

Annual Report
2011-2012



SURVEYORS BOARD
QUEENSLAND



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Interpreter service

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1 September 2012

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The Hon Mr Andrew Cripps
Minister for Natural Resources and Mines
Level 17 61 Mary Street
BRISBANE QLD 4000

Dear Minister

I am pleased to present the Annual Report 2011-2012 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.surveyorsboard.com.au.

Yours sincerely



Peter Sippel
Chair
Surveyors Board of Queensland



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 of which
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.

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). Currently he is a director of THG WSG Pty Ltd working in their Brisbane office. 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 organizations 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.

Mary McLean, Dip CS (F/C)

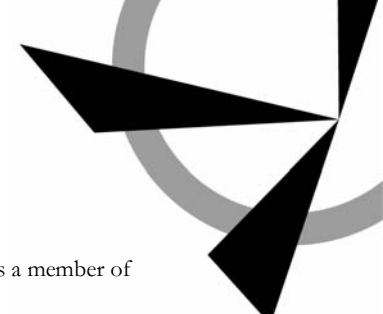
Mary has worked in a variety of industries including building, real estate, tourism and retail. More recently, she has focused on financial counselling which assists individuals, couples and community groups with financial literacy, demystifying and finding options for debt issues. She is the 2012 President of the Financial Counsellors' Association of Queensland (FCAQ) and represents the Association on the national body, Financial Counselling Australia. Her social justice passion is about financial consumer protection.

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

Russell is the Director of Surveys in the Department of Natural Resources and Mines. He has over 33 years of public sector experience in surveying and mapping, including 20 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.

Gregg Purcell, B.App.Sc (Surv) (Distinction), Reg Surv (Cad)

Gregg is responsible for the surveying service line of RPS in South East Queensland. He has extensive experience in private practice of surveying, in particular consulting on major property development projects involving complex titling structures. Gregg is an expert in dealings regarding land tenure, registered interests in land, State Land, community titles, volumetric subdivision and the freehold Titling System. His project experience on titling matters covers all sectors, including residential, commercial, mixed-use, emerging communities, urban renewal, industrial, accommodation and health. From over 20 years in private practice, Gregg has expertise in strategic planning, business development, corporate governance, business financial analysis, and graduate career development.



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.

Board meetings

The Board meets every six to eight weeks to address the business of the Board. In 2011/12, eight Board meetings were convened.

Board meetings attendance

Member	Eligible to attend	Attended in 11/12	Original appointment date	Appointment ends
Peter Sippel, Chair	8	7	4 October 2007	1 March 2013
Glenn Campbell	8	7	4 April 2006	1 March 2013
John Carroll	8	8	2 October 2007	28 September 2014
Dennis Gregor	8	8	1 April 2010	1 March 2013
Mary McLean	8	7	30 October 2008	28 September 2014
Russell Priebbenow	8	8	1 February 2006	28 September 2014
Gregg Purcell	6	6	29 September 2011	28 September 2014
Darlene Skennar	8	6	1 April 2010	1 March 2013
Jim Liddle	3	3	3 February 2005	1 September 2011

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

Administration Convenor	Russell Priebbenow
Complaints Convenor	John Carroll
Education & Registration Convenor / Chief Examiner	Glenn Campbell/ Dennis Gregor
Renewal Convenor	Gregg Purcell

During 2011/12 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.

Administration

The Board is supported by the following staff:

Executive Officer and Secretary Murray Fox CA

Administration and Registration Officer Katrina Tantucz

Major board achievements

Training advocate

The Board had become increasingly concerned at the increasing age profile of the profession, the low number of students entering university to seek a surveying degree, and the number of registered surveying graduates who are not progressing to full registration status. The Board developed a strategy to encourage and support the 300 plus registered graduates to progress to full registration with endorsement over the next five years and relieve/reduce the potential impact of the skill shortage from an aging profession.



In October 2011, the Board created the new position of Training Advocate to:

- identify impediments to progression via discussion forums with both graduates and surveyors
- offer guidance and assistance to graduates and employers
- assist registration applicants with any issues of concern
- develop and facilitate training in general.

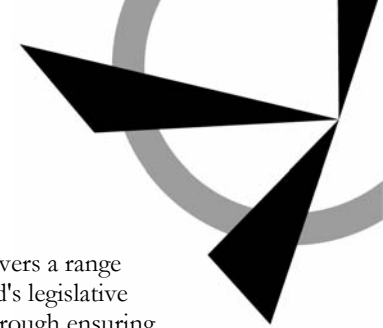
The Board has already seen an increase in the number of graduates seeking competency assessment which is the first step in their progression to full registration status.

The Board also placed value in aligning the strategy to encourage surveying graduates to full registration with attracting new entrants to the profession. During 2011/2012 the Board has been an active member of the Destination Spatial Executive which is an industry alliance developing programs to advise both teachers and students about the roles and opportunities available within the profession.

Competency framework review

The Board has commenced a review of the competency frameworks to ensure simplicity and suitability for purpose as it has been five years since the current competency frameworks became operational. The Board appointed the University of Southern Queensland to undertake the review and make recommendations to the Board. During 2011/2012 there have been 15 information sessions held throughout Queensland, and the profession has been invited to forward written submissions.

Before any amendments are made the Board will publish the new frameworks as a draft and again invite the profession to make written submissions.



Chair's report

It is my privilege to provide this report on the activities of the Board over the past year. The report covers a range of operational and strategic areas together with relevant key issues arising from these areas. The Board's legislative responsibilities under the *Surveyors Act 2003* primarily 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 surveying profession.

The Board's main instruments for determining achievement of appropriate standards are the competency framework, by which surveyors are assessed for new and ongoing registration purposes, and the code of practice, which is a key element in determining of the need for disciplinary action. Both of these instruments are established under the head of power of the *Surveyors Act 2003*.

The Board's last report highlighted the issue of the skills shortage and the involvement of the Board in working with other government and private sector professional and industry organisations in addressing this issue. Worthy of note this year is that the Board has appointed a training advocate to particularly address the progression of graduate registrants through to professional registration as surveyor and importantly subsequent progression to endorsements of cadastral, mining and consulting. This action has given the board valuable insight into some of the blockages to this progression and enabled the improvement of the registration processes. Initiatives such as progressive written submissions by candidates to demonstrate competency in units of the competency framework thus allowing evaluation of satisfactory completion progressively as well as demonstration of competency for longer term graduates by addressing the framework through oral presentation to a board and peer assessor. A very positive response from graduates has been received to these more direct interactive approaches by the board.

Amendments to the *Coal Mining Safety and Health Act 1999* and associated regulations in 2011 recognised registration for mining surveyors under the *Surveyors Act 2003* as essentially being the primary means of recognition of competence to sign mine survey plans. To address this situation, including a regulatory deadline of December 2012, the Board has appointed a registered mining surveyor to attend Board meetings as an observer, to advise the Board on mine surveying competency issues and also introduced a streamlined oral examination of competence for mining surveyors seeking registration under the *Surveyors Act 2003*.

The Board considers that a formal appointment rather than Board invitation of a registered mining surveyor to the board as a desirable initiative and as such seeks the Minister's action in amendment of the Surveyors Act to achieve this outcome. In making this statement the Board is mindful of the Government's desire not to increase bureaucracy or indeed the cost of government, however the cost of this action has already been accommodated by the Board's action and the amendment as proposed would not change this situation. The Act's amendment to enable formal appointment would be an appropriate flow-on response to the amendments already made under the *Coal Mining Safety and Health Act 1999* and serve to increase the public confidence in the surveying profession through the board by comprehensive representation of all competencies of surveying on the Board itself.

In February 2012, the Board held its annual strategic workshop in which it reviewed the outcome of the previous year against its strategic objectives and established a series of updated objectives and actions for the next twelve months. Actions arising from this workshop are included in this report.

To assist the Board in keeping abreast of issues which may impact on the standards and competencies required of registrants to meet future survey needs of the public, the Board has invited and been addressed by senior spatial government representatives, and industry representatives from the private and educational sectors.

Enabling technologies using GNSS and the ever increasing ease of public access to datasets utilizing real-time applications on systems such as Ipad, Iphone, Androids etc. displaying cadastral boundaries as an underpinning reference base for depiction of all manner of data from economic to social and environmental, places an increasingly higher order of responsibility on the surveying profession to ensure the cadastre is deliverable in a comprehensive survey accurate state. This year has seen the board develop a guideline for surveyors using GNSS to determine the location of cadastral boundaries such that uniform practice is adopted and therefore associated accuracy outcomes achieved ensuring public confidence in the outcome. These applications identify a more complex and far reaching issue and that is the need to develop a more comprehensive robust survey accurate coordinated cadastral fabric that will be capable of meeting the needs of future users. The Board is moving to ensure registered surveyors competencies include essential elements to meet this demand and the Board would be keen to discuss with the minister the strategic changes within the legislative framework to address the public interest need in this regard.

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.



SURVEYORS BOARD
QUEENSLAND

In acknowledging contributions to the Board, I specifically mention Mr. Jim Liddle who completed his term after serving some seven years on the Board, most of that time in the chief examiner role. Jim's commitment to and passion for the development of young surveyors with appropriate competence was indeed exemplary.

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

A handwritten signature in black ink, appearing to read 'P. Sippel'.

Peter Sippel

Chair



Board operations

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

(a) 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 survey 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 2010 to 2012.

2010	2011	Description	2012		
Total	Total	Registration Categories	Male	Female	Total
270	299	Surveying Associate	310	4	314
308	354	Surveying Graduate	345	20	365
746	735	Surveyor	726	4	730
		Total	1,381	28	1,409
Endorsements					
579	579	Cadastral	569	4	573
113	109	Engineering	108	0	108
47	47	Mining A	46	0	46
18	16	Mining O	15	0	15
239	263	Consulting	257	0	257

NOTE: In some cases registered surveyors may have multiple endorsements.



Description	2010	2011	2012
Corporations registered as surveyors (includes consulting endorsement)	164	160	160
Corporation Endorsements			
Cadastral	161	159	158
Engineering	113	18	5
Mining A	47	1	1
Mining O	18	0	0
Emeritus Surveyor	131	136	140

Competency assessment

The Board's competency frameworks provide the basis for assessment of competency for registration and endorsement of registration. The Board has commenced a review of the frameworks to ensure their ongoing appropriateness.

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. All Board Assessors attended an assessor moderation meeting which is conducted by the Board's Education Convenor to ensure a consistent assessment process has been adopted. After the completion of the moderation process the Board receives the final recommendations of the Assessors and approves the CERs submitted.

The Board acknowledges the dedication and contribution of the following CER assessors for 2010/11,

Mr Michael Arnold	Mr Darren Browne
Mr Robert Bulgarelli	Mr David Campbell
Mr Andrew Devine	Mr Colin Hansen
Mr Chris Hayes	Mr Steve Healy
Mr Peter Kimmorley	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). 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 2011 to 30 June 2012, the Board approved and registered eight 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 2011/12, the Board registered nineteen surveyors with a cadastral endorsement under the reciprocal agreement.

The Board continues to support a Memorandum of Understanding with the Board of Surveying and Spatial Information (BOSSI) of New South Wales setting out reciprocal registration rights for Mine Surveyors between states. This agreement supports the growing demand for recognition of Mine Surveyors in both states, and allows for free movement between mines in the two states.

Register of surveyors

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

(b) 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.

Prizes and awards

Mike Morris was presented with the joint Surveyors Board / USQ Graduate Award for the graduate of a surveying course. Mike achieved an excellent academic result throughout the program, and demonstrated leadership, innovation and professionalism.

Tertiary courses

The Board has previously mapped the tertiary surveying courses offered within Queensland against the competency frameworks 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 two industry group meetings during the year with representatives from academia, government and professional associations to provide feedback on Board activities and or 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.

(c) 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 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:

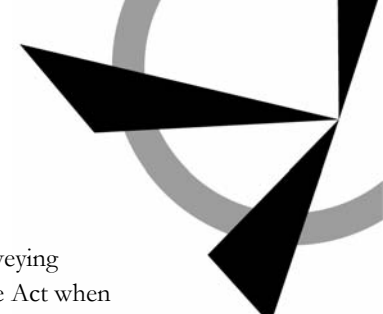
Category	On Hand		Closed	
	2010 - 2011	2010 - 2011	2011 - 2012	2011 - 2012
Minor	1	4	1	1
Of Note	1	1	0	2
Of Concern	1	1	0	1
Serious	3	1	3	1
Total	6	7	4	5

A summary of the complaints position for 2011/12 is listed below:

Complaints carried over from 2010/11	6
New complaints received in the year	+3
Less finalised complaints	-5
Complaints remaining under review	4

Of the six complaints remaining open at the end of the 2010/11 year, four complaints were finalised and closed during the year. The investigation and disciplinary proceeding relating to the other two complaints has been completed and the Board continues a monitoring brief, hence these two complaint files remain open. Of the three new complaints received during 2011/12, one has been finalised, one has been investigated and a report submitted to the July 2012 Board meeting, while the third is still subject to further information being sought by the Board. 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 is working 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

During the 2011/12 year the Professional Conduct Review Panel (PCRP) found a Surveyor and a Surveying Associate guilty of professional misconduct and guilty of performing cadastral surveys in breach of the Act when neither was a registered cadastral surveyor. The PCRP imposed both a fine and costs against the Surveyor and Surveying Associate. Three surveyors attended before the Board to provide further information into specific matters of concern to the Board. All three surveyors were cautioned by the Board and advised to take greater care in future in order to comply with the Code of Practice.

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.

(d) Public protection & awareness

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

The Board's website www.surveyorsboard.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 from the data 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 also contributes on a regular basis to the quarterly journal of the Surveying and Spatial Sciences Institute in Queensland and attends all major surveying conferences held throughout Queensland.

(e) 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.

(f) 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 2012, the Board held a strategic planning day to review past strategies and amendments were made to achieve these objectives in the future.

The Board agreed to facilitate another meeting of Chief Examiners of each state and territory of Australia to ensure consistency of assessment leading to the registration of cadastral surveyors. A review of the Code of Practice was to be performed and the profession invited to make submissions proposing any necessary amendments to the Code. The Training Advocate was to develop a program to engage with the profession and assist Surveying Graduates to progress to full registration status.

The Board reviewed the fee structure within which the Board has to operate and noted the current level of fees did not meet Board operating costs and did not provide the Board with the flexibility or resources to develop and implement new strategies to meet the Board's objectives as outlined in the *Surveyors Act 2003*. The Board will review the current fee levels and responsibilities of the Board under the Act to determine whether to seek amendment of the level of fees need to reflect the cost of providing registration services as required by the Act.

The Board in association with other relevant bodies, will continue 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.

The Board will develop a new web page to further improve its communication with both the public and profession.

Non financial performance

By ensuring 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 assist, and contribute to maintaining the integrity of the Cadastre, which is important for Queensland and supports the role of the Board and the need for the Board's Code of Practice.

Financial performance

	Actual	Budget
Income		
Fees	395,665	333,795
Survey Infrastructure Fee	93,589	97,560
Other Income	63,042	57,405
Total Income from continuing operations	552,296	488,760
Expenditure		
Wage Related Expenses	249,716	287,555
Board Member Expenses	74,307	76,050
Education and Assessment	44,752	77,735
Complaints and Investigation Expenses	35,172	36,000
Administration Expenses	116,440	82,950
Rent and Outgoings	48,570	49,400
Total Expenditure from continuing operations	568,957	609,690
Operating Result from continuing operations	(16,661)	(120,930)
Other Comprehensive Income	-	-
Total Comprehensive Income	(16,661)	(120,930)



The financial result for the year was a deficit of \$16,661 while a deficit of \$120,930 had been budgeted. The favourable variance of \$104,269 arose in part due an increase in the number of applications for registration and competency assessment received by the Board. The appointment of the new strategic role of Training Advocate commenced in October and this position had been budgeted to commence earlier in the financial year. Further enhancements were made to the Board's new database system which contributed to above budget administration costs.

The Board's income for the year was 13.0% above budget. There was again a decline in the number of survey plans lodged with DNRM during the year leading to a 4.0% shortfall in the Survey Infrastructure Fee which was \$3,971 under budget. Total expenditure was 6.6% below budget. With wage related costs representing 47.1% of the Board's total budgeted expenditure the saving resulting from the delayed commencement of the Training Advocate had a significant impact on the Board's financial result for the year. All other Board expenses were close to budget with the exception of software enhancements which had been budgeted as a capital costs but were charged as an expense.

While the Board is in a sound financial position with net assets of \$810,421 the Board is limited in its ability to raise fees or fund specific new initiatives such as the role of Training Advocate, which the Board believes to be in the public interest, to ensure sufficient surveyors are trained and on hand to meet the needs of Queensland in the future. It is for this reason the Board has run deficit budgets for the past two years and will operate a deficit budget in the 2012/2013 year.

GOVERNANCE

(a) Risk management and accountability

The Board is a small organisation with only two full-time staff 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 polices has been included in this report.

There have been no external reviews or reports into the activities of the Board during 2011/12. No machinery of government changes have had any direct impact on the Board or operations of the Board.

(b) Public Sector Ethics Act

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

(c) Human resources

The Board only has two 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.

(d) Carers (Recognition) Act 2008

While the Board does not currently deliver services or make strategic policy decision which require it to consider the needs of carers the Board has ensured staff and board members are aware of the Carers Charter.

(e) 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	\$2,400
University of Southern Queensland	\$600

The Board also engaged the University of Southern Queensland to develop RTK GNSS Guidelines for Cadastral Surveying at a cost of \$1,500 and perform the competency framework review \$16,600.

(f) Overseas travel

In November 2011, the Board Chair travelled to Wellington, New Zealand to represent the Board at the Council of Reciprocating Surveyors Boards of Australia and New Zealand annual meeting.

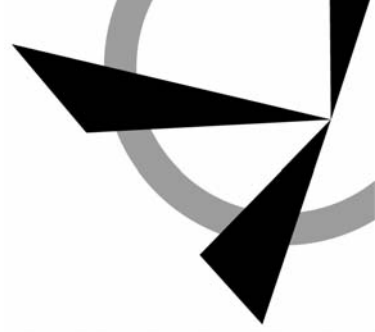
Overseas travel				
Name of officer/ member and position	Destination	Reason for travel	Agency cost	Contribution from other agencies or sources
Peter Sippel - Chair	Wellington	CRSBANZ	\$ 1,445	\$0

(g) 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.

(h) Right to information

The Board received one application for access to information under the Right to Information Act. The information sought related to any amendments or related documents to the competency frameworks since 2007. The Board released the relevant information.



SURVEYORS BOARD

OF QUEENSLAND

FINANCIAL REPORT

FOR THE YEAR ENDED

30 JUNE 2012



**SURVEYORS BOARD OF QUEENSLAND
FINANCIAL STATEMENTS 2011-12**

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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.

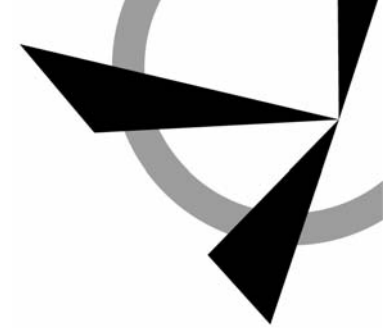
The Board performs the functions set out in the Act and is accountable to the Minister for Finance, Natural Resources and the Arts.

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 2012

	Note	2012	2011
Income			
Fees	2	395,665	342,055
Survey Infrastructure Fee		93,589	99,288
Other Income		63,042	53,072
Total Income from continuing operations		552,296	494,415
Expenditure			
Wage Related Expenses	3	249,716	191,842
Board Member Expenses	4	74,307	57,042
Education and Assessment	5	44,752	36,764
Complaints and Investigation Expenses	6	35,172	43,258
Administration Expenses	7	116,440	69,160
Rent and Outgoings	8	48,570	54,875
Total Expenditure from continuing operations		568,957	452,941
Operating Result (Deficit) from continuing operations		(16,661)	41,474
Other Comprehensive Income		-	-
Total Comprehensive Income		(16,661)	41,474
The accompanying notes form part of these accounts			



Surveyors Board of Queensland
Statement of Financial Position
As at 30 June 2012

Assets	Note	2012	2011
Current Assets			
Cash and Cash Equivalents	9	953,486	945,692
Trade and Other Receivables	10	1,454	2,203
Total Current Assets		954,940	947,895
Non-Current Assets			
Plant and Equipment	11	61,112	60,558
Other Financial Assets	12	5,000	4,505
Total Non-current Assets		66,112	65,063
Total Assets		1,021,052	1,012,958
Liabilities			
Current Liabilities			
Trade and Other Payables	13	178,606	163,636
Provisions	14	18,200	13,275
Total Current Liabilities		196,806	176,911
Non-Current Liabilities			
Provisions	14	13,825	8,965
Total Non-Current Liabilities		13,825	8,965
Total Liabilities		210,631	185,876
Net Assets		810,421	827,082
Equity			
Accumulated Surplus		810,421	827,082
Total Equity		810,421	827,082

The accompanying notes from part of these accounts

**Surveyors Board of Queensland
Statement of Changes in Equity
For the year ended 30 June 2012**



	Notes	2012	2011
Balance 1 July 2011		827,082	785,608
Operating Result from Continuing Operations		(16,661)	41,474
Balance 30 June 2012		810,421	827,082

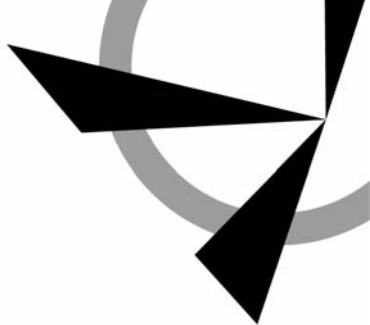
The accompanying notes form part of these accounts



Surveyors Board of Queensland
Statement of Cash Flows
For the year ended 30 June 2012

	Note	2012	2011
Cash Flow from Operating Activities			
Cash receipts from operations		517,518	475,645
Cash payments applied in operations		(515,312)	(410,582)
GST received from customers		681	350
GST paid to suppliers		(24,995)	(27,003)
Interest received		46,712	47,149
		<hr/>	<hr/>
Net Cash Provided by (used) in Operating Activities	15	24,604	85,559
Cash Flow from Investing Activities			
Payments for Plant & Equipment		<hr/> (16,810)	<hr/> (67,287)
		<hr/>	<hr/>
Net Cash Provided by (used) in Investing Activities		(16,810)	(67,287)
Net increase/(decrease) in cash		7,794	18,272
Cash at the beginning of the year		945,692	927,420
		<hr/>	<hr/>
Cash at the End of the Year	9	<u>953,486</u>	<u>945,692</u>

The accompanying notes from part of these accounts



Surveyors Board of Queensland

Notes to and forming part of the Financial Statements

As at 30 June 2012

Objectives and Principal Activities of the Board

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.

1. 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*.

The financial report is a general-purpose financial report and has been prepared on an accrual basis in accordance with Australian Accounting Standards and Interpretations. In addition, the financial statements comply with the Treasurer's Minimum Reporting Requirements for the year ending 30 June 2012, 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.

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 16 (b)**. 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.

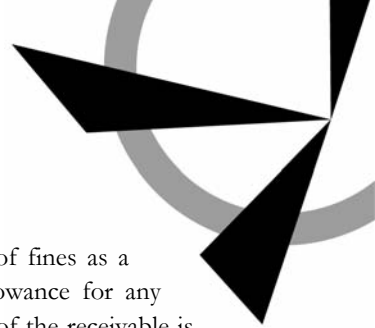
(f) Expenditure

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.



(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	5 years	(20%)
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

(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.

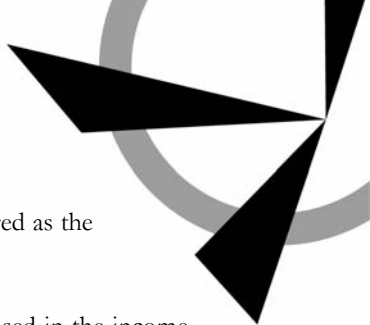
(m) Deferred Income

The liability for deferred income is the unutilised amounts of registration 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 is 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.



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) Provisions

The Board recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event, it is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditures expected to be required to settle the obligation using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as an interest expense.

(p) 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.

(q) Leases

Finance lease

A finance lease is a lease that transfers to the lessee substantially all the risks and rewards incidental to ownership of an asset, whether or not title is eventually transferred.

At the commencement of the lease term, the Board recognises finance leases as assets and liabilities in the Statement of Financial Position at the lower of the fair value of the leased items or the present value of the minimum lease payments.

The amount recognised as an asset is depreciated over its useful life.

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.

(r) 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.



(s) 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.

(t) 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.

2. Fees

	2012	2011
Fees		
Application	38,785	17,710
Registration	27,243	17,954
Renewal	293,923	283,109
Late	6,068	4,218
Education and Assessment	29,646	16,981
Other	0	2,083
Total	395,665	342,055

3. Wage Related Expenses

	2012	2011
Wage Related Expenses		
Salaries and Wages	225,204	169,121
Superannuation	19,751	17,523
Staff Advertising	195	37
Staff Training	988	897
Staff Travel and Accommodation	3,009	3,965
Workers Compensation Insurance	569	299
Total	249,716	191,842

4. Board Member Expenses

	2012	2011
Board Member Expenses		
Meeting Attendance Fees	22,052	16,214
Special Assignment Fees	18,021	18,564
Catering and Other Expenses	11,971	7,524
Travel and Accommodation	22,263	14,740
Total	74,307	57,042



5. Education and Assessment

	2012	2011
Education and Assessment		
PAP Expenses	1,042	1,272
Assessment of Overseas Qualifications	2,800	4,200
Competency Assessment Expenses	40,760	6,519
Competency Workshops	0	4,999
Investigator Workshop	0	18,724
University Prizes	150	1,050
Total	44,752	36,764

6. Complaints and Investigation

	2012	2011
Complaints and Investigation		
Investigation Expenses	33,672	27,650
Consulting and Legal Fees	1,500	15,608
Total	35,172	43,258

7. Administration Expenses

	2012	2011
Administration Expenses		
Accountancy Fees	0	135
Audit Fees	5,450	5,500
Bad Debts	0	0
Bank Charges	5,254	4,279
Consulting and Legal Expenses	0	2,680
Depreciation	16,256	6,729
Fringe Benefits Tax	1,167	5,357
Insurance	7,064	6,757
IT Expenses	54,001	17,384
Office Sundries/Staff Amenities	9,404	3,510
Postage & Courier	4,889	5,319
Printing	3,618	3,715
Stationery & Supplies	1,443	3,050
Telephone & Fax	6,293	4,745
SBQ - CRSBANZ Contribution	1,601	0
Total	116,440	69,160

8. Rent and Outgoings

	2012	2011
Rent and Outgoings		
Rent	43,320	49,320
Cleaning	2,340	2,919
Electricity	2,242	1,981
Lease preparation Costs	668	0
Repairs and Maintenance	0	655
Total	48,570	54,875



9. Cash and Cash Equivalents

	2012	2011
Cash and Cash Equivalents		
Cash at Bank and on hand	17,621	31,435
Short-term Deposit QTC	935,865	914,257
Total	953,486	945,692

10. Trade and Other Debtors

	2012	2011
Trade and Other Debtors		
Trade and Other Debtors	1,454	2,203
Less Provision for Doubtful Debts	0	0
Total	1,454	2,203

11. Plant and Equipment

	2012	2011
Plant and Equipment		
Balance at 1 July	78,137	10,850
Additions	16,810	67,287
Disposals	0	0
Balance 30 June	94,947	78,137
Accumulated Depreciation		
Balance at 1 July	17,579	10,850
Additions	16,256	6,729
Balance 30 June	33,835	17,579
Net Carrying Amount	61,112	60,558

12. Other Financial Assets

	2012	2011
Other Financial Assets		
Bank Guarantee - Term Deposit	5,000	4,505



13. Trade and Other Payables

	2012	2011
Trade and Other Payables		
Trade and Other Payables	29,379	18,940
Registration fees received in advance	149,227	144,696
Total	178,606	163,636

14. Provisions

	2012	2011
Provisions		
Current		
Employee entitlements	18,200	13,275
Non Current		
Employee entitlements	13,825	8,965

15. Reconciliation of Cash

	2012	2011
Reconciliation of cash		
Net surplus/(deficit) for the year	(16,661)	41,474
Add/(subtract) non cash items		
Depreciation of plant and equipment	16,256	6,729
Changes in assets and liabilities		
(Increase)/decrease in trade and other debtors	749	20,995
(Increase)/decrease in other financial assets	(495)	0
Increase/(decrease) in trade creditors and accruals	14,970	12,936
Increase/(decrease) in provisions	9,785	3,425
Net cash provided by/(used) in operating activities	24,604	85,559



16. Commitments and Contingencies

a. Finance leases

The Board has no finance leases.

b. Operating leases

The Board has entered into a commercial lease for office premises. The Board exercised the three year option clause in April 2011 to extend the lease until October 2014. There are no restrictions placed upon the lessee upon entering into these leases.

	2012	2011
Operating Leases		
Lease expenditure commitments:		
Operating leases (non-cancellable)		
Not later than one (1) year	45,320	44,839
Later than one (1) year & not later than two (2) years	45,320	84,400
Later than two (2) years & not later than five (5) years	15,107	13,733
Later than five (5) years	0	0
	105,747	142,972

c. Contingencies

In June 2010, the Board was made aware about inconsistencies in a 1990 Group Title Plan. The corporation that performed the original surveying work has been de-registered and is unable to remedy the situation. The Board, in order to protect the public interest, has offered to meet the cost of resurvey with regards to the nominated group title if the body corporate unanimously agreed to accept the Board's offer. The resurvey work was completed in 2012 and the Board estimates any remaining contingent liability at \$1,500.

d. Events after the Statement of Financial Position date

There have been no significant events after balance date.

17. 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

During the year the Board contracted the University of Southern Queensland to develop GNSS guidelines and review the Board's Competency Frameworks. Dr Glenn Campbell is a Board member and an academic staff member of the university. The Board also appointed an experienced surveyor and trained investigator from the RPS Gold Coast office to investigate a complaint on behalf of the Board. Mr Gregg Purcell is a Board member and the Technical Director – Survey of RPS. All work was completed for the Board at commercial rates.

There were no other 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 2011/2012 were:

Mr Murray Fox, Executive Officer and Secretary

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

	2012	2011
Compensation Made to Key Personnel		
Short-term employee benefits	131,767	120,054
Post-employment benefits	-	-
Termination benefits	-	-
Total Compensation	<u>131,767</u>	<u>120,054</u>

18. **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.

2012	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	Non-interest Bearing	TOTAL
Cash or Cash Equivalents					
Cash	.10%	17,620			17,620
Short term investment	4.12%	935,865			935,865
Receivables	n/a			1,454	1,454
Other Financial Assets					
Bank guarantees	5.60%		5,000		5,000
Financial Liabilities					
Payables	n/a			178,606	178,606



2011	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	Non-interest Bearing	TOTAL
Cash or Cash Equivalents					
Cash	0.1%	31,285	-	-	31,285
Short term investment	5.58%	914,256	-	-	914,256
Receivables	n/a	-	-	2,203	2,203
Other Financial Assets					
Bank guarantees	1.75%	-	4,505	-	4,505
Financial Liabilities					
Payables	n/a			162,777	162,777

b. Sensitivity analysis

A change of 100 basis points or 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 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	
	1% Increase	1% (decrease)	1% increase	1% (decrease)
Variable rate instruments	9,358	(9,358)	9,358	(9,358)

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 exposures and the full extent of the debt has been provided for.

	Gross 2012	Impairment 2012	Gross 2011	Impairment 2011
Current	1,454	-	553	-
Past due 3 - 30 days	-	-	-	-
Past due 31 - 60 days	-	-	-	-
Past due 61 days plus	-	-	1,650	-
	<u>1,454</u>	<u>-</u>	<u>2,203</u>	<u>-</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.



19. 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 2012

	2012	2011
Opening Balance	17,644	17,764
Income	11,988	-
Less Expenditure	7,107	120
Closing Balance	<u>22,525</u>	<u>17,644</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 Management 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 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 2012 and of the financial position of the Board at the end of that year.

PETER J SIPPEL B.App.Sc (Surv)
Chairman
26 July 2012

MURRAY A FOX CA
Executive Officer
26 July 2012

INDEPENDENT AUDITOR'S REPORT

To the Surveyors Board of Queensland

Report on the Financial Report

I have audited the accompanying financial report of the Surveyors Board of Queensland which comprises the statement of financial position as at 30 June 2012, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended on that date, a summary of significant accounting policies, other explanatory notes and certificates given by the Executive Officer and Chairperson.

The Board's Responsibility for the Financial Report

The Board is responsible for the preparation and fair presentation of the financial report 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 controls as the Board determines is necessary to enable the preparation of the financial report that 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. These auditing standards require compliance with relevant ethical requirements relating to audit engagements and that the audit is planned and performed to obtain reasonable assurance 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 risks of material misstatement in 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 and fair presentation of the financial report 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 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 as 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

The *Auditor-General Act 2009* promotes the independence of the Auditor-General and all authorised auditors. The Auditor-General is the auditor of all Queensland public sector entities and can only be removed by Parliament.

The Auditor-General may conduct an audit in any way considered appropriate and is not subject to direction by any person about the way in which audit powers are to be exercised. The Auditor-General has for the purposes of conducting an audit, access to all documents and property and can report to Parliament matters which in the Auditor-General's opinion are significant.

Auditor's 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 respect of the establishment and keeping of accounts have been complied with in all material respects; and
 - (ii) the financial report has been drawn up so as to present 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 2011 to 30 June 2012 and of the financial position as at the end of that year.

Other Matters - Electronic Presentation of the Audited Financial Report

This auditor's report relates to the financial report of Surveyors Board of Queensland for the year ended 30 June 2012. Where the financial report is included on the Surveyors Board of Queensland's website the Board is responsible for the integrity of Surveyors Board of Queensland's website and I have not been engaged to report on the integrity of Surveyors Board of Queensland's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements or otherwise included with the financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

These matters also relate to the presentation of the audited financial report in other electronic media including CD Rom.

NICK GEORGE CPA

(as Delegate of the Auditor-General of Queensland)

7 August 2012

Queensland Audit Office

Brisbane

Compliance checklist – annual report

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

ARRs *Annual report requirements for Queensland Government agencies*

Summary of requirement	Basis for requirement	Annual report reference	
Accessibility	<ul style="list-style-type: none"> Table of contents 	ARRs – section 8.1	1
	<ul style="list-style-type: none"> Glossary 		3
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2	Back page
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	1
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 8.4	1
	<ul style="list-style-type: none"> Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5	1
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 Error! Reference source not found.	2
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	3-5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	3-5
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	9
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 10.4	15
	<ul style="list-style-type: none"> Machinery of government changes 	ARRs – section 10.5	15
	<ul style="list-style-type: none"> Review of proposed forward operations 	ARRs – section 10.6	15
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1	14
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	3-14
	<ul style="list-style-type: none"> Council of Australian Government (COAG) initiatives 	ARRs – section 11.3	3-14
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.4	3-14
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 11.5	3-14
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	14
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2	-
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	4
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	5
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3	-
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4	-

Summary of requirement	Basis for requirement	Annual report reference	
<ul style="list-style-type: none"> • Boards and committees 	ARRs – section 13.5	-	
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6	15
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	15
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	15
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	15
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	15
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	<i>Directive No.17/09 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	15
	<ul style="list-style-type: none"> • Voluntary Separation Program 	ARRs – section 15.3	15
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	36
	<ul style="list-style-type: none"> • Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARRs – section 16.2	37
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3	32
Disclosure of additional information	<ul style="list-style-type: none"> • Additional information to be reported online 	ARRs – section 17	-

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