82%)	\$433,470 (81%)	\$444,991 (82%)	\$453,152 (81%)	\$457,514 (82%)	\$475,483 84%
Candidate enrolment and workshop fees	\$22,601 (4%)	\$30,443 (6%)	\$16,574 (5%)	\$27,147 (5%)	\$37,961 (7%)	\$23,640 4%
Examination fees	\$27,644 (5%)	\$20,388 (4%)	\$35,326 (6%)	\$24,118 (5%)	\$24,767 (4%)	\$21,210 4%
Conference and seminars	\$-	-	-	-	-	-
Investment revenue	\$35,495 (7%)	\$35,017 (6%)	\$26,750 (5%)	\$28,265 (5%)	\$25,073 (5%)	\$21,000 4%
Other revenue and contributions	\$11,547 (2%)	\$18,102 (3%)	\$23,134 (2%)	\$23,443 (4%)	\$13,478 (2%)	\$22,090 4%
Total	\$523,169 (100%)	\$537,420 (100%)	\$546,775 (100%)	\$556,125 (100%)	\$558,793 (100%)	\$563,423 (100%)
Expenditure	2010/11	2011/12	2012/13	2013/14	2014/15	Budget 2015/16
Personnel services	\$313,629 (61%)	\$321,469 (62%)	\$297,329 (55%)	\$328,729 (57%)	\$333,768 (63%)	\$319,631 57%
Board member fees	\$33,884 (7%)	\$35,899 (7%)	\$38,590 (7%)	\$33,868 (6%)	\$26,440 (5%)	\$35,000 6%
Depreciation	\$3,295 (1%)	\$2,592 (1%)	\$2,729 (1%)	\$1,866 (0%)	\$1,698 (0%)	\$1,791 0%
Other expenditure	\$159,651 (31%)	\$155,511 (30%)	\$199,969 (37%)	\$212,674 (37%)	\$164,631 (32%)	\$206,844 37%
Total	\$510,459 (100%)	\$515,471 (100%)	\$538,617 (100%)	\$577,137 (100%)	\$526,537 (100%)	\$563,266 (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 and improve competency.
- To assist surveyors to gain qualifications by determining, recording and accepting accrued practical experience.

Spatial information

- To identify key spatial sector stakeholders and to develop communication and promotion strategies and benefits for the Board, the public and private sectors.
- To advise the Minister on matters relating to 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 Infrastructure (SDI).

Performance reporting

Registrations

The register of surveyors contains the names of 1,042 registered surveyors who are considered competent by the Board to perform land and mining surveys in NSW. The total number of registrations included 29 new registrations either by competency or mutual recognition.

During 2014/2015, the Board issued 13 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*.

Qualifications

For surveyors to be registered in NSW, they are required to be a holder of a recognised qualification.

The Board recognises various three and four year degrees from universities throughout Australia and New Zealand which can be found on the Boards website. For any unrecognised interstate or overseas qualifications, the Board provides a process for independent assessment to determine equivalency.

During the 2014/15 financial year, BOSSI reviewed 25 overseas academic qualifications and three interstate qualifications.

Examination

BOSSI met for a total of nine working days during September and October 2014 and February and March 2015 for the purpose of assessing the professional competence of graduate surveyors through examinations. BOSSI had no candidate surveyors undertaking Professional Training Agreements (PTA) this reporting period. A total of 17 applicants were issued with certificates of competency.

During 2014/15, the Association of Consulting Surveyors (ACS) conducted two assessment workshops for engineering, and two for town planning. Board members were involved in the assessment of candidates completing these courses.

Candidate training

To assist candidate surveyors attempting assessment, BOSSI conducts an annual candidate training workshop at Kurri Kurri TAFE. This year 32 land and seven mining candidate surveyors attended. In addition, two mine 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 land boundary surveys for candidate surveyors in an endeavour to prepare them for the BOSSI assessments.

The Australian Institute of Mine Surveyors (AIMS) has also carried out 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. These include the Board of Surveying and Spatial Information Medals for the most successful students in the final year of tertiary study, six prizes to recipients of certificates of competency and the Surveyor General's prize for performance in a Professional Training Agreement.

The following awards were granted during 2014/2015:

The Board of Surveying and Spatial Information Medals

Presented to Jarred Dark from the University of Newcastle.

Presented to Peter Boorer from the University of New South Wales.

Barr Prize

Presented to Daniel Cawter for the best cadastral survey project.

Harvey Prize

Presented to Patrick Clarkstone for the best town planning project.

Augustus Alt Prize

Presented to Benjamin Sreckovic for the best engineering project.

Neil Ryan Memorial Award

Presented to Lachlan Young and Vaughan Wady for the best urban cadastral project.

Anna Allen Prize

No prize was awarded for the best strata cadastral project.

Surveyor-General's Prize

No prize was awarded.

Clarence Smith Jeffries Mining Award

Presented to Adrian Wall for the best mining project.

Surveyor registrations

Performance indicator	2010/11	2011/12	2012/13	2013/14	2014/15
Registered surveyors in NSW	1,067	1,061	1,066	1,060	1042
New registrations					
By way of certificate of competency	27	21	31	19	17
By way of letter of accreditation from reciprocating boards	3	3	8	7	12
Removal of name from register					
Non-payment of annual roll fees	46	68	50	54	39
At own request	26	12	21	30	26
Deceased	1	2	0	1	3
Restoration of name to register	40	50	40	48	34
Letter of accreditation issued to reciprocating boards	21	24	28	22	13
Candidate enrolments	36	40	48	46	59
Total financial candidates	161	159	158	165	197
Assessment of overseas qualifications	5	9	15	25	25
Assessment of interstate qualifications	0	0	0	0	3
Emeritus certificates awarded	21	16	14	23	20

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 information disciplines, 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 with the profession gave registered land and mining surveyors an opportunity to discuss relevant issues directly with 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 per cent of surveyors renewing their annual registration in accordance with the policy. During 2014/2015, 223 surveyors were audited and 12 of these were deemed not to have complied with the policy by the audit panel.

Future focus

The BOSSI Strategic Plan identifies several key operational issues that provide a platform for the future focus of the Board.

1 Promote leadership by BOSSI in spatial information matters

BOSSI continues to focus on strengthening existing and new relationships with the Spatial Information industry and the various organisations that represent this industry. Its members continue to participate at key industry forums and experts from the industry are invited to present to BOSSI on the latest trends, techniques and technology. BOSSI is also working towards incorporating spatial information in its assessments for registered surveyors, and its members have been involved and continue to be involved in the formation of the National and State Cadastral strategy.

2 Assist current location intelligence strategy implementation and renewal

BOSSI continues to be represented on the NSW Location Industry Advisory Committee and continues to provide input to the NSW Location Intelligence Strategy and NSW Location Leadership Group.

3 Investigate acknowledgement of Surveying Spatial Sciences Institute Geographic Information Systems Professionals – Asia Pacific certification and other schemes

Discussions with the Surveying and Spatial Sciences Institute are still progressing at this stage. In principle agreement has been achieved and discussions continue on the finer detail of how to achieve this initiative.

4 Promote cooperation with LPI and other government agencies on issues related to ePlan, Digital Cadastral Database, Spatial Data Infrastructure, etc.

BOSSI and its members continue to collaborate and cooperate with LPI and other government agencies via a number of avenues, such as the attendance of government liaison meetings, sharing of data, and the undertaking of joint projects.

5 Enhance communication with stakeholders

Communication with stakeholders continues to be a major focus point for BOSSI and its members. BOSSI makes representations and presents at various industry events throughout the calendar year, in addition to the two Joint Administration Model meetings with professional surveying and spatial information organisations and candidate workshops held each year.

6 Provide continuing education to BOSSI on surveying and spatial information matters

BOSSI has invited a number of leading experts in the surveying and spatial information profession to present at Board meetings on the latest trends, techniques and technology in the last 12 months. This program is to continue in the next year. BOSSI has also formed a new committee to look at new trends and technology and recommend methods for the management of these new trends and technology. Another block of training for complaint investigators is to be run in the 2015/2016 financial year.

7 Enhance standards and compliance

BOSSI has established a new committee to investigate new trends and technology that is occurring in the surveying and spatial information profession with the view that this committee will consider the need for the creation of new standards and guidelines to enhance and ensure appropriate compliance in the use of these new trends and technology. BOSSI is also considering a number of proposals regarding the registration of surveyors in NSW including Corporate Registration and the Accreditation of Engineering Surveyors as well as undertaking a review of its assessment procedures.

8 Improve complaint and discipline processes

Complaint investigations and discipline actions continues to be a major function of BOSSI's activities. Due to the important nature of these functions, BOSSI has undertaken a review of its procedures and continues to investigate more efficient ways to undertake these functions.

9 Enhance administrative and committee processes

A number of reviews of BOSSI's procedures and policies have been undertaken in the last year including a review of its complaint handling and assessment procedures. BOSSI has also establish two new committees to help in the task of considering a number of proposals for registration of surveyors in NSW as well as the emerging trends and technology occurring in the surveying and spatial information profession. BOSSI continues to review its processes to ensure that its functions are undertaken efficiently.

BOARD OF SURVEYING AND SPATIAL INFORMATION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2015

STATEMENT BY MEMBERS OF THE BOARD

Pursuant to Section 41C 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 and notes thereto exhibit a true and fair view of the financial position at 30 June 2015 and its financial performance for the year then ended; and
2. the accompanying financial statements and notes thereto have been prepared in accordance with Australian Accounting Standards (including Australian Accounting Interpretations) and the requirements of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2015*, and the Treasurer's Directions.

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



Mark Gordon
Board Member, BOSSI

Date: 9 OCTOBER 2015



Des Mooney
Surveyor General of NSW and President, BOSSI
Date: 9/10/15

START OF AUDITED FINANCIAL STATEMENTS

BOARD OF SURVEYING AND SPATIAL INFORMATION

Statement of profit or loss and other comprehensive income for the year ended 30 June 2015

	Notes	2015 \$	2014 \$
Revenue			
Fees revenue	2(a)	533,720	520,175
Interest revenue	2(b)	25,073	28,265
Other revenue	2(c)	-	7,685
Total Revenue		558,793	556,125
Expenses excluding losses			
Personnel services	3(a)	333,768	328,729
Other operating expenses	3(b)	191,071	246,542
Depreciation	3(c)	1,698	1,866
Total Expenses excluding losses		526,537	577,137
NET RESULT		32,256	(21,012)
OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME / (LOSS)		32,256	(21,012)

The accompanying notes form part of these financial statements

BOARD OF SURVEYING AND SPATIAL INFORMATION

Statement of financial position as at 30 June 2015

	Notes	2015 \$	2014 \$
ASSETS			
Current Assets			
Cash and cash equivalents	5(a)	656,931	580,812
Receivables	6	6,865	4,369
Total Current Assets		663,796	585,181
Non-Current assets			
Plant and equipment	7	5,750	1,215
Total Non-Current assets		5,750	1,215
TOTAL ASSETS		669,546	586,396
LIABILITIES			
Current Liabilities			
Payables	8	73,723	22,829
Total Current Liabilities		73,723	22,829
Non-Current Liabilities		-	-
TOTAL LIABILITIES		73,723	22,829
NET ASSETS		595,823	563,567
EQUITY			
Accumulated funds		595,823	563,567
TOTAL EQUITY		595,823	563,567

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 2015

	Accumulated Funds \$	Total Equity \$
Balance at 1 July 2014	563,567	563,567
Net result for the year	32,256	32,256
Other comprehensive income	-	-
Total comprehensive income for the year	32,256	32,256
Balance at 30 June 2015	595,823	595,823
Balance at 1 July 2013	584,579	584,579
Net result for the year	(21,012)	(21,012)
Other comprehensive income	-	-
Total comprehensive loss for the year	(21,012)	(21,012)
Balance at 30 June 2014	563,567	563,567

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 2015

	Notes	2015 \$	2014 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Receipts from customers		537,345	530,187
Interest received		19,714	28,265
GST refund		8,062	10,463
Total Receipts		565,121	568,915
Payments			
Payments to suppliers		(482,769)	(629,589)
Total Payments		(482,769)	(629,589)
NET CASH FLOWS FROM OPERATING ACTIVITIES	5(b)	82,352	(60,674)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of plant and equipment	7	(6,233)	-
NET CASH FLOWS FROM INVESTING ACTIVITIES		(6,233)	-
NET INCREASE / (DECREASE) IN CASH		76,119	(60,674)
Opening cash and cash equivalents		580,812	641,486
CLOSING CASH AND CASH EQUIVALENTS	5(a)	656,931	580,812

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 2015

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 2015 were authorised for issue by the Board on the 9 October 2015.

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* and *Public Finance and Audit Regulation 2015* and Treasurer's Directions.

The financial statements have been prepared on an accrual basis.

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.

Effective for the first time in 2014-15

The impact of the first time adopted standards is immaterial. The accounting policies applied in 2014-15 are consistent with those of the previous financial year except as a result of the following new or revised Australian Accounting Standards that have been applied for the first time in 2014-15:

- AASB 1031 *Materiality* provides references to AASB 101 *Presentation of Financial Statements* and AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* when assessing materiality. This is an interim Standard pending the amendment of all other Standards (including Interpretations) to remove any references to AASB 1031. Removal of those references will facilitate the withdrawal of this Standard.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

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

c. *Statement of compliance (continued)*

Issued but not yet effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise.

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

- AASB 9, AASB 2010-7, AASB 2013-9 (Part C), AASB 2014-1 (Part E), AASB 2014-7 and AASB 2014-8 regarding financial instruments
- AASB 15 and AASB 2014-5 regarding Revenue from Contracts with Customers
- AASB 2014-4 regarding acceptable methods of depreciation and amortisation
- AASB 2015-1 regarding annual improvements to Australian Accounting Standards 2012-2014 cycle
- AASB 2015-2 regarding amendments to AASB 101 disclosure initiatives
- AASB 2015-3 regarding materiality

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. *Revenue recognition*

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

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

f. Personnel services

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

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

Assets acquired are initially recognised at cost. 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 price that would be received to sell an asset in an orderly transaction between market participants at measurement date.

j. Revaluation of plant and equipment

Physical non-current assets are valued in accordance with the 'Valuation of Physical Non-Current Assets at Fair Value' Policy and Guidelines Paper (TPP 14-01). This policy adopts fair value in accordance with AASB 13 *Fair Value Measurement*, AASB 116 *Property, Plant and Equipment* and AASB 140 *Investment Property*. Fair value of plant and equipment is based on a market participants' perspective, using valuation techniques (market approach, cost approach, income approach) that maximise relevant observable inputs and minimise unobservable inputs. Non-specialised assets with short useful lives are measured at depreciated historical cost as an approximation of fair value. The Board has assessed that any difference between fair value and depreciated historical cost is unlikely to be material.

k. Capitalisation thresholds

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

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

l. Impairment of plant and equipment

As a not-for-profit entity with no cash generating units, impairment under *AASB 136 Impairment of Assets* is unlikely to arise. As plant and equipment is carried at fair value or an amount that approximates fair value, impairment can only arise in the rare circumstances such as where the costs of disposal are material. Specifically, impairment is unlikely given that AASB 136 modifies the recoverable amount test for non-cash generating units of not-for-profit entities to the higher of fair value less costs of disposal and depreciated replacement cost, where depreciated replacement cost is also fair value.

m. 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%

n. Maintenance

Day-to-day servicing costs or maintenance are charged as expenses as incurred, except where they relate to the replacement of a part or component of an asset, in which case the costs are capitalised and depreciated.

o. Receivables

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. Receivables 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 less any allowance for any impairment of receivables. Any changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

The Board's receivables include a receivable due from settlement of a court case, interest receivables and GST receivables. Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

p. Impairment of financial assets

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due, and is then recognised in the net result for the year. Any reversals of impairment losses are reversed through the net result for the year, where there is objective evidence. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

q. 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 2015

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

r. Equity

The category 'Accumulated Funds' includes all current and prior period retained funds.

s. Comparative information

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

2. REVENUE

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

	2015 \$	2014 \$
a. Fees revenue		
- Annual registration fees	457,514	453,152
- Candidate fees	37,961	27,147
- Examination fees	24,767	24,118
- Registration restoration fees	5,643	7,896
- Miscellaneous fees	7,835	7,862
	533,720	520,175
b. Interest revenue	25,073	28,265
c. Other revenue		
- Court settlement	-	7,685
	-	7,685

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

3. EXPENSES

	2015 \$	2014 \$
a. Personnel services		
- Salaries and wages (including recreation leave)	257,154	268,765
- Long service leave	28,340	14,692
- Superannuation	23,345	20,376
- Workers compensation insurance	2,670	3,817
- Payroll tax and fringe benefit tax	22,259	20,373
- Miscellaneous employee expenses	-	706
	333,768	328,729

The Board is an entity that does not directly employ staff. The Department employs staff on behalf of the Board within its personnel services division. As per the Service Level Agreement regarding Personnel Services, expenses relating to these employees are incurred by the Department and reimbursed by the Board on a monthly basis. The above table details the Department's employee expenses that are reimbursed by the Board. Refer Note 1(f).

	2015 \$	2014 \$
b. Other operating expenses		
- Audit fees (audit of financial statements)	11,250	12,000
- Board/committee member fees	26,440	33,868
- Other fees	56,345	58,909
- Catering and venue hire	10,757	12,591
- Bank charges	2,953	2,309
- Bad debts expenses	(1,920)	1,920
- Administration fee	33,000	33,000
- Rent	17,000	17,000
- Maintenance	256	1,338
- Postage, telephone and courier	1,797	2,192
- Stores and stationery	7,812	3,977
- Advertising	-	216
- Sponsorships	2,500	2,500
- Contractors	1,511	41,548
- Travel and subsistence	21,370	23,174
	191,071	246,542

Total Maintenance

All maintenance expenses are incurred by the Board. There are no personnel services related maintenance expenses.

c. Depreciation		
- EDP equipment	1,698	1,866
	1,698	1,866

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

4. BOARD MEMBER FEES

Board members received \$21,630 (2014 - \$21,630) as board fees. In addition Board members received \$4,810 (2014 - \$12,238) 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. CASH AND CASH EQUIVALENTS

a. Cash and cash equivalents

	2015 \$	2014 \$
Cash at bank and on hand	656,931	580,812
	656,931	580,812

For the purposes of the statement of cash flows, cash and cash equivalents include cash at bank and cash on hand.

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

	2015 \$	2014 \$
Cash and cash equivalents (per statement of financial position)	656,931	580,812
Closing cash and cash equivalents (per statement of cash flows)	656,931	580,812

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

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

	2015 \$	2014 \$
Net cash flows from operating activities	82,352	(60,674)
Depreciation	(1,698)	(1,866)
Changes in operating assets and liabilities		
Increase/(decrease) in trade and other receivables	2,496	(580)
(Increase)/decrease in trade and other payables	(50,894)	42,108
Net result	32,256	(21,012)

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

6. RECEIVABLES

	2015 \$	2014 \$
Receivables	-	3,840
Less: Allowance for impairment	-	(1,920)
Interest receivable	5,359	-
GST receivable	1,506	2,449
	6,865	4,369
Movement in the allowance for impairment		
Balance at 1 July	1,920	-
Increase/(decrease) in allowance recognised in profit or loss	(1,920)	1,920
Balance at 30 June	-	1,920

7. PLANT AND EQUIPMENT

	Plant and Equipment \$	EDP Equipment \$	Total \$
At 1 July 2014 – fair value			
Gross carrying amount	8,181	34,726	42,907
Accumulated depreciation	(8,181)	(33,511)	(41,692)
Net carrying amount	-	1,215	1,215
At 30 June 2015 – fair value			
Gross carrying amount	8,181	29,377	37,558
Accumulated depreciation	(8,181)	(23,627)	(31,808)
Net carrying amount	-	5,750	5,750

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 2015			
Net carrying amount at start of year	-	1,215	1,215
Additions	-	6,233	6,233
Depreciation expense	-	(1,698)	(1,698)
Net carrying amount at end of year	-	5,750	5,750

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

7. PLANT AND EQUIPMENT (*continued*)

	Plant and Equipment \$	EDP Equipment \$	Total \$
At 1 July 2013 – fair value			
Gross carrying amount	8,181	34,726	42,907
Accumulated depreciation	(8,181)	(31,645)	(39,826)
Net carrying amount	-	3,081	3,081
At 30 June 2014 – fair value			
Gross carrying amount	8,181	34,726	42,907
Accumulated depreciation	(8,181)	(33,511)	(41,692)
Net carrying amount	-	1,215	1,215

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 2014			
Net carrying amount at start of year	-	3,081	3,081
Depreciation expense	-	(1,866)	(1,866)
Net carrying amount at end of year	-	1,215	1,215

Fair value measurement

The Board's plant and equipment are measured at depreciated historical cost as an approximation of fair value.

8. PAYABLES

	2015 \$	2014 \$
Payables and accrued expenses	73,723	22,829
	73,723	22,829

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

9. COMMITMENTS FOR EXPENDITURE

a. Capital commitments

As at 30 June 2015, there were no capital commitments (2014 - nil).

b. Operating lease commitments

As at 30 June 2015, there were no operating lease commitments (2014 - nil).

c. Finance lease commitments

As at 30 June 2015, there were no finance lease commitments (2014 - nil).

10. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

As at 30 June 2015, there were no contingent assets or contingent liabilities (2014 - nil).

11. FINANCIAL INSTRUMENTS

The Board's principal financial instruments are outlined below. These financial statements 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	2015 \$ Carrying amount	2014 \$ Carrying amount
Financial assets				
Cash and cash equivalents	5(a)	Cash at Bank	656,931	580,812
Receivables ¹	6	Loans and receivables (at amortised cost)	5,359	1,920
Financial liabilities				
Payables ²	8	Financial liabilities measured at amortised cost	73,723	21,688

Notes:

1. Excludes statutory receivables and prepayments (ie. not within scope of AASB 7)

2. Excludes statutory payables and prepaid enrolment fees (ie. not within scope of AASB 7).

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

11. FINANCIAL INSTRUMENTS (*continued*)

b. Credit risk

Credit risk arises when there is the possibility that the counterparty will default 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 counterparties 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.

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.

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 of loans payable. No assets have been pledged as collateral. The Board's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction NSW TC 11/12. For small business suppliers, where terms are not specified, payment is not made later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, 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. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise. For payments to other suppliers, the Head of an authority (or a person appointed by the Head of an authority) may automatically pay the supplier simple interest.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

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 \$	1 – 5 Years \$	> 5 Years \$
2015								
Payables	-	73,723	-	-	-	73,723	-	-
Total financial liabilities 2015	-	73,723	-	-	-	73,723	-	-
2014								
Payables	-	22,829	-	-	-	22,829	-	-
Total financial liabilities 2014	-	22,829	-	-	-	22,829	-	-

Notes:

- The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which the entity can be required to pay. The tables include both interest and principal cash flows.

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.

e. Interest rate risk

Exposure to interest rate risk arises primarily through cash facilities. The Board has no direct equity investments.

A reasonable possible change of +/- 0.5% is used, based on management's judgement. 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 \$	-0.5%		+0.5%	
		Profit \$	Equity \$	Profit \$	Equity \$
2015					
Cash and cash equivalents	656,931	(3,285)	(3,285)	3,285	3,285
2014					
Cash and cash equivalents	580,812	(2,904)	(2,904)	2,904	2,904

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2015

11. FINANCIAL INSTRUMENTS *(continued)*

f. Fair value compared to carrying amount

Financial instruments are generally recognised at cost. 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

Appendices

Payment of accounts

Description		September	December	March	June
Goods and Services Payments within 30 Days	No of Invoices	23	36	20	33
	Value	\$11,332	\$31,240	\$9,991	\$51,664
	Average Days to Pay	14	18	14	18
Goods and Services Exceeding 30 Days	No of Invoices	3	0	0	0
	Value	\$4,255	0	0	0
	Average Days to Pay	36	0	0	0
Total Goods and Services	No of Invoices	26	36	20	33
	Value	\$15,587	\$31,240	\$9,991	\$51,664
	Average Days to Pay	19	18	14	18
Percentage Exceeding 30 Days	Value	12%	0	0	0
Small Business - Goods and Services Payments within 30 Days	No of Invoices	1	0	1	2
	Value	\$270	0	\$20	\$4,644
	Average Days to Pay	26	0	28	15
Small Business - Goods and Services Exceeding 30 Days	No of Invoices	0	0	0	0
	Value	0	0	0	0
	Average Days to Pay	0	0	0	0
Small Business - Total Goods and Services	No of Invoices	1	0	1	2
	Value	270	0	\$20	\$4,644
	Average Days to Pay	26	0	28	15
Small Business - Percentage Exceeding 30 Days	Value	0	0	0	0

Investment performance

The Board's transactional banking arrangements are through the Westpac Banking Corporation in accordance with NSW Treasury agreements.

Prior to 2015 the interest rate was variable, calculated daily and paid monthly. New arrangements have been determined by Treasury and the changes took effect from February 2015, where interest will be paid at the Reserve Bank rate and paid every six months.

Economic factors

The Board is in a financially sound position and therefore there has been, no effect on achieving the operational objectives of the Board

Consultants

The board did not engage any consultants during the 2014/2015 year.

Credit card certification

In accordance with Treasurer's Directions and Premier's Memoranda, the Secretary certified that corporate credit card use in Department of Finance, Services and Innovation (DFSI) is applicable to all business entities within the principle Department of Finance, Services and Innovation and other related entities in the DFSI cluster, during 2014/2015 has been in accordance with established government requirements and practices.

Land disposal

The Board does not own any land.

Funds granted to non-government organisations

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

During the reporting year BOSSI granted \$2,500 to Shontelle Crooks from the University of Newcastle.

Legislation

There were no legislative changes made during the 2014/2015 year.

Customer service

During 2014/2015, BOSSI had nine formal complaints from the previous year and received 22 new formal complaints against surveyors being the subject of ongoing investigation. Of these, 15 complaint investigations were completed during 2014/2015. Currently, the average time frame for completion of an investigation is 9 to 12 months.

Human resources

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

Workforce diversity

Trends in the Representation of Workforce Diversity Groups

Workforce Diversity Group	Benchmark/Target	2013	2014	2015
Women	60%	50%	75%	75%
Aboriginal People and Torres Strait Islander	2.6%	0.0%	0.0%	0.0%
People whose first language was not english	19%	0.0%	0.0%	0.0%
People with a Disability	N/A	0.0%	0.0%	0.0%
People with a Disability Requiring Work-Related Adjustment	1.5%	25%	25%	25%

Note: The statistics provided above are based on four employed staff within the BOSSI secretariat

Both the number of employees and those who are employed have been and for the foreseeable future will remain stable. Therefore no workforce diversity strategies have been proposed for the secretariat.

Board members are appointed through nomination from a particular representing body and are made on the understanding that diversity of knowledge, experience and background supports the Board's regulatory functions.

Disability plan

The Board supports the NSW Government's Disability Policy Framework and the Principles outlined in Schedule 1 of the *Disability Services Act 1993*.

The secretariat staff, are all employed by the DFSI, and therefore the policies and procedures issued by DFSI are implemented and followed when appropriate. Some of the strategies which are maintained by the Board through LPI resources are:

- workplace assessment and adjustments to support staff and members with a disability
- assistance from external providers to prepare and coordinate return to work plans for staff with work related injuries and/or temporary disabilities
- provision of ergonomic furniture and equipment for all staff, including those requiring workplace adjustment
- access to disabled washrooms
- easy access to the main offices of LPI where the Board utilises various workplace facilities through agreement.

Waste

The Board is continually working on ways to meet the requirements of the Waste Reduction and Purchasing Policy through various methods such as:

- waste is separated through the use of recycling bins
- email communication with all stakeholders is encourage and on the increase
- electronic distribution of forms and other information is being implemented through both the use of email and our website, with further improvements being planned.

Promotion

No overseas visits were taken by the Board members during the reporting year.

Multicultural policies and program

The Board of Surveying and Spatial Information will observe the Principles of Multiculturalism in conducting its affairs.

The Board of Surveying and Spatial Information will strive toward the following objectives:

- Leadership
- Community harmony
- Access and equity within the framework of social justice obligations
- Economic and cultural opportunities

The Board assists overseas qualified surveyors seeking registration in Australia through various methods such as: utilising the Bureau for Assessment of Overseas Qualifications to determine equivalency of qualification and setting of exams in surveying practice, both being legal prerequisites to registration as a surveyor. BOSSI reviewed 25 overseas academic qualifications during the reporting year.

The secretariat staff members are employed by the Department of Finance, Services and Innovation, the Board observes the Department's policies and procedures for recruitment and management of staff. Staff, are also able to participate in other multicultural activities offered by the Department.

Work health safety and injury management

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

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

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

Staff health and wellbeing initiatives

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

- Coordinated the Annual Flu Vaccination Program in various 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.

Internal Audit and Risk Management Policy

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

Audit, risk management and insurance

Corporate risk management

The Department of Finance, Services and Innovation 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 Land and Property Management Authority (LPMA) Audit and Risk Committee, the internal audit of BOSSI will now be conducted by the Department of Finance, Services and Innovation Audit Branch.

Internal audit

The Department of Finance, Services and Innovation 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 Secretary.

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.

NSW Digital Information Security Policy

Compliance Attestation Statement 2014/2016 Financial Year for the Board of Surveying and Spatial Information.

I, Des Mooney, Surveyor General, am of the opinion that the Board of Surveying and Spatial Information had an Information Security Management System in place during the financial year being reported on consistent with the Core Requirements set out in the Digital Information Security Policy for the NSW Public Sector.

I, Des Mooney, Surveyor General, am of the opinion that the security controls in place to mitigate identified risks to the digital information and digital information systems of the Board of Surveying and Spatial Information are adequate for the foreseeable future.

I, Des Mooney, Surveyor General, am of the opinion that all Public Sector Agencies, or part thereof, under the control of the Board of Surveying and Spatial Information with a risk profile sufficient to warrant an independent Information Security Management System have developed an Information Security Management System in accordance with the Core Requirements of the Digital Information Security Policy for the NSW Public Sector.

I, Des Mooney, Surveyor General, am of the opinion that, where necessary in accordance with the Digital Information Security Policy for the NSW Public Sector, certified compliance with AS/NZS ISO/IEC 27001 Information technology - Security techniques - Information security management systems - Requirements had been maintained by all or part of the Board of Surveying and Spatial Information and all or part of any Public Sector Agencies under its control.

Insurance activities

The Department of Finance, Services and Innovation 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.

Public interest disclosures

For the period July 2014 to June 2015, no BOSSI officials made public interest disclosures. As staff, are employees of DFSI, the BOSSI adopted and adhered to the Department of Finance, Services and Innovation Fraud and Corruption Internal Reporting Policy. All staff are advised of this policy by means of the Code of Conduct and intranet access.

Changes within the Treasury and Finance cluster in 2014 require changes to be made to Department of Finance, Services and Innovation public interest disclosure processes and policies. Revised staff information and education and training of staff, senior management and nominated disclosure officers is planned to be undertaken during 2014/15.

Ethics and probity

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

Accessing the Board of Surveying and Spatial Information information

Government Information (Public Access) Act 2009

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

There was one request for information under the GIPA Act during the reporting period.

Accessing the Board of Surveying and Spatial Information documents

Policies and publications can be accessed through:

- the BOSSI website www.bossi.nsw.gov.au
- the Information and Privacy Coordinator (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:

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 Information and Privacy Co-ordinator 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 Information and Privacy Co-ordinator 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 Land and Property Information, a division of the Department of Finance, Services and Innovation. BOSSI privacy statements and information can be found on the BOSSI website www.bossi.nsw.gov.au and links through to the LPI website www.lpi.nsw.gov.au.

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:

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

Applications for internal review of the conduct under s53(1) of the Privacy Act

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

External review matters under the Privacy Act

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

Access fees and charges

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

Nil to report

BOSSI had nil to report on the following statutory requirements during the 2014/2015 financial year.

- Research and Development
- Disclosure of Controlled Entities
- Disclosure of Subsidiaries
- Agreements with the Community Relation Commission
- Liability management performance
- Performance and numbers of executive officers
- Price Determination