

Annual Report

2023 – 2024



**SURVEYORS BOARD**  
QUEENSLAND

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### Interpreter service

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15 August 2024

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

Dear Minister

I am pleased to present the Annual Report 2023-2024 for the Surveyors Board of Queensland.

I certify that this Annual Report complies with:

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

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

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

Yours sincerely



Alasdair Begley  
Chair  
Surveyors Board of Queensland

## Chair's foreword

As the Chair of the Surveyors Board of Queensland, I am pleased to present my report on the activities of the Board for the period July 2023 to June 2024. This past year has been marked by significant progress and numerous achievements, reflecting the commitment and dedication of fellow Board members, staff, and stakeholders.

The Board continues its role as delegated under the *Surveyors Act 2003* [the Act] 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.

Continuing on from the Board's 2021 introduction of new Cadastral Surveyor assessment processes, the Board has seen a significant improvement in the number of Cadastral Surveyors being registered. In the period July 2021 to June 2024 a total of 65 new Cadastral registrations were granted. In the same 3-year period from July 2018 to June 2021 a total of 14 new Cadastral registrations were granted.

The Board's focus has now turned towards pro-actively monitoring the progression of Surveying Graduates towards their Surveyor registration. Following on from the Board's introduction of a new 'Progression To Surveyor Policy' the Board's Training Advocate, Stephen Steggall, has conducted numerous workshops throughout Queensland in order to assist and advise Surveying Graduates and employers on the Board's requirements to progress to Surveyor registration.

Ensuring the integrity and professionalism of the surveying profession is paramount. For the public, it is important that not only do they have the right to be heard but that their concerns are dealt with efficiently and respectfully. 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. In the period July 2023 to June 2024 a total of 14 complaint matters were opened – 10 of these complaint matters remain open. In the period July 2022 to June 2023 a total of 6 complaint matters were opened.

In July 2023, the Department of Resources commenced new plan auditing processes. The Board sees the Department's new plan auditing processes as a vital tool for monitoring the competency and behaviour of the profession as a whole and also for assisting the Board to deal with issues with respect to individuals as and when they arise.

Maintaining high standards of professional practice remains at the core of our mission. 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 continues its work on a National Competency Standard which will state the competencies required of a registered or licensed cadastral surveyor and specify the attributes and learning outcomes of a surveying degree considered acceptable to CRSBANZ.

I would like to acknowledge and thank my fellow Board members, our dedicated staff and all our stakeholders for their hard work and support over the past year. In particular, I would like to acknowledge the contribution of Mr Peter Murphy who resigned from his Board Chair role on 14 July 2024 after over 6 years of service.



Alasdair Begley  
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
GCA	Geospatial Council of Australia
QCAT	Queensland Civil and Administrative Tribunal
QSSA	Queensland Spatial and Surveying Association
QUT	Queensland University of Technology
Resources	Department of Resources
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 2023-24 Mr Ken Sherwood undertook other Departmental roles – during these times Ms Jemma Picco (nee Petrie) held the acting Director of Surveys role.

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.

#### **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.

#### **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.

#### **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.

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

Neesha is admitted as a solicitor 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. She is currently employed as General Counsel and Company Secretary with a finance company where she is responsible for the legal, compliance, risk, internal audit and the company secretariate functions for the Group. She has extensive experience across a number of industries including banking and finance, healthcare, property and in the debt collection industry.

**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.

**Leeanne Bou-Samra LLB (UQ)**

Leeanne holds a Bachelor of Laws and was admitted to practice as a solicitor of the Supreme Court of Queensland in 1988. The majority of her work is and has been in private practice as a specialist in Planning and Environmental Law. Additionally, Leeanne has a substantial general commercial litigation background in Queensland jurisdictions, acting for a variety of clients, and routinely appearing as solicitor advocate in complex litigation. Leeanne has a well-earned reputation for developing cost effective, tailored legal and commercial solutions for her clients.

**Soledad Rodriguez B. Surv (UN), Reg Surv (Cad)**

Soledad holds a Bachelor of Surveying degree from University of Newcastle (NSW) and has a Graduate Diploma in Urban and Regional Planning from UQ. She is a registered cadastral surveyor working with the Department of Transport and Main Roads. She has over 25 years experience, with the last 15 years supporting transport engineering projects.

**Ann-Maree Erickson DIP Eng & Surv ( RMIT ) A.I.M.S, Reg Surv (Min O) WA Auth Mine Surveyor.**

Ann-Maree is a Mine Surveyor, who has over 25 years' experience in the mine surveying industry, working in various communities across Australia. She has been employed by Yancoal as a Survey Superintendent at their Yarrabee Coal Mine in Central Queensland for the past 6 years.

**Board meetings**

The Board meets every six to eight weeks to address the business of the Board. In 2023-24, eight Board meetings were convened.

**Board meetings attendance**

Member	Eligible to attend	Attended in 23-24	Original appointment date	Appointment ends
Peter Murphy, Chair	8	8	21 December 2017	14 July 2024
Glenn Campbell	8	7	4 April 2006	5 April 2026
Michael Arnold	8	6	21 December 2017	14 July 2027
Alasdair Begley	8	7	21 December 2017	14 July 2027
Ken Cross	4	3	12 December 2019	5 April 2026
Neesha Pierce	8	7	3 September 2015	14 July 2027
Leeanne Bou Samra	8	8	6 April 2023	5 April 2026
Soledad Rodriguez	8	7	22 June 2023	5 April 2026
Ann-Maree Erickson	1	1	16 April 2024	5 April 2026
Director of Surveys *	8	7	1 February 2021	14 July 2027

- \* 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 8 meetings and attended 7 meetings.

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

<b>Administration</b>	Convenor	Ken Sherwood
<b>Complaints</b>	Convenor	Michael Arnold
<b>Education &amp; Registration</b>	Convenor	Dale Atkinson
	Chief Examiner	Glenn Campbell
<b>Renewal</b>	Convenor	Soledad Rodriguez

During 2023-24 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 2023-2024 financial year.

Member	Meeting Fees	Special Assignment Fees	Total
Peter Murphy, Chair	3,640	5,460	9,100
Glenn Campbell	2,800	7,600	10,400
Michael Arnold	2,000	8,800	10,800
Alasdair Begley	2,800	3,800	6,600
Ken Cross	1,200	600	1,800
Neesha Pierce	2,800	400	3,200
Leeanne Bou Samra	4,600	400	5,000
Soledad Rodriguez	0	0	0
Ann-Maree Erickson	600	0	600
Director of Surveys	0	0	0

As the departmental representative on the Board, the Director of Surveys (held by Ken Sherwood) was not paid fees for Board duties.

As a public sector employee of the Department of Transport and Main Roads, Soledad Rodriguez 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 2023-2024, 15 surveying graduates demonstrated their competency and progressed to surveyor registration. Also, 26 registered surveyors progressed their registration status and received a cadastral, engineering or mining endorsement.

At the date of this report, 157 surveying graduates (& associates) were in the process of demonstrating their competency against the surveyor framework and six surveyors were demonstrating competency against an endorsement framework. A further five 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 2022 to 2024.

2022 Total	2023 Total	Registration Category	2024 Male	2024 Female	2024 Total
596	601	Surveying Associate	527	22	549
207	167	Surveying Graduate	200	17	217
729	700	Surveyor	678	14	692
<b>1,532</b>	<b>1,468</b>	<b>Total</b>	<b>1,405</b>	<b>53</b>	<b>1,458</b>

2022 Total	2023 Total	Endorsement Category	2024 Male	2024 Female	2024 Total
431	420	Cadastral	416	9	425
73	70	Engineering	63	2	65
85	79	Mining Open Cut	79	1	80
34	35	Mining Underground Coal	33	-	33
42	40	Mining Underground Metalliferous	40	-	40
214	206	Consulting	203	3	206
<b>879</b>	<b>850</b>	<b>Total</b>	<b>834</b>	<b>15</b>	<b>849</b>

Description	2022	2023	2024
<b>Corporations registered as surveyors (includes consulting endorsement)</b>	<b>148</b>	<b>146</b>	<b>147</b>
<b>Corporation Endorsements</b>			
Cadastral	146	144	144
Engineering	8	8	9
Mining Open Cut	1	-	1
Mining Underground Coal	-	-	-
Mining Underground Metalliferous	-	-	-
<b>Corporation Endorsements (Total)</b>	<b>155</b>	<b>152</b>	<b>154</b>
<b>Emeritus Surveyor</b>	<b>127</b>	<b>127</b>	<b>129</b>

## 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 2023-24:

Mr Dale Atkinson	Mr Mario Fantin	Mr Stephen Pedwell
Mr Robert Bulgarelli	Mr Ian Breddin	

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.

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 2023 to 30 June 2024, the Board approved and registered 17 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 2023-24, the Board registered 6 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 2023-24, 1 mine surveyor 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.sbq.com.au](http://www.sbq.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. The University of Southern Queensland's Bachelor of Spatial Science (Honours) (BSPH) program is accredited with CRSBANZ for a five-year period from 1 January 2020 to 31 December 2024. 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 *Surveying & Mapping Infrastructure Act 2003* [SMI Act] or survey standards under the SMI 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	2022 - 2023		2023 - 2024	
	On Hand	Closed	On Hand	Closed
Minor	-	6	-	2
Of Note	1	6	6	3
Of Concern	1	2	4	1
Serious	-	2	-	-
<b>Total</b>	<b>2</b>	<b>16</b>	<b>10</b>	<b>6</b>

A summary of the complaints position for 2023-24 is listed below:

Complaints carried over from last year	2
New complaints received in the year	14
Less: Finalised complaints during the year	(6)
Complaints remaining under review	<b>10</b>

Of the 14 new complaints received during 2023-24, 4 were finalised. 10 complaints received during 2023-24 remain open and are currently being investigated.

3 of the 6 finalised complaints involved the complaint category ‘Of Note’. In all 3 of these cases the complaint was resolved after conducting a Section 86 meeting.

1 of the 6 finalised complaints involved the complaint category ‘Of Concern’. The complaints were resolved after the Board had referred the matter to a PCRP.

None of the 6 finalised complaints involved the complaint category ‘Serious’.

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 ('Of Concern')

The Board received information which included a copy of a 'Boundary Identification' sketch plan that had been prepared by a registered surveyor. Another registered surveyor had recently conducted a building set-out survey and had been provided with a copy of the sketch plan by a builder. The Board had concerns that a cadastral survey had been conducted and that an appropriate plan had not been lodged with the Department. The Board appointed an investigator to establish if there was any evidence of non-compliance with Section 16 of the SMI Act.

An investigation report was provided to the Board. After reviewing the report the Board reasonably believed that the surveyor had engaged in professional misconduct. The Board appointed a Professional Conduct Review Panel (PCRP) and charges were compiled. One (1) charge against the surveyor was found, ie. the surveyor failed to submit an identification survey plan after placing a mark in carrying out a cadastral survey within the prescribed period of Section 16 of the SMI Act. The surveyor was a) reprimanded; b) required to carry out an identification survey of the site and submit to DOR the resulting plan; and c) ordered to pay costs of \$5,023 (fine & recovery of investigation costs).

### Case 2 ('Of Note')

The Board received a copy of an Identification Plan and had concerns that the plan was deficient in that it fixed the road frontage only by original marks and turned deed angle and distance to fix the back corners. The Board asked the surveyor to explain the reinstatement of the boundaries. After considering the surveyor's response the Board obtained copies of recently lodged plans with the Department. After reviewing the recently lodged plans the Board resolved to have the matter heard at a Section 86 meeting and to discuss the Board's concerns regarding four (4) recently lodged identification plans.

At the Section 86 meeting the surveyor consented to be required to attend each survey site and, where necessary, submit amended versions of the plans. In due course, the surveyor provided satisfactory feedback to the Board on additional field work carried out and was provided with copies of the amended versions of the plans.

### Case 3 ('Of Note')

The Board received a written complaint from a member of the public. Included in the complaint were allegations of unprofessional field survey work; not being provided with a copy of the relevant identification plan; depiction of a fence on the plan that was not actually physically on the lot; and providing personal contact information to a neighbour. It appeared that the plan was not provided by the surveyor to the client due to the client not settling the account. The member of the public was also in a dispute with the neighbour regarding the correct location (and construction) of a boundary fence.

After obtaining feedback from the surveyor the Board resolved to have the matter heard at a Section 86 meeting. After discussing the Board's concerns with the surveyor and reviewing all collated documentation the Board initially concluded that a) there was prima facie evidence of poor record keeping, poor supervision and a lack of Quality Assurance procedures; b) that a lodged identification plan had not been submitted within the period prescribed by Section 16 of the SMI Act; and c) that the lodged identification plan contained errors and did not meet relevant surveying standards. Following receipt of a written submission the surveyor was issued with a formal reprimand.

## **Code of practice**

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

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

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

## **Public protection & awareness**

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

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

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

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

## **Legislation**

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

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

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

## **Strategic**

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

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

In 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

	2024	2023
	\$	\$
<b>Income</b>		
Fees	682,791	667,136
Survey Infrastructure Fee	95,745	95,350
Other Income	117,262	115,731
	<hr/>	<hr/>
<b>Total Income from continuing operations</b>	<b>895,798</b>	<b>878,217</b>
<b>Expenditure</b>		
Wage Related Expenses	362,147	344,773
Board Member Expenses	86,882	95,446
Education and Assessment	41,536	39,002
Complaints and Investigation Expenses	35,791	54,424
Administration Expenses	123,806	110,782
	<hr/>	<hr/>
<b>Total Expenditure from continuing operations</b>	<b>650,162</b>	<b>644,427</b>
<b>Operating Result from continuing operations</b>	<b>245,636</b>	<b>233,790</b>
Other Comprehensive Income	-	-
	<hr/>	<hr/>
<b>Total Comprehensive Income</b>	<b>245,636</b>	<b>233,790</b>

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



Total income was \$895,798 which was \$17,580 or 2.0% above budget. The Board's largest revenue item was Renewal Fees which totalled \$551,009. The Board recovered \$5,023 in disciplinary costs.

Total expenditure was \$650,162 which was \$5,734 or 0.9% above budget. The Board's largest expense item was Staff Expenses which totalled \$360,879. In dealing with complaint matters, the Board incurred Investigation Expenses \$35,790 and Legal Fees \$0.

The Board is in a sound financial position with net assets of \$1,733,432 and the Board has budgeted for a surplus of \$229,805 for the 2024-25 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 2023-24. 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 2023-24.

### **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	\$6,382
--	---------

**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*.

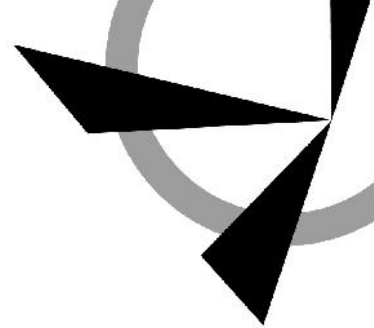
**SURVEYORS BOARD**

**OF QUEENSLAND**

**FINANCIAL REPORT**

**FOR THE YEAR ENDED**

**30 JUNE 2024**



**SURVEYORS BOARD OF QUEENSLAND  
FINANCIAL STATEMENTS 2023-2024**

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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:

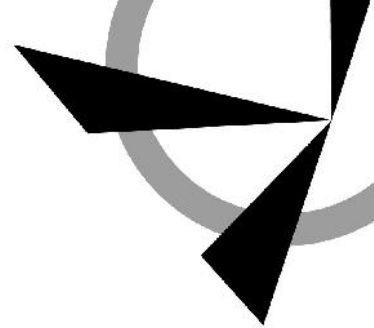
Kenlynn Centre  
Level 4, Unit 18  
457 Upper Edward Street  
Spring Hill, Qld, 4000.

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 2024**

	Note	2024	2023
		\$	\$
<b>Income</b>			
Fees	3	682,791	667,136
Survey Infrastructure Fee		95,745	95,350
Other Income		117,262	115,731
<b>Total Income from continuing operations</b>		<b>895,798</b>	<b>878,217</b>
<b>Expenditure</b>			
Wage Related Expenses	4	362,147	344,773
Board Member Expenses	5	86,882	95,446
Education and Assessment	6	41,536	39,002
Complaints and Investigation Expenses	7	35,791	54,424
Administration Expenses	8	123,806	110,782
<b>Total Expenditure from continuing operations</b>		<b>650,162</b>	<b>644,427</b>
<b>Operating Result from continuing operations</b>		<b>245,636</b>	<b>233,790</b>
Other Comprehensive Income		-	-
<b>Total Comprehensive Income</b>		<b>245,636</b>	<b>233,790</b>

The accompanying notes form part of these accounts



## Surveyors Board of Queensland Statement of Financial Position As at 30 June 2024

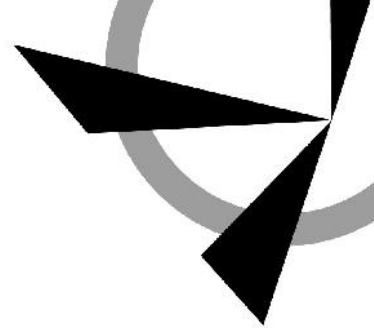
Assets	Note	2024 \$	2023 \$
<b>Current Assets</b>			
Cash and Cash Equivalents	9	2,130,825	1,918,081
Trade and Other Receivables	10	56,633	38,231
<b>Total Current Assets</b>		<b>2,187,458</b>	<b>1,956,312</b>
<b>Non-Current Assets</b>			
Plant and Equipment	11	5,215	1,341
Right of Use Asset	12	222,375	115,194
<b>Total Non-Current Assets</b>		<b>227,590</b>	<b>116,535</b>
<b>Total Assets</b>		<b>2,415,048</b>	<b>2,072,847</b>
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Lease Liability	12	34,878	26,584
Trade and Other Payables	13	384,898	391,218
Provisions	14	37,267	36,383
<b>Total Current Liabilities</b>		<b>457,043</b>	<b>454,185</b>
<b>Non-Current Liabilities</b>			
Lease Liability	12	192,531	102,988
Provisions	14	32,042	27,878
<b>Total Non-Current Liabilities</b>		<b>224,573</b>	<b>130,866</b>
<b>Total Liabilities</b>		<b>681,616</b>	<b>585,051</b>
<b>Net Assets</b>		<b>1,733,432</b>	<b>1,487,796</b>
<b>Total Equity</b>		<b>1,733,432</b>	<b>1,487,796</b>

The accompanying notes from part of these accounts

**Surveyors Board of Queensland  
Statement of Changes in Equity  
For the year ended 30 June 2024**

	2024	2023
	\$	\$
<b>Balance 1 July 2023</b>	1,487,796	1,254,006
Operating Result from Continuing Operations	245,636	233,790
<b>Balance 30 June 2024</b>	<u><u>1,733,432</u></u>	<u><u>1,487,796</u></u>

The accompanying notes from part of these accounts



**Surveyors Board of Queensland  
Statement of Cash Flows  
For the year ended 30 June 2024**

	Note	2024 \$	2023 \$
<b>Cash Flow from Operating Activities</b>			
Cash receipts from operations		770,558	869,091
Cash payments applied in operations		(581,956)	(629,007)
GST received from customers		-	-
GST paid to suppliers		(20,707)	(23,171)
Interest received		95,488	52,644
		<hr/>	<hr/>
<b>Net Cash Provided by (used in) Operating Activities</b>	15	263,383	269,557
<b>Cash Flow from Investing Activities</b>			
Principal component of lease liability payments		(35,288)	(35,837)
Payments for Plant and Equipment		(5,938)	-
		<hr/>	<hr/>
<b>Net Cash Provided by (used in) Investing Activities</b>		(41,226)	(35,837)
<b>Cash Flow from Financing Activities</b>			
Interest component of lease liability payments		(9,953)	(8,813)
		<hr/>	<hr/>
<b>Net Cash Provided by (used in) Financing Activities</b>		(9,953)	(8,813)
Net increase/(decrease) in cash and cash equivalents		212,204	224,907
Cash and cash equivalents at the beginning of the financial year		1,918,081	1,693,174
		<hr/>	<hr/>
<b>Cash and cash equivalents at the End of the Financial Year</b>	9	<b>2,130,285</b>	<b>1,918,081</b>

The accompanying notes from part of these accounts



**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2023-2024**

**1. Objectives and Principal Activities of the Board**

The Board is an independent body corporate established under the Surveyors Act 2003 [the Act]. 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 2024, 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.

(c) **Significant Accounting Judgments, Estimates and Assumptions (continued)**

**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(l). 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 Act requires all respective fees to be paid at the time of application. Revenue from application fees is recognised on receipt of the application while renewal of registration and competency assessment fees are recognised on an accrual basis and only applied to that component of fees paid that relate to the current financial year. Revenue from disciplinary fines or costs recoveries are recognised in the financial year the disciplinary decision is determined. Revenues are recognised net of the amounts of goods and services tax (GST) payable to the Australian Taxation Office.

**Investment income**

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

**Asset sales**

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

**In-kind donations**

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

**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2023-2024**

**(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.

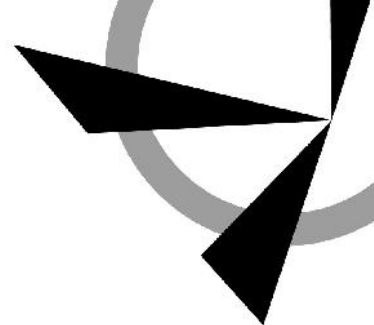
Items with a value of \$5,000 or less are expensed in the year of acquisition and are maintained in a 'Portable and Attractive Assets Register'.

**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.



**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2023-2024**

**(h) Property, Plant and Equipment (continued)**

**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.

**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.

**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2023-2024**

**(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.

**(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**

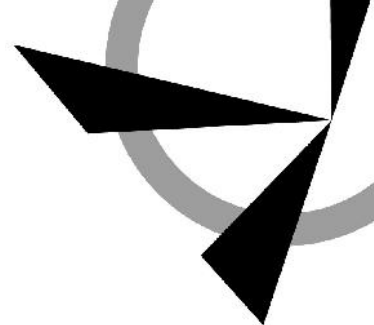
Leases are recognised as an asset and liability in the Statement of Financial Position. On commencement of the lease the present value of future lease payments is recognised as a Right of Use Asset and which is then subject to be depreciated over the life of the lease. The Lease Liability is represented 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.



Surveyors Board of Queensland  
Notes to and forming part of the Financial Statements 2023-2024

3. Fees

	2024	2023
	\$	\$
<b>Fees</b>		
Application	52,982	44,455
Registration	24,084	19,222
Renewal	549,296	538,349
Late	1,713	1,802
Education and Assessment	54,716	63,308
	<u>682,791</u>	<u>667,136</u>

4. Wage Related Expenses

	2024	2023
	\$	\$
<b>Wage Related Expenses</b>		
Salaries and Wages	325,648	311,933
Superannuation	35,231	31,728
Staff Training	-	-
Workers Compensation Insurance	1,268	1,112
	<u>362,147</u>	<u>344,773</u>

5. Board Member Expenses

	2024	2023
	\$	\$
<b>Board Member Expenses</b>		
Meeting Attendance Fees	20,960	20,160
Special Assignment Fees	27,060	36,800
Catering and Other Expenses	10,564	9,578
Travel and Accommodation	28,298	28,908
	<u>86,882</u>	<u>95,446</u>

6. Education and Assessment

	2024	2023
	\$	\$
<b>Education and Assessment</b>		
PAP Expenses	505	656
Assessment of Overseas Qualifications	6,382	5,209
Board Events	10,464	2,851
Competency Assessment Expenses	22,685	30,286
University Prizes	1,500	-
	<u>41,536</u>	<u>39,002</u>

Surveyors Board of Queensland  
Notes to and forming part of the Financial Statements 2023-2024

**7. Complaints and Investigation**

	2024	2023
	\$	\$
<b>Complaints and Investigation</b>		
Investigation Expenses	35,791	14,457
Legal Fees	-	39,967
	<u>35,791</u>	<u>54,424</u>

**8. Administration Expenses**

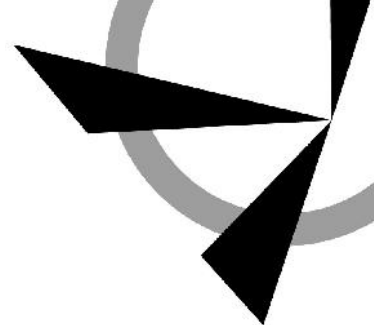
	2024	2023
	\$	\$
<b>Administration Expenses</b>		
Audit Fees	7,218	5,542
Bank Charges	2,267	2,786
Depreciation – Plant and Equipment	1,522	5,897
Depreciation – Right of Use Asset	40,830	39,101
Electricity	2,412	2,426
Fringe Benefits Tax	2,784	2,813
Insurance	7,680	6,461
Interest – Lease Liability	9,953	8,813
IT Expenses	27,883	20,520
Legal Fees	1,260	-
Office Sundries/Staff Amenities	2,329	2,904
Postage & Courier	1,462	1,273
Printing	1,074	818
Registrations & Subscriptions	1,036	838
Stationery & Supplies	2,920	2,280
Telephone & Fax	4,047	4,746
SBQ - CRSBANZ Contribution	7,129	3,564
	<u>123,806</u>	<u>110,782</u>

**9. Cash and Cash Equivalents**

	2024	2023
	\$	\$
<b>Cash and Cash Equivalents</b>		
Cash at Bank and on hand	17,918	50,662
Short-term Deposit QTC	2,112,907	1,867,419
	<u>2,130,825</u>	<u>1,918,081</u>

**10. Trade and Other Receivables**

	2024	2023
	\$	\$
<b>Trade and Other Receivables</b>		
Current		
Trade and Other Receivables	56,633	38,231
Less Provision for Doubtful Debts	-	-
	<u>56,633</u>	<u>38,231</u>



Surveyors Board of Queensland  
Notes to and forming part of the Financial Statements 2023-2024

11. Plant and Equipment

	2024	2023
	\$	\$
<b>Plant and Equipment: At cost</b>		
Balance at 1 July	86,370	86,370
Additions	5,396	-
Disposals	(3,500)	-
Balance 30 June	<u>88,266</u>	<u>86,370</u>
Accumulated Depreciation		
Balance at 1 July	85,029	79,132
Additions	1,522	5,897
Disposals	(3,500)	-
Balance 30 June	<u>83,051</u>	<u>85,029</u>
<b>Net Carrying Amount</b>	<u><u>5,215</u></u>	<u><u>1,341</u></u>

12. Leases

	2024	2023
	\$	\$
<b>Right-of-use assets – Buildings</b>		
Balance at 1 July	115,194	169,436
Additions	-	-
Depreciations	(40,830)	(39,101)
Other adjustments	148,011	(15,141)
Balance 30 June	<u>222,375</u>	<u>115,194</u>
<b>Lease liabilities</b>		
Current	34,878	26,584
Non Current	192,531	102,988
Balance 30 June	<u>227,409</u>	<u>129,572</u>
<b>Amounts recognised in profit or loss</b>		
Interest expense on lease liabilities (Note 8)	<u>9,953</u>	<u>8,813</u>

13. Trade and Other Payables

	2024	2023
	\$	\$
<b>Trade and Other Payables</b>		
Trade and Other Payables	19,419	16,513
Registration fees received in advance	365,479	374,705
	<u><u>384,898</u></u>	<u><u>391,218</u></u>



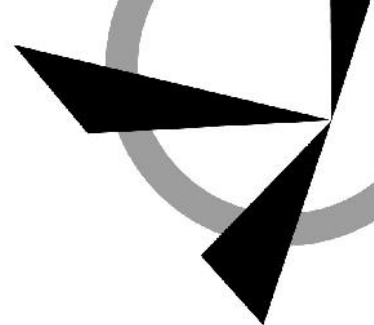
**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2023-2024**

**14. Provisions**

	2024	2023
	\$	\$
<b>Provisions</b>		
Current		
Employee entitlements		
Annual Leave	37,267	36,383
Long Service Leave	-	-
	<u>37,267</u>	<u>36,383</u>
Non-Current		
Employee entitlements		
Long Service Leave	32,042	27,878
	<u>32,042</u>	<u>27,878</u>

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

	2024	2023
	\$	\$
<b>Reconciliation of cash</b>		
<b>Net surplus for the year</b>	245,637	233,791
<b>Add/(subtract) non cash items</b>		
Depreciation of plant and equipment	1,522	5,897
Depreciation on Right of Use Asset	40,830	39,101
Incremental interest on Right to Use Asset	9,953	8,813
Incremental income on Right to Use Asset	(14,885)	-
<b>Changes in assets and liabilities</b>		
(Increase)/decrease in trade and other receivables	(18,401)	(3,538)
Increase/(decrease) in trade and other payables	(6,321)	(22,531)
Increase/(decrease) in provisions	5,048	8,024
<b>Net cash provided by/(used in) operating activities</b>	<u>263,383</u>	<u>269,557</u>



Surveyors Board of Queensland  
Notes to and forming part of the Financial Statements 2023-2024

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 2023/2024 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.

	2024	2023
	\$	\$
<b>Compensation Made to Key Personnel</b>		
Short-term employee benefits	165,536	155,469
Post-employment benefits	-	-
Termination benefits	-	-
<b>Total Compensation</b>	<u>165,536</u>	<u>155,469</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 2023-2024

17. **Financial Instrument Risks (continued)**

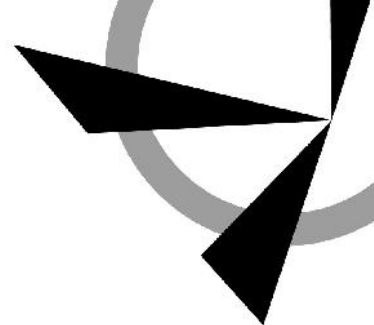
a. **Interest rate risk**

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.

2024	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	>12 months	Non-interest Bearing	TOTAL
<b>Cash or Cash Equivalents</b>						
Cash	0.00%	17,918	-	-	-	17,918
Short term investment	4.82%	2,112,907	-	-	-	2,112,097
<b>Receivables</b>	-	-	-	-	56,631	56,631
<b>Financial Liabilities</b>						
Payables	-	-	-	-	384,898	384,898
Lease liabilities	5.36%	8,320	26,558	192,531	-	227,409
2023	Weighted Average Interest Rate %	3 Months or Less	3 to 12 Months	>12 months	Non-interest Bearing	TOTAL
<b>Cash or Cash Equivalents</b>						
Cash	0.00%	50,512	-	-	-	50,512
Short term investment	4.23%	1,867,419	-	-	-	1,867,419
<b>Receivables</b>	-	-	-	-	38,231	38,231
<b>Financial Liabilities</b>						
Payables	-	-	-	-	391,218	391,218
Lease liabilities	5.36%	9,375	17,209	102,988	-	129,572



**Surveyors Board of Queensland**  
**Notes to and forming part of the Financial Statements 2023-2024**

**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.

	<b>Surplus</b>		<b>Funds</b>	
	0.5% Increase	0.5% (decrease)	0.5% increase	0.5% (decrease)
Variable rate instruments	10,565	(10,565)	10,565	(10,565)

**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.

	<b>Gross 2024</b>	<b>Impairment 2024</b>	<b>Gross 2023</b>	<b>Impairment 2023</b>
	\$	\$	\$	\$
Current	34,836	-	18,441	-
Past due 3 - 30 days	-	-	-	-
Past due 31 - 60 days	-	-	-	-
Past due 61 days plus	-	-	-	-
	<u>34,836</u>	<u>-</u>	<u>18,441</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.

**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 2024 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.



Alasdair Begley B.App.Sc (Surv)  
Chair  
8 August 2024



David Jenkins B.Bus (Acc)  
Executive Officer  
8 August 2024

A decorative graphic in the top right corner consisting of several overlapping, semi-transparent geometric shapes in shades of grey and black, forming a stylized, abstract design.

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## 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 Sunday, 30 June 2024, 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 2024 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.



PKF BRISBANE AUDIT



CAMERON BRADLEY  
PARTNER

8 AUGUST 2024  
BRISBANE

## Compliance checklist – annual report

Summary of requirement		Basis for requirement	Annual report page reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	2
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	1 4
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	41
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	1
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	1
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	1
	General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community and whole-of-government plans/specific initiatives</li> </ul>	ARRs – section 11.1	3 – 17
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.2	3 – 17
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.3	3 – 17
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	15
Governance – structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	5 – 6
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	7
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	-
	<ul style="list-style-type: none"> <li>Public Sector Ethics</li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	16
	<ul style="list-style-type: none"> <li>Human Rights</li> </ul>	<i>Human Rights Act 2019</i> ARRs – section 13.5	16
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.6	-
	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1	16
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2	16
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3	16
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 14.4	-





Summary of requirement		Basis for requirement	Annual report page reference
	• <b>Information systems and recordkeeping</b>	ARRs – section 14.5	17
	• <b>Information Security attestation</b>	ARRs – section 14.6	-
<b>Governance – resources</b>	• <b>Strategic workforce planning and performance</b>	ARRs – section 15.1	16
	• <b>Early retirement, redundancy and retrenchment</b>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	16
<b>Open Data</b>	• <b>Statement advising publication of information</b>	ARRs – section 16	16
	• <b>Consultancies</b>	ARRs – section 31.1	16
	• <b>Overseas travel</b>	ARRs – section 31.2	16
	• <b>Queensland Language Services Policy</b>	ARRs – section 31.3	-
<b>Financial statements</b>	• <b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	36
	• <b>Independent Auditor's Report</b>	FAA – section 62 FPMS – section 46 ARRs – section 17.2	37 – 38

FAA

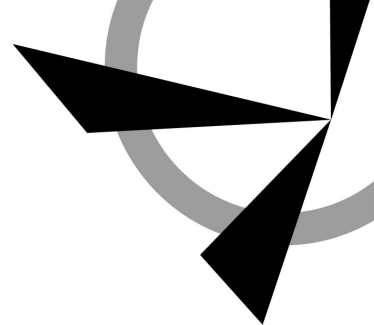
*Financial Accountability Act 2009*

FPMS

*Financial and Performance Management Standard 2019*

ARRs

*Annual report requirements for Queensland Government agencies*



## CONTACTING THE BOARD

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Stephen Steggall  
Training Advocate

Anne Co  
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