

Annual Report

2021 – 2022



SURVEYORS BOARD
QUEENSLAND

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15 August 2022

The Honourable Mr Scott Stewart MP
Minister for Resources
1 William Street
BRISBANE QLD 4000

Dear Minister

I am pleased to present the Annual Report 2021-2022 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.

Yours sincerely



Peter Murphy
Chair
Surveyors Board of Queensland

Chair's foreword

As the Chair of the Surveyors Board of Queensland, I am pleased to be able to present my report on the activities of the Board for the period July 2021 to June 2022. The Board continues its role as delegated under the Surveyors Act 2003 to administer the provisions of the Act for the primary purpose of protecting public interest and maintaining confidence in the activities of the surveying profession.

In the past twelve months the Board has completed its review of competency standards and focused on the assessment processes and how they relate to numbers of Cadastral Surveyors being added to the register. Late last year the Board trialed a process that involved an oral assessment undertaken over a two-day period based on a candidate's portfolio of projects.

The trial has proved to be a success to the extent that it has now been adopted as the final phase in the assessment process, replacing the Professional Assessment Project (PAP) which has been an integral feature of the assessment since it was introduced with the Surveyors Act of 1977. A total of 20 new Cadastral Registrations have been granted in the past twelve months being a significant boost over the average of about 2 per year in recent years. I'd like to recognise the efforts of the Board and assessors in achieving this significant contribution towards the surveying profession in Queensland and I'd like to also thank the registrants who participated in the trial. Special mention goes to the Board's Chief Examiner, Glenn Campbell, for the contribution that he has made towards the success of the new assessment process.

Disciplinary matters continue to be part of the Board's activities. For the public, it is important that not only do they have the right to be heard but their concerns are dealt with. To the profession it is important that complaints with substance are appropriately dealt with and standards are upheld so that they in turn can confidently execute their responsibility to the public.

Issues associated with the activities of unregistered persons carrying out cadastral surveys are still of concern to the Board. In recent years the Board has seen a proliferation of such activity assisted by internet based procurement platforms that allow the public to be deceived as to the registration status of those offering a service contrary to the provisions of the Surveyors Act 2003.

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

This year the Board has continued to participate as a member of the Council of Reciprocal Surveyors Boards of Australia and New Zealand (CRSBANZ). CRSBANZ meetings continue to be undertaken as "Teams" meetings via the internet as a result of the ongoing COVID19 situation.

The impact of the Commonwealth Automatic Mutual Recognition legislation is now being felt by the Surveyors Boards in the current participating jurisdictions. There are significant issues that have been pushed to the forefront and requiring CRSBANZ attention as a result.

Understandably work on a National Competency Standard has been accelerated which in turn will contribute to the ongoing review of the content of the surveying degrees offered in Australia and New Zealand, and their relevance to the standards required for the registration of Cadastral Surveyors in the various jurisdictions.



Peter Murphy
Chair

Mission of the board

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

Purpose

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

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

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

Functions

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

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

Acronyms

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

Management structure

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

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

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

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

The departmental cadastral surveyor position on the Board is represented by the Director of Surveys, Mr Kenneth (Ken) Sherwood. During 2021-22 Mr Ken Sherwood undertook other Departmental roles – during these times Mr Rob Bulgarelli and Ms Jemma Picco (nee Petrie) held acting Director of Surveys roles.

The Executive Officer is Mr David Jenkins CPA, an Accountant who provides the Board with financial and administrative experience.

Board members

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Neesha is admitted to the Supreme Court of Queensland and holds a Bachelor of Arts, a Bachelor of Laws and a Master of Laws. Neesha initially worked as a dispute resolution lawyer in private practice before making the move in-house where she has worked in various roles, including leading large legal teams for large health and community care providers. She has experience in various legal areas including healthcare, property and general commercial law. Currently Neesha works for a healthcare industry peak body where her focus is on compliance and managing risk as she assists health practitioners to navigate the legal and regulatory systems.

Kenneth (Ken) Sherwood B.App.Sc (Surv), Grad Dip (Survey Practice) Reg Surv (Cad)

Ken currently holds the position of Director of Surveys within the Department of Resources and has experience in both the public and private sectors across Queensland. He has been a registered cadastral surveyor since 1995. Ken regularly represents the Department at seminars, conferences and committee meetings. He is also the Queensland member of the national Intergovernmental Committee on Surveying and Mapping.

Board meetings

The Board meets every six to eight weeks to address the business of the Board. In 2021-22, eight Board meetings were convened.

Board meetings attendance

Member	Eligible to attend	Attended in 21-22	Original appointment date	Appointment ends
Peter Murphy, Chair	8	8	21 December 2017	14 July 2024
Glenn Campbell	8	8	4 April 2006	11 December 2022
Karen Norton	8	5	7 July 2016	11 December 2022
Michael Arnold	8	7	21 December 2017	14 July 2024
Alasdair Begley	8	5	21 December 2017	14 July 2024
Ken Cross	8	5	12 December 2019	11 December 2022
Darlene Skennar	8	6	1 April 2010	11 December 2022
Neesha Pierce	8	8	3 September 2015	14 July 2024
Director of Surveys *	8	8	1 February 2021	14 July 2024

- * On 3 August 2020, the Director of Surveys, Department of Resources, was appointed to the Board. In this capacity, Ken Sherwood was eligible to attend 6 and attended 6 meetings, Rob Bulgarelli was eligible to attend 1 and attended 1 meeting, and Jemma Picco was eligible to attend 1 and attended 1 meeting.

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

Administration	Convenor	Ken Sherwood
Complaints	Convenor	Michael Arnold
Education & Registration	Convenor	Karen Norton
	Chief Examiner	Glenn Campbell
Renewal	Convenor	Alasdair Begley

During 2021-22 the Board welcomed new registrants and recognised the careers of a number of Emeritus Surveyors. The Board has an 'open meeting' policy, with registered persons and the public able to attend Board meetings on a pre-arranged basis.

Board remuneration

The amounts listed below represent actual payments made during the 2021-2022 financial year.

Member	Meeting Fees	Special Assignment Fees	Total
Peter Murphy, Chair	4,160	5,460	9,620
Glenn Campbell	3,600	5,800	9,400
Karen Norton	2,800	1,800	4,600
Michael Arnold	2,400	7,800	10,200
Alasdair Begley	2,800	2,200	5,000
Ken Cross	3,200	200	3,400
Darlene Skennar	2,400	800	3,200
Neesha Pierce	3,200	600	3,800
Director of Surveys	0	0	0

As the departmental representative on the Board, the Director of Surveys (held by Ken Sherwood, Rob Bulgarelli and Jemma Picco for periods in the 2021-2022 financial year) was not paid fees for Board duties

Administration

The Board is supported by the following staff:

- Executive Officer and Secretary David Jenkins CPA B.Bus (Acc)
- Administration and Registration Officer Anne Co
- Training Advocate Stephen Steggall B.Surv, M App Sc

Major board achievements

Progression of registration

During 2021-2022, 16 surveying graduates demonstrated their competency and progressed to surveyor registration. Also, 21 registered surveyors progressed their registration status and received a cadastral, engineering or mining endorsement.

At the date of this report, 174 surveying graduates were in the process of demonstrating their competency against the surveyor framework and 32 surveyors were demonstrating competency against an endorsement framework. A further three surveyors are in the process of completing their Professional Assessment Project (PAP) for an endorsement.

Board operations

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

Registration & endorsement

Registration categories

The Act provides for the following categories of registration:

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

Registration statistics

The following tables show the number of Queensland registrants, by category, as at 30 June in each year from 2020 to 2022.

2020 Total	2021 Total	Registration Category	2022 Male	2022 Female	2022 Total
575	582	Surveying Associate	581	15	596
232	213	Surveying Graduate	193	14	207
757	741	Surveyor	715	14	729
1,564	1,536	Total	1,489	43	1,532

2020 Total	2021 Total	Endorsement Category	2022 Male	2022 Female	2022 Total
450	431	Cadastral	426	5	431
79	76	Engineering	71	2	73
89	87	Mining Open Cut	84	1	85
38	37	Mining Underground Coal	34	-	34
45	44	Mining Underground Metalliferous	42	-	42
220	219	Consulting	211	3	214
921	894	Total	868	11	879

Description	2020	2021	2022
Corporations registered as surveyors (includes consulting endorsement)	146	144	148
Corporation Endorsements			
Cadastral	144	142	146
Engineering	7	8	8
Mining Open Cut	2	1	1
Mining Underground Coal	1	-	-
Mining Underground Metalliferous	-	-	-
Corporation Endorsements (Total)	154	151	155
Emeritus Surveyor	123	127	127

Competency assessment

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

Renewal of registration

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

The Board acknowledges the dedication and contribution of the following CER assessors in 2021-22:

Mr Philip Anderson	Mr Dale Atkinson	Mr Robert Bulgarelli
Mr David Campbell	Mr Howard Cutler	Mr Chris Jeavons
Mr Stephen Pedwell	Mr Robert Pentecost	Mr Gary Robertson
Mr Mathew Ross	Mr David Brown	

In addition to the CERs, a further ten percent of consulting cadastral surveyors would normally be selected for a site visit from Board members. The site visits provide an opportunity for open communication between surveyors and Board members on key current issues in the profession. Site visits were suspended in 2021-22 due to the COVID pandemic, however, the Board intends to recommence site visits in 2022-23.

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 2021 to 30 June 2022, the Board approved and registered 12 applicants with overseas qualifications as Surveying Graduates.

Reciprocal registration (interstate)

Since 1892, there has been a reciprocal registration agreement between the various registration authorities within Australia and New Zealand for cadastral (land) surveyors. Under this agreement, which is consistent with the *Mutual Recognition Act 1992*, surveyors who are registered in an Australian state or territory, or in New Zealand, are able to gain registration in any of these jurisdictions. During 2021-22, the Board registered four (4) surveyors with a cadastral endorsement under the reciprocal agreement.

The Board has had a Memorandum of Understanding (MOU) with the Board of Surveying and Spatial Information (BOSSI) of New South Wales and the Western Australian Mines Survey Board setting out reciprocal registration rights for mine surveyors between Queensland, New South Wales and Western Australian.

This agreement supports the growing demand for recognition of mine surveyors and allows for free movement between mines in the three states. During 2021-22, three (3) mine surveyors sought registration under the MOU.

Register of surveyors

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

Education & professional training

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

Tertiary courses

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

Complaints & discipline

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

Professional conduct

Professional conduct includes:

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

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

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

Complaints categories

There are four complaint categories used by the Board:

- 'Minor' matters are assessed through in-house review and consultation. This category also includes complaints the Board reasonably believes to be frivolous, vexatious or trivial under Section 85 (2) of the Act.
- 'Of note' matters are resolved informally between the Board and the registered person - the focus is on addressing the cause of the problem, including through introduction of quality assurance processes, and specific training or counselling. Section 86 of the Act applies in these cases.

- ‘Of concern’ signifies a matter where the registered person is alleged to have committed a substantial breach of professional conduct. Under Section 89 of the Act, following an investigation a Professional Conduct Review Panel (PCRP) of the Board is appointed 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 PCRP or the matter is referred to either the Queensland Civil and Administrative Tribunal (QCAT) or Magistrates Court.

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	2020 - 2021		2021 - 2022	
	On Hand	Closed	On Hand	Closed
Minor	1	7	-	3
Of Note	4	3	6	6
Of Concern	4	-	2	1
Serious	3	2	1	2
Total	12	12	9	12

A summary of the complaints position for 2021-22 is listed below:

Complaints carried over from last year	12
New complaints received in the year	9
Less: Finalised complaints during the year	(12)
Complaints remaining under review	<u><u>9</u></u>

Of the 9 new complaints received during 2021-22, three were finalised. 6 complaints received during 2021-22 remain open and are currently being investigated.

Six of the 12 finalised complaints involved the complaint category ‘Of Note’. In two of these cases the complaint was resolved after conducting a Section 86 meeting.

One of the 12 finalised complaints involved the complaint category ‘Of Concern’. The complaint was resolved after the Board had referred the matter to a PCRP.

Two of the 12 finalised complaints involved the complaint category ‘Serious’. In one of these cases the complaint was resolved after the Board had referred the matter to a PCRP. The second case was resolved after the Board had successfully prosecuted an unregistered individual in the Magistrates Court.

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 Resources to seek clarification from the certifying cadastral surveyor where irregularities are noted on plans lodged with the department.

Discipline

Case 1

The Board received information about the professional conduct of a surveying corporation. The Board appointed an investigator to investigate a range of matters including a) the level of supervision of staff performing cadastral survey work and the preparation of survey plans; and b) to collect evidence and draw conclusions regarding whether the level of supervision was compliant with surveying legislation, Cadastral Survey Requirements and the Board's supervision policy applicable at the time the surveys were conducted. Following an investigation, the Board referred the matter to a PCRCP. A PCRCP hearing was held in September 2021 and the charges (as amended) were proven. A penalty and costs order of \$8,782.50 was imposed.

Case 2

The Board received information that a former registered surveying associate under the repealed *Surveyors Act 1977 (Qld)* was offering cadastral surveying services to the public. The Board appointed an investigator to investigate a range of matters including a) whether there was any evidence that cadastral surveys had been conducted; and b) whether there was any evidence of carrying on a business providing cadastral surveying services. Following an investigation, the Board successfully prosecuted the former registered surveying associate in the Magistrates Court in June 2021. He pleaded guilty to offences of sections 75(1) and 76(1) of the *Surveyors Act 2003*. He was ordered to pay the Board's legal costs in the amount of \$8,664.40, a penalty of \$7,200.00 and the Board's investigation costs of \$19,383.00. No conviction was recorded.

Case 3

The Board received information about the professional conduct of a surveying corporation and a consulting cadastral surveyor. The Board appointed an investigator to investigate a range of matters including a) the quality of reinstatement; b) accuracy of measurements; and c) the conduct of the survey, including involvement and supervision of other personnel, and keeping of survey records. Following an investigation, the Board referred the matter to a PCRCP. A PCRCP hearing was held in September 2021 and the charges (as amended) were proven. A penalty and costs order of \$10,228.50 was imposed against the surveying corporation. A penalty and costs order of \$4,313.50 was imposed against the consulting cadastral surveyor.

Code of practice

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

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

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

Public protection & awareness

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

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

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

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

Legislation

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

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

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

Strategic

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

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

In 2021-22 the Board introduced changes to the cadastral endorsement competency framework and the consulting endorsement competency framework.

Regarding the cadastral endorsement competency framework, the previous arrangement involving either the submission of CER's and a PAP or an oral presentation was phased out and replaced by a new assessment process involving formal face to face interviews. The new assessment process currently involves two interviews conducted on consecutive days on a weekend. There are three (3) appointed Board assessors assigned to conduct the interviews.

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.

The Board continued to provide guidance and advice to the public about the role of the surveyor and why certain tasks were performed. The Board's work in the past year continues to contribute to maintaining the integrity of the cadastre, which is important for Queensland.

Financial performance

	2022	2021
	\$	\$
Income		
Fees	628,876	602,971
Survey Infrastructure Fee	83,677	91,537
Other Income	30,812	83,707
Total Income from continuing operations	743,365	778,216
Expenditure		
Wage Related Expenses	328,435	326,256
Board Member Expenses	72,895	85,045
Education and Assessment	33,411	24,901
Complaints and Investigation Expenses	68,438	141,049
Administration Expenses	103,009	90,805
Total Expenditure from continuing operations	606,188	668,056
Operating Result from continuing operations	137,177	110,160
Other Comprehensive Income	-	-
Total Comprehensive Income	137,177	110,160

The Board financial result was a surplus for the fifth consecutive year.

The Board's income for the year was 0.0% above budget with a variance of \$314. The Board recovered \$23,324 in disciplinary costs.

Total expenditure was \$32,760 or 5.1% under budget. Board travel costs were \$15,243 under budget and Board event costs were \$3,930 under budget – both due to activity being restricted due to the Covid-19 pandemic.

The Board is in a sound financial position with net assets of \$1,254,005 and the Board has budgeted for a surplus of \$151,617 for the 2022-23 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 2021-22. No machinery of government change has had any direct impact on the Board or operations of the Board.

Public Sector Ethics Act

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

Human Rights

No Human Rights complaints were received in 2021-22.

Human resources

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

Open data

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

Consultancies

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

Bureau for Assessment of Overseas Qualifications	\$4,050
--	---------

Overseas travel

The Board did not incur any overseas travel related costs.

Information systems and record keeping

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

Right to information

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

SURVEYORS BOARD

OF QUEENSLAND

FINANCIAL REPORT

FOR THE YEAR ENDED

30 JUNE 2022

**SURVEYORS BOARD OF QUEENSLAND
FINANCIAL STATEMENTS 2021-2022**

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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.

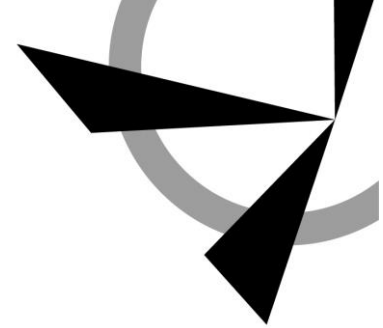
The Board performs the functions set out in the Act and is accountable to the Minister for Resources.

The Board consists of 9 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 2022**

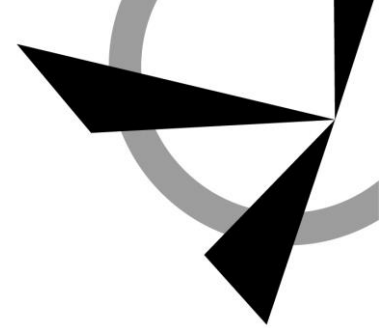
	Note	2022 \$	2021 \$
Income			
Fees	3	628,876	602,971
Survey Infrastructure Fee		83,677	91,537
Other Income		30,812	83,707
Total Income from continuing operations		743,365	778,216
Expenditure			
Wage Related Expenses	4	328,435	326,256
Board Member Expenses	5	72,895	85,045
Education and Assessment	6	33,411	24,901
Complaints and Investigation Expenses	7	68,438	141,049
Administration Expenses	8	103,009	90,805
Total Expenditure from continuing operations		606,188	668,056
Operating Result from continuing operations		137,177	110,160
Other Comprehensive Income		-	-
Total Comprehensive Income		137,177	110,160

The accompanying notes form part of these accounts

Surveyors Board of Queensland
Statement of Financial Position
As at 30 June 2022

Assets	Note	2022 \$	2021 \$
Current Assets			
Cash and Cash Equivalents	9	1,693,174	1,576,612
Trade and Other Receivables	10	34,692	29,612
Total Current Assets		1,727,866	1,606,224
Non-Current Assets			
Trade and Other Receivables	10	-	14,980
Plant and Equipment	11	7,238	13,132
Right of Use Asset	12	169,436	208,537
Total Non-Current Assets		176,674	236,649
Total Assets		1,904,540	1,842,873
Liabilities			
Current Liabilities			
Lease Liability	12	35,836	32,708
Trade and Other Payables	13	413,747	467,881
Provisions	14	33,020	25,199
Total Current Liabilities		482,603	525,788
Non-Current Liabilities			
Lease Liability	12	144,714	180,550
Provisions	14	23,217	19,706
Total Non-Current Liabilities		167,931	200,256
Total Liabilities		650,534	726,044
Net Assets		1,254,006	1,116,829
Total Equity		1,254,006	1,116,829

The accompanying notes from part of these accounts



**Surveyors Board of Queensland
Statement of Changes in Equity
For the year ended 30 June 2022**

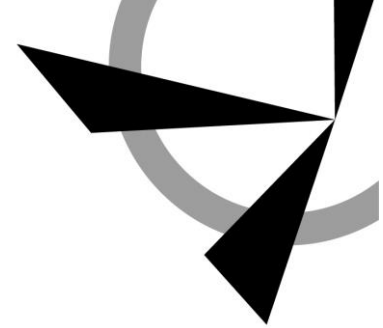
	2022	2021
	\$	\$
Balance 1 July 2021	1,116,829	1,006,669
Operating Result from Continuing Operations	137,177	110,160
Balance 30 June 2022	<u>1,254,006</u>	<u>1,116,829</u>

The accompanying notes from part of these accounts

Surveyors Board of Queensland
Statement of Cash Flows
For the year ended 30 June 2022

	Note	2022 \$	2021 \$
Cash Flow from Operating Activities			
Cash receipts from operations		800,029	809,775
Cash payments applied in operations		(621,621)	(730,739)
GST received from customers		-	47
GST paid to suppliers		(25,616)	(24,295)
Interest received		7,120	9,397
Net Cash Provided by (used in) Operating Activities	15	<u>159,912</u>	<u>64,185</u>
Cash Flow from Investing Activities			
Principal component of lease liability payments		(32,708)	(39,538)
Net Cash Provided by (used in) Investing Activities		<u>(32,708)</u>	<u>(39,538)</u>
Cash Flow from Financing Activities			
Interest component of lease liability payments		(10,642)	(5,069)
Net Cash Provided by (used in) Financing Activities		<u>(10,642)</u>	<u>(5,069)</u>
Net increase/(decrease) in cash and cash equivalents		116,562	19,578
Cash and cash equivalents at the beginning of the financial year		<u>1,576,612</u>	<u>1,557,034</u>
Cash and cash equivalents at the End of the Financial Year	9	<u>1,693,174</u>	<u>1,576,612</u>

The accompanying notes from part of these accounts



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

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 2022, and other authoritative pronouncements.

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

(b) Reporting Entity

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

(c) 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

Lease term

The lease term is a significant component in the measurement of both the right-of-use asset and lease liability. Judgement is exercised in determining whether there is reasonable certainty that an option to extend the lease or purchase the underlying asset will be exercised, or an option to terminate the lease will not be exercised, when ascertaining the periods to be included in the lease term. In determining the lease term, all facts and circumstances that create an economical incentive to exercise an extension option, or not to exercise a termination option, are considered at the lease commencement date. Factors considered may include the importance of the asset to the Board's operations; comparison of terms and conditions to prevailing market rates; incurrence of significant penalties; existence of significant leasehold improvements; and the costs and disruption to replace the asset. The Board reassesses whether it is reasonably certain to exercise an extension option, or not exercise a termination option, if there is a significant event or significant change in circumstances.

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

Significant Accounting Estimates and Assumptions

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

(d) Revenue

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

Investment income

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

Asset sales

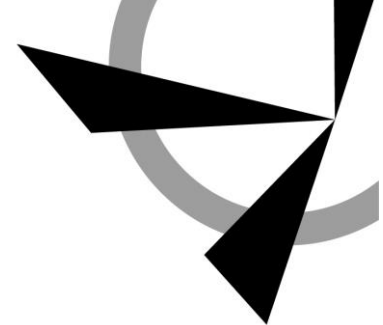
The gain or loss on disposal of all non-current assets and available-for-sale financial investments is determined as the difference between the carrying amount of the asset at the time of the disposal and the net proceeds on disposal.

In-kind donations

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

(e) 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.



(f) 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.

(g) 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.

(h) 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 operating or finance lease	life of lease	

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

Surveyors Board of Queensland

Notes to and forming part of the Financial Statements 2021-2022

(h) Property, Plant and Equipment (continued)

Impairment

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

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

(i) Financial Assets

Financial assets with fixed or determinable payments and fixed maturities that the Board has the positive intention and ability to hold to maturity. 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.

(j) 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.

(k) 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.

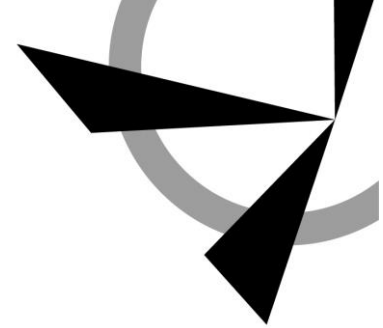
(l) Employee Benefits

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.



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

(m) 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.

(n) Leases

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

(o) 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.

(p) New standards and interpretations not yet adopted

The AASB issues new and amended accounting standards and interpretations that have mandatory application dates for future reporting periods. The Board has reviewed the new standards and interpretations and determined that no new standards are currently applicable.

3. Fees

	2022	2021
	\$	\$
Fees		
Application	42,640	34,430
Registration	20,102	19,156
Renewal	531,735	521,754
Late	3,327	2,788
Education and Assessment	31,072	24,843
	<u>628,876</u>	<u>602,971</u>

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

4. **Wage Related Expenses**

	2022	2021
	\$	\$
Wage Related Expenses		
Salaries and Wages	298,327	297,195
Superannuation	28,650	27,738
Staff Training	350	300
Workers Compensation Insurance	1,108	1,023
	328,435	326,256

5. **Board Member Expenses**

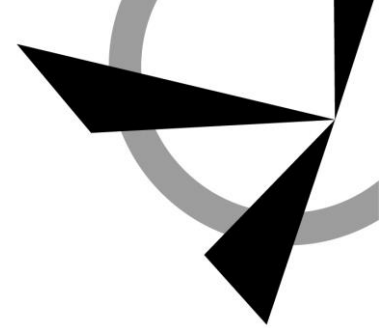
	2022	2021
	\$	\$
Board Member Expenses		
Meeting Attendance Fees	24,560	20,508
Special Assignment Fees	24,660	34,066
Catering and Other Expenses	8,919	10,504
Travel and Accommodation	14,756	19,967
	72,895	85,045

6. **Education and Assessment**

	2022	2021
	\$	\$
Education and Assessment		
PAP Expenses	2,023	2,774
Assessment of Overseas Qualifications	4,050	2,330
Board Events	6,269	915
Competency Assessment Expenses	20,569	18,382
University Prizes	500	500
	33,411	24,901

7. **Complaints and Investigation**

	2022	2021
	\$	\$
Complaints and Investigation		
Investigation Expenses	18,266	59,050
Legal Fees	50,172	81,999
	68,438	141,049



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

8. Administration Expenses

	2022	2021
	\$	\$
Administration Expenses		
Audit Fees	5,300	7,153
Bad & Doubtful Debts / (Bad Debts Rec)	-	(2,234)
Bank Charges	2,725	2,445
Depreciation – Plant and Equipment	5,894	5,894
Depreciation – Right of Use Asset	39,101	42,963
Electricity	1,855	1,768
Fringe Benefits Tax	2,326	1,689
Insurance	6,459	4,240
Interest – Lease Liability	10,642	5,069
IT Expenses	15,346	12,420
Office Sundries/Staff Amenities	1,084	1,381
Postage & Courier	1,578	1,401
Printing	846	1,067
Registrations & Subscriptions	1,192	680
Stationery & Supplies	2,807	1,922
Telephone & Fax	2,290	2,947
SBQ - CRSBANZ Contribution	3,564	-
	103,009	90,805

9. Cash and Cash Equivalents

	2022	2021
	\$	\$
Cash and Cash Equivalents		
Cash at Bank and on hand	28,399	63,956
Short-term Deposit QTC	1,664,775	1,512,656
	1,693,174	1,576,612

10. Trade and Other Receivables

	2022	2021
	\$	\$
Trade and Other Receivables		
Current		
Trade and Other Receivables	34,692	29,612
Less Provision for Doubtful Debts	-	-
	34,692	29,612
Non-Current		
Trade and Other Receivables	-	14,980
Less Provision for Doubtful Debts	-	-
	-	14,980

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

11. Plant and Equipment

	2022	2021
	\$	\$
Plant and Equipment: At cost		
Balance at 1 July	86,370	86,370
Additions	-	-
Disposals	-	-
Balance 30 June	<u>86,370</u>	<u>86,370</u>
Accumulated Depreciation		
Balance at 1 July	73,238	67,344
Additions	5,894	5,894
Disposals	-	-
Balance 30 June	<u>79,132</u>	<u>73,238</u>
Net Carrying Amount	<u><u>7,238</u></u>	<u><u>13,132</u></u>

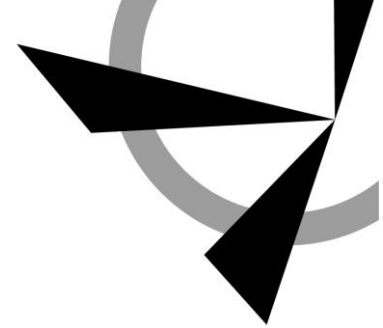
12. Leases

	2022	2021
	\$	\$
Right-of-use assets – Buildings		
Balance at 1 July	208,537	16,896
Additions	-	234,604
Depreciations	(39,101)	(42,963)
Other adjustments	-	-
Balance 30 June	<u>169,436</u>	<u>208,537</u>
Lease liabilities		
Current	35,836	32,708
Non Current	144,714	180,550
Balance 30 June	<u>180,550</u>	<u>213,258</u>
Amounts recognised in profit or loss		
Interest expense on lease liabilities (Note 8)	<u>10,642</u>	<u>5,069</u>

13. Trade and Other Payables

	2022	2021
	\$	\$
Trade and Other Payables		
Trade and Other Payables	34,808	104,197
Registration fees received in advance	378,939	363,684
	<u><u>413,747</u></u>	<u><u>467,881</u></u>

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022



14. Provisions

	2022	2021
	\$	\$
Provisions		
Current		
Employee entitlements		
Annual Leave	33,020	25,199
Long Service Leave	-	-
	<u>33,020</u>	<u>25,199</u>
Non-Current		
Employee entitlements		
Long Service Leave	23,217	19,706
	<u>23,217</u>	<u>19,706</u>

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

	2022	2021
	\$	\$
Reconciliation of cash		
Net surplus for the year	137,177	110,160
Add/(subtract) non cash items		
Depreciation of plant and equipment	5,894	5,894
Depreciation on Right of Use Asset	39,101	42,963
Incremental interest on Right to Use Asset	10,642	5,069
Changes in assets and liabilities		
(Increase)/decrease in trade and other receivables	9,900	(38,821)
Increase/(decrease) in trade and other payables	(54,135)	58,704
Increase/(decrease) in provisions	11,333	(119,784)
	<u>159,912</u>	<u>64,185</u>
Net cash provided by/(used in) operating activities	<u>159,912</u>	<u>64,185</u>

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

16. Related parties and related party transactions

a. Board Members

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

b. Board Members' compensation

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

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

c. Related party transactions

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

d. Key management personnel compensation

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

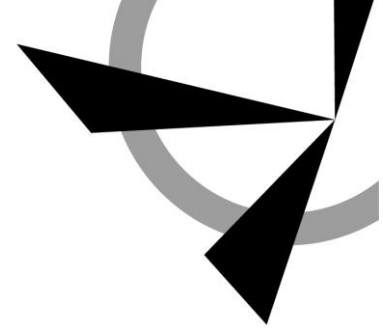
Those persons having authority and responsibility for planning, directing and controlling the activities of the Board, directly or indirectly, during 2021/2022 were the Board members and the Board Executive Officer and Secretary, Mr David Jenkins. Board member remuneration is disclosed in Note 5.

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

	2022	2021
	\$	\$
Compensation Made to Key Personnel		
Short-term employee benefits	145,985	139,803
Post-employment benefits	-	-
Termination benefits	-	-
Total Compensation	<u>145,985</u>	<u>139,803</u>

17. Financial Instrument Risks

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



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

17. Financial Instrument Risks (continued)

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.

2022	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	>12 months	Non-interest Bearing	TOTAL
Cash or Cash Equivalents						
Cash	0.10%	28,398	-	-	-	28,398
Short term investment	0.51%	1,664,775	-	-	-	1,644,775
Receivables	-	-	-	-	34,692	34,692
Financial Liabilities						
Payables	-	-	-	-	413,747	413,747
Lease liabilities	5.36%	8,563	27,273	144,714	-	180,550
2021	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	>12 months	Non-interest Bearing	TOTAL
Cash or Cash Equivalents						
Cash	0.10%	63,956	-	-	-	63,956
Short term investment	0.51%	1,512,656	-	-	-	1,512,656
Receivables	-	-	-	-	44,592	44,592
Financial Liabilities						
Payables	-	-	-	-	467,881	467,881
Lease liabilities	5.36%	7,802	24,905	180,551	-	213,258

Surveyors Board of Queensland

Notes to and forming part of the Financial Statements 2021-2022

17. Financial Instrument Risks (continued)

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	8,324	(8,324)	8,324	(8,324)

c. Credit risk

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

	Gross 2022	Impairment 2022	Gross 2021	Impairment 2021
	\$	\$	\$	\$
Current	19,504	-	20,267	-
Past due 3 - 30 days	-	-	-	-
Past due 31 - 60 days	-	-	-	-
Past due 61 days plus	-	-	-	-
	<u>19,504</u>	<u>-</u>	<u>20,267</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.

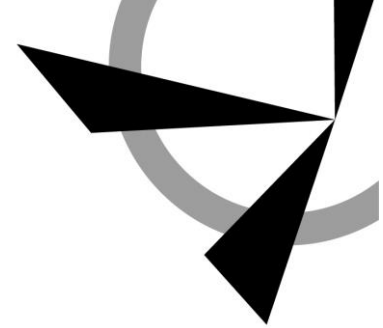
In meeting its liquidity requirements, the Board maintains a target level of investments that must mature within the next 12 months.

18. Agency Transactions

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

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

The Board term as CRSBANZ secretary concluded on 30 June 2020. All available funds were transferred to the new body responsible for secretariat support, ie. the Land Surveyors Licensing Board of Western Australia.



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2021-2022

18. Agency Transactions(continued)

CRSBANZ SECRETARIAT

Summary of Transactions for the year ended 30 June 2022

	2022	2021
	\$	\$
Opening Balance	-	71,686
Income	-	2,434
Less Expenditure	-	(488)
Less Closing Balance Transferred	-	(73,632)
Closing Balance	-	-

19. Contingencies

The Board recognises revenue from the recovery of investigation and legal costs. The Board engaged the services of Clayton Utz to assist in legal matters. As at 30 June 2022, Clayton Utz is negotiating settlement terms regarding a complaint matter and expects to recover \$4,720.00 Investigation Costs and \$1,500.00 Legal and Professional Work Costs, and estimates the recovery of penalties for breaches of the Surveyors Act 2003 to be \$20,677.50.

As the outcome of the litigation remains uncertain and dependent upon uncertain future determinations by third parties, and the amount of any possible recovery or liability cannot be reliably measured, no provision has been made in these financial statements in respect of this matter.



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 2022 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.

Handwritten signature of Peter J Murphy in black ink.

Peter J Murphy B.Surv
Chairman
4 August 2022

Handwritten signature of David Jenkins in black ink.

David Jenkins B.Bus (Acc)
Executive Officer
4 August 2022



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

Report on the Financial Report

Opinion

We have audited the accompanying financial report, of Surveyors Board of Queensland ("the Company"), which comprises the statement of financial position as at 30 June 2022, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the Certificate of the Board.

In our opinion the financial report of the Board is in accordance with section 62(1) of the *Financial Accountability Act 2009*, including:

- a) Giving a true and fair view of the Board's financial position as at 30 June 2022 and of its performance for the year ended on that date; and
- b) Complying with Australian Accounting Standards and the *Financial and Performance Management Standard 2009*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Independence

We are independent of the Board in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

Board Members' Responsibilities for the Financial Report

The members of the Board are responsible for the preparation of the financial report that gives a true and fair view in accordance with Australian Accounting Standards and the *Financial Accountability Act 2009* and for such internal control as the Board Members determine is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board Members are responsible for assessing the Board's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using a going concern basis of accounting unless the Board Members either intend to liquidate the Board or to cease operations, or have no realistic alternative but to do so.



Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individual or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website at <http://www.auasb.gov.au/Home.aspx>. This description forms part of our auditor's report.

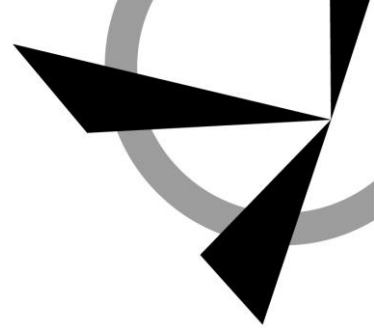
A stylized, handwritten signature of 'PKF' in blue ink.

PKF BRISBANE AUDIT

A handwritten signature of 'C Bradley' in blue ink.

CAMERON BRADLEY
PARTNER

4 AUGUST 2022
BRISBANE

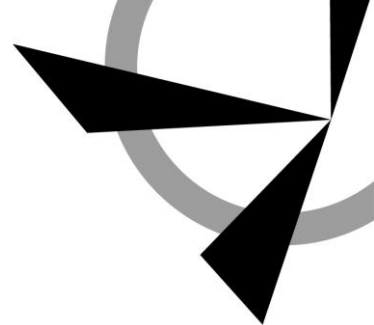


Compliance checklist – annual report

Summary of requirement		Basis for requirement	Annual report page reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7	2
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	1 4
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	41
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	1
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	1
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5	1
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10	4 - 8
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1	3 – 16
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	3 – 16
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	3 – 16
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	15
Governance – structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	5 – 6
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	7
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	-
	<ul style="list-style-type: none"> Public Sector Ethics 	Public Sector Ethics Act 1994 ARRs – section 13.4	16
	<ul style="list-style-type: none"> Human Rights 	Human Rights Act 2019 ARRs – section 13.5	16
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	-
	<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
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	-

Summary of requirement		Basis for requirement	Annual report page reference
	• Information systems and recordkeeping	ARRs – section 14.5	16
	• Information Security attestation	ARRs – section 14.6	-
Governance – resources	• Strategic workforce planning and performance	ARRs – section 15.1	16
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	16
Open Data	• Statement advising publication of information	ARRs – section 16	16
	• Consultancies	ARRs – section 31.1	16
	• Overseas travel	ARRs – section 31.2	16
	• Queensland Language Services Policy	ARRs – section 31.3	-
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	36
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	37 - 38

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2019*
 ARR's *Annual report requirements for Queensland Government agencies*



CONTACTING THE BOARD

Staff: David Jenkins
Executive Officer

Stephen Steggall
Training Advocate

Ashleigh Roza
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

Email: admin@sbq.com.au

Website: www.s bq.com.au

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