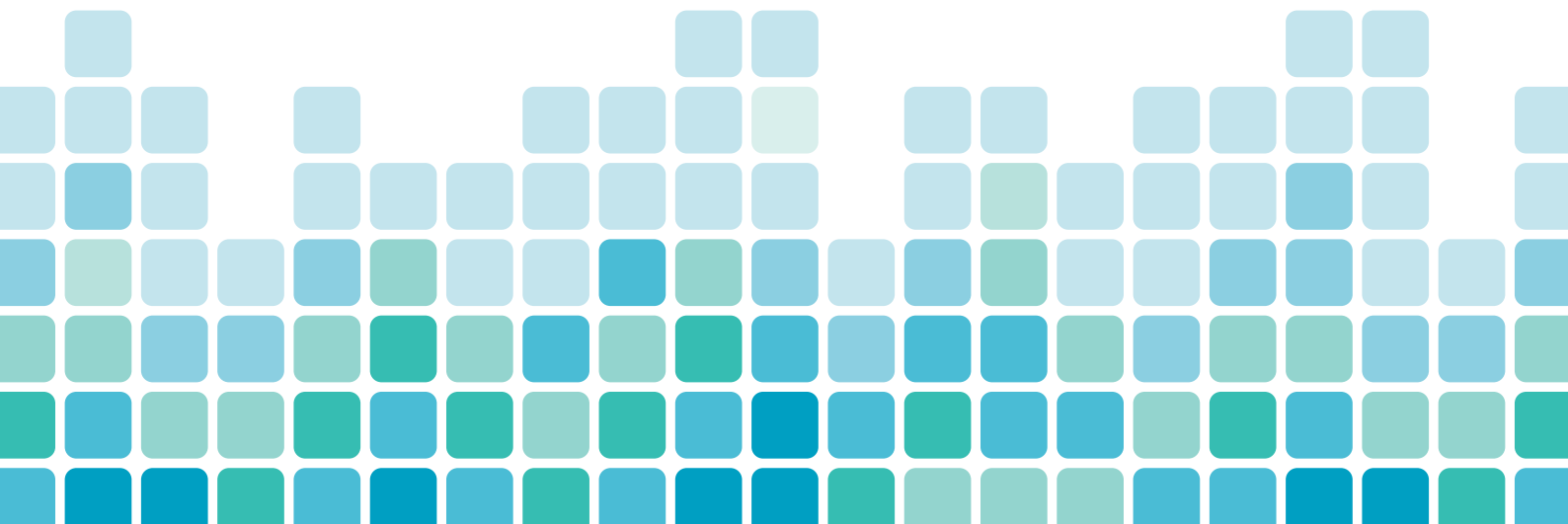


# Bureau of Health Information

## Financial and Corporate Report 2012/13

Timely, accurate and comparable information  
about the performance of the  
NSW public health system



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# Introduction

The role of the Bureau of Health Information (the Bureau) is to provide independent reports to government, the community and healthcare professionals on the performance of the NSW public health system, including safety and quality, effectiveness, efficiency, cost and responsiveness of the system to the health needs of the people of NSW.

This document has been produced in accordance with the Bureau's statutory obligations to publish information under the *NSW Ministry of Health Corporate Governance and Accountability Compendium*.

A report about the Bureau's key achievements, *Year in Review 2012/13*, is available at [www.bhi.nsw.gov.au](http://www.bhi.nsw.gov.au)

# Board and governance

As an independent, board governed statutory health corporation, the Bureau has adopted appropriate practices to achieve its strategic direction, monitor financial performance and service delivery, maintain high standards of professional and ethical conduct, establish sound audit and risk management practices, and involve stakeholders in decisions that affect them.

A copy of the Bureau's *Corporate Government Attestation Statement* can be found as [Appendix 1](#) or at [www.bhi.nsw.gov.au](http://www.bhi.nsw.gov.au)

The Board, appointed by the NSW Minister of Health, comprises an experienced, skilled and diverse cross-section of people to govern the activities of the organisation.

For the financial year, the Board, consisted of the Chairperson, five members and the Chief Executive as an ex-officio member. The Board met six times during this period, including one Special Meeting.



**Professor Bruce Armstrong AM**  
Chairperson

Professor Bruce Armstrong is a Professor of Public Health at the Sydney School of Public Health, University of Sydney. Among other things, he has been the Director of the Australian Institute of Health and Welfare, Deputy Director of the International Agency for Research on Cancer and the Commissioner of Health in Western Australia. Professor Armstrong is an internationally pre-eminent cancer epidemiologist, acknowledged as a passionate, inspiring leader in cancer research and management. He is an international expert on the causes of skin cancer and melanoma and has made important contributions to knowledge on the causes and control of other cancers, high blood pressure and heart disease. His present major research interests are in the genetic and environmental epidemiology of cancer and the quality and performance of cancer services. He received the inaugural NSW Premier's Award for Cancer Researcher of the Year in 2006.

## Members



**Mr Andrew Goodsall**

Mr Andrew Goodsall is the Head of Healthcare Research with financial services firm UBS Australia. He has worked as a healthcare analyst since 1999 leading the top-rated team in the area of healthcare equities research. Prior to this, Mr Goodsall was chief of staff to a health minister with the Victorian Government, providing advice on 120 public hospitals, episodic funding, medical research funding and privatisation programs (hospital and pathology).

Mr Goodsall holds a Master of Business Administration, a Bachelor of Arts (Hons) and a Graduate Diploma (Asian Studies) and is a Director of the Australian Institute of Policy and Science.



**Professor Jane Hall**

Professor Jane Hall is the founding Director of the Centre for Health Economics Research and Evaluation (CHERE) and Professor of Health Economics in the Faculty of Business at the University of Technology, Sydney.

Professor Hall is a past president of the International Health Economics Association (IHEA) and the Health Services Research Association of Australia and New Zealand (HSRAANZ). In 2005 she was elected a Fellow of the Academy of Social Sciences in Australia. Professor Hall was recently a member of the Medical Services Advisory Committee which advises the Minister for Health and Ageing on the funding of new medical technologies in Australia. She has represented Australia on many international health policy forums, is actively involved in policy analysis and critique, and is a regular commentator on health funding and organisational issues in Australia. Among her current research are studies of unpaid health care and of the nursing workforce.



### Professor Mohamed Khadra

Professor Mohamed Khadra is a Professor of Surgery at the University of Sydney, a consultant Urologist and Associate Dean for Information Technology for the Sydney Medical School.

He is a Fellow of the Royal Australasian College of Surgeons and his urological training was at the Royal Prince Alfred Hospital where he was appointed to the Gordon Craig Fellowship. Professor Khadra has received the inaugural Bruce Pearson Fellowship, the Alban Gee Prize and the Noel Newton Medal in Surgery. Professor Khadra has held positions as the Inaugural Chair of Surgery at the Australian National University, Pro Vice Chancellor for Health, Design and Science at the University of Canberra, and Professor and Head of the School of Rural Health at the University of NSW. He has published research articles in the field of urology and education and authored three books about compassion and the patient journey. He has also been co-author with David Williamson for a play about end of life issues *"At any cost?"*



### Mrs Liz Rummery

Mrs Liz Rummery has extensive experience in health as Chair of the Northern Rivers Area Health Service Board until 2004, as a former Director of Catholic Health Care Limited and currently as a Director of HCF. Mrs Rummery has also held the position of Deputy Chancellor at Southern Cross University and has retired from legal practice after thirty years specialising in Property and Commercial Law.

Mrs Rummery was awarded a Member of the Order of Australia (AM) for services to health and education, and was granted an Honorary Doctorate from Southern Cross University.



### Ms Sue West

Ms Sue West, former NSW Senator in the Federal Parliament, has an extensive career in nursing having worked at Royal Prince Alfred Hospital, and Canberra and Cootamundra / Gundagai community sectors. Ms West is a Member of the NSW College of Nursing and Royal College of Nursing Australia.

Ms West entered the Senate in 1987 and was elected to the Australian Senate in 1990 and 1996, where she held many parliamentary positions including the Community Affairs Committee, and Temporary Chairman of Committees. Ms West was Deputy President and Chair of Committees from 1997 – 2002.

Retiring from the Senate, Ms West joined the Mid West Area Health Service Board and the Greater Western Area Health Service Advisory Council and is a member of the Ministerial Hearing Advisory Committee and is Chair of Anglicare, Western NSW. Ms West represents health interests on the Regional Communities Consultative Committee and is on the Community Advisory Committee of the Centre for Rural and Remote Mental Health.

Her particular interests are in Rural Health, Primary Health Care and Quality and Standards of Care.

Table 1: Board meeting attendance 2012–13

Board members	09 Aug 2012 <sup>†</sup>	20 Aug 2012	24 Oct 2012	15 Feb 2013	19 Apr 2013	21 Jun 2013
Professor Bruce Armstrong AM	✓	✓	✓	✓	✓	absent
Professor Jane Hall	✓	✓	✓	✓	✓	✓
Ms Liz Rummery AM	✓	✓	✓	✓	✓	✓
Ms Sue West	✓	✓	✓	✓	✓	✓
Professor Mohamed Khadra	absent	✓	absent	✓	absent	✓
Mr Andrew Goodsall	✓	✓	✓	✓	✓*	✓*
Dr Jean-Frédéric Lévesque (CE)	N/A	N/A	N/A	N/A	✓	✓
Ms Kim Browne (A/CE 1 Jul 2012 – 20 March 2013)	✓	✓	✓	✓	✓	N/A

(\*) via teleconference for part of meeting only.

(†) Special meeting of the Board.

# Staff

Since the establishment of the Bureau in 2009, our staffing levels have continued to grow to meet increased activity within the organisation.

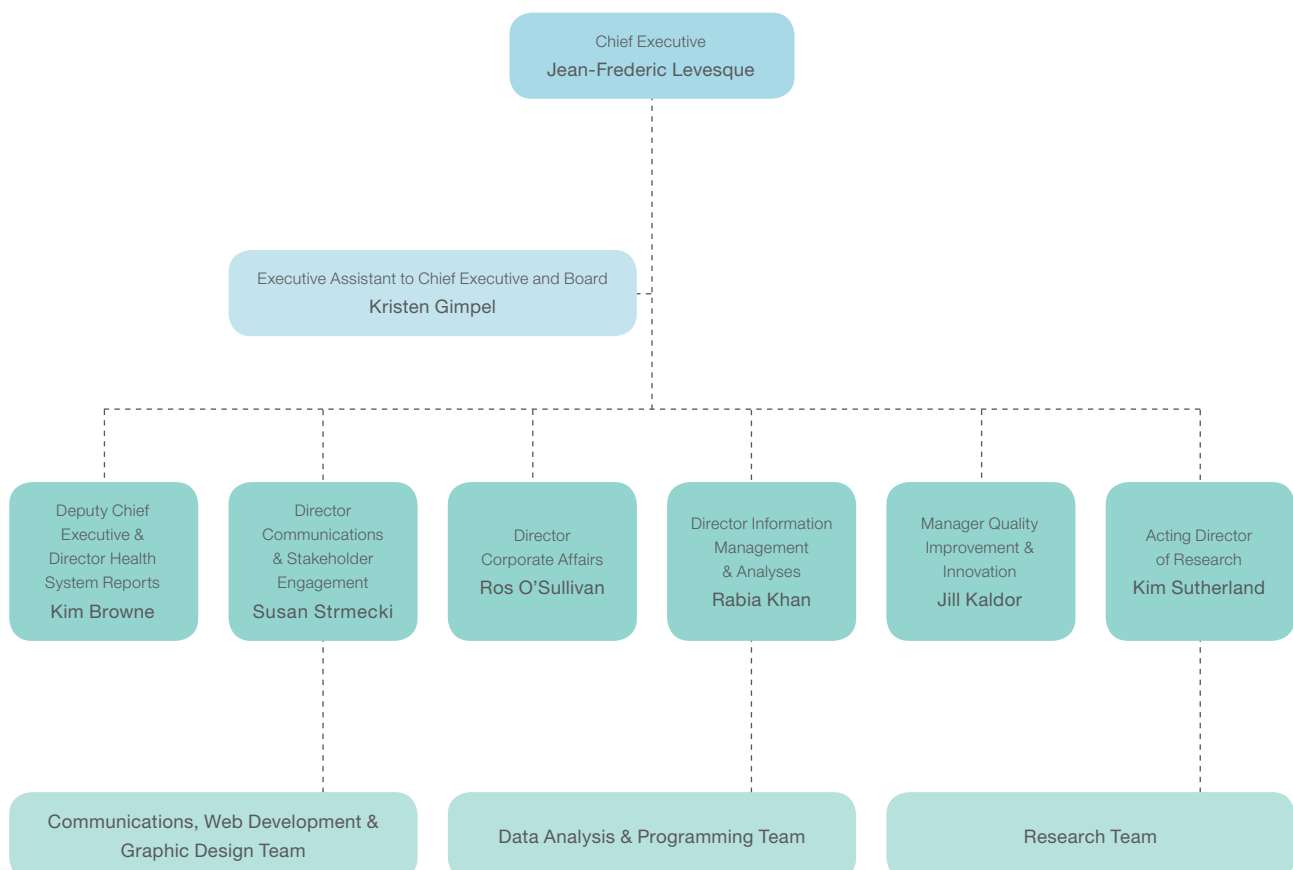
It is because of the dedication of a high performing and talented team that the Bureau is able to continue to meet its objective of providing timely, accurate and comparable information on the NSW Health system.

Table 2: Staffing levels table

	2010 – 2011			2011 – 2012			2012 – 2013		
	Female	Male	Total	Female	Male	Total	Female	Male	Total
HES	2	0	2	2	0	2	1	1	2
HSM	7.5	2	9.5	10.2	4	14.2	15.2	3.3	18.5
06ADMN	0	0	0	0	0	0	1	0	1
Total staff members	9.5	2	11.5	12.2	4	16.2	17.2	4.3	21.5

Figures outlined in this table reflect employment as a FTE and excludes temporary staff / contractors / consultants.

# Organisational chart



# Statutory and policy compliance

## Equal employment opportunity

The Bureau has a strong commitment to equal employment opportunity (EEO) and recruits and employs staff on the basis of merit. The Bureau has a diverse workforce and a culture where people are treated with respect.

## Workforce Profile Data Equal employment opportunity report

Table 4: Statement of comprehensive income for the year ended 30 June 2013

Current Selections	
Cluster	Reporting Entity
Health NSW	Bureau of Health Information

Table 5: Size of Agency (Headcount)

	2011	2012	2013	% Change 2012 to 2013
Headcount at Census Date	10	17	23	35.29%
Non-casual Headcount at Census Date	10	17	23	35.29%

Table 6: EEO Survey Response Rate (Non-casual Headcount at Census Date)

	2011	2012	2013
Non-casual Headcount at Census Date	10	17	23
Non-casual EEO Survey Respondents at Census Date	5	8	15
Response Rate	50.00%	47.06%	65.22%

Note: All calculated EEO data in Tables 4 and 5 are based on employee status as at Census Date.

Table 7: EEO Actual Staff Numbers (Non-Casual Headcount at Census Date)

Staff members	Remuneration Level of Substantive Position								Total
	\$0 - \$41,679	\$41,679 - \$54,742	\$54,742 - \$61,198	\$61,198 - \$77,441	\$77,441 - \$100,145	\$100,145 - \$125,181	\$125,181 > (Non SES)	\$125,181 > (SES)	
Total Staff (Men & Women)	0	0	1	1	10	4	6	1	23
Respondents	0	0	1	1	7	2	4	0	15
Men	0	0	0	0	3	0	1	0	4
Women	0	0	1	1	7	4	5	1	19
Aboriginal & Torres Strait Islanders	0	0	0	0	0	0	0	0	0
People from Racial, Ethnic, Ethno-Religious Minority Groups	0	0	0	0	1	1	0	0	2
People whose Language First Spoken as a Child was not English	0	0	1	0	2	0	0	0	3
People with a Disability	0	0	0	0	0	0	0	0	0
People with a Disability Requiring Work-related Adjustment	0	0	0	0	0	0	0	0	0

Table 7a: EEO Actual and Estimated Staff Numbers (Non-Casual Headcount at Census Date)

Staff members	Remuneration Level of Substantive Position								Total
	\$0 - \$41,679	\$41,679 - \$54,742	\$54,742 - \$61,198	\$61,198 - \$77,441	\$77,441 - \$100,145	\$100,145 - \$125,181	\$125,181 > (Non SES)	\$125,181 > (SES)	
Total Staff (Men & Women)	0	0	1	1	10	4	6	1	23
Respondents	0	0	1	1	7	2	4	0	15
Men	0	0	0	0	3	0	1	0	4
Women	0	0	1	1	7	4	5	1	19
Aboriginal & Torres Strait Islanders	0	0	0	0	0	0	0	0	0
People from Racial, Ethnic, Ethno-Religious Minority Groups	0	0	0	0	1.4	2	0	0	3.4
People whose Language First Spoken as a Child was not English	0	0	1	0	2.9	0	0	0	3.9
People with a Disability	0	0	0	0	0	0	0	0	0
People with a Disability Requiring Work-related Adjustment	0	0	0	0	0	0	0	0	0

**Note:** Estimated figures are calculated on the basis of the number of employees that have responded 'yes' to the EEO category as a proportion of the total number of employees who have responded to the EEO survey, multiplied by the total amount of employees on the salary band, i.e. Estimated People with a Disability from salary band = (Actual number of People with a disability in salary band/Total number of respondents from salary band 1)\* Total number of Staff in salary band 1.

**Note:** Respondents are classified as employees who have provided an answer for any of the EEO questions, whether they have chosen to withdraw their response or not i.e. all employees who do not have 'missing' as their response.

**Note:** Separated employees are excluded in the above table.

Table 7b: EEO Actual and Estimated Staff Numbers (Non-Casual Headcount at Census Date) as %

Staff members	Remuneration Level of Substantive Position								Total
	\$0 - \$41,679	\$41,679 - \$54,742	\$54,742 - \$61,198	\$61,198 - \$77,441	\$77,441 - \$100,145	\$100,145 - \$125,181	\$125,181 > (Non SES)	\$125,181 > (SES)	
Total Staff (Men & Women)	0	0	1	1	10	4	6	1	23
Respondents	0.0%	0.0%	100.0%	100.0%	70.0%	50.0%	66.7%	0.0%	65.2%
Men	0.0%	0.0%	0.0%	0.0%	30.0%	0.0%	16.7%	0.0%	17.4%
Women	0.0%	0.0%	0.0%	0.0%	70.0%	100.0%	83.3%	100.0%	82.6%
Aboriginal & Torres Strait Islanders	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
People from Racial, Ethnic, Ethno-Religious Minority Groups	0.0%	0.0%	0.0%	0.0%	14.3%	50.0%	0.0%	0.0%	0.0%
People whose Language First Spoken as a Child was not English	0.0%	0.0%	0.0%	0.0%	28.6%	0.0%	0.0%	0.0%	0.0%
People with a Disability	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
People with a Disability Requiring Work-related Adjustment	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Note: Estimated percentages are calculated in a similar manner to the estimated figures in Table 4, only they are expressed as a percentage i.e. Estimated Percentage of People with a Disability from salary band 1 = (Actual number of People with a Disability from salary band 1/ Total number of respondents from salary band 1).

# Parliamentary Annual Report Tables

Table 8a: Trends in the Representation of EEO Groups

EEO Group	Target	Percentage of total staff		
		2010 - 2011	2011 - 2012	2012 - 2013
Women	50%	70%	82.4%	82.6%
Aboriginal and Torres Strait Islander	2.6%	0%	0%	0%
People whose first language is not English	19%	0%	11.8%	16.8%
People with a disability	N/A	0%	0%	0%
People with a disability requiring work-related adjustment	1.5%	0%	0%	0%

**Note:** A Distribution Index of 100 indicates that the centre of the distribution of the EEO group across salary levels is equivalent to that of other staff. Values less than 100 mean that the EEO group tends to be more concentrated at lower salary levels than is the case for other staff. The more pronounced this tendency is, the lower the index will be. In some cases the index may be more than 100, indicating that the EEO group is less concentrated at lower salary levels.

**Note:** The Distribution Index is not calculated where EEO group or non-EEO group numbers are less than 20.

## Representation of EEO Groups - Graphs

Figure 1: Trends in EEO Group: women

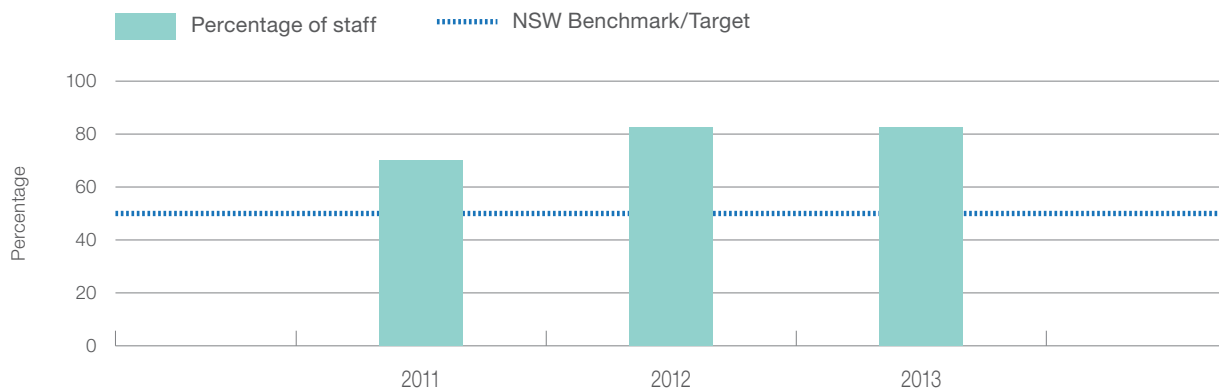


Figure 2: Trends in EEO Group: Aboriginal and Torres Strait Islander

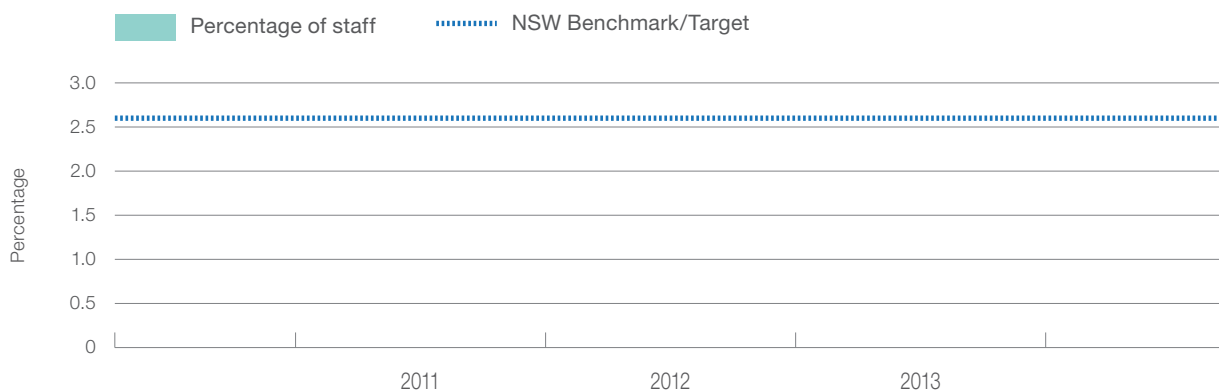
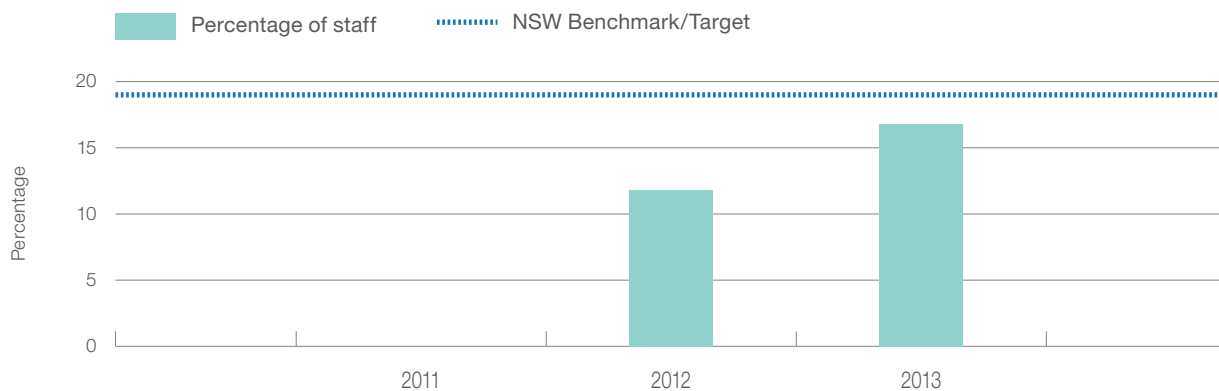


Figure 3: Trends in EEO Group: People whose first language is not English



## Multicultural policies and services program

The Bureau fully supports the principles of multiculturalism outlined in the *Community Relations Commission and Principles of Multiculturalism Act 2000* and the principles outlined in the white paper *Cultural Harmony the Next Decade 2002–2012*.

In 2012/13 the Bureau worked to achieve key priority areas of the multicultural policies and services program. A specific example is the development stage of the NSW Patient Survey Program. A range of key stakeholders were consulted on topics for inclusion in the survey, for example to inform service improvement or to provide supporting evidence of compliance with quality standards and guidelines. Experts in Aboriginal health and Culturally and Linguistically Diverse (CALD) groups participated in the survey development.

To support CALD group participation in the NSW Patient Survey Program, the Bureau engaged the services of the Multicultural Health Unit to translate information into 24 languages. The Bureau also engaged the Health Care Interpreter Service to assist people to participate in the survey.

## Work health and safety

The Bureau has implemented legislation for Work Health and Safety Act 2011 and Work Health and Safety Regulation 2011 within the workplace. The Bureau is committed to the health, safety and welfare of all its employees.

The following health and safety initiatives were implemented during 2012–13:

- Introduction of ergonomic chairs to improve work station comfort
- Introduction of a stand up desk, providing an alternative work station.

## Environmental sustainability

The Bureau is working towards the NSW Government's commitment to being carbon neutral by 2020, by incorporating environmental policy in the workplace. The Bureau's office is located in a building unit with a National Australian Built Environmental Rating (NABER) of 4.5.

The Bureau has implemented a policy for environmental sustainability. Initiatives during 2012/13 included the introduction of blackout blinds to reduce heat and air conditioning use.

## Legal services

The Bureau did not engage in any legal services or the services of any legal firm or legal counsel in 2012/13. Tables can be found at [Appendix 3](#).

## GIPA

The Government Information (Public Access) Act 2009 (GIPA Act) requires the Bureau to make certain government information publicly available. This information is called 'open access information' or 'mandatory release information'.

Under section 7 of the GIPA Act, agencies must review their programs for the release of information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

The Bureau publicly releases all its reports, providing information about NSW public hospital and healthcare performance. This includes technical supplements, media releases and corporate governance information.

For the period 1 July 2012 to 30 June 2013, the Bureau received no applications for information made under the GIPA Act. Tables can be found at [Appendix 2](#).

## Financial summary

The Bureau's total expenses for the 2012/13 year were \$1.301M favourable to the Bureau's annual budget plan for expenditure. This was largely due to the transfer of management of the NSW Patient Survey Program to the Bureau. In taking on responsibility for the program, there was a period of new survey tool development and intellectual property issues. These factors resulted in a delay to the program, with the mail out of surveys commencing in June.

The net operating result in the Statement of Comprehensive Income was \$0.301M unfavourable to budget and resulted in a \$0.402M loss. The unfavourable net operating result was due to the Bureau not receiving its full recurrent allocation of subsidy from the NSW Ministry of Health during the financial year. Given the projected surplus in expenditure, and cash at bank being available, the full draw down of the recurrent allocation was not required by the Bureau. The total allocation of subsidy received by year-end was less than the actual expenditure incurred, and this resulted in a negative equity of \$0.402M. The total subsidy received by the Bureau was \$1.578M below the budget allocation.

The NSW Ministry of Health has confirmed that the full allocation for the Patient Survey recurrent budget will be available across the life of the project, including the funds not received this financial year. Accordingly the unspent funding will be available in 2013/25.

The Statement of Financial position for the end of the financial year shows a total negative equity of \$0.314M. This occurred due to the subsidy allocation being provided on an 'as required' basis. A subsidy payment of \$0.330M was received in July 2013 in cash at bank which remedied this position and the settlement of the intra health payables in July through the intra health arrangement.

A reduction in the cash subsidy paid to the Bureau by the NSW Ministry of Health resulted in the cash at bank reducing by \$0.209M. This impact was also reflected in the Cash Flow for operating activities.

The NSW Ministry of Health recurrent allocations for 2012/13	\$000
Initial Allocation, 1 July 2012	3,042
Award Increases	59
NSW Patient Survey Program	2,298
Subsidy allocation not received	(1,578)
Health NSW	Bureau of Health Information

# Financial statements: Understanding our financials

## What do our financial statements show?

Our financial statements provide an insight into the Bureau's financial status by showing:

- How the Bureau performed during the year
- The ability of the Bureau to pay its debts.

## Why do we have two sets of financial statements?

The Bureau has two sets of financial statements, namely:

- The Bureau of Health Information Parent and Consolidated Financial Statements
- Special Purpose Service Entity, Financial Statements.

The Special Purpose Service Entity is a controlled entity of the Bureau of Health Information. It was set up to provide personnel services to the Bureau. This was established pursuant to Part 2 of Schedule 1 to the *Public Sector Employment and Management Act 2002*. All employee related expenses and liabilities are assumed by the Special Purpose Service Entity.

## What is in the financial statements?

The financial statements of the Bureau consist of the following explanatory notes to support the financial statements. It also includes an endorsement statement by the Board and Chief Executive of the Bureau, and an Independent Auditor's Report issued by the Auditor General of NSW.

Included in the statements are:

- Statement of Comprehensive Income – This lists the sources of revenue, and the operating costs from our day to day running of the Bureau. This does not include costs of asset purchases; however it does include the depreciation of asset expenses.
- Statement of Financial Position – This shows the value of the assets that we hold, as well as the liabilities or claims against these assets. These are expressed as current or non-current. Current means these are assets or liabilities that will be expected to be paid or converted into cash within the next 12 months.
- Statement of Changes in Equity – This statement summarises the change in the Bureau's net worth. Changes to our net worth occur mainly as a result of a Surplus or Deficit recorded in the Statement of Comprehensive Income. A change may also occur in net worth due to the revaluation of assets that results in the increased value of non-current assets.
- Statement of Cash Flows – This statement summarises our cash receipts and payments for the financial year and shows the net increase or decrease in cash held by the Bureau. This statement is prepared on a 'cash' basis; whereas the operating statement is prepared on an accrual basis which includes money not yet paid or spent.

# Parent and Consolidated Financial Statements

## Independent Auditor's Report (Page 1 of 2)



### INDEPENDENT AUDITOR'S REPORT

#### Bureau of Health Information

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of the Bureau of Health Information (the Bureau), which comprise the statement of financial position as at 30 June 2013, the statement of comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information of the Bureau and the consolidated entity. The consolidated entity comprises the Bureau and the entities it controlled at the year's end or from time to time during the financial year.

#### Opinion

In my opinion, the financial statements

- give a true and fair view of the financial position of the Bureau and the consolidated entity, as at 30 June 2013, and of the financial performance and the cash flows for the year then ended in accordance with Australian Accounting Standards
- are in accordance with section 45E of the *Public Finance and Audit Act 1983* (the PF&A Act) and the *Public Finance and Audit Regulation 2010*.

My opinion does not extend to the budget information. I have not audited the budget figures disclosed in the statement of comprehensive income, statement of financial position and statement of cash flows.

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

#### Board's Responsibility for the Financial Statements

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

#### Auditor's Responsibility

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

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

Level 15, 1 Margaret Street, Sydney NSW 2000   GPO Box 12, Sydney NSW 2001   t 61 61 9275 7101   f 61 61 9275 7101   e [info@auditor.nsw.gov.au](mailto:info@auditor.nsw.gov.au)   [auditor.nsw.gov.au](http://auditor.nsw.gov.au)

## Independent Auditor's Report (Page 1 of 2)

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

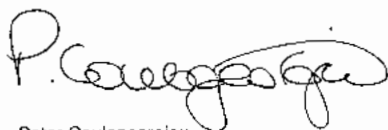
My opinion does not provide assurance:

- about the future viability of the Bureau or the consolidated entity
- that they have carried out their activities effectively, efficiently and economically
- about the effectiveness of their internal control
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about other information that may have been hyperlinked to/from the financial statements.

### Independence

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

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



Peter Coulogeorgiou  
Director, Financial Audit Services

27 September 2013  
SYDNEY

## Certification of Parent and Consolidated Financial Statements as at 30 June 2013



### Bureau of Health Information Certification of the Parent / Consolidated Financial Statements for the year ended 30 June 2013

Pursuant to Section 45F of the *Public Finance and Audit Act 1983*:

- 1) The financial statements of the Bureau of Health Information for the year ended 30 June 2013 have been prepared in accordance with:
  - a) Australian Accounting Standards (which include Australian Accounting Interpretations);
  - b) the requirements of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulations 2010* and the Treasurer's Directions; and
  - c) the Financial Reporting Code for the NSW General Government Sector Entities.
- 2) The financial statements exhibit a true and fair view of the financial position and the financial performance of the Bureau of Health Information; and
- 3) There are no circumstances which would render any particulars in the accounts to be misleading or inaccurate.

Handwritten signature of Robert Lagaida in blue ink.

Robert Lagaida  
**Chief Finance  
Officer**

27 September  
2013

Handwritten signature of Dr Jean-Frédéric Lévesque in blue ink.

Dr Jean-Frédéric  
Lévesque  
**Chief Executive  
Officer**

27 September 2013

Handwritten signature of Professor Bruce Armstrong AM in blue ink.

Professor Bruce Armstrong AM  
**Chairman, Bureau of Health  
Information**

27 September 2013

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Table 1: Statement of comprehensive income for the year ended 30 June 2013

		Parent			Consolidation		
Notes <sup>#</sup>		Actual 2013 (\$000)	Budget (unaudited) 2013 (\$000)	Actual 30 June 2012 (\$000)	Actual 2013 (\$000)	Budget (unaudited) 2013 (\$000)	Actual 30 June 2012 (\$000)
<b>Expenses excluding losses</b>							
Operating expenses							
Employee related	3	0	0	0	2,420	2,560	2,125
Personnel services	4	2,391	2,536	1,989	0	0	0
Other operating expenses	5	1,788	2,848	774	1,788	2,848	774
Depreciation and amortisation	2(g), 6	15	116	10	15	116	10
<b>Total expenses excluding losses</b>		<b>4,194</b>	<b>5,500</b>	<b>2,773</b>	<b>4,223</b>	<b>5,524</b>	<b>2,909</b>
<b>Revenue</b>							
NSW Ministry of Health recurrent allocations	2(c)	3,821	5,399	2,698	3,821	5,399	2,698
Acceptance by the Crown Entity of employee benefits	2(a)(ii), 8	0	0	0	29	24	136
Investment revenue	7	28	0	23	28	0	23
<b>Total revenue</b>		<b>3,849</b>	<b>5,399</b>	<b>2,721</b>	<b>3,878</b>	<b>5,423</b>	<b>2,857</b>
Gain / (Loss) on Disposal	9	(5)	0	0	(5)	0	0
Other Gains / (Losses)	10	(52)	0	0	(52)	0	0
<b>Net result</b>	<b>17</b>	<b>(402)</b>	<b>(101)</b>	<b>(52)</b>	<b>(402)</b>	<b>(101)</b>	<b>(52)</b>
<b>Total comprehensive income</b>		<b>(402)</b>	<b>(101)</b>	<b>(52)</b>	<b>(402)</b>	<b>(101)</b>	<b>(52)</b>

(#) The accompanying notes form part of these financial statements.

Table 2: Statement of financial position as at 30 June 2013

		Parent			Consolidation		
Notes#		Actual 2013 (\$000)	Budget (unaudited) 2013 (\$000)	Actual 30 June 2012 (\$000)	Actual 2013 (\$000)	Budget (unaudited) 2013 (\$000)	Actual 30 June 2012 (\$000)
Assets							
Current assets							
Cash and cash equivalents	11	245	454	454	245	454	454
Receivables	12	120	97	152	120	97	152
Total current assets		365	551	606	365	551	606
Non-current assets							
Property, plant and equipment							
- Land and buildings	13	83	87	94	83	87	94
- Plant and equipment	13	27	(75)	28	27	(75)	28
Total property, plant and equipment		110	12	122	110	12	122
Total non-current assets		110	12	122	110	12	122
Total assets		475	563	728	475	563	728
Liabilities							
Current liabilities							
Payables	14	525	111	433	525	111	433
Provisions	15	262	469	208	262	469	208
Total current liabilities		787	580	641	787	580	641
Non-current liabilities							
Provisions	15	2	2	2	2	2	2
Total non-current liabilities		2	2	2	2	2	2
Total liabilities		789	582	643	789	582	643
Net assets		(314)	(19)	85	(314)	(19)	85
Equity							
Accumulated funds		(314)	(19)	85	(314)	(19)	85
Total equity		(314)	(19)	85	(314)	(19)	85

(#) The accompanying notes form part of these financial statements.

Table 3: Statement of changes in equity for the year ended 30 June 2013

Parent and Consolidation		Accumulated funds	Total
	Notes#	(\$000)	(\$000)
Balance at 1 July 2012		85	85
Total equity at 1 July 2012		85	85
Net result for the year		(402)	(402)
Total comprehensive income for the year		(402)	(402)
Transactions with owners in their capacity as owners			
Increase / (decrease) in net assets from equity transfers	20	3	3
Balance at 30 June 2013		(314)	(314)
Balance at 1 July 2011		137	137
Total Equity at 1 July 2011		137	137
Net result for the year		(52)	(52)
Total comprehensive income for the year		(52)	(52)
Balance at 30 June 2012		85	85

(#) The accompanying notes form part of these financial statements.

Table 4: Statement of cash flows for the year ended 30 June 2013

		Parent			Consolidation		
Notes <sup>#</sup>		Actual 2012 (\$000)	Budget (unaudited) 2013 (\$000)	Actual 30 June 2012 (\$000)	Actual 2013 (\$000)	Budget (unaudited) 2013 (\$000)	Actual 30 June 2012 (\$000)
Cash flows from operating activities							
Payments							
Employee related		0	0	0	(2,322)	(2,316)	(1,872)
Other		(4,146)	(5,533)	(2,579)	(1,824)	(3,217)	(707)
Total payments		(4,146)	(5,533)	(2,579)	(4,146)	(5,533)	(2,579)
Receipts							
NSW Ministry of Health recurrent allocations		3,821	5,398	2,698	3,821	5,398	2,698
Sale of goods and services		62	56	(32)	62	56	(32)
Interest received		28	0	23	28	0	23
Other		34	86	92	34	86	92
Total receipts		3,945	5,540	2,781	3,945	5,540	2,781
Net cash flows from operating activities	17	(201)	7	202	(201)	7	202
Cash flows from investing activities							
Proceeds from sale of land and buildings, plant and equipment, Infrastructure Systems		21	0	0	21	0	0
Purchases of land and buildings, plant and equipment, Infrastructure systems and intangibles		(29)	(7)	(60)	(29)	(7)	(60)
Net cash flows from investing activities		(8)	(7)	(60)	(8)	(7)	(60)
Net increase / (decrease) in cash		(209)	0	142	(209)	0	142
Opening cash and cash equivalents		454	454	312	454	454	312
Closing cash and cash equivalents	11	245	454	454	245	454	454

(#) The accompanying notes form part of these financial statements.

## Bureau of Health Information

### Notes to and forming part of the Financial Statements for the year ended 30 June 2013

#### Note 1: The Bureau of Health Information Reporting Entity

The Bureau of Health Information (the Bureau) was established under the provisions of the *Health Services Act 1997* with effect from 1 September 2009.

The parent entity, comprises all the operating activities of the Bureau under its control.

The Bureau controls the Bureau of Health Information Special Purpose Service Entity which was established as a Division of the Government Service on 1 September 2009 in accordance with the *Public Sector Employment and Management Act 2002* and the *Health Services Act 1997*. These Divisions provide personnel services to enable a Bureau to exercise its functions.

As a consequence the values in the annual financial statements presented herein consist of the parent entity and the consolidated entity which comprises the parent and special purpose service division. In the process of preparing the consolidated financial statements consisting of the controlling and controlled entities, all inter-entity transactions and balances have been eliminated.

The reporting entity is a NSW Government entity which is consolidated as part of the NSW Ministry of Health and NSW Total State Sector Accounts. The Bureau is a not-for-profit entity (as profit is not its principal objective).

These consolidated financial statements for the year ended 30 June 2013 have been authorised for issue by the Board on 27 September 2013.

#### Note 2: Summary of significant accounting policies

##### Basis of preparation

The Bureau's financial statements are general purpose financial statements which have been prepared in accordance with applicable Australian Accounting Standards (which include Australian Accounting Interpretations), the requirements of the *Health Services Act 1997* and its regulations (including observation of the Accounts and Audit Determination for Public Health Organisations), the *Public Finance and Audit Act 1983* and its regulations, and the Treasurers' Directions. Apart from the basis for the Bureau's budget figures, the financial statements comply with the Financial Reporting Code for NSW General Government Sector Entities. Further information on the budget figures can be found at Note 2(o).

The Bureau is a 'going concern' public sector agency. We will receive a recurrent allocation from NSW Health in monthly instalments in accordance with the budget allocation indicated by NSW Health for 2013/25. As at 30 June 2013 our total liabilities exceeded our total assets by \$314,000 primarily due to the recognition of intra health invoices raised against the Bureau in late June that will be settled during July and also the recurrent allocation only being provided on an 'as required' basis during the later half of the financial year.

The Director General of Health, the Chair of Bureau of Health Information Board and the Chief Executive, have agreed to service and funding levels for the forward financial year. The service agreement sets out the level of financial resources for public health services under the Bureau's control and the source of these funds.

By agreement, the service agreement requires local management to control its financial liquidity and in particular meet benchmarks for the payment of creditors. Where the Bureau fails to meet service agreement performance standards, the Ministry of Health as the state manager can take action in accordance with annual performance framework requirements, including financial support and increased management interaction by the Ministry.

Other mitigating circumstances why the going concern is appropriate include:

- Appropriated funds, combined with other revenues earned, are applied to pay debts as and when they become due and payable.
- The Bureau has the capacity to review timing of subsidy cashflows to ensure that they can pay debts as and when they become due and payable.
- The Bureau has developed an Efficiency and Improvement Plan (EIP) which identifies revenue improvement and cost saving strategies. Benefits from the EIP are retained by the Bureau and assist in meeting its overall budget target. The EIP is monitored and evaluated by the Ministry throughout the financial year.

All amounts are rounded to the nearest one thousand dollars and are expressed in Australian currency.

Judgments, key assumptions and estimations made by management are disclosed in the relevant notes to the financial statements.

## Comparative information

Except when 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. The comparative period is a twelve month period.

Where practical, prior year amounts are reclassified for the purpose of comparability with the current year figures.

## Statement of compliance

The financial statements comply with Australian Accounting Standards which include Australian Accounting Interpretations.

Significant accounting policies used in the preparation of these financial statements are as follows:

### 2(a): Employee benefits and other provisions

#### 2(a.i): Salaries and wages, annual leave, sick leave and on-costs

At the consolidated level of reporting, liabilities for salaries and wages (including non-monetary benefits), annual leave and paid sick leave that are due to be settled within 12 months after the end of the period in which the employees render the service are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

All Annual Leave employee benefits are reported as 'Current' as there is an unconditional right to payment. Current liabilities are then further classified as 'Short Term' or 'Long Term' based

on past trends and known resignations and retirements. Anticipated payments to be made in the next twelve months are reported as 'Short Term'.

On-costs of 13.2% are applied to the value of leave payable at 30 June 2013, such on-costs being based on actuarial assessment (Comparable on-costs for 30 June 2012 were 15.3%).

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of workers' compensation insurance premiums and fringe benefits tax, which are consequential to employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

#### 2(a.ii) Long service leave and superannuation

The Bureau's liability for Long Service Leave and defined benefit superannuation are assumed by the Crown Entity.

The Bureau accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as 'Acceptance by the Crown Entity of employee benefits and other liabilities'.

Specific on-costs relating to Long Service Leave assumed by the Crown Entity are borne by the Bureau as shown in Note 15.

Long Service Leave is measured at present value in accordance with AASB 119, Employee Benefits. This is based on the application of certain factors (specified in NSW Treasury Circular

12/06) to employees with five or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

The Bureau's liability for the closed superannuation pool schemes (State Authorities Superannuation Scheme and State Superannuation Scheme) is assumed by the Crown Entity.

Any liability attached to Superannuation Guarantee Charge cover is reported in Note 14, 'Payables'.

The superannuation expense for the reporting period is determined by using the formulae specified in the Treasurer's Directions. The expense for certain superannuation schemes (i.e. Basic Benefit and First State Super) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

#### 2(a.iii) Other provisions

Other provisions exist when the Bureau has a present legal or constructive obligation as a result of a past event; it is probable that an outflow of resources will be required to settle the obligation; and a reliable estimate can be made of the amount of the obligation.

#### 2(b) Insurance

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

## 2(c) Income recognition

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

### Investment Revenue

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

### NSW Ministry of Health Allocations

Payments are made by the NSW Ministry of Health on the basis of the allocation for the Bureau as adjusted for approved supplementations mostly for salary agreements and approved enhancement projects.

This allocation is included in the Statement of Comprehensive Income before arriving at the “Net Result” on the basis that the allocation is earned in return for the health services provided on behalf of the Ministry. Allocations are normally recognised upon the receipt of cash.

## 2(d) Accounting for the Goods & Services Tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except that:

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

Cash flows are included in the Statement of Cash Flows on a gross basis. However, the GST components of cash flows arising from investing and financing activities which is recoverable from, or payable to, the Australian Taxation Office are classified as operating cash flows.

## 2(e) Acquisition of assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Bureau.

Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction 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 (See also assets transferred as a result of an equity transfer Note 2(m)).

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

Where payment for an asset is deferred beyond normal credit terms, its cost is the cash price equivalent, i.e. the deferred payment amount is effectively discounted at an asset-specific rate.

## 2(f) Capitalisation thresholds

Individual items of property, plant and equipment are capitalised where their cost is \$10,000 or above.

## 2(g) Depreciation of property, plant and equipment

Depreciation is provided for on a straight-line basis for all depreciable assets so as to write off the depreciable amount of each asset as it is consumed over its useful life to the Bureau. Land is not a depreciable asset. All material separately identifiable components of assets are depreciated over their shorter useful lives.

Details of depreciation rates initially applied for major asset categories are as follows:

Buildings	2.5%
Motor Vehicle Sedans	12.5%
Office Equipment	10.0%
Plant and Machinery	10.0%

Depreciation rates are subsequently varied where changes occur in the assessment of the remaining useful life of the assets reported.

## 2(h) 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.

## 2(i) Leased assets

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of the leased assets, and operating leases under which the lessor effectively retains all such risks and benefits.

Where a non-current asset is acquired by means of a finance lease, at the commencement of the lease term, the asset is recognised at its fair value or, if lower, the present value of the minimum lease payments, at the inception of the lease. The corresponding liability is established at the same amount. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are charged to the Statement of Comprehensive Income in the periods in which they are incurred.

## 2(j) Impairment of financial assets

All financial assets, except those measured at fair value through profit and loss, are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the entity will not be able to collect all amounts due.

For financial assets carried at amortised cost, the amount of the allowance is the difference between the asset's carrying amount and the present value of estimated future cash flows,

discounted at the effective interest rate. The amount of the impairment loss is recognised in the net result for the year.

When an available for sale financial asset is impaired, the amount of the cumulative loss is removed from equity and recognised in the net result for the year, based on the difference between the acquisition cost (net of any principal repayment and amortisation) and current fair value, less any impairment loss previously recognised in the net result for the year.

Any reversals of impairment losses are reversed through the net result for the year, where there is objective evidence, except reversals of impairment losses on an investment in an equity instrument classified as 'available for sale', must be made through the reserve. Reversals of impairment losses of financial assets carried at amortised cost cannot result in a carrying amount that exceeds what the carrying amount would have been had there not been an impairment loss.

#### 2(k) De-recognition of financial assets and financial liabilities

A financial asset is derecognised when the contractual rights to the cash flows from the financial assets expire; or if the Bureau transfers the financial asset:

- where substantially all the risks and rewards have been transferred; or
- where the Bureau has not transferred substantially all the risks and rewards, if the Bureau has not retained control.

Where the Bureau has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the

extent of the Bureau's continuing involvement in the asset.

A financial liability is derecognised when the obligation specified in the contract is discharged or cancelled or expires.

#### 2(l) Payables

These amounts represent liabilities for goods and services provided to the Bureau and other amounts. Payables are recognised initially at fair value, usually based on the transaction cost or face value.

Subsequent measurement is at amortised cost using the effective interest method. Short-term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

Payables are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Bureau.

#### 2(m) Equity transfers

The transfer of net assets between entity as a result of an administrative restructure, transfers of programs / functions and parts thereof between NSW public sector entities is designated or required by Accounting Standards to be treated as contributions by owners and is recognised as an adjustment to 'Accumulated Funds'. This treatment is consistent with AASB 1004, Contributions and Australian Interpretation 1038, Contributions by Owners Made to Wholly-Owned Public Sector Entities.

Transfers arising from an administrative restructure involving not-for-profit entities and for-profit government entities are recognised at the amount at which the asset was recognised

by the transferor immediately prior to the restructure. Subject to below, in most instances this will approximate fair value.

All other equity transfers are recognised at fair value, except for intangibles. Where an intangible has been recognised at (amortised) cost by the transferor because there is no active market, the agency recognises the asset at the transferor's carrying amount. Where the transferor is prohibited from recognising internally generated intangibles, the entity does not recognise that asset.

## 2(n) Equity and reserves

### 2(n.i) Accumulated funds

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

### 2(o) Budgeted amounts

The budgeted amounts are drawn from the budgets agreed with the NSW Ministry of Health at the beginning of the financial year and with any adjustments for the effects of additional supplementation provided. The budget amounts are not subject to audit review and, accordingly, the relevant column entries in the financial statements are denoted as 'Unaudited'.

### 2(p) Service group statements allocation methodology

The Ministry of Health, in conjunction with all health entities, undertook an analysis of service group statements to ensure that the National Health Funding reforms definitions are consistently applied to 2011/12 and 2012/13 financial statements. Using the statistical data for twelve months ending 30 June 2012, new percentages were derived which resulted in variances in several service groups for the 2011/12 comparative year, which have been restated.

The Bureau has allocated all data to Service Group 6.1 - Teaching and Research.

## 2(q) New Australian accounting standards issued but not effective

NSW public sector entities are not permitted to early adopt new Australian Accounting Standards, unless Treasury determines otherwise. The following new Australian Accounting Standards have not been applied and are not yet effective. The possible impact of these Standards in the period of initial application includes:

AASB 9 and AASB 2010-7, Financial Instruments have mandatory application from 1 July 2015 and comprise changes to improve and simplify the approach for classification and measurement of financial assets. The change is not expected to materially impact the financial statements

AASB 10, Consolidated Financial Statements has mandatory application from 1 July 2013 and provides replacement criteria for the assessment of control in lieu of the provisions of AASB 127. Changes to the reporting of consolidated entities is not expected as a result of this amendment.

AASB 11, Joint Arrangements has mandatory application from 1 July 2013 and defines joint control and the determination of joint control through an assessment of rights and obligations. The Standard is not expected to have any effect within the Bureau.

AASB 12, Disclosure of Interests in Other Entities, has mandatory application from 1 July 2013 and requires disclosure of significant judgements and assumptions made in determining the nature of its interests in another entity or arrangement. It is not expected that the changes will have a material impact.

AASB 13, AASB 2011-8 and AASB 2012-1, Fair Value Measurement have mandatory application from 1 July 2013 and address, inter alia, the assumptions that market participants would use when pricing the asset or liability. Future impact is assessed as minimal.

AASB 119, AASB 2011-10 and AASB 2011-11, regarding employee entitlements, have mandatory application from 1 July 2013 and cover the recognition and measurement of short term and long term employee benefits. Any changes to the 2013/14 financial statements will be dependent on the policy of NSW Treasury.

AASB 127, Separate Financial Statements, has mandatory application from 1 July 2013 and applies in accounting for interests in subsidiaries, joint ventures and associates. Based on current activities, it is assessed as having no future impact on the Bureau.

AASB 128, Investments in Associates and Joint Ventures, has mandatory application from 1 July 2013 and, based on current activities, is assessed as having no impact on the Bureau.

AASB 1053 and AASB 2010-2, Application of Tiers of Australian Accounting Standards, have application from 1 July 2013 and may result in a lessening of reporting requirements, dependent on the policy of NSW Treasury.

AASB 1055, Budgetary Reporting, has application from 1 July 2014. Any changes in future disclosures will be determined by the policies adopted by NSW Treasury for whole of government reporting.

AASB 2010-10 regarding removal of fixed dates for first time adopters, has mandatory application from 1 July 2013 and, based on current activities, is assessed as having no impact on the Bureau.

AASB 2011-2, Trans-Tasman Convergence Project – Reduced Disclosure Requirements, has mandatory application from 1 July 2013 and may result in a lessening of reporting requirements, dependent on the policy of NSW Treasury.

AASB 2011-4, Amendments to Australian Accounting Standards To Remove Individual Key Management Personnel Disclosure Requirements, has application from 1 July 2013 and removes the requirement to individually report the remuneration of Key Management Personnel, recognising that this is more a governance issue.

AASB 2011-6, Amendments to Australian Accounting Standards – Extending Relief from Consolidation, the Equity Method and Proportionate Consolidation – Reduced Disclosure Requirements (AASB 127, AASB 128 and AASB 131), applies from 1 July 2013. The exemption is not expected to have a material impact.

AASB 2011-7, Amendments to Australian Accounting Standards for the consolidation and joint arrangement standards, arise from the issuance of AASB 10, AASB 11, AASB 12, AASB 127, and AASB 128. For not-for-profits, the changes have application from 1 July 2014 but are assessed as having no material effect.

AASB 2011-10, Amendments to Australian Accounting Standards arising from AASB 119, applicable from 1 July 2013 assessed as having no material impact.

AASB 2011-11, Amendments to AASB 119 (September 2011) arising from Reduced Disclosure Requirements, applicable from 1 July 2013 assessed as having no material impact.

The following changes will depend on the policies determined by NSW Treasury.

AASB 2012-1, Amendments to Australian Accounting Standards – Fair Value Measurement – Reduced Disclosure Requirements. Sets out reduced disclosure requirements as a consequence of the issuance of AASB 13, having application from 1 July 2013.

AASB 2012-2, Amendments to Australian Accounting Standard – Offsetting Financial Assets and Financial Liabilities, has application for reporting periods starting on or after 1 January 2013 and seeks to address some of the offsetting criteria of AASB 7.

AASB 2012-3, Amendments to Australian Accounting Standard – Offsetting Financial Assets and Financial Liabilities, has application from 1 January 2014 and seeks to address inconsistencies identified in applying some of the offsetting criteria of AASB 132.

AASB 2012-4, Amendments to Australian Accounting Standards – Government Loans (Amendments to AASB 1 'First-time Adoption of International Financial Reporting Standards'). Applicable to reporting periods on or after 1 January 2013.

AASB 2012-5 regarding annual improvements 2009 to 2011 cycle applicable to reporting periods on or after 1 January 2013.

AASB 2012-7, Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements. Applicable to reporting periods on or after 1 July 2013.

AASB 2012-9, Amendment to AASB 1048 arising from the Withdrawal of Australian Interpretation 1039. Applicable to reporting periods on or after 1 January 2013.

AASB 2012-10, Amendments to Australian Accounting Standards – Transition Guidance and Other Amendments. Applicable to reporting periods on or after 1 January 2013.

AASB 2012-11, Amendments to Australian Accounting Standards – Reduced Disclosure Requirements and Other Amendments, having application from 1 July 2013.

AASB 2013-1, Amendments to AASB 1049 – Relocation of Budgetary Reporting Requirements, having application from 1 July 2014.

Parent

Consolidation

2013 (\$000)	30 June 2012 (\$000)	2013 (\$000)	2012 (\$000)
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Note 3: Employee related				
Employee related expenses comprise the following:				
Salaries and wages	0	0	1,970	1,694
Overtime	0	0	0	4
Superannuation – defined benefit plans	0	0	1	4
Superannuation – defined contribution plans	0	0	165	121
Long service leave	0	0	31	171
Annual leave	0	0	181	79
Sick leave and other leave	0	0	63	45
Workers' compensation insurance	0	0	9	7
Total employee related	0	0	2,420	2,125

Note 4: Personnel services				
Personnel services comprise the purchase of the following:				
Salaries and wages	1,970	1,694	0	0
Overtime	0	4	0	0
Superannuation – defined benefit plans	(0)	0	0	0
Superannuation – defined contribution plans	165	121	0	0
Long service leave	3	38	0	0
Annual leave	181	79	0	0
Sick leave and other leave	63	45	0	0
Workers' compensation insurance	9	7	0	0
Total personnel services	2,391	1,989	0	0

Notes	Parent		Consolidation	
	2013 (\$000)	30 June 2013 (\$000)	2013 (\$000)	30 June 2012 (\$000)
<b>Note 5: Other operating expenses</b>				
Domestic supplies and services	6	5	6	5
Food supplies	2	1	2	1
Fuel, light and power	4	4	4	4
General expenses (see (a) below)	931	344	931	344
Information management expenses	244	54	244	54
Insurance	2	1	2	1
Maintenance (see (b) below)				
Maintenance contracts	0	0	0	0
New / replacement equipment under \$10,000	114	11	114	11
Repairs maintenance / non-contract	39	0	39	0
Motor vehicle expenses	4	4	4	4
Postal and telephone costs	4	1	4	1
Printing and stationery	47	47	47	47
Rental	74	77	74	77
Staff related costs	265	184	265	184
Travel related costs	52	41	52	41
<b>Total other operating expenses</b>	<b>1,788</b>	<b>774</b>	<b>1,788</b>	<b>774</b>
<b>Note 5(a): General expenses include:</b>				
Advertising	33	3	33	3
Auditor's remuneration – external audit *	15	25	15	25
Consultancies – operating activities	96	58	96	58
Corporate support services	101	108	101	108
Courier and freight	4	1	4	1
Data recording and storage	51	5	51	5
Membership / professional fees	2	2	2	2
Patient survey contract	611	0	611	0
Other	18	142	18	142
<b>Total general expenses</b>	<b>931</b>	<b>344</b>	<b>931</b>	<b>344</b>
<b>Note 5(b): Reconciliation of total maintenance</b>				
Maintenance expense – contracted labour and other (non-employee-related)	5	153	11	153
<b>Total maintenance expenses</b>	<b>3, 4, 5</b>	<b>153</b>	<b>11</b>	<b>153</b>

(\*) This represents amounts paid to the Audit Office during Financial Year 12/13. The agreed total cost of the audit of the 12/13 financial statements is \$24,000, as per the Client Service Plan.

	Parent		Consolidation	
	2013 (\$000)	30 June 2012 (\$000)	2013 (\$000)	30 June 2012 (\$000)
<b>Note 6: Depreciation and amortisation</b>				
Amortisation – leasehold improvements	11	10	11	10
Depreciation – Plant and Equipment	4	0	4	0
Total amortisation of leasehold improvements	15	10	15	10
<b>Note 7: Investment revenue</b>				
Interest – other	28	23	28	23
Total interest revenue	28	23	28	23
<b>Note 8: Acceptance by the Crown Entity of employee benefits</b>				
The following liabilities and expenses have been assumed by the Crown Entity:				
Superannuation – defined benefit	0	0	1	3
Long service leave	0	0	28	133
Total employee benefits	0	0	29	136
<b>Note 9: Gain / (Loss) on disposal</b>				
Property, plant and equipment	28	0	28	0
Less: accumulated depreciation	2	0	2	0
Written down value	26	0	26	0
Less: proceeds from disposal	21	0	21	0
Gain/(loss) on disposal of property, plant and equipment	(5)	0	(5)	0
Total gain/(loss) on disposal	(5)	0	(5)	0
<b>Note 10: Other gains (losses)</b>				
Impairment of receivables	(52)	0	(52)	0
Total impairment of receivables	(52)	0	(52)	0

Parent		Consolidation	
2013 (\$000)	30 June 2012 (\$000)	2013 (\$000)	30 June 2012 (\$000)

#### Note 11: Cash and cash equivalents

Cash at bank and on hand	245	454	245	454
Total cash	245	454	245	454

Cash and cash equivalent assets recognised in the Statement of Financial Position are reconciled at the end of the financial year to the Statement of Cash Flows as follows:

Cash and cash equivalents (per Statement of Financial Position)	245	454	245	454
Closing cash and cash equivalents (per Statement of Cash Flows)	245	454	245	454

Refer to Note 21 for details regarding credit risk, liquidity risk and market risk arising from financial instruments.

Parent		Consolidation	
2013 (\$000)	30 June 2012 (\$000)	2013 (\$000)	30 June 2012 (\$000)

#### Note 12: Receivables

Current				
Intra Health receivables	0	55	0	55
Goods and services tax	120	97	120	97
Subtotal	120	152	120	152
Total receivables	120	152	120	152
a) Movement in the Allowance for Impairment – other debtors				
Amounts written off during the year	52	0	52	0
(Increase)/decrease in Allowance Recognised in result for the year	(52)	0	(52)	0
Balance at 30 June	0	0	0	0

**Note:** Details regarding credit risk, liquidity risk and market risk, including financial assets that are either past due or impaired are disclosed in Note 21.

Parent		Consolidation	
2013 (\$000)	2012 (\$000)	2013 (\$000)	2012 (\$000)

### Note 13: Property, plant and equipment

Land and buildings – fair value				
Gross carrying amount	112	112	112	112
Less: Accumulated depreciation and impairment	29	18	29	18
Net carrying amount	83	94	83	94
Plant and equipment – fair value				
Gross carrying amount	29	28	29	28
Less accumulated depreciation and impairment	2	0	2	0
Net carrying amount	27	28	27	28
Total property, plant and equipment at net carrying amount	110	122	110	122

### Parent and Consolidation

Leasehold improvements 2013 (\$000)	Plant and equipment 2013 (\$000)	Total 2013 (\$000)	Leasehold improvements 2012 (\$000)	Plant and equipment 2012 (\$000)	Total 2012 (\$000)
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### Note 13(C): Property, plant and equipment – reconciliation

Net carrying amount at start of year	94	28	122	72	0	72
Additions	0	29	29	32	28	60
Disposals	0	(26)	(26)	0	0	0
Depreciation expense	(11)	(4)	(15)	(10)	0	(10)
Net carrying amount at end of year	83	27	110	94	28	122

Parent		Consolidation	
2013 (\$000)	30 June 2012 (\$000)	2013 (\$000)	30 June 2012 (\$000)

### Note 14: Payables

Current				
Accrued salaries, wages and on-costs	0	0	87	65
Taxation and payroll deductions	0	0	5	2
Accrued liability – purchase of personnel services	92	67	0	0
Creditors	126	38	126	38
Other creditors				
– Intra Health liability	287	324	287	324
– Other	20	4	20	4
Total payables	525	433	525	433

**Note:** Details regarding credit risk, liquidity risk and market risk, including a maturity analysis of the above payables are disclosed in Note 21.

Notes	Parent		Consolidation	
	2013 (\$000)	2012 (\$000)	2013 (\$000)	2012 (\$000)
<b>Note 15: Provisions</b>				
Annual leave – long term benefit	0	0	223	172
Long service leave on-costs	0	0	39	36
Provision for personnel services liability	262	208	0	0
<b>Total current provisions</b>	<b>262</b>	<b>208</b>	<b>262</b>	<b>208</b>
Non-current employee benefits and related on-costs				
Long service leave on-costs	0	0	2	2
Provision for personnel services liability	2	2	0	0
<b>Total non-current provisions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
Aggregate employee benefits and related on-costs				
Provisions – current	0	0	262	208
Provisions – non-current	0	0	2	2
Accrued salaries, wages and on-costs (Note 14)	14	0	92	67
Liability – purchase of personnel services		356	277	0
<b>Total provisions</b>	<b>356</b>	<b>277</b>	<b>356</b>	<b>277</b>
<b>Note 16: Commitments for expenditure</b>				
(a) Operating lease commitments				
Future non-cancellable operating lease rentals not provided for and payable:				
Not later than one year	68	74	68	74
Later than one year and not later than five years	40	117	40	117
<b>Total operating lease commitments (including GST)</b>	<b>108</b>	<b>191</b>	<b>108</b>	<b>191</b>
The operating lease commitments above is for office space.				
<b>Note 17: Reconciliation of cash flows from operating activities to net result</b>				
Net Cash Flows from Operating Activities	(201)	202	(201)	202
Depreciation	(15)	(10)	(15)	(10)
Allowance for impairment	(52)	0	(52)	0
Increase / (decrease) in provisions	(57)	(128)	(57)	(128)
Increase / (decrease) in prepayments and other assets	26	47	26	47
(Increase) / decrease in creditors	(98)	(163)	(98)	(163)
Net Gain/ (Loss) on sale of property, plant and equipment	(5)	0	(5)	0
<b>Net result</b>	<b>(402)</b>	<b>(52)</b>	<b>(402)</b>	<b>(52)</b>
<b>Note 18: Unclaimed monies</b>				
Unclaimed salaries and wages are paid to the credit of the NSW Treasury in accordance with the provisions of the <i>Industrial Relations Act, 1996</i> .				

## Note 19: Budget review – parent and consolidated

### Net result

The Bureau's total expenses for the year were \$1,301K favourable to budget due to delays in recruitment and projects, mainly the NSW Patient Survey Program. The net operating result in the Statement of Comprehensive Income is \$301K unfavourable to budget and \$402K loss. The unfavourable result is related to the full recurrent allocation not being received during the financial year. Full draw down of the recurrent allocation was not required by the Bureau due to cash at bank being available and projected under expenditure however the allocation received was less than expenses incurred resulting in a negative equity. Total subsidy received was \$1,578K below budget.

The Ministry of Health has indicated that the full allocation for the patient survey will be available across the life of the project, including the funds not received this financial year.

The Statement of Financial position for the end of the financial year is total equity of (\$314)K. This has occurred due to the subsidy allocation being provided on an as required basis. A subsidy payment of \$330K was received in July 2013 in cash at bank which remedies this position and settlement of the intra health payables in July through the intra health arrangement. It is noted that the Bureau will continue to get assistance as required from the Ministry of Health to meet its liquidity requirements.

### Assets and Liabilities

A reduction in cash subsidy paid to the Bureau has resulted in cash at bank reducing by 209K. This impact is also reflected in the Cash Flow for operating activities.

Movements in the level of the NSW Ministry of Health Recurrent Allocation that have occurred since the time of the initial allocation on 01 July 2012 are as follows:

(\$000)

Note 19: Assets and liabilities	
Initial allocation (on 1 July 2012)	3,042
Award increases	59
Patient survey	2,298
Subsidy allocation not received	(1,578)
Balance as per Statement of Comprehensive Income	3,821

2013  
(\$000)

2012  
(\$000)

Note 20: Increase/(Decrease) in net assets from equity transfers		
Equity transfers effected in the 2012/13 year were: An increase in net assets of \$0.003M relating to the transfer of recreation leave long service leave on-costs to the Crown. Equity transfers effected comprised:		
Crown entity – recreation leave adjustment	3	0
Total Crown entity – recreation leave adjustment	3	0
Assets and Liabilities transferred are as follows:		
Assets		
Liabilities		
Current liability AL long term	3	0
Increase/(Decrease) in net assets from equity transfers	3	0

## Note 21: Financial Instruments

The Bureau's principal financial instruments are outlined below. These financial instruments arise directly from the Bureau's operations or are required to finance its operations. The Bureau does not enter into or trade financial instruments, including derivative financial instruments, for speculative purposes.

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

The Chief Executive 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 risk faced by the Bureau, to set risk limits and controls and monitor risks. Compliance with policies is reviewed by the Audit & Risk Management Committee and the internal auditors on a regular basis.

### Parent and Consolidation

Parent and Consolidation			2013 (\$000)	2012 (\$000)
Class	Category	Notes	Carrying amount	
Note 21(a). Financial instrument categories				
Financial assets				
Cash and cash equivalents (Note 11)	N/A	11	245	454
Receivables (Note 12*)	Loans and receivables (at amortised cost)	12 <sup>1</sup>	0	55
Total financial assets			245	509
Financial liabilities				
Payables (Note 14)**	Financial liabilities measured at amortised cost	14 <sup>2</sup>	520	431
Total financial liabilities			520	431

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

\*\* Excludes statutory payables and unearned revenue (ie not within scope of AASB 7).

## Note 21(b): Credit risk

Credit risk arises when there is the possibility of the Bureau's debtors defaulting on their contractual obligations, resulting in a financial loss to the Bureau. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from financial assets of the Bureau, including cash, receivables and authority deposits. No collateral is held by the Bureau. The Bureau has not granted any financial guarantees. Credit risk associated with the Bureau's financial assets, other than receivables, is managed through the selection of counterparties and establishment of minimum credit rating standards.

### Cash

Cash comprises cash on hand and bank balances deposited within the NSW Treasury banking system. Interest is earned on daily bank balances at rates of approximately 4% in 2012/13 compared to 4.5% in the previous year.

## Receivables – trade debtors

All trade debtors are recognised as amounts receivable at balance date. Collectability of trade debtors is reviewed on an ongoing basis. Procedures as established in the *NSW Ministry of Health Accounting Manual for Public Health Organisations and Fee Procedures Manual* are followed to recover outstanding amounts, including letters of demand. Debts which are known to be uncollectable are written off. An allowance for impairment is raised when there is objective evidence that the Bureau will not be able to collect all amounts due. This evidence includes past experience and current and expected changes in economic conditions and debtor credit ratings. No interest is earned on trade debtors. The Bureau is not materially exposed to concentrations of credit risk to a single trade debtor or group of debtors. Based on past experience, debtors that are not past due (2013: \$0; 2012: \$0) and not more than 3 months past due (2013: \$0k; 2012: \$0) are not considered impaired and together these represent 100% of the total trade debtors.

Total <sup>1,2</sup>		2013 (\$000)	2012 (\$000)	2013 (\$000)	2012 (\$000)
2013	2012	Past due but not impaired <sup>1,2</sup>		Considered impaired <sup>1,2</sup>	

### Note 21(b): Receivables – trade debtors

< 3 months overdue	0	0	0	0	0	0
3 months – 6 months overdue	0	0	0	0	0	0
> 6 months overdue	0	0	0	0	0	0

(1) Each column in the table reports 'gross receivables'.

(2) The ageing analysis excludes statutory receivables, as these are not within the scope of AASB 7 and excludes receivables that are not past due and not impaired. Therefore, the "total" will not reconcile to the receivables total recognised in the statement of financial position.

### Note 21(c) Liquidity risk

Liquidity risk is the risk that the Bureau will be unable to meet its payment obligations when they fall due. The Bureau 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 effective management of cash, investments and liquid assets and liabilities. The Bureau has negotiated no loan outside of arrangements with the NSW Ministry of Health or Treasury. During the current and prior years, there were no defaults of loans payable. No assets have been pledged as collateral. 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 by the NSW

Ministry of Health in accordance with NSW Treasury Circular 11/12.

For small business suppliers, where terms are not specified, payment is made not later than 30 days from date of receipt of a correctly rendered invoice. For other suppliers, if trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. For small business suppliers, where payment is not made within the specified time period, simple interest must be paid automatically unless an existing contract specifies otherwise.

The table below summarises the maturity profile of the Bureau's financial liabilities together with the interest rate exposure.

2013  
(\$000)

2012  
(\$000)

Note 21(c): Maturity analysis and interest rate exposure of financial liabilities								
	Interest rate exposure		Maturity date		Interest rate exposure		Maturity date	
	Weighted Av. Effective Int. Rate %	Nominal Amount <sup>1</sup>	Non-Interest Bearing	< 1 year	Weighted Av. Effective Int. Rate %	Nominal Amount <sup>1</sup>	Non-Interest Bearing	< 1 year
Payables: - Accrued Salaries Wages, On-Costs and Payroll Deductions, - Creditors	0	87	87	87	0	65	65	65
Payables: - Accrued salaries wages, on-costs and payroll deductions - Creditors	0	433	433	433	0	366	366	366
Total	0	520	520	520	0	431	431	431

**Note:**<sup>1</sup> The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities based on the earliest date on which the Bureau can be required to pay. The tables include both interest and principal cash flows and therefore will not reconcile to the Statement of Financial Position.

## Note 21(d): Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. The Bureau's exposures to market risk are primarily through interest rate risk on the Bureau's borrowings and other price risks associated with the movement in the unit price of the Hour-Glass Investment facilities. The Bureau 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 Bureau 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 date. The analysis is performed on the same basis for 2012. The analysis assumes that all other variables remain constant.

## Interest rate risk

Exposure to interest rate risk arises primarily through the Bureau's interest bearing liabilities. However, the Bureau is not permitted to borrow external to the NSW Ministry of Health (energy loans which are negotiated through Treasury excepted).

Both Treasury and NSW Ministry of Health loans are set at fixed rates and therefore are generally not affected by fluctuations in market rates.

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

A reasonably possible change of +/-1% is used consistent with current trends in interest rates. The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility. The Bureau's exposure to interest rate risk is set out below.

	2013 (\$000)	2012 (\$000)	2013 (-1%)	2012 (+1%)	2013 (-1%)	2012 (+1%)
Class	Carrying amount		Profit	Equity	Profit	Equity

### Note 21(d). Exposure to interest rate risk

Financial assets						
Cash and cash equivalents	245	454	(2)	(0)	(5)	(5)
Receivables	0	55	0	0	0	0
Financial liabilities						
Payables	520	431	0	0	0	0
Receivables	0	0	0	0	0	0

## Note 22: Events after the reporting period

There are no events after the reporting period that require amendment to the financial statements.

## End of Parent and Consolidation Financial Statement

# Special Purpose Service Entity Financial Statements

## Independent Auditor's Report: Special Purpose Service Entity (Page 1 of 2)



### INDEPENDENT AUDITOR'S REPORT

#### Bureau of Health Information Special Purpose Service Entity

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of the Bureau of Health Information Special Purpose Service Entity (the Entity), which comprise the statement of financial position as at 30 June 2013, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information.

#### Opinion

In my opinion, the financial statements

- give a true and fair view of the financial position of the Entity as at 30 June 2013, 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 45E of the *Public Finance and Audit Act 1983* (the PF&A Act) and the Public Finance and Audit Regulation 2010

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

#### Chief Executive's Responsibility for the Financial Statements

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

#### Auditor's Responsibility

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

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

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

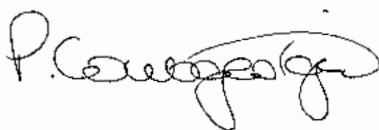
My opinion does *not* provide assurance:

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

#### Independence

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

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



Peter Coulogeorgiou  
Director, Financial Audit Services

27 September 2013  
SYDNEY

## Certification of Special Purpose Service Entity Financial Statements as at 30 June 2013



### Bureau of Health Information Certification of the Special Purpose and Service Entity Financial Statements for the year ended 30 June 2013

Pursuant to Section 45F of the *Public Finance and Audit Act 1983*:

- 1) The financial statements of the Bureau of Health Information for the year ended 30 June 2013 have been prepared in accordance with:
  - a) Australian Accounting Standards (which include Australian Accounting Interpretations);
  - b) the requirements of the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulations 2010* and the Treasurer's Directions; and
  - c) the Financial Reporting Code for the NSW General Government Sector Entities.
- 2) The financial statements exhibit a true and fair view of the financial position and the financial performance of the Bureau of Health Information; and
- 3) There are no circumstances which would render any particulars in the accounts to be misleading or inaccurate.




Robert Lagaida  
**Chief Finance  
Officer**

27 September  
2013



Dr Jean-Frédéric  
Lévesque  
**Chief Executive  
Officer**

27 September 2013



Professor Bruce Armstrong AM  
**Chairman, Bureau of Health  
Information**

27 September 2013

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Table 1: Statement of comprehensive income for the year ended 30 June 2013

	2013 (\$000)	2012 (\$000)
<b>Income</b>		
Personnel services	2,391	1,989
Acceptance by the Crown Entity of employee benefits	29	136
<b>Total income</b>	<b>2,420</b>	<b>2,125</b>
<b>Expenses</b>		
Salaries and wages	1,970	1,694
Overtime	0	4
Defined benefit superannuation	1	4
Defined contribution superannuation	165	121
Long service leave	31	171
Annual leave	181	79
Sick leave and other leave	63	45
Redundancies	0	0
Workers compensation insurance	9	7
<b>Total expenses</b>	<b>2,420</b>	<b>2,125</b>
<b>Result for the year</b>	<b>0</b>	<b>0</b>
<b>Other comprehensive income</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income for the year</b>	<b>0</b>	<b>0</b>

Note: The accompanying notes form part of these financial statements.

Table 2: Statement of financial position as at 30 June 2013

	Notes	2013 (\$000)	2012 (\$000)
<b>Assets</b>			
Current assets			
Receivables	2	354	275
<b>Total current assets</b>		<b>354</b>	<b>275</b>
Non-current assets			
Receivables	2	2	2
<b>Total non-current assets</b>		<b>2</b>	<b>2</b>
<b>Total assets</b>		<b>356</b>	<b>277</b>
<b>Liabilities</b>			
Current liabilities			
Payables	3	92	67
Provisions	4	262	208
<b>Total current liabilities</b>		<b>354</b>	<b>275</b>
Non-current liabilities			
Provisions	4	2	2
<b>Total non-current liabilities</b>		<b>2</b>	<b>2</b>
<b>Total liabilities</b>		<b>356</b>	<b>277</b>
<b>Net assets</b>		<b>0</b>	<b>0</b>
<b>Equity</b>			
Accumulated funds		0	0
<b>Total equity</b>		<b>0</b>	<b>0</b>

Note: The accompanying notes form part of these financial statements.

Table 3: Statement of changes in equity for the year ended 30 June 2013

	2013 (\$000)	2012 (\$000)
<b>Equity</b>		
Balance at 1 July 2012	0	0
Result for the year	0	0
Total comprehensive income for the year	0	0
Balance at 30 June 2013	0	0

Note: The accompanying notes form part of these financial statements.

Table 4: Statement of cash flows for the year ended 30 June 2013

	2013 (\$000)	2012 (\$000)
<b>Cash flow</b>		
Net cash flows from operating activities	0	0
Net cash flows from investing activities	0	0
Net cash flows from financing activities	0	0
Net increase / (decrease) in cash	0	0
Opening cash and cash equivalents	0	0
Closing cash and cash equivalents	0	0
The Bureau of Health Information Special Purpose Service Entity does not hold any cash or cash equivalent assets and therefore there are nil cash flows.		

Note: The accompanying notes form part of these financial statements.

## Bureau of Health Information - Special Purpose Service Entity

Notes to and forming part of the Financial Statements for the year ended 30 June 2013

### Note 1: Summary of significant accounting policies

#### 1(a): Bureau of Health Information Special Purpose Service Entity

The Bureau of Health Information Special Purpose Service Entity (the Entity) is a Division of the NSW Health Service, established pursuant to section 116(4) of the *Health Services Act 1997*. It is a not-for-profit Entity as profit is not its principal objective. The Entity is controlled by the Bureau of Health Information and it is also consolidated as part of the financial statements prepared for both the Ministry of Health and the NSW Total State Sector Accounts. It is domiciled in Australia and its principal office is at Sydney.

The Entity's objective is to provide personnel services to the Bureau of Health Information.

The financial statements were authorised for issue by the Chief Executive and Chair of the Board on 19 September 2013.

#### 1(b): Basis of preparation

The Entity's financial statements are general purpose financial statements and have been prepared in accordance with applicable Australian Accounting Standards which include Australian Accounting Interpretations. The statements have been prepared in accordance with the *Public Finance and Audit Act 1983*, the *Public Finance and Audit Regulation 2010* and Treasurer's Directions.

Generally, the historical cost basis of accounting has been adopted and the financial statements do not take into account changing money values or current valuations. However, certain provisions are measured at fair value. See Note (g).

The accrual basis of accounting has been adopted in the preparation of the financial statements, except for cash flow information.

Management's judgments, key assumptions and estimates are disclosed in the relevant notes to the financial statements.

All amounts are rounded to the nearest \$1,000 and are expressed in Australian currency.

#### Statement of Compliance

The financial statements and notes comply with Australian Accounting Standards which include Australian Accounting Interpretations.

#### 1(c): Income

Income is measured at the fair value of the consideration received or receivable. Revenue from the rendering of personnel services is recognised when the service is provided and only to the extent that the associated recoverable expenses are recognised.

#### 1(d): Receivables

Receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. These financial assets are recognised initially at fair value, usually based on the transaction cost or face value. Subsequent measurement is at amortised cost using the effective interest method, less an allowance for any impairment of receivables. Any changes are accounted for in the income statement when impaired, derecognised or through the amortisation process.

Short term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

### 1(e): De-recognition of financial assets and financial liabilities

A financial asset is derecognised when the contractual rights to the cash flows from the financial assets expire; or if the agency transfers the financial asset:

- where substantially all the risks and rewards have been transferred; or
- where the Entity has not transferred substantially all the risks and rewards; or
- if the Entity has not retained control.

Where the Entity has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of the Entity's continuing involvement in the asset.

A financial liability is derecognised when the obligation specified in the contract is discharged or cancelled or expires.

### 1(f): Payables

Payables include accrued wages, salaries and related on costs (such as payroll deduction liability, payroll tax, fringe benefits tax and workers' compensation insurance) where there is certainty as to the amount and timing of settlement.

A payable is recognised when a present obligation arises under a contract or otherwise. It is derecognised when the obligation expires or is discharged, cancelled or substituted.

Payables are recognised initially at fair value, usually based on the transaction cost or face

value. Subsequent measurement is at amortised cost using the effective interest method. Short term payables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial. Payables are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Entity.

### 1(g): Employee benefits

#### 1(g.i): Salaries and wages, annual leave, sick leave and on-costs

Liabilities for salaries and wages (including non-monetary benefits), annual leave and paid sick leave that are due to be settled within 12 months of the reporting date are recognised and measured in respect of employees' services up to the reporting date at undiscounted amounts based on the amounts expected to be paid when the liabilities are settled.

All Annual Leave employee benefits are reported as 'Current' as there is an unconditional right to payment. Current liabilities are then further classified as 'Short Term' or 'Long Term' based on past trends and known resignations and retirements. Anticipated payments to be made in the next twelve months are reported as 'Short Term'. On-costs of 13.2% are applied to the value of leave payable at 30 June 2013, such on-costs being based on actuarial assessment (Comparable on-costs for 30 June 2012 were 15.3%).

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

The outstanding amounts of payroll tax, workers' compensation insurance premiums and fringe benefits tax, which are consequential to

employment, are recognised as liabilities and expenses where the employee benefits to which they relate have been recognised.

#### 1(g.ii): Long service leave and superannuation

Responsibility for Long Service Leave liability attached to employees of the Entity transferred to the Crown Entity with effect from 31 December 2010 and, therefore do not appear in the financial statements of the Entity. As is the case with other Budget Sector agencies both the Defined Benefit Superannuation (State Authorities Superannuation Scheme and State Superannuation Scheme) and Long Service Leave liabilities are assumed by the Crown Entity.

Specific on-costs relating to Long Service Leave assumed by the Crown Entity are borne by the Entity as shown in Note 4.

Long Service Leave is measured at present value in accordance with AASB119, Employee Benefits. This is based on the application of certain factors (specified in NSW Treasury Circular 11/06) to employees with five or more years of service, using current rates of pay. These approximate present value.

The Entity's liability for the closed superannuation pool schemes (State Authorities Superannuation Scheme and State Superannuation Scheme) is assumed by the Crown Entity. The Entity accounts for the liability as having been extinguished resulting in the amount assumed being shown as part of the non-monetary revenue item described as "Acceptance by the Crown Entity of Employee benefits". Any liability attached to Superannuation Guarantee Charge cover is reported in Note 3, 'Payables'.

The superannuation expense for the financial year is determined by using the formulae specified in the NSW Health Ministry Directions. The expense for certain superannuation schemes (i.e. Basic Benefit and Superannuation Guarantee Charge) is calculated as a percentage of the employees' salary. For other superannuation schemes (i.e. State Superannuation Scheme and State Authorities Superannuation Scheme), the expense is calculated as a multiple of the employees' superannuation contributions.

#### 1(h): New Australian Accounting Standards issued but not effective

No new or revised accounting standards or interpretations are adopted earlier than their prescribed date of application. Set out below are changes to be effected, their date of application and the possible impact on the financial statements of the Entity.

AASB 9 and AASB 2010-7, Financial Instruments have mandatory application from 1 July 2015 and comprise changes to improve and simplify the approach for classification and measurement of financial assets. The change is not expected to materially impact the financial statements

AASB 10, Consolidated Financial Statements has mandatory application from 1 July 2013 and provides replacement criteria for the assessment of control in lieu of the provisions of AASB 127. Changes to the reporting of consolidated entities is not expected as a result of this amendment.

AASB 11, Joint Arrangements has mandatory application from 1 July 2013 and defines joint control and the determination of joint control through an assessment of rights and obligations. The Standard is not expected to have any effect within the Bureau.

AASB 12, Disclosure of Interests in Other Entities, has mandatory application from 1 July 2013 and requires disclosure of significant judgements and assumptions made in determining the nature of its interests in another entity or arrangement. It is not expected that the changes will have a material impact.

AASB 13, AASB 2011-8 and AASB 2012-1, Fair Value Measurement have mandatory application from 1 July 2013 and address, inter alia, the assumptions that market participants would use when pricing the asset or liability. Future impact is assessed as minimal.

AASB 119, AASB 2011-10 and AASB 2011-11, regarding employee entitlements, have mandatory application from 1 July 2013 and cover the recognition and measurement of short term and long term employee benefits. Any changes to the 2013/14 financial statements will be dependent on the policy of NSW Treasury.

AASB 127, Separate Financial Statements, has mandatory application from 1 July 2013 and applies in accounting for interests in subsidiaries, joint ventures and associates. Based on current activities, it is assessed as having no future impact on the Bureau.

AASB 128, Investments in Associates and Joint Ventures, has mandatory application from 1 July 2013 and, based on current activities, is assessed as having no impact on the Bureau.

Notes	2013 (\$000)	2012 (\$000)
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## Note 2. Receivables

Current			
Accrued income – personnel services provided		354	275
Non-current			
Accrued income – personnel services provided		2	2
<b>Total receivables</b>		<b>356</b>	<b>277</b>
Details regarding credit risks, liquidity risk and market risks are disclosed in:	5		

## Note 3. Payables

Current			
Accrued salaries and wages and on-costs		87	65
Taxation and payroll deductions		5	2
<b>Total payables</b>		<b>92</b>	<b>67</b>
Details regarding credit risks, liquidity risk and market risks are disclosed in:	5		

## Note 4. Provisions

Current employee benefits and related on-costs			
Annual leave – short term benefit		0	0
Annual leave – long term benefit		223	172
Long service leave – on-costs		39	36
Other		0	0
<b>Total current provisions</b>		<b>262</b>	<b>208</b>
Non-current employee benefits and related on-costs			
Long service leave – on-costs		2	2
Other		0	0
<b>Total non-current provisions</b>		<b>2</b>	<b>2</b>
Aggregate employee benefits and related on-costs			
Provisions – current		262	208
Provisions – non-current		2	2
Accrued salaries and wages and on-costs		92	67
<b>Total</b>		<b>356</b>	<b>277</b>

## Note 5: Financial instruments

Financial instruments arise directly from the Entity's operations or are required to finance its operations.

The Entity does not enter into or trade financial instruments, including derivative financial instruments for speculative purposes.

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

The Chief Executive has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. The Entity carries minimal risks within its operation as it carries only the value of employee provisions and accrued salaries and wages offset in full by accounts receivable from the Parent Entity. Risk management policies are established by the Parent Entity to identify and analyse the risk faced by the Entity, to set risk limits and controls and monitor risks. Compliance with policies is reviewed by the Audit Committee/Internal auditors of the Parent Entity on a regular basis.

### Total carrying amounts as per the Statement of Financial Position

2013 (\$000)	2012 (\$000)
-----------------	-----------------

Note 5(a): Financial instrument categories			
Financial assets			
Class	Category		
Receivables (note 2) <sup>1</sup>	Receivables measured at amortised cost	356	277
Total financial assets		356	277
Financial liabilities			
Class	Category		
Payables (note 3) <sup>2</sup>	Financial liabilities measured at amortised cost	87	65
Total financial liabilities		87	65

1. Excludes statutory receivables and pre-payments (i.e. not within scope of AASB 7).
2. Excludes statutory payables and unearned revenue (i.e. not within scope of AASB 7).

#### 5(b): Credit risk

Credit risk arises when there is the possibility of the Entity's debtors defaulting on their contractual obligations, resulting in a financial loss to the Entity. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment).

Credit risk arises from financial assets of the Entity i.e receivables. No collateral is held by the Entity nor has it granted any financial guarantees.

#### *Receivables – trade debtors*

Receivables are restricted to accrued income for personnel services provided and employee leave provisions and are recognised as amounts receivable at balance date. The parent entity of the Bureau of Health Information Special Purpose Service Entity is the sole debtor of the Entity and it is assessed that there is no risk of default. No accounts receivables are classified as past due but not Impaired or 'Considered Impaired'.

#### 5(c): Liquidity risk

Liquidity risk is the risk that the Entity will be unable to meet its payment obligations when they fall due.

No such risk exists with the Entity not having any cash flows. All movements that occur in Payables are fully offset by an increase in Receivables from the Bureau of Health Information.

#### 5(d): Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. The Entity's exposures to market risk are considered

to be minimal and the Entity has no exposure to foreign currency risk and does not enter into commodity contracts.

#### *Interest rate risk*

Exposure to interest rate risk arises primarily through interest-bearing liabilities.

However the Entity has no such liabilities and the interest rate is assessed as Nil. Similarly it is considered that the Entity is not exposed to other price risks.

#### 5(e): Fair value

Financial instruments are generally recognised at cost. The amortised cost of financial instruments recognised in the statement of financial position approximates fair value because of the short term nature of the financial instruments.

#### Note 6: Related parties

The Bureau of Health Information is deemed to control the Bureau of Health Information Special Purpose Service Entity in accordance with Australian Accounting Standards. The controlling entity is incorporated under the *Health Services Act 1997*.

Transactions and balances in this financial statements relate only to the Entity's function as provider of personnel services to the controlling entity. The Entity's total income is sourced from the Bureau of Health Information.

Cash receipts and payments are effected by the Bureau of Health Information on the Entity's behalf.

#### Note 7: Events after the reporting period

No matters have arisen subsequent to balance date that would require these financial statements to be amended.

*END OF AUDITED FINANCIAL STATEMENTS*

# Appendix 1: Corporate Government Attestation Statement



## CORPORATE GOVERNANCE ATTESTATION STATEMENT

Financial Year 2012/13

The following corporate governance attestation statement was endorsed by a resolution of the Bureau of Health Information Board at its meeting on 27 September 2013.

The Board is responsible for the corporate governance practices of the Bureau of Health Information. This statement sets out the main corporate governance practices in operation within the Bureau for the 2012–2013 financial year.

A signed copy of this statement has been provided to the NSW Ministry of Health.

Signed:

A handwritten signature in black ink, appearing to read "B. Armstrong".

*Professor Bruce Armstrong AM*

Chairperson

Date: 27 September 2013

A handwritten signature in blue ink, appearing to read "Jean-Frédéric Lévesque".

*Dr Jean-Frédéric Lévesque*

Chief Executive

Date: 27 September 2013

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# Establish robust governance and oversight frameworks

## Role and function of the Board

The Board of the Bureau of Health Information (the Board) carries out its functions, responsibilities and obligations in accordance with the *Health Services Act 1997* and the determination of function for the Bureau as approved by the Minister for Health.

The Board has in place practices that ensure that the primary governing responsibilities of the Board are fulfilled in relation to:

- A** Ensuring clinical and corporate governance responsibilities are clearly allocated and understood
- B** Setting the strategic direction for the Bureau and its services
- C** Monitoring financial and service delivery performance
- D** Maintaining high standards of professional and ethical conduct
- E** Involving stakeholders in decisions that affect them
- F** Establishing sound audit and risk management practices.

## Board meetings

For the 2012–2013 financial year, the Board consisted of a Chair and five members appointed by the Minister for Health, and the Chief Executive Officer as an ex-officio member. The Board met six times during this period.

## Authority and role of senior management

All financial and administrative authorities have been delegated by a formal resolution of the Board and are formally documented within a Delegations Manual for the Bureau.

The roles and responsibilities of the Chief Executive and other senior management within the Bureau are also documented in written position descriptions.

## Regulatory responsibilities and compliance

The Board is responsible for and has mechanisms in place to ensure that relevant legislation and regulations are adhered to within all facilities and units of the Bureau, including statutory reporting requirements.

The Board also has a mechanism in place to gain reasonable assurance that the Bureau complies with the requirements of all relevant government policies and NSW Health policy directives and policy and procedure manuals as issued by the Ministry of Health.

## **A Ensuring clinical and corporate governance responsibilities are clearly allocated and understood**

This is not applicable to the Bureau as the organisation does not deliver health services, nor employs any registered health professional and as such does not report on any healthcare services or instances of healthcare professional misconduct.

## **B Setting the strategic direction for the Bureau and its services**

The Board has in place strategic plans for the effective planning and delivery of its services to the communities and individuals served by the Bureau. This planning process includes setting strategic directions for the Bureau and for the services it provides.

Organisation-wide planning processes and documentation is also in place, with a three to five year horizon, covering:

- Asset management
- Information management and technology
- Research and teaching
- Workforce development.

## C Monitoring financial and service delivery performance

### Role of the Board in relation to financial management and service delivery

The Board is responsible for ensuring compliance with the NSW Health Accounts and Audit Determination and the annual Ministry of Health budget allocation advice.

The Board is also responsible for ensuring that the financial and performance reports it receives and those submitted to its Finance and Performance Committee and the Ministry of Health are accurate and that relevant internal controls for the Bureau are in place. To this end, the Board certifies that:

- The financial reports submitted to the Finance and Performance Committee and the Ministry of Health represent a true and fair view, in all material respects, of the Bureau's financial condition and the operational results are in accordance with the relevant accounting standards.
- The recurrent budget allocations in the Ministry of Health's financial year advice reconcile to those allocations distributed to organisation units and cost centres.
- Overall financial performance is monitored and reported to the Finance and Performance Committee of the Bureau.
- Information reported in the Ministry of Health monthly reports reconciles to and is consistent with reports to the Finance and Performance Committee.

- All relevant financial controls are in place.
- Creditor levels comply with Ministry of Health requirements.
- Write-offs of debtors have been approved by duly authorised delegated officers.
- The Public Health Organisation General Fund has not exceeded the Ministry of Health approved net cost of services allocation.
- The Bureau did not incur any unfunded liabilities during the financial year.
- The Director, Corporate Services and Chief Finance Officer have reviewed the internal liquidity management controls and practices and they comply with Ministry of Health requirements.

The Internal Auditor has reviewed the above during the financial year.

## Service and performance agreements

A written service agreement in the form of a Service Compact was in place during the financial year between the Board and the Director-General, NSW Health, and performance agreements between the Board and the Chief Executive, and the Chief Executive and all Health Executive Service Members employed within the Bureau.

The Board has mechanisms in place to monitor the progress of matters contained within the Service Agreement and to regularly review performance against agreements between the Board and the Chief Executive.

## The Finance and Performance Committee

The Board has established a Finance and Performance Committee to assist the Board and the Chief Executive ensure that the operating funds, capital works funds and service outputs required of the Bureau are being managed in an appropriate and efficient manner.

The Finance and Performance Committee is chaired by Professor Bruce Armstrong AM, Chairperson of the Board and comprises all members of the Board. The Chief Executive attends all meetings of the Finance and Performance Committee unless on approved leave.

The Finance and Performance Committee receives bi-monthly reports that include:

- Financial performance of each major cost centre
- Liquidity performance
- Activity performance against indicators and targets in the performance agreement for the Bureau
- Advice on the achievement of strategic priorities identified in the performance agreement for the Bureau.

Letters to management from the Auditor-General, Minister for Health, and the NSW Ministry of Health relating to significant financial and performance matters are also tabled at the Finance and Performance Committee.

## D Maintaining high standards of professional and ethical conduct

The Bureau has adopted the NSW Health Code of Conduct to guide all staff and contractors in ethical conduct.

The Code of Conduct is distributed to all new staff and is included on the agenda of all staff induction programs. The Board has systems and processes in place to ensure the Code is periodically reinforced for all existing staff. Ethics education is also part of the Bureau's learning and development strategy.

The Chief Executive, as the principal officer for the Bureau, has reported all known cases of corrupt conduct, where there is a reasonable belief that corrupt conduct has occurred, to the Independent Commission Against Corruption, and has provided a copy of those reports to the Ministry of Health. In this period, there were no known cases.

Policies and procedures are in place to facilitate the reporting and management of public interest disclosures within the Bureau in accordance with state policy and legislation, including establishing reporting channels and evaluating the management of disclosures.

## E Involving stakeholders in decisions that affect them

The Bureau engages with stakeholders to ensure its work is informed, collaborative and accurate. Prior to the release of each report, the Bureau informs key stakeholders about the findings and estimated dates of release of the reports.

The community, including stakeholders, can readily access public information relating to the Bureau's performance reports and activities including research on its website [www.bhi.nsw.gov.au](http://www.bhi.nsw.gov.au)

Stakeholder activity in 2012/13 included:

- Reports – the Bureau receives comments from peer reviewers and data custodians, and incorporates feedback that it deems useful to improving relevance, accuracy, comparability and interpretability of its reports.
- Committees – the Bureau invites participation from Local Health Districts, the NSW Ministry of Health, Pillars and research institutions on its Strategic Advisory Committees and Implementation Advisory Committees. These groups are set up as needed to consult and support the Bureau's reports and work plans. The Bureau also contributes expert advice to other organisations.
- Workshops – the Bureau held two workshops to understand the information needs and priorities of stakeholders regarding the NSW Patient Survey Program. The first workshop was attended by 70 healthcare professionals, clinicians, healthcare managers, consumers and health research institutes. This was followed by a workshop held specifically for consumers.
- Presentations and conferences – the Bureau's staff, in particular the Chief Executive, presented to a wide variety of audiences in the healthcare sector, attending conferences, meetings and visits to Local Health Districts.
- Online and media – the Bureau ensures that all information is made publicly available. All reports and supporting material is available on the Bureau's website. Interviews are proactively sought in print, radio and TV media to assist informing the community about the Bureau's findings.

In 2012/13 the Bureau commenced a Stakeholder Analysis and Engagement Framework to further develop its relationships.

## F Establishing sound audit and risk management practices

### Role of the Board in relation to audit and risk management

The Board is responsible for supervising and monitoring risk management by the Bureau and its facilities and units, including the Bureau's system of internal control. The Board receives and considers all reports of the External and Internal Auditors for the Bureau and, through the Audit and Risk Management Committee, ensures that audit recommendations and recommendations from related external review bodies are implemented.

The Bureau has a current Risk Management Plan. The Plan covers all known risk areas including:

- Leadership and management
- Finance (including fraud prevention)
- Information Management
- Workforce
- Security and safety
- Facilities and asset management
- Emergency and disaster planning
- Community expectations.

### Audit and Risk Management Committee

The Board has established an Audit and Risk Management Committee, with the following core responsibilities:

- To assess and enhance the Bureau's corporate governance, including its systems of internal control, ethical conduct and probity, risk management, management information and internal audit.
- To ensure that appropriate procedures and controls are in place to provide reliability in the Bureau's financial reporting, safeguarding of assets, and compliance with the Bureau's responsibilities, regulatory requirements, policies and procedures.
- To oversee and enhance the quality and effectiveness of the Bureau's internal audit function, providing a structured reporting line for the Internal Auditor and facilitating the maintenance of their independence.
- Through the internal audit function, to assist the Board to deliver the Bureau's outputs efficiently, effectively and economically, so as to obtain best value for money and to optimise organisational performance in terms of quality, quantity and timeliness; and

- To maintain a strong and candid relationship with external auditors, facilitating to the extent practicable, an integrated internal/external audit process that optimises benefits to the Bureau.

The Audit and Risk Management Committee comprises three members, including two persons who are not employees of, or contracted to, provide services to the Bureau.

The Chairperson of the Audit and Risk Management Committee in 2012/13 was Mr Allan Cook who is the independent chair of the committee. The other members of the committee were Ms Gerry Brus (independent member), Mrs Liz Rummery AM (Board member) and the Bureau's Chief Executive Officer. The Audit and Risk Management Committee met on seven occasions during the financial year.

The Chairperson of the committee has right of access to the Director-General of the NSW Ministry of Health.

## Appendix 2: GIPA tables

Statistical information about access applications made to the Bureau during the reporting year is set out in the following tables – as required by Schedule 2 to the GIPA Regulation.

Table 1: Number of applications by type of applicant and outcome\*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Media	0	0	0	0	0	0	0	0
Members of Parliament	0	0	0	0	0	0	0	0
Private sector business	0	0	0	0	0	0	0	0
Not for profit organisations or community groups	0	0	0	0	0	0	0	0
Members of the public (application by legal representative)	0	0	0	0	0	0	0	0
Members of the public (other)	0	0	0	0	0	0	0	0

(\*) More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table 2: Number of applications by type of applicant and outcome\*

	Access granted in full	Access granted in part	Access refused in full	Information not held	Information already available	Refuse to deal with application	Refuse to confirm / deny whether information is held	Application withdrawn
Personal information applications*	0	0	0	0	0	0	0	0
Access applications (other than personal information applications)	0	0	0	0	0	0	0	0
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0

(\*) A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).  
The total number of decisions in Table B should be the same as Table A.

Table 3: Invalid applications

Reason for invalidity	Number of applications
Application does not comply with formal requirements (section 41 of the Act)	0
Application is for excluded information of the Bureau (section 43 of the Act)	0
Application contravenes restraint order (section 110 of the Act)	0
Total number of invalid applications received	0
Invalid applications that subsequently became valid applications	0

Table 4: Conclusive presumption of overriding public interest against disclosure  
(matters listed in Schedule 1 to Act)

	Number of times consideration used*
Overriding secrecy laws	0
Cabinet information	0
Executive Council information	0
Contempt	0
Legal professional privilege	0
Excluded information	0
Documents affecting law enforcement and public safety	0
Transport safety	0
Adoption	0
Care and protection of children	0
Ministerial code of conduct	0
Aboriginal and environmental heritage	0

(\*) More than one public interest consideration may apply in relation to a particular access application and, if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E.

Table 5: Other public interest considerations against disclosure (matters listed in table to section 14 of Act)

	Number of occasions when application was not successful
Responsible and effective government	0
Law enforcement and security	0
Individual rights, judicial processes and natural justice	0
Business interests of the Bureau and other persons	0
Environment, culture, economy and general matters	0
Secrecy provisions	0
Exempt documents under interstate Freedom of Information legislation	0

Table 6: Timeliness

	Number of applications
Decided within the statutory timeframe	0
Decided after 35 days (by agreement with applicant)	0
Not decided within time (deemed refusal)	0
Total applications	0

Table 7: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total
Internal review	0	0	0
Review by Information Commissioner*	0	0	0
Internal review following recommendation under Section 93 of Act	0	0	0
Review by ADT	0	0	0
Total applications	0	0	0

(\*) The Information Commissioner does not have the authority to vary decisions, but can make recommendation to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made.

Table 8: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review
Applications by access applicants	0
Applications by persons to whom information the subject of access application relates	0

(\*) More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

## Appendix 3: Legal services

The Bureau of Health Information did not incur any legal services expenses during the financial year ended 30 June 2013.

Table 1: Overview of Legal Services Expenditure (all amounts must be GST inclusive)

Total External Legal Services Expenditure	\$0.00
Total Expenditure by Area of Law	\$0.00
Total Expenditure on Law Firms	\$0.00
Total Expenditure on Counsel	\$0.00
Total Expenditure on Male Counsel	\$0.00
Total Expenditure on Female Counsel	\$0.00
Total number of Counsel briefed	0
Male Counsel briefed	0
Female Counsel briefed	0
Total Internal Legal Services Expenditure	\$0.00
Total number of FTE Legal Officers	0
Total Costs Recovered	\$0.00
Total Estimated Savings from use of ADR	\$0.00

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