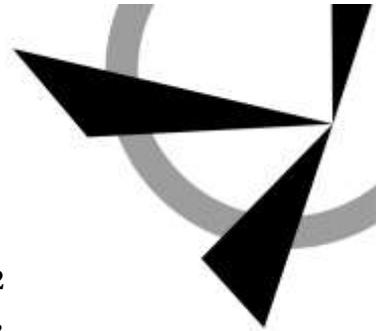


Annual Report

2017 – 2018



SURVEYORS BOARD
QUEENSLAND



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Interpreter service

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

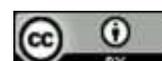


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17 August 2018

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17 August 2018

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

Dear Minister

I am pleased to present the Annual Report 2017-2018 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 new 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 2017 to June 2018. 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.

There have been significant changes to the make-up of the board this year with the retirement from the Board of two prominent and long-standing members. Past Chair Peter Sippel has stood down after 10 years. I take this opportunity to congratulate Peter on 10 years of outstanding service and thank him for his past commitment. He has left the Board in very good condition going into the future.

Likewise, I believe it appropriate to also congratulate and thank John Carroll on his 10 years of commitment to the Board. John notably undertook the important role of Complaints Convenor. It is a role that can certainly be challenging, but most importantly, has a significant interface with the public. John performed that role with a high degree of integrity and commitment in sometimes difficult circumstances.

I also take this opportunity to welcome two new board members, Mr Michael Arnold and Mr Alasdair Begley who were appointed on 21st December 2017. Michael has been allocated to the role of Complaints Convenor and Alasdair to Renewals Convenor.

Disciplinary matters have continued to be a significant part of the Board's activities in this past year. Although often either frivolous or of a generally minor nature, it is clearly important that the public not only have the right to be heard but their concerns are dealt with. However, one complaint this past year has been of a significant nature. In this particular case although one of the largest cost orders ever issued by the Board was made against the surveyor involved, significant costs were still borne by the Board.

The Board continues to engage at surveyor forums across the state. The importance of a two-way flow of information between the Board and the general surveying profession is recognised as fundamental to maintaining professional standards in a time of ever accelerating change. It is acknowledged that more effort into the future will be appropriate in this regard.

The Queensland Board currently holds the secretariat for the Council of Reciprocal Surveyors Boards of Australia and New Zealand (CRSBANZ) on a cost share basis. CRSBANZ met three times in the past twelve months. The topics at the forefront of discussion mainly relate to monitoring and aligning the material being included in Australian and New Zealand degree courses with the requirements of member Boards for meeting their registration requirements, along with closer alignment of registration requirements in general. Discussions are also continuing with respect to portability of credit for graduates who are part way through the registration process in a particular state.

The new fee structure introduced last year has arrested the deficit trend that had established in recent years. In that respect the Board's budget is now appropriate for its mandate established under the Surveyors Act.

I would like to take this opportunity to acknowledge the support and hard work of my fellow Board members. Likewise, I acknowledge the dedication of the Board's three staff members in ensuring that the affairs of the board are executed in an efficient and sustainable manner. I believe the Board is well placed to carry out its duties within both the public and the professional realms into the coming twelve months.

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.

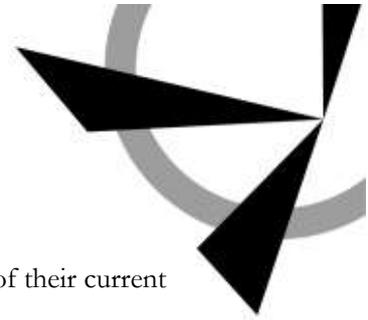
Functions

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 |
| DNRM | Department of Natural Resource and Mines |
| 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 six surveyors and two other members. Of the surveyors

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

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

The Executive Officer and Secretary is Mr Murray Fox, an Accountant who provides the Board with financial and administrative experience which has been gained in both regulatory and member based organisations.

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.

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

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

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

Karen is a Director and part owner of the surveying consultancy firms MPA Surveying and Hoffmann Surveyors, 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 degree in Bachelor of Surveying 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 Begly 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.

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

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

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

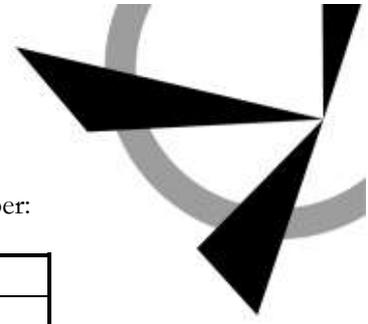
Neesha is admitted as a solicitor of the Supreme Court of Queensland and has practiced as a commercial litigator in private practice and more recently as an in-house lawyer. She has experience in the areas of mining, banking and finance and insolvency law. Currently she works for a large healthcare service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

Board meetings

The Board meets every six to eight weeks to address the business of the Board. In 2017-18, eight Board meetings were convened.

Board meetings attendance

| Member | Eligible to attend | Attended in 17-18 | Original appointment date | Appointment ends |
|---------------------|--------------------|-------------------|---------------------------|------------------|
| Peter Sippel, Chair | 4 | 4 | 4 October 2007 | 20 December 2017 |
| Peter Murphy, Chair | 4 | 4 | 21 December 2017 | 20 December 2020 |
| Glenn Campbell | 8 | 8 | 4 April 2006 | 6 July 2019 |
| John Carroll | 4 | 3 | 2 October 2007 | 20 December 2017 |
| Karen Norton | 8 | 6 | 7 July 2016 | 6 July 2019 |
| Russell Priebsenow | 8 | 6 | 1 February 2006 | 20 December 2020 |
| Michael Arnold | 4 | 4 | 21 December 2017 | 20 December 2020 |
| Alasdair Begly | 4 | 4 | 21 December 2017 | 20 December 2020 |
| Darlene Skennar | 8 | 6 | 1 April 2010 | 6 July 2019 |
| Neesha Pierce | 8 | 8 | 3 September 2015 | 20 December 2020 |



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

| | | |
|-------------------------------------|----------------------------|---|
| Administration | Convenor | Russell Priebbenow |
| Complaints | Convenor | John Carroll and Michael Arnold |
| Education & Registration | Convenor Chief Examiner | Karen Norton Glenn Campbell |
| Renewal | Convenor | Russell Priebbenow and Alasdair Begley |

During 2017-18 the Board invited senior government representatives, and industry representatives from the private and educational sectors to address the Board and expand on specific issues relevant to surveying and the spatial industry. The Board also welcomed new registrants and recognised the careers of a number of Emeritus Surveyors. The Board has an ‘open meeting’ policy, with registered persons and the public able to attend Board meetings on a pre-arranged basis.

Board remuneration

The amounts listed below represent actual payments made during the 2017-2018 financial year.

| Member | Meeting Fees | Special assignment fees | Total |
|---------------------|--------------|-------------------------|--------|
| Peter Sippel, Chair | 2,340 | 8,216 | 10,256 |
| Peter Murphy, Chair | 2,600 | 1,040 | 3,640 |
| Glenn Campbell | 4,800 | 5,800 | 10,600 |
| John Carroll | 3,000 | 3,200 | 6,200 |
| Karen Norton | 2,600 | 4,100 | 6,700 |
| Michael Arnold | 1,640 | 1,000 | 2,640 |
| Alasdair Begley | 1,800 | 1,200 | 3,000 |
| Darlene Skennar | 2,800 | 1,000 | 3,800 |
| Neesha Pierce | 3,600 | 1,200 | 4,800 |
| Russell Priebbenow | 0 | 0 | 0 |

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

Administration

The Board is supported by the following staff:

| | |
|---|-----------------------------------|
| Executive Officer and Secretary | Murray Fox B.Bus (Accy) |
| Administration and Registration Officer | Rebecca Martin |
| Training Advocate | Stephen Steggall B.Surv, M App Sc |

Major board achievements

Progression of registration

During 2017-2018, twenty-two (22) surveying graduates demonstrated their competency and progressed to surveyor registration. Also, three (3) registered surveyors progressed their registration status and received a cadastral, engineering or mining endorsement.

At the date of this report, one hundred and twelve (112) surveying graduates were in the process of demonstrating their competency against the surveyor framework and fourteen (14) surveyors were demonstrating competency against an endorsement framework. A further eight (8) surveyors are in the process of completing their Professional Assessment Project (PAP) for an endorsement.

Board operations

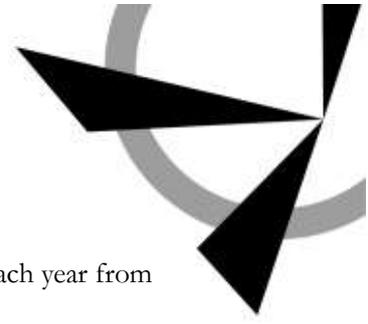
The main operational activities of the Board are to register surveyors, review competence against the competency frameworks and receive and investigate complaints.

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, at 30 June in each year from 2016 to 2018.

| 2016 Total | 2017 Total | Description Registration Categories | Male | Female | 2018 Total |
|---------------|---------------|--|-------|--------|---------------|
| 469 | 471 | Surveying Associate | 483 | 6 | 489 |
| 277 | 248 | Surveying Graduate | 224 | 14 | 238 |
| 802 | 773 | Surveyor | 760 | 10 | 770 |
| 1,548 | 1,492 | Total | 1,467 | 30 | 1,497 |
| | | Endorsements | | | |
| 545 | 500 | Cadastral | 480 | 5 | 485 |
| 94 | 89 | Engineering | 87 | 1 | 88 |
| 88 | 88 | Mining O | 87 | 0 | 87 |
| 45 | 39 | Mining UC | 37 | 0 | 37 |
| 52 | 47 | Mining UM | 47 | 0 | 47 |
| 243 | 222 | Consulting | 220 | 2 | 222 |

| Description | 2016 | 2017 | 2018 |
|---|------------|------------|------------|
| Corporations registered as surveyors (includes consulting endorsement) | 149 | 157 | 140 |
| Corporation Endorsements | | | |
| Cadastral | 147 | 144 | 138 |
| Engineering | 5 | 5 | 5 |
| Mining O (open cut) | 1 | 2 | 2 |
| Mining UC (underground coal) | 1 | 1 | 1 |
| Mining UM (underground metalliferous) | 1 | 0 | 0 |
| Emeritus Surveyor | 148 | 150 | 122 |

Competency assessment

The Board's competency frameworks provide the basis for assessment of competency for registration and endorsement of registration. The Board completed a review of the consulting framework during the current year. The Board continues to monitor progress in technology and surveying practices to ensure the frameworks remain relevant.

Renewal of registration

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

The Board acknowledges the dedication and contribution of the following CER assessors for 2017-18:

| | | |
|--------------------|----------------------|-------------------|
| Mr Philip Anderson | Mr Robert Bulgarelli | Mr David Campbell |
| Mr Ken Cross | Mr Neville Janssen | Mr Chris Jeavons |
| Mr Stephen Pedwell | Mr Gary Robertson | Mr Mathew Ross |

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

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

Overseas applicants

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

From the period 1 July 2017 to 30 June 2018, the Board approved and registered thirteen (13) 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 2017-18, the Board registered four (4) surveyors with a cadastral endorsement under the reciprocal agreement.

For many years the Board has had a Memorandum of Understanding (MOU) with the Board of Surveying and Spatial Information (BOSSI) of New South Wales setting out reciprocal registration rights for mine surveyors between Queensland and New South Wales. During 2014-15 this Memorandum of Understanding was expanded to include the Western Australian Mines Survey Board. This agreement supports the growing demand for recognition of mine surveyors, and allows for free movement between mines in the three states. During 2017-18, four (4) 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.s bq.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 Board continues to maintain a close professional relationship with Queensland universities.

Industry group meetings

During the year Board members met with representatives from academia, government and professional associations to provide feedback on Board activities and advise of any initiatives the Board is proposing. These meetings provide a forum for open communication and allow the Board to interact with the profession and its representatives.

Complaints & discipline

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

Professional conduct

Professional conduct includes:

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

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

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

Complaints categories

There are four complaint categories used by the Board:

- 'Minor' matters are assessed through in-house review and consultation. This category also includes complaints the Board reasonably believes to be frivolous, vexatious or trivial under Section 85 (2) of the Act.
- 'Of note' matters are resolved informally between the Board and the registered person - the focus is on addressing the cause of the problem, including through introduction of quality assurance processes, and specific training or counselling. Section 86 of the Act applies in these cases.
- 'Of concern' signifies a matter where the registered person is alleged to have committed a substantial breach of professional conduct. Under Section 89 of the Act, following an investigation a Professional

Conduct Review Panel (PCRP) of the Board is set up to determine whether disciplinary actions will be taken under Section 91.

- ‘Serious’ matters involve allegations of professional misconduct that has serious consequences, or allegations of significant continuing misconduct. The Board draws up charges which are heard before a Professional Conduct Review Panel or the Queensland Civil and Administrative Tribunal (QCAT).

Annual complaints summary

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

| Category | On Hand | Closed | On Hand | Closed |
|--------------|------------|-------------|-------------|-------------|
| | 2016- 2017 | 2016 – 2017 | 2017 - 2018 | 2017 - 2018 |
| Minor | 1 | 3 | 0 | 8 |
| Of Note | 1 | 1 | 1 | 5 |
| Of Concern | 0 | 0 | 2 | 1 |
| Serious | 3 | 4 | 2 | 4 |
| Total | 5 | 8 | 5 | 18 |

A summary of the complaints position for 2017-18 is listed below:

| | |
|--------------------------------------|------|
| Complaints carried over from 2016-17 | 5 |
| New complaints received in the year | +18 |
| Less finalised complaints | - 18 |
| Complaints remaining under review | 5 |

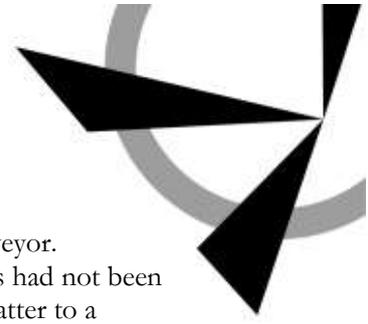
Of the five complaints remaining open at the end of the 2017-18 year, two were finalised and the Board is currently monitoring corrections required as an outcome of disciplinary proceedings for one and awaiting documentation in relation to the second matter. Of the eighteen (18) new complaints received during 2017-18, fourteen (14) have been finalised and two are currently being investigated. The remaining two (2) complaints are still being reviewed by the Board as they were received late in the year. In addition to the above, the Board received a number of telephone enquiries about the actions of surveyors which did not proceed to formal written complaints.

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

Discipline

Case 1

The Board received an official complaint from the Department of Natural Resources and Mines concerning the professional practices of a surveyor. The Board appointed an investigator to identify the quality of reinstatement, accuracy of measurements, if there was a failure to connect to existing marks and claims of connections to marks when evidence suggested that the marks had not been connected to. Following an investigation, the Board referred the matter to a PCRP. The PCRP hearing was held in November 2017 and the charges were proven. A fine and costs order totaling \$42,269 was imposed.



Case 2

The Board received information about the professional conduct of a consulting cadastral surveyor. The Board appointed an investigator to report on the evidence that identification survey plans had not been lodged within the prescribed timeframe. Following an investigation, the Board referred the matter to a PCRCP. The PCRCP hearing was held in April 2018 and one of the two charges was proven. The surveyor was reprimanded and required to undergo a competency assessment pertaining to the conduct of identification surveys and the preparation of their plans with specific regard to regulatory obligations.

Case 3

The Board received information that a cadastral surveyor was carrying on a business providing cadastral surveying services to the public when not a consulting cadastral surveyor. The Board appointed an independent investigator to determine if there was evidence a cadastral surveying business was being operated by the cadastral surveyor. Following investigation, the matter was referred to a PCRCP. The PCRCP hearing was held in May 2018 and the charges were proven. A fine and costs order of \$12,527 was imposed.

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 February 2018, the Board held a strategic planning day to review past strategies, determine if amendments were necessary and to consider new strategies to achieve the Board's objectives in the future.

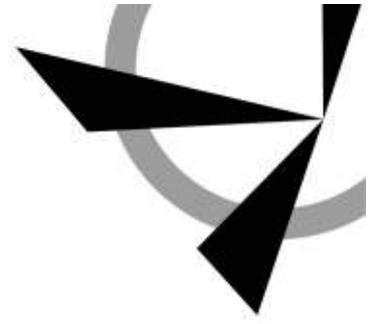
The Board agreed to address uncertainties and identify gaps in knowledge with regard to the use of global navigation satellite system (GNSS) and develop educational courses for the profession. The Board will continue reviewing the consulting framework and its relevance to both the public and profession in order to determine whether any amendments are warranted.

The Board will continue to advise all registrants of the issues investigated by the Board and the outcome of the Board's decision including disciplinary hearing outcomes.

The Board in association with other relevant bodies, continues to investigate ways to promote the profession to secondary school students and provide assistance to both teachers and students about the roles and opportunities available within the profession and will specifically attempt to address the gender imbalance and attract women to the profession.

Non-financial performance

By ensuring registrants' adherence with the Code of Practice and compliance with the competency framework the Board believes it has achieved its mission to protect the public and uphold the maintenance of professional standards. The Board's complaints process including the appointment of independent investigators is designed to ensure protection of the public and maintain public confidence in the profession. During the year, the number of complaints received increased in comparison to past years. Some of these complaints warranted investigation while for others the Board provided 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

| | Actual | Budget |
|---|----------------|----------------|
| Income | | |
| Fees | 565,870 | 556,076 |
| Survey Infrastructure Fee | 101,591 | 104,400 |
| Other Income | 88,876 | 56,020 |
| Total Income from continuing operations | 756,337 | 716,496 |
| Expenditure | | |
| Wage Related Expenses | 341,200 | 335,915 |
| Board Member Expenses | 95,198 | 100,460 |
| Education and Assessment | 19,179 | 53,700 |
| Complaints and Investigation Expenses | 13,960 | 60,000 |
| Administration Expenses | 67,245 | 101,150 |
| Rent and Outgoings | 49,545 | 50,365 |
| Total Expenditure from continuing operations | 586,327 | 701,590 |
| Operating Result from continuing operations | 170,010 | 14,906 |
| Other Comprehensive Income | - | - |
| Total Comprehensive Income | 170,010 | 14,906 |

The Board financial result returned to a surplus after six consecutive deficits. The reduced complexity of conduct investigations represented a significant saving on budget and the development costs for an online registration renewal system were also below budget.

The Board's income for the year was 5.6% above budget with a variance of \$39,841. The majority of the income variance related to the recovery of prior year complaint investigation costs as a result of a disciplinary outcome.

Total expenditure was \$115,262 or 16.4% under budget. Conduct investigation costs were \$46,040 under budget due to lower complexity of matters investigated by the Board during the year. Information technology costs were \$16,827 under budget.

The Board is in a sound financial position with net assets of \$735,017 and the Board has budgeted for a small surplus for the 2018/2019 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 2017-18.
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 resources

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

Open data

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

Consultancies

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

| | |
|--|---------|
| Bureau for Assessment of Overseas Qualifications | \$3,170 |
|--|---------|

Overseas travel

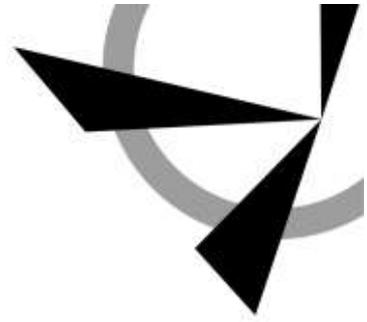
The Board did not incur any overseas travel related costs.

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. The Board is currently developing software to electronically deliver and record the renewal of registration.

Right to information

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



**SURVEYORS BOARD
OF QUEENSLAND
FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2018**

SURVEYORS BOARD OF QUEENSLAND
FINANCIAL STATEMENTS 2017-18

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General Information

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

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

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

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

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

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



Surveyors Board of Queensland
Statement of Comprehensive Income
For the year ended 30 June 2018

| | Note | 2018 \$ | 2017 \$ |
|--|------|----------------|-----------------|
| Income | | | |
| Fees | 3 | 565,870 | 508,742 |
| Survey Infrastructure Fee | | 101,591 | 112,115 |
| Other Income | | 88,876 | 74,943 |
| Total Income from continuing operations | | 756,337 | 695,800 |
| Expenditure | | | |
| Wage Related Expenses | 4 | 342,320 | 345,877 |
| Board Member Expenses | 5 | 95,198 | 97,293 |
| Education and Assessment | 6 | 19,179 | 27,500 |
| Complaints and Investigation Expenses | 7 | 13,960 | 129,419 |
| Administration Expenses | 8 | 66,125 | 76,902 |
| Rent and Outgoings | 9 | 49,545 | 48,659 |
| Total Expenditure from continuing operations | | 586,327 | 725,650 |
| Operating Result (Deficit) from continuing operations | | 170,010 | (29,850) |
| Other Comprehensive Income | | - | - |
| Total Comprehensive Income | | 170,010 | (29,850) |

The accompanying notes form part of these accounts

Surveyors Board of Queensland
Statement of Financial Position
As at 30 June 2018

| Assets | Note | 2018 \$ | 2017 \$ |
|--------------------------------------|------|------------------|----------------|
| Current Assets | | | |
| Cash and Cash Equivalents | 10 | 1,121,961 | 950,808 |
| Trade and Other Receivables | 11 | 53,223 | 24,419 |
| Total Current Assets | | 1,175,184 | 975,227 |
| Non-Current Assets | | | |
| Plant and Equipment | 12 | 13,131 | 22,421 |
| Total Non-Current Assets | | 13,131 | 22,421 |
| Total Assets | | 1,188,315 | 997,648 |
| Liabilities | | | |
| Current Liabilities | | | |
| Trade and Other Payables | 13 | 329,035 | 321,374 |
| Provisions | 14 | 116,266 | 71,734 |
| Total Current Liabilities | | 445,301 | 393,108 |
| Non-Current Liabilities | | | |
| Provisions | 14 | 7,997 | 39,533 |
| Total Non-Current Liabilities | | 7,997 | 39,533 |
| Total Liabilities | | 453,298 | 432,641 |
| Net Assets | | 735,017 | 565,007 |
| Total Equity | | 735,017 | 565,007 |

The accompanying notes from part of these accounts



**Surveyors Board of Queensland
Statement of Changes in Equity
For the year ended 30 June 2018**

| | Notes | 2018 | 2017 |
|---|--------------|----------------|----------------|
| | | \$ | \$ |
| Balance 1 July 2017 | | 565,007 | 594,857 |
| Operating Result from Continuing Operations | | 170,010 | (29,850) |
| Balance 30 June 2018 | | 735,017 | 565,007 |

The accompanying notes from part of these accounts

Surveyors Board of Queensland
Statement of Cash Flows
For the year ended 30 June 2018

| | Note | 2018 \$ | 2017 \$ |
|---|------|------------------------|----------------------|
| Cash Flow from Operating Activities | | | |
| Cash receipts from operations | | 699,371 | 755,683 |
| Cash payments applied in operations | | (537,470) | (718,340) |
| GST received from customers | | 1,969 | 4,395 |
| GST paid to suppliers | | (18,059) | (23,587) |
| Interest received | | 25,342 | 21,708 |
| | | <hr/> | <hr/> |
| Net Cash Provided by (used in) Operating Activities | 15 | <hr/> 171,153 | <hr/> 39,859 |
| Cash Flow from Investing Activities | | | |
| Payments for Plant & Equipment | | <hr/> - | <hr/> - |
| | | <hr/> | <hr/> |
| Net Cash Provided by (used in) Investing Activities | | <hr/> - | <hr/> - |
| Net increase/(decrease) in cash and cash equivalents | | 171,153 | 39,859 |
| Cash and cash equivalents at the beginning of the financial year | | <hr/> 950,808 | <hr/> 910,949 |
| | | <hr/> | <hr/> |
| Cash and cash equivalents at the End of the Financial Year | 10 | <hr/> 1,121,961 | <hr/> 950,808 |

The accompanying notes from part of these accounts



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

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 2018, and other authoritative pronouncements.

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

(b) Reporting Entity

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

(c) Agency Transactions and Balances

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

(d) Significant Accounting Judgments, Estimates and Assumptions

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

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

Surveyors Board of Queensland

Notes to and forming part of the Financial Statements 2017-2018

(d) Significant Accounting Judgments, Estimates and Assumptions (continued)

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

Significant Accounting Judgments

The Board has entered into a lease for premises as disclosed in Note 16 (a). Management has determined that all of the risks and rewards of ownership of these premises remain with the lessor and has therefore classified the lease as an operating lease.

Significant Accounting Estimates and Assumptions

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

(e) Revenue

Revenue is recognised when the Board is legally entitled to the income and the amount can be quantified with reasonable accuracy. Revenue from application and registration fees is recognised on an accrual basis and is only applied to that component of fees paid that relate to the current financial year. Revenues are recognised net of the amounts of goods and services tax (GST) payable to the Australian Taxation Office.

Investment income

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

Asset sales

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

In-kind donations

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

(f) Expenditure

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

(g) Cash and Cash Equivalents

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



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

(h) Receivables

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

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

(i) Property, Plant and Equipment

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

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

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

Additions

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

Disposals

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

Depreciation

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

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

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

Impairment

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

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

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

(j) Financial Assets

Held to Maturity Investments

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

(k) Trade Creditors and Other Payables

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

(l) Deferred Income

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

(m) Employee Benefits

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

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

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

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

(o) 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.



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

Goods and Services Tax (GST)

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

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

(p) Leases

Operating lease

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

(q) Comparative figures

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

(r) Issuance of Financial Statements

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

(s) New standards and interpretations not yet adopted

The AASB has issued new and amended accounting standards and interpretations that have mandatory application dates for future reporting periods. The Board has reviewed the new standards and interpretations and determined that AASB 16 Lease will apply in 2019.

The right-of-use asset will be initially recognised at cost, consisting of the initial amount of the associated lease liability, plus any lease payments made to the lessor at or before the effective date, less any lease incentive received, the initial estimate of restoration costs and any initial direct costs incurred by the lessee. The right-of-use asset will give rise to a depreciation expense.

The lease liability will be initially recognised at an amount equal to the present value of the lease payments during the lease term that are not yet paid. Current operating lease rental payments will no longer be expensed in the Statement of Comprehensive Income. They will be apportioned between a reduction in the recognised lease liability and the implicit finance charge (the effective rate of interest) in the lease. The finance cost will also be recognised as an expense.

The Board does not anticipate the adoption of AASB 1058 and AASB 15 will have a material impact on the financial position or performance of the Board.

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

3. Fees

| | 2018 | 2017 |
|--------------------------|----------------|----------------|
| | \$ | \$ |
| Fees | | |
| Application | 35,493 | 34,724 |
| Registration | 14,159 | 16,377 |
| Renewal | 478,415 | 419,080 |
| Late | 9,784 | 1,270 |
| Education and Assessment | 28,019 | 37,291 |
| Total | 565,870 | 508,742 |

4. Wage Related Expenses

| | 2018 | 2017 |
|--------------------------------|----------------|----------------|
| | \$ | \$ |
| Wage Related Expenses | | |
| Salaries and Wages | 306,799 | 307,164 |
| Superannuation | 33,164 | 33,060 |
| Staff Travel and Accommodation | 1,236 | 4,729 |
| Workers Compensation Insurance | 1,121 | 924 |
| Total | 342,320 | 345,877 |

5. Board Member Expenses

| | 2018 | 2017 |
|------------------------------|---------------|---------------|
| | \$ | \$ |
| Board Member Expenses | | |
| Meeting Attendance Fees | 28,941 | 22,840 |
| Special Assignment Fees | 27,356 | 37,375 |
| Catering and Other Expenses | 12,234 | 13,404 |
| Travel and Accommodation | 26,667 | 23,674 |
| Total | 95,198 | 97,293 |

6. Education and Assessment

| | 2018 | 2017 |
|---------------------------------------|---------------|---------------|
| | \$ | \$ |
| Education and Assessment | | |
| PAP Expenses | - | 1,656 |
| Assessment of Overseas Qualifications | 3,170 | 2,960 |
| Competency Assessment Expenses | 14,009 | 10,423 |
| Competency Workshops | - | 461 |
| University Prizes | 2,000 | 2,000 |
| Destination Spatial | - | 10,000 |
| Total | 19,179 | 27,500 |



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

7. Complaints and Investigation

| | 2018 | 2017 |
|-------------------------------------|---------------|----------------|
| | \$ | \$ |
| Complaints and Investigation | | |
| Investigation Expenses | 13,960 | 120,119 |
| Consulting and Legal Fees | - | 9,300 |
| Total | 13,960 | 129,419 |

8. Administration Expenses

| | 2018 | 2017 |
|---------------------------------|---------------|---------------|
| | \$ | \$ |
| Administration Expenses | | |
| Audit Fees | 5,100 | 4,950 |
| Bad & Doubtful Debts | 2,066 | 3,700 |
| Bank Charges | 3,892 | 4,616 |
| Depreciation | 9,290 | 9,290 |
| Fringe Benefits Tax | 1,150 | 1,644 |
| Insurance | 6,277 | 6,234 |
| IT Expenses | 24,012 | 31,572 |
| Office Sundries/Staff Amenities | 750 | 437 |
| Postage & Courier | 1,652 | 2,745 |
| Printing | 1,610 | 1,238 |
| Stationery & Supplies | 1,426 | 2,386 |
| Telephone & Fax | 5,336 | 5,217 |
| SBQ - CRSBANZ Contribution | 3,564 | 2,873 |
| Total | 66,125 | 76,902 |

9. Rent and Outgoings

| | 2018 | 2017 |
|---------------------------|---------------|---------------|
| | \$ | \$ |
| Rent and Outgoings | | |
| Rent | 46,878 | 46,094 |
| Cleaning | 21 | 55 |
| Electricity | 2,646 | 2,510 |
| Repairs and Maintenance | - | - |
| Total | 49,545 | 48,659 |

10. Cash and Cash Equivalents

| | 2018 | 2017 |
|----------------------------------|------------------|----------------|
| | \$ | \$ |
| Cash and Cash Equivalents | | |
| Cash at Bank and on hand | 37,098 | 39,833 |
| Short-term Deposit QTC | 1,084,863 | 910,975 |
| Total | 1,121,961 | 950,808 |

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

11. Trade and Other Receivables

| | 2018 | 2017 |
|------------------------------------|---------------|---------------|
| | \$ | \$ |
| Trade and Other Receivables | | |
| Trade and Other Receivables | 54,473 | 29,419 |
| Less Provision for Doubtful Debts | (1,250) | (5,000) |
| Total | 53,223 | 24,419 |

12. Plant and Equipment

| | 2018 | 2017 |
|--------------------------------------|---------------|---------------|
| | \$ | \$ |
| Plant and Equipment : At cost | | |
| Balance at 1 July | 90,729 | 90,729 |
| Additions | - | - |
| Disposals | - | - |
| Balance 30 June | 90,729 | 90,729 |
| | | |
| Accumulated Depreciation | | |
| Balance at 1 July | 68,308 | 59,018 |
| Additions | 9,290 | 9,290 |
| Disposals | - | - |
| Balance 30 June | 77,598 | 68,308 |
| | | |
| Net Carrying Amount | 13,131 | 22,421 |

13. Trade and Other Payables

| | 2018 | 2017 |
|---------------------------------------|----------------|----------------|
| | \$ | \$ |
| Trade and Other Payables | | |
| Trade and Other Payables | 27,317 | 23,807 |
| Registration fees received in advance | 301,718 | 297,567 |
| | 329,035 | 321,374 |

14. Provisions

| | 2018 | 2017 |
|-----------------------|----------------|---------------|
| | \$ | \$ |
| Provisions | | |
| Current | | |
| Employee entitlements | | |
| Annual Leave | 82,730 | 71,734 |
| Long Service Leave | 33,536 | - |
| | 116,266 | 71,734 |



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

14. Provisions (continued)

| | | |
|--|--------------|---------------|
| Non-Current Employee entitlements Long Service Leave | 7,997 | 39,533 |
| | <u>7,997</u> | <u>39,533</u> |

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

| | 2018 | 2017 |
|--|----------------|---------------|
| | \$ | \$ |
| Reconciliation of cash | | |
| Net surplus/(deficit) for the year | 170,010 | (29,850) |
| Add/(subtract) non cash items | | |
| Depreciation of plant and equipment | 9,290 | 9,290 |
| Changes in assets and liabilities | | |
| (Increase)/decrease in trade and other receivables | (28,803) | 17,417 |
| (Increase)/decrease in other financial assets | - | - |
| Increase/(decrease) in trade and other payables | 7,660 | 38,510 |
| Increase/(decrease) in provisions | 12,996 | 4,492 |
| Net cash provided by/(used in) operating activities | <u>171,153</u> | <u>39,859</u> |

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

16. Commitments and Contingencies

a. Operating leases

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

| | 2018 | 2017 |
|--|---------|--------|
| | \$ | \$ |
| Operating Leases | | |
| Lease expenditure commitments: | | |
| Operating leases (non-cancellable) | | |
| Not later than one (1) year | 47,156 | 15,441 |
| Later than one (1) year & not later than two (2) years | 47,156 | - |
| Later than two (2) years & not later than five (5) years | 15,719 | - |
| Later than five (5) years | - | - |
| | 110,031 | 15,441 |
| | 110,031 | 15,441 |

b. Contingencies

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

c. Events after the Statement of Financial Position date

There have been no significant events after balance date.

17. Related parties and related party transactions

a. Board Members

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

b. Board Members' compensation

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

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

c. Related party transactions

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 2017/2018 were the Board members and the Board Executive Officer and Secretary, Mr Murray Fox. Board member remuneration is disclosed in Note 5.

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

| | 2018 | 2017 |
|---|----------------|----------------|
| | \$ | \$ |
| Compensation Made to Key Personnel | | |
| Short-term employee benefits | 161,894 | 159,128 |
| Post-employment benefits | - | - |
| Termination benefits | - | - |
| Total Compensation | <u>161,894</u> | <u>159,128</u> |

18. Financial Instrument Risks

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

a. Interest rate risk

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

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

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

| 2018 | Weighted Average Interest Rate % | 3 Months or Less | 3 to 12 Months | Non- interest Bearing | TOTAL |
|---------------------------------|---|------------------------|-------------------|-----------------------------|-----------|
| Cash or Cash Equivalents | | | | | |
| Cash | 0.10% | 37,098 | | | 37,098 |
| Short term investment | 2.49% | 1,084,863 | - | - | 1,084,863 |
| Receivables | - | - | - | 53,223 | 52,223 |
| Financial Liabilities | | | | | |
| Payables | - | - | - | 329,035 | 329,035 |

Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

| 2017 | Weighted Average Interest Rate % | 3 Months or Less | 3 to 12 Months | Non- interest Bearing | TOTAL |
|---------------------------------|---|------------------------|-------------------|-----------------------------|---------|
| Cash or Cash Equivalents | | | | | |
| Cash | 0.10% | 39,683 | | | 39,683 |
| Short term investment | 2.41% | 910,975 | - | - | 910,975 |
| Receivables | - | - | - | 24,419 | 24,419 |
| Financial Liabilities | | | | | |
| Payables | - | - | - | 321,374 | 321,374 |

b. Sensitivity analysis

A change of 50 basis points or half of one per cent in interest rates at the reporting date would, with all other variables held constant, have increased or decreased the Board's financial result and funds by the amounts shown below. The half of one per cent assumption has been determined to be a reasonably possible movement in interest rates over a 12-month period based on information from various financial institutions, review of movements over the last two years, and economic forecasters' expectations.

| | Surplus | | Funds | |
|---------------------------|------------------|--------------------|------------------|--------------------|
| | 0.5% Increase | 0.5% (decrease) | 0.5% increase | 0.5% (decrease) |
| Variable rate instruments | 4,989 | 4,989 | 4,989 | 4,989 |

c. Credit risk

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

At the reporting date, the Board has a single credit risk exposure and at the year end 10% of the debt has been provided for.

| | Gross 2018 | Impairment 2018 | Gross 2017 | Impairment 2017 |
|-----------------------|-----------------------|----------------------------|-----------------------|----------------------------|
| | \$ | \$ | \$ | \$ |
| Current | 12,527 | 1,250 | - | - |
| Past due 3 - 30 days | - | - | - | - |
| Past due 31 - 60 days | - | - | - | - |
| Past due 61 days plus | 35,257 | - | 16,854 | 5,000 |
| | <u>47,784</u> | <u>1,250</u> | <u>16,854</u> | <u>5,000</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.



Surveyors Board of Queensland
Notes to and forming part of the Financial Statements 2017-2018

19. Agency Transactions

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

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

CRSBANZ SECRETARIAT

Summary of Transactions for the year ended 30 June 2018

| | 2018 | 2017 |
|------------------------|----------------------|----------------------|
| | \$ | \$ |
| Opening Balance | 40,581 | 24,372 |
| Income | 29,386 | 18,894 |
| Less Expenditure | (35,846) | (2,685) |
| Closing Balance | <u><u>34,121</u></u> | <u><u>40,581</u></u> |



CERTIFICATE OF SURVEYORS BOARD OF QUEENSLAND

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

- a. the prescribed requirements for establishing and keeping the accounts have been complied with in all material respects; and
- b. the financial statements have been drawn up to present a true and fair view, in accordance with prescribed accounting standards, of the transactions of the Surveyors Board of Queensland for the financial year ended 30 June 2018 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.

A handwritten signature in black ink, appearing to read 'Peter J Murphy'.

Peter J Murphy B.Surv
Chairman
26 July 2018

A handwritten signature in black ink, appearing to read 'Murray A Fox'.

Murray A Fox B.Bus (Accy)
Executive Officer
26 July 2018

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

Report on the Financial Report

I have audited the accompanying financial report of Surveyors Board of Queensland, which comprises the statement of financial position as at 30 June 2018, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and certificates given by the Chairman and Executive Officer of the Board.

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

- (a) I have received all the information and explanations which I have required;
- (b) I consider the prescribed requirements in relation to the establishment and keeping of accounts have been complied with in all material respects; and
- (c) In my opinion, the accompanying financial report gives a true and fair view of the financial position of the entity as at 30 June 2018, and of its financial performance and its cash flows for the year then ended in accordance with the prescribed requirements under the *Financial Accountability Act 2009*.

Basis of Opinion

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

Responsibilities of the Board for the Financial Report

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

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

Auditor's Responsibilities for the Audit of the Financial Report

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

PKF Hacketts Audit
ABN 23 873 751 948

Level 6, 10 Eagle Street, Brisbane QLD 4000
GPO Box 16616, Brisbane QLD 4001
p +61 7 3839 9733
f +61 7 3832 1407

8 East Street, PO Box 662
Rockhampton QLD 4700
p +61 7 4927 2744
f +61 7 4927 4317

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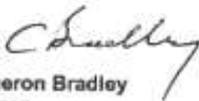
in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users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

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

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

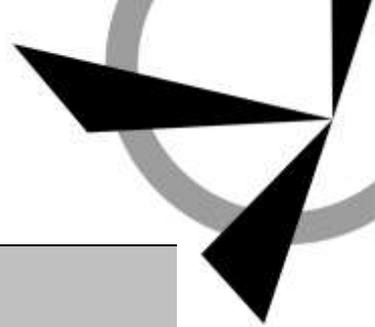
I communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

PKF Hacketts Audit



Cameron Bradley
Partner

Dated at Brisbane, 26 July 2018.



Compliance checklist – annual report

| Summary of requirement | | Basis for requirement | Annual report reference |
|---------------------------------------|---|--|-------------------------|
| Letter of compliance | <ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister(s) | ARRs – section 7 | 2 |
| Accessibility | <ul style="list-style-type: none"> Table of contents Glossary | ARRs – section 9.1 | 1 5 |
| | <ul style="list-style-type: none"> Public availability | ARRs – section 9.2 | 42 |
| | <ul style="list-style-type: none"> Interpreter service statement | Queensland Government Language Services Policy ARRs – section 9.3 | 1 |
| | <ul style="list-style-type: none"> Copyright notice | Copyright Act 1968 ARRs – section 9.4 | 1 |
| | <ul style="list-style-type: none"> Information Licensing | QGEA - Information Licensing ARRs – section 9.5 | 1 |
| General Information | <ul style="list-style-type: none"> Introductory Information | ARRs – section 10.1 | 3-8 |
| | <ul style="list-style-type: none"> Agency role and main functions | ARRs – section 10.2 | 5-8 |
| | <ul style="list-style-type: none"> Operating environment | ARRs – section 10.3 | 9-14 |
| Non-financial performance | <ul style="list-style-type: none"> Government objectives for the community | ARRs – section 11.1 | 14 |
| | <ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives | ARRs – section 11.2 | 3-16 |
| | <ul style="list-style-type: none"> Agency objectives and performance indicators | ARRs – section 11.3 | 3-16 |
| | <ul style="list-style-type: none"> Agency service areas, and service standards | ARRs – section 11.4 | 3-16 |
| Financial performance | <ul style="list-style-type: none"> Summary of financial performance | ARRs – section 12.1 | 16 |
| Governance – management and structure | <ul style="list-style-type: none"> Organisational structure | ARRs – section 13.1 | 6 |
| | <ul style="list-style-type: none"> Executive management | ARRs – section 13.2 | 8 |
| | <ul style="list-style-type: none"> Government bodies | ARRs – section 13.3 | - |
| | <ul style="list-style-type: none"> Public Sector Ethics Act 1994 | Public Sector Ethics Act 1994 (section 23 and Schedule) ARRs – section 13.4 | 17 |
| | <ul style="list-style-type: none"> Queensland public service values | ARRs – section 13.5 | - |

| Summary of requirement | | Basis for requirement | Annual report reference |
|--|--|--|-------------------------|
| Governance – risk management and accountability | • Risk management | ARRs – section 14.1 | 16 |
| | • Audit committee | ARRs – section 14.2 | 16 |
| | • Internal Audit | ARRs – section 14.3 | 16 |
| | • External scrutiny | ARRs – section 14.4 | - |
| | • Information systems and recordkeeping | ARRs – section 14.5 | 17 |
| Governance – human resources | • Strategic workforce planning and performance | ARRs – section 15.1 | 17 |
| | • Early retirement, redundancy and retrenchment | Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 | 17 |
| Open Data | • Statement advising publication of information | ARRs – section 16 | |
| | • Consultancies | ARRs – section 33.1 | 17 |
| | • Overseas travel | ARRs – section 33.2 | 17 |
| | • Queensland Language Services Policy | ARRs – section 33.3 | - |
| Financial statements | • Certification of financial statements | FAA – section 62 FPMS – section 42, 43 and 50 ARRs – section 17.1 | 37 |
| | • Independent Auditors Report | FAA – section 62 FPMS – section 50 ARRs – section 17.2 | 39 |

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

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*



CONTACTING THE BOARD

Staff: Murray Fox
Executive Officer/Secretary

Stephen Steggall
Training Advocate

Rebecca Martin
Administration and Registration Officer

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

Postal Address: PO Box 656 Spring Hill QLD 4004

Telephone: (07) 3839-7744

Facsimile: (07) 3839-8341

Email: admin@sbq.com.au

Website: www.s bq.com.au

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