



Surveyors Registration Board of Victoria

# Annual Report 2009–2010



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# About the Board

## History

Regulation of the land surveying profession in Victoria originated in 1861 with the formation of a statutory “Board of Examiners” for licensing surveyors deemed competent to undertake land boundary surveys.

The first *Land Surveyors Act 1895* established the Surveyors Board of Victoria (in 1896) and bestowed upon it the responsibility for the training, examination and licensing of surveyors, and setting surveying standards.

After over 100 years of professional governance and regulation by successive Surveyors Boards, the *Surveying Act 2004* (the Act) established the Surveyors Registration Board of Victoria (SRBV) on 1 January 2005. The Act introduced a contemporary approach to the regulation of cadastral surveyors, new structures for managing risks to Victoria’s cadastre and modernised consumer protection processes.

## Cadastral Surveying

Cadastral surveying is broadly concerned with defining property boundaries. From a licensed surveyor’s perspective, cadastral surveying involves interpreting property information records, and advising on boundary locations, land ownership and on the rights, restrictions and interests in land. The physical marking of property boundaries, the placement of survey monuments and the recording of such information on plans and maps, represent the tangible outcomes of a cadastral survey.

Professional regulation of cadastral surveying reflects the Government’s recognition of the importance of Victoria’s cadastre. The cadastre is a parcel-based system of land administration that consists of public records of land boundaries, ownership and valuation. It includes the rights, restrictions and interests in land, together with their spatial location. An accurate cadastre facilitates an efficient land registration system and provides the basis for land valuation and equitable taxation, a significant revenue source for both state and local government.

## Vision

To ensure the community benefits from having competent licensed surveyors and confidence in Victoria’s property system.

## Mission

The SRBV is committed to:

- overseeing the evolution of a viable body of competent licensed surveyors able to meet community demands for accurate and efficient surveying services
- advising Government on the management of cadastral surveying in Victoria
- conducting fair and impartial investigations into the professional conduct of licensed surveyors
- improving the profile of the profession and fostering vocational succession.

## Values

The SRBV acts to promote a culture of integrity and accountability in pursuit of its goals and objectives. In its dealings, the Board strives to adopt the values set out in the *Public Administration Act 2004*. In summary, these are:

- responsiveness - providing frank, impartial and timely advice and high quality services
- integrity - dealing with honesty, openness and transparency and acting responsibly to sustain public trust
- impartiality - making merit based decisions and providing advice, considering all relevant facts and fair criteria, without bias, caprice, favouritism or self-interest
- accountability - working to clear objectives and accepting responsibility to achieve best use of resources
- respect - treating colleagues, public officials and the community fairly and objectively to improve outcomes and ensure freedom from discrimination, harassment and bullying
- leadership - demonstrating leadership by actively implementing, promoting and supporting these values
- human rights - actively respecting and promoting the human rights set out in the *Charter of Human Rights and Responsibilities 2007*.

## Corporate Focus 2009-10

- continued enhancement of the Board's governance framework
- amend the *Surveying Act 2004* to achieve administrative efficiencies and broader professional recognition capability
- provision of ongoing support to graduate surveyors and supervising surveyors in professional training agreements

## Highlights 2009-10

- enactment of legislative amendments to improve the operation of the *Surveying Act 2004* with effect from 1 May 2010
- appointment of Mr David Boyle LS, on 5 May 2010 to the Board as a licensed surveyor representing the Department of Sustainability and Environment as provided for in the amended legislation
- registration of 14 licensed surveyors of which 6 were presented with their registration certificates by Emeritus Professor Terry Roberts at the Board's Conferral Ceremony held in November 2009
- approval of 22 new Professional Training Agreements (PTA) for graduate surveyors supervised by experienced licensed surveyors, and a further eight PTAs that were transferred to different supervising surveyors
- representation at a meeting of chief examiners in other jurisdictions to review Victoria's PTA processes in comparison with those in other jurisdictions with a view to identify scope for, and implement improvements to Victoria's processes, as required
- management of seven new complaints and two complaints that were carried over from the previous reporting period under the professional conduct provisions of the *Surveying Act 2004*.

## Report from the Chair

The 2009-10 reporting period was particularly challenging for the Board. For most of that time, the Board operated without the contribution of the Office of Titles licensed surveyor member, following the retirement of Mr Barrie Bremner in March 2009.

Consequently, in order to maintain the optimum delivery of the Board's business functions, particularly those associated with professional training agreements, Further Professional Education or Training (FPET) and disciplinary matters, the remaining seven members took on additional responsibilities.

Since the commencement of the *Surveying Act 2004* on 1 January 2005, the Board has progressively identified a number of improvements to that legislation. It was therefore a major highlight of the year when the *Surveying Act 2004* was amended via the *Land Legislation Amendment Act 2009* that came into operation on 1 May 2010. While the improvements included administrative enhancements to Board operations and licensed surveyor registration issues raised by the profession, a key amendment was the creation of the Board member position of a licensed surveyor employed by the Department of Sustainability and Environment. The Deputy Surveyor-General, Mr David Boyle, was subsequently appointed by the Minister to perform this role with effect from 5 May 2010.

In keeping with the Board's focus on continuous improvement, particularly in relation to the sustainability of the land surveying profession, there has been significant effort expended in this reporting period to streamline the training processes undertaken by graduate surveyors to achieve registration as licensed surveyors.

Apart from internally reviewing the Board's *Guidelines for Examinations and Projects*, the members who moderate projects also attended a special meeting of chief examiners from all jurisdictions that comprise the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ). This useful benchmarking exercise and ensuing observation of NSW practice, provide the scope for identifying improvements to Victorian processes.

The Board's support of the sustainability of the profession is also demonstrated through its leadership and administrative support of the Surveying Task Force Inc. It is pleasing to note that the marketing initiatives implemented by the Task Force are likely to have contributed to the increased university surveying course enrolments in 2010.

To achieve the Board's objectives, there is a strong reliance on the support and cooperation received from the academic, professional and industry bodies, together with that from the Department of Sustainability and Environment, which merits acknowledgment.

Also, I especially acknowledge the contribution of all Board members and the Secretariat staff for the dedicated manner in which they have performed their respective roles.



**John E. Tulloch**

Chair

Surveyors Registration Board of Victoria

## Objectives 2010-11

- implement the recently enacted amendments to the *Surveying Act 2004* and assess and review the Board's legislative responsibilities accordingly
- redevelop the Board's online database interface for the Register of Licensed Surveyors to accommodate the amendments to the legislation pertaining to surveyors' registration status, fees and payments
- review the Board's current complaints handling framework by formulating appropriate policies and procedures to align with the Board's increased flexibility in the investigation and processing of complaints against licensed surveyors
- reinforce with licensed surveyors the philosophy of Further Professional Education or Training (FPET) as a means of maintaining their technical and professional knowledge, and expanding and developing their experience and skills
- explore alternative funding sources to sustain the Board's operations
- ensure the continuity of Board operations and compliance with its legislative functions by having a new Board appointed and in place at the end of the current Board's term.

## Objectives and Performance 2009-10

Objectives	Actions Taken	Status
Continue to maintain, review and upgrade the online database of the Register of Licensed Surveyors, as required.	Identified additional functionality required to ensure that the information contained in the Register of Licensed Surveyors accords with the requirements of the <i>Surveying Act 2004</i> .	Ongoing.
In conjunction with the Office of Surveyor-General Victoria and Land Victoria, finalise the review and updating of the <i>Survey Practice Handbook</i> , making it available as an online resource for members of the profession.	Identified that as the <i>Survey Practice Handbook</i> sets out surveying standards, its review is best coordinated by the Office of Surveyor-General Victoria. The Association of Consulting Surveyors, Victoria has offered its assistance to progress this project.	While the project is ongoing, the Board has completed its involvement.
Review the Board's legislative responsibilities, including its current complaints handling procedures and the conduct of disciplinary panel hearings.	Sought advice from the Victorian Government Solicitor and Land Victoria Legal on the Board's current complaints handling procedures.	Ongoing.

Objectives	Actions Taken	Status
Develop a business case to secure ongoing funding from Land Victoria for Board operations.	Investigated the option of indexing the current fees prescribed under the Surveying (Registration Fees) Regulations 2005 in line with the Treasurer's annual rate, which will require conversion of the dollar amounts specified in the regulations to monetary units.  Draft business case prepared and preliminary discussions held with Land Victoria. In progress.	Ongoing.
Provide support to the Surveying Task Force Inc. in attracting students into surveying courses to ultimately become licensed surveyors and ensure the sustainability of the profession.	Continued the provision of in-kind support to the Task Force through the role of Chair and Secretary of the Task Force being fulfilled by a Board Member and the Executive Officer respectively.	Ongoing.
Rationalise the number of Professional Training Agreements (PTAs) registered with the Board and continue to support graduate surveyors in fulfilling the requirements of their training agreements.	Conducted a review of the <i>Guidelines for Examinations and Projects</i> . The revised <i>Guidelines</i> specifies a three-year time limit for the completion of a PTA and affords candidates one opportunity to satisfactorily address any requisitions on their projects.	Completed.
Streamline the process of examining projects by reducing duplication of administrative procedures through an enhanced trainee database and support provided to examiners.	Conducted an information session for examiners on expected examination standards to achieve consistency in the examination process.  Moderators attended a meeting of chief examiners in other jurisdictions to review Victoria's PTA processes in comparison with those in other jurisdictions with a view to identify scope for and implement improvements (if any) to Victoria's processes.  In addition, the Chair attended a PTA candidate workshop conducted by the Board of Surveying and Spatial Information, NSW to observe the NSW training program.	Ongoing.
Liaise with the Office of Surveyor-General Victoria, professional and industry bodies to ensure that a suitable program of workshops and events is available to licensed surveyors to assist them in meeting the requirements of Further Professional Education or Training (FPET).	Revised the FPET Guidelines to clarify FPET requirements and broaden FPET categories to assist licensed surveyors in maintaining their competence in cadastral surveying and professional skills.  Participated in an annual meeting with FPET providers to set a calendar of FPET events for licensed surveyors.	Completed



# Key Achievements 2009-10

## Annual Registration

The Board's Secretariat managed the annual renewal of licensed surveyor registration and the associated fee payment process. At the close of the reporting period (30 June 2010) there were 511 surveyors on the Register, down from 516 as at 30 June 2009.

Of the 511 surveyors who chose to renew their registration, 412 have full registration status and are practising surveyors. The remaining 99 surveyors fall into the category of Voluntary Restriction, which enables them to volunteer the imposition of a restriction on their licence that they not undertake cadastral surveys, whilst retaining their status as licensed surveyors on the Register.

## Newly Licensed Surveyors

During the reporting period the following 11 surveyors completed the Board qualification requirements and were registered as licensed surveyors.

	<u>Registration No.</u>
David Michael Stringer LS	1911
Andrew Derek Saunders LS	1912
Rohitesh Parnish Charan LS	1915
Terrence George Harrison LS	1916
Adam Edward Criddle LS	1917
Marc Antonio Centofanti LS	1918
Andrew Gordon Thomson LS	1920
Rodney Leigh Olsen LS	1921
Bradley Sanders LS	1922
Tomas Champion LS	1923
Nicole Ann Millar LS	1924

Three surveyors were also registered under mutual recognition arrangements with the Australian Capital Territory (ACT), Tasmania (TAS) and New Zealand (NZ):

Geoffrey John Lawford LS	1913 (ACT)
Paul William Digney LS	1914 (TAS)
Clare Elizabeth Foote LS	1919 (NZ)

## **Conferral of Registration Ceremony**

On 17 November 2009, the Board conducted its annual conferral ceremony to acknowledge and celebrate the achievements of newly registered and licensed surveyors. The ceremony is an excellent opportunity for the surveyors to celebrate their achievement with their family and colleagues, eminent members of the surveying profession and members of the Board.

The Board was pleased to have former Surveyors Board of Victoria member, Emeritus Professor Terry Roberts attend the ceremony to deliver the keynote address and to assist the Surveyor-General in presenting registration certificates to 13 of the newly licensed surveyors present. Of the 13 licensed surveyors present, six obtained their registration during the reporting period.

## **Professional Training Agreements and Examinations**

A Professional Training Agreement (PTA) outlines a program of technical and professional activities designed by the Board to provide graduate surveyors with the skills necessary to be registered as a licensed surveyor. A graduate surveyor enters into a formal agreement with an experienced licensed "supervising" surveyor for a period of training to develop and demonstrate competence in the areas of generic surveying skills, boundary definition surveys, cadastral law, development planning, engineering surveying and professional practice management.

The Board approved 22 new PTAs and eight transferred PTAs between 1 July 2009 and 30 June 2010, compared with 19 new PTAs and one transferred PTA that were approved in the previous reporting period.

## **Awards for Excellence**

The Board presents an award to the graduate surveyor registered during the reporting period who achieved the best overall results in registration examinations and demonstrated high professional acumen. The award for the year 2009-10 was made to Mr Tomas Champion LS.

The Board also sponsors two university awards to acknowledge exceptional achievement in cadastral surveying studies and encourage students to consider registration as a licensed surveyor.

The 2009 RMIT University, School of Mathematical and Geospatial Sciences Award was made to Mr Damian Smale for the best overall results in the final year major project involving cadastral surveying.

The 2009 University of Melbourne, Department of Geomatics Award was made to Ms Hui Ying Teo as best student in cadastral studies.

For the first time, the Board also sponsored an award for RMIT University's School of Engineering (TAFE). Mr Daniel Martin was the recipient of the award for the most outstanding cadastral project by a final year spatial student.

## Letters of Accreditation

Letters of Accreditation are formal documents certifying that a person is a licensed surveyor in Victoria and able to seek registration in reciprocating jurisdictions. The letters contain an extract from the Register of confidential particulars of the registration history of the licensed surveyor making the application.

The Board issued four Letters of Accreditation and confidential extracts were provided in accordance with the Act. The reciprocating Boards that received these Letters of Accreditation included the Board of Surveying and Spatial Information NSW and the Surveyors Board of the Northern Territory.

## Further Professional Education or Training (FPET)

One of the functions of the Surveyors Registration Board of Victoria under section 45 of the *Surveying Act 2004* is "to determine practical training required to establish competence for registration or renewal of registration as licensed surveyors." The Board views Further Professional Education or Training (FPET) as fundamental in preserving the high quality of cadastral surveying in Victoria.

Licensed surveyors are key professionals in our community who need to maintain their technical and professional knowledge to meet the ever-changing needs of a modern society. Continuing professional development (in the case of surveyors, FPET) is seen as critical in helping them to meet this duty, and is also one of the characteristics that distinguishes professionals from others in the community.

The objectives of FPET for licensed surveyors in Victoria are to:

- maintain services in cadastral surveying through a high level of professional competence and public confidence
- preserve and enhance the high standard of professional performance (technical, administrative and ethical) by licensed surveyors throughout their careers
- encourage the sharing of ideas between licensed surveyors, and
- encourage relevant professional development activities by employers of licensed surveyors as part of their employee's normal duties.

During the reporting period, FPET events were conducted in metropolitan and regional Victorian centres, with topics covering cadastral survey practice, development planning, professional practice, legislation and other issues of direct interest to licensed surveyors. Industry and professional bodies such as the Association of Consulting Surveyors Victoria, the Institution of Surveyors Victoria and the Surveying and Spatial Sciences Institute (Victoria Region) conducted these events. Speakers regularly included staff from the Office of Surveyor-General Victoria, Land Victoria, members of the Surveyors Registration Board of Victoria and members of the consulting surveying profession.

Facilitated by the professional and industry bodies, the Board continues to implement its policy on FPET by DVD/video recordings for overseas and interstate licensed surveyors and permits such recordings to be provided to them on an individual basis. For Victorian rural and regional members of professional surveying societies, the Board permits recordings of previous FPET events to be shown at local meetings – as long as they are structured activities and there is a suitable forum for questions and discussion

The Board benchmarks its FPET obligations with other jurisdictions to confirm its best practice and encourages surveyors to be proactive in seeking and organising FPET opportunities. FPET obligations for licensed surveyors are clearly set out in the FPET Guidelines, which are published on the Board's web site. During the reporting period, the Board revised the FPET Guidelines to clarify FPET requirements and broaden FPET categories to assist licensed surveyors in maintaining their competence in cadastral surveying and professional skills.

In accordance with the Board's FPET policy, licensed surveyors in Victoria are required to declare that they have met the Board's FPET requirements when applying for annual renewal of their registration.

## FPET Audit

The Board conducted its annual FPET audit at the end of the renewal of registration process. Excluding those licensed surveyors who had either undertaken a voluntary restriction or obtained initial registration in 2009, the Board randomly selected the names of approximately 10 per cent (i.e. 41) of the remaining number of licensed surveyors.

The 41 licensed surveyors who were randomly selected to participate in the audit were notified prior to the end of the registration period that they would be required to submit sufficient evidence of the compliance with FPET as part of the Board's annual audit.

The Board is pleased to record a 100 per cent compliance rate for the 2009 FPET audit compared to a 92 per cent compliance rate in 2008.

## Professional Conduct Compliance

Section 19 of the *Surveying Act 2004* provides that the Board must investigate a complaint concerning the professional conduct of a licensed surveyor. The Board may receive complaints from the public and other licensed surveyors about the professional conduct of a licensed surveyor. A person may also make a complaint to the Board about a person who has ceased to be a licensed surveyor if the complaint relates to conduct when that surveyor were registered.

There is no deadline for making a complaint about professional conduct. A complaint can be made at any stage, even several years after the event.

With the recently enacted amendments to the *Surveying Act 2004*, the Board has greater flexibility regarding the investigation of complaints lodged against licensed surveyors. The Board may refuse to investigate a complaint if it determines that the complaint is frivolous, vexatious, misconceived or lacking in substance.

In addition, the Board has increased powers of delegation regarding the investigation of complaints and making determinations on whether to institute a formal hearing into the professional conduct of a licensed surveyor, either of its own motion or as an outcome of a preliminary investigation.

If the Board decides it is unnecessary to conduct a formal hearing, it may arrange to settle the matter by agreement with the licensed surveyor concerned. For the latter to occur, the licensed surveyor must admit to having engaged in unprofessional conduct and therefore negate the need for the Board to conduct a formal disciplinary hearing.

During the reporting period the Board received seven new complaints and six were referred to the Investigation Committee. At the close of the reporting period, the licensed surveyor who is the subject of the seventh complaint, had not yet been notified of the complaint.

The Board accepted the committee recommendations made under section 22(1)(a) of the *Surveying Act 2004* that the investigation into three of the six complaints should not proceed further and that formal hearings be held into the remaining three complaints in accordance with section 22(1)(b) of the Act. Two hearings were held during the reporting period, both resulting in a finding of unprofessional conduct, not of a serious nature, with the licensed surveyor being cautioned in both instances. The third hearing was adjourned to a date yet to be determined.

Two complaints were carried over from 2008-09 and are still in progress.

In addition to the hearings that arose out of complaints, the Board also instituted formal hearings into the professional conduct of four licensed surveyors under section 23 of the Act on the basis of the surveyors' poor audit history as notified to the Board by the Office of Surveyor-General Victoria. Three of the four hearings were held during the reporting period. In all three cases, the hearings resulted in findings of unprofessional conduct for the licensed surveyors concerned.

Two findings were of unprofessional conduct, not of a serious nature, where the licensed surveyor was either cautioned or reprimanded.

The third finding of unprofessional conduct was of a serious nature where the licensed surveyor was reprimanded, fined \$1,000.00 and a condition was imposed on his registration that required all plans of survey and abstracts of field records certified by the surveyor, to be counter-certified by another licensed surveyor, for a period of 12 months from the date of the determination. The licensed surveyor applied to the Victorian Civil and Administrative Tribunal (VCAT) for a review of the Board's decision. His application to VCAT was limited to seeking a review of the determination and he did not contest the reprimand or the fine.

At a hearing of the application held on 27 April 2010, VCAT made orders that the determination made by the Board be set aside and substituted it for a determination that reduced the period for counter-certification by another licensed surveyor from 12 months to six months.

## **Website**

The Board ensures ongoing maintenance of its website to improve the availability of current information on:

- governance and complaints procedures
- results of disciplinary hearings
- registration requirements
- professional education events
- consumer information
- Board publications.

Board members have access to a secure section containing corporate documents. Licensed surveyors may check their current contact details by accessing the online register.

# Corporate Governance

## Governing Legislation

The *Surveying Act 2004* is the primary legislation that provides for the management of cadastral surveying in Victoria. Along with establishing the Surveyors Registration Board of Victoria (SRBV) the other relevant purposes of the Act are to provide for:

- annual registration of licensed surveyors to perform cadastral surveys in Victoria
- investigations into the professional conduct of licensed surveyors
- establishment of the SRBV Fund.

In response to feedback from the profession, the Board identified a number of amendments to improve the operation of the Act since its implementation on 1 January 2005. These amendments were progressed in the *Land Legislation Amendment Act 2009*, which came into operation on 1 May 2010.

Under the amended Act, the Board has flexibility when licensing surveyors and creating different classes of surveyors for which differential fees can be prescribed. In addition, the Board has the ability to prescribe training for licensed surveyors in a broader range of professional skills.

Other amendments to the Act cover administrative matters such as notification to surveyors of hearings' outcomes, the ability to settle a complaint by agreement without proceeding to a hearing, and clarification of the functions of the Board and the Surveyor-General in relation to the investigation of offences.

During this reporting period, the Board reported to Government through the Minister for Environment and Climate Change, the Hon. Gavin Jennings MLC.

Members of the SRBV are appointed by the Minister pursuant to section 47 of the *Surveying Act 2004*, and in accordance with the advisory board appointment processes administered by the Department of Sustainability and Environment.

## Functions of the Board

The functions of the Board are set out in s.45 of the *Surveying Act 2004* and may be summarised as follows:

- (a) advise the Minister on the administration, policies and strategic directions of cadastral surveying
- (b) register cadastral surveyors as licensed surveyors
- (c) keep a register of licensed surveyors
- (d) determine qualifications required for registration as licensed surveyors
- (e) approve courses of study which provide qualifications for registration as licensed surveyors
- (f) determine practical training and professional skills training required to establish competence for registration or renewal of registration as licensed surveyors
- (g) hold examinations to establish competence for registration as licensed surveyors
- (h) issue and publish guidelines about the educational, training and technical standards required for cadastral surveying
- (i) investigate the professional conduct or fitness to practise of licensed surveyors and impose sanctions where necessary

- (ia) investigate and prosecute offences under this Act and any regulations made under this Act
- (ib) appoint a person to investigate on behalf of the Board –
  - (i) the professional conduct or fitness to practise of licensed surveyors
  - (ii) offences against this Act and any regulations made under this Act
- (j) enter into and give effect to reciprocal arrangements with the Surveyors Board of another State, a Territory or another country for or with respect to —
  - (i) securing uniformity in the education, training and examination of persons in cadastral surveying and professional skills
  - (ii) granting exemptions from a course of study, practical training or examination required for registration as a licensed surveyor in Victoria to a person who satisfies the Board that the person has completed outside Victoria a course of study or practical training or has passed an examination of a similar standard to that required for registration in Victoria
- (k) administer any other functions conferred on the Board by this or any other Act.

## Role of the Board

Given the crucial role that cadastral surveyors have in determining property boundaries, the Government regulates the profession as a risk management strategy to protect the integrity of the cadastre. The SRBV licenses cadastral surveyors to accurately determine and define land-related boundaries and provide authoritative advice to the community on matters related to land and development. Only licensed surveyors registered by the Board are legally entitled to perform certified cadastral surveying activities under the *Surveying Act 2004*.

The SRBV manages the competence of licensed surveyors by:

- establishing and monitoring educational and practical training standards for graduate surveyors seeking registration (licensing)
- linking on-going professional development to annual registration, and
- efficiently dealing with complaints against a surveyor's professional conduct.

The SRBV is a critical partner, together with the Surveyor-General, in fostering excellence in the practice of cadastral surveying which is an integral component of Victoria's property boundary and land administration system.

The SRBV maintains strong links with the peak professional and academic bodies, and community stakeholders. Through its membership, the Board supports the work of the peak body of surveying regulators in Australasia, the Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ).

## Board Members 2008-10

Membership of the SRBV is provided for by section 47 of the *Surveying Act 2004*. The Minister appoints all eight members to the Board.

Of the eight appointments to the Board, one must be the Surveyor-General who is the Chair of the Board and one must be a licensed surveyor registered under section 6 of the *Surveying Act 2004* who is employed under Part 3 of the *Public Administration Act 2004* in the Department of Sustainability and Environment. The remaining appointees are selected from the surveying profession, academia, the legal sector, the community and the property industry. Members are appointed for a term of three years and are eligible for reappointment.

Changes in Board membership were effected during the reporting period with the appointment of Mr David Boyle on 5 May 2010 as a licensed surveyor registered under section 6 of the *Surveying Act 2004* who is employed under Part 3 of the *Public Administration Act 2004* in the Department of Sustainability and Environment. This new position on the Board was created by a legislative amendment that came into operation on 1 May 2010.

Under section 25(3) of the Act, if the Board is unable to appoint a panel for a formal hearing because there are not enough suitably qualified members available to sit on it, or the Board is of the opinion that a person with special expertise is required for the hearing, the Minister may fill the vacant positions on the panel by appointing persons who are not members of the Board.

During the reporting period, Mr Mark Robins, Lawyer, Mr Peter Sullivan LS and Mr Peter Marx LS were appointed by the Minister on 10 December 2009 for temporary roles related to specific disciplinary hearings. Mr Robins completed his role as chair of the disciplinary panel for a hearing that was held during the reporting period. Mr Sullivan and Mr Marx will participate as members of the panel for hearings that are yet to be scheduled.

### John Tulloch LS

#### *Chairperson*

Mr Tulloch is the Surveyor-General of Victoria, and as such, is the primary government authority on surveying and the cadastre. The Surveyor-General fulfils a range of statutory roles and responsibilities associated with state borders, land status and property boundaries, including setting and monitoring technical standards for cadastral and geodetic surveying.

Mr Tulloch has a wealth of cadastral and engineering surveying experience across private and public sectors. He also brings management skills from his previous roles in senior management and leadership positions in both the private and government sectors.

The Surveyor-General is a member of the Electoral Boundaries Commission for Victoria, a member of the Federal Redistribution Committee for Victoria under the *Commonwealth Electoral Act 1918* and is an approved Verifying Authority for Reference Standards of Measurement (length) by the National Standards Commission.

On the Intergovernmental Committee on Surveying and Mapping, Mr Tulloch represents Victoria on the Cadastral Reform Permanent Committee and is the sponsor of both the Committee for Geographical Names of Australasia and the Street Addressing Special Interest Group, in his capacity as Victorian Registrar of Geographic Names, appointed under the *Geographic Place Names Act 1998*. He is also a member of the Community Geographic Domain Names Advisory Committee.

Mr Tulloch is a licensed surveyor with a Bachelor of Applied Science in Surveying and is a Member of the Institution of Surveyors, Victoria Division and the Surveying and Spatial Sciences Institute.



### **David Boyle LS**

*Licensed Surveyor in the Department of Sustainability and Environment (from 5 May 2010)*

Mr Boyle is the Deputy Surveyor-General of Victoria and oversees the state's cadastral and geodetic surveying programs as well as the business functions of the Office of Surveyor-General Victoria.

He has a Bachelor of Applied Science (Surveying) from RMIT in 1975 and was licensed in 1977. He was also awarded a Bachelor of Business from Monash University in 1990 and has recently completed a Graduate Certificate in Public Sector Administration at RMIT University.

Mr Boyle has more than 20 years' cadastral surveying experience in the private sector and his combined 15 years service in the public sector have been shared between cadastral surveying, geodetic surveying and more recently in administration.

Mr Boyle is a member of the Institution of Surveyors, Victoria Division and the Surveying & Spatial Sciences Institute.

### **Rachael Musgrave-Evans LS**

*Nominee of a professional body*

Ms Musgrave-Evans has been a licensed surveyor in Victoria since 1992 and was also a licensed surveyor in the Northern Territory.

She has a Bachelor of Applied Science in Surveying with Distinction (RMIT) and a Master of Social Science in Environment and Planning (RMIT).

Ms Musgrave-Evans has experience in urban and rural cadastral surveying in both the public and private sectors. She is the Managing Director of Musgrave-Evans and Gilbert Consulting Pty Ltd; a Land Surveying and Town Planning consultancy in Central Victoria. She is a member of the Institution of Surveyors Victoria, the Association of Consulting Surveyors Victoria and the Planning Institute Australia.

### **Michael Loy LS**

*Nominee of a professional body*

Mr Loy is the Managing Director of Lawlor and Loy Pty. Ltd, a Melbourne based firm of land surveyors and town planning consultants.

Mr Loy has been a practising licensed surveyor in Victoria since 1975 and was a registered surveyor in New South Wales for more than 20 years. Mr Loy has extensive experience in land development, cadastral surveying, town planning and associated survey matters in both metropolitan and country areas.

Mr Loy is a nominee of the Institution of Surveyors Australia, Victorian Division and has been a Member of the Institution and the Association of Consulting Surveyors Victoria for over 25 years. He was an Executive Member of the Association of Consulting Surveyors Victoria for eight years and the Association's Chairman in 2000-01. He is an Associate of the Royal Melbourne Institute of Technology in Surveying.

### **David Silcock LS**

*Nominee of a tertiary institution*

Dr Silcock is a licensed surveyor, and Senior Lecturer in Geospatial Science at RMIT University (School of Mathematical and Geospatial Sciences). He joined RMIT in 2000 after ten years at the University of South Australia.

Prior to academia he worked as a cadastral and engineering surveyor with the Roads and Traffic Authority and then Blacktown City Council in NSW. Dr Silcock also spent two years as geodetic surveyor in Western Samoa during the late 1980s. He has undertaken significant research in high precision GPS and plate tectonics, and has provided geospatial expertise in investigations for the Australian Transport Safety Bureau (ATSB).

Dr Silcock previously served as the academic member of the Surveyors Board of South Australia for a five-year term.

## **Roberta Esbitt**

### *Property Owners and Developers Representative*

Ms Esbitt is an internationally registered architect with over 30 years' worldwide experience. After serving as Architect for the European Commission in Brussels for many years, she moved to Melbourne where she has managed her own property development company for fifteen years.

She has a Bachelor of Architecture (Cornell University, New York), as well as a double Diploma of Building and Building Surveying (RMIT) and a Master of Business (Property) (RMIT).

Ms Esbitt lectures on post-graduate property at RMIT, and is appointed to the Hearing Panel Lists for several National Statutory Boards. She is Chair of the Surveying Task Force Inc. She is a Distinguished Life Member of the Association of Professional Engineers Scientists and Managers Australia, having served for many years on the National Board. Ms Esbitt was past President of the Association of Professional Architects and first Vice-President of the National Association of Women in Construction (Australia).

## **Gaye Mason**

### *Community Representative*

Ms Mason has more than 30 years' finance and governance experience in both the corporate and public sectors. She holds an MBA, is a Fellow of CPA Australia, a Fellow of the Australian Institute of Company Directors and is a Chartered Secretary.

Ms Mason chairs the Surveyors Registration Board of Victoria Governance Committee. She is also a member of the Southern Metropolitan Cemeteries Trust, and sits on the board of the Physiotherapists Registration Board of Victoria and the IWDA Foundation. She is an independent member of the Victorian Department of Health Audit & Risk Management Committee, the City of Port Phillip Audit Committee, and the Adult Multicultural Education Services' Finance, Audit and Risk Committee. Ms Mason is a retired board member of CPA Australia and is a past President of CPA Australia's Victorian Division in 2006/07.

## **Stephen Jones**

### *Lawyer – administrative*

Mr Jones has been a practising barrister in Victoria for 24 years.

He is a member of the Victorian Bar with extensive experience in administrative law, property law, town planning law and environmental law.

Mr Jones is a former member of the Administrative Appeals Tribunal of Victoria, the predecessor to the Victorian Civil and Administrative Tribunal.

He has a Bachelor of Laws (Monash University) and a Bachelor of Town and Regional Planning (University of Melbourne).

# Secretariat

The Board relies on the Department of Sustainability and Environment to provide assistance with executive and administrative services. These services, including the Secretariat roles of Executive Officer and Administration Officer (Training) are currently provided through the Office of Surveyor-General Victoria.

The Executive Officer is the Board’s key interface with the Department and stakeholders. Reporting to Board members through the Chair, the Executive Officer has coordination, policy development and management responsibilities including:

- advising the Board on government policies, procedures and accountability standards
- managing and administering resources required as part of the Board’s business, and
- project, staff and contractor management.

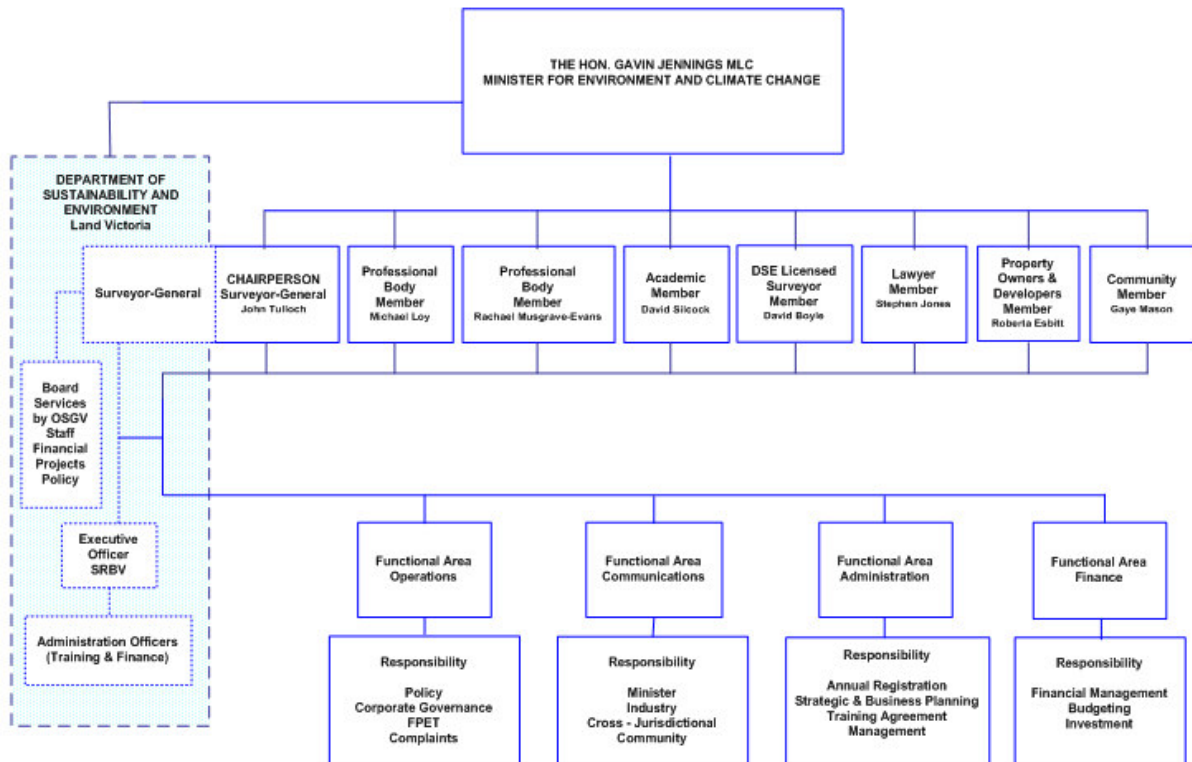
Ms Anita Davids performed the role of Executive Officer during the reporting period.

The role of Administration Officer (Training and Finance) was initially undertaken by Ms Laura Faulkner until 10 July 2009. Two part-time Administration Officers were contracted by the Board during the reporting period to undertake the training and finance roles separately following Ms Faulkner’s resignation.

The vacant Administration Officer (Training) role was taken up by Ms Gemma Rowe on 28 September 2009. Mr Augustine Arogun continued to perform the Administration Officer (Finance) role as a contractor for the remainder of the reporting period.

# Organisational Chart

## SURVEYORS REGISTRATION BOARD OF VICTORIA



## Meetings

The SRBV convened 11 formal meetings during the reporting period. The following table outlines meeting attendance.

<b>Board Member</b>	<b>Number eligible to attend</b>	<b>Number attended</b>
John Tulloch LS	11	11
David Boyle LS	2	2
Rachael Musgrave-Evans LS	11	11
Michael Loy LS	11	11
David Silcock LS	11	10
Roberta Esbitt	11	10
Gaye Mason	11	10
Stephen Jones	11	11

The Board conducts at least one meeting in regional Victoria each year to promote communication with surveyors and communities in these areas. In this reporting period the SRBV convened a meeting in Wangaratta. Following the meeting, the Board met with key stakeholders in an informal environment – they included representatives from local surveying practices, regional professional bodies, local government, statutory authorities, the education sector and the community.

## Committees

The SRBV forms committees to perform detailed analysis of important or sensitive matters. Each committee has a specific role and delegated responsibilities to report to and make recommendations to the full Board.

Committees generally comprise SRBV members but may include external parties with specialist expertise as required. Five committees reported to the SRBV during this reporting period:

**Executive Committee** – makes recommendations to the full Board and administrative decisions between meetings. The committee also meets each month prior to the Board meeting to set the agenda.

Members:

Until 16/05/2010:

Mr John Tulloch LS (Chair)

Ms Anita Davids

From 17/05/2010:

Mr John Tulloch LS (Chair)

Mr David Boyle LS

Ms Anita Davids

**Governance Committee** – undertakes detailed assessment of governance matters for consideration by the Board for adoption of appropriate governance procedures.

Members:

Ms Gaye Mason (Chair)

Mr John Tulloch LS

Mr Stephen Jones

Ms Anita Davids

During this reporting period, the committee finalised proposals on legislative amendments that became operational on 1/05/2010. The committee also completed a review of the Board's terms of reference, performance evaluation survey and risk management plan. Development of an updated operational plan and strategic plan is in progress.

**Investigation Committee** – formed under Part 3 of the *Surveying Act 2004*, the committee's ongoing function is to make preliminary investigations into complaints about the professional conduct of licensed surveyors and make recommendations to the Board on those matters.

Members:

Until 16/05/2010:

Dr David Silcock LS (Chair)

Ms Roberta Esbitt

Mr John Tulloch LS

From 17/05/2009:

Dr David Silcock LS (Chair)

Ms Roberta Esbitt

Mr David Boyle LS

During this reporting period, the committee conducted six investigations into the professional conduct of licensed surveyors. Mr David Boyle replaced Mr John Tulloch as a member of the investigation Committee on 17/05/2010.

**FPET Committee** – makes recommendations on the implementation of Further Professional Education or Training (FPET) related to annual renewal of registration.

Members:

Ms Roberta Esbitt (Chair)

Ms Rachael Musgrave-Evans LS

Mr John Tulloch LS

During this reporting period the FPET Committee assessed the FPET content of various events, confirmed the allocation of FPET points for such events and publicised details of FPET opportunities on the Board's on-line calendar of events. The committee also refined the Board's FPET Guidelines to provide greater clarity to licensed surveyors on the implementation of FPET and conducted an FPET audit to ascertain compliance by licensed surveyors with FPET requirements.

**Accreditation Committee** – makes recommendations on approved courses of study that provide qualifications for registration as a licensed surveyor in Victoria.

Members:

Until 16/05/2010:

Mr John Tulloch LS (Chair)

Mr Michael Loy LS

Ms Rachael Musgrave-Evans LS

From 17/05/2010

Mr John Tulloch LS (Chair)

Mr Michael Loy LS

Ms Rachael Musgrave-Evans LS

Mr David Boyle LS

No formal accreditation of university courses was undertaken during this reporting period.

**Audit Committee** - The SRBV received exemptions from establishing an audit committee from the Minister for Finance, based on the size of the entity. The exemption was granted for the 2009-10 reporting year. The full Board assumes the roles and responsibilities of an audit committee.

The SRBV reviews the financial statements submitted by the Executive Officer each month and acts accordingly. The Board is satisfied that the financial controls are appropriate for the size of the entity and low risk profile.

## Moderators and Examiners

The Board relies on members of the profession to undertake examination of candidates' projects and surveys. The examiners perform a critical function in the process of training new licensed surveyors and the Board acknowledges their dedication to the task.

With a large number of examiners it is imperative that a uniform standard be maintained. This is achieved by examiner guidelines and perusal of all assessments by Board members who act as project moderators.

### Moderators

Mr Michael Loy LS	Cadastral Law Project (until 16/05/2010)
Mr David Boyle LS	Cadastral Law Project (from 17/05/2010)
Dr David Silcock	Urban Cadastral Project
Ms Rachael Musgrave-Evans	Rural Cadastral Project
Mr Michael Loy LS	Professional Assessment Project

### Examiners

Mr Ken Adams (former LS)	Mr David Monahan LS
Mr Zois Aravanis LS	Mr Alan Monger LS
Mr David Boyle LS	Mr Philip O'Brien LS
Mr Neville Brayley LS	Mr Malcolm Perriam LS
Mr Barrie Bremner LS	Ms Mary Rabling LS
Mr Eddie Cichocki LS	Mr Michael Ramsdale LS
Mr Glen Collins LS	Mr Mark Stansfield LS
Mr Peter Danson LS	Mr Peter Sullivan LS
Mr Phil Dingeldei LS	Mr Bradley Terjesen LS
Mr Graeme Gilbert LS	Mr Alan Timcke LS
Mr Roger Green LS	Mr Paul Treloar LS
Mr David Halford LS	Mr Jukka Tynkynnen LS
Mr Colin Hall LS	Mr Bruce Vroegop LS
Mr Paul Kenny LS	Mr Robert Webb LS
Mr Andrew Lovelock LS	Mr Roger Whyte LS
Mr Robert Lundgren LS	Mr Peter Williams LS
Mr Peter McCrohan LS	Mr Leon Wilson LS
Mr David McLennan LS	Mr Sam Zuccarello LS
Mr David Mitchell LS	

# Council of Reciprocating Surveyors Boards of Australia and New Zealand

The Council of Reciprocating Surveyors Boards of Australia and New Zealand (CRSBANZ), represents all regulatory bodies governing land surveying from each jurisdiction across Australia and New Zealand. CRSBANZ encourages jurisdictions to adopt recognised standards for best practice in surveying and supports mutual recognition of registered /licensed surveyors.

Key strategic goals include:

- maintaining standards and guidelines for training and competency assessment of surveyors
- maintaining standards for surveying and best practice methods
- maintaining reciprocal licensing arrangements
- understanding implications of land administration reforms, as they relate to regulation and competencies required of land surveyors.

CRSBANZ met once during the reporting period. The Executive Officer represented the Chair at the May 2010 meeting in Adelaide, SA, on behalf of the Board. Key items/outcomes of the meeting were:

- finalisation of the Trans-Tasman Reciprocal Agreement, which replaces the 1892 Australasian Reciprocal Agreement to reflect the current registration systems of all jurisdictions party to the agreement
- adoption of an agreement between CRSBANZ and the Royal Institution of Chartered Surveyors (RICS) in terms of recognition of RICS membership and accredited programs
- agreement on the content of Letters of Accreditation to ensure consistency across all jurisdictions.
- acknowledgment of the achievements of Victoria's Surveying Task Force Inc. and recognition of the opportunity for national participation in the marketing activities developed by the Task Force to promote surveying.

A meeting of Chief Examiners / Moderators representing each jurisdiction was held concurrently with the CRSBANZ conference to discuss current competency assessment methods in each jurisdiction. Mr David Boyle, Mr Michael Loy, Ms Rachael Musgrave-Evans and Dr David Silcock represented the Board at this meeting. There was general consensus that the training agreement system operating in each jurisdiction is acceptable to the other jurisdictions.

## Community Inclusiveness

In response to concerns about the ageing population of licensed surveyors, the Board, through its support of the Surveying Task Force Inc., actively promotes the profession to increase the number of tertiary students pursuing surveying and ultimately the number of licensed surveyors in Victoria.

With the low numbers of female licensed surveyors in Victoria and female graduate surveyors in professional training agreements, the Board is mindful of the need to maintain professional training procedures and further education and training requirements to attract more females to the profession to achieve a wider diversity of participants to cadastral surveying.

The Board will also continue to encourage persons with overseas qualifications to have them assessed by the Bureau for Assessment of Overseas Qualifications with a view to formalising a professional training agreement leading to registration.

Finally, the Board strives to ensure that graduates are fully informed about their career prospects as a licensed surveyor.



## Five Year Financial Summary

	SRBV	SRBV	SRBV	SRBV	SRBV
	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006
			\$	\$	\$
Core business revenue	108,560	115,209	115,584	113,491	108,890
Government contributions	217,690	275,955	290,950	261,600	356,966
Other revenue	6,951	14,625	15,680	10,987	9,152
<b>Total revenue</b>	<b>333,201</b>	<b>405,788</b>	<b>422,214</b>	<b>386,078</b>	<b>475,008</b>
Administration	379,464	431,484	380,157	359,470	528,295
Corporate expenditure	-	-	-	-	-
Project expenditure	-	-	-	-	-
<b>Total expenditure</b>	<b>379,464</b>	<b>431,484</b>	<b>380,157</b>	<b>359,470</b>	<b>528,295</b>
Current assets	188,222	238,640	257,976	215,484	199,433
Non-current assets	-	-	-	-	-
<b>Total assets</b>	<b>188,222</b>	<b>238,640</b>	<b>257,976</b>	<b>215,484</b>	<b>199,433</b>
Current liabilities	10,326	14,480	8,120	7,685	18,242
Non-current liabilities	-	-	-	-	-
<b>Total liabilities</b>	<b>10,326</b>	<b>14,480</b>	<b>8,120</b>	<b>7,685</b>	<b>18,242</b>
<b>Net assets</b>	<b>177,896</b>	<b>224,160</b>	<b>249,856</b>	<b>207,799</b>	<b>181,191</b>

## Significant Changes in Financial Position

There was a significant change in the financial position of the Board during the reporting period with the Operating Statement disclosing a marked increase in the deficit of \$46,263 compared to \$25,696 in 2008-09. The difference of \$20,567 can largely be attributed to a decrease in the Board's revenue associated with government contributions, which relate to personnel, professional fees and other administrative services.

# Risk Management Compliance Attestation



Surveyors Registration Board of Victoria

## Risk Management Compliance Attestation

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I certify that the Surveyors Registration Board of Victoria has risk management processes in place consistent with the Australian/New Zealand Risk Management Standard and an internal control system is in place that enables the executive to understand, manage and satisfactorily control risk exposures.

The Board verifies this assurance and that the risk profile of the Board has been critically reviewed within the last 12 months.

A handwritten signature in blue ink that reads "John E. Tulloch". The signature is written in a cursive, flowing style.

**John E. Tulloch**

Chair

Surveyors Registration Board of Victoria

Melbourne

25 August 2010

# Disclosures SRBV

## Statement of Workforce Data

The SRBV received administrative support from the Department of Sustainability and Environment and did not employ any staff during the reporting period. One female Administration Officer and one male Finance Officer were contracted on a part-time basis by the Board during 2009-10.

## Merit and Equity

The *Public Administration Act 2004* specifies a number of employment and conduct principles that must be observed by public sector organisations and their employees. The SRBV is committed to those principles.

Employers must ensure	Employees must
<ul style="list-style-type: none"><li>• decisions are based on merit</li></ul>	<ul style="list-style-type: none"><li>• act with impartiality</li></ul>
<ul style="list-style-type: none"><li>• employees are treated fairly and reasonably</li></ul>	<ul style="list-style-type: none"><li>• display integrity, including avoiding real or apparent conflict of interest</li></ul>
<ul style="list-style-type: none"><li>• equal employment opportunity is provided</li></ul>	<ul style="list-style-type: none"><li>• show accountability for action</li></ul>
<ul style="list-style-type: none"><li>• reasonable avenues of redress against unfair or unreasonable treatment</li></ul>	<ul style="list-style-type: none"><li>• provide responsive service</li></ul>

## Details of Consultancies > \$100,000

No consultancies of > \$100,000 in value were undertaken during 2009-10.

## Details of Consultancies – total number and cost < \$100,000

The Board did not engage any consultants during 2009-10.

## Disclosure of Major Contracts

The Board did not enter into any contracts greater than \$10 million in value during 2009-10.

## Implementation of the Victorian Industry Participation Policy

The Victorian Industry Participation Policy (VIPP) is a State Government of Victoria's initiative with the intent to foster industry development by encouraging bidders to genuinely and systematically consider local (Australian and New Zealand) small to medium enterprise suppliers.

The VIPP applies when the Victorian Government's funding or provision of a grant exceeds \$3 million in Metropolitan Melbourne and \$1 million in regional Victoria.

There were no contracts over \$1 million awarded by the Board during 2009-10.

### **Application and Operation of *Freedom of Information Act 1982***

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the authority.

The Board is considered to be a 'Government Agency' under the terms of the *Freedom of Information Act 1982*. Accordingly, it is required to comply with the procedures that have been prescribed under which members of the public may gain access to information held by agencies.

A decision to release information is made by either the Principal Officer or an Authorised Officer. The Board determined that the Authorised Officer is the Department of Sustainability and Environment's Manager, Cabinet Services and Freedom of Information, Mr Luke Brown, telephone (03) 9637-8585 or email: [luke.brown@dse.vic.gov.au](mailto:luke.brown@dse.vic.gov.au).

Requests must be made in writing together with payment of \$23.90 fee.

In the 2009-10 reporting period there were no requests made for information under the *Freedom of Information Act 1982*.

### **Application and Operation of the *Whistleblowers Protection Act 2001***

The *Whistleblowers Protection Act 2001* aims to encourage officers to disclose improper conduct by departments and public entities by giving clear contacts for making disclosures and making it an offence to expose the names of the whistleblower or subjecting them to any detrimental action.

The Protected Disclosure Coordinator for the Department of Sustainability and Environment, acts as an agent for the SRBV to receive disclosures under the *Whistleblowers Protection Act 2001*, and applies departmental procedures in managing disclosures.

Disclosures of improper conduct by the Authority or its employees may be made to the following:

Ms Jennifer Berensen

Protected Disclosures Coordinator, Department of Sustainability and Environment

PO Box 500, East Melbourne VIC 3002

Telephone: (03) 9637-8697

Further information is available from the Victorian Ombudsman's web site at [www.ombudsman.vic.gov.au](http://www.ombudsman.vic.gov.au) or:

The Ombudsman Victoria

Level 9, 459 Collins Street (North Tower)

Melbourne VIC 3000

Telephone: (03) 9613-6222 Toll free: 1800 806 314 Email: [ombudvic@ombudsman.vic.gov.au](mailto:ombudvic@ombudsman.vic.gov.au)

There were no disclosures for the SRBV made under the *Whistleblowers Protection Act 2001* in the 2009-10 reporting period.

### **Compliance with Building and Maintenance Provisions of the *Building Act 1993***

The provisions of the *Building Act 1993* are not applicable as the SRBV does not manage any buildings and is accommodated within a building leased by the Department of Sustainability and Environment.

### **Statement on National Competition Policy**

Competitive neutrality seeks to enable fair competition between government and private sector businesses. Any advantages or disadvantages that government businesses may experience, simply as a result of government ownership, should be neutralised.

The SRBV continues to implement and apply this principle in its business undertakings.

**Occupational Health and Safety**

The Board and Secretariat are subject to DSE's Occupational Health and Safety policies, commitments and programs.

***Information Privacy Act 2000***

The *Information Privacy Act 2000* establishes a regime for the responsible collection and handling of personal information in the Victorian public sector. The SRBV complies with the ten Information Privacy Principles. Further information is available at the Privacy Victoria website: (<http://www.privacy.vic.gov.au/>).

**Statement of availability of other information**

Information relevant to Financial Reporting Direction 22B of the *Financial Management Act 1994* is held at the SRBV's office and is available from the Secretariat on request, subject to the *Freedom of Information Act 1982*.

# Financial Statements

## SURVEYORS REGISTRATION BOARD OF VICTORIA

### COMPREHENSIVE OPERATING STATEMENT FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010

	Notes	2010 \$	2009 \$
<b>INCOME</b>			
Fair value of assets received free of charge	(3)	217,690	275,955
Fees	(2)	108,560	115,209
Interest		6,951	14,625
<b>TOTAL INCOME</b>		<b>333,201</b>	<b>405,788</b>
<b>EXPENSES</b>			
Cost of services provided by DSE	(3)	196,234	242,429
Accounting & Legal Fees		29,015	40,727
Administration Costs	(3)	21,456	33,526
Board Fees	(4)	35,095	33,515
Student, Trainee & Surveyor Costs		28,249	21,890
Contractors Fees	(4)	47,557	23,324
Office Expenses		1,570	2,518
Memberships & Subscriptions		1,940	2,028
Secretariat Expenses		887	1,257
Website & Database Expenses		934	1,176
Sponsorship		932	11,705
Other Expenses		15,595	17,390
<b>TOTAL EXPENSES</b>		<b>379,464</b>	<b>431,484</b>
<b>NET RESULT FOR REPORTING PERIOD</b>		<b>(46,263)</b>	<b>(25,696)</b>
<b>Other Economic Flow</b>		<b>0</b>	<b>0</b>
<b>Comprehensive Result</b>		<b>(46,263)</b>	<b>(25,696)</b>

The accompanying notes form part of these financial statements.

**SURVEYORS REGISTRATION BOARD OF VICTORIA**

**BALANCE SHEET  
AS AT 30 JUNE 2010**

	<b>Notes</b>	<b>2010</b>	<b>2009</b>
		<b>\$</b>	<b>\$</b>
<b>CURRENT ASSETS</b>			
Cash and Equivalents	(6, 9A & 9B)	35,289	236,525
Term Deposit		150,000	-
Receivables	(5)	2,933	2,115
<b>TOTAL CURRENT ASSETS</b>		<b>188,222</b>	<b>238,640</b>
<b>CURRENT LIABILITIES</b>			
Payables	(8, 9A & 9B)	10,326	14,480
<b>TOTAL CURRENT LIABILITIES</b>		<b>10,326</b>	<b>14,480</b>
<b>NET ASSETS</b>		<b>177,896</b>	<b>224,160</b>
<b>EQUITY</b>			
Contributed Capital		112,014	112,014
Accumulated Surplus/(Deficit)		65,883	112,146
<b>TOTAL EQUITY</b>		<b>177,897</b>	<b>224,160</b>

The accompanying notes form part of these financial statements.

**SURVEYORS REGISTRATION BOARD OF VICTORIA**

**STATEMENT OF CHANGES IN EQUITY  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

<b>EQUITY AND MOVEMENT IN EQUITY</b>	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>

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**A. Accumulated Surplus / (Deficit)**

Accumulated surplus at the beginning of the financial period	112,146	137,841
Net Result	(46,263)	(25,696)

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<b>Accumulated Surplus/(Deficit) at the end of the financial period</b>	<b>65,883</b>	<b>112,146</b>
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**B. Contributed Capital**

Balance at the beginning of the financial period	112,014	112,014
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<b>Balance at the end of the financial period</b>	<b>112,014</b>	<b>112,014</b>
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**C. Equity**

Equity at the beginning of the financial period	224,160	249,855
Net Result	(46,263)	(25,696)

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<b>Equity at the end of the financial period</b>	<b>177,897</b>	<b>224,160</b>
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**SURVEYORS REGISTRATION BOARD OF VICTORIA**

**CASH FLOW STATEMENT  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

	<b>Notes</b>	<b>2010</b>	<b>2009</b>
		<b>\$</b>	<b>\$</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from customers		108,995	113,898
Interest received		6,951	17,625
GST received from ATO		9,082	6,263
Payments to suppliers and employees		(176,263)	(155,668)
<b>NET CASH INFLOWS / (OUTFLOWS) FROM OPERATING ACTIVITIES</b>	<b>(7)</b>	<b>(51,235)</b>	<b>(17,882)</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Investment in Term Deposits		(150,000)	-
<b>NET CASH INFLOWS/OUTFLOWS FROM INVESTING ACTIVITIES</b>		<b>(150,000)</b>	<b>-</b>
<b>NET INCREASE / (DECREASE) IN CASH HELD</b>		<b>(201,235)</b>	<b>(17,882)</b>
<b>CASH AT THE BEGINNING OF THE FINANCIAL PERIOD</b>		<b>236,526</b>	<b>254,408</b>
<b>CASH AT THE END OF THE FINANCIAL PERIOD</b>	<b>(6)</b>	<b>35,290</b>	<b>236,526</b>

The accompanying notes form part of these financial statements.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**1. STATEMENT OF ACCOUNTING POLICIES**

(a) Basis of accounting

This general purpose financial report has been prepared in accordance with the *Financial Management Act 1994*, Australian Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board and Urgent Issues Group Interpretations.

The financial report is compiled on an accrual basis and a going concern basis adopting the principles of historical cost accounting, except where otherwise stated.

(b) Period accounting

The reporting period covered in the financial statements is for the twelve months from 1 July 2009 to 30 June 2010.

(c) New Accounting Standards and Interpretations

New accounting standard AASB 101, interpretations and its impact that have been published during the reporting period have been applied to this report where applicable to Surveyors Registration Board of Victoria (SRBV) financial reports for the period ended 30 June 2010.

(d) Recognition of revenue

Revenue is recognised on the following basis:

- 1 Interest revenues from Cash at Bank are brought to account when earned.
- 2 Personnel, professional fees and other administrative services amounting to \$217,690 were provided free of charge to the Surveyors Registration Board of Victoria by the Department of Sustainability & Environment. These resources have been included in the operating statement as income and as expenses in "Administration Costs" and "Cost of Services Provided by DSE".
- 3 Revenue is raised from renewal of registration, certification, accreditation and examination fees, and fines resulting from disciplinary findings. These revenues are recognised when realised or realisable and earned.

(e) Cash and deposits

For purposes of the cash flow statement, cash includes short term deposits at call which are readily convertible to cash on hand and are subject to an insignificant risk of changes in value.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

(f) Payables

Liabilities are recognised for amounts to be paid in the future for goods or services received, whether or not billed to the Board. The carrying amount of accounts payable approximate net fair value. No interest is paid in respect of payables. Trade payables are ordinarily settled on 30 day terms.

(g) Receivables

All debtors are recognised at the amount receivable as they are due for settlement at no more than 30 days from the date of recognition.

Collectability of debtors is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised when some doubt as to collection exists.

(h) Employee Entitlements

The Surveyors Registration Board of Victoria has no employees. However, the operations of the entity's secretariat are managed by the Executive Officer and an Administration Officer who are both employees of the Department of Sustainability and Environment (DSE). These employee costs are provided free of charge from DSE. An additional Administration Officer and Finance Officer were contracted during the reporting period. The SRBV pays sitting fees and superannuation to Board members.

Superannuation

Contributions are made by the Board to the Board members' superannuation funds and are charged as an expense when incurred. The contribution amounts are in accordance with superannuation guarantee contribution guidelines.

The amount charged to the operating statement in respect of superannuation represents the contributions made by the entity to the superannuation plan in respect to the current services of current Board staff. Superannuation contributions are made to the plans based on the relevant rules of each plan.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

(i) Goods and Services Tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of the GST incurred is not recoverable from the Australian Tax Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense.

Cash payments and cash receipts arising from operating activities are disclosed in the cash flow statement on a gross basis ie. Inclusive of GST.

(j) Income Tax

The activities of the Surveyors Registration Board of Victoria are exempt from income tax.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**2. FEES**

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Application for Registration	650	1,200
Registration Fees	89,025	92,029
Registration Late Fees	1,600	1,000
Examination of Projects	13,680	16,830
Professional Practice Interview	1,755	2,100
Overseas Assessments	-	800
Board Disciplinary Fines	1,000	-
Register Copies or Extracts	850	1,250
<b>Total</b>	<b>108,560</b>	<b>115,209</b>

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**3. RESOURCES RECEIVED FREE OF CHARGE**

The Department of Sustainability and Environment has provided services free of charge as follows:

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Cost of services provided by DSE	196,234	242,429
<b>Administration Costs:</b>		
Computers and Communications	6,294	9,835
Office and General Overheads	<u>15,162</u>	<u>23,691</u>
	21,456	33,526
<b>Total Cost of services provided by DSE</b>	<b>217,690</b>	<b>275,955</b>

**4. CONTRACTOR AND BOARD FEES**

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Board Fees	28,645	31,676
Finance & Administration Officer Salaries (Contractors)	47,557	23,324
Superannuation - Board Members	6,450	1,839
Superannuation - Finance & Admin Officers	-	-
<b>Total</b>	<b>82,652</b>	<b>56,839</b>

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

<b>5. RECEIVABLES</b>	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
GST Receivable	2,238	1,575
Accrued Interest Receivable	-	-
Trade Debtors	695	540
<b>Total</b>	<b>2,933</b>	<b>2,115</b>

<b>6. CASH</b>	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Cash at Bank	35,189	236,513
Term Deposit	150,000	-
Petty Cash	100	12
<b>Total</b>	<b>185,289</b>	<b>236,525</b>

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**7. RECONCILIATION OF CASH AND CASH EQUIVALENTS**

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Net result for the Year	(46,263)	(25,696)
Decrease (Increase) in Receivables	(818)	1,689
(Decrease) Increase in Payables	(4,154)	6,125
<b>Net cash inflows (outflows) from operating activities</b>	<b>(51,235)</b>	<b>(17,882)</b>

**8. PAYABLES**

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Audit Fees	7,150	6,250
PAYG Withholdings Payable	1,249	1,355
Superannuation Payable	-	604
Trade Creditors/Accrued Expenses	1,927	6,270
<b>Total</b>	<b>10,326</b>	<b>14,480</b>



**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**9A. FINANCIAL INSTRUMENTS**

**Financial Risk Management**

The Surveyors Registration Board of Victoria maintains appropriate stringent financial controls, restricting any transaction with the SRBV Fund outside the financial management systems.

**Market Risk - Interest Rate Risk**

The Board's exposure to interest risk and the effective weighted average interest rate for each class of financial assets and liabilities is set out below:

	Notes	2010	2009	2010	2009	2010	2009	2010	2009
		Fixed Interest Rate	Fixed Interest Rate	Floating Interest Rate	Floating Interest Rate	Non Interest Bearing	Non Interest Bearing	Total	Total
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Financial Assets</b>									
Cash Assets	(6)	-	-	35,189	236,513	100	12	35,289	236,525
Term Deposit		150,000						150,000	-
Receivables	(5)	-	-	-	-	695	540	695	540
		<b>150,000</b>	<b>-</b>	<b>35,189</b>	<b>236,513</b>	<b>795</b>	<b>552</b>	<b>185,984</b>	<b>237,065</b>
Weighted Average Interest Rate		5.3%	0.0%	4.0%	3.0%				
<b>Financial Liabilities</b>									
Payables	(8)	-	-	-	-	10,321	14,404	10,321	14,404
Credit Cards	(8)	-	-	-	-	5	76	5	76
		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,326</b>	<b>14,480</b>	<b>10,326</b>	<b>14,480</b>

The Surveyors Registration Board of Victoria has minimal exposure to interest rate risk through its holding of cash assets. Interest rate risk is managed by holding a mix of fixed and floating rate investments.

The Board has no exposure to foreign exchange risk or other price risk.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**Credit Risk**

The Surveyors Registration Board of Victoria has credit risk arising from receivables. The receivables balance consists of regulation fees payable by licensed surveyors in Victoria. Receivables balances are monitored on an on-going basis to ensure that exposure to bad debts is not significant. In addition, fees are payable by a legislated date so credit risk is nominal.

**Liquidity Risk**

The Surveyors Registration Board of Victoria's policy is to settle financial obligations within 30 days and in the event of dispute make payments within 30 days from the date of resolution. Liquidity risk is managed by maintaining adequate reserves and by continuously monitoring forecasts and actual cash flows.

**Fair Valuation**

The carrying amount of financial instruments is a reasonable approximation of their fair values.

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
 SURVEYORS REGISTRATION BOARD OF VICTORIA  
 FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010

9B. FINANCIAL INSTRUMENTS (CONTINUED)

Financial Risk Management

The Surveyors Registration Board of Victoria maintains appropriate stringent financial controls, restricting any transaction with the SRBV Fund outside the financial management systems.

Notes	Carrying amount		Not past due and not impaired		Less than 1 month		Past due but not impaired				1-5 years		Impaired financial assets	
	2010	2009	2010	2009	2010	2009	1-3 months		3 months - year		2010	2009	2010	2009
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Ageing Analysis Receivables</b>														
Services	695	540		-	590	360	105	180			-	-	-	-
Accrued investment income	-	-				-					-	-	-	-
Other receivables	2,238	1,575		1,575	2,238	-					-	-	-	-
<b>Investments and other contractual financial assets</b>														
Term deposits	-	-	-	-										-
<b>Total</b>	<b>2,933</b>	<b>2,115</b>	<b>-</b>	<b>1,575</b>	<b>2,828</b>	<b>360</b>	<b>105</b>	<b>180</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
 SURVEYORS REGISTRATION BOARD OF VICTORIA  
 FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010

	Carrying amount		Nominal Amount		Less than 1 month		Maturity dates				1-5 years		5+ years	
	2010	2009	2010	2009	2010	2009	1-3 months		3 months - year		2010	2009	2010	2009
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Maturity Analysis</b>														
<b>Payables</b>														
Suppliers and services	1,332	3,665	1,332	3,665	1,332	3,665	-	-	-	-	-	-	-	-
Amount payable to government and agencies	8,399	10,135	8,399	10,135	8,399	10,135	-	-	-	-	-	-	-	-
Other payables	595	680	595	680	595	680	-	-	-	-	-	-	-	-
<b>Borrowing</b>														
Advances from government	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>10,326</b>	<b>14,480</b>	<b>10,326</b>	<b>14,480</b>	<b>10,326</b>	<b>14,480</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Ageing Analysis**

(i) The carrying amounts disclosed include all receivable amounts at 30 June 2010.

**Maturity Analysis**

- (i) The carrying amounts disclosed exclude statutory amounts (e.g. GST payables).
- (ii) Maturity analysis is presented using the contractual undiscounted cash flows.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**10. SUPERANNUATION**

The Board contributes in respect of its Board members to the following superannuation schemes:

<b>Scheme</b>	<b>Type</b>	<b>Rate</b>	<b>2010</b>	<b>2009</b>
			<b>\$</b>	<b>\$</b>
Alcove Super P/L ATF HT Davies Superannuation Fund	Accumulation	<b>9%</b>	-	57
Bodley Street Superannuation Fund	Accumulation	<b>9%</b>	-	95
Commonwealth Super Select	Accumulation	<b>9%</b>	425	596
M. J. L. Superannuation Fund	Accumulation	<b>9%</b>	512	355
Rebon Superannuation Fund	Accumulation	<b>9%</b>	510	274
UniSuper	Accumulation	<b>9%</b>	360	463
<b>Total</b>			<b>1,808</b>	<b>1,839</b>

There are no Superannuation contributions outstanding at 30 June 2010.

There are no loans by the superannuation funds to the Board.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**11. RESPONSIBLE PERSONS**

The names of persons who were Responsible Persons at any time during the year 1 July 2009 to 30 June 2010 are:

The Hon Gavin Jennings MLC, Minister for Environment and Climate Change  
Mr Peter Harris, Secretary Department of Sustainability and Environment (until 30 August 2009)  
Mr Greg Wilson, Secretary Department of Sustainability and Environment (from 31 August 2009)

Ministerial appointments to the Board:

Mr John Tulloch, Surveyor-General of Victoria (Chair)  
Mr David Boyle, Licensed Surveyor employed in the Department of Sustainability and Environment (from 5 May 2010)  
Mr Michael Loy, Licensed Surveyor nominated by the Institution of Surveyors Victoria  
Ms Rachael Musgrave-Evans, Licensed Surveyor nominated by the Institution of Surveyors Victoria  
Dr David Silcock, RMIT University teacher of cadastral surveying  
Mr Stephen Jones, Lawyer experienced in administrative law  
Ms Roberta Esbitt, representing the interests of property owners and developers  
Ms Gaye Mason, community representative

The following members were appointed by the Minister for temporary roles related to specific disciplinary hearings:

Mr Mark Robins - Lawyer member (from 10 December 2009)  
Mr Peter Sullivan - Licensed Surveyor member (from 10 December 2009)  
Mr Peter Marx - Licensed Surveyor member (from 10 December 2009)

Executive Officer  
Ms Anita Davids

a. The number of responsible persons, including the Executive Officer, receiving remuneration:

Remuneration	2010	2009
\$0 - \$10,000	7	7
\$10,000-\$20,000	1	0
\$30,000-\$40,000	0	1
\$40,000-\$50,000	1	1
\$50,000-\$60,000	0	0
\$80,000-\$90,000	0	1
\$90,000-\$100,000	1	0
\$100,000-\$110,000	0	0

b. Remuneration received, or due and receivable, by responsible persons from the reporting entity for the financial period	2010 \$ 186,320	2009 \$ 199,511
--	-----------------------	-----------------------

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

The salaries of Mr John Tulloch, Mr David Boyle, and Ms Anita Davids included in responsible person remuneration above are paid by the Department of Sustainability and Environment and have been disclosed in the employee costs and resources received free of charge.

Standard operation costs and office & general overheads are excluded in the remuneration disclosed in 2010 above.

The salaries of government Ministers are disclosed in the financial statements of the Department of Premier and Cabinet.

The salary of Mr Peter Harris and Mr Greg Wilson are included in the financial statements of the Department of Sustainability and Environment.

- c. During the year 1 July 2009 to 30 June 2010 there were no transactions entered into between the responsible members and their related parties.

**NOTES TO AND FORMING PART OF THE ACCOUNTS FOR  
SURVEYORS REGISTRATION BOARD OF VICTORIA  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2010**

**12. EXECUTIVE OFFICER REMUNERATION**

There were no Executive Officers whose remuneration exceeded \$100,000 during the reporting period apart from the Executive Officer whose remuneration has been disclosed in note 11.

---

**13. REMUNERATION OF AUDITORS**

Amounts received, or due and receivable, by the Victorian Auditor General's Office for the audit of the Surveyors Registration Board of Victoria is: \$7,150

	<b>2010</b>	<b>2009</b>
	<b>\$</b>	<b>\$</b>
Audit Fees	7,150	6,500

---

**14. CONTINGENT LIABILITIES**

There were no contingent liabilities as at 30 June 2010 (nil 30 June 2009).

---

**15. COMMITMENTS**

There were no commitments as at 30 June 2010 (nil 30 June 2009).

---

**16. SUBSEQUENT EVENTS WHICH WILL AFFECT OPERATIONS IN FUTURE YEARS**

At the time of preparing the Financial Statements there were no subsequent events which would be expected to affect operations in future years.



# Accountable Officer's Declaration



Surveyors Registration Board of Victoria

## Accountable Officer's Declaration

We certify that the attached financial statements for the Surveyors Registration Board of Victoria have been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian accounting standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes forming part of the financial statements, presents fairly the financial transactions during the year ended 30 June 2010 and financial position of the Surveyors Registration Board of Victoria at 30 June 2010.

We are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 25 August 2010.

Handwritten signature of John E. Tulloch in blue ink.

**John E. Tulloch**  
Chair  
Surveyors Registration Board of Victoria

Melbourne  
25 August 2010

Handwritten signature of Anita Davids in blue ink.

**Anita Davids**  
Executive Officer  
Surveyors Registration Board of Victoria

Melbourne  
25 August 2010

# Auditor-General's Report

## VAGO

Victorian Auditor-General's Office

### INDEPENDENT AUDITOR'S REPORT

#### To the Board Members, Surveyor's Registration Board of Victoria

##### *The Financial Report*

The accompanying financial report for the year ended 30 June 2010 of the Surveyor's Registration Board of Victoria which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, a statement of accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's declaration has been audited.

##### *The Board Members Responsibility for the Financial Report*

The Board Members of the Surveyor's Registration Board of Victoria are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

##### *Auditor's Responsibility*

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to the internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Board Members, as well as evaluating the overall presentation of the financial report.

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

1

Level 24, 35 Collins Street, Melbourne Vic. 3000

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*Auditing in the Public Interest*

# Auditor-General's Report

## VAGO

Victorian Auditor-General's Office

### Independent Auditor's Report (continued)

#### *Matters Relating to the Electronic Presentation of the Audited Financial Report*

This auditor's report relates to the financial report published in both the annual report and on the website of the Surveyor's Registration Board of Victoria for the year ended 30 June 2010. The Board Members of the Surveyor's Registration Board of Victoria are responsible for the integrity of the website. I have not been engaged to report on the integrity of the website. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Surveyor's Registration Board of Victoria website.

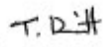
#### *Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

#### *Auditor's Opinion*

In my opinion, the financial report presents fairly, in all material respects, the financial position of the Surveyor's Registration Board of Victoria as at 30 June 2010 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.

MELBOURNE  
27 August 2010

for   
D D R Pearson  
Auditor-General

2

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*Auditing in the Public Interest*

# Disclosure Index

The Annual Report of the Surveyors Board of Victoria is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of the authority's compliance with statutory disclosure requirements.

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### Management and structure

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### Financial and other information

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### Financial Statements

Financial statements required under Part 7 of the *Financial Management Act 1994*

SD 4.2(f)	Model Financial Report	nil
SD 4.2(b)	Comprehensive Operating Statement	29
SD 4.2(b)	Balance Sheet	30
SD 4.2(a)	Statement of Changes in Equity	31
SD 4.2(b)	Cash Flow Statement	32
SD 4.2(c)	Accountable Officer's Declaration	48
SD 4.2(c)	Compliance with Australian accounting standards and other authoritative Pronouncements	nil
SD 4.2(c)	Compliance with Ministerial Directions (* see Note 2 below)	
SD 4.2(d)	Rounding of amounts	nil

Other disclosures in notes to the financial statements

FRD 13	Disclosure of parliamentary appropriations	nil
FRD 11	Disclosure of ex-gratia payments	nil
FRD 21A	Responsible person and executive officer disclosures	45-47
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\* Note 1 Other information is available from the Surveyors Registration Board of Victoria on request to the Executive Officer, Level 17 / 570 Bourke Street, Melbourne, 3000

\* Note 2 The Board has complied with the requirements of the Financial Management Compliance Framework and the Tax Compliance Framework. The independent Board Members, Ms Gaye Mason or Mr Stephen Jones are present at monthly meetings where the Board's monthly accounts are approved.

## Legislation

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<i>Victorian Industry Participation Policy Act 2003</i>	26
<i>Building Act 1983</i>	27
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<i>Audit Act 1994</i>	nil

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