



Office of Transport Safety Investigations

ANNUAL REPORT

2014- 2015



The Honourable Andrew Constance, MP
Minister for Transport and Infrastructure
52 Martin Place
SYDNEY NSW 2000

15 October 2015

Dear Minister

It is my pleasure to submit to you the 2014 – 2015 Annual Report of the Chief Investigator of the Office of Transport Safety Investigations (OTSI) for presentation to Parliament.

The Report highlights the principal undertakings and achievements of the Office as the State's Transport Safety Investigator throughout the reporting period.

The report has been prepared in accordance with the requirements of the *Annual Reports (Statutory Bodies) Act 1984* and the *Annual Report (Statutory Bodies) Regulation 2000* and the *Public Finance and Audit Act 1983*.

Yours sincerely,



Mick Quinn
Chief Investigator

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Chief Investigator's Report

As the State's independent transport safety investigator, responsible for serving the safety interests of the travelling public and those of the rail, bus and ferry operators who provide passenger and rail freight services, OTSI has continued to make a significant contribution to public transport and rail freight safety through its direct investigative involvement with service providers, industry regulators, government divisions and authorities, and the general public. In particular, it has:

- Fostered constructive and open working relationships with transport industries, transport service providers, unions, regulators, the media and the general public.
- Promoted the concept and practice of a Just Culture occurrence reporting system and facilitated the reporting of safety concerns by transport employees by providing a secure and responsive investigatory service through the confidential safety information reporting scheme.
- Cooperated with the Australian Transport Safety Bureau (ATSB) in keeping with the terms of the Collaboration Agreement which came into effect on 20 January 2013. Under the agreed terms, OTSI conducts railway accident and incident investigations in accordance with the provisions of the *Transport Safety Investigation Act 2003* (Cth) on behalf of the ATSB as the national rail safety investigator.
- Maintained its currency and capability as a multi-modal transport accident investigator through the application of contemporary investigative practices and liaison with other investigative jurisdictions, to improve its incident response procedures, investigation management and report presentation.
- Supported the investigating officers in completing the formal training modules in the ATSB's Diploma of Transport Safety Investigations as a mandatory prerequisite to conducting rail safety investigations in accordance with the terms of the National Rail Safety Investigator Collaboration Agreement. To date one OTSI investigator has been awarded the Diploma. Other investigators are preparing their portfolios for the assessment of prior learning and current competency.
- Initiated investigations into six rail, four bus and one ferry accidents and incidents. Two of the rail investigations were initiated under the *Transport Safety Investigation Act 2003* (Cth) on behalf of the ATSB in accordance with the Collaboration Agreement.
- Completed investigations into three of those accidents, together with 10 accident investigations carried forward from 2013-2014.
- In accordance with the Passenger Transport Act 1990 (NSW), the reports into seven of those accidents and incidents have been tabled in Parliament and are publicly available on the OTSI website. The other three were completed on behalf of the ATSB and published on their website to which there is a link from OTSI's website.

The Office has received considerable support from many departments, authorities, offices and organisations throughout the year. This support has greatly assisted the Office to perform its various functions. I'm most grateful for that support and assistance. Most importantly, the Office has had the benefit of the cooperation of rail, bus and ferry operators in the course of its investigations. Without that cooperation which is gratefully acknowledged, it would be more difficult for OTSI to achieve its purpose of improving public transport safety. The members of the OTSI team also warrant special mention for their dedication and sustained commitment to the primary purpose of improving public transport safety.

Throughout the reporting period, OTSI has continued to make a direct contribution to the provision of safer public transport services and rail freight services in NSW. Its place as one of the important State agencies which provides essential public services to the people of NSW is firmly established. I look forward to further developing the capability and capacity of the Office to ensure that it continues to serve the broadest possible safety interests of transport industries, operators and the travelling public in NSW.

A handwritten signature in black ink, appearing to read 'Mick Quinn', with a small dot at the end of the signature.

Mick Quinn
Chief Investigator

Charter

OTSI was originally established on 1 January 2004 as a separate division within what was then the Independent Transport Safety and Reliability Regulator (ITSRR). However, with the passage of the *Transport Legislation Amendment (Waterfall Rail Inquiry Recommendations) Bill 2005*, OTSI was separated from ITSRR and the Chief Investigator's Office of Transport Safety Investigations was established as a statutory agency of the NSW Government and commenced independent operations on 1 July 2005.

Amendments to the *Transport Administration Act 1988* confer powers on the Chief Investigator to establish the Office of Transport Safety Investigations and conduct investigations into rail, bus and ferry accidents and incidents in accordance with the provisions of the *Passenger Transport Act 1990* and the *Marine Safety Act 1998*.

OTSI was established as an independent office to ensure that both the travelling public and transport service providers could have a high degree of confidence that all safety investigations involving the NSW public transport network were conducted in a fair, impartial and rigorous manner, applying the principles of 'just culture' to all investigations initiated as a result of its response to notifiable incidents and accidents.

While the Chief Investigator OTSI reports to the Minister for Transport and Infrastructure, the Chief Investigator is not subject to the direction and control of the Minister in the exercise of the Chief Investigator's investigative and reporting functions. However, in a situation where the Chief Investigator may not have already initiated an investigation into a particular rail or passenger transport accident or incident, he is required to do so when given a written direction by the Minister.

In this tenth year of independent operations, considerable emphasis has been placed on ensuring that OTSI's operations contribute directly to the provision of safe, efficient public transport and rail freight services in accordance with the goals set out in the NSW 2021 plan.

Aims and Objectives

The Office of Transport Safety Investigations contributes to the safe operation of public transport and rail freight services in New South Wales by initiating and directing investigations into accidents and safety-related incidents whenever and wherever they occur. OTSI's investigations are conducted with the purpose of producing the following outcomes:

- ◆ Identification of those factors which have caused and/or contributed to rail freight and rail, bus and ferry passenger transport accidents and incidents.
- ◆ Determination and specification in its investigation reports of the most appropriate remedial safety action to prevent recurrence of similar types of accidents and incidents.

- ◆ Production of Transport Safety Investigation Reports which are tabled in Parliament by the Minister for Transport and Infrastructure and published on the OTSI website for operator, industry and public utilisation.
- ◆ Provision and management of a Confidential Safety Information Reporting Scheme (CSIRS) for use by transport employees for the reporting of safety issues that require remedial action.
- ◆ Analysis of rail, bus and ferry operations and accident investigations in other jurisdictions in order to identify safety trends and contemporary practice.

To achieve these outcomes, the Office has established and provides the following services and functions:

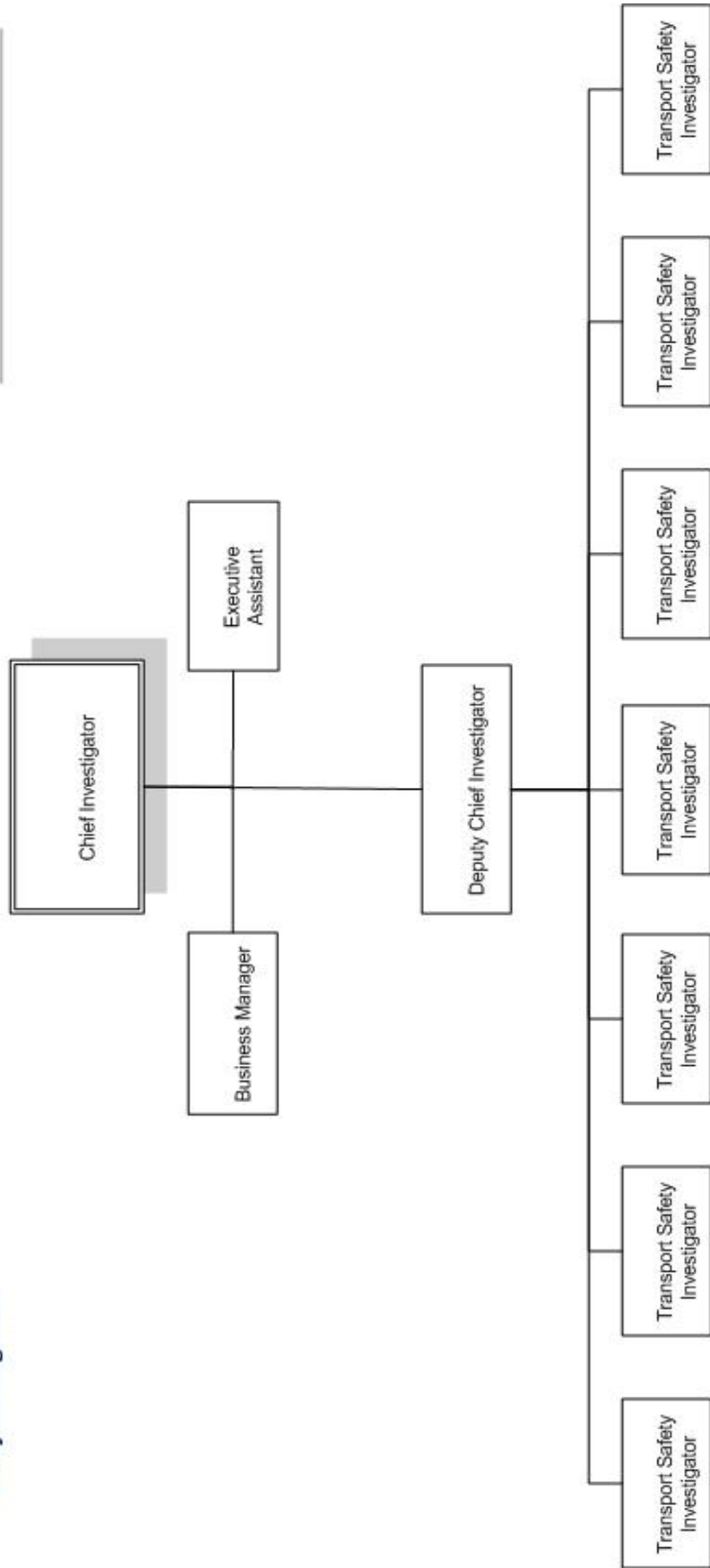
- ◆ A 24 hour on call Duty Officer to whom NSW bus and ferry operators and regulators report the occurrence of accidents and incidents. Notifications of serious (Category A) rail accidents and incidents are provided to OTSI by the ATSB in accordance with the provisions of the *Rail Safety National Law (NSW)*, and the Collaboration Agreement.
- ◆ A 24 hour investigation response team capable of providing immediate deployment to an accident or incident site.
- ◆ A team of transport safety investigators capable of undertaking investigations into rail, bus and ferry accidents and incidents.
- ◆ A dedicated response capability for confidential safety information reports.
- ◆ The provision of detailed accident and incident reports which are designed to improve transport safety.
- ◆ The conduct of safety investigations where organisational systemic defects or deficiencies are detected in the course of accident investigations or where safety trend analysis indicates the requirement.

Organisation

OTSI has a staff of nine investigators which includes the Chief Investigator and the Deputy Chief Investigator, supported by a small administrative team. The organisation of the Office is shown on the next page.

Note

The Chief Investigator is appointed by the Governor on the recommendation of the Minister for Transport and is accountable to that Minister.



Operations

Throughout the reporting year, OTSI has undertaken the following operational activities:

- ◆ Received and assessed rail, bus and ferry accident and incident notifications from accredited operators and regulators in accordance with the *Passenger Transport Act 1990* and the terms of the Collaboration Agreement with the ATSB.
- ◆ Conducted Just Culture investigations into rail, bus and ferry accidents and incidents involving fatalities, serious injury and significant damage, to determine causation, contributory factors and recommend preventative remedial safety action.
- ◆ Conducted 'systemic' investigations into organisational, operational, cultural and other deficiencies that are identified in the course of investigations or through analysis of accident and incident notifications.
- ◆ Reviewed the reports of investigations conducted by transport operators to determine the adequacy of those investigations, their findings and recommendations.
- ◆ Received and facilitated the investigation of reports of safety concerns lodged by transport employees under the CSIRS.
- ◆ Conducted analysis of transport accidents and incidents in Australia and abroad to identify safety trends.

2014 – 15 in Review

During the year, OTSI received 634 notifications of incidents and accidents which fell within the category of "Notifiable Occurrences" as described in the *Acts, Regulations* and established reporting protocols. Of these, 100 were rail notifications provided by the ATSB in accordance with the *Rail Safety National Law* and the terms of the Collaboration Agreement. Additional information was sought in relation to 144 incident reports (rail – 66, bus – 60, ferry – 18) to assist in the process of determining what investigative action was warranted. OTSI investigators deployed to incident sites on 18 occasions (rail – 7, bus – 8, ferry – 3) to conduct preliminary investigations. The following investigations were initiated and undertaken by OTSI in the reporting period:

Rail

- ◆ 2 August 2014: Worksite protection incident at the Flemington Maintenance Centre
- ◆ 10 October 2014 Main line rail defect in the Boronia No.3 Tunnel
- ◆ 24 November 2014 Incident involving absolute signal blocking at Warnervale*

- ◆ 15 February 2015 Derailment of empty coal train at Kankool*
- ◆ 12 March 2015 Wrong running direction at Mt Druitt*
- ◆ 2004 - 2013 Contributing factors in NSW rail incidents 2004-2013

* Investigated under the *Transport Safety Investigation Act 2003 (Cth)* on behalf of the ATSB.

Bus

- ◆ 22 October 2014 Bus wheel separation at Macquarie Park
- ◆ 1 April 2015 Fire involving STA bus MO 1695 at Mosman
- ◆ 19 May 2015 Fire involving STA bus MO 3936 at Ashfield
- ◆ 2014 Bus fires in NSW in 2014

Ferry

- ◆ 1 March 2015 Sinking of MV *Venture* at Cabarita Marina

In all, OTSI dealt with 18 investigations during the reporting period. Of the 11 investigations initiated in 2014 – 15, three were completed within the reporting period, together with another seven which were in progress from 2013 – 14. Seven investigations were completed under NSW State legislation. The reports of these investigations were submitted to the Minister, tabled in Parliament and published on the OTSI website on the dates indicated:

Rail

- ◆ 23 July 2014 Safeworking incident at Moss Vale on 21 December 2013
- ◆ 1 August 2014 Safeworking incident at East Maitland on 27 November 2013
- ◆ 26 June 2015 Contributing factors in NSW rail incidents 2004-2013

Bus

- ◆ 15 October 2014 Malfunction of articulated bus rear doors at Ryde on 3 April 2014
- ◆ 10 February 2015 Bus fires in NSW in 2014
- ◆ 3 June 2015 Bus wheel separation at Macquarie Park on 22 October 2014

Ferry

- ◆ 3 September 2014 Close quarters incident involving *Collaroy* and *Captain Cook II* on Sydney Harbour on 18 February 2014

Three investigations undertaken on behalf of the ATSB under Commonwealth legislation were in progress from 2013 – 14. The reports were published on the ATSB website on the dates shown with links from OTSI's website:

- ◆ 19 September 2014 Safeworking breach involving local possession authority at Revesby on 10 July 2013
- ◆ 31 October 2014 Locomotive fire at Awaba on 5 June 2014
- ◆ 2 March 2015 Safeworking breaches involving absolute signal blocking at Newcastle and Wollstonecroft (and incorporating the incident at Blackheath on 13 June 2013) on 13 July 2013

OTSI investigators also provided technical advice to the ATSB in relation to a screwed journal at Culcairn on 24 October 2014.

In discharging its other responsibilities throughout the Reporting Period, OTSI:

- ◆ Received 26 rail, bus and ferry operator investigation reports and completed its review of all of those investigations, providing feedback on the adequacy of the investigations, their findings and safety recommendations.
- ◆ Received 8 confidential reports (rail – 3, bus – 4, ferry 1) from transport employees through the Confidential Safety Information Reporting Scheme (CSIRS) and finalised all of those cases with formal notification of the results of the investigations being provided to the reporters.

Challenges 2015 – 2016

Although much has been achieved in its first 10 years of independent operation, there are important challenges which OTSI continues to confront, and seeks resolution to, in the year ahead. Some of those challenges include the following:

- ◆ Invest in OTSI's people and enhance operational capability through programs of continuing professional development, education and training.
- ◆ Continue to undertake rail safety investigations to the standard agreed in the Collaboration Agreement with the Australian Transport Safety Bureau within the framework of the National Rail Safety Investigation Framework.
- ◆ Continue to measure and benchmark OTSI's performance against national and international best practice standards in transport accident investigation methodologies, completion timeframes and report compilation, and ensure that OTSI is at least matching, if not exceeding, those benchmarks.

- ◆ Retain the services of the highly skilled investigators who make up the OTSI team.
- ◆ Engage with industry to enhance the safety of operations, whilst maintaining the OTSI's independent statutory authority status.
- ◆ Research and acquire relevant emerging investigative technologies which have the potential to enhance the techniques, practices and procedures employed by OTSI in the conduct of its investigations.

Governance and Management Systems

The Governance and Management Systems applied in OTSI are appropriate to its size with the Chief Investigator exercising all the powers and functions of a Chief Executive Officer. Given the resources available, the Chief Investigator has more direct span of control over the application of all the resources of OTSI than may be applicable in a larger, more diversified organisation.

Management of OTSI Records

OTSI has an in-house system in place to maintain Electronic Records and manage documents. A review of recordkeeping practices and systems is conducted on an annual basis. The aim of this functional system is to enable OTSI to achieve its business objectives by:

- employing best-practice recordkeeping systems;
- improving staff retrieval of key business information;
- ensuring statutory recordkeeping requirements are met; and
- having a single system for record management.

In September 2008, a Functional Retention and Disposal Authority developed by OTSI was approved by the NSW State Records Board. This Authority identifies records that can be transferred to State Archives and provides State Records approval for the destruction of records after a suitable retention period has been met.

Stakeholder Engagement

Industry Participants

In conducting its investigations, OTSI adopts a process in which it initially seeks to establish the facts associated with an incident, and having determined that the incident warrants OTSI investigation as a Level 1 (or sometimes Level 2) incident, it notifies all Directly Involved Parties (DIP) of its intention to investigate and then publishes an Interim Factual Statement, describing what happened, and setting out the Terms of Reference for its investigation.

During the course of the investigation, OTSI works with the nominated representatives of the DIPs to acquire all information that will assist the conduct of the investigation. At the stage where a draft report has been prepared, it is circulated to all DIPs for comment. The purpose of this step in the process is to provide DIPs with the opportunity to contribute to the compilation of the Final Report by verifying the factual information, scrutinising the analysis, findings and recommendations, and providing any commentary that would enhance the structure, substance, integrity and resilience of the Investigation Report. The Chief Investigator retains the prerogative as to which matters contained in the responses provided by the DIPs are incorporated in OTSI's Final Report, and where he rejects any suggested amendment, he provides an explanation for doing so to the particular DIP.

The Final Report is then compiled and submitted to the Minister for tabling. In the case of rail safety investigations undertaken under the *Transport Safety Investigation Act 2003 (Cth)* on behalf of the ATSB, the investigation system prescribed by the ATSB is adhered to, and the completed report is submitted to the Chief Commissioner of the ATSB for approval and release.

Industry Regulators

OTSI maintains a close working relationship with all the Regulators involved in Public Transport services in NSW. OTSI maintains a sound, cooperative working relationship with the NSW Branch of the Office of National Rail Safety Regulation and with NSW Roads and Maritime Services as the State's Bus and Ferry regulator. The Chief Investigator has regular contact with the Regulatory Heads and there is frequent contact at officer level.

OTSI in the Global Transport Safety Environment

As with a great number of organisations today, OTSI makes extensive use of the internet to make available to all interested persons the results of its investigations as soon as they are tabled in Parliament by the Minister for Transport and Infrastructure.

The OTSI website provides a valuable resource for professionals reporting on transport safety investigations; for similar investigatory organisations in other parts of Australia and overseas; for transport enthusiasts and for those involved in safety incidents or the reporting of incidents who need access to published investigation outcomes.

OTSI's operations represent a cost effective investment in ensuring the safe operation of the NSW public transport and rail freight industries. While its jurisdiction is currently within NSW, the impact of the work OTSI performs is obvious well beyond NSW borders. Through its operations, OTSI has not only contributed to the delivery of safe and reliable public transport in NSW, it is making a significant contribution towards the understanding of transport accident causation and prevention around the world, as well as raising the profile of NSW as a State committed to public transport safety.

OTSI WEBSITE TRAFFIC		
326,260 Page views		
Month	Pages	Visits
July 2014	22,014	6,274
Aug 2014	21,458	6,705
Sep 2014	28,643	6,673
Oct 2014	30,453	7,009
Nov 2014	27,560	6,182
Dec 2014	26,164	6,722
Jan 2015	30,054	6,248
Feb 2015	29,186	5,489
Mar 2015	27,876	8,475
Apr 2015	33,340	7,339
May 2015	27,563	6,817
Jun 2015	21,949	6,937
Totals	326,260	80,870

Financial Summary Overview

In 2014 -15, OTSI received consolidated fund allocations of \$2,323m. OTSI had minor revenue consisting of investment revenue and reimbursements.

The net result showed an operating surplus of \$124,000. OTSI has received an assurance from Transport for NSW to fund any future deficits to ensure that the Office is able to meet its debts as and when they fall due.

A detailed account of OTSI's financial performance is contained in the audited financial statements which follow.



Chief Investigator of the Office of Transport Safety Investigations

Annual Financial Statements

For the year ended 30 June 2015

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**Chief Investigator of the Office of Transport Safety Investigations
Statement by the Chief Investigator**

for the year ended 30 June 2015

Pursuant to section 41C (1B) and (1C) (b) of the *Public Finance and Audit Act 1983*, I state that:

- (a) The accompanying financial statements have been prepared in accordance with:
- Applicable Australian Accounting Standards (which include Australian Accounting Interpretations);
 - The requirements of the Public Finance and Audit Act 1983 and the Public Finance and Audit Regulation 2015; and
 - The Financial Reporting Directions published in the *Financial Reporting Code for General Government Sector Agencies* or issued by the Treasurer under section 9(2) (n) of the Act;
- (b) The statements exhibit a true and fair view of the financial position and transactions of the Chief Investigator of the Office of Transport Safety Investigations; and
- (c) There are no circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.



**Michael Quinn
Chief Investigator**

Date: 18 September 2015

Chief Investigator of the Office of Transport Safety Investigations
Statement of Comprehensive Income
for the year ended 30 June 2015

	Notes	Actual 2015 \$'000	Budget 2015 \$'000	Actual 2014 \$'000
Expenses excluding losses				
Operating expenses				
Employee related	2(a)	1,731	1,831	1,955
Other operating expenses	2(b)	563	554	526
Depreciation and amortisation	2(c)	19	26	18
Total expenses excluding losses		2,313	2,411	2,499
Revenue				
Sale of services	3(a)	1	1	10
Investment revenue	3(b)	8	6	8
Grants and contributions	3(c)	2,323	2,322	2,296
Acceptance by the Crown Entity of employee benefits and other liabilities	3(d)	105	99	116
Total revenue		2,437	2,428	2,430
Net result		124	17	(69)
Other comprehensive income		-	-	-
Total other comprehensive income		-	-	-
Total comprehensive income		124	17	(69)

The accompanying notes form part of these financial statements.

Chief Investigator of the Office of Transport Safety Investigations
Statement of financial position

as at 30 June 2015

	Notes	Actual 2015 \$'000	Budget 2015 \$'000	Actual 2014 \$'000
ASSETS				
Current assets				
Cash and cash equivalents	5	218	141	31
Receivables	6	15	25	76
Total current assets		233	166	107
Non-current assets				
Property, plant and equipment				
Leasehold improvements	7	11	11	17
Plant and equipment	7	31	27	29
Total property, plant and equipment		42	38	46
Total non-current assets		42	38	46
Total assets		275	204	153
LIABILITIES				
Current liabilities				
Payables	8	101	89	76
Provisions	9	300	260	327
Total current liabilities		401	349	403
Non-current liabilities				
Provisions	9	87	87	87
Total non-current liabilities		87	87	87
Total liabilities		488	436	490
Net assets		(213)	(232)	(337)
EQUITY				
Accumulated funds		(213)	(232)	(337)
Total equity		(213)	(232)	(337)

The accompanying notes form part of these financial statements.

Chief Investigator of the Office of Transport Safety Investigations
Statement of changes in equity
for the year ended 30 June 2015

	Accumulated funds \$'000	Asset revaluation surplus \$'000	Other reserves \$'000	Total \$'000
Balance at 1 July 2014	(337)	-	-	(337)
Net result for the year	124	-	-	124
Other comprehensive income	-	-	-	-
Total other comprehensive income	-	-	-	-
Total comprehensive income for the year	124	-	-	124
Balance at 30 June 2015	(213)	-	-	(213)
Balance at 1 July 2013	(268)	-	-	(268)
Net result for the year	(69)	-	-	(69)
Other comprehensive income	-	-	-	-
Total other comprehensive income	-	-	-	-
Total comprehensive income for the year	(69)	-	-	(69)
Balance at 30 June 2014	(337)	-	-	(337)

The accompanying notes form part of these financial statements.

Chief Investigator of the Office of Transport Safety Investigations
Statement of cash flows
for the year ended 30 June 2015

	Notes	Actual 2015 \$'000	Budget 2015 \$'000	Actual 2014 \$'000
Cash flows from operating activities				
Payments				
Employee related		(1,654)	(1,741)	(1,798)
Other operating expenses		(597)	(614)	(603)
Total payments		(2,251)	(2,355)	(2,401)
Receipts				
Sale of goods and services		1	1	10
Interest received		8	6	6
Grants and contributions		2,323	2,322	2,296
Other		121	60	13
Total receipts		2,453	2,389	2,325
Net cash from operating activities	13	202	34	(76)
Cash flows from investing activities				
Purchases of property, plant and equipment		(15)	(19)	(15)
Proceeds from sale of plant and equipment		-	-	-
Net cash from investing activities		(15)	(19)	(15)
Net increase / (decrease) in cash		187	15	(91)
Opening cash and cash equivalents		31	126	122
Closing cash and cash equivalents	5	218	141	31

The accompanying notes form part of these financial statements.

Chief Investigator of the Office of Transport Safety Investigations

Notes to the financial statements

for the year ended 30 June 2015

1. Summary of significant accounting policies

(a) Reporting entity

The Office of Transport Safety Investigations (the Office) was established on 1 July 2005 as a statutory authority under the *Transport Administration Act 1988* as amended. The principal objective of this agency is to conduct investigations into rail and passenger transport accidents or incidents under *the Transport Administration Act 1988* and the *Passenger Transport Act 1990*.

The Office also collaborates with the Australian Transport Safety Bureau (Commonwealth) in undertaking rail safety investigations under the 'Collaboration Agreement for Rail Safety Investigations and Other Matters'.

The Office is a not-for-profit entity, as profit is not its principal objective and it has no cash generating units. The reporting entity is consolidated as part of the NSW Total State Sector Accounts.

These financial statements have been authorised for issue by the Chief Investigator of the Office of Transport Safety Investigations on the date the accompanying Statement was signed.

(b) Basis of preparation

The Office'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 *Public Finance and Audit Act 1983* and *Public Finance and Audit Regulation 2015*; and
- the Financial Reporting Directions published in the Financial Reporting Code for NSW General Government Sector Entities or issued by the Treasurer.

Property, plant and equipment are measured at fair value. Other financial report items are prepared in accordance with the historical cost convention.

The financial statements have been prepared on a going concern basis which assumes that repayment of debts will be met, as and when they fall due, without any intention or necessity to liquidate assets or otherwise wind up operations. It is considered that the going concern basis is appropriate for the following reasons:

- the Office is a NSW Government statutory authority;
- the Office is a budget dependent agency receiving grants from Transport for NSW to fund cash flows and their cash projections indicate that the Office will pay its debts as and when they fall due; and
- Transport for NSW has issued a letter of comfort to the Office to ensure its ongoing financial viability.

Judgements, key assumptions and estimations which management has made, are disclosed in the relevant notes to the financial statements.

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

(c) Statement of Compliance

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

Chief Investigator of the Office of Transport Safety Investigations

Notes to the financial statements

for the year ended 30 June 2015

1. Summary of significant accounting policies (cont'd)

(d) Insurance

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

(e) Accounting for the Goods and Services Tax (GST)

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

- The amount of GST incurred by the Office 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 component 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.

(f) Income recognition

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

(i) Parliamentary grants and contributions from other bodies

Parliamentary grants and contributions from other bodies (including grants and donations) are generally recognised as income when the agency obtains control over the assets comprising the grants and contributions. Control over grants and contributions are normally obtained upon the receipt of cash.

(ii) Rendering of services

Revenue is recognised when the service is provided.

(iii) Investment revenue

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

(g) Assets

(i) Acquisition of assets

The cost method of accounting is used for the initial recording of all acquisitions of assets controlled by the Office. 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. Fair value is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.

Chief Investigator of the Office of Transport Safety Investigations

Notes to the financial statements

for the year ended 30 June 2015

1. Summary of significant accounting policies (cont'd)

(g) Assets (cont'd)

(ii) Valuation of assets

The Office's non specialised assets have short useful lives and are measured at depreciated historical cost which is used as a surrogate for fair value.

(iii) Capitalisation threshold

Property, plant, equipment (including computers and related IT equipment) and intangible assets costing \$5,000 and above individually (or forming part of a network costing more than \$5,000) are capitalised.

(iv) Impairment of property, plant and equipment and intangible assets

As a not-for-profit entity with no cash generating units, the Office is effectively exempted from AASB 136 *Impairment of Assets* and impairment testing of property, plant and equipment and intangible assets. This is because AASB 136 modifies the recoverable amount test to the higher of fair value less the costs to sell and depreciated replacement cost. This means that, for an asset already measured at fair value, impairment can only arise if selling costs are material. Selling costs are regarded as immaterial.

(v) Depreciation and amortisation

Depreciation and amortisation are 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 Office. The depreciation rates used are leasehold improvements (20%), office furniture and equipment (20%), computer equipment (20%) and intangible assets (20%).

(vi) Restoration costs

The estimated cost of dismantling and removing an asset and restoring the site is included in the cost of an asset, to the extent it is recognised as a liability. A corresponding provision for make good is also recognised at inception of the lease.

(vii) 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.

(viii) Leased assets

Operating lease payments are charged to the Statement of Comprehensive Income in the periods in which they are incurred. The Office does not have any finance leases.

(ix) Intangible assets

The Office recognises intangible assets only if it is probable that future economic benefits will flow to the Office and the cost of the asset can be measured reliably. Intangible assets are measured initially at cost. Where an asset is acquired at no or nominal cost, the cost is its fair value as at the date of acquisition.

All research costs are expensed. Development costs are only capitalised when certain criteria are met.

1. Summary of significant accounting policies (cont'd)

(g). Assets (cont'd)

(ix) Intangible assets (cont'd)

The useful lives of intangible assets are assessed to be finite (refer to note (g) (v) above). Intangible assets are subsequently measured at fair value only if there is an active market. As there is no active market for the Office's intangible assets, the assets are carried at cost less any accumulated amortisation.

(x) 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 continues to be based on the fair value (equivalent to the amortised cost) because the financial impact of using the effective interest method is immaterial.

(xi) Impairment of financial assets

The receivables are subject to an annual review for impairment. An allowance for impairment is established when there is objective evidence that the Office will not be able to collect all amounts due. The amount of the allowance is the difference between the receivables carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate (where material). The amount of the impairment loss is recognised in the Statement of comprehensive income. Any reversals of impairment losses are reversed through the Statement of Comprehensive Income if the reversal can be related objectively to an event occurring after the impairment loss was recognised.

(xii) De-recognition of financial assets and 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 Office has not transferred substantially all the risks and rewards, if the entity has not retained control.

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

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

(h) Liabilities

(i) Payables

These amounts represent liabilities for goods and services provided to the Office 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 rates are measured at the original invoice amount where the effect of discounting is immaterial.

1. Summary of significant accounting policies (cont'd)

(h) Liabilities (cont'd)

(ii) Employee benefits and other provisions

(a) Salaries and Wages, Annual Leave, Sick Leave and On-Costs:

Salaries and wages (including non-monetary benefits) and paid sick leave that are expected to be settled wholly within 12 months after the end of the period in which the employees render the service are recognised and measured at the undiscounted amounts of the benefits.

Annual leave is not expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related service. As such, it is required to be measured at present value in accordance with AASB 119 *Employee Benefits* (although short-cut methods are permitted). Actuarial advice obtained by Treasury has confirmed that the use of a nominal approach plus the annual leave on annual leave liability (using 7.9% of the nominal value of annual leave) can be used to approximate the present value of the annual leave liability. The Office has assessed the actuarial advice based on the entity's circumstances and has determined that the effect of discounting is immaterial to annual leave.

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 recognized as liabilities and expenses where the employee benefits to which they relate have been recognized.

(b) Long Service Leave and Superannuation:

The Office's liabilities for long service leave and defined benefit superannuation are assumed by the Crown Entity. The Office 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".

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 NSWTC 15/09) to employees with 5 or more years of service, using current rates of pay. These factors were determined based on an actuarial review to approximate present value.

The superannuation expense for the financial year 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.

(c) Consequential on-costs

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

1. Summary of significant accounting policies (cont'd)

(h) Liabilities (cont'd)

(ii). Employee benefits and other provisions (cont'd)

(d) Other Provisions

Other provisions exist when: the Office 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.

Any provisions for restructuring are recognized only when the Office has a detailed formal plan and the Office has raised a valid expectation in those affected by the restructuring that it will carry out the restructuring by starting to implement the plan or announcing its main features to those affected.

If the effect of the time value of money is material, provisions are discounted at a pre-tax rate that reflects the current market assessments of the time value of money and the risks specific to the liability.

(i) Fair value hierarchy

A number of the Office's accounting policies and disclosures require the measurement of fair values for financial and non-financial assets and liabilities. When measuring fair value, the valuation technique used maximises the use of relevant observable inputs and minimises the use of unobservable inputs. Under AASB 13, the Office categorises, for disclosure purposes, the valuation techniques based on the inputs used in the valuation techniques as follows:

- Level 1 - quoted prices in active markets for identical assets / liabilities that the entity can access at the measurement date.
- Level 2 – inputs other than quoted prices included within Level 1 that are observable, either directly or indirectly.
- Level 3 – inputs that are not based on observable market data (unobservable inputs).

The Office recognises transfers between levels of the fair value hierarchy at the end of the reporting period during which the change has occurred.

Refer to Note 15 for further disclosures regarding fair value measurements of financial assets.

(j) Equity

Equity comprises accumulated funds which include all current and prior period retained funds.

(k) Budgeted amounts

The budgeted amounts are drawn from the original budgeted financial statements presented to Parliament in respect to the reporting period. Major variances between the original budgeted amounts and the actual amounts disclosed in the primary financial statements is explained in Note 12. Any amendments made to the original budget are not reflected in the budgeted amount, but included in the explanation of material variance in note 12.

(l) 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.

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

1. Summary of significant accounting policies (cont'd)

(m) Changes in accounting policy, including new or revised Australian Accounting Standards

(i) Effective for the first time in 2014-15

The accounting policies applied in 2014-15 are consistent with those of the previous financial year except as a result of the new AASB 1055 Budgetary Reporting that has been applied for the first time in 2014-15.

AASB 1055 requires the disclosure of budgetary information by not-for-profit entities within the General Government Sector. In particular, entities are required to disclose the original budget presented to Parliament, and explanations of significant variances between actual amounts and original budgets. The disclosure of the budgeted information is to be on the same presentation and classification basis adopted in the financial statements. As a result, any s24 of the Public Finance and Audit Act adjustments will be included in the explanation of material variance rather than as adjustment to the original budget. Comparative budgetary information in respect of the previous period need not be disclosed.

The adoption of AASB 1055 has had no significant impact on the entity.

(ii) Issued but not yet effective

The Office has reviewed all the new and revised Standards and Interpretations issued by the Australian Accounting Standards Board ("the AASB") but not yet effective.

NSW public sector entities are not permitted to implement early adoption of new Australian Accounting Standards, unless Treasury determines otherwise. The following new Australian Accounting Standards have not been applied and are not yet effective. The impact of these standards in the period of initial application will not be significant.

Standard	Applicable to annual reporting periods beginning on or after
AASB 9 Financial Instruments, AASB 2010-7, AASB 2014-7 and AASB 2014-8 Amendments to Australian Accounting Standards arising from AASB 9	1 January 2018
AASB 15 Revenue from Contracts with Customers and AASB 2014-5 Amendments to Australian Accounting Standards arising from AASB 15	1 January 2017
AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments	1 January 2015 (Part C)
AASB 2014-1 Amendments to Australian accounting standards	1 January 2016 (Part D) 1 January 2015 (Part E)
AASB 2014-4 Amendments to Australian accounting standards Clarification of Acceptable Methods of Depreciation and Amortisation	1 January 2016
AASB 2015-3 Amendments to Australian Accounting Standards arising from the Withdrawal of AASB 1031 Materiality	1 July 2015
AASB 2015-6 Amendments to Australian Accounting Standards – Extending Related Party Disclosures to Not-for-Profit Public Sector Entities	1 July 2016

A number of other new standards have been identified and assessed and it is expected that they will have no impact on the financial statements of the Office.

Chief Investigator of the Office of Transport Safety Investigations

Notes to the financial statements

for the year ended 30 June 2015

2. Expenses excluding losses

(a) Employee related expenses comprise the following specific items:

	2015 \$'000	2014 \$'000
Salaries (including recreation leave)	1,469	1,643
Superannuation - defined benefits plan	7	25
Superannuation - defined contribution plan	110	130
Long service leave	97	90
Workers' compensation insurance	5	7
Payroll tax	43	60
	1,731	1,955

(b) Other operating expenses

Accommodation		
Operating lease rental expense - minimum lease payments	315	315
Other property costs	40	24
Contractors	83	81
Auditor's remuneration - audit of financial statements	14	13
Information Technology		
Other computer costs	29	-
Motor Vehicle running expenses		
Operating minimum lease rentals	19	16
Other motor vehicle expenses	15	16
Staff recruitment and training costs	5	18
Administration		
Printing and stationery	4	4
Telephones	15	15
Travel	10	10
Other expenses	14	14
	563	526

The Office's maintenance expenses are immaterial and do not include employee related expenses. Property, plant and equipment do not include any capitalised employee related expenses.

(c) Depreciation and amortisation

Leasehold improvements (Note 7)	6	6
Plant and equipment (Note 7)	13	12
	19	18

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

3. Revenues

(a) Sales of services

	2015 \$'000	2014 \$'000
Rendering of services	1	10
	1	10

(b) Investment revenue

Interest on bank balance	8	8
	8	8

(c) Grants and contributions

Grant from Transport for NSW	2,323	2,296
	2,323	2,296

(d) Acceptance by the Crown Entity of employee and other liabilities

The following liabilities and/or expenses have been assumed by the Crown Entity:

Superannuation	7	25
Long service leave	97	90
Payroll tax on superannuation	1	1
(Note 14)	105	116

4. Service group information

The Office has one service group namely:

Service group – Investigation and Risk Mitigation Analysis

Description: This service group covers the mandated function of independently investigating safety incidents in public transport and rail freight.

As the Office has only one service group, details of the Office's expenses, income, assets and liabilities are not required to be produced in the Service Group Statement as this information is already available in the Statement of Comprehensive Income and Statement of Financial Position.

5. Cash and cash equivalents

	2015 \$'000	2014 \$'000
Cash at bank and on hand	218	31
	218	31

For the purposes of the Statement of Cash Flows, cash and cash equivalents include cash at bank and cash on hand. Cash and cash equivalent assets recognised in the Statement of Financial Position are reconciled at the end of the financial year to the Statement of Cash Flows as follows:

Cash and cash equivalents (per statement of financial position)	218	31
Closing cash and cash equivalents (per statement of cash flows)	218	31

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

6. Receivables

	2015 \$'000	2014 \$'000
Goods and Services Tax - recoverable	11	8
Investment revenue receivable	4	4
Other receivables	-	63
Prepayments	-	1
	15	76

At balance date there was no need for an allowance for impairment of debtors.

Details regarding credit risk, liquidity risk and market risk, including financial assets that are either past due or impaired are disclosed in Note 15.

7. Non-current assets - property, plant and equipment

	2015 \$'000	2014 \$'000
Leasehold improvements	694	694
Less: Accumulated depreciation	(683)	(677)
Carrying amount at fair value	11	17
Plant and equipment	162	146
Less: Accumulated depreciation	(131)	(117)
Carrying amount at fair value	31	29
Total property, plant and equipment	856	840
Accumulated depreciation	(814)	(794)
Carrying amount at fair value	42	46

Reconciliation

Reconciliation of the carrying amount of each class of property, plant and equipment at the beginning and end of the current reporting period is set out below:

	Leasehold improvements \$'000	Plant and Equipment \$'000	Total \$'000
Year ended 30 June 2015			
Net carrying amount at 1 July 2014	17	29	46
Additions	-	15	15
Depreciation expense (Note 2(c))	(6)	(13)	(19)
Carrying amount at 30 June 2015	11	31	42

	Leasehold improvements \$'000	Plant and Equipment \$'000	Total \$'000
Year ended 30 June 2014			
Net carrying amount at 1 July 2013	23	26	49
Additions	-	15	15
Depreciation expense (Note 2(c))	(6)	(12)	(18)
Carrying amount at 30 June 2014	17	29	46

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

8. Payables

	2015 \$'000	2014 \$'000
Creditors	5	8
Accruals		
Salaries and on-costs	41	42
Others	55	26
	101	76

Details regarding credit risk, liquidity risk and market risk are disclosed in Note 15.

9. Provisions

	2015 \$'000	2014 \$'000
Current provisions		
Recreation leave	171	201
Employee oncosts	129	126
	300	327

Aggregate employee benefits and related on-costs		
Recreation leave	171	201
Employee oncosts and accrued salaries	170	168
	341	369

Non-current provisions		
Make good provision	87	87
	87	87

Movement in provisions (other than employee benefits)	Makegood \$'000	Total \$'000
2015		
Carrying amount at the beginning of financial year	87	87
Unwinding / change in the discount rate	-	-
Carrying amount at end of financial year	87	87
2014		
Carrying amount at the beginning of financial year	87	87
Carrying amount at end of financial year	87	87

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

10. Commitments for expenditure

	2015 \$'000	2014 \$'000
(a) Operating lease commitments		
Aggregate other expenditure contracted for at balance date and not provided for:		
Not later than one year	380	455
Later than one year and not later than five years	343	831
Later than five years	-	-
Total (including GST)	723	1,286

The Office leases its motor vehicles and office accommodation. Input tax on all commitments estimated at \$66k (2014: \$117k) will be recouped from the Australian Taxation Office. The Office does not have any capital or other expenditure commitments at 30 June 2015 or 30 June 2014.

11. Contingent liabilities and contingent assets

(a) Contingent liabilities

The Office had no contingent liabilities as at 30 June 2015 (2014: nil).

(b) Contingent assets

The Office has no contingent assets as at 30 June 2015 (2014: nil).

12. Budget review

Net result

The net result for the year end 30 June 2015 was an operating surplus of \$124k which presented a \$107k variation compared the budget. This is mainly due to reduced employee related expenses.

Assets and liabilities

The Statement of Financial Position comprises principal assets and liabilities. The major variations compared to the budget were:

- Actual cash of \$218k was \$77k higher than the budget mainly due to lower employee related payments.
- Provisions were \$40k higher than the budget mainly due to leave liabilities not reducing to the level anticipated in the budget.

13. Reconciliation of cash flows from operating activities to net result

	2015 \$'000	2014 \$'000
Net cash used on operating activities	202	(76)
Depreciation and amortisation	(19)	(18)
(Decrease)/Increase in receivables	(61)	53
(Increase)/Decrease in payables	(25)	13
Decrease/(Increase) in provisions	27	(41)
Net result	124	(69)

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

14. Non-cash financing and investing activities

During the period the Office undertook the following non-cash financing and investing activities:

	2015 \$'000	2014 \$'000
Employees' entitlements and liabilities assumed by the Crown Entity (Note 3d)	105	116
	105	116

14. Financial instruments

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

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

The Chief Investigator of the Office of Transport Safety Investigations has overall responsibility for the establishment and oversight of risk management and reviews and agrees policies for managing each of these risks. Risk management policies are established to identify and analyse the risks faced by the Office, to set risk limits and controls and to monitor risks.

(a) Financial instrument categories

Financial Assets	Note	Category	Carrying amount 2015 \$'000	Carrying amount 2014 \$'000
Class:				
Cash and cash equivalents	5	N/A	218	31
Receivables	6	Loans and receivables (at amortised cost)	4	74

Financial Liabilities	Note	Category	Carrying amount 2015 \$'000	Carrying amount 2014 \$'000
Class:				
Payables	8	Financial liabilities (at amortised cost)	101	74

The above table does not include statutory receivables, payables, prepayments and unearned income as these are not within the scope of AASB 7.

(b) Credit risk

Credit risk arises when there is the possibility of the Office's debtors defaulting on their contractual obligations, resulting in a financial loss to the Office. The maximum exposure to credit risk is generally represented by the carrying amount of financial assets (net of any allowance for impairment). Credit risk arises from the financial assets of the Office, including cash and receivables. No collateral is held by the Office. The Office has not granted any financial guarantees.

Cash

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

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements
for the year ended 30 June 2015

15. Financial instruments (cont'd)

(b) Credit risk (cont'd)

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 Treasurer's Directions 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 Office 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. Sales are made generally on 30 day terms.

The Office is not materially exposed to credit risk as its debtors are minimal. At balance date the Office had no debtors which were impaired.

(c) Liquidity risk

Liquidity risk is the risk that the Office will be unable to meet its payment obligations when they fall due. The Office's primary source of cash inflows is a grant from Transport for NSW that was initially sourced from the consolidated fund allocation to meet the Office's ongoing operating and capital commitments. The Office is prohibited by Treasury policies and practices from making payments in excess of its revenue, including the grant from Transport for NSW. As such the Office's exposure to liquidity risk is deemed insignificant based on current Treasury policies and practices.

During the current and prior year, there were no defaults of loans payable. No assets have been pledged as collateral. The Office's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk.

The liabilities are recognised for amounts due to be paid in the future for goods or services received, whether or not invoiced. Amounts owing to suppliers (which are unsecured) are settled in accordance with the policy set out in Treasurer's Direction 219.01. If trade terms are not specified, payment is made no later than the end of the month following the month in which an invoice or a statement is received. Treasurer's Direction 219.01 allows the Minister to award interest for late payment.

Liquidity is monitored as an ongoing basis, with additional funds sought from Transport for NSW if required. It should be noted that Transport for NSW has issued a letter of comfort to the Office to ensure its ongoing financial viability.

Chief Investigator of the Office of Transport Safety Investigations

Notes to the financial statements

for the year ended 30 June 2015

15. Financial instruments (cont'd)

(c) Liquidity risk (cont'd)

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

Maturity analysis and interest rate exposure of financial liabilities

30 June 2015	Weighted average effective interest rate	Nominal amount \$'000	Interest rate exposure			Maturity dates		
			Fixed interest rate \$'000	Variable interest rate \$'000	Non-interest bearing \$'000	< 1 yr \$'000	1 -5 yrs \$'000	> 5 yrs \$'000
Payables	2.28	101	-	-	101	101	-	-
		101	-	-	101	101	-	-

30 June 2014	Weighted average effective interest rate	Nominal amount \$'000	Interest rate exposure			Maturity dates		
			Fixed interest rate \$'000	Variable interest rate \$'000	Non-interest bearing \$'000	< 1 yr \$'000	1 -5 yrs \$'000	> 5 yrs \$'000
Payables	2.43	74	-	-	74	74	-	-
		74	-	-	74	74	-	-

Chief Investigator of the Office of Transport Safety Investigations

Notes to the financial statements

for the year ended 30 June 2015

15. Financial instruments (cont'd)

(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 Office is not exposed to this class of risk because as reported above its main source of cash inflows is the Consolidated Fund allocations. The Office does not hold financial instruments for trading purposes and as such is not exposed to market or price risks.

(e) Interest rate risk

Interest rate risk is the risk that the value of the financial instruments will fluctuate due to changes in market interest rates. The interest rate earned on the Office's bank balances is determined by Treasury after taking into account the monthly average NSW Treasury Corporation (TCorp) 11am unofficial cash rate less a management fee.

Interest rate risk is the risk that the value of the financial instruments will fluctuate due to changes in market interest rates. The Office's exposure to interest rate risk is immaterial.

Interest rate changes 2015	Carrying amount \$'000	-1%		+1%	
		Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
Financial assets					
Cash and cash equivalents	218	-	-	-	-
Receivables	4	-	-	-	-
Total	222	-	-	-	-
Financial liabilities					
Payables	101	-	-	-	-
Total	101	-	-	-	-

Interest rate changes 2014	Carrying amount \$'000	-1%		+1%	
		Profit \$'000	Equity \$'000	Profit \$'000	Equity \$'000
Financial assets					
Cash and cash equivalents	31	-	-	-	-
Receivables	74	-	-	-	-
Total	105	-	-	-	-
Financial liabilities					
Payables	74	-	-	-	-
Total	74	-	-	-	-

The carrying values of the Office's financial instruments as set out in the table below are deemed to be equivalent to their fair value.

Chief Investigator of the Office of Transport Safety Investigations
Notes to the financial statements

for the year ended 30 June 2015

15. Financial instruments (cont'd)

(e) Interest rate risk (cont'd)

	Floating interest rate		Non-interest bearing		Total carrying amount as per statement of financial position		Weighted average effective interest rate	
	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 \$'000	2014 \$'000	2015 %	2014 %
Financial Assets								
Cash	218	31	-	-	218	31	2	2
Receivables	-	-	4	74	4	74	-	-
Total	218	31	4	74	222	105		
Financial Liabilities								
Payables	-	-	101	74	101	74	-	-
Total	-	-	101	74	101	74		

15. After balance date events

Michael Quinn has been appointed the new CEO and Chief Investigator of OTSI, effective 10 August 2015.

There were no other significant events after balance date which impacted on these financial statements.

End of audited financial statements.



INDEPENDENT AUDITOR'S REPORT

Chief Investigator of the Office of Transport Safety Investigations

To Members of the New South Wales Parliament

I have audited the accompanying financial statements of Chief Investigator of the Office of Transport Safety Investigations (the Office), which comprise the statement of financial position as at 30 June 2015, 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.

Opinion

In my opinion, the financial statements:

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

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

The Chief Investigator's Responsibility for the Financial Statements

The Chief Investigator is responsible for preparing 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 Investigator determines is necessary to enable the preparation of financial statements that give a true and fair view and 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 an 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 management, 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 the Office
- that it has carried out its activities effectively, efficiently and economically
- about the effectiveness of the internal control
- about the assumptions used in formulating the budget figures disclosed in the financial statements
- about the security and controls over the electronic publication of the audited financial statements on any website where they may be presented
- about any other information, 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 other 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 role by the possibility of losing clients or income.



Peter Barnes
Director, Financial Audit Services

18 September 2015
SYDNEY

Payment of Accounts for Goods and Services

Aged Analysis at the end of each quarter					
Quarter	Current (ie within due date) \$'000	Less than 30 days overdue \$'000	Between 30 and 60 days overdue \$'000	Between 61 and 90 days overdue \$'000	More than 90 days overdue \$'000
All Suppliers					
September	146	8	3	0	0
December	213	0	0	0	0
March	205	36	0	0	0
June	127	34	0	4	0
Small Business Suppliers					
September	0	0	0	0	0
December	0	0	0	0	0
March	2	0	0	0	0
June	0	0	0	0	0

Accounts due or paid within each quarter				
Measure	Sept	Dec	Mar	June
All Suppliers				
Number of accounts due for payment	53	42	77	54
Number of accounts paid on time	48	42	63	48
Actual percentage of accounts paid on time (based on number of accounts)	90.6%	100%	81.8%	88.9%
Dollar amount of accounts due for payment (\$'000)	157	213	241	165
Dollar amount of accounts paid on time (\$'000)	146	213	205	127
Actual percentage of accounts paid on time (based on \$)	93.2%	100%	85.1%	77.0%
Number of payments for interest on overdue accounts	0	0	0	0
Interest paid on overdue accounts	0	0	0	0
Small Business Suppliers				
Number of accounts due for payment	0	0	1	0
Number of accounts paid on time	0	0	1	0
Actual percentage of accounts paid on time (based on number of accounts)	0	0	100%	0
Dollar amount of accounts due for payment (\$'000)	0	0	2	0
Dollar amount of accounts paid on time (\$'000)	0	0	2	0
Actual percentage of accounts paid on time (based on \$)	0	0	100%	0
Number of payments for interest on overdue accounts	0	0	0	0
Interest paid on overdue accounts	0	0	0	0

Reporting obligations under the *Government Information Public Access Act 2009 (GIPA)*

Review of proactive release program - Clause 7(a)

Under section 7 of the GIPA Act, agencies must review their programs for the release of government information to identify the kinds of information that can be made publicly available.

OTSI has an ongoing and proactive process and communications function which regularly reviews information for public release through its website, publications and stakeholder events. Reviews during the year to its website reflect any changes within OTSI as well as aligning it with legislative changes under the GIPA Act.

Number of access applications received - Clause 7(b)

During the reporting period, OTSI received no formal access applications.

Number of refused applications for Schedule 1 information - Clause 7(c)

OTSI did not refuse, either wholly or partly, any access applications for the reason that it addressed information referred to in Schedule 1 of the Act (information for which there is conclusive presumption of overriding public interest against disclosure).

Reporting obligations under the *Public Interest Disclosures Act 1994*

OTSI is required to report under the amended *Public Interest Disclosures Act 1994*.

July 2014 - June 2015	
Number of public officials who made Public Interest Disclosures (PIDs)	0
Number of PIDs received	0
Of PIDs received, number primarily about:	
<input type="checkbox"/> Corrupt conduct	0
<input type="checkbox"/> Maladministration	0
<input type="checkbox"/> Serious and substantial waste	0
<input type="checkbox"/> Government information contravention	0
<input type="checkbox"/> Local government pecuniary interest contravention	0
Number of PIDs finalised	0

Risk Management

OTSI participates in the Treasury Managed Fund insurance scheme and as such is insured against all risk associated with its activities. No claims were lodged in relation to Workers Compensation or any of the other insurance policies held through the TMF by OTSI in 2014/2015. In addition, OTSI has engaged Transport NSW to provide all its Information Technology services and therefore participates in the Transport NSW disaster recovery processes.

Privacy Management Plan

OTSI maintains a privacy management plan which has been developed in line with government policy and the *Privacy and Personal Information Protection*

Act 1998 to ensure staff needs and rights are protected. During the year, no internal complaints were lodged with senior management.

Principal Legislation

OTSI exercises functions under the:

- ◆ *Transport Administration Act 1988;*
- ◆ *Passenger Transport Act 1990;*
- ◆ *Marine Safety Act 1998;*
- ◆ Regulations made under those Acts; and
- ◆ *Transport Safety Investigation Act 2003 (Cth).*

Credit Card Certification

The Chief Investigator has certified that the use of credit cards was in accordance with Premier's Memorandum and Treasurer's Directions.

Within OTSI, credit cards are used primarily for:

- expenses incurred in connection with travel on official business;
- the purchase of minor stores and services; and
- meeting the cost of official out-of-pocket expenses when investigators are deployed in the field.

OTSI's credit card policy is documented, and requires monthly reconciliation of invoices by the cardholder and the Business Manager.

Response to Significant Issues Raised by the Auditor-General

No significant issues for OTSI were raised by the Auditor General during 2014 – 2015.

Significant Committees

OTSI does not participate in any committee activities relative to its role.

Grants to Non-Government Organisations

There were no grants to non-government organisations.

Departures from Subordinate Legislation

There were no departures from the *Subordinate Legislation Act*.

Major Works in Progress

There were no major works undertaken by OTSI in 2014 – 15.

Human Resources

OTSI is an agency with a total staffing of 11 as at 30 June 2015. Given the size of the organisation and the nature of its functions, there is limited scope for OTSI to be represented across all the categories in the table below. OTSI is staffed by officers with industry and investigative experience in the various

transport modes and with qualifications in engineering, safety science, occupational health and safety and accident forensics.

2014 - 2015 Staffing:

Population: Headcount: Non-casual Employees at June by Remuneration Level of Substantive Position

LEVEL	Number							
	TOTAL STAFF	Men	Women	Aboriginal People & Torres Strait Islanders	People from Racial, Ethnic, Ethno-Religious Minority Groups	People Whose Language First Spoken as a Child was not English	People with a Disability	People with a Disability Requiring Work-related Adjustment
< \$48,258		0	0	0	0	0	0	0
\$48,258 - \$55,385		0	0	0	0	0	0	0
\$55,386 - \$63,549		0	0	0	0	0	0	0
\$63,550 - \$72,928		0	0	0	0	0	0	0
\$72,929 - \$83,687		0	0	0	0	0	0	0
\$83,688-\$96,028	1	0	1	0	0	0	0	0
\$96,029 - \$110,195	0	0	0	0	0	0	0	0
\$110,196 - \$130,951	8	0	0	0	0	0	0	0
> \$130,951 (non SES)	1	1	0	0	0	0	0	0
>\$130,951(SES)	1	1	0	0	0	0	0	0
TOTAL	11	10	1					

Senior Executive Reporting

Band	2015		2014
	Female	Male	Male
Band 2 (Chief Investigator)		1	1
Band 1 (Deputy Chief Investigator)		1	1
Total		2	

Band	Range \$	Average remuneration 2015 \$	Average remuneration 2014 \$
Band 2	242,801 --305,400	*85,000	299,750
Band 1	170,250 – 242,800	205,000	190,621

*Chief Investigator, Paul O' Sullivan (Band 2) retired in August 2014. Position vacant as at 30.06.2015

Trends in the Representation of Workforce Diversity Groups

EEO Group	% of Total Staff				
	Benchmark or Target	2012	2013	2014	2015
Women	50%	9%	9%	9%	9%
Aboriginal people and Torres Strait Islanders	2%				
People whose first language was not English	30%				
People with a disability	12%				
People with a disability requiring work-related adjustment	6%				

Workforce Diversity

OTSI is a relatively small agency that does not deliver direct services to the public. OTSI does not have specific policies and procedures on multicultural issues and is not required to develop a relevant plan.

OTSI does, however, recognise the principles of multiculturalism and is aligned to the broader direction of the *Multicultural NSW Act 2000*. In line with these principles OTSI continued with the following activities during 2014 – 15:

- Ensured its recruitment practices are merit-based and not disadvantageous to any specific cultural group;
- Ensured that discrimination is not tolerated in any behaviour or practice in relation to OTSI; and
- Took into consideration cultural needs of our staff and stakeholders in our communication activities.

OTSI recognises that competent service delivery requires us to understand diversity, to confidently manage it, to reflect it and to draw on it. Diversity of people, languages, backgrounds, education and opinions is considered a valuable resource which is available to our investigators. It is valuable in terms of collating information, tasking, deployment and reporting.

Staff needs for cross-cultural training and education will be assessed and appropriate strategies developed to raise the competence, skills and awareness of staff to work with and meet the needs of culturally and linguistically diverse groups within their community.

Consultants

OTSI did not engage any consultants in the 2014 - 15 financial year.

Land Disposal

OTSI does not have any land to dispose of.

List of Major Assets

OTSI has no major assets to report against.

Economic or Other Factors

There were no economic or other factors affecting OTSI's operational objectives in 2014 - 2015.

Publications

Apart from the investigation reports that were tabled in Parliament, the only other OTSI publication that was released in 2014 -15 was its Annual Report for 2013 -14.

Work Health and Safety

In conformity with the *Work Health and Safety Act 2011*, OTSI operates its OHS Consultative Committee as a full staff meeting, given the number of staff employed by the Office. Staff raise any concerns directly, and given the functions performed by OTSI, it is acutely aware of the need for safe working practices, especially in regard to its considerable field activities.

Overseas Travel

Officer	Date	Destination	Purpose
Miles Irving	Sept. 2014	Washington USA	NTSB Marine Safety /Human Fatigue

Internal Audit and Risk Management Attestation- for the 2014-2015 financial year for the Office of Transport Safety Investigations

I, Michael Quinn, Chief Investigator of the Office of Transport Safety Investigations (OTSI) am of the opinion that the Office of Transport Safety Investigations has internal audit and risk management processes in place that are, in all material respects, compliant with the core requirements set out in Treasury Circular NSW TC 09/08 Internal Audit and Risk Management Policy. These processes provide a level of assurance that enables senior management of OTSI to understand, manage and satisfactorily control risk exposure.

I, Michael Quinn, Chief Investigator am of the opinion that the Audit and Risk Committee for the Office of Transport Safety investigations (OTSI) is constituted and operates in accordance with the independence and governance requirements of Treasury Circular NSW TC 09/08. The Chair and

Members of the Audit and Risk Committee are:

- Independent Chair – Ken Barker for the period 1/12/2009 to 30/6/2015
- Independent Member – Peter Ross for the period 1/2/2014 to 1/2/2017
- Non-independent Member - Mr John Hartmann for the period 1/11/2010 to 1/12/2015

The Audit and Risk Committee has been established under a Treasury approved shared arrangement with the following statutory body:

- The Independent Transport Safety Regulator (ITSR)

Digital Information Security Policy Attestation

As required under the NSW Government policy on Digital Information Security, the Chief Executive provides the following attestation of compliance with the policy.

Digital Information Security Annual Attestation Statement for the 2014 - 2015 Financial Year for the Office of Transport Safety Investigations

I, Michael Quinn am of the opinion that the Office of Transport Safety Investigations had an Information Security Management System in place during the 2014-2015 financial year that is consistent with the Core Requirements set out in the *NSW Government Digital Information Security Policy*.

The controls in place to mitigate identified risks to the digital information and digital information systems of Office of Transport Safety Investigations are adequate.

There is no agency under the control of the Office of Transport Safety Investigations which is required to develop an independent Information Security Management System (ISMS) in accordance with the *NSW Government Digital Information Security Policy*.

Annual Report Costs

The cost of printing and production of the annual report was \$40.

Contact Details

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Telephone: 1800 180 828

Facsimile: 1800 180 528

OTSI's office hours of business are 9am to 5pm Monday to Friday (except public holidays)

OTSI operates on a 24 hour/ seven day basis through a duty system of a rostered Duty Officer and Investigator in Charge. The duty officer can be contacted on:

Telephone: 1800 677 766