

Annual Report

2019 – 2020



SURVEYORS BOARD
QUEENSLAND

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Interpreter service

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18 August 2020

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18 August 2020

The Honourable Dr Anthony Lynham MP
Minister for Natural Resources, Mines and Energy
1 William Street
BRISBANE QLD 4000

Dear Minister

I am pleased to present the Annual Report 2019-2020 for the Surveyors Board of Queensland.

I certify that this Annual Report complies with:

the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, and

the detailed requirements set out in the *Annual report requirements for Queensland Government Agencies*.

A checklist outlining the annual reporting requirements can be found at page 40 of this annual report or accessed at www.s bq.com.au.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Murphy', with a stylized flourish at the end.

Peter Murphy
Chair
Surveyors Board of Queensland

Chair's foreword

As the Chair of the Surveyors Board of Queensland, I am pleased to be able to present my report on the activities of the Board for the period July 2019 to June 2020. The Board continues its role as delegated under the Surveyors Act 2003 to administer the provisions of the Act for the primary purpose of protecting public interest and maintaining confidence in the activities of the surveying profession.

The significant issue of concern to the Board continues to be the steady decline in the number of registered cadastral surveyors across the state. Queensland is not alone and the problem is common to the various jurisdictions across Australia and New Zealand. The Board is concerned that the public will begin to feel the effect of the shortage in the not too distant future. To this end the Board in January commenced a review of some of the competencies required for registration to ensure that the registration process was not unduly hampered.

A series of consultative workshops had been planned at major centres across the state to seek input from the profession on issues associated with the content of competency assessment for registration. However, plans for the workshops have been stalled due to the current COVID19 restrictions.

The steady flow of disciplinary matters being referred to the Board, although appearing to have slowed slightly, continues to be a significant part of the Board's activities. For the public, it is important that not only do they have the right to be heard but their concerns are dealt with. To the profession it is important that complaints with substance are appropriately dealt with and standards are upheld so that they in turn can confidently execute their responsibility to the public.

As part of the annual renewal process, this year saw the Board continue their random interviews with Consulting Surveyors. The Board sees the interviews not only as a vehicle to monitor the processes of surveyors who consult to the public, but an opportunity to understand some of the day to day issues that confront them in their professional capacities.

This year the Queensland Board relinquished the secretariat for the Council of Reciprocal Surveyors Boards of Australia and New Zealand (CRSBANZ) to Western Australia. CRSBANZ met twice in the past twelve months. At the last meeting a special one day work shop was undertaken with the aim of improving the alignment of the registration processes between the constituent jurisdictions.

In the last few years the Board has taken on the responsibility for the registration of Mining Surveyors in addition to the registration of Cadastral Surveyors. Under the recent change to the Surveyors Act a Registered Mining Surveyor has now taken up a formal position on the Board.

I would like to take this opportunity to acknowledge the significant contribution to the profession made in the past few years by long standing Board Member Russell Priebbenow and Secretary Murray Fox. Both Russell and Murray have recently retired. The Board wishes them both well in their retirement.



Peter Murphy
Chair

Mission of the board

To ensure the public has confidence in the profession of surveying and the integrity of the Queensland cadastre.

Purpose

The Board is an independent body corporate established under the *Surveyors Act 2003* (the Act) to:

- protect the public by ensuring surveys are carried out by registrants in a professional and competent way
- uphold the standards of practice within the profession
- maintain public confidence in the profession.

The Board is required to act independently, impartially and in the public interest.

Functions

Under the Act, the Board's functions are to:

- establish competency frameworks for qualifying persons for registration and registration endorsements
- accredit entities for assessing the competency of persons under the competency frameworks
- assess applicants for registration and registration endorsements
- register persons and issue registration certificates
- keep a register of registrants
- monitor registrants' compliance with disciplinary conditions of registration
- authorise investigations, whether because of a complaint or on its own initiative, of registrants' professional conduct
- take disciplinary proceedings against registrants
- refer disciplinary matters, for hearing, to professional conduct review panels and QCAT
- perform other functions given to the Board under the Act or another Act.

Acronyms

AIMS	Australian Institute of Mine Surveyors
BOSSI	Board of Surveying and Spatial Information of New South Wales
CER	Career Episode Report
CPD	Continuing Professional Development
CRSBANZ	Council of the Reciprocating Surveyors Boards of Australia and New Zealand
DNRME	Department of Natural Resource, Mines and Energy
QCAT	Queensland Civil and Administrative Tribunal
QSSA	Queensland Spatial and Surveying Association
QUT	Queensland University of Technology
SSSI	Surveying and Spatial Sciences Institute
USQ	University of Southern Queensland

Management structure

The qualifications and experience of the Board members is listed below, as is the expiry date of their current term of office. All Board members are appointed by the Governor in Council.

The Board comprises seven surveyors and two other members. Of the surveyors

- three must be cadastral surveyors
- one must hold a mining registration endorsement
- one must be directly involved in teaching surveying
- one must be a departmental cadastral surveyor and
- one must be a surveyor.

The two other Board members represent the interests of the community.

The Surveyors Act was amended on 24 May 2019 to add a surveyor with a mining registration endorsement to the Board. Mr Ken Cross was appointed to fill this position on 12 December 2019.

On 31 March 2020, Mr Russell Priebbenow resigned as the departmental cadastral surveyor member.

The Executive Officer and Secretary is currently Mr David Jenkins CPA, an Accountant who provides the Board with financial and administrative experience. The previous Executive Officer, Mr Murray Fox, resigned from the role effective 30 July 2020.

Board members

Peter Murphy B.Surv (UQ), FSSSI, Reg Surv (Cad, Eng, Cons), GAICD

Peter Murphy graduated with a Bachelor of Surveying from the University of Queensland in 1979 and has subsequently obtained additional postgraduate qualifications in Surveying and Mapping Studies from UQ, and is a Graduate Member of the Australian Institute of Company Directors. Peter is a Director and an owner of consulting survey and town planning firm Brazier Motti which operates across North Queensland.

Glenn Campbell, B.Sc., B.App.Sc (Surv), PhD, Reg Surv (Cad)

Glenn currently lectures in surveying and spatial science at the University of Southern Queensland. He is a Registered Cadastral Surveyor with experience in urban and rural practice.

Karen Norton, B.Surv (Otago), Reg Surv (Cad, Cons)

Karen is a Director and part owner of the surveying consultancy firms Masters Surveying, which sees her managing operations in both the Gladstone and Rockhampton regions. She is hands on in her role managing clients and staff from small scale to large construction projects, engineering projects for the private and public sector and provides specialised cadastral expertise on numerous projects all over Queensland. She holds a Bachelor of Surveying degree from Otago University and has over 20 years' experience in the surveying industry in New Zealand, NSW and Queensland.

Michael Arnold B.App.Sc (Surv), Reg Surv (Cad, Cons)

Mike holds a Bachelor of Applied Science (Surveying) degree and has a Post Graduate Diploma in Urban and Regional Town Planning and is a registered consulting cadastral surveyor. He is a director and member of the Regional Management Group of the Spatial Industries Business Association, a member of the Surveying and Spatial Sciences Institute and a member of the Urban Development Institute of Australia. Mike works on the Gold Coast in his own business Arnold Development Consultants and has over 25 years' experience in the surveying/spatial sciences industry.

Alasdair Begley B.App.Sc (Surv), Reg Surv (Cad)

Alasdair holds a Bachelor of Applied Science (Surveying) degree and an Executive MBC from the Queensland University of Technology. Alasdair is a registered cadastral surveyor and a Board member of Queensland Spatial and Surveying Association, and a member of the Spatial Industry Business Association, Urban Development Institute of Australia and the Property Council of Australia. Alasdair is the Managing Director of the Saunders Havill Group in Brisbane and has over 15 years of surveying experience.

Ken Cross Grad Dip Spatial Science (USQ), A.I.M.S, Reg Surv (Min O, Min UC, Min UM, Eng)

Ken is a Mine Surveyor who has worked extensively in the Bowen Basin over the past 40 years. During this time he also worked on several large infrastructure and engineering projects in Queensland. Ken was an Officer in the Australian Army with 1st Topographic Survey Squadron for 10 years and he is a Director of the Australian Institute of Mine Surveyors.

Darlene Skennar QC, Barrister-at-Law, LLB (Hons) (QIT), LLM (QUT)

Darlene was admitted as a barrister of the Supreme Court of Queensland in 1988 and has practiced as a barrister continuously from 1989 to date. She has a general practice with a focus on property law and estate law. She was a member of the Pharmacists Board of Queensland for eight years.

Neesha Pierce BA (UQ), LLB, LLM (QUT), JP (Qual)

Neesha is admitted as a solicitor of the Supreme Court of Queensland and has practiced as a commercial litigator in private practice and more recently as an in-house lawyer. She has experience in the areas of mining, banking and finance and insolvency law. Currently she works for a large healthcare service provider where her focus is on compliance, contract and property law. Prior to working as a lawyer, Neesha worked for the government in the areas of disability and children services.

Board meetings

The Board meets every six to eight weeks to address the business of the Board. In 2019-20, eight Board meetings were convened.

Board meetings attendance

Member	Eligible to attend	Attended in 19-20	Original appointment date	Appointment ends
Peter Murphy, Chair	8	8	21 December 2017	20 December 2020
Glenn Campbell	8	8	4 April 2006	11 December 2022
Karen Norton	8	5	7 July 2016	11 December 2022
Michael Arnold	8	8	21 December 2017	20 December 2020
Alasdair Begley	8	8	21 December 2017	20 December 2020
Ken Cross	4	4	12 December 2019	11 December 2022
Darlene Skennar	8	7	1 April 2010	11 December 2022
Neesha Pierce	8	8	3 September 2015	20 December 2020
Russell Priebsenow	6	6	2 March 2006	31 March 2020

The business of the Board is dealt with in four categories, each with an assigned Board Member:

Administration	Convenor	Russell Priebbenow (up to 31.03.20)
Complaints	Convenor	Michael Arnold
Education & Registration	Convenor	Karen Norton
	Chief Examiner	Glenn Campbell
Renewal	Convenor	Alasdair Begley

During 2019-20 the Board welcomed new registrants and recognised the careers of a number of Emeritus Surveyors. The Board has an 'open meeting' policy, with registered persons and the public able to attend Board meetings on a pre-arranged basis.

Board remuneration

The amounts listed below represent actual payments made during the 2019-2020 financial year.

Member	Meeting Fees	Special assignment fees	Total
Peter Murphy, Chair	3,640	4,680	8,320
Glenn Campbell	3,200	6,600	9,800
Karen Norton	1,200	1,800	3,000
Michael Arnold	3,200	3,600	6,800
Alasdair Begley	3,200	3,600	6,800
Ken Cross	2,000	800	2,800
Darlene Skennar	2,800	400	3,200
Neesha Pierce	3,200	800	4,000
Russell Priebbenow	0	0	0

Russell Priebbenow, up to 31.03.20, was the departmental representative on the Board and was not paid fees for the Board duties he performed.

Administration

The Board is supported by the following staff:

- Executive Officer and Secretary David Jenkins B.Bus (Accy)
- Administration and Registration Officer Ashleigh Roza
- Training Advocate Stephen Steggall B.Surv, M App Sc

Major board achievements

Progression of registration

During 2019-2020, 14 surveying graduates demonstrated their competency and progressed to surveyor registration. Also, six registered surveyors progressed their registration status and received a cadastral, engineering or mining endorsement.

At the date of this report, 149 surveying graduates were in the process of demonstrating their competency against the surveyor framework and 14 surveyors were demonstrating competency against an endorsement framework. A further eight surveyors are in the process of completing their Professional Assessment Project (PAP) for an endorsement.

Board operations

The main operational activities of the Board are to register surveyors, review competence against the competency frameworks and receive and investigate complaints.

Registration & endorsement

Registration categories

The Act provides for the following categories of registration:

Surveying Associate	A Surveying Associate is a competent surveying technician.
Surveying Graduate	A Surveying Graduate is competent in technical aspects of surveying, and has successfully completed a tertiary course of at least three years fulltime duration acceptable to the Board.
Registered Surveyor	A Registered Surveyor has achieved full recognition as a professional surveyor and has considerable experience in general surveying.
Registered Surveyor with endorsements	A Registered Surveyor may specialise in one or more aspects of surveying. Endorsements that are currently approved by the Board are cadastral (land), engineering, mining and consulting. A consulting surveyor endorsement is required when a surveyor wishes to operate as a business that provides cadastral surveying services to the public. Appropriate professional indemnity insurance cover is required.
Corporation	An Australian corporation wishing to provide surveying services may be registered as a surveyor. The corporation is required to employ or have as an executive officer a surveyor with a consulting endorsement. For additional endorsement/s, the company must employ a surveyor, registered with the relevant endorsement (cadastral, engineering, or mining). Appropriate professional indemnity insurance cover is required.
Emeritus Surveyor	An Emeritus Surveyor has retired from active surveying practice, but wishes to retain their links with the profession.

Registration statistics

The following tables show the number of Queensland registrants, by category, as at 30 June in each year from 2018 to 2020.

2018 Total	2019 Total	Registration Category	2020 Male	2020 Female	2020 Total
489	528	Surveying Associate	560	15	575
238	221	Surveying Graduate	222	10	232
770	769	Surveyor	744	13	757
1,497	1,518	Total	1,526	38	1,564

2018 Total	2019 Total	Endorsement Category	2020 Male	2020 Female	2020 Total
485	468	Cadastral	445	5	450
88	84	Engineering	78	1	79
87	89	Mining Open Cut	88	1	89
37	39	Mining Underground Coal	38	-	38
47	45	Mining Underground Metalliferous	45	-	45
222	223	Consulting	217	3	220
966	948	Total	911	10	921

Description	2018	2019	2020
Corporations registered as surveyors (includes consulting endorsement)	140	153	146
Corporation Endorsements			
Cadastral	138	149	144
Engineering	5	7	7
Mining Open Cut	2	2	2
Mining Underground Coal	1	1	1
Mining Underground Metalliferous	-	1	-
Corporation Endorsements (Total)	146	160	154
Emeritus Surveyor	122	122	123

Competency assessment

The Board's competency frameworks provide the basis for assessment of competency for registration and endorsement of registration. The Board continues to monitor progress in technology and surveying practices to ensure the frameworks remain relevant.

Renewal of registration

Applicants for renewal of registration are required to make a solemn declaration that they have maintained their competency. A ten percent random selection of registered persons is required to submit Career Episode Reports (CERs) in advance of their application for renewal. The purpose of the CERs is to demonstrate the applicant's competency in terms of certain aspects of the competency frameworks. The CER is assessed by a Board appointed assessor who is an experienced member of the profession.

The Board acknowledges the dedication and contribution of the following CER assessors for 2019-20:

Mr Philip Anderson	Mr Robert Bulgarelli	Mr David Campbell
Mr Ken Cross	Mr Neville Janssen	Mr Chris Jeavons
Mr Stephen Pedwell	Mr Gary Robertson	Mr Mathew Ross
Mr Adrian Solomon	Mr Stephen Redgwell	Mr Paul Jackson
Mr David Mallet		

In addition to the CERs, a further ten percent of consulting cadastral surveyors were selected for a site visit from Board members. The site visits provide an opportunity for open communication between surveyors and Board members on key current issues in the profession.

All registered surveyors are still expected to maintain their knowledge and skills by further studies, attendance at relevant training courses, and/or participation in various conferences on offer.

Overseas applicants

The qualifications of overseas applicants seeking cadastral registration are assessed by the Bureau of Overseas Qualifications and Assessments to determine equivalence to an Australian four-year surveying degree in accordance with guidelines developed through an arrangement with the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ). In November 2013, CRSBANZ released the publication *Attributes of Surveying Degree: Australia and New Zealand*. This publication identified the core content of a land surveying degree and represents the basis on which overseas degrees are assessed. The qualifications of non-cadastral overseas applicants are assessed by the University of Southern Queensland to determine equivalence to an Australian three-year surveying degree.

From the period 1 July 2019 to 30 June 2020, the Board approved and registered 15 applicants with overseas qualifications as Surveying Graduates.

Reciprocal registration (interstate)

Since 1892, there has been a reciprocal registration agreement between the various registration authorities within Australia and New Zealand for cadastral (land) surveyors. Under this agreement, which is consistent with the *Mutual Recognition Act 1992*, surveyors who are registered in an Australian state or territory, or in New Zealand, are able to gain registration in any of these jurisdictions. During 2019-20, the Board registered three (3) surveyors with a cadastral endorsement under the reciprocal agreement.

The Board has had a Memorandum of Understanding (MOU) with the Board of Surveying and Spatial Information (BOSSI) of New South Wales and the Western Australian Mines Survey Board setting out reciprocal registration rights for mine surveyors between Queensland, New South Wales and Western Australian. This agreement supports the growing demand for recognition of mine surveyors, and allows for free movement between mines in the three states. During 2019-20, four mine surveyors sought registration under the MOU.

Register of surveyors

The Board maintains a register of surveyors. The public part of the register is available on the Board's website at www.sbg.com.au. In addition, the website provides information on registered surveyors providing cadastral surveying services to the public.

Education & professional training

The Board maintains a close working relationship with tertiary institutions and professional bodies, encouraging appropriate academic standards, continuing professional education and research.

Tertiary courses

The Board has in the past monitored the tertiary surveying courses offered within Queensland to ensure the competencies of graduates from those courses meet the Board registration requirements. CRSBANZ has now commenced performing accreditation of all Australian and New Zealand university surveying degrees with each university to be accredited on a rolling five-year basis. This will deliver a consistency of accreditation and confirm surveying degree courses meet the national registration requirements. In 2019, CRSBANZ commenced accreditation of the USQ surveying degrees. The Board continues to maintain a close professional relationship with Queensland universities.

Complaints & discipline

The Act enables the Board to investigate written complaints about the professional conduct of a registrant in carrying out, or in relation to, a survey.

Professional conduct

Professional conduct includes:

- the registrant's competency to carry out surveys
- the quality or accuracy of surveys
- compliance with disciplinary conditions of registration
- compliance with the Act, Code of Practice, the *Survey and Mapping Infrastructure Act 2003* or survey standards under that Act.

In dealing with complaints, the Board seeks to protect the public interest.

The Board utilises the skills of experienced members of the profession to investigate complaints from the public. The Board has a list of approved investigators and has provided the investigators with training relating to the gathering and recording of evidence.

Complaints categories

There are four complaint categories used by the Board:

- 'Minor' matters are assessed through in-house review and consultation. This category also includes complaints the Board reasonably believes to be frivolous, vexatious or trivial under Section 85 (2) of the Act.
- 'Of note' matters are resolved informally between the Board and the registered person - the focus is on addressing the cause of the problem, including through introduction of quality assurance processes, and specific training or counselling. Section 86 of the Act applies in these cases.
- 'Of concern' signifies a matter where the registered person is alleged to have committed a substantial breach of professional conduct. Under Section 89 of the Act, following an investigation a Professional Conduct Review Panel (PCRP) of the Board is set up to determine whether disciplinary actions will be taken under Section 91.
- 'Serious' matters involve allegations of professional misconduct that has serious consequences, or allegations of significant continuing misconduct. The Board draws up charges which are heard before a Professional Conduct Review Panel or the Queensland Civil and Administrative Tribunal (QCAT).

Annual complaints summary

At the date of this report the Board has assessed the category of complaints on hand and closed during the year to be:

Category	2018 - 2019		2019 - 2020	
	On Hand	Closed	On Hand	Closed
Minor	-	3	2	4
Of Note	1	1	2	4
Of Concern	-	2	-	-
Serious	1	2	6	-
Total	2	8	10	8

A summary of the complaints position for 2019-20 is listed below:

Complaints carried over from last year	2
New complaints received in the year	16
Less: Finalised complaints during the year	(8)
Complaints remaining under review	10

Of the 16 new complaints received during 2019-20, eight were finalised and no disciplinary action was necessary. 10 matters remain open and are currently being investigated.

Four of the eight finalised complaints involved the complaint category 'Of Note'. In three of these cases the complaint was resolved after conducting a Section 86 meeting.

In addition to the above, the Board received a number of telephone enquiries about the actions of surveyors which did not proceed to formal written complaints.

The Board works proactively with the Department of Natural Resources, Mines and Energy to seek clarification from the certifying surveyor where irregularities are noted on plans lodged with the department.

Discipline

No matters during 2019-20 resulted in disciplinary action taking place.

Code of practice

The Board periodically reviews and where necessary updates the Code of Practice for surveyors, which:

- provides guidance on appropriate professional conduct for surveyors;
- covers matters such as compliance with survey standards, professional competence, professional conduct, personal conduct, client relations, conflict of interest, and responsibilities regarding employees natural and built environment and business practice;
- underpins professional surveying practice in Queensland; and
- serves to promote public confidence in surveyors and surveying.

A copy of the Code of Practice is available on the Board's website.

Public protection & awareness

The Board undertakes public awareness activities to promote its existence and responsibilities to the public.

The Board's website www.sbg.com.au is its main vehicle for public awareness activities. The website is continually reviewed and updated as new policies are developed or existing policies reviewed. In addition to the policy update, the website homepage features information about matters of interest for the public and registered persons. The webpage advises the public on complaint procedures and what issues the Board can investigate.

The Board has continued the process of sending personalised email communiqués to registered persons, using the contact details held in the register. This process permits more timely communication between the Board and registered surveyors on important matters.

To raise awareness among surveyors on issues of public interest, the Board attends a number of major surveying conferences held throughout Queensland.

Legislation

The Board provides advice on legislation affecting surveys, surveyors and the public interest.

The Board raises matters with the Minister responsible for administration of the Act where it considers improvements can be made to legislation that affects the services provided by surveyors, and/or the administration and regulation of the profession can be enhanced.

There were no ministerial directions given to the Board under section 32 of the Act during the financial year.

Strategic

The Board retained the following key objectives for fulfilling its mission:

1. setting and maintaining the competency standards for both technical competence and ethical/professional conduct
2. building and evaluating competence to meet the standards through assessments, registration and renewal procedures
3. assurance of public confidence
4. communication to relevant audiences.

In January 2020, the Board held a strategic planning day to review past strategies, determine if amendments were necessary and to consider new strategies to achieve the Board's objectives in the future. The Board agreed to review cadastral and consulting competency frameworks after conducting a number of workshops with registrants throughout Queensland during 2020. In addition, the Board agreed to review the graduate progression framework by way of also conducting a series of graduate seminars throughout Queensland. However, most of the agreed action items have been placed on hold due to the COVID-19 pandemic.

Non-financial performance

By ensuring registrants' adherence with the Code of Practice and compliance with the competency framework the Board believes it has achieved its mission to protect the public and uphold the maintenance of professional standards. The Board's complaints process including the appointment of independent investigators is designed to ensure protection of the public and maintain public confidence in the profession. During the year, the number of complaints received decreased in comparison to the recent past and only one of those complaints warranted a formal investigation. The Board continued to provide guidance and advice to the public about the role of the surveyor and why certain tasks were performed. The Board's work in the past year continues to contribute to maintaining the integrity of the cadastre, which is important for Queensland.

Financial performance

	2020	2019
	\$	\$
Income		
Fees	607,091	595,632
Survey Infrastructure Fee	86,664	98,489
Other Income	29,673	54,799
Total Income from continuing operations	723,428	748,920
Expenditure		
Wage Related Expenses	372,413	350,738
Board Member Expenses	75,394	94,297
Education and Assessment	21,887	23,936
Complaints and Investigation Expenses	23,642	15,810
Administration Expenses	112,433	108,368
Total Expenditure from continuing operations	605,769	593,149
Operating Surplus from continuing operations	117,659	155,771
Other Comprehensive Income	-	-
Total Comprehensive Income	117,659	155,771

The Board financial result was a surplus for the third consecutive year. The reduced number of complaint investigations represented a significant saving on budget.

The Board's income for the year was .3% below budget with a variance of \$2,097.

Total expenditure was \$115,361 or 16.0% under budget. Board travel costs were \$17,747 under budget with the video-conferencing meetings eliminating some travel costs and special assignment fees were \$17,680 under budget. Education costs were \$47,713 under budget as the following costs were not incurred - proposed Board events \$25,000; competency framework review \$10,000; and graduate residential training programs \$10,000.

The Board is in a sound financial position with net assets of \$1,006,669 and the Board has budgeted for a small deficit of \$19,065 for the 2020/2021 financial year.

Governance

Risk management and accountability

The Board is a small organisation and does not have a formal risk management or audit committee and there is no internal audit function. The Board and Executive Officer work closely together to monitor potential risk management issues and are responsible for the internal controls operating within the Board.

The Board monitors the many related government policies that apply to the operation of Statutory Boards in general. Due to the size and nature of the Board's activities many of these policies are not relevant to the Board and therefore no specific mention or reporting on the many unrelated policies has been included in this report.

There have been no external reviews or reports into the activities of the Board during 2019-20.

No machinery of government change has had any direct impact on the Board or operations of the Board.

Public Sector Ethics Act

The Board's administrative procedures and management practices continue to have proper regard to the code of conduct with Board members and staff aware of the requirements and their responsibilities.

Human Rights

No Human Rights complaints were received in 2019-20.

During 2019-20, the Board undertook a review of the Surveyors Act 2003 to determine the impact of the Human Rights Act 2019 and to assess whether any amendments were required to the Surveyors Act 2003 or the Board's Complaint and Disciplinary policies and procedures. The Board concluded that no amendments were required to be made.

Human resources

The Board has three full-time staff and the Board is aware of the value and importance of staff retention in order to ensure consistency of service delivery. There has been no early retirement, redundancy or retrenchments during the reporting period.

Open data

The Board publishes on its website all relevant documents in order to maintain the standard of practice of surveyors in Queensland and hence protect the public in relation to surveying outcomes.

Consultancies

The Board engages either the Bureau for Assessment of Overseas Qualifications (for cadastral assessments) or the University of Southern Queensland to advise whether an overseas applicant for registration has an Australian equivalent degree. During the year the following amounts were paid for the assessment of overseas qualifications.

Bureau for Assessment of Overseas Qualifications	\$3,850
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Overseas travel

The Board did not incur any overseas travel related costs.

Information systems and record keeping

The Board has a State Archivist's approved record retention policy which outlines the retention and disposal requirements for the core business records of the Board. In the past year no changes were made to the recordkeeping systems and procedures. All Board staff are aware of the Board's record retention requirements. The Board had developed and implemented software to electronically deliver and record the renewal of registration.

Right to information

The Board did not receive any applications during the year for access to information under the Right to Information Act.

SURVEYORS BOARD

OF QUEENSLAND

FINANCIAL REPORT

FOR THE YEAR ENDED

30 JUNE 2020

**SURVEYORS BOARD OF QUEENSLAND
FINANCIAL STATEMENTS 2019-20**

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General Information

These financial statements cover the Surveyors Board of Queensland which is constituted under Section 7 of the *Surveyors Act 2003* and is a Statutory Body within the meaning of the *Financial Accountability Act 2009*. The Board's principal function is the registration of Surveyors and matters associated therewith.

The Board performs the functions set out in the Act and is accountable to the Minister for Natural Resources, Mines and Energy.

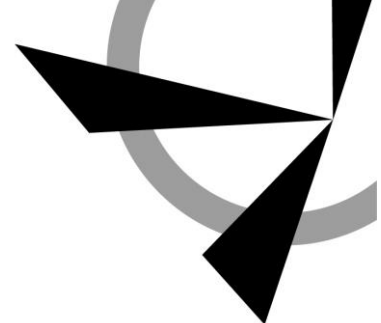
The Board consists of 8 members appointed by the Governor in Council.

The head office and principal place of business of the Board is:

Kenlynn Centre
Level 4, Unit 18
457 Upper Edward Street
Spring Hill, Qld, 4000.

A description of the nature of the Board's operations and its principal activities is included in the notes to the financial statements.

Surveyors Board of Queensland **Statement of Comprehensive Income** **For the year ended 30 June 2020**



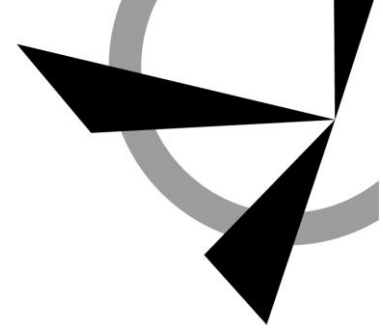
	Note	2020 \$	2019 \$
Income			
Fees	3	607,091	595,632
Survey Infrastructure Fee		86,664	98,489
Other Income		29,673	54,799
Total Income from continuing operations		723,428	748,920
Expenditure			
Wage Related Expenses	4	372,413	350,738
Board Member Expenses	5	75,394	94,297
Education and Assessment	6	21,887	23,936
Complaints and Investigation Expenses	7	23,642	15,810
Administration Expenses	8	112,433	108,368
Total Expenditure from continuing operations		605,769	593,149
Operating Surplus from continuing operations		117,659	155,771
Other Comprehensive Income		-	-
Total Comprehensive Income		117,659	155,771

The accompanying notes from part of these accounts

Surveyors Board of Queensland
Statement of Financial Position
As at 30 June 2020

Assets	Note	2020	2019
		\$	\$
Current Assets			
Cash and Cash Equivalents	9	1,557,034	1,339,475
Trade and Other Receivables	10	5,771	33,292
Total Current Assets		1,562,805	1,372,767
Non-Current Assets			
Plant and Equipment	11	19,026	6,293
Right of Use Asset	2(o)	16,896	59,574
Total Non-Current Assets		35,922	65,867
Total Assets		1,598,727	1,438,634
Liabilities			
Current Liabilities			
Trade and Other Payables	12	409,177	347,813
Lease Liability	2(o)	18,192	46,971
Provisions	13	147,703	127,248
Total Current Liabilities		575,072	522,032
Non-Current Liabilities			
Lease Liability	2(o)	-	15,657
Provisions	13	16,986	11,935
Total Non-Current Liabilities		16,986	27,592
Total Liabilities		592,058	549,624
Net Assets		1,006,669	889,010
Total Equity		1,006,669	889,010

The accompanying notes from part of these accounts



**Surveyors Board of Queensland
Statement of Changes in Equity
For the year ended 30 June 2020**

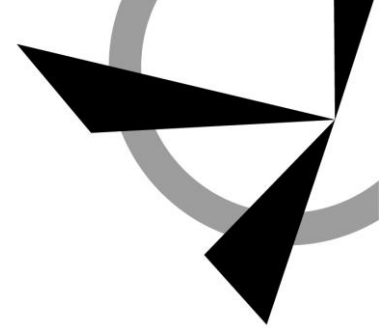
	Notes	2020 \$	2019 \$
Balance 1 July 2019		889,010	735,017
Adjustment on application of AASB 16	2(o)	-	(1,778)
Operating Result from Continuing Operations		117,659	155,771
Balance 30 June 2020		<u>1,006,669</u>	<u>889,010</u>

The accompanying notes from part of these accounts

Surveyors Board of Queensland
Statement of Cash Flows
For the year ended 30 June 2020

	Note	2020	2019
		\$	\$
Cash Flow from Operating Activities			
Cash receipts from operations		748,771	765,510
Cash payments applied in operations		(469,684)	(513,063)
GST received from customers		523	689
GST paid to suppliers		(14,984)	(16,343)
Interest received		20,602	28,443
Net Cash Provided by (used in) Operating Activities	14	285,228	265,236
Cash Flow from Investing Activities			
Principal component of lease liability payments		(45,228)	(42,190)
Payments for Plant and Equipment		(19,084)	-
Net Cash Provided by (used in) Investing Activities		(64,312)	(42,190)
Cash Flow from Financing Activities			
Interest component of lease liability payments		(3,357)	(5,532)
Net Cash Provided by (used in) Financing Activities		(3,357)	(5,532)
Net increase/(decrease) in cash and cash equivalents		217,559	217,514
Cash and cash equivalents at the beginning of the financial year		1,339,475	1,121,961
Cash and cash equivalents at the End of the Financial Year	9	1,557,034	1,339,475

The accompanying notes form part of these accounts



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

1. Objectives and Principal Activities of the Board

The Board is an independent body corporate established under the Surveyors Act 2003. The objective of the Surveyors Board of Queensland is to ensure public confidence in the profession of surveying through proper administration of the Surveyors Act 2003 and meeting/implementing the following corporate objectives:

1. Setting and maintaining the competency standards for both technical competence and ethical / professional conduct.
2. Building and evaluating competence to meet the standards through assessments, registration and renewal procedures.
3. Assurance of public confidence.
4. Communication to relevant audiences.

2. Summary of Significant Accounting Policies

(a) Statement of Compliance

The Board has prepared these financial statements in compliance with section 42 of the *Financial and Performance Management Standard 2009*.

These financial statements are general-purpose financial statements and have been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with Queensland Treasury's Minimum Reporting Requirements for the year ending 30 June 2020, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, the Board has applied with those requirements applicable to not-for-profit entities, as the Board is a not-for-profit Statutory Body. Except where stated, the historical cost convention is used.

(b) Reporting Entity

The financial statements include the value of all revenues, expenses, assets, liabilities and equity of the Board.

(c) Agency Transactions and Balances

The Board acted as secretary and administrator for the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ). As the Board acted solely in a custodial role, the transactions and balances of CRSBANZ are not recognised in the Board's financial statements. The Board has no right to disburse CRSBANZ funds to accomplish the Board's objectives. The Board term as CRSBANZ secretary concluded on 30 June 2020.

(d) Significant Accounting Judgments, Estimates and Assumptions

Accounting policies are selected and applied in a manner which ensures that the resultant financial information satisfies the concepts of relevance and reliability, thereby ensuring the substance of the underlying transaction and other events is reported.

Surveyors Board of Queensland**Notes to and forming part of the Financial Statements 2019-2020****(d) Significant Accounting Judgments, Estimates and Assumptions (continued)**

In the application of Australian Accounting Standards, management is required to make judgments, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and other various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgments. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

Significant Accounting Judgments

The Board has entered into a lease for premises as disclosed in Note 15 (a). Management has determined that all of the risks and rewards of ownership of these premises remain with the lessor and had previously classified the lease as an operating lease. In the financial year commencing 1 July 2018 the Board adopted AASB 16 and the lease is now disclosed as an asset and liability in the Statement of Financial Position.

The Board has determined there is no climate-related risks or COVID-19 factors that could affect the disclosures in the financial statements or impact on any assumptions made in preparing the statements.

Significant Accounting Estimates and Assumptions

The key estimate and assumption that has a significant risk of causing a material adjustment to the carrying amounts of certain assets and liabilities within the next annual reporting period is *Provisions for Employee Benefits*. Provisions for employee benefits payable after 12 months from the reporting date are based on future wage and salary levels, experience of employee departures and periods of service, as discussed in Note 1(m). The amount of these provisions would change should any of these factors change in the next 12 months.

(e) Revenue

The Board is the regulatory body for the surveying profession in Queensland. All Board fees are determined by government, approved by the Governor in Council and published by the Board in the Schedule of Fees. The Surveyors Act 2003 requires all respective fees to be paid at the time of application. Revenue from application fees is recognised on receipt of the application while renewal of registration and competency assessment fees are recognised on an accrual basis and only applied to that component of fees paid that relate to the current financial year. Revenue from disciplinary fines or costs recoveries are recognised in the financial year the disciplinary decision is determined. Revenues are recognised net of the amounts of goods and services tax (GST) payable to the Australian Taxation Office.

Investment income

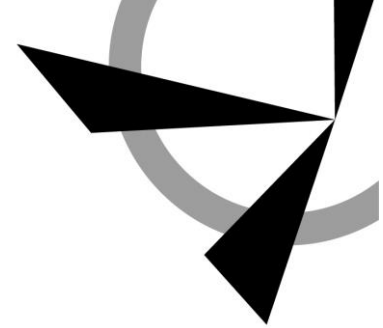
Investment income comprises interest and is recognised as it accrues, taking into account the effective yield on the financial asset.

Asset sales

The gain or loss on disposal of all non-current assets and available-for-sale financial investments is determined as the difference between the carrying amount of the asset at the time of the disposal and the net proceeds on disposal.

In-kind donations

Where a physical asset is acquired for nil or nominal consideration the fair value of the asset received is recognised as revenue. Assets vested in the Board are recognised as revenue when control over the asset is obtained.



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

(f) Expenditure

All expenditure is accounted for on an accrual basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to a particular category they have been allocated to activities on a basis consistent with the use of the resources. Management and administration costs are those incurred in connection with administration of the Board and compliance with statutory requirements.

(g) Cash and Cash Equivalents

For the purposes of the Statement of Financial Position and the Statement of Cash Flows, cash and cash equivalents includes cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown as current liabilities within borrowings, in the Statement of Financial Position.

(h) Receivables

Trade receivables, which comprise amounts due from provision of services or the imposition of fines as a result of disciplinary action are recognised and carried at original invoice amount less an allowance for any uncollectible amounts. Normal terms of settlement are fourteen (14) days. The notional amount of the receivable is deemed to reflect fair value.

An allowance for doubtful debts is made when there is objective evidence that the Board will not be able to collect the debts. Bad debts are written off when identified.

(i) Property, Plant and Equipment

Property, plant and equipment are shown at cost or valuation, less accumulated depreciation and impairment losses.

Any property, plant and equipment donated to the Board are recognised at fair value at the date the Board obtains control of the assets.

Items with a value of \$5,000 or less are expensed in the year of acquisition and are maintained in a 'Portable and Attractive Assets Register'.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential associated with the item will flow to the Board and the cost of the item can be measured reliably.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the income statement. When re-valued assets are sold, the amounts included in asset revaluation reserves, in respect of those assets, are transferred to retained earnings.

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

Depreciation

Depreciation is provided on a straight-line basis on all property, plant and equipment, at rates that will write off the cost (or valuation) of the assets to their estimated residual values over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Plant & equipment	10 years	(10%)
Furniture & Fittings	10 years	(10%)
Computer equipment & software	3 years	(33.3%)
Database Acquisition & Development	20 years	(5%)
Equipment held under operating or finance lease	life of lease	

The residual value and useful life of an asset is reviewed, and adjusted if applicable, at each financial year-end.

(i) Property, Plant and Equipment (continued)

Impairment

The carrying values of property, plant and equipment are reviewed for impairment at each reporting date, with the recoverable amount being estimated when events or changes in circumstances indicate that the carrying value may be impaired.

Impairment exists when the carrying value of an asset exceeds its estimated recoverable amount. The asset is then written down to its recoverable amount. For plant and equipment, impairment losses are recognised in the Statement of Comprehensive Income.

(j) Financial Assets

Financial Assets with fixed or determinable payments and fixed maturities that the Board has the positive intention and ability to hold to maturity, are measured at amortised cost using the effective interest method. Gains and losses when the asset is impaired or derecognized are recognized in the Statement of Comprehensive Income.

(k) Trade Creditors and Other Payables

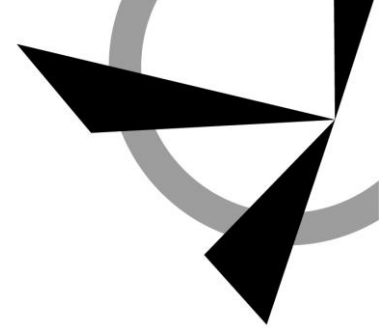
Trade creditors and other payables represent liabilities for goods and services provided to the Board prior to the end of the financial year that are unpaid. These amounts are usually settled in thirty (30) days. The notional amount of the creditors and payables is deemed to reflect fair value.

(l) Deferred Income

The liability for deferred income is the unutilised amounts of registration, competency assessment and Professional Assessment Projects fees received in one financial year that in part relate to the next financial year. The services are usually provided within 12 months of receipt of the fees. Where the amount received is in respect of services to be provided over a period that exceeds 12 months after the reporting date or the conditions will only be satisfied more than 12 months after the reporting date, the liability may be discounted.

(m) Employee Benefits

Employee benefits comprise wages and salaries, annual, long service and accumulating but non-vesting sick leave, and contributions to superannuation plans.



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

Liabilities for wages and salaries expected to be settled within 12 months of Statement of Financial Report date are recognised in other payables in respect of employees' services up to the reporting date. Liabilities for annual leave in respect of employees' services up to the reporting date which are expected to be settled within 12 months of the Statement of Financial Position date are recognised in the provision for annual leave. Both liabilities are measured at the amounts expected to be paid when the liabilities are settled. Liabilities for accumulating but non-vesting sick leave are recognised when the leave is taken and are measured at the rates paid or payable.

The liability for long service leave is recognised in the provision for employee benefits and measured as the nominal value of payments due to employees as at the reporting date.

The Board pays contributions to staff nominated superannuation funds. Contributions are recognised in the income statement when they are due. The Board has no obligation to pay further contributions to these plans if the plans do not hold sufficient assets to pay all employee benefits relating to employee service in current and prior periods.

(n) Taxation

Income tax

The Board is exempt from income tax in Australia. Accordingly, there is no accounting for income tax or the application of tax effect accounting.

Goods and Services Tax (GST)

All items in the financial report are stated exclusive of GST, except for receivables and payables which are stated on a GST inclusive basis. Where GST is not recoverable as input tax, it is recognised as part of the related asset or expense.

The net amount of GST recoverable or payable is included as part of receivables or payables in the Statement of Financial Position.

(o) Leases

Leases are recognised as an asset and liability in the Statement of Financial Position. On commencement of the lease the present value of future lease payments is recognised as a Right of Use Asset and which is then subject to be depreciated over the life of the lease. The Lease Liability is represented by the present value of future lease payments. The principal component of a lease payment is recognised as a reduction of the Lease Liability while the implicit finance charge is recognised as an interest expense.

(p) Comparative figures

Comparative figures have been adjusted to conform to changes in presentation for the current financial year as required by accounting standards or as a result of changes in accounting policy.

(q) Issuance of Financial Statements

The financial statements are authorised by a resolution of the Board for issue by the Chairman and Executive Officer at the date of signing the Management Certificate.

(r) New standards and interpretations not yet adopted

The AASB issues new and amended accounting standards and interpretations that have mandatory application dates for future reporting periods. The Board has reviewed the new standards and interpretations and determined that no new standards are currently applicable other than those noted in 2(p)

Surveyors Board of Queensland

Notes to and forming part of the Financial Statements 2019-2020

3. Fees

	2020	2019
	\$	\$
Fees		
Application	41,191	48,938
Registration	14,616	23,030
Renewal	507,574	491,319
Late	2,008	1,529
Education and Assessment	41,702	30,816
Total	607,091	595,632

4. Wage Related Expenses

	2020	2019
	\$	\$
Wage Related Expenses		
Salaries and Wages	335,780	313,700
Superannuation	35,373	34,217
Staff Advertising	285	280
Staff Travel and Accommodation	-	1,589
Workers Compensation Insurance	975	952
Total	372,413	350,738

5. Board Member Expenses

	2020	2019
	\$	\$
Board Member Expenses		
Meeting Attendance Fees	22,960	30,960
Special Assignment Fees	22,480	23,054
Catering and Other Expenses	11,202	10,831
Travel and Accommodation	18,752	29,452
Total	75,394	94,297

6. Education and Assessment

	2020	2019
	\$	\$
Education and Assessment		
PAP Expenses	2,735	1,746
Assessment of Overseas Qualifications	3,012	7,890
Board Events	4,620	-
Competency Assessment Expenses	10,020	8,800
University Prizes	1,500	500
Destination Spatial	-	5,000
Total	21,887	23,936

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

7. Complaints and Investigation

	2020	2019
	\$	\$
Complaints and Investigation		
Investigation Expenses	23,642	9,218
Investigator Training Workshop	-	3,401
Consulting and Legal Fees	-	3,191
Total	23,642	15,810

8. Administration Expenses

	2020	2019
	\$	\$
Administration Expenses		
Audit Fees	6,000	5,250
Bad & Doubtful Debts	2,410	-
Bank Charges	4,917	5,555
Depreciation – Plant and Equipment	6,351	6,838
Depreciation – Right of Use Asset	43,470	43,466
Electricity	1,984	2,555
Fringe Benefits Tax	1,100	1,360
Insurance	6,356	6,334
Interest – Lease Liability	3,357	5,532
IT Expenses	23,117	18,470
Office Sundries/Staff Amenities	2,189	678
Postage & Courier	940	1,244
Printing	650	739
Stationery & Supplies	1,441	1,487
Telephone & Fax	4,587	5,294
SBQ - CRSBANZ Contribution	3,564	3,564
Total	112,433	108,368

9. Cash and Cash Equivalents

	2020	2019
	\$	\$
Cash and Cash Equivalents		
Cash at Bank and on hand	33,774	38,632
Short-term Deposit QTC	1,523,260	1,300,843
Total	1,557,034	1,339,475

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

10. Trade and Other Receivables

	2020	2019
	\$	\$
Trade and Other Receivables		
Trade and Other Receivables	5,771	34,542
Less Provision for Doubtful Debts	-	(1,250)
Total	5,771	33,292

11. Plant and Equipment

	2020	2019
	\$	\$
Plant and Equipment: At cost		
Balance at 1 July	90,729	90,729
Additions	19,084	-
Disposals	(23,443)	-
Balance 30 June	86,370	90,729
 Accumulated Depreciation		
Balance at 1 July	84,436	77,598
Additions	6,351	6,838
Disposals	(23,443)	-
Balance 30 June	67,344	84,436
 Net Carrying Amount	19,026	6,293

12. Trade and Other Payables

	2020	2019
	\$	\$
Trade and Other Payables		
Trade and Other Payables	67,073	23,616
Registration fees received in advance	342,104	324,197
	409,177	347,813

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2019-2020

13. Provisions

	2020	2019
	\$	\$
Provisions		
Current		
Employee entitlements		
Annual Leave	104,223	89,125
Long Service Leave	43,480	38,123
	<u>147,703</u>	<u>127,248</u>
Non-Current		
Employee entitlements		
Long Service Leave	16,986	11,935
	<u>16,986</u>	<u>11,935</u>

14. Reconciliation of Operating Surplus to
Net Cash from Operating Activities

	2020	2019
	\$	\$
Reconciliation of cash		
Net surplus for the year	117,659	155,771
Add/(subtract) non cash items		
Depreciation of plant and equipment	6,351	6,838
Depreciation on Right of Use Asset	43,470	43,466
Incremental interest on Right to Use Asset	3,357	5,532
Changes in assets and liabilities		
(Increase)/decrease in trade and other receivables	27,522	19,931
Increase/(decrease) in trade and other payables	61,363	18,778
Increase/(decrease) in provisions	<u>25,506</u>	<u>14,920</u>
Net cash provided by/(used in) operating activities	<u>285,228</u>	<u>265,236</u>



Surveyors Board of Queensland

Notes to and forming part of the Financial Statements 2019-2020

15. Commitments and Contingencies

a. Operating leases

The Board agreed terms for a three year lease for office premises from 1 November 2017. There are no restrictions placed upon the lessee entering into this lease.

	2020	2019
	\$	\$
Operating Leases		
Lease expenditure commitments:		
Operating leases (non-cancellable)		
Not later than one (1) year	16,274	48,004
Later than one (1) year & not later than two (2) years	-	16,001
Later than two (2) years & not later than five (5) years	-	-
Later than five (5) years	-	-
	<u>16,274</u>	<u>64,005</u>

b. Contingencies

There are no known contingencies as at the date of this report.

c. Events after the Statement of Financial Position date

There have been no significant events after balance date.

16. Related parties and related party transactions

a. Board Members

Board Members in office during the year are disclosed in the annual report that accompanies these financial statements.

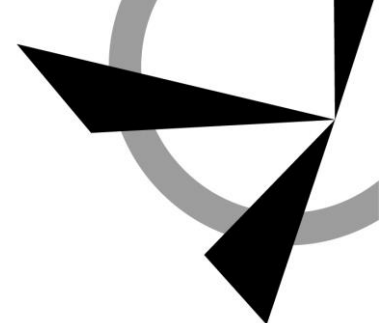
b. Board Members' compensation

The Board Members are paid meeting sitting fees as approved by the Governor in Council. Special assignment fees are paid to Board Members if they are required to perform other duties approved by the Board.

During the year, travel expenses incurred by Board Members in fulfilling their roles were reimbursed to the Board Members if not paid direct by the Board.

c. Related party transactions

There were no payments to any related entities of the Board other than meeting fees and special assignment fees.



d. Key management personnel compensation

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the Board, directly or indirectly.

Those persons having authority and responsibility for planning, directing and controlling the activities of the Board, directly or indirectly, during 2019/2020 were the Board members and the Board Executive Officer and Secretary, Mr Murray Fox. Board member remuneration is disclosed in Note 5.

The aggregate compensation made to other key management personnel is set out below.

	2020	2019
	\$	\$
Compensation Made to Key Personnel		
Short-term employee benefits	167,542	164,658
Post-employment benefits	-	-
Termination benefits	-	-
Total Compensation	<u>167,542</u>	<u>164,658</u>

17. Financial Instrument Risks

The Board has a series of policies to manage the risks associated with financial instruments including cash and cash equivalents. The main risks arising from the Board's financial instruments are interest rate risk, liquidity risk, and credit risk. The Board is risk averse and seeks to minimise exposure from its treasury activities. The Board's policies for managing each of these risks are summarised below.

a. Interest rate risk

The Board is exposed to interest rate fluctuations on its cash at bank and cash on deposit.

The Board actively monitors interest rates for cash at bank and on deposit to maximise interest income. As the Board's cash investments are of a short-term nature, interest rate hedges are not utilised.

The following table sets out the carrying amount, by maturity, of the financial instruments exposed to interest rate risk as at the reporting date.



Surveyors Board of Queensland

Notes to and forming part of the Financial Statements 2019-2020

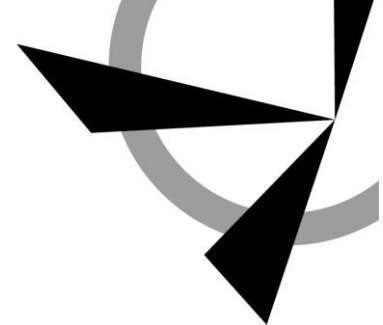
2020	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	Non- interest Bearing	TOTAL
Cash or Cash Equivalents					
Cash	0.10%	33,774	-	-	33,774
Short term investment	2.38%	1,523,260	-	-	1,523,260
Receivables	-	-	-	5,771	5,771
Financial Liabilities					
Payables	-	-	-	418,813	418,813

2019	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	Non- interest Bearing	TOTAL
Cash or Cash Equivalents					
Cash	0.10%	38,482	-	-	38,482
Short term investment	2.49%	1,300,843	-	-	1,300,843
Receivables	-	-	-	33,292	33,292
Financial Liabilities					
Payables	-	-	-	347,813	347,813

b. Sensitivity analysis

A change of 25 basis points or half of one per cent in interest rates at the reporting date would, with all other variables held constant, have increased or decreased the Board's financial result and funds by the amounts shown below. The half of one per cent assumption has been determined to be a reasonably possible movement in interest rates over a 12-month period based on information from various financial institutions, review of movements over the last two years, and economic forecasters' expectations.

	Surplus		Funds	
	0.5% Increase	0.5% (decrease)	0.5% increase	0.5% (decrease)
Variable rate instruments	293	293	3,808	3,808



c. Credit risk

Credit risk is the risk that a third party will default on its obligation to the Board, causing the Board to incur a loss. The Board has no significant concentrations of credit risk.

	Gross 2020	Impairment 2020	Gross 2019	Impairment 2019
	\$	\$	\$	\$
Current	-	-	-	-
Past due 3 - 30 days	-	-	-	-
Past due 31 - 60 days	-	-	-	-
Past due 61 days plus	-	-	27,032	1,250
	-	-	27,032	1,250

d. Liquidity risk

Liquidity risk is the risk that Board will encounter difficulty raising liquid funds to meet commitments as they fall due. Prudent liquidity risk management implies maintaining sufficient cash, the availability of funding through an adequate amount of committed credit facilities and the ability to close out market positions. The Board regularly monitors cash flow requirements and maintains flexibility in funding via a commercial banking relationship.

In meeting its liquidity requirements, the Board maintains a target level of investments that must mature within the next 12 months.

18. Agency Transactions

The Board provides secretariat support to the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ). Each Reciprocating Surveyors Board contributes a nominated amount towards the cost of the Secretariat, based on the number of licensed surveyors on their respective Register of Surveyors.

Contributions from the Reciprocating Boards have been receipted into, and outgoings expended from a separate CRSBANZ bank account and are recorded in a separate general ledger. These transactions and balances are not recognised in these financial statements but are disclosed by way of note.

CRSBANZ SECRETARIAT

Summary of Transactions for the year ended 30 June 2020

	2020	2019
	\$	\$
Opening Balance	49,094	34,121
Income	32,609	22,556
Less Expenditure	(10,017)	(7,583)
Closing Balance	71,686	49,094

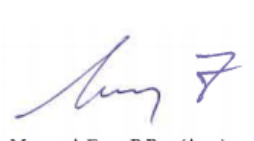
CERTIFICATE OF SURVEYORS BOARD OF QUEENSLAND

These general purpose financial statements have been prepared pursuant to section 62(1) of the *Financial Accountability Act 2009* (the Act), relevant sections of the *Financial and Performance Management Standard 2009* and other prescribed requirements. In accordance with section 62(1)(b) of the Act we certify that in our opinion:

- a. the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b. the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Surveyors Board of Queensland for the financial year ended 30 June 2020 and of the financial position of the Board at the end of that year; and
- c. these assertions are based on an appropriate system of internal control and risk management processes being effective, in all material respects, with respect to financial reporting throughout the reporting period.



Peter J Murphy B.Surv
Chairman
30 July 2020



Murray A Fox B.Bus (Accy)
Executive Officer
30 July 2020

Report on the Financial Report

I have audited the accompanying financial report of Surveyors Board of Queensland, which comprises the statement of financial position as at 30 June 2020, 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, and certificates given by the Chairman and Executive Officer of the Board.

In accordance with s.40 of the *Auditor-General Act 2009* –

- (a) I have received all the information and explanations which I have required;
- (b) I consider the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
- (c) In my opinion, the accompanying financial report gives a true and fair view of the financial position of the entity as at 30 June 2020, and of its financial performance and its cash flows for the year then ended in accordance with the prescribed requirements under the *Financial Accountability Act 2009*.

Basis of Opinion

I conducted the audit in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the entity in accordance with the *Auditor-General Act 2009* and the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Board for the Financial Report

The Board is responsible for the preparation of the financial report that gives a true and fair view in accordance with prescribed requirements of the *Financial Accountability Act 2009* and its subordinate legislation, the *Financial and Performance Management Standard 2009*. These prescribed requirements include the Australian Accounting Standards and having regard to the minimum reporting requirements included in the *Financial Reporting Requirements for Queensland Government Agencies*. The Board's responsibility also includes such internal control as the Board *[or insert equivalent]* determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board *[or insert equivalent]* is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the entity or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted

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in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

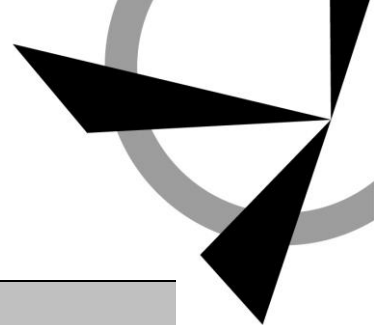
As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

**PKF Brisbane Audit**
Cameron Bradley
Partner

Dated at Brisbane, 30/07/2020



Compliance checklist – annual report			
Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister(s) 	ARRs – section 7	2
Accessibility	<ul style="list-style-type: none"> Table of contents 	ARRs – section 9.1	1
	<ul style="list-style-type: none"> Glossary 		4
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	41
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	1
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	1
	<ul style="list-style-type: none"> Information Licensing 	QGEA - Information Licensing ARRs – section 9.5	1
General Information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	4-8
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	6-8
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	8-15
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1	15
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	3-16
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	3-16
	<ul style="list-style-type: none"> Agency service areas, and service standards 	ARRs – section 11.4	3-16
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	15
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	5
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	7
	<ul style="list-style-type: none"> Government bodies 	ARRs – section 13.3	-
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 (section 23 and Schedule) ARRs – section 13.4	16
	<ul style="list-style-type: none"> Human Rights 	Human Rights Act 2019 ARRs – section 13.5	16
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5	-

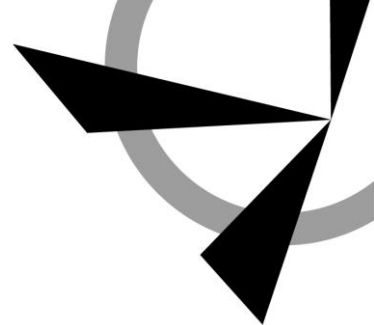


Governance – risk management and accountability	• Risk management	ARRs – section 14.1	16
	• Audit committee	ARRs – section 14.2	16
	• Internal Audit	ARRs – section 14.3	16
	• External scrutiny	ARRs – section 14.4	-
	• Information systems and recordkeeping	ARRs – section 14.5	16
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	16
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	16
Open Data	• Statement advising publication of information	ARRs – section 16	16
	• Consultancies	ARRs – section 33.1	16
	• Overseas travel	ARRs – section 33.2	16
	• Queensland Language Services Policy	ARRs – section 33.3	-
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – section 42, 43 and 50 ARRs – section 17.1	36
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	37-38

FAA *Financial Accountability Act 2009* FPMS *Financial and Performance Management Standard 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*



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