



**Board of Surveying
& Spatial Information**

Annual Report

**Board of Surveying & Spatial Information
2019-2020**



Published by

Board of Surveying and Spatial Information

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Board of Surveying
& Spatial Information

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The Hon Victor Dominello
Minister for Customer Service
52 Martin Place
Sydney NSW 2000

Dear Minister

We are pleased to submit the Board of Surveying and Spatial Information (BOSSI) Annual Report for the year ending 30 June 2020 for your information and presentation to the Parliament of NSW.

The Annual Report outlines the performance of BOSSI within the context of our strategic priorities, key achievements and regulatory obligations. The report has been prepared in accordance with the *Annual Reports (Statutory Bodies) Act 1984*, the *Public Finance and Audit Act 1983* and the regulations under those Acts.

Yours sincerely

A handwritten signature in blue ink that reads 'Narelle Underwood'.

Narelle Underwood
Surveyor-General of NSW
President, BOSSI

A handwritten signature in blue ink that reads 'David Job'.

David Job
Board Member, BOSSI

16 November 2020

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1. President's Report

As President of the Board of Surveying and Spatial Information (BOSSI, the Board), I am pleased to present my report on the activities of the Board for the period 1 July 2019 to 30 June 2020. BOSSI continues to deliver on its principal functions of protecting the public and maintaining confidence in the activities of the surveying profession in NSW.

The Board has continued to implement its strategic plan with significant progress made towards achieving strategic goals. I am particularly proud of the improvements made in the areas of engagement and communication. BOSSI has increased its presence at industry events and continues to work closely with professional membership bodies to ensure frequent and open communication with the profession.

BOSSI has focused on continuous improvement of all its functions and activities. A major achievement for the year was the successful migration to, and implementation of, the Government Licensing System (GLS) platform. This major reform replaces numerous paper-based processes with a streamlined digital workflow and reporting. GLS allows customers to easily access and search the public version of the register of surveyors. It also allows surveyors to undertake transactions via the Service NSW platform.

It is pleasing to see so many candidate surveyors working towards their certificates of competency and registration. The number of candidate surveyors sitting exams remains high and pass rates are around 73 per cent. BOSSI has identified that the level of supervision and mentoring being provided to candidate surveyors by the profession can improve and will work with the profession to review this in the coming year.

A highlight of the year was the BOSSI awards and presentation ceremony held in November 2019 at Parliament House, a fitting venue to celebrate newly registered surveyors and acknowledge the significant contribution that meritorious surveyors have made to the profession and the state of NSW. I thank Minister Dominello for hosting the event.

The COVID-19 pandemic presented new challenges for BOSSI, but thankfully with the support of the Department of Customer Service, BOSSI was able to quickly transition daily activities and meetings to a virtual environment.

There were significant changes to representation on the Board during this year, with eight of the twelve members commencing their first term. Thank you to outgoing Board members for their significant contributions to BOSSI and the profession.

I take this opportunity to acknowledge and thank Jill Flynn and Donna Field, who retired in July 2020, for their service to BOSSI and the surveying profession as part of the BOSSI Secretariat. Jill in particular had a long career with the Board, serving under four Surveyors General and nine Registrars. The Board wishes them both well in their retirement.

Narelle Underwood
Surveyor-General of NSW
President, BOSSI

2. Board of Surveying and Spatial Information

2.1 Charter

The Board of Surveying and Spatial Information (BOSSI, the Board) is a statutory body constituted by the *Surveying and Spatial Information Act 2002* (the Act). The Board's principal functions are:

- 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
- 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 of, and the 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 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 the Act.

The Board can have other functions conferred or imposed on it by the Act or any other Act or law.

The principal legislation under which BOSSI operates is the *Surveying and Spatial Information Act 2002* and the *Surveying and Spatial Information Regulation 2017*.

2.2 Strategic Plan

The BOSSI strategic plan '2019-2021+' defines BOSSI's purpose as 'protecting the integrity of the State Cadastre, public interest and fostering professional behaviour'. The complete strategic plan is available on the BOSSI website. Key aspects of the plan implemented or progressed during the reporting period are summarised below.

Protection of the State Cadastre and the Community

BOSSI ensures only suitably qualified professionals conduct land and mining surveys and maintains professional standards that surveyors are required to comply with. During the reporting period BOSSI:

- recruited a specialist BOSSI Investigator to support the Board conduct investigations into complaints about surveyors in a timely manner
- finalised 24 complaints concerning registered and candidate surveyors and eight complaints concerning unregistered surveyors
- published investigation summaries on the BOSSI website to educate surveyors, as a deterrent against unacceptable practices and for the protection of customers who wish to engage a surveyor
- delivered the customer friendly "What is a land survey" presentation to stakeholders which explains in easy to understand terms what a land survey is, and the requirement that only registered land surveyors can survey land boundaries in NSW
- strengthened cross-agency cooperation and information sharing with NSW Fair Trading who investigate complaints against surveyors under consumer protection legislation
- liaised with the NSW Resources Regulator to update the Survey and Drafting Directions for Mining Surveyors (2020) NSW Mines and modernise processes for lodgement of Mine Survey Plans with the Regulator.

Engagement and Communication with Customers

BOSSI maintains strong relationships with surveyors, professional and industry bodies, and tertiary students undertaking surveying qualifications. During the reporting period BOSSI:

- emailed nine BOSSI Communiques to registered and candidate surveyors explaining Board Determinations, providing draft policies for feedback, confirming registration requirements and advising exam dates. Communiques are published on the website and shared with professional associations for distribution to their membership
- updated BOSSI website content, and for the first time published Board member profiles on the website as part of a strategy to increase industry awareness and engagement with the Board

- delivered a presentation about BOSSI and the surveyor registration process to surveying students at the University of New South Wales, University of Newcastle and University of Southern Queensland, and over 20 presentations at industry forums and professional development events.

Growth of the Profession to Meet Demand for Registered Surveyors

BOSSI is committed to encouraging new diverse entrants to the surveying industry and supporting candidate surveyors who are working towards their registration. During the reporting period BOSSI:

- Registered 35 new surveyors through either competency assessment or mutual recognition processes, with a pipeline of 256 candidate surveyors currently working towards registration
- Analysed candidate examination statistics over time, and conducted a survey of candidates, to identify trends in enrolments, pass rates, perceived barriers to registration and improvements to the registration process
- Collaborated with the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ) to commence development of a mutual recognition process for candidate surveyors
- Published flowcharts depicting the process for assessment of overseas qualifications on the website in response to stakeholder demand
- Continued its contribution to diversity and inclusion initiatives for the profession including funding the undergraduate Surveyor-General's Scholarship for Women in Surveying.

Governance to Ensure the Integrity of the Surveying Profession

BOSSI is the authoritative point of contact for matters relating to surveying and spatial information in NSW. During the reporting period BOSSI:

- Migrated the register of surveyors to the Government Licensing System (GLS) platform which allows customers to easily access and search the register of surveyors, and surveyors to undertake registration transactions via the Service NSW platform
- Audited 1,059 registered surveyors for their compliance with the 2018/19 Continuing Professional Development (CPD) requirements, resulting in the removal of 36 non-compliant surveyors from the register
- Audited two of the CPD ratified organisations to ensure compliance with requirements in relation to conduct and assessment of CPD activities and issue of CPD compliance certificates
- Implemented succession plans for examiners and committee members, established review cycles for all Determinations, policies and guidelines, and continued progress on digitisation of historical records.

3. Management and Structure

Through the 2019/20 financial year BOSSI operated within DCS Spatial Services, a business unit within the Department of Customer Service and reported to the Minister for Customer Service.

BOSSI and the secretariat are funded by fees collected under the *Surveying & Spatial Information Regulation 2017*.

3.1 Board Members, Meetings and Attendance

Board members are appointed to the Board by the Minister in accordance with Section 27 of the *Surveying and Spatial Information Act 2002*. Board members are appointed for a term of up to two years and a Board member may be nominated and appointed for consecutive terms.

The Board met formally on seven occasions during the year. An honorarium is paid to each Board member for their attendance at Board meetings and other related committee work. However, Board members who hold Government positions do not receive an honorarium. Fees paid to Board members were in accordance with the 'Classification and Remuneration Framework for NSW Government Boards and Committees' issued by the Public Service Commission.

In addition to Board meetings, Board members participate on one or more of the Board's seven committees.

Current members as at 30 June 2020

Nominated under Section	Name	Relevant Qualifications	Current Term (original appointment)
27(2)a	Narelle Underwood	BE (SSIS) (HONS) (UNSW) Registered Land Surveyor	Ex-officio
27(2)b	David Job	B Surv (UNSW) Registered Land Surveyor	10/11/2019 – 9/11/2021 (10/11/2017)
27(2)c	Peter Baxter	B Surv (UNSW) Registered Land Surveyor	8/06/2020 – 7/06/2022 (8/06/2016)
27(2)c	Victoria Tester	BE (SSIS) (Hons) (UNSW) Registered Land Surveyor	10/11/2019 – 9/11/2021
27(2)c	Charles Fransen	B Surv (Hons) (UNSW) Registered Land Surveyor	8/06/2020 – 7/06/2022
27(2)d	Dan Cherry	B AppSc Surveying Registered Mining Surveyor	8/06/2020 – 7/06/2022
27(2)e	Roshni Sharma	B EnvScMgmt (Hons) MSc (Geos) MScTch (Spat Inf)	8/06/2020 – 7/06/2022
27(2)e	Venessa O'Connell	B Surv (UoN) Registered Land Surveyor	8/06/2020 – 7/06/2022

27(2)e	Michael Lamont	BAppSc, GradDip Urb & Reg Planning Registered Land Surveyor	8/06/2020 – 7/06/2022
27(2)f	John Stacpoole	Bsc (EconGeol) (Hons) MEng (Mine) Inspector of Mining Engineering	23/09/2019 – 22/09/2021
27(2)g	Katie Wallace	BA (Psych) LLB GradDipLegPrac DipMgt	23/09/2019 – 22/09/2021
27(2)h	Lloyd Pilgrim	B Surv (UoN) PhD (UoN)	10/11/2019 – 9/11/2021 (10/11/2017)

Other members during 2019/20

Nominated under Section	Name	Relevant Qualifications	Current Term (original appointment)
27(2)c	Robert Harrison OAM	B Surv (UNSW) Registered Land Surveyor	8/06/2018 – 7/06/2020 (18/02/2013)
27(2)c	Christopher Abbott	B Surv (UoN) Registered Land Surveyor	10/11/2017 – 9/11/2019 (31/07/2015)
27(2)d	Christopher Moy	Registered Mining Surveyor	8/06/2018 – 7/06/2020 (1/01/2011)
27(2)e	Liz Fulton	MGIS & Remote Sensing GISP-AP	8/06/2018 – 7/06/2020 (8/06/2016)
27(2)e	Mary-Ellen Feeney	BSc (Applied Physical Geography) (Hons) (UNSW) PhD Geomatic Engineering (UMELB)	8/06/2018 – 7/06/2020 (8/06/2016)
27(2)e	Andrew Halmarick	BAppSc (Surv & Mapping) Grad Dip Urban Estate Management Registered Land Surveyor	8/06/2018 – 7/06/2020 (8/06/2016)
27(2)g	Janet Bailey	BA (MU) Dip Ed (MU)	8/08/2017 – 7/08/2019

Advisors and Observers

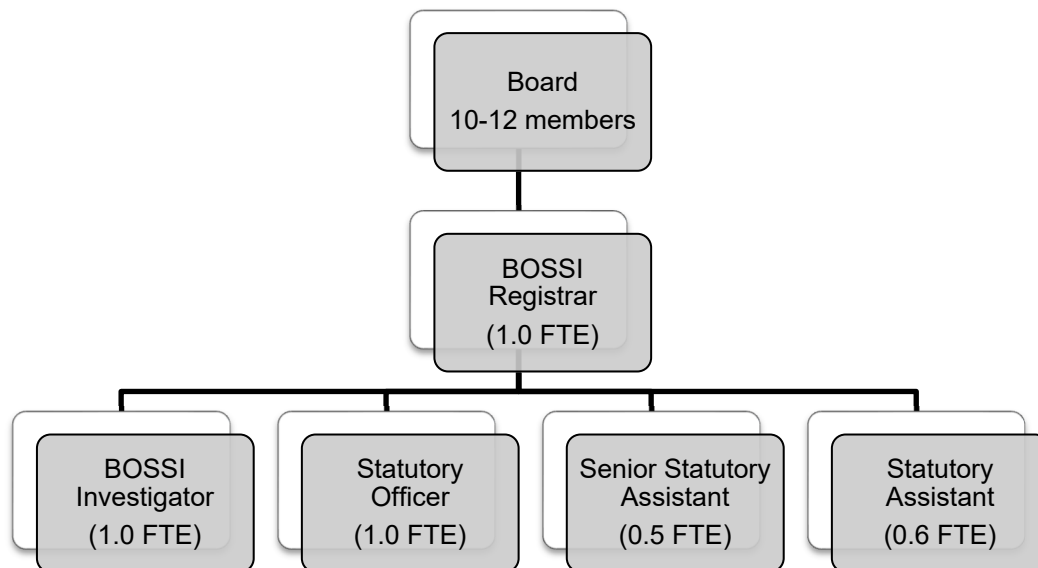
Role	Name	Relevant Qualifications	Term
Registrar	Shane Oates		Ex-officio
Observer	Jeff Brown	B Surv (UNSW) Surveyor-General of the ACT Registered Land Surveyor	Ex-officio
Young Surveyor Advisor	Gavin Watson	BEng (SSIS) UNSW Registered Land & Mining Surveyor	November 2019 – November 2021
Young Surveyor Advisor	Ruiyuan Li	BEng (SSIS) (HONS) (UNSW) Registered Land Surveyor	November 2017 – November 2019

Board Meetings and Attendance

Name	July 2019	Sep 2019	Nov 2019	Feb 2020	Mar 2020	Apr 2020	May 2020	Total
Narelle Underwood	✓	✓	✓	✓	✓	✓	✓	7
David Job	✓	✓	✓	✓	✓	✗	✓	6
Peter Baxter	✓	✓	✓	✓	✓	✓	✓	7
Christopher Abbott	✗	✓	n/a	n/a	n/a	n/a	n/a	1
Victoria Tester	n/a	n/a	✓	✓	✗	✓	✓	4
Robert Harrison OAM	✗	✓	✓	✓	✓	✓	✓	6
Charles Fransen	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
Christopher Moy	✓	✓	✓	✓	✗	✓	✓	6
Dan Cherry	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
Liz Fulton	✓	✓	✓	✗	✓	✗	✓	5
Mary-Ellen Feeney	✓	✓	✓	✓	✓	✓	✓	7
Andrew Halmarick	✓	✗	✓	✓	✓	✓	✓	6
Roshni Sharma	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
Venessa O'Connell	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
Michael Lamont	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0
John Stacpoole	n/a	n/a	✓	✓	✗	✓	✓	4
Janet Bailey	✓	n/a	n/a	n/a	n/a	n/a	n/a	1
Katie Wallace	n/a	n/a	✓	✓	✗	✓	✓	4
Lloyd Pilgrim	✓	✓	✓	✓	✓	✓	✓	7
Jeff Brown	✓	✓	✓	✓	✗	✓	✓	6
Ruiyuan Li	✓	✓	✓	n/a	n/a	n/a	n/a	3
Gavin Watson	n/a	n/a	n/a	✓	✗	✓	✓	3
Shane Oates	✓	✓	✓	✓	✓	✓	✓	7

3.2 Board Secretariat

Section 28A of the *Surveying and Spatial Information Act 2002* makes provision for persons to be employed in the Public Service to enable the Board to exercise its functions. BOSSI does not directly employ staff. All staff are employed by the Department of Customer Services, with the Department charging BOSSI for personnel services.



3.3 Board Committees

BOSSI has established committees to complete key tasks at the direction of the Board. These include the Continuing Professional Development Committee, Training Committee, Finance and Audit Committee, Spatial Information Committee, Professional Audit and Investigation Committee, Discipline Committee, and Land and Mining Committee.

Each Committee's terms of reference and membership can be found in the BOSSI Charter on the Board's website.

3.4 Board Examiners

BOSSI draws upon the services of registered surveyors to serve as examiners for Board examinations.

Daily sitting fees and travel expenses are paid by the Board to examiners assessing candidates. However, examiners who hold Government positions do not receive sitting fees or travel expenses. Fees paid to examiners were in accordance with the 'Classification and Remuneration Framework for NSW Government Boards and Committees' issued by the Public Service Commission and Department of Premier and Cabinet Circular C2019-03 'Meal, Travelling and Other Allowances for 2019-20'.

4. Operations and Activities

4.1 Registration of Surveyors

Surveyor Registrations

On 30 June 2020 the register of surveyors contained the names of 1,048 registered surveyors who are considered competent by BOSSI to perform land and mining surveys in NSW. The total number of registrations included 35 new registrations achieved by either competency or mutual recognition.

During 2019/20, BOSSI issued 21 letters of accreditation to interstate Boards. These reciprocal arrangements between BOSSI and other jurisdictions are in accordance with National Competition Policy (NCP) Principles, the *Mutual Recognition Act 1992* and the *Trans-Tasman Mutual Recognition Act 1997*.

Performance indicator	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Registered surveyors in NSW	1,042	1,039	1,030	1,063	1,059	1,048
New registrations						
Certificate of competency	17	23	23	24	32	28
Letter of accreditation from reciprocating Boards	12	17	9	10	14	7
Removal of name from register						
Non-payment of annual registration fees	39	42	58	39	31	19
Non-compliance with Continuing Professional Development (CPD)	-	-	1	-	-	36 ¹
At own request	26	26	34	17	26	25
Deceased	3	4	2	4	3	3
Restoration of name to register	34	27	52	34	30	47
Letter of accreditation issued to reciprocating Boards	13	17	28	20	16	21
Candidate enrolments	59	75	56	72	60	49
Total financial candidates	197	232	228	260	251	256
Assessment of overseas qualifications	25	32	28	40	34	16
Assessment of interstate qualifications	3	1	0	0	0	0
Meritorious certificates awarded	20	19	22	14	24	18

Note 1 Increase in removal for non-compliance with CPD is correlated with the introduction of 100% audit.

Further statistical reporting and analysis can be found in the 'BOSSI Statistical Review 2019-2020' available on the BOSSI website.

Register of surveyors

BOSSI maintains a register of surveyors as required under Section 15 of the *Surveying and Spatial Information Act 2002*. During the reporting period BOSSI migrated the register to the Government Licensing System (GLS) platform. This aligned the register with other NSW Government licensing registers. In addition to making the public version of the register easier to search, GLS also allows surveyors to undertake transactions via the Service NSW (OneGov) platform. This reform has replaced numerous paper-based processes with a streamlined digital workflow and reporting.

Qualifications

Registered surveyors in NSW must hold a recognised qualification.

BOSSI recognises various three and four-year degrees from universities throughout Australia and New Zealand. The list of relevant universities can be found on the Board's website. BOSSI facilitates a process of independent assessment to determine equivalency for unrecognised interstate or overseas qualifications.

During the 2019/20 financial year, BOSSI reviewed 16 overseas academic qualifications. No requests for the assessment of interstate qualification were received during 2019/20.

Candidate training

To assist candidate surveyors attempting assessment, BOSSI conducts an annual candidate training workshop at Kurri Kurri TAFE. Unfortunately, this year the workshop was cancelled due to COVID-19.

The following training workshops were provided by professional organisations to help prepare candidate surveyors for BOSSI assessments:

- Institution of Surveyors NSW (ISNSW) - land boundary surveys
- Association of Consulting Surveyors (ACS) - engineering design, town planning and strata/community title
- Australian Institute of Mine Surveyors (AIMS) - mining surveying.

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

Examinations

BOSSI met for 12 working days during 2019/20 for the purpose of assessing the professional competence of candidate surveyors through examinations. BOSSI had no candidate surveyors undertaking Professional Training Agreements in this reporting period. As a result of the examinations 28 surveyors were issued with certificates of competency.

Meritorious Service Certificates

In accordance with Section 85 of the *Surveying and Spatial Information Regulation 2017* BOSSI issued certificates of meritorious service to the following persons:

Name	Date of Original Registration
Michael Athorn	24 September 1982
Joseph Marion Blicharz	30 September 1974
Roger Stephen Boxall	20 March 1972
Colin Edward Cadman	18 March 1977
Graeme Geoffrey Calnan	18 March 1977
Bernard Joseph De Witt	3 October 1967
Graeme John Ellerton	30 March 1990
Gregory Owen Knight	CMQB June 1983 BOSSI December 2003
Michael Nolan Lavis	25 September 1981
Peter William Leane	19 March 1973
Louis Archibald Lewington	29 September 1969
Brian Albert Lidbury	5 October 1977
Gary Andrew Lord	23 March 1984
Robert Hilliard Morphew	CMQB May 1979 BOSSI July 2003
Michael James Neate	12 October 1979
Michael Irving Nelmes	3 March 1989
Daryl Jack Smith	23 March 1984
Paul David Wright	15 September 1989

Note CMQB - Coal Mines Qualifications Board who were responsible for the registration of mining surveyors until 2003.

Complaints, Investigations and Discipline – Protecting the Community

BOSSI has a primary responsibility for ensuring that any reported, suspected or known professional misconduct or professional incompetence involving registered surveyors is investigated fully and that timely and appropriate corrective and/or disciplinary action is taken where necessary.

Matters for which action may be taken against a registered surveyor include:

- professional incompetence
- professional misconduct.

BOSSI may also take prosecution action in the Local Court against persons who undertake a land or mining survey for fee or reward if they are not registered to do so.

If BOSSI determines that the disciplinary action to be taken as a result of an investigation is suspension or cancellation of registration, details of the investigation are published on the BOSSI website including the name of the surveyor.

For matters not involving suspension or cancellation of registration, the details of the cases are published for educational purposes with personal identifying details removed.

Details about prosecution action against unregistered persons, including their name, are published on the BOSSI website dependent upon any conditions set by the Court.

Information about BOSSI disciplinary action resulting in suspension or cancellation of registration of a surveyor, and prosecution action of an unregistered person is published for:

- educational purposes
- as a deterrent to other people and businesses not to engage in unacceptable behaviour
- for the protection of consumers who wish to engage a surveyor.

2019-20 Complaint Statistics

Complaints	
27	Carried over from previous periods
21	Formal complaints received during reporting period
3	Withdrawn
29	Closed during this period
16	Undergoing investigation

Of the 29 complaints closed during this period:

- seven were against unregistered surveyors
- five were against candidate surveyors
- 17 were against registered surveyors
- four were closed due to insufficient evidence to support an investigation
- nine were deemed as 'not a valid complaint'
- three caution letters were issued
- disciplinary action was taken against one registered surveyor.

During the reporting period BOSSI also:

- received 10 informal complaints that were reviewed but not progressed to investigation
- instigated an investigation and took disciplinary action against a candidate surveyor for misuse of their supervising surveyor's signature.

4.2 Determinations and Publications

Clause 77 of the *Surveying and Spatial Information Regulation 2017* gives BOSSI the power to make formal determinations on specific matters. During the reporting period the following determinations were reviewed, updated and approved by the Board:

- BOSSI Determination - Board Examinations
- BOSSI Determination - Continuing Professional Development
- BOSSI Determination - Recognised Qualifications
- BOSSI Determination - Supervision
- BOSSI Determination - Surveyors Assistant.

BOSSI also publishes policies, guidelines and information documents on its website. During the reporting period the following determinations were reviewed, updated and approved by the Board:

- BOSSI Charter
- BOSSI Ethics and Code of Professional Conduct
- BOSSI Draft Guideline – Terrestrial Laser Scanning (TLS) for Cadastral Surveys
- BOSSI Power of Entry.

With the endorsement of the Board, the Surveyor-General gazetted and published the Survey and Drafting Directions for Mining Surveyors 2020 (NSW Mines). The updated Directions include the adoption of GDA2020 for mine surveys and modernisation of processes for lodgement of Mine Survey Plans with the NSW Resources Regulator.

4.3 Awards and Scholarships

The following prizes, awards and scholarships were granted during 2019/20.

- **NSW Surveyor General's Women in Surveying Undergraduate Scholarship** \$5,000 for a full-time female student in the first year of a Bachelor of Surveying course at the University of Newcastle
 - Rosemary Morison
- **Board of Surveying and Spatial Information Medals** - most successful students in the final year of tertiary study
 - Timothy Diemar, University of Newcastle
 - Daniel Fowler, University of New South Wales
- **A Allen Consulting Surveyors Prize** - best result in strata and community titles assessments (sponsored by ACS NSW)
 - Elliot Griffiths
- **Augustus Alt Prize** - best result in engineering assessments (sponsored by ACS NSW)
 - Lachlan Smith

- **Barr Prize** - best result in rural cadastral surveying assessments (sponsored by ISNSW)
 - Peter Sergeant
- **Harvey Prize** - best result in town planning assessments (sponsored by ACS NSW)
 - Leith Holness & Beau Fredericks
- **Neil Ryan Memorial Award** - best result in urban cadastral surveying assessments (sponsored by ISNSW)
 - Christopher Ryan
- **Staff Surveyors Association Award** - most innovative, technically difficult or diverse project presented at the Board's assessments (sponsored by APAS)
 - Benjamin Cleaver
- **Surveyor General's Prize** - best overall candidate surveyor who received their Certificate on Competency in the calendar year (sponsored by the Office of the Surveyor General)
 - Mathew London.

4.4 Stakeholder Engagement

During the reporting year consultations occurred with NSW professional surveying and spatial associations and the academic sector, to maintain engagement between BOSSI and the broader surveying and spatial industry.

As part of its strategic plan and ongoing commitment to the growth of the profession, BOSSI conducted a survey to support a review of examination statistics identifying trends, barriers and possible changes or improvements to the registration process.

Members of the Board and the Registrar gave over 20 presentations at various industry forums and continuing professional development events during the reporting year. Involvement of the Board with the profession gave registered land and mining surveyors an opportunity to discuss relevant issues directly with Board representatives.

4.5 Continuing Professional Development

Under Clause 82 of the *Surveying and Spatial Information Regulation 2017* compliance with BOSSI's Continuing Professional Development (CPD) Determination is a condition of registration as a surveyor. 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
- Association of Consulting Surveyors NSW
- Australian Institute of Mine Surveyors Limited NSW Division
- University of Newcastle
- Surveying and Spatial Sciences Institute (NSW).

In accordance with the Board's CPD Determination an audit was conducted on 100 per cent of surveyors who renewed their registration for the reporting period. During this process 1,059 registered surveyors were audited for their compliance with 2018/19 CPD year requirements. As a result of the audit:

- 2 exemptions were granted
- 32 conditional compliances were issued
- 36 surveyors were deemed not to have complied with the CPD Determination and were removed from the register of surveyors.

In response to the COVID-19 pandemic and the cancellation of some face to face events the Board removed the cap applied to the maximum number of CPD points that could be obtained during the 2019/20 CPD year through webinars and online training. Despite this, BOSSI saw a significant increase in the number of applications for exemptions and conditional compliance, with 101 applications being received.

The BOSSI migration to the Government Licencing System (GLS) platform for the register of surveyors meant that registered surveyors were required to supply evidence of CPD compliance at the time of renewal. As a result, the timing of the CPD audit was brought forward and results of the audit for compliance with 2019/20 CPD year requirements was:

- two exemptions granted
- 77 conditional compliances issued
- 14 surveyors deemed not to have complied with the CPD Determination and were removed from the register of surveyors.

5. Financial Statements

5.1 Budget

BOSSI is primarily funded on the collection of fees as set in Schedule 7 of the *Surveying and Spatial Information Regulation 2017*.

Revenue	2015-16	2016-17	2017-18	2018-19	2019-20	Budget ¹ 2020-21
Registration fees	\$465,207	\$482,964	\$490,723	\$509,757	\$518,188	\$520,000
Candidate enrolment and workshop fees	\$48,705	\$43,122	\$48,070	\$44,983	\$28,684	\$40,000
Examination fees	\$4,527	\$40,670	\$61,584	\$75,942	\$69,300	\$50,000
Investment revenue	\$17,784	\$15,512	\$19,076	\$16,033	\$7,471	\$3,000
Other revenue and contributions	\$47,282	\$46,869	\$37,381	\$29,808	\$38,066	\$20,000
Total	\$583,505	\$629,137	\$656,834	\$676,523	\$661,709	\$633,000

Expenditure	2015-16	2016-17	2017-18	2018-19	2019-20	Budget ¹ 2020-21
Personnel services	\$286,724	\$309,201	\$306,306	\$324,545	\$410,626	\$428,000
Board member fees	\$33,158	\$39,020	\$42,630	\$44,180	\$39,540	\$35,000
Depreciation	\$2,636	\$3,483	\$5,119	\$3,968	\$3,007	\$5,000
Grants	-	-	-	\$4,545	\$5,000	\$6,000
Other expenditure	\$203,519	\$215,834	\$321,285	\$235,894	\$244,436	\$321,400
Total	\$526,037	\$567,538	\$675,340	\$613,132	\$702,609	\$795,400

Note 1 Budget as approved by the Board on 23 September 2020

Investment performance

BOSSI's investment performance for the reporting period is below. The Westpac investment, as part of the Treasury Banking System was the only source of interest revenue for the reporting period.

Category	Weighted portfolio composition	Revenue	Annual rate of return
Bank interest	100%	\$7,471	0.7%

5.2 Payment of Accounts

BOSSI has a statutory obligation to report on the prompt payment of accounts, including disclosure of payment performance as required by Treasury Circular 11/21 'Annual Reporting on Payment of Accounts'.

Quarters	TOTAL	Within due date	0 – 30 days overdue	30 - 60 days overdue	61 - 90 days overdue	90+ days overdue
All suppliers						
September	\$72,047	\$4,264	\$49,970	\$17,813	-	-
December	\$35,646	\$19,772	\$15,796	\$53	-	\$25
March	\$15,646	\$8,839	\$5,381	\$1,426	-	-
June	\$21,313	\$9,746	\$11,493	-	-	\$74
Small business suppliers						
September	\$20	-	\$20	-	-	-
December	\$2,236	-	\$2,236	-	-	-
March	\$2,428	-	\$2,428	-	-	-
June	\$8,009	-	\$8,009	-	-	-
Measure			September	December	March	June
All suppliers						
Number of accounts due for payment			24	39	28	27
Number of accounts paid on time			9	26	18	14
Actual percentage of accounts paid on time (based on number of accounts)			38%	67%	64%	52%
Dollar amount of accounts due for payment			\$72,047	\$35,646	\$15,646	\$21,313
Dollar amount of accounts paid on time			\$4,264	\$19,772	\$8,839	\$9,746
Actual percentage of accounts paid on time (based on \$)			5.9%	55.4%	56.5%	45.7%
Number of payments for interest on overdue accounts			-	-	-	-
Interest paid on overdue accounts			-	-	-	-

Note: Payment performance was impacted due to settlement negotiations, incorrectly rendered invoices, and invoices submitted prior to completion of work. BOSSI continues to work with suppliers and staff to reduce impacts and improve performance where possible.

5.3 Independent Auditors Report



INDEPENDENT AUDITOR'S REPORT

Board of Surveying and Spatial Information

To Members of the New South Wales Parliament

Opinion

I have audited the accompanying financial statements of the Board of Surveying and Spatial Information (the Board), which comprise the Statement of Comprehensive Income for the year ended 30 June 2020, the Statement of Financial Position as at 30 June 2020, the Statement of Changes in Equity and the Statement of Cash Flows for the year then ended, notes comprising a Statement of Significant Accounting Policies and other explanatory information.

In my opinion, the financial statements:

- give a true and fair view of the financial position of the Board as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 41B of the *Public Finance and Audit Act 1983* (PF&A Act) and the Public Finance and Audit Regulation 2015.

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

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under the standards are described in the 'Auditor's Responsibilities for the Audit of the Financial Statements' section of my report.

I am independent of the Board in accordance with the requirements of the:

- Australian Auditing Standards
- Accounting Professional and Ethical Standards Board's APES 110 'Code of Ethics for Professional Accountants (including Independence Standards)' (APES 110).

I have fulfilled my other ethical responsibilities in accordance with APES 110.

Parliament promotes independence by ensuring the Auditor-General and the Audit Office of New South Wales are not compromised in their roles by:

- providing that only Parliament, and not the executive government, can remove an Auditor-General
- mandating the Auditor-General as auditor of public sector agencies
- precluding the Auditor-General from providing non-audit services.

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

Other Information

The Board's annual report for the year ended 30 June 2020 includes other information in addition to the financial statements and my Independent Auditor's Report thereon. The members of the Board are responsible for the other information. At the date of this Independent Auditor's Report, the other information I have received comprise the Statement by the Members of the Board.

My opinion on the financial statements does not cover the other information. Accordingly, I do not express any form of assurance conclusion on the other information.

In connection with my audit of the financial statements, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude there is a material misstatement of the other information, I must report that fact.

I have nothing to report in this regard.

The Board's Responsibilities for the Financial Statements

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

In preparing the financial statements, the members of the Board are responsible for assessing the Board's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting.

Auditor's Responsibilities for the Audit of the Financial Statements

My objectives are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- issue an Independent Auditor's Report including my opinion.

Reasonable assurance is a high level of assurance, but does not guarantee an audit conducted in accordance with Australian Auditing Standards will always detect material misstatements. Misstatements can arise from fraud or error. Misstatements are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions users take based on the financial statements.

A description of my responsibilities for the audit of the financial statements is located at the Auditing and Assurance Standards Board website at: www.auasb.gov.au/auditors_responsibilities/ar4.pdf. The description forms part of my auditor's report.

The scope of my audit does not include, nor provide assurance:

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



Weini Liao

Director, Financial Audit Services

Delegate of the Auditor-General for New South Wales

2 November 2020

SYDNEY

5.4 Audited Financial Statements

BOARD OF SURVEYING AND SPATIAL INFORMATION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2020

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 2020 and the 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 Financial Reporting Directions mandated by the Treasurer.

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



David Job
Board Member, BOSSI
Date: 30/10/2020



Narelle Underwood
Surveyor General of NSW and President, BOSSI
Date: 30/10/2020

START OF AUDITED FINANCIAL STATEMENTS

BOARD OF SURVEYING AND SPATIAL INFORMATION

Statement of comprehensive income for the year ended 30 June 2020

	Notes	2020 \$	2019 \$
Revenue			
Fees revenue	2(a)	643,738	660,490
Interest revenue	2(b)	7,471	16,033
Other revenue	2(c)	10,500	-
Total Revenue		<u>661,709</u>	<u>676,523</u>
 Expenses excluding losses			
Personnel services	3(a)	410,626	324,545
Other operating expenses	3(b)	283,976	280,074
Depreciation	3(c)	3,007	3,968
Grants	3(d)	5,000	4,545
Total Expenses excluding losses		<u>702,609</u>	<u>613,132</u>
 Loss on Disposal of Assets	3(e)	-	-
 NET RESULT		<u>(40,900)</u>	<u>63,391</u>
 TOTAL COMPREHENSIVE INCOME / (LOSS)		<u>(40,900)</u>	<u>63,391</u>

The accompanying notes form part of these financial statements

START OF AUDITED FINANCIAL STATEMENTS

BOARD OF SURVEYING AND SPATIAL INFORMATION

Statement of financial position as at 30 June 2020

	Notes	2020 \$	2019 \$
ASSETS			
Current Assets			
Cash and cash equivalents	5(a)	831,893	860,502
Receivables	6	315	290
Total Current Assets		832,208	860,792
Non-Current assets			
Plant and equipment	7	1,977	4,984
Total Non-Current assets		1,977	4,984
TOTAL ASSETS		834,185	865,776
LIABILITIES			
Current Liabilities			
Payables	8	115,540	106,231
Total Current Liabilities		115,540	106,231
Non-Current Liabilities		-	-
TOTAL LIABILITIES		115,540	106,231
NET ASSETS		718,645	759,545
EQUITY			
Accumulated funds		718,645	759,545
TOTAL EQUITY		718,645	759,545

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 2020

	Accumulated Funds \$	Total Equity \$
Balance at 1 July 2019	759,545	759,545
Net result for the year	(40,900)	(40,900)
Other comprehensive income	-	-
Total comprehensive income for the year	(40,900)	(40,900)
Balance at 30 June 2020	718,645	718,645
Balance at 1 July 2018	696,154	696,154
Net result for the year	63,391	63,391
Other comprehensive income	-	-
Total comprehensive loss for the year	63,391	63,391
Balance at 30 June 2019	759,545	759,545

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 2020

	Notes	2020 \$	2019 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Receipts from customers		656,564	664,033
Interest received		7,471	16,033
GST refund		12,743	6,043
Total Receipts		676,778	686,109
Payments			
Payments to suppliers		(705,387)	(621,059)
Total Payments		(705,387)	(621,059)
NET CASH FLOWS FROM OPERATING ACTIVITIES	5(b)	(28,609)	65,050
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of plant and equipment	7	-	-
NET CASH FLOWS FROM INVESTING ACTIVITIES		-	-
NET INCREASE / (DECREASE) IN CASH		(28,609)	65,050
Opening cash and cash equivalents		860,502	795,452
CLOSING CASH AND CASH EQUIVALENTS	5(a)	831,893	860,502

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 2020

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 2020 were authorised for issue by the Board on the 30 October 2020.

The Board's registered office address is 346 Panorama Avenue, Bathurst, NSW.

Impact of COVID-19

There is no significant impact of COVID-19 on the Board except for below:
The board cancelled candidate workshops due to pandemic with the estimated loss of revenue of \$16k. The loss was offset with savings in workshop expenses not incurred as the fee revenue is based on actual cost recovery.

The board recorded immaterial reduction in investment revenue due to lower interest rates during the year.

Impact of Natural Disasters

The natural disasters in the financial year like bushfires didn't have material impact on board's operations.

b. Basis of preparation

The Board's financial statements are general purpose financial statements, which have been prepared on an accrual basis and 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 the Financial Reporting Directions mandated by the Treasurer.

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 (AAS), which include Australian Accounting Interpretations.

d. Changes in accounting policies, including new and revised AAS

Effective for the first time in 2019-20

The Board applied AASB 15 Revenue from Contracts with Customers, AASB 1058 Income of Not-for-Profit Entities, and AASB 16 Leases for the first time. The nature and effect of the changes as a result of adoption of these new accounting standards are described below.

Several other amendments and interpretations apply for the first time in FY2019-20, but do not have an impact on the financial statements of the Board.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

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

d. *Changes in accounting policies, including new and revised AAS (continued)*

AASB 15 Revenue from Contracts with Customers

AASB 15 supersedes AASB 111 Construction Contracts, AASB 118 Revenue and related Interpretations and it applies, with limited exceptions, to all revenue arising from contracts with customers. AASB 15 establishes a five-step model to account for revenue arising from contracts with customers and requires that revenue be recognised at an amount that reflects the consideration to which the Board expects to be entitled in exchange for transferring goods or services to a customer.

AASB 15 requires entities to exercise judgement, taking into consideration all of the relevant facts and circumstances when applying each step of the model to contracts with their customers. The standard also specifies the accounting for the incremental costs of obtaining a contract and the costs directly related to fulfilling a contract. In addition, the standard requires relevant disclosures.

In accordance with the transition provisions in AASB 15, the Board has adopted AASB 15 retrospectively with the cumulative effect of initially applying the standard recognised at the date of initial application, i.e. 1 July 2019. The Board has used the transitional practical expedient permitted by the standard to reflect the

aggregate effect of all of the modifications that occur before 1 July 2018 when:

- identifying the satisfied and unsatisfied performance obligations
- determining the transaction price
- allocating the transaction price to the satisfied and unsatisfied performance obligations.

The adoption of AASB 15 have no material impact on Board's 2019-20 Financial Statements.

AASB 1058 Income of Not-for-Profit Entities

The adoption of AASB 1058 have no material impact on Board's 2019-20 Financial Statements.

AASB 16 Leases

As the Board has nil reportable leases, the adoption of AASB 16 have no impact on Board's 2019-20 Financial Statements.

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 17 Insurance Contracts
- AASB 1059 Service Concession Assets: Grantors
- AASB 2018-5 Amendments to Australian Accounting Standards - Deferral of AASB 1059
- AASB 2018-6 Amendments to Australian Accounting Standards - Definition of a Business
- AASB 2018-7 Amendments to Australian Accounting Standards - Definition of Material
- AASB 2019-1 Amendments to Australian Accounting Standards - References to the Conceptual Framework
- AASB 2019-2 Amendments to Australian Accounting Standards - Implementation of AASB 1059

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

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

d. *Changes in accounting policies, including new and revised AAS (continued)*

- AASB 2019-3 Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform
- AASB 2019-7 Amendments to Australian Accounting Standards – Disclosure of GFS Measures of Key Fiscal Aggregates and GAAP/GFS Reconciliations

It is considered that the implementation of this standard will not have any impact on the Board's financial results.

e. *Significant accounting judgements, estimates and assumptions*

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

f. *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.

g. *Equity*

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

h. *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.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

2. REVENUE

Recognition and Measurement

Until 30 June 2019, income is recognised in accordance with AASB 118 Revenue and AASB 1004 Contributions. From 1 July 2019, income is recognised in accordance with the requirements of AASB 15 Revenue from Contracts with Customers or AASB 1058 Income of Not-for-Profit Entities, dependent on whether there is a contract with a customer defined by AASB 15 Revenue from Contracts with Customers. Comments regarding the accounting policies for the recognition of income are discussed below.

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.

	2020 \$	2019 \$
a. Fees revenue		
- Annual registration fees	518,188	509,757
- Candidate fees	28,684	44,983
- Examination fees	69,300	75,942
- Registration restoration fees	17,554	17,504
- Miscellaneous fees	10,012	12,304
	<u>643,738</u>	<u>660,490</u>
 b. Interest revenue	 <u>7,471</u>	 <u>16,033</u>
 c. Other revenue		
- Recovery of legal expenses	10,500	-
	<u>10,500</u>	<u>-</u>

Recognition and Measurement

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**
Until 30 June 2019, revenue from rendering of services such as workshops or trainings is recognised when the service is provided or by reference to the stage of completion.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

2. REVENUE (continued)

From 1 July 2019, revenue from rendering of services is recognised when the Board satisfies the performance obligation by transferring the promised services - workshops or trainings. The entity typically satisfies its performance obligations when workshops or trainings are completed.

(iii) Interest revenue

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset.

Deemed Appropriations

	2020 \$	2019 \$
Movement of Section 4.7 GSF Act – deemed appropriations		
Opening balance	-	-
Adjusted for appropriations deemed in commencement of s.4.7	860,502	-
Adjusted opening balance	860,502	-
Add: additions of deemed appropriations	676,778	621,059
Less: expenditure charged against deemed appropriations	705,387	621,059
Closing Balance	831,893	-

3. EXPENSES

	2020 \$	2019 \$
a. <i>Personnel services</i>		
- Salaries and wages (including recreation leave)	350,652	261,414
- Long service leave	-	7,806
- Superannuation	31,958	32,969
- Workers compensation insurance	-	217
- Payroll tax and fringe benefit tax	28,016	22,139
	410,626	324,545

Recognition and Measurement

The Board is an entity that does not directly employ staff. The Department of Customer Services (DCS, or 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 expenses include salaries, superannuation, leave entitlements, fringe benefit tax, payroll tax and worker's compensation insurance.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

3. EXPENSES (continued)

	2020 \$	2019 \$
b. Other operating expenses		
- Audit fees (audit of financial statements)	15,068	14,700
- Board/committee member fees	39,540	44,180
- Legal Fees	69,178	710
- Other fees	55,285	57,384
- Catering and venue hire	11,305	27,482
- Bank charges	3,939	4,585
- Administration fee ¹	65,000	50,000
- DCS COM charge ²	-	44,986
- Maintenance ³	702	186
- Postage, telephone and courier	-	1,277
- Stores and stationery	3,197	4,312
- Computer expenses	696	599
- Travel and subsistence	20,066	29,673
	<u>283,976</u>	<u>280,074</u>

¹Administration fee expense is Corporate Support by DCS-Spatial Services for the Board of Surveying and Spatial Information which includes: Employee services, Financial services, Information and Communications Technology services, Accommodation, Transport and Enterprise Resource Planning.

²DCS Corporate Operating Model (COM) charge applied from 1 July 2017 until 30 June 2019 and was the recovery of corporate costs. The DCS COM charge was not recouped in 2019-20.

³All maintenance expenses are incurred by the Board. There are no personnel services related maintenance expenses.

Recognition and Measurement

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.

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.

c. Depreciation

- EDP equipment	3,007	3,968
	<u>3,007</u>	<u>3,968</u>

Refer to Note 7 for Recognition and Measurement policies

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

3. EXPENSES (continued)

b. Other operating expenses (continued)

d. Grants	5,000	4,545
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2020: WIS undergraduate sponsorship grant awarded when there is applicant of sufficient merit
2019: non-recurring contribution for Surveying and Geospatial skills study

e. Loss on disposal of assets	-	-
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4. Related Party Disclosures

The Board's key management personnel compensation are as follows;

	2020 \$	2019 \$
Short-term employee benefits	39,540	44,180
Post-employment benefits	3,169	4,197
	<u>42,709</u>	<u>48,377</u>

During the year, the Board has not entered into any arm's length terms and conditions with key management personnel, their close family members and controlled or jointly controlled entities thereof.

Other Related Party Transactions

During the year, the Board has entered into transactions with other entities that are controlled by NSW Government. These transactions in aggregate are a significant portion of the Board's operating expenses. Please refer below for details of these transactions.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

4. Related Party Disclosures (continued)

Other Related Party Transactions (continued)

	2020		2019	
Nature of Transaction	Transaction Value	Net Payable	Transaction Value	Net Payable
	\$	\$	\$	\$
Personnel services	410,626	76,829	324,545	72,721
Audit fee	15,068	11,068	14,700	8,700
Administration fee	65,000	-	50,000	-
DCS corporate costs (refer Note 3)	-	-	45,239	3,749

5. CASH AND CASH EQUIVALENTS

a. Cash and cash equivalents

	2020	2019
	\$	\$
Cash at bank and on hand	831,893	860,502
	<u>831,893</u>	<u>860,502</u>

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:

	2020	2019
	\$	\$
Cash and cash equivalents (per statement of financial position)	831,893	860,502
Closing cash and cash equivalents (per statement of cash flows)	<u>831,893</u>	<u>860,502</u>

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

5. CASH AND CASH EQUIVALENTS (continued)

a. Cash and cash equivalents (continued)

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

	2020 \$	2019 \$
Net cash flows from operating activities	(28,609)	65,050
Depreciation	(3,007)	(3,968)
Loss on disposal of fixed assets	-	-
Changes in operating assets and liabilities		
Increase/(decrease) in trade and other receivables	25	(2,591)
(Increase)/decrease in trade and other payables	(9,309)	4,900
Net result	(40,900)	63,391

6. RECEIVABLES

	2020 \$	2019 \$
Accounts Receivable	-	171
GST receivable	315	119
	315	290

Recognition and Measurement

All 'regular way' purchases or sales of financial assets are recognised and derecognised on a trade date basis. Regular way purchases or sales are purchases or sales of financial assets that require delivery of assets within the time frame established by regulation or convention in the marketplace. Receivables are initially recognised at fair value plus any directly attributable transaction costs. Trade receivables that do not contain a significant financing component are measured at the transaction price.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

6. RECEIVABLES (continued)

Subsequent measurement under AASB 9 (from 1 July 2019)

The Board holds receivables with the objective to collect the contractual cash flows and therefore measures them at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

Subsequent measurement under AASB 139 (for comparative year ended 30 June 2019)

Subsequent measurement is at amortised cost using the effective interest method, less any impairment. Changes are recognised in the net result for the year when impaired, derecognised or through the amortisation process.

Impairment under AASB 9 (from 1 July 2019)

The Board recognises an allowance for expected credit losses (ECLs) for all debt financial assets not held at fair value through profit or loss. ECLs are based on the difference between the contractual cash flows and the cash flows that the Board expects to receive, discounted at the original effective interest rate. For trade receivables, the Board applies a simplified approach in calculating ECLs. The Board recognises a loss allowance based on lifetime ECLs at each reporting date.

Impairment under AASB 139 (for comparative year ended 30 June 2019)

Receivables are subject to an annual review for impairment. These are considered to be impaired when there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

7. PLANT AND EQUIPMENT

	Plant and Equipment \$	EDP Equipment \$	Total \$
At 1 July 2019 – fair value			
Gross carrying amount	8,181	20,166	28,347
Accumulated depreciation	(8,181)	(15,182)	(23,363)
Net carrying amount	-	4,984	4,984
 At 30 June 2020 – fair value			
Gross carrying amount	8,181	19,300	27,481
Accumulated depreciation	(8,181)	(17,323)	(25,504)
Net carrying amount	-	1,977	1,977

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

7. PLANT AND EQUIPMENT (continued)

Reconciliation

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

	Plant and Equipment \$	EDP Equipment \$	Total \$
Year ended 30 June 2020			
Net carrying amount at start of year	-	4,984	4,984
Additions	-	-	-
Disposals	-	-	-
Depreciation expense	-	(3,007)	(3,007)
Net carrying amount at end of year		1,977	1,977

	Plant and Equipment \$	EDP Equipment \$	Total \$
At 1 July 2018 – fair value			
Gross carrying amount	8,181	20,166	28,347
Accumulated depreciation	(8,181)	(11,214)	(19,395)
Net carrying amount	-	8,952	8,952

At 30 June 2019 – fair value			
Gross carrying amount	8,181	20,166	28,347
Accumulated depreciation	(8,181)	(15,182)	(23,363)
Net carrying amount	-	4,984	4,984

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:

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

7. PLANT AND EQUIPMENT (continued)

	Plant and Equipment \$	EDP Equipment \$	Total \$
Year ended 30 June 2019			
Net carrying amount at start of year	-	8,952	8,952
Additions	-	-	-
Disposals	-	-	-
Depreciation expense	-	(3,968)	(3,968)
Net carrying amount at end of year	-	4,984	4,984

Fair value measurement

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

Recognition and Measurement

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.

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* and AASB 116 *Property, Plant and Equipment*. 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.

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.

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.

Depreciation

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

7. PLANT AND EQUIPMENT (continued)

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%

8. PAYABLES

	2020 \$	2019 \$
- Accrued expenses	11,067	12,449
- Personnel services	76,829	72,721
- Other creditors	27,644	21,061
	<u>115,540</u>	<u>106,231</u>

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

Recognition and Measurement

These amounts represent liabilities for goods and services provided to the Board and other amounts. Short term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial. Payables are financial liabilities at amortised cost, initially measured at fair value, net of directly attributable transaction costs. These are subsequently measured at amortised cost using the effective interest method. Gains and losses are recognised net result when the liabilities are derecognised as well as through the amortisation process.

9. COMMITMENTS FOR EXPENDITURE

a. Capital commitments

As at 30 June 2020, there were no capital commitments (2019 - nil).

b. Operating lease commitments

As at 30 June 2020, there were no operating lease commitments (2019 - nil).

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

9. COMMITMENTS FOR EXPENDITURE *(continued)*

c. *Finance lease commitments*

As at 30 June 2020, there were no finance lease commitments (2019 - nil).

10. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

As at 30 June 2020, there were no contingent assets or contingent liabilities (2019 - 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.

a. Financial instrument categories

(i) as at 30 June 2020 under AASB 9

Class:	Note	Category	2020 \$ Carrying amount
Financial assets			
Cash and cash equivalents	5(a)	Not applicable	831,893
Receivables ¹	6	Amortised cost	-
Financial liabilities			
Payables ²	8	Financial liabilities measured at amortised cost	111,294

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 2020

11. FINANCIAL INSTRUMENTS (continued)

a. Financial instrument categories (continued)

(ii) as at 30 June 2019 under AASB 139

Class:	Note	Category	2019 \$ Carrying amount
Financial assets			
Cash and cash equivalents	5(a)	Not applicable	860,502
Receivables	6	Loans and receivables (at amortised cost)	171
Financial liabilities			
Payables ²	8	Financial liabilities measured at amortised cost	106,231

The Board determines the classification of its financial assets and liabilities after initial recognition and, when allowed and appropriate, re-evaluates this at each financial year end.

b. De-recognition of financial assets and financial liabilities

A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when the contractual rights to the cash flows from the financial assets expire; or if the Board transfers its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party under a 'pass-through' arrangement; and either:

- the Board has transferred substantially all the risks and rewards of the asset; or
- the Board has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control.

When the Board has transferred its rights to receive cash flows from an asset or has entered into a pass through arrangement, it evaluates if, and to what extent, it has retained the risks and rewards of ownership. Where the Board has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset continues to be recognised to the extent of the Board's continuing involvement in the asset. In that case, the Board also recognises an associated liability. The transferred asset and the associated liability are measured on a basis that reflects the rights and obligations that the Board has retained.

Continuing involvement that takes the form of a guarantee over the transferred asset is measured at the lower of the original carrying amount of the asset and the maximum amount of consideration that the Board could be required to repay.

A financial liability is derecognised when the obligation specified in the contract is discharged or cancelled or expires. When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as the derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised in the net result.

c. Offsetting financial instruments

Financial assets and financial liabilities are offset and the net amount is reported in the Statement of financial position if there is a currently enforceable legal right to offset the recognised amounts and there is an intention to settle on a net basis, or to realise the assets and settle the liabilities simultaneously.

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

11. FINANCIAL INSTRUMENTS (continued)

d. 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 on hand and bank balances within the NSW Treasury Banking System. Interest is earned on daily bank balances at the monthly average TCorp 11am unofficial cash rate, adjusted for a management fee to NSW Treasury.

Accounting policy for impairment of trade debtors and other financial assets under AASB 9 Receivables - trade debtors

Receivables comprise GST receivables and trade debtors. No collateral is held by the Board. The Board has not granted any financial guarantees.

Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the Treasurer's Directions are followed to recover outstanding amounts, including letters of demand.

The Board applies the AASB 9 simplified approach to measuring expected credit losses which uses a lifetime expected loss allowance for all trade debtors.

To measure the expected credit losses, trade receivables have been grouped based on shared credit risk characteristics and the days past due. The expected loss rates are based on historical observed loss rates. The historical loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors affecting the ability of the customers to settle the receivables. The Board has identified the GDP and the unemployment rate to be the most relevant factors, and accordingly adjusts the historical loss rates based on expected changes in these factors. Trade debtors are written off when there is no reasonable expectation of recovery. Indicators that there is no reasonable expectation of recovery include, amongst others a failure to make contractual payments for a period of greater than Board determined days past due. The Board has assessed that the loss allowance for trade debtors as at 30 June 2020 and 1 July 2019 was nil.

e. 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,

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

11. FINANCIAL INSTRUMENTS (continued)

e. Liquidity risk (continued)

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. No interest was applied during the year to 30 June 2020. (30 June 2019: Nil)

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 \$
2020 Payables	-	111,294	-	-	-	111,294	-	-
Total financial liabilities 2020	-	111,294	-	-	-	111,294	-	-
2019 Payables	-	106,231	-	-	-	106,231	-	-
Total financial liabilities 2019	-	106,231	-	-	-	106,231	-	-

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.

f. 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. The effect on profit and equity due to a reasonably possible change in risk variable is outlined in the information below, for interest rate risk and other price risk. A reasonably possible change in risk variable has been determined after taking into account the economic environment in which the entity operates and the time frame for the assessment (i.e. until the end of the next annual reporting period). The sensitivity analysis is based on risk exposures in existence at the Statement of Financial Position reporting date. The analysis is performed on the same basis as for 2019.

The analysis assumes that all other variables remain constant.

g. Interest rate risk

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

BOARD OF SURVEYING AND SPATIAL INFORMATION

Notes to the Financial Statements for the year ended 30 June 2020

11. FINANCIAL INSTRUMENTS *(continued)*

e. *Interest rate risk (continued)*

h. *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. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The fair value measurement is based on the presumption that the transaction to sell the asset or transfer the liability takes place either in the principal market for the asset or liability or in the absence of a principal market, in the most advantageous market for the asset or liability.

12. AFTER BALANCE DATE EVENTS

There are no after balance date events.

END OF AUDITED FINANCIAL STATEMENTS

6. Statutory Reporting

Legal Change

Minor amendments were made to the *Surveying and Spatial Information Act 2002* and *Regulation 2017* by the *Statute Law (Miscellaneous Provisions) Act 2019* for the implementation of GDA2020 as the official datum for NSW.

Economic or other factors

BOSSI activities were impacted by COVID-19 during the reporting year as follows:

- The annual Kurri Kurri Candidate workshop was cancelled, however this had minimal impact on budget as the loss in income was offset by the reduction in expenses usually incurred to host the event
- BOSSI were able to successfully implement the use of MS Teams for Board and committee meetings, resulting in no significant impacts on operational activities.

Workplace Profile

BOSSI does not directly employ staff. All staff are employed by the Department of Customer Service (DCS), with the Department charging BOSSI for personnel services. Personnel policies are based on those used by DCS. Details of human resources policies and practice for the 2019/20 financial year are included in the DCS Annual Report.

There were 5 staff (4.1 FTE) employed to work for BOSSI as at 30 June 2020. There have been no exceptional movements in wages, salaries or allowances for BOSSI staff during the reporting period.

	2016-17 ^{1,2}	2017-18 ^{1,2}	2018-19 ^{1,2}	2019-20 ¹
Senior Executive	0	0	0	0
Ongoing	3.1	3.1	3.1	3.1
Temporary	0	0	0	1
Total	3.1	3.1	3.1	4.1

Note 1 Full time equivalent (FTE) staff (excludes statutory appointments, Board members or committee members).

Note 2 Staff were employed by the Department of Finance Services and Innovation prior to the establishment of the Department of Customer Service on 1 July 2020.

Personnel services	2018-19	2019-20
Salaries and wages	\$261,414	\$350,652
Long service leave	\$7,806	-
Superannuation	\$32,969	\$31,958
Workers compensation insurance	\$217	-
Payroll tax and fringe benefit tax	\$22,139	\$28,016
Total	\$324,545	\$410,626

Note: These are employee costs only and do not include Board member remuneration.

Workforce Diversity

Information on workforce diversity achievements and key workforce diversity strategies for next year are reported in the 2019/20 DCS Annual Report.

Workforce Diversity Group	Benchmark	2017-18 ¹	2018-19 ¹	2019-20 ¹
Women ²	50%	75%	75%	60%
Aboriginal People and Torres Strait Islander ³	3.3%	0%	0%	0%
People whose first language was not English ⁴	23.2%	0%	0%	0%
People with a Disability ⁵	5.6%	0%	0%	0%
People with a Disability Requiring Work-Related Adjustment ⁵	n/a	25%	25%	20%

Note 1 In 2017/18 and 2018/19 there were 4 staff employed by DCS to work within the BOSSI secretariat.

Note 2 The benchmark of 50% for representation of women across the sector is intended to reflect the gender composition of the NSW community.

Note 3 The NSW Public Sector Aboriginal Employment Strategy 2014 – 17 introduced an aspirational target of 1.8% by 2021 for each of the sector's salary bands. If the aspirational target of 1.8% is achieved in salary bands not currently at or above 1.8%, the cumulative representation of Aboriginal employees in the sector is expected to reach 3.3%.

Note 4 A benchmark from the Australian Bureau of Statistics (ABS) Census of Population and Housing has been included for People whose First Language Spoken as a Child was not English. The ABS Census does not provide information about first language but does provide information about country of birth. The benchmark of 23.2% is the percentage of the NSW general population born in a country where English is not the predominant language.

Note 5: In December 2017, the NSW Government announced the target of doubling the representation of people with disability in the NSW public sector from an estimated 2.7% to 5.6% by 2027. More information can be found at: Jobs for People with Disability: A plan for the NSW public sector. The benchmark for 'People with Disability Requiring Work-Related Adjustment' was not updated.

Disability Inclusion Action Plan

DCS is expecting to publish a 2020/25 DIAP in the last quarter of 2020. The DIAP will outline DCS's commitment to improving accessibility and inclusion for customers, people and suppliers with disability.

BOSSI's commitments for disability inclusion in 2019/20 included:

- 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
- accessible washrooms
- easy access to the main offices of DCS where the Board utilises various workplace facilities through agreement.

Multicultural Policies and Service Program

BOSSI supports and participates in DCS initiatives, policies and programs that are committed to multiculturalism. BOSSI assists overseas qualified surveyors seeking registration in Australia to determine the equivalency of their qualifications by utilising the Bureau for Assessment of Overseas Qualifications through the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ). BOSSI reviewed 16 overseas academic qualifications during the reporting year.

BOSSI did not enter into any agreements with Multicultural NSW under the *Multicultural NSW Act 2000* during the reporting period.

As BOSSI employed less than 200 full-time equivalent staff as at 30 June 2020 it only needs to report on its multicultural services and programs once every three years including data for that three-year period. Information on DCS multicultural policies and service programs is in the 2019/20 DCS Annual Report.

Consultants

BOSSI did not engage any consultants during the reporting year.

BOSSI has developed and entered into a Service Level Agreement (SLA) with DCS to assist it to carry out its functions regarding financial obligations, ICT (hardware, software and support), employment of staff, supply of office facilities and general support.

Work Health and Safety (WHS)

BOSSI is committed to providing a healthy and safe workplace for all employees and workplace visitors, including contractors, agency staff and customers. BOSSI complied with all DCS WHS policies and all staff were 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 during the reporting period. Please refer to the DCS 2019/20 Annual Report for further information.

Consumer response

No official complaints in relation to BOSSI operations were received during the reporting period. BOSSI manages all complaints in line with the DCS Complaints Handling Policy.

Feedback was received during the year on several matters including decisions made by BOSSI, the charging of credit card processing fees and the reliance on digital communication in preference to sending hard copy letters. All feedback was reviewed by BOSSI and taken into consideration as part of our continual improvement objectives.

Research and development

No formal research was commissioned or completed by BOSSI during the reporting period.

Public Interest Disclosures

No BOSSI officials made public interest disclosures during the reporting period.

As staff are employees of DCS, BOSSI has adopted, and adheres to the Department's *Fraud and Corruption Internal Reporting Policy*. All staff are advised of this policy through the *Code of Conduct* and information on the Department's Intranet.

Funds granted to non-government community organisations

BOSSI did not provide any funds to non-government community organisations in the reporting year.

Land disposal

BOSSI did not own or dispose of any land during the reporting year.

Promotion

No overseas travel was undertaken by BOSSI staff members during the reporting period.

Disclosure of controlled entities and subsidiaries

BOSSI receives personnel services from DCS. The Department is not a Special Purpose Service Entity and does not control BOSSI under this arrangement. BOSSI does not hold shares in any public-sector subsidiary.

Privacy and Personal Information Protection (PPIP) Act 1998

BOSSI follows the DCS Privacy Management Plan, which complies with the *Privacy and Personal Information Protection (PPIP) Act 1998*. BOSSI received no formal access applications or informal enquiries by individuals requesting their personal information under the PPIP Act. No reviews were conducted under part 5 of the PPIP Act.

Government Information (Public Access) Act 2009

The *Government Information (Public Access) Act 2009* makes government information more open and available to the general public. BOSSI is regarded as part of DCS for the purposes of this Act and applications made under this Act involving BOSSI are centrally coordinated within DCS.

The 2019/20 DCS Annual Report contains information about access applications received. There were no applications received under GIPA during the reporting period.

Risk management and insurance activities

BOSSI has adopted and implemented the DCS Risk and Resilience Framework. The BOSSI risk register is a standing agenda item for discussion at each Board meeting.

BOSSI's insurance activities are conducted through the NSW Treasury Managed Fund Scheme of self-insurance for Government agencies. Insurable risk lines covered are property, liability, motor vehicle, workers' compensation, travel and personal accident.

BOSSI maintains and updates an asset register on an annual basis.

Authority for making decisions rests with the Board unless specifically delegated to a committee, the Surveyor-General or the Registrar as outlined in the BOSSI delegations. Recommendations and decisions are recorded in the minutes of each Board meeting. Independent legal advice is sought as required.

BOSSI has a Finance and Audit Committee. The committee responsibilities are;

- Monitor and report Board revenue and expenditure
- Determine Board and Committees budget requirements
- Recommend future revenue sources, expenditure efficiencies and savings
- Liaise with NSW Audit Office staff and assist in the annual audit of the Board's accounts
- Monitor and report on (financial) Risk Register issues
- Assist with internal and external Board administrative systems audits.

Internal audit and risk management policy attestation

BOSSI has an exemption from compliance with NSW Treasury Internal Audit and Risk Management Policy TPP15-03.

BOSSI has internal risk management processes in place. These processes provide a level of assurance that enables the Board to understand, manage and satisfactorily control risk exposures.

Cyber Security Annual Attestation Statement for the 2019-2020 Financial Year for BOSSI

I, Narelle Underwood, am of the opinion that the Board of Surveying and Spatial Information (BOSSI) have managed cyber security risks in a manner consistent with the Mandatory Requirements set out in the NSW Government Cyber Security Policy.

BOSSI has a service level agreement with the Department of Customer Service (DCS) for the provision of ICT services. Risks to the information and systems of BOSSI have been assessed and are managed in accordance with DCS policies.

Through DCS, BOSSI has;

- governance in place to manage cyber security maturity and initiatives
- a current cyber incident response plan which has been tested during the reporting period
- an Information Security Management System (ISMS) or Cyber Security Framework (CSF) in place.

Further information on the DCS response to cyber security can be found in the DCS Annual Report.



Narelle Underwood
Surveyor-General of NSW
President, BOSSI

Exemptions

There were no exemptions pursuant to clause 17 of the *Annual Reports (Statutory Bodies) Regulation 2015* applicable to BOSSI during the reporting period.

As BOSSI is a small statutory body pursuant to clause 18 of the *Annual Reports (Statutory Bodies) Regulation 2015*, it is only required to report on the following matters once every three years:

- workforce diversity
- disability inclusion action plans
- multicultural policies and services program
- work health and safety.

Information on DCS policies, programs and responses to these items can be found in the 2019/20 DCS Annual Report which is available from www.customerservice.nsw.gov.au.

Annual Report Production

The 2019/20 BOSSI Annual Report was produced within DCS and no external costs were incurred. A PDF version of the report is available at www.bossi.nsw.gov.au

7. Annual Report Compliance Checklist

Requirement	Statutory Bodies		Page number
Letter of Submission	ARSBA s9A	<ul style="list-style-type: none"> Stating report submitted to Minister for presentation to Parliament Provisions under which report prepared If applicable, length of lateness in submitting report and reasons If no application for extension, reasons for lateness and lack of application To be signed by 2 members of statutory body or, if without members, by the CEO 	Page 2
Application for extension of time	ARSBA s13(5)	<ul style="list-style-type: none"> Where an extension of time has been granted, particulars of that extension 	N/A
Charter	ARSBR Sch.1	<ul style="list-style-type: none"> Manner in which and purpose for which agency was established Principal legislation under which statutory body operates 	Page 5
Aims and objectives	ARSBR Sch.1	<ul style="list-style-type: none"> What statutory body sets out to do Range of services provided Clientele/community served 	Page 6
Access	ARSBR Sch.1	<ul style="list-style-type: none"> Address of principal office/s Telephone number of principal office/s Business & service hours 	Page 1
Management and structure	ARSBR Sch.1	<ul style="list-style-type: none"> Names of members and their qualifications Method and term of appointment of board members Frequency of meetings and members' attendance at meetings Names, offices and qualifications of senior officers Organisation chart indicating functional responsibilities 	Page 8
Summary review of operations	ARSBR Sch.1	<ul style="list-style-type: none"> Narrative summary of significant operations Financial and other quantitative information for programs or operations 	Page 12
Funds granted to non-government community organisations	ARSBR Sch.1	<ul style="list-style-type: none"> Name of recipient organisation Amount of grant Program area as per Budget paper Program as per Budget paper 	Page 50
Legal Change	ARSBR Sch.1; ARSBA s9(1)(f)	<ul style="list-style-type: none"> Changes in Acts and subordinate legislation Significant judicial decisions affecting agency or users of its services 	Page 47
Economic or other factors	ARSBR Sch.1	Affecting achievement of operational objectives	Page 47

Management and activities	ARSBR Sch.1	<ul style="list-style-type: none"> • Describe nature and range of activities • If practicable, qualitative and quantitative performance measures showing efficiency and effectiveness • Nature and extent of internal and external performance reviews conducted and resulting improvements in achievements • Benefits from mgt. and strategy reviews • Management improvement plans and achievements reaching previous targets • Major problems and issues which arose • Major works in progress, cost to date, dates of completion, significant cost overruns or delays / amendments / deferments / cancellations 	Page 12
Research and development	ARSBR Sch.1	<ul style="list-style-type: none"> • Completed and continuing research and developmental activities including resources allocated • Unless will adversely affect business 	Page 49
Human resources	ARSBR Sch.1	<ul style="list-style-type: none"> • Number of officers and employees by category & compared to prior three years • Exceptional movements in wages, salaries or allowances • Personnel policies & practices • Industrial relations policies & practices 	Page 47
Consultants	ARSBR Sch.1	<ul style="list-style-type: none"> • For each engagement costing equal to or greater than \$50,000: <ul style="list-style-type: none"> - Name of consultant - Title of project (shown in a way that identifies the nature of the work) - Actual costs • For engagements costing less than \$50,000: <ul style="list-style-type: none"> - Total number of engagements - Total cost • Or a statement that no consultants used 	Page 49
Workforce Diversity	PSC Circular 2014-09 ARSBR Sch.1 ARSBR c18 TC 15/18	<ul style="list-style-type: none"> • Statutory bodies must report statistics for both the representation and distribution of employees in diversity groups, in the same format as the report provided to each agency by the Public Service Commission • Additionally, statutory bodies must report on the workforce diversity achievements during the reporting year and the key workforce diversity strategies proposed for the following year • Universities which are prescribed for the purposes of workforce diversity, under the Government Sector Employment Regulation 2014, are encouraged to continue to include workforce diversity information, in the same terms, in their annual reports • Small statutory bodies need only report on a triennial basis 	Page 48
Disability Inclusion Action Plans	DIA s12n and 13, ARSBR Sch.1 ARSBR c18 TC15-18	<ul style="list-style-type: none"> • If the statutory body is required to have a disability inclusion action plan under the <i>Disability Inclusion Act 2014</i>, a statement setting out the progress during the reporting year in implementing that plan • Small departments need only report on a triennial basis 	Page 48

Land Disposal	ARSBR Sch.1	<ul style="list-style-type: none"> • If value greater than \$5,000,000 & not sold by public auction or tender <ul style="list-style-type: none"> - list of properties - for each case, name of person who acquired the property & proceeds • Details of family or business association between purchaser & person responsible for approving disposal • Reasons for the disposal • Purpose/s for which proceeds were used • Statement that access to documents relating to the disposal can be obtained under the <i>Government Information (Public Access) Act 2009</i> 	Page 50
Promotion	ARSBR Sch.1	Overseas visits by employees and officers with main purposes highlighted	Page 50
Consumer Response	ARSBR Sch.1	<ul style="list-style-type: none"> • Extent and main features of complaints • Services improved/changed in response to complaints/suggestions 	Page 14 & 49
Risk management and insurance activities	ARSBR Sch.1	Report on the risk management & insurance arrangements and activities affecting the agency.	Page 51
Internal audit and risk management policy attestation	TPP 15-03	<p>The governing board, or in the absence of a governing board, the Chief Executive Officer, must:</p> <ul style="list-style-type: none"> • attest to compliance with the TPP's 'core requirements' in an attestation statement based on the relevant template at Annexure C of the TPP, and • ensure that this Statement is published in the statutory body's Annual Report, adjacent to the requirement to disclose 'risk management and insurance activities' <p>The above requirement does not apply to SOCs</p>	Page 51
Disclosure of Controlled Entities	ARSBR Sch.1	<p>For each controlled entity:</p> <ul style="list-style-type: none"> - Name, objectives, operations, activities - Performance targets and actual performance measures 	Page 50
Disclosure of Subsidiaries	PM 06-02	<p>For each public sector subsidiary, the parent must:</p> <ul style="list-style-type: none"> - Identify each subsidiary in which shares are held, and the number and % of shares held; - Include key figures for each subsidiary (turnover, profit, assets) and their proportion to group totals - Include detailed statement of objectives, activities and operations of each subsidiary, performance targets and measures and accounts; and - Include description of nature and extent of involvement in any other companies, joint ventures, partnerships, trusts or other such associations (whether or not incorporated) <p>The above requirement does not apply to SOCs</p>	Page 50

Payment of Accounts	TC 11/21 ARSBR Sch.1	<p>Details of performance in paying accounts for each quarter, from due dates:</p> <ul style="list-style-type: none"> - Current, 0-30, 30-60, 60-90 and 90+ \$ amounts - Target %, actual % and \$ for on time - Total dollar amount paid in quarter - (Can use proper sampling techniques) <p>Details of accounts due or paid within each quarter – A schedule of the number and dollar amount of accounts / invoices due or paid within each quarter of the financial year as follows, separately disclosed for all suppliers and small business suppliers:</p> <ul style="list-style-type: none"> - Number of accounts due for payment - Number of accounts paid on time - Actual percentage of accounts paid on time (based on number of accounts) - Dollar amount of accounts due for payment - Dollar amount of accounts paid on time - Actual percentage of accounts paid on time (based on dollar amount of accounts) - Number of payments for interest on overdue accounts - Interest paid on late accounts <p>Commentary on problems affecting prompt processing of payments during the year and on initiatives implemented to improve payment performance</p>	Page 20
Time for Payment of Accounts	ARSBR Sch.1 TC 11/21	Where interest was paid due to late payments, list of instances and reasons for delay which caused late payment	N/A
Multicultural Policies and Services Program	ARSBR Sch.1 ARSBR C18 TC15-18	<ul style="list-style-type: none"> • Statement setting out the key multicultural strategies proposed for the following year • Progress in implementing the Department's multicultural policies and service plan • Information as to the multicultural policies and services plans of any bodies reporting to the Department • Small departments need only report on a triennial basis 	Page 49
Agreements with Multicultural NSW	ARSBR Sch.1	Description of any agreement entered into with Multicultural NSW under the <i>Multicultural NSW Act 2000</i> and statement setting out progress in implementing any agreement	N/A
Work Health and Safety (WHS)	ARSBR Sch.1 ARSBR C18 TC15-18	<ul style="list-style-type: none"> • Statement setting out WHS performance • Details of injuries and prosecutions under the <i>Work Health and Safety Act 2011</i> • Small departments need only report on a triennial basis 	Page 49
Budgets	ARSBA s7(1)(a) (iii) ARSBR C7(1)	<ul style="list-style-type: none"> • Detailed budget for the year reported on, including details of: <ul style="list-style-type: none"> - If this is the first budget approved - Adjustments to first budget approved • Outline budget for following year 	Page 19
Financial Statements	ARSBA s7(1)(a) (i) - (iia)	<ul style="list-style-type: none"> • Inclusion of Financial Statements • Controlled Entities' Financial statements • Audit Opinion on Financial Statements • Response to significant issues raised by Auditor-General 	Page 21
Identification of audited financial statements	ARSBR C5	At start and finish	Page 25 & 46

Inclusion of unaudited financial statements	ARSBR C6	Unaudited financial information to be distinguished by note or otherwise	N/A
Additional matters for inclusion in annual reports	ARSBR C8	<ul style="list-style-type: none"> • Statement of the action taken by the body in complying with the requirements of the <i>Privacy and Personal Information Protection Act 1998</i> (PPIPA) and statistical details of any review conducted by or on behalf of the Department under Part 5 of the PPIPA. Does not apply to SOCs. • After balance date events having a significant effect in succeeding year on: <ul style="list-style-type: none"> - Financial operations - Other operations - Clientele/community served • Total external costs (such as fees for consultants and printing costs) incurred in the production of the report. • The website at which the report may be accessed (or the statutory body's website) 	Page 50 N/A Page 52
Investment performance	ARSBR c10; TC 17/02	<ul style="list-style-type: none"> • In the form of a comparison with a choice of Treasury Corporation investment facilities • Choice of comparison based on nature and term of underlying liability • Stated in terms of annual compound percentage rate return 	Page 19
Liability management performance	ARSBR c11; TC 17/02	<ul style="list-style-type: none"> • Only if debt is greater than \$20M • In the form of comparison, details of agency's liability portfolio performance versus benchmark • Benchmark is notional portfolio constructed as risk neutral per Treasurer 	N/A
Exemptions	ARSBR c17(4)	<ul style="list-style-type: none"> • If applicable, section "Exemptions from the Reporting Provisions" including: <ul style="list-style-type: none"> - Details of exemptions - Reasons for exemptions • Small statutory bodies need report on a triennial basis only in relation to: - workforce diversity <ul style="list-style-type: none"> - disability inclusion action plans - multicultural policies and services program - work health and safety • triennial reporting of particulars in the report of the operations of a statutory body must relate not only to the reporting year for which the report is prepared (and the succeeding reporting year, if required by Schedule 1) but also to those of the 2 preceding reporting years in relation to which those particulars have not yet been reported in an annual report of the statutory body 	Page 52
Implementation of Price Determination	IPARTA s18(4)	<p>If agency subject to determination or recommendation of Tribunal then:</p> <ul style="list-style-type: none"> • Statement that it was implemented and details of implementation; or • Reasons for not being implemented. 	N/A

Government Information (Public Access) Act 2009	GIPAA s125(4), (6) GIPAAR c8, Sch 2; c13, Sch 3	<ul style="list-style-type: none"> • Details of the agency's review under s7(3) of the Act during the year and details of any information made publicly available as a result of the review • Total number of access applications received during the year (including withdrawn applications but not including invalid applications) • Total number of access applications received that agency refused, either wholly or in part, because the application was for disclosure of information for which there is conclusive presumption of overriding public interest against disclosure • Statistical information as described in Sch 2 • Each agency referred to in Sch 3 of the Regulation (subsidiary agency) is declared to be part of and included in the parent agency specified in Sch 3. 	Page 50
Numbers and remuneration of senior executives	<p>ARSBR c12 PSC Circular 2014-09</p> <p>SOORT determination</p>	<ul style="list-style-type: none"> • Number of senior executives employed at the end of the reporting year broken down by band and then gender within each band, compared with the numbers at the end of the previous reporting year • Average total remuneration package of senior executives in each band at the end of the reporting year, compared with the average at the end of the previous reporting year • The percentage of total employee-related expenditure in the reporting year that relates to senior executives, compared with the percentage at the end of the previous reporting year <p><u>For periods ending after 1 July 2019</u></p> <p>The four senior executive bands that applied for financial years ending after 01 July 2019 are published in the Statutory and Other Officers Remuneration Tribunal (SOORT) 2019 Annual Determination – SOORT - Public Service Executive dated 27 August 2019. Agencies preparing annual reports for years ended after 01 July 2019 must base their senior executive disclosures on those bands, which are set out in Treasury's Annual Report Frequently Asked Questions at https://www.treasury.nsw.gov.au/information-public-entities/annual-reporting/annual-reporting-faqs</p>	N/A
Cyber Security Policy (CSP) Attestation	DFSI-2019-02	<p>https://arp.nsw.gov.au/dfsi-2019-02-nsw-cyber-security-policy</p> <p>Governing board of statutory bodies must include an annual report attestation statement addressing the following:</p> <ul style="list-style-type: none"> • the Agency has assessed its cyber security risks, • cyber security is appropriately addressed at Agency governance forums, • the Agency has a cyber incident response plan, it is integrated with the security components of business continuity arrangements, and has been tested over the previous 12 months (involving senior business executives), and • certification of the Agency's Information Security Management System (ISMS) is in place or an alternative independent review or audit has been undertaken. <p>See page 11 of the CSP for suggested wording.</p>	Page 52

Public Interest Disclosures (PID)	PIDA s31, PIDR c4,	<p>Separately report on:</p> <ul style="list-style-type: none"> • PIDs made by public officials in performing their day to day functions as public officials • PIDs not covered above that are made under a statutory or other legal obligation • All other PIDs <p>For each PID, a public authority should disclose the following information:</p> <ul style="list-style-type: none"> • Number of public officials who have made a PID to the public authority • Number of PIDs received by the public authority in total and the number of PIDs received by the public authority relating to each of the following: <ul style="list-style-type: none"> ○ corrupt conduct ○ maladministration. ○ serious and substantial waste of public or local government money ○ government information contraventions ○ local government pecuniary interest contraventions • Number of PIDs finalised • Whether the public authority has a PID policy in place • Actions taken to ensure staff awareness responsibilities under s6E(1)(b) of the PIDA have been met. 	Page 50
Requirements arising from employment arrangements	TC 15/07 ARSBA s15(1)	Additional requirements, where statutory body receives personnel services from a Department or special purpose service entity -- refer section 4 of TC15-07	Page 47
Form of annual reports – generally	ARSBA c14	<ul style="list-style-type: none"> • Material information reported • Logical sequence • Appropriate layout • Clear readable text • Appropriate captions for charts, diagrams, or photos • Index and table of contents to assist identifying reporting requirements 	Yes
Submission of annual report to appropriate Minister	ARSBA s10 PM2013-09	<ul style="list-style-type: none"> • Not later than four months after year end • Appropriate Ministers can decide whether their statutory bodies submit annual reports to that Minister in printed or electronic form. 	Yes
Submission of annual report to the Treasurer	ARSBA s10 PM2013-09	Submit an electronic copy of annual report to the Treasurer annualreport@treasurer.nsw.gov.au at the same time it is submitted to the appropriate Minister	Yes
Presentation of annual report to Parliament	ARSBA s11	<ul style="list-style-type: none"> • The appropriate Minister must present a printed copy of a statutory body's annual report to each House of Parliament. To permit that Minister to meet this requirement, each statutory body must submit two printed copies of its annual report to that Minister. • The appropriate Minister must present that report within one month of receipt • If late, statement by Minister 	Yes
Annual report size	ARSBA c15(1)	Size – ISO A4	Yes

Printing and distribution requirements	PC 00-68; PM 00-15 PM 2013-09	<p>All production costs must be kept to a minimum by:</p> <ul style="list-style-type: none"> • Limiting content to recording performance and meeting statutory obligations • Printing hard copies in house in black and white • Not including unnecessary pictures and illustrations • Eliminating external production costs <p>Electronic copies of annual reports are to be sent to:</p> <ul style="list-style-type: none"> • State Records (upload to OpenGov NSW) • National Library of Australia • UWS Library • State Library • Parliamentary Library 	Yes
Public availability of annual reports	ARSBA s12; ARSBA c16 TC15-19 PM 2013-09	<ul style="list-style-type: none"> • A copy of the annual report must be made publicly available on the statutory body's website (or other relevant website) as soon as practicable after the hard copy report is presented to Parliament • A copy of the annual report must also be made available to Parliament in electronic form as soon as practicable after the hard copy report is presented to Parliament • Available to others if required by the Treasurer 	Yes

Board of Surveying and Spatial Information

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