

# Board of Surveying and Spatial Information Code of Conduct

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Version 2

1 May 2025

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## Acknowledgement of Country

The Board of Surveying and Spatial Information acknowledges the Traditional Custodians of the lands where we work and live. We celebrate the diversity of Aboriginal peoples and their ongoing cultures and connections to the lands and waters of NSW.

We pay our respects to Elders past and present and acknowledge the Aboriginal and Torres Strait Islander people that contributed to the development of this Policy.

Board of Surveying and Spatial Information Code of Conduct

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# 1 Introduction

This document outlines fundamental values and principles that define the standards of behaviour expected of Board members, advisors, committee members and examiners of the NSW Board of Surveying and Spatial Information (BOSSI). It also provides sources of information and advice on ethical and other accountability issues of relevance to the NSW public sector.

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## 1.1 Objectives

The key objectives of the policy are:

- Recognise the role of the BOSSI in preserving the public interest, defending public value and adding professional quality and value to the commitments of the government of the day
  - Establish an ethical framework for a merit-based, apolitical and professional government sector that implements the decisions of the government of the day.
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## 1.2 Scope

This policy applies to all officers, Board members, advisors, committee members and examiners for the Board of Surveying and Spatial Information.

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## 1.3 Ethical Conduct

All activities must be conducted in an ethical and transparent manner and comply with the values, principles and articles in the Code of Conduct.

Staff will ensure they are not, or are not perceived to be, in a conflict of interest with any supplier. Those staff who have, or may be perceived to have, a vested interest in the outcome of a purchase or decision should disclose any conflict to their manager and discuss whether they should exclude themselves from any role in the purchase or decision.

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## 2 Code of Conduct

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### 2.1 Principles of Conduct for the Public Sector

As public officials, Board members, advisors, committee members and examiners have a particular obligation to act in the public interest. All members of NSW Government boards and committees must comply with the Ethical Framework for the public sector set out in the Government Sector Employment (GSE) Act 2013.

The NSW Government core values are set out in the GSE Act 2013, are:

- Integrity
- Trust
- Service
- Accountability.

These values are the heart of how we work and, if applied consistently, they also help us to maintain the trust of the public.

#### 2.1.1 Responsibility and impartiality

Board members, advisors, committee members and examiners will comply with the spirit, as well as the letter, of the law, and with the principles contained in this Code.

Board members, advisors, committee members and examiners must comply with any relevant administrative requirements, policies and decisions of the government of the day in an impartial manner.

#### 2.1.2 Respect for people

Board members, advisors, committee members and examiners will treat each other, the secretariat staff and others with whom they deal fairly and consistently, in a non-discriminatory manner and with proper respect, courtesy and sensitivity to their interests, rights, safety and welfare.

#### 2.1.3 Honesty integrity and public interest

Board members, advisors, committee members and examiners must promote confidence in the integrity of public administration. They should always act honestly and in the public interest, rather than in their private interest.

#### 2.1.4 Responsive service

Board members, advisors, committee members and examiners should understand their role, the role of the Minister for Customer Service and Digital Government, and the relationship to the Department of Customer Service and its executive leadership team.

#### 2.1.5 Economy and efficiency

Board members, advisors, committee members and examiners should look for ways to improve organisational performance and achieve high standards of public administration.

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## Personal and Professional Behaviour

Board members, advisors, committee members and examiners will:

- perform their functions with integrity, impartiality, honesty, conscientiousness and loyalty to the public interest
- act in the interests of BOSSI in all their deliberations
- exercise due care and diligence in fulfilling the functions of board and exercising the powers attached to that office
- not engage in conduct likely to bring discredit upon BOSSI or take improper advantage of their position as Board members.

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### 2.2 Accountability

Board members and advisors will use Board meetings as the appropriate forum for discussion of all relevant issues.

Committee members will use committee meetings as the appropriate forum for discussion of all relevant issues.

Board members, advisors, committee members and examiners will bring an independent judgement to decisions.

Board members, advisors, committee members and examiners will act with diligence and care and seek to make decisions that are honest, fair, impartial, and timely, based on consideration of the relevant facts and supported by adequate documentation.

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### 2.3 Workplace health and safety

We all have a role to play in ensuring the safety of ourselves and others in the workplace.

You must take reasonable care for your own health and safety and not do anything that adversely affects the health and safety of others. You should report risks to health and safety in accordance with your duties under the Work Health and Safety Act 2011 (NSW) and your agency's policies (if any), and familiarise yourself with the work, health and safety arrangements in your workplace.

Managers may have more substantial obligations involving the safety of those under their supervision or attending work locations and should familiarise themselves with these obligations. You should refer to your agency's policies (if any) for more information.

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### 2.4 Use of Public Resources

Board members, advisors, committee members and examiners must use public resources in an efficient, effective, and prudent way.

Never use public resources (money, property, equipment, or consumables) for your personal benefit, or for an unauthorised purpose.

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### 2.5 Use of Official Information

Confidential information received by a Board member, advisor, committee member or examiner during the exercise of their duties remains the property of the BOSSI and it is improper to disclose it, or allow it to be disclosed, unless that disclosure has been authorised or is required by law.

Board members, advisors, committee members and examiners will refrain from public comment on the Board, its deliberations or the operations and business of BOSSI unless authorised or required by law.

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## 2.6 Gifts and Benefits

Board members, advisors, committee members and examiners must be wary of accepting gifts and benefits as this can place a public official in a position where they feel obligated to act contrary to rules of integrity, impartiality and honesty.

Board members, advisors, committee members and examiners must not accept gifts or benefits that could place them under an actual or perceived financial or moral obligation to other organisations, or to individuals.

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## 2.7 Conflicts of Interest and Disclosure of Interests

Board members, advisors, committee members and examiners must not allow personal interests, or the interests of any associated person or constituency, to conflict with the interests of BOSSI.

The DCS Conflicts of Interest Declaration form and DCS Pecuniary Interest Declaration form is to be completed by all members of the Board when they are appointed and updated as circumstances change.

Members are also required to identify any conflicts or possible conflicts or pecuniary interests at each meeting at which the Board or committee is to consider a matter for which a conflict is present or may be present.

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## 2.8 Making public comment

Public comment is any comment made where it is expected that it will be seen or heard by members of the public, it includes:

- profiles or activities on social media
- comments on internet sites or broadcast by electronic means
- public speaking engagements
- comments to radio, television or print reporters (including letters to the editor)
- comments in books, journals or notices
- appearances before Parliamentary Committees

You must not make any public comment on behalf of your agency or in the course of your work unless authorised to do so. When making an authorised public comment for official duties, you should:

- only state the facts
- avoid expressing opinions on government policies or government decisions, unless you are authorised to do so or this is part of your agency's role
- only disclose information that is publicly available or has been published or is information that you are authorised to disclose.

You are able to participate in public debate on political and social issues in a private capacity, including on social media. In making public comments in a private capacity, you should ensure your comments:



- are clearly identified and understood to be your personal views
- do not discuss or disclose information concerning your work or workplace that is not publicly available
- are lawful. Do not post material that is defamatory, bullying, harassing, breaches privacy, is in contempt of court, breaches intellectual property rights or is otherwise unlawful.

You must not act in a way that casts doubt on your ability or the ability of your agency to act impartially, apolitically and professionally.

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## 2.9 Reporting Serious Wrongdoing

The Public Interest Disclosures Act 2022 (NSW) (PID Act) establishes a framework to encourage people who work in the public sector to report serious wrongdoing. Serious wrongdoing means one or more of the following:

- corrupt conduct
- serious maladministration
- a government information contravention (other than a trivial failure)
- a local government pecuniary interest contravention
- a privacy contravention (other than a trivial failure)
- a serious and substantial waste of public money.

If you become aware of serious wrongdoing, you can report your concerns in accordance with your agency's Public Interest Disclosure policy. You can also contact the relevant integrity agency body (such as the Ombudsman, Independent Commission Against Corruption, Auditor-General, or Law Enforcement Conduct Commission).

If you believe conduct may be illegal or constitute a criminal offence, you should follow your agency's policies for reporting wrongdoing or, if appropriate, report the matter to NSW Police Force.

Under the PID Act, it is both a criminal offence and misconduct to take detrimental action against a person who makes, or is suspected of making, a public interest disclosure. The PID Act provides a range of additional protections against detrimental action.

When a public official (as defined in the PID Act) reports suspected or possible wrongdoing in the public sector, their report will be a public interest disclosure (PID) if it has certain features which are set out in the PID Act. PIDs must be managed in accordance with the PID Act.

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# 3 Related Legislation, Policies and Documents

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## 3.1 Legislation

- Anti-Discrimination Act 1977
  - Surveying and Spatial Information Act 2002
  - Surveying and Spatial Information Regulation 2024
  - Government Information (Public Access) Act 2009
  - Government Sector Employment Act 2013
  - Independent Commission Against Corruption Act 1988
  - Modern Slavery Act 2018
  - Ombudsman Act 1974
  - Privacy and Personal Information Protection Act 1998
  - Public Interest Disclosures Act 1994
  - State Records Act 1998
  - Work Health and Safety Act 2011
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## 3.2 Related Policies and Documents


Issuer	Document Name
Premier’s Department	The Ethical Framework and the Code of Ethics and Conduct for NSW Government Sector Employees
The Cabinet Office	NSW Government Boards and Committees
Premier’s Department	NSW Government Boards and Committees Guidelines
Department of Customer Service	DCS Code of Ethics and Conduct DCS Conflicts of Interest Policy DCS Data Breach Policy DCS Employee Use of Social Media Policy DCS Gifts and Benefits Policy DCS Health, Safety and Wellbeing Policy DCS Information Security Policy DCS Privacy Management Plan DCS Public Interest Disclosure Policy DCS Records Management Policy

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# 4 Document Control

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## 4.1 Document Approval

Name and Position	Signature	Date
Narelle Underwood, President BOSSI		9 May 2025

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## 4.2 Document Version Control

Version	Status	Date	Prepared By	Comments
1	Published	April 2015	Michael Spiteri	Original issue
2	Published	May 2025	Thomas Grinter	Updated and created in new template

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## 4.3 Review Date

This document will be reviewed every 5 years.

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