

Annual Report

2015 - 2016



SURVEYORS BOARD  
QUEENSLAND





## Contents

<b>Letter of compliance</b>	<b>2</b>
<b>Chair's foreword</b>	<b>3</b>
<b>Mission of the board</b>	<b>5</b>
Management structure	6
Board meetings	7
Major board achievements	8
<b>Board operations</b>	<b>9</b>
Registration & endorsement	9
Education & professional training	11
Complaints & discipline	12
Public protection & awareness	14
Legislation	14
Strategic	14
<b>Non financial performance</b>	<b>15</b>
<b>Financial performance</b>	<b>15</b>
<b>Governance</b>	<b>16</b>
<b>Financial statements</b>	<b>17</b>
Statement of Comprehensive Income	19
Statement of Financial Position	20
Statement of Changes in Equity	21
Statement of Cash Flows	22
Notes to and forming part of the Financial Statements	23-35
Management Certificate	36
Independent Auditors Report	37
<b>Compliance checklist – annual report</b>	<b>39</b>

### Interpreter service

The Queensland Government is committed to providing accessible services to Queenslanders from all culturally and linguistically diverse backgrounds. If you have difficulty in understanding the annual report you can contact us on (07) 3839 7744 and we will arrange an interpreter to effectively communicate the report to you.



### Copyright notice

© The Surveyors Board of Queensland 2016  
22 August 2016

### Licence

This annual report is licensed by the State of Queensland, Surveyors Board of Queensland under a Creative Commons Attribution (CC BY) 4.0 Australia licence.



22 August 2016

The Honourable Dr Anthony Lynham MP  
Minister for State Development and Minister for Natural Resources and Mines  
Level 17, 61 Mary Street  
BRISBANE QLD 4000

Dear Minister

I am pleased to present the Annual Report 2015-2016 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

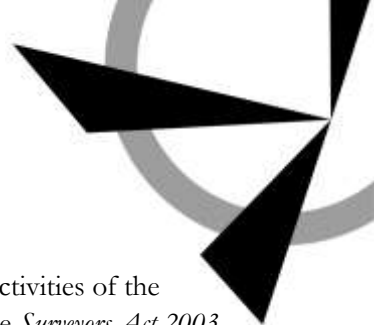
the detailed requirements set out in the *Annual report requirements for Queensland Government Agencies*.

A checklist outlining the annual reporting requirements can be found at page 39 of this annual report or accessed at [www.s bq.com.au](http://www.s bq.com.au).

Yours sincerely



Peter Sippel  
Chair  
Surveyors Board of Queensland



## Chair's foreword

It is my privilege to present the annual report for the period July 2015 to June 2016 of the activities of the Surveyors Board of Queensland. The Board has significant responsibilities to fulfil under the *Surveyors Act 2003*. Primarily these responsibilities centre on the protection of the public interest, through ensuring that surveys are performed to appropriate standards by competent registered persons, thereby maintaining the confidence of the public in the survey profession.

This report provides an overview of the legislative responsibilities, strategic direction, general activities and financial performance of the Board. There are several matters of significance which are mentioned below.

### *Competency Assessments*

For several years the Board has funded the position of a training advocate who has been primarily focused on assisting graduates in gaining appropriate training to demonstrate competence under the various competency frameworks. In the December 2015 the Board implemented a change in this role to include the assessment of applications for competency assessment. This change has seen significant improvements in the assessment process, by improving turnaround times in feedback on submissions and consistency in the standard of assessment.

### *3dQld*

The Board has continued a leadership role in the 3dQld joint government industry taskforce. Amendments implemented in the Cadastral Survey Requirements by the Department of Natural Resources and Mines were significant outcomes promoted by the taskforce. These include requiring surveys of 10 lots or more to connect to the national geodetic datum and the provisions for large scale greenfield developments. Another major achievement was the engagement by the taskforce, through the Spatial Innovation Foundation, of a consultant to develop a Roadmap to guide this ongoing reform across cadastral systems and processes within government and industry to deliver economic benefit to the Queensland economy.

### *Complaints*

The Board has successfully undertaken disciplinary action in a number of instances over the last 12 months which has resulted in a range of outcomes including imposition of fines, directions to undertake correction of surveys and the issue of cautions. During the year the Board has adopted a more proactive communication strategy to make registrants aware of the broad issues around these actions, whilst maintaining anonymity of persons involved.

### *Financial Sustainability*

During this year formal approval was received from the government to increase and rationalise fees and charges for registration and assessment undertaken by the Board. Industry groups provided support for the changes and the Board has provided feedback through various industry meetings that the change will be implemented from 1 July 2016. As a result, the Board has been able to confidently budget for a break-even financial position for the 2016-17 year, following a series of deficit budgets.

Finally on behalf of the Board, I acknowledge the dedication and commitment of our support staff to enable the Board to be in the best position possible to address issues and make decisions on an informed basis.

To my fellow Board members, I acknowledge their respective contributions over the past year to the Board mission as well as commitment to ensuring that the professional standards of both new and existing registrants are maintained. Board members ongoing service ensures the public can have a high level of confidence in the services delivered by a person registered under the *Surveyors Act 2003*.



Peter Sippel  
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
DNRM	Department of Natural Resource and Mines
QCAT	Queensland Civil and Administrative Tribunal
QUT	Queensland University of Technology
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 term of office. All Board members are appointed by the Governor in Council.

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

- three must be cadastral surveyors
- 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 Executive Officer and Secretary is Mr Murray Fox, a Chartered Accountant who provides the Board with financial and administrative experience which has been gained in both regulatory and member based organisations.

## **Board members**

### **Peter Sippel B.App.Sc (Surv), B.Bus., Reg Surv (Cad, Cons), FSSSI**

Peter Sippel holds a degree in Bachelor of Applied Science (Surveying) and is registered as a Cadastral Surveyor in both Queensland and New South Wales. He is a member of the Surveying and Spatial Sciences Institute and a fellow of the Urban Development Institute, Australia (Queensland division). Peter works in the Brisbane office of THG. He has over 30 years' experience in the surveying / spatial sciences industry and has a keen interest in contributing within his community and profession.

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

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.

### **John Carroll, B.Surv (Hons 1), Reg Surv (Cad, Cons)**

John is the Managing Director at North Surveys Pty Ltd, a Queensland based company with offices in Brisbane, Gladstone and the Sunshine Coast. North Surveys is a specialist infrastructure survey company that supplies engineering, mapping, hydrographic, laser scanning technology and land surveying disciplines to private and government organisations throughout Queensland. John has been involved in numerous survey and town planning projects throughout Queensland and practices mainly in residential development and large infrastructure projects.

### **Dennis Gregor, B.App.Sci (Surveying), Grad Dip Urban & Regional Planning, Reg Surv (Cad)**

Dennis is semi-retired, having worked in the surveying industry for over 40 years. He worked for the Royal Australian Survey Corps for 5 years, State Government and private enterprise for over 22 years and another 14 years as a Principal of a medium sized surveying practice that offered surveying, town planning, landscape architecture, environmental issues, vegetation management and resource exploration services. He has a keen interest in the profession and he has been a member of ISAQ and other professional bodies since 1978.

### **Russell Priebbenow, PhD (UQ), B.Surv (Hons), FSSSI, Reg Surv (Cad)**

Russell is the Director of Cadastral and Geodetic Services in the Department of Natural Resources and Mines. He has over 35 years of public sector experience in surveying and mapping, including more than 25 years involvement with legislation and policy. Russell regularly represents the Department at surveying seminars, conferences and committee meetings. He is also the Queensland member of the national Intergovernmental Committee on Surveying and Mapping.

### **Callum McNaughton B.Tech (Surv) Reg Surv (Mining O, UC, UM)**

Callum holds a degree in Bachelor of Technology (Surveying) from University of Southern Queensland (USQ). Callum is a registered Surveyor with three mining endorsements. His experience in the mining industry extends over 19 years across underground and open cut coal, and underground metalliferous sectors. Callum currently operates his own mine surveying



consultancy business throughout the eastern states of Australia and internationally. Callum is an active member and Director of the Australian Institute of Mine Surveyors promoting the profession of mine surveying through the country.

**Darlene Skennar, 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 8 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 2015-16, eight Board meetings were convened.

**Board meetings attendance**

Member	Eligible to attend	Attended in 15-16	Original appointment date	Appointment ends
Peter Sippel, Chair	8	8	4 October 2007	30 June 2017
Glenn Campbell	8	8	4 April 2006	6 July 2019
John Carroll	8	7	2 October 2007	26 November 2017
Dennis Gregor	8	7	1 April 2010	20 March 2016
Mary McLean	1	1	30 October 2008	28 September 2014*
Russell Priebbenow	8	7	1 February 2006	26 November 2017
Callum McNaughton	7	6	3 September 2015	26 November 2017
Darlene Skennar	8	6	1 April 2010	6 July 2019
Neesha Pierce	7	7	3 September 2015	26 November 2017

\*Mary McLean continued in office until a successor was appointed, under Section 15 of the Act

On 7 July 2016, The Minister announced the reappointment of Peter Sippel, Glenn Campbell and Darlene Skennar to the dates listed above

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

<b>Administration</b>	Convenor	Russell Priebbenow
<b>Complaints</b>	Convenor	John Carroll
<b>Education &amp; Registration</b>	Convenor	Glenn Campbell
	Chief Examiner	Dennis Gregor
<b>Renewal</b>	Convenor	Callum McNaughton

During 2015-16 the Board invited senior government representatives, and industry representatives from the private and educational sectors to address the Board and expand on specific issues relevant to surveying and the spatial industry. The Board also 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 2015-2016 financial year.

Member	Meeting Fees	Special assignment fees	Total
Peter Sippel, Chair	2,600	18,720	21,320
Glenn Campbell	3,200	4,200	7,400
John Carroll	2,800	2,600	5,400
Dennis Gregor	2,800	3,200	6,000
Mary McLean	400	0	400
Russell Priebbenow	0	0	0
Callum McNaughton	2,400	1,600	4,000
Darlene Skennar	2,400	0	2,400
Neesha Pierce	2,800	400	3,200

Russell Priebbenow is the departmental representative on the Board and is not paid fees for the Board duties he performs.

## Administration

The Board is supported by the following staff:

Executive Officer and Secretary	Murray Fox CA
Administration and Registration Officer	Katrina Tantucz
Training Advocate	Stephen Steggall B.Surv, M App Sc

## Major board achievements

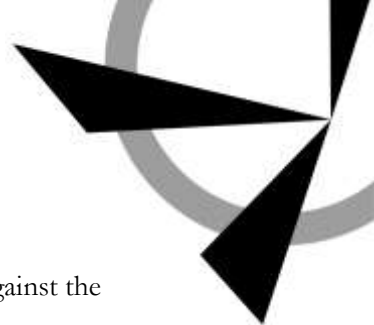
### Progression of registration

During 2015-2016, twenty-two (22) surveying graduates demonstrated their competency and progressed to surveyor registration. Also, seven (7) registered surveyors progressed their registration status and received a cadastral, engineering or mining endorsement.

At the date of this report, one hundred and twenty-nine (129) surveying graduates were in the process of demonstrating their competency against the surveyor framework and eleven (11) surveyors were demonstrating competency against an endorsement framework. A further fourteen (14) surveyors are in the process of completing their Professional Assessment Project (PAP) for an endorsement.

### Presentation ceremony

In October 2015, the Board held its third presentation ceremony for registrants who had achieved surveyor registration within the past year. The ceremony recognised the importance of achieving surveyor registration and was well supported by senior members of the profession. Certificates were presented by Mr Steven Jacoby, Executive Director, Land and Spatial Information, DNRM who also gave the keynote address.



## 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, at 30 June in each year from 2014 to 2016.

2014 Total	2015 Total	Description Registration Categories	Male	Female	2016 Total
359	399	Surveying Associate	463	6	469
339	322	Surveying Graduate	265	12	277
787	793	Surveyor	793	9	802
1,485	1,434	Total	1,521	27	1,548
		Endorsements			
562	545	Cadastral	529	5	534
106	101	Engineering	93	1	94
82	88	Mining O	88	0	88
44	45	Mining UC	45	0	45
46	52	Mining UM	52	0	52
245	239	Consulting	243	1	243

Description	2014	2015	2016
<b>Corporations registered as surveyors (includes consulting endorsement)</b>	<b>159</b>	<b>149</b>	<b>157</b>
Corporation Endorsements			
Cadastral	157	147	153
Engineering	5	5	6
Mining O (open cut)	1	1	3
Mining UC (underground coal)	1	1	2
Mining UM (underground metalliferous)	1	1	1
<b>Emeritus Surveyor</b>	<b>139</b>	<b>148</b>	<b>144</b>

## Competency assessment

The Board's competency frameworks provide the basis for assessment of competency for registration and endorsement of registration. The Board completed a detailed review of the frameworks, except for the consulting endorsement, during 2013. 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 2015-16:


Mr Michael Arnold	Mr Robert Bulgarelli	Mr David Campbell
Mr Andrew Devine	Mr Andrew Garrett	Mr Colin Hansen
Mr Stewart Harden	Mr Chris Hayes	Mr Steve Healy
Mr Philip O'Callaghan	Mr Mathew Ross	Mr Damian Vella

In addition to the CERs, a further ten percent of consulting cadastral surveyors were selected for a site visit from Board members. The Board hopes that 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 2015 to 30 June 2016, the Board approved and registered five (5) overseas applicants 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 2015-16, the Board registered eight (8) surveyors with a cadastral endorsement under the reciprocal agreement.

For many years the Board has had a Memorandum of Understanding (MOU) with the Board of Surveying and Spatial Information (BOSSI) of New South Wales setting out reciprocal registration rights for mine surveyors between Queensland and New South Wales. During 2014-15 this Memorandum of Understanding was expanded to include the Western Australian Mines Survey Board. This agreement supports the growing demand for recognition of mine surveyors, and allows for free movement between mines in the three states. During 2015-16, the Board registered five (5) mine surveyors 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](http://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 monitors the tertiary surveying courses offered within Queensland to ensure the competencies of graduates from those courses meet the Board registration requirements. The Board continues to maintain a close professional relationship with Queensland universities. In addition, the Board recognises courses in Australia and New Zealand accredited by other Boards who are members of CRSBANZ.

#### **Industry group meetings**

The Board facilitated one industry group meetings during the year with representatives from academia, government and professional associations to provide feedback on Board activities and advise of any initiatives the Board is proposing. These meetings provide a forum for open communication and allow the Board to interact with the profession and its representatives.

## 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	On Hand	Closed	On Hand	Closed
	2014 - 2015	2014 – 2015	2015 - 2016	2015 - 2016
Minor	1	3	0	2
Of Note	0	2	0	1
Of Concern	1	1	0	2
Serious	2	3	3	1
<b>Total</b>	<b>4</b>	<b>9</b>	<b>3</b>	<b>6</b>



A summary of the complaints position for 2015-16 is listed below:

Complaints carried over from 2014-15	4
New complaints received in the year	+5
Less finalised complaints	-6
Complaints remaining under review	3

Of the four complaints remaining open at the end of the 2014-15 year, three were finalised and the Board continues to monitor the surveying work of one corporation. Of the five new complaints received during 2015-16, three have been finalised and two have been investigated and will progress to PCRCP disciplinary hearings in July 2016. 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 and Mines to seek clarification from the certifying surveyor where irregularities are noted on plans lodged with the department.

## **Discipline**

### **Case 1**

The Board received an official complaint from the Department of Natural Resources and Mines concerning the professional practices of a consulting cadastral surveyor. The Board appointed an investigator to identify what survey marks and evidence was in the field. After receiving the investigator's report and reviewing other related documents the Board required the surveyor to again attend the site and to place all required marks.

### **Case 2**

After receipt of information indicating that cadastral surveys were being performed by a surveying graduate without the supervision of a registered cadastral surveyor, the Board appointed an independent investigator to determine if there was evidence of cadastral surveys being performed by the surveying graduate for a fee. Following investigation, the matter was referred to a PCRCP. The PCRCP hearing is due to be held in July 2016.

### **Case 3**

The Board received a complaint about the professional conduct of a consulting cadastral surveyor. The Board appointed an investigator to report on the evidence into the claim that the surveyor had claimed the work of another surveyor as his own. Following an investigation, the Board referred the matter to a PCRCP. The PCRCP hearing is due to be held in July 2016.

## **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.s bq.com.au](http://www.s bq.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:

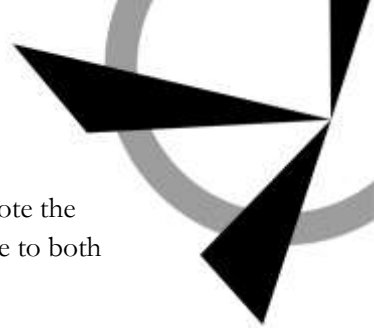
1. setting and maintaining the competency standards for both technical competence and ethical / professional conduct
2. building and evaluating competence to meet the standards through assessments, registration and renewal procedures
3. assurance of public confidence
4. communication to relevant audiences.

In February 2016, 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 a review of the Board website with the aim to simplify the structure and update all content with specific attention given to information concerning competency assessment and progression toward surveyor registration. The Board agreed to continue monitoring the progress of surveying graduates and those who had not provided satisfactory evidence of progression toward surveyor registration and that they would be required to provide evidence to retain surveying graduate registration.

The Board will continue to clearly communicate via its webpage the Board's standards and expectations for professional practice. The Board will continue to publish a complaints summary to advise all registrants of the issues investigated by the Board and the outcome of the Board's decision including disciplinary hearing outcomes.





The Board, in association with other relevant bodies, continues to investigate ways to promote the profession to secondary school students via school career counsellors and provide assistance to both teachers and students about the roles and opportunities available within the profession.

## 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. Again the number of complaints received during the year was minimal. 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

	Actual	Budget
<b>Income</b>		
Fees	457,867	464,510
Survey Infrastructure Fee	100,905	120,000
Other Income	45,769	40,920
<b>Total Income from continuing operations</b>	<b>604,541</b>	<b>625,430</b>
<b>Expenditure</b>		
Wage Related Expenses	338,260	340,725
Board Member Expenses	94,183	89,645
Education and Assessment	51,254	114,100
Complaints and Investigation Expenses	29,199	107,000
Administration Expenses	68,897	90,735
Rent and Outgoings	49,863	51,950
<b>Total Expenditure from continuing operations</b>	<b>631,656</b>	<b>794,155</b>
<b>Operating Result from continuing operations</b>	<b>(27,115)</b>	<b>(168,725)</b>
Other Comprehensive Income	-	-
<b>Total Comprehensive Income</b>	<b>(27,115)</b>	<b>(168,725)</b>

The Board's income for the year was within 3.3% of budget with a variance of \$20,889. The major income variance was a reduction in the number of survey plans lodged with DNRM during the year leading to the Survey Infrastructure Fee being \$19,094 below budget.

Total expenditure was \$162,499 or 20.5% below budget. The major saving was \$77,801 for complaint investigation and legal costs due a reduction in both the number and complexity of complaints received and investigated by the Board during the year.

While the Board is in a sound financial position with net assets of \$594,857 the Board has operated at a deficit for the past five years. During the year the Board received confirmation from the Minister that a fee increase had been approved and this permitted the Board to budget for a surplus of \$9,570 for the 2016-2017 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 2015-16. No machinery of government changes have 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 resources**

The Board has three full-time staff who are engaged on fixed term contracts. 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	\$3,180
--	---------

### **Overseas travel**

The Board Chair, Mr Peter Sippel represented the Board at the annual Council of Reciprocating Surveyor Boards of Australia and New Zealand (CRSBANZ) meeting which was held in Christchurch, New Zealand. The cost for flights and accommodation was \$1,012.

### **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. The Board is currently developing 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 2016**

**SURVEYORS BOARD OF QUEENSLAND**  
**FINANCIAL STATEMENTS 2015-16**

<b><u>Contents</u></b>	<b><u>Page No</u></b>
Statement of Comprehensive Income	19
Statement of Financial Position	20
Statement of Changes in Equity	21
Statement of Cash Flows	22
Notes to and forming part of the Financial Statements	23-35
Management Certificate	36
Independent Auditors Report	37

**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 and Mines.

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 2016**

	Note	2016 \$	2015 \$
<b>Income</b>			
Fees	3	457,867	458,403
Survey Infrastructure Fee		100,905	109,510
Other Income		45,769	104,634
<b>Total Income from continuing operations</b>		<b>604,541</b>	<b>672,547</b>
<b>Expenditure</b>			
Wage Related Expenses	4	338,260	344,167
Board Member Expenses	5	94,183	85,231
Education and Assessment	6	51,254	57,703
Complaints and Investigation Expenses	7	29,199	79,110
Administration Expenses	8	68,897	84,151
Rent and Outgoings	9	49,863	49,640
<b>Total Expenditure from continuing operations</b>		<b>631,656</b>	<b>700,002</b>
<b>Operating Result (Deficit) from continuing operations</b>		<b>(27,115)</b>	<b>(27,455)</b>
Other Comprehensive Income		-	-
<b>Total Comprehensive Income</b>		<b>(27,115)</b>	<b>(27,455)</b>

The accompanying notes form part of these accounts

**Surveyors Board of Queensland**  
**Statement of Financial Position**  
**As at 30 June 2016**

Assets	Note	2016 \$	2015 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	10	910,949	901,511
Trade and Other Receivables	11	41,836	20,569
<b>Total Current Assets</b>		<b>952,785</b>	<b>922,080</b>
<b>Non-Current Assets</b>			
Plant and Equipment	12	31,711	32,967
Other Financial Assets	13	-	5,000
<b>Total Non-current Assets</b>		<b>31,711</b>	<b>37,967</b>
<b>Total Assets</b>		<b>984,496</b>	<b>960,047</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Trade and Other Payables	14	282,864	243,421
Provisions	15	75,379	70,008
<b>Total Current Liabilities</b>		<b>358,243</b>	<b>313,429</b>
<b>Non-Current Liabilities</b>			
Provisions	15	31,396	24,646
<b>Total Non-Current Liabilities</b>		<b>31,396</b>	<b>24,646</b>
<b>Total Liabilities</b>		<b>389,639</b>	<b>338,075</b>
<b>Net Assets</b>		<b>594,857</b>	<b>621,972</b>
<b>Total Equity</b>		<b>594,857</b>	<b>621,972</b>

The accompanying notes from part of these accounts



**Surveyors Board of Queensland  
Statement of Changes in Equity  
For the year ended 30 June 2016**

	Notes	2016 \$	2015 \$
<b>Balance 1 July 2015</b>		621,972	649,427
Operating Result from Continuing Operations		(27,115)	(27,455)
<b>Balance 30 June 2016</b>		<u>594,857</u>	<u>621,972</u>

The accompanying notes form part of these accounts

**Surveyors Board of Queensland**  
**Statement of Cash Flows**  
**For the year ended 30 June 2016**

	Note	2016 \$	2015 \$
<b>Cash Flow from Operating Activities</b>			
Cash receipts from operations		627,715	673,405
Cash payments applied in operations		(611,126)	(666,270)
GST received from customers		1,617	4,135
GST paid to suppliers		(24,160)	(29,837)
Interest received		23,462	25,977
<b>Net Cash Provided by (used in) Operating Activities</b>	16	<u>17,508</u>	<u>7,410</u>
<b>Cash Flow from Investing Activities</b>			
Payments for Plant & Equipment		<u>(8,070)</u>	<u>(8,332)</u>
<b>Net Cash Provided by (used in) Investing Activities</b>		<u>(8,070)</u>	<u>(8,332)</u>
Net increase/(decrease) in cash and cash equivalents		9,438	(922)
Cash and cash equivalents at the beginning of the financial year		<u>901,511</u>	<u>902,433</u>
<b>Cash and cash equivalents at the End of the Financial Year</b>	10	<u><u>910,949</u></u>	<u><u>901,511</u></u>

The accompanying notes from part of these accounts





**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2015-2016**

**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 2016, and other authoritative pronouncements.

With respect to compliance with Australian Accounting Standards and Interpretations, the Board has applied 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 acts as secretary and administrator for the Council of the Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ). As the Board acts 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 dispense CRSBANZ funds to accomplish the Board's objectives.

**(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.

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.

**Surveyors Board of Queensland****Notes to and forming part of the Financial Statements 2015-2016**

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 17 (a). Management has determined that all of the risks and rewards of ownership of these premises remain with the lessor and has therefore classified the lease as an operating lease.

**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(n). The amount of these provisions would change should any of these factors change in the next 12 months.

**(e) Revenue**

Revenue is recognised when the Board is legally entitled to the income and the amount can be quantified with reasonable accuracy. Revenue from application and registration fees is recognised on an accrual basis and is only applied to that component of fees paid that relate to the current financial year. 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.

**(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.



**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2015-2016**

**(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.

**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 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.

**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.

**Surveyors Board of Queensland**

**Notes to and forming part of the Financial Statements 2015-2016**

**(j) Financial Assets**

The Board classifies its financial assets as held-to-maturity investments. Financial assets are initially measured at fair value plus transaction costs unless they are carried at fair value through profit or loss in which case the transaction costs are recognised in the income statement.

Purchases and sales of investments are recognised on trade-date, the date on which the Board commits to purchase or sell the asset. Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and the Board has transferred substantially all the risks and rewards of ownership.

The fair value of financial instruments traded in active markets is based on quoted market prices at the Statement of Financial Position date. The quoted market price used is the current bid price.

**Held to Maturity Investments**

Held to maturity investments are assets with fixed or determinable payments and fixed maturities that the Board has the positive intention and ability to hold to maturity. After initial recognition they 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) Impairment of Financial Assets**

At each Statement of Financial Position date, the Board assesses whether there is any objective evidence that a financial asset or group of financial assets is impaired. Any impairment losses are recognised in the Statement of Comprehensive Income.

**(l) 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.

**(m) 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.

**(n) Employee Benefits**

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

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.



## **Surveyors Board of Queensland**

### **Notes to and forming part of the Financial Statements 2015-2016**

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.

#### **(o) 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.

#### **(p) Leases**

##### **Operating lease**

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental to ownership of an asset. Lease payments under an operating lease are recognised as an expense on a straight-line basis over the lease term.

#### **(q) 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.

#### **(r) 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.

#### **(s) New standards and interpretations not yet adopted**

The AASB has issued 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 there is currently no impact or applicability for the Board.

**Surveyors Board of Queensland**

**Notes to and forming part of the Financial Statements 2015-2016**

**3. Fees**

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Fees</b>		
Application	41,650	37,553
Registration	24,848	27,388
Renewal	350,836	336,014
Late	2,117	3,806
Education and Assessment	38,416	53,642
<b>Total</b>	<b>457,867</b>	<b>458,403</b>

**4. Wage Related Expenses**

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Wage Related Expenses</b>		
Salaries and Wages	303,513	304,861
Superannuation	32,920	32,150
Staff Travel and Accommodation	804	6,495
Workers Compensation Insurance	1,023	661
<b>Total</b>	<b>338,260</b>	<b>344,167</b>

**5. Board Member Expenses**

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Board Member Expenses</b>		
Meeting Attendance Fees	23,240	25,616
Special Assignment Fees	31,180	25,493
Catering and Other Expenses	12,964	11,470
Travel and Accommodation	26,799	22,652
<b>Total</b>	<b>94,183</b>	<b>85,231</b>

**6. Education and Assessment**

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Education and Assessment</b>		
PAP Expenses	1,337	2,029
Assessment of Overseas Qualifications	2,890	6,000
Competency Assessment Expenses	39,570	35,131
Competency Workshops	-	3,789
University Prizes	2,000	500
Destination Spatial	-	1,500
Surveyor Presentation Ceremony	5,457	8,754
Graduate Residential Training	-	-
<b>Total</b>	<b>51,254</b>	<b>57,703</b>



Surveyors Board of Queensland  
Notes to and forming part of the Financial Statements 2015-2016

7. Complaints and Investigation

	2016	2015
	\$	\$
<b>Complaints and Investigation</b>		
Investigation Expenses	29,199	49,660
Consulting and Legal Fees	-	29,450
<b>Total</b>	<b>29,199</b>	<b>79,110</b>

8. Administration Expenses

	2016	2015
	\$	\$
<b>Administration Expenses</b>		
Audit Fees	4,950	4,850
Bank Charges	4,311	4,696
Consulting and Legal Expenses	-	1,587
Depreciation	9,326	8,410
Fringe Benefits Tax	2,968	4,891
Insurance	6,289	6,327
IT Expenses	23,766	33,728
Office Sundries/Staff Amenities	497	1,922
Postage & Courier	4,377	4,662
Printing	1,478	1,169
Stationery & Supplies	2,766	3,479
Telephone & Fax	5,207	5,455
SBQ - CRSBANZ Contribution	2,937	2,975
<b>Total</b>	<b>68,872</b>	<b>84,151</b>

9. Rent and Outgoings

	2016	2015
	\$	\$
<b>Rent and Outgoings</b>		
Rent	45,038	44,249
Cleaning	2,408	2,856
Electricity	2,417	2,535
Repairs and Maintenance	-	-
<b>Total</b>	<b>49,863</b>	<b>49,640</b>

10. Cash and Cash Equivalents

	2016	2015
	\$	\$
<b>Cash and Cash Equivalents</b>		
Cash at Bank and on hand	12,217	18,797
Short-term Deposit QTC	898,732	882,714
<b>Total</b>	<b>910,949</b>	<b>901,511</b>

**Surveyors Board of Queensland**

**Notes to and forming part of the Financial Statements 2015-2016**

**11. Trade and Other Receivables**

	2016	2015
	\$	\$
<b>Trade and Other Receivables</b>		
Trade and Other Receivables	43,136	21,869
Less Provision for Doubtful Debts	(1,300)	(1,300)
<b>Total</b>	<b>41,836</b>	<b>20,569</b>

**12. Plant and Equipment**

	2016	2015
	\$	\$
<b>Plant and Equipment : At cost</b>		
Balance at 1 July	87,245	95,723
Additions	8,070	8,333
Disposals	(4,586)	(16,811)
Balance 30 June	90,729	87,245
Accumulated Depreciation		
Balance at 1 July	54,278	62,679
Additions	9,326	8,410
Disposals	(4,586)	(16,811)
Balance 30 June	59,018	54,278
Net Carrying Amount	<b>31,711</b>	<b>32,967</b>

**13. Other Financial Assets**

	2016	2015
	\$	\$
<b>Other Financial Assets</b>		
Term Deposit	-	5,000

**14. Trade and Other Payables**

	2016	2015
	\$	\$
<b>Trade and Other Payables</b>		
Trade and Other Payables	31,634	39,214
Registration fees received in advance	251,230	204,207
<b>Total</b>	<b>282,864</b>	<b>243,421</b>





Surveyors Board of Queensland  
Notes to and forming part of the Financial Statements 2015-2016

15. Provisions

	2016	2015
	\$	\$
<b>Provisions</b>		
Current		
Employee entitlements		
Annual Leave	60,152	56,636
Long Service Leave	15,227	13,372
	<u>75,379</u>	<u>70,008</u>
Non-Current		
Employee entitlements		
Annual Leave	-	-
Long Service Leave	31,396	24,646
	<u>31,396</u>	<u>24,646</u>

There is no expectation of the current balance of long service leave being taken within the next financial year.

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

	2016	2015
	\$	\$
<b>Reconciliation of cash</b>		
Net surplus/(deficit) for the year	(27,115)	(27,455)
<b>Add/(subtract) non cash items</b>		
Depreciation of plant and equipment	9,326	8,410
<b>Changes in assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(21,266)	5,031
(Increase)/decrease in other financial assets	5,000	-
Increase/(decrease) in trade and other payables	39,443	523
Increase/(decrease) in provisions	12,120	20,901
<b>Net cash provided by/(used in) operating activities</b>	<u>17,508</u>	<u>7,410</u>

**Surveyors Board of Queensland**

**Notes to and forming part of the Financial Statements 2015-2016**

**17. Commitments and Contingencies**

**a. Operating leases**

The Board agreed terms for a three year lease for office premises from 1 November 2014. There are no restrictions placed upon the lessee entering into this lease.

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Operating Leases</b>		
Lease expenditure commitments:		
Operating leases (non-cancellable)		
Not later than one (1) year	44,963	44,963
Later than one (1) year & not later than two (2) years	14,988	44,963
Later than two (2) years & not later than five (5) years	-	14,988
Later than five (5) years	-	-
	59,951	104,914

**b. Contingencies**

There are no know 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.

**18. 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.



## Surveyors Board of Queensland

### Notes to and forming part of the Financial Statements 2015-2016

**d. Surveyors Board of Queensland 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 2015/2016 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.

	2016	2015
	\$	\$
<b>Compensation Made to Key Personnel</b>		
Short-term employee benefits	156,602	159,621
Post-employment benefits	-	-
Termination benefits	-	-
<b>Total Compensation</b>	<u>156,602</u>	<u>159,621</u>

**19. 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 2015-2016**

2016	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	Non- interest Bearing	TOTAL
<b>Cash or Cash Equivalents</b>					
Cash	0.10%	12,217			12,217
Short term investment	2.85%	898,732	-	-	898,732
<b>Receivables</b>	-	-	-	41,836	41,836
<b>Other Financial Assets</b>					
Bank guarantees	-	-	-	-	-
<b>Financial Liabilities</b>					
Payables	-	-	-	278,519	278,519

2015	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	Non- interest Bearing	TOTAL
<b>Cash or Cash Equivalents</b>					
Cash	0.10%	18,797	-	-	18,797
Short term investment	2.84%	882,714			882,714
<b>Receivables</b>	-	-	-	21,869	21,869
<b>Other Financial Assets</b>					
Bank guarantees	3.35%	5,000	-	-	5,000
<b>Financial Liabilities</b>					
Payables	-	-	-	243,421	243,421

**b. Sensitivity analysis**

A change of 50 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	4,493	4,493	4,493	4,493



**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2015-2016**

**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.

At the reporting date, the Board has a single credit risk exposure and at the year end 20% of the debt has been provided for.

	<b>Gross 2016</b>	<b>Impairment 2016</b>	<b>Gross 2015</b>	<b>Impairment 2015</b>
	\$	\$	\$	\$
Current	23,430	-	1,650	-
Past due 3 - 30 days	-	-	-	-
Past due 31 - 60 days	-	-	-	-
Past due 61 days plus	6,781	1,300	3,808	1,300
	<u>30,211</u>	<u>1,300</u>	<u>5,458</u>	<u>1,300</u>

**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.

**20. Agency Transactions**

The Board acts in a custodial role in respect of providing 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 2016

	<b>2016</b>	<b>2015</b>
	\$	\$
<b>Opening Balance</b>	17,894	32,703
Income	22,988	23,025
Less Expenditure	(16,510)	(37,834)
<b>Closing Balance</b>	<u><u>24,372</u></u>	<u><u>17,894</u></u>

**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 2016 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 Sippel      B.App.Sc (Surv)  
Chairman  
5 August 2015



Murray A Fox CA  
Executive Officer  
5 August 2015

**INDEPENDENT AUDITOR'S REPORT  
TO THE SURVEYORS BOARD OF QUEENSLAND**

**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 2016, 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.

*The Board's Responsibility 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 accounting requirements identified in the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2009*, including compliance with Australian Accounting Standards. The Board's responsibility also includes such internal control as the Board 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.

*Auditor's Responsibility*

My responsibility is to express an opinion on the financial report based on the audit. The audit was conducted in accordance with the *Auditor-General of Queensland Auditing Standards*, which incorporate the Australian Auditing Standards. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance about whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, 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 report that gives 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, other than in expressing an opinion on compliance with prescribed requirements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Board, as well as evaluating the overall presentation of the financial report including any mandatory financial reporting requirements approved by the Treasurer for application in Queensland.

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

*Independence*

In conducting our audit, we have complied with the independence requirements of the *Auditor-General Act 2009*.

*Opinion*

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

- (a) I have received all the information and explanations which I have required; and
- (b) In my opinion –
  - (i) the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
  - (ii) the financial report presents a true and fair view, in accordance with the prescribed accounting standards, of the transactions of the Surveyors Board of Queensland for the financial year 1 July 2015 to 30 June 2016 and of the financial position as at the end of that year.

**PKF Hacketts Audit**



**Cameron Bradley**  
**Partner**

Dated at Brisbane, 5 August 2016.



## Compliance checklist – annual report

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</li> </ul>	ARRs – section 8	2
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> </ul>	ARRs – section 10.1	1
	<ul style="list-style-type: none"> <li>Glossary</li> </ul>		5
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	41
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 10.3	1
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 10.4	1
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	QGEA - Information Licensing ARRs – section 8.5	1
General Information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	3-8
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	5-8
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	9
Non-financial performance	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 12.1	14
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	3-16
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	3-16
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs – section 12.4	3-16
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	15
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	6
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	8
	<ul style="list-style-type: none"> <li>Government bodies</li> </ul>	ARRs – section 14.3	-
	<ul style="list-style-type: none"> <li>Public Sector Ethics Act 1994</li> </ul>	Public Sector Ethics Act 1994 (section 23 and Schedule) ARRs – section 14.4	15
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 14.5	-

Summary of requirement		Basis for requirement	Annual report reference
<b>Governance – risk management and accountability</b>	• <b>Risk management</b>	ARRs – section 15.1	16
	• <b>Audit committee</b>	ARRs – section 15.2	16
	• <b>Internal Audit</b>	ARRs – section 15.3	16
	• <b>External scrutiny</b>	ARRs – section 15.4	-
	• <b>Information systems and recordkeeping</b>	ARRs – section 15.5	16
<b>Governance – human resources</b>	• <b>Workforce planning and performance</b>	ARRs – section 16.1	16
	• <b>Early retirement, redundancy and retrenchment</b>	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	16
<b>Open Data</b>	• <b>Consultancies</b>	ARRs – section 17.0 ARRs – section 34.1	16
	• <b>Overseas travel</b>	ARRs – section 17.0 ARRs – section 34.2	16
	• <b>Queensland Language Services Policy</b>	ARRs – section 17.0 ARRs – section 34.3	-
	• <b>Government bodies</b>	ARRs – section 17.0 ARRs – section 34.4	-
<b>Financial statements</b>	• <b>Certification of financial statements</b>	FAA – section 62 FPMS – section 42, 43 and 50 ARRs – section 18.1	36
	• <b>Independent Auditors Report</b>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	37

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*



## CONTACTING THE BOARD

Staff: Murray Fox  
Executive Officer/Secretary

Stephen Steggall  
Training Advocate

Katrina Tantucz  
Administration and Registration Officer

Office: Suite 18, Level 4  
Kenlynn Centre  
457 Upper Edward Street  
SPRING HILL QLD 4000

Postal Address: PO Box 656 Spring Hill QLD 4004

Telephone: (07) 3839-7744

Facsimile: (07) 3839-8341

Email: [admin@surveyorsboard.com.au](mailto:admin@surveyorsboard.com.au)

Website: [www.surveyorsboard.com.au](http://www.surveyorsboard.com.au)

**ISSN 1838-3556**

